Infor System21 Style Purchase Management

Product Guide

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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 STPM 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

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Chapter 1 Overview

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Introduction

A comprehensive Purchase Management system is necessary for controlling a cost-effective and accurate supply of items. The Style Purchase Management application provides the necessary information and facilities in the following key areas:

- Order creation
- Order follow-up
- Container tracking
- Goods receiving
- Quality assurance
- Invoice matching
- Performance analysis

The application can be controlled and tailored to each company's requirements by use of profiles, parameters and tables. Any number of companies can be defined.

As organisations expand into international markets, multi-currency handling is essential and is integrated into this application.

Relationship to Other Applications

Style Purchase Management is a fully standardised Style application, and as such operates under the control of System Manager.

The application is designed to be used in conjunction with the following applications:

- Style Inventory Management
- Purchase Ledger
- Style Requisitioning
- Style Warehousing

The company profile is used to identify the applications interfaced.

Inventory Management

Style Purchase Management is fully integrated with the Style Inventory Management application in an on-line mode.

Companies communicate with each other on a one-to-one basis, identified by the company code.

Where Style Inventory Management is installed, Style Purchase Management uses the Inventory Management Item Master file for the specification of items. On order and physical stock balances are maintained by Purchase Order Entry and Receiving functions.

Style Purchase Management writes inventory movements and maintains actual cost details in the Style Inventory Management application.

Purchase and General Ledgers

The Style Purchase Management application is fully integrated, on-line, with the Purchase Ledger. The integration of Style Purchase Management, Purchase Ledger and General Ledger is controlled as follows:

- It is possible for many Purchase Ledger companies to interface to one General Ledger company. The Purchase Ledger company profile defines the General Ledger company to which the Purchase Ledger company interfaces.
- The Style Purchase Management company profile defines a General Ledger company code for interface purposes. The Style Purchase Management company will interface with any Purchase Ledger company which links to this General Ledger. As a result, a single Style Purchase Management company may link to many Purchase Ledger companies.

Style Purchase Management uses the standard Purchase Ledger supplier data and provides facilities for matching receipts with Purchase Ledger items.

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

Style Requisitioning

Style Purchase Management is fully integrated with the Style Requisitioning application.

Companies communicate with each other on a one-to-one basis, identified by the company code.

The Style Requisitioning application shares master file data with and creates order details in the Purchase Management application.

Warehousing

Style Purchase Management performs internal checks to determine:

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

If so, when goods are received or transferred into stores, a window is displayed for warehousing-specific information to be entered. This includes packing code and expiry date (for consumables). These items are then automatically processed by the put-away routines in Style Warehousing, which decide where the items are to be located.

Configuration

Like all Style applications, Purchase Management can be operated for a number of companies, the characteristics of each being maintained in a company profile.

The primary information maintained in the company profile is:

- Application set-up parameters
- Currency defaults
- Output queues for reports
- Interfaces to other applications
- Order numbering
- Goods Received Note (GRN) numbering
- Debit note numbering
- Purchasing officer number range
- Item class range
- Requisitions system options

These default values improve efficiency of data entry, provide the parameters for the generation of document references, provide specification of the technical environment, and enable set up of ranges for data integrity checking.

Maintenance of Reference Data

Purchase Management uses master file data set up in other Style applications. However, there are some master files which are set up specifically for the application.

Information for the following can be maintained:

- Item Specifications
- Purchasing Officer Names
- Item/Supplier Profiles
- Delivery Instructions
- Receiving Addresses
- Supplier External Text
- Parameters and Sundry Codes
- User Authorities
- Container Details

Item Specifications

Where Style Inventory Management is not installed, item specifications are set up in Style Purchase Management. These specifications detail classification, description, associated nominal account codes, unit of measure details, Tax Code and alternative/supersession data. Text can also be maintained for the item, which can be optionally added to the purchase order line in order entry.

Purchasing Officer Names

Details are held of the company's officers and/or planners who use this application. The purchasing officer is then recorded against each order and is a displayed item on the application's enquiries.

Item Supplier Profiles

For each supplier of an item, an item/supplier profile is required. The profile includes price, ordering rules, lead time and supplier reference details.

Cumulative totals of orders placed and receipts are also maintained by the application for each item/supplier profile.

Authorisation Status

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 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 requisition will be error flagged 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 has a status of 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 **P**. 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 **P**. Other order classes have the flag set to blank (the default).

  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.

  Note: *The authorisation status applies to the style and all its SKUs.*

Delivery Instructions

A set of delivery instructions can be 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 can be selected at order entry and is subsequently printed on the purchase order form.

Receiving Addresses

A set of receiving addresses can be maintained for each company. Each one comprises a name and up to five lines of address.

The code can be selected at order entry, to specify the address to which the goods are to be sent. Otherwise, it defaults to the receiving address code set up in the company profile.

Supplier External Text

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

Parameters and Sundry Codes

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

- Unit of Measure Codes
- Item Classifications
- Order Classifications
- Scrap Reason Codes
- Schedule Order Types
- User-defined Fields
- Warehouse Codes

User Authorities

Access to Style Purchase Management procedures is controlled by the standard authorisation features of System Manager. The application does provide an additional level of user authorisation within certain procedures.

Authority levels can be set for standard 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

The authority levels are set as absolute values, or as percentages of the relevant order line value.

Shipment Details

Any number of shipments can be maintained for each company. Each one is comprised of data such as shipping information, tariff codes, weight, letter of credit, receiving port and expected dates. A purchase order is then attached to a shipment before goods receipt can be actioned.

Importing

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.

Processing

The normal day-to-day processing in Style Purchase Management can be divided into three types of tasks:

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

Creating Orders

Purchase orders can be created by two different methods:

By generating purchase orders from requisitions via the facility in the Style Requisitioning application

Or

By entering the purchase order directly in the Style Purchase Management application via Order Entry

Order Creation from Style Requisitioning

Purchase requisitions can be created from any of the applications shown below, and then transferred into purchase orders.

- Style Inventory Management
- Style Distribution Requirements Planning
- Style Requisitioning
- Style Purchase Management
- Style Material Planning
- Manual Entry

The creation of purchase orders from Style Requisitioning can be done selectively for any of the following:

- Release Flag
- Supplier
- Purchasing Officer
- Order Class
- Stockroom

Separate purchase orders can optionally be created on change of supplier and/or purchasing officer. The rules governing this are specified in the Style Purchase Management company profile.

Order Entry

The entry of a purchase order can be broken down into three stages: order header, items and options.

When entering the order header, the following information can be specified:

Order Class

This specifies if the order is for stocked items, non-stocked items, or services.

Order Type

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

***Note:** A scheduled order is a firm commitment with a supplier for quantities to be delivered on specified dates. Multiple deliveries are expected for each line. A blanket order is similar to a scheduled order but the commitment to quantities and dates is only provisional. It is processed in the same way as a scheduled order within this application.*

Other details specified on the order header are:

- Order Date
- Order Number
- Purchasing Officer
- Department
- Discount
- Job Number

When adding items to the order, the standard Style Inventory Management alpha search is available for identifying and selecting the correct item.

The supplier's item reference, unit of measures, price and discounts are defaulted for the item, but can be changed. However, for non-stocked items there are no defaults for price or units.

Upon entry of the style number, a matrix is displayed to allow quantity entry against individual colour and size options. Nominal cost code, job number and department can also be entered for each item or style.

Options are available when completing each order:

- To enter further orders or return to the menu

- To print or fax the order
- To use existing external supplier text or not
- To add new text for printing on the order, i.e. external text
- To add new text for display only, i.e. internal text
- To cancel the whole order

Full amendment facilities are available on outstanding orders, and an audit trail is provided of amendments made.

Note: *New orders are detailed on the New Orders Audit report. This list can act as an authority document prior to printing the order. This audit report must be produced prior to receipts being processed against the order.*

Shipment and Container Tracking

Each separate shipment has its own voyage or flight number and container breakdown details. When the importer receives an invoice from the supplier for each shipment, it is extremely important to know how many and which containers were received at each stage to enable verification of the invoice.

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

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

Receiving Goods

All goods or services received must be covered by a purchase order.

There is provision to record goods receipts by shipment or container, rather than just by purchase order.

To enable the correct purchase order to be processed, all outstanding orders by item or supplier can be viewed. Furthermore, if the item code and supplier code are unknown, searches are available for these. Obviously, the purchase order number or container number can be entered directly, if known.

Goods can be received in up to three locations:

- Goods Inwards
- Inspection
- Stores

For stock items, Style Inventory Management is only updated when receipt (or transfer) is made to stores. Items can be subsequently moved from their original receipt location using the Transfer Goods Location task in this application.

In recording the receipt, the whole order can be received in its entirety. Alternatively, the receipt can be done line by line, with partial receipts allowable.

The user’s authority is checked before under/over delivery can be accepted.

If the receipt is made into the stores location and the Style Warehousing application is installed, a window is displayed for entry of package code (and expiry date for consumables).

Both internal order and order line text can be updated at the receiving stage.

The Goods Receipt Note (GRN) can be printed, along with labels if required. GRN numbers can be automatically generated. These GRN options are specified in the company profile.

Once the goods have been received, the following facilities within this application can be used to attain high levels of quality assurance:

- Transfer of goods into or out of inspection
- Return of unwanted goods, with optional replacement
- Scrapping of faulty goods, with analysis by reason codes
- Optional creation of rejection notes
- Ability to match a credit note to a return, at a later date

Invoice Matching

Invoice matching is designed to close the loop between the Purchase Ledger application and the Style Purchase Management application by providing matching of receipts with invoices or credit notes on the Purchase Ledger Log.

The Invoice Matching routine performs two basic functions:

- Receipts within the Style Purchase Management application are flagged as having been matched with invoices. The pricing details are stored in Style Purchase Management for future analysis in the supplier performance and price variance reports.
- Invoice Log records in the Purchase Ledger are flagged as matched, and dissections to the appropriate nominal codes are set up.

Invoices, credit notes and journals on the Invoice Log can be matched against any number of advice notes and parts of advice notes.

A report of outstanding advice notes by supplier is available to assist with invoice matching.

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

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

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

Where the Invoice Log is not in use, receipts within Style Purchase Management can be matched using the stand-alone matching procedure. This procedure is similar to standard matching, but involves no interface to the Purchase Ledger Log.

Interface to General Ledger

Purchasing interfaces to System21 General Ledger can be made in the following ways:

- Goods Receipt/Adjustment
- Match Invoice to Receipt

Goods Receipt

At this point, stock is updated within the General Ledger with a contra-posting to the accrual accounts. The account codes used are defined against the item within Inventory.

In addition, any landed costs are posted separately to the General Ledger at receipt stage.

Invoice Match

This function will back out the postings for stock and accruals made at goods receipt stage. These postings are replaced by postings for stock, debtors and price variance.

Note: *The back out of stock and accruals is done directly from invoice match but the replacement postings for stock, debtors and price variance do not update the General Ledger until the Purchase Ledger Log is posted to the General Ledger.*

Enquiries

Enquiries can be grouped into four categories:

- Outstanding Order Searches
- Order Details
- Sources of Supply
- Financial

Outstanding Order Searches

Multiple routes are provided for identifying an outstanding purchase. Enquiries exist by:

- Item
- Supplier
- Job Number
- Supplier Item Reference
- Purchasing Officer
- Container

Order Details

Once the relevant purchase order has been identified, an enquiry exists to display details of that order. Each line can then be selected to show receipts to date along with other line details.

Sources of Supply

Enquiries are available to satisfy these questions:

- Which suppliers supply this item?
- Which items have been bought from this supplier?

These enquiries are known as the Where Bought? enquiry and What Bought? enquiry respectively.

Financial

An enquiry exists to display the details of an invoice, including the value matched and matched receipt details. An enquiry is also available on outstanding orders for a given cost code.

Reports

As part of the general policy of Style applications, before a report is run, selection and sequencing parameters are normally available.

In general, standard reports are printed on standard listing paper with 132 print positions and six lines to the inch. In Style Purchase Management, the printing of orders, goods receipt notes and labels is done on special stationery.

The reports in Style Purchase Management can be grouped into one of six categories:

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

Actions

These reports are used to trigger actions to be taken, and are necessary to progress an order through the application:

- New Orders
- Print Orders
- Print GRNs/Labels

Status Reports

These show the current position of purchase orders within the application:

- Order Pre-print
- Deliveries Due
- Order Confirmation
- Advice Notes not Invoiced
- Accruals (Receipts not Invoiced)

Analysis

A selective overview of the Purchase Management function, and also how effectively it performs, is provided by:

- Receipts and Returns
- Goods Value by Location
- Price Variance

- Supplier Performance
- What Bought
- Where Bought
- Order Value by Cost Code
- Purchase Commitment
- Container

Audits

The following audits are provided for processing functions in Purchase Management:

- Order Amendment Audit
- Receipts and Returns

File Lists

Full file listings can be requested for the following:

- Item Specifications
- Purchasing Officers
- Receiving Addresses
- Delivery Instructions
- Parameters and Sundry Codes
- User Authority Values

Exceptions

These reports include discrepancies within the database which may need actions to rectify them.

- Item/Supplier Profile Exception
- Order File Exception

Prerequisites

Applications

For the basic operation of Style Purchase Management, only System Manager is prerequisite.

However, the application is designed to be used in conjunction with the following:

- Style Inventory Management
- Purchase Ledger

If the Style Inventory Management application is not installed, all purchased items must be maintained within Style Purchase Management.

If the Purchase Ledger is not fully installed, at least the Supplier Master file and Currency Rate file of the Purchase Ledger must be maintained.

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

Data

Supplier

The suppliers to be referenced in Style Purchase Management must be defined on the Supplier Master file. This is maintained within the Purchase Ledger.

Currency

If applicable, current rates for all relevant currencies must be set up, using the General Ledger functions.

Items

All items to be included in Style Purchase Management must be defined to Style Inventory Management, if installed.

Otherwise, each item must have a specification defined within Style Purchase Management.

Implementation Critical Path

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

- Define the company profile options.
- Create the company profile.
- Initialise the Parameter and Sundry Codes file.
- Design the units of measure table (including conversion factors).
- Define stockroom codes (for non-stock orders).
- Define order classifications.
- Define schedule order types.
- Define scrap reason codes.
- Define item classifications (where Style Inventory Management is not in use).
- Define user-controlled fields for order entry.
- Create parameters and sundry codes.
- Define user authority values and create them.
- Define and create currency rates (unless these have already been set up in the Purchase Ledger).
- Create purchasing officer definitions.
- Create the Supplier Master file (if Purchase Ledger is not installed).
- Create item specifications (if Style Inventory Management is not used).

- Create item/supplier profiles. These can also be created in Order Entry.
- Define and create delivery instructions sets.
- Define and create receiving addresses.
- Optionally create extended purchase text for:
  - Items
  - Items/Suppliers
  - Suppliers
- Optionally set up supplier fax numbers.

Chapter 2 Maintenance

2

Company Profile [3/STCO]

For each company that you use in Style 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 Style Purchase Management
- Details of other modules attached to Style Purchase Management
- The way documentation is numbered
- The company code of the General Ledger company with which the Style Purchase Management company is associated
- Details used by Style Requisitioning, if it is installed

Caution: You should take care when amending existing profiles because of the effect this may have on existing data in Style Purchase Management.

Caution: We recommend that you use the Copy Company utility to copy the dummy company shipped with System21 when creating new companies.

Maintain Profile Records Selection Window

To display this window, select the PM Company Profile task.

Use this window to enter a new company code or select an existing company profile to maintain. A list of existing company codes and descriptions is displayed.

Fields

Enter New Company

You can enter a unique code to add a new company.

Options

Select

Use this to select the company you want to maintain.

Press Enter to display the Maintain Profile Records Details window.

Maintain Profile Records Details Window

To display this window, enter or select the company you want to maintain and then press Enter on the Maintain Profile Records Selection window.

Use this window to maintain the default company address, delivery instructions and print output queues.

Fields

Company Code

This field displays the company code.

Name

If you are maintaining a new company profile, enter a suitable name for this company. If a name has already been set up in Application Manager it will be displayed here.

Address 1-5/Post Code

Enter your company address, using the five lines available, and the postcode.

Telephone/Fax Number

Enter your main company telephone number and fax number.

Address

Supplier Sales Office Address Sequence Number

Each supplier account can 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, via 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 via the Maintain Despatch Addresses task in Accounts Payable.*

Receiving Address Supplier

Your main receiving address is held in Accounts Payable as a dummy customer. Enter the customer account code to be used to hold the main receiving address.

Receiving Address Default Sequence Number

You can have a number of company addresses, each with its own sequence code. Enter the code to represent your default receiving address. This is the location where you normally receive stock from your suppliers.

Purchasing

Delivery Instructions - Item Prefix

You only need to use this field if you are not using Style Inventory Management. Delivery instructions are held against a dummy item. Enter the dummy item code to define your default delivery instructions.

Booking in Point

Goods can be booked into any one of three locations in Style Purchase Management. Enter the default location into which you want goods to be booked in. You can change the default at the point of receipt.

Select one of the following:

Goods Inwards (1)

Inspection (2)

Stores (3)

Output

Reports/Orders/GRNs/Labels/Debit Notes

Enter the normal printer output queues for reports, orders, GRNs or labels and debit notes. The queues you enter here will override any that are set up in Application Manager user profiles.

Hold

Use these checkboxes as follows:

Unchecked - To release and print the job on the output queue immediately

Checked - To hold the output for manual release

You can then print the output as a batch job.

Library

Enter the library that contains the output queues.

Press Enter to display the Maintain Profile Records System Tailoring window.

Maintain Profile Records System Tailoring Window

To display this window, press Enter on the Maintain Profile Records Detail window.

Use this window to specify which other modules are attached to Style Purchase Management and the way they work together for your company.

Fields

Company Code

This field displays the code of the company you are maintaining.

Name

This field displays the name of the company you are maintaining.

Which Purchase Ledger is to be Used?

Select one of the following:

OSL (1) - To use System21 Accounts Payable

Other (2) - Not to use System21 Accounts Payable

Do You Wish to Access the Purchase Ledger Log

If Accounts Payable is in use, use this checkbox as follows:

Unchecked - If purchase receipts are not to be matched against invoices on the Accounts Payable Log

Checked - If purchase receipts are to be matched against invoices on the Accounts Payable Log

Which Requisition System is to be Used

Select one of the following:

OSL (1) - If you are using System21 Style Requisitioning

Other (2) - If you are not using System21 Style Requisitioning

Which Scheduling System is to be Used

This field is not currently supported by Style, so you can leave the default value.

Which Inventory System is to be Used

Select one of the following:

OSL (1) - If you are using System21 Style Inventory Management

Other (2) - If you are not using System21 Style Inventory Management

Goods Received Notes to Print

You may want a printed record of goods received into Style Purchase Management.

Use this checkbox as follows:

Unchecked - Not to print GRNs

Checked - To print GRNs

Goods Received Labels to Print

You can label goods received into Style Purchase Management for easy identification later.

Use this checkbox as follows:

Unchecked - Not to print goods received labels

Checked - To print goods received labels

Item Receipts

Enter the number of days before an order line due date that you will accept delivery of goods from your supplier. This prevents you receiving deliveries from a supplier too early.

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.*

Enable Item/Supplier Profile Creation in PM

Use this checkbox as follows:

Checked (default) - If the user is allowed to create item/supplier records in Order Entry and Order Amend

Unchecked - If item/supplier records cannot be created

Update Current Price at Order Entry

If during order entry you find that an item price has changed, you might want to update the item/supplier profile.

Use this checkbox as follows:

Unchecked - If no update is required

Checked - To update the current price automatically on the item/supplier profile at order entry time, if the price entered is not equal to the current price

You will have to confirm the update.

Update Current Price at Invoice Match

If, during invoice matching you find that an item price has changed, you might want to update the item/supplier profile.

Use this checkbox as follows:

Unchecked - If no update is required

Checked - To update the current price automatically on the item/supplier profile at invoice matching, if the invoice price entered is not the same as the current price

You will have to confirm this update.

Blank Supplier after Order Entry

You can retain supplier details from the previous order when you are entering orders. This is useful if you have multiple orders for a supplier with, for example, different delivery addresses.

Use this checkbox as follows:

Unchecked - To retain supplier details after purchase order entry

Checked - To blank supplier and address details from the previous order

General Ledger Company Code

Enter the General Ledger company code to which this Style Purchase Management company is linked.

Note: *This must be a valid General Ledger company. Style Purchase Management will use the default base currency code of this General Ledger company and this will determine if it is multi-currency or not.*

Note: *The Accounts Payable company used by this Style Purchase Management company is determined by the selection of this General Ledger company code. A Style Purchase Management company uses any Accounts Payable company that interfaces to the General Ledger company specified here.*

Seasonal Processing

Use this checkbox as follows:

Unchecked - If seasonal processing is not activated

Checked - To activate seasonal processing

Press Enter to display the Maintain Profile Records Numbering and Currency window.

Maintain Profile Records Numbering and Currency Window

To display this window, press Enter on the Maintain Profile Records System Tailoring window.

Use this window to specify whether to use automatic numbering for purchase orders, Goods Received Notes, and debit notes. You also specify the currency defaults here.

Fields

Company Code

This field displays the code of the company you are maintaining.

Name

This field displays the name of the company you are maintaining.

Order Numbering

Automatic Order Numbering

Use this checkbox as follows:

Unchecked - To enter order numbers manually

Checked - To generate order numbers in sequence automatically

Note: *You can override automatically generated order numbers at 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 you want to use for purchase orders.

Last Order Number Used

This field displays the last order number used by Style Purchase Management and should not be amended.

Order Number Prefix

Enter the character you want to use as a prefix for generated order numbers.

This is useful within a multi-company environment, so that orders from different companies can be distinguished easily, or to distinguish between purchase orders and requisitions.

Goods Received Note Numbering

Automatic Goods Received Notes Numbering

Use this checkbox as follows:

Unchecked - To enter GRN numbers manually

Checked - To generate GRN numbers automatically

Start Number

Enter the number prior to the first GRN number you want to use.

Ending

Enter the last GRN number in the range you want to use.

Last GRN Number Used

This field displays the last GRN number used by Style Purchase Management and should not be amended.

Debit Note Numbering

Debit Notes to Print

Use this checkbox as follows:

Unchecked - Not to print debit notes

Checked - To print a report of all returned goods automatically

Start Number

Enter the number prior to the first debit note number you want to use.

Ending

Enter the last debit note number in the range you want to use.

Last Debit Note Number Used

This field displays the last debit note used by Style Purchase Management and should not be amended.

Currency Defaults

Which Conversion Rate

Select the default rate code, set up in the General Ledger, to be used for the conversion from prime currency to base currency on orders, receipts and invoices.

If you leave a rate code blank, Style Purchase Management will look for the currently effective rate code in General Ledger, based on the effectivity date of the rate code.

Press Enter to display the Maintain Profile Records Ranges window.

Maintain Profile Records Ranges Window

To display this window, press Enter on the Maintain Profile Records Numbering and Currency window.

Use this window to maintain the ranges of purchasing officer numbers and item classes.

Fields

Company Code

This field displays the code of the company you are maintaining.

Name

This field displays the name of the company you are maintaining.

Purchasing Officer Range

Purchasing Officer to be Mandatory

Use this checkbox as follows:

Unchecked - If it will not be necessary to enter a purchasing officer number on orders

Checked - If a purchasing officer number must be entered on all orders

Note: *You might want only certain employees in your company to be responsible for raising purchase orders. This allows you to control expenditure and provides an audit trail of who bought what*.

Starting Purchasing Officer

Enter the first purchasing officer number to use.

Ending

Enter the last number in the range of purchasing officer numbers 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 Style Inventory Management.

Enter the first item class code in the range you want to use.

Ending

Enter the last item class code in the range that you want to use.

Validate GL Codes on Non-stock Orders

You can control the purchase of non-stock goods using GL account code validation. This flag controls validation against the Chart of Accounts only, not against buyer accounts.

Select one of the following:

No (0) - To process non-stock orders without GL code validation

Warning (1) - To display a warning message (Account Invalid), which can be overridden by selecting **OK**

Error Message (2) - To display an error message (Account Invalid), which cannot be overridden

Delete P.O. Audits

Use this to specify whether to delete purchase order audits.

Use this checkbox as follows:

Unchecked - To retain purchase order amendments following audit report print, and have access through PO enquiry

Checked - To delete purchase order amendments following audit report print

Press Enter to display the Maintain Profile Records Requisitions System window if Style Requisitioning is being used. If Style Requisitioning is not being used, the company profile is completed.

Maintain Profile Records Requisitions System Window

To display this window, press Enter on the Maintain Profile Records Ranges window.

Use this window to specify how the Style Requisitioning module will operate.

Fields

Company Code

This field displays the code of the company you are maintaining.

Name

This field displays the name of the company you are maintaining.

Order Class for Sourced Requisitions

Enter the order class to be assigned to requisitions when they are converted to purchase orders. This must be in the range 1-4, as these classes indicate stock orders.

For more information about order classes, refer to the Parameters and Sundry Codes section of this product guide.

Order Class for Import Orders

This field allows the definition of the order classes to be used for import orders.

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 enter one alphanumeric character. You can amend the value on individual requisitions if 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:

Unchecked - For requisitions to be added to the end of existing, unreleased purchase orders, where supplier, despatch address, order class, stockroom and purchasing officer (if specified in the next field) match. If a match cannot be found a new order is created.

Checked - Always to create a new order when converting requisitions to purchase orders

New Order Created on Change of Purchasing officer

This field is linked to the New Order Flag Default Value field.

Use this checkbox as follows:

Unchecked - To add the requisition to an existing order where supplier, despatch address, currency, order class, stockroom and purchasing officer match

Checked - To create new orders on change of purchasing officer number

Requisition Numbering

Start Number

Enter the number prior to the first requisition number you want to use.

Ending Number

Enter the last requisition number in the range you want to use.

Last Number Used

This field displays the last requisition number used by Style Purchase Management and should not be amended.

Authorisation Required for Modified Sourced Requisitions

This applies to requisitions generated from Inventory, MPS (Master Production Scheduling), MRP (Material Requirements Planning) and DRP (Distribution Requirements Planning), and specifies whether these requisitions must be authorised if they are modified.

Use this checkbox as follows:

Unchecked - If no authorisation is required

Checked - If requisitions need to be authorised after amendment

3-Way Match

Display Advice Note Details

Use this checkbox as follows:

Unchecked - Not to display details of matched advice notes in 3-way match

Checked - To display the details of matched advice notes in 3-way match

User Level Authority Required

Use this checkbox as follows:

Unchecked - If user-level authority is not required for 3-way match

Checked - If user-level authority is required for 3-way match

Invoice Matching

Print Invoice Matching Detail

You can keep a printed record of invoice matching.

Use this checkbox as follows:

Unchecked - If you do not want to print invoice matching details automatically

Checked - To print invoice matching details automatically

Note: *You can print invoice matching details via Accounts Payable.*

Invoice Match Inhibit if Goods Not in Store Location

If you receive goods into Goods Inwards or Inspection, they are still regarded as outstanding by the system.

Use this checkbox as follows:

Unchecked - To allow matching of all receipts, that is, in any location

Checked - To prevent matching of receipts to invoices until goods are received into Stores

Select **Update Complete (F8)** to update the company profile record.

Parameters and Sundry Codes [1/STPMM]

Once you have set up your company profile, you must set up the parameters and codes that you need to run Style Purchase Management. System21 is supplied with most of the parameter types that you will need already installed.

Style 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 Style Purchase Management where these parameters are primarily used are:

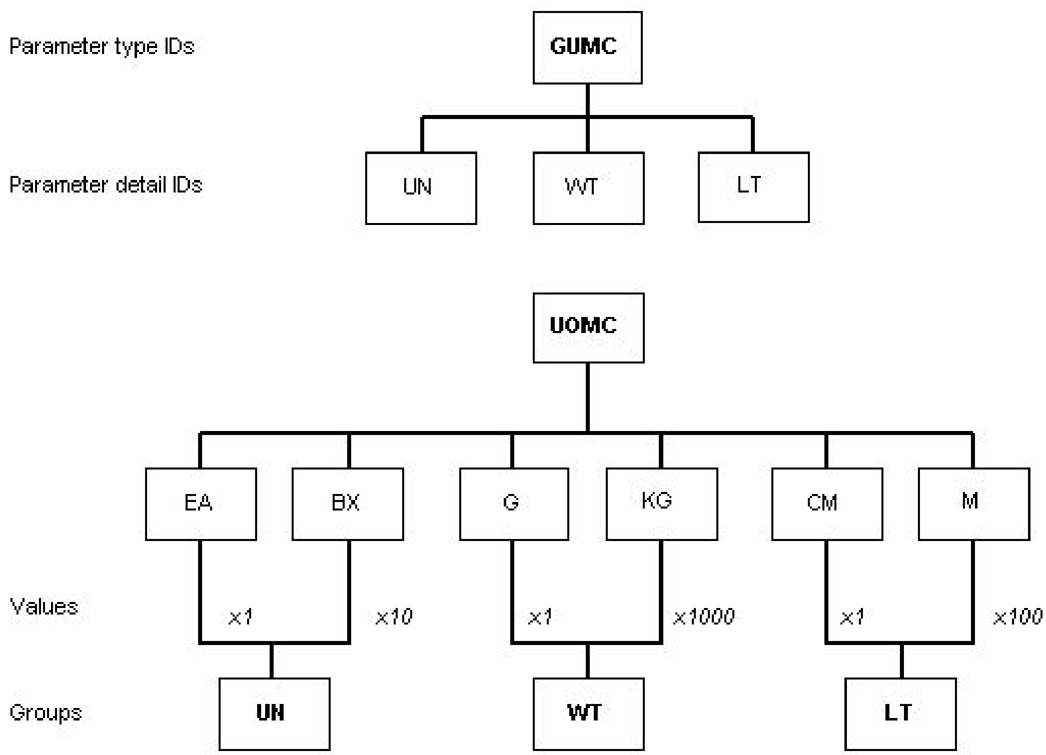
- Order entry
- Returns and adjustments

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 Parameter File



The standard parameter types needed are:

GUMC

Group Unit of Measure Code (see diagram)

ORDC

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

Order classes are:

1-4 - 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, for example furniture, stationery, and so on

6 - Service orders

SCRC

Scrap Reason Code

The scrap reason codes define the reasons for returning goods to a supplier, or for scrapping goods.

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.

These are:

B - Blanket order

S - Scheduled order

UOMC

Unit of Measure Code

Use this to process non-stock orders, where the price is expressed in a different unit of measure, such as 2 x BX of pens at a price of 2 pence per EA.

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 and 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 as a way of separating and selecting purchase orders when running queries.

Deleting Parameter Types and Details

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

Note: *Before you delete 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.

Unit of Measure Codes

The unit of measure code, UOMC, is a parameter type which works in a slightly different way from all other parameter types.

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 Style 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 **check** the Value Required field.
- Add the required parameter details within the parameter type UOMC, entering the correct group and conversion rate for each one.

Parameter File Maintenance Selection Window

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

Use this window to select the parameter type or parameter detail to maintain, or to create new parameter codes.

A list of valid parameter types and their descriptions is displayed.

Fields

Parameter Type

Enter one of the following:

PTDS - To define a new parameter type

An existing parameter type (for example, UOMC)

Parameter ID

Enter one of the following:

A valid parameter type ID, if you entered an existing parameter type in the Parameter Type field

A new parameter ID, if you entered PTDS in the Parameter Type field

If you have entered an existing parameter type, you can use the prompt facility on this field to select from the relevant pop-up.

Press Enter to display the Parameter File Maintenance window.

Parameter File Maintenance Window

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

Use this window to add or amend parameter types.

If you are amending a parameter type, AMENDMENT is displayed on the window. If you are adding a new parameter, INSERTION is displayed.

Fields

Parm Type

This field displays the parameter type you selected.

Parm ID

This field displays the parameter ID you selected.

Description (Maximum) Size

For a new parameter type, enter the maximum number of characters allowed for the description of this parameter type. It must be in the range 1-30.

ID Size

For a new parameter type, enter the number of characters allowed for the IDs for this parameter type. For example, ORDC is a one-character code; UOMC is a two-character code, and so on. It must be in the range 1-4.

Format

For a new parameter type, select one of the following:

Character (C) - For the parameter ID to be alphanumeric

Numeric (N) - For the parameter ID to be numeric only

Description

Enter or amend the description for the parameter type.

Note: *Do not leave this field blank, as the description appears on the list of types on the Parameter File Maintenance Selection window.*

Value Required

Use this checkbox as follows:

Unchecked - Not to define a value or percentage to the parameter

Checked - To define a value or percentage to the parameter

If you choose to define a value or percentage to the parameter, enter one of the following:

Value (V) - To assign a value to the parameter

Percentage (P) - To assign a percentage to the parameter

Functions

Delete (F11)

Use this to delete the parameter type.

Note: *When you update this file, a Parameter File Maintenance report is automatically produced, containing the before and after details of all the parameter types that have been maintained using this task.*

Press Enter to display the Parameter File Maintenance Parameter ID window.

Parameter File Maintenance Parameter ID Window

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

Use this window to enter a description for the parameter type and ID.

If you amending an existing parameter, AMENDMENT is displayed on the window. If the parameter is new, INSERTION is displayed.

Fields

Parm Type

This field displays the parameter type from the previous window.

Parm ID

This field displays the parameter code from the previous window.

Description

Enter the description for this parameter detail. The maximum size, which you set on the Parameter File Maintenance window, is displayed.

Value/Percentage

Select one of the following:

Value (V) - To assign a value to the parameter

Percentage (P) - To assign a percentage to the parameter

Leave this field blank if you do not want to assign a value or percentage to the parameter.

Value/Rate (2)

Enter the percentage or value relating to this parameter.

Press Enter to write the details to the Parameters file.

Item Specifications [2/STPMM]

If you are using an inventory application other than System21 Style Inventory Management, you must define every stock item in the Item Specification file.

You will need to set up details of the description, class, nominal code, unit of measure, alternatives and supersession data for each item.

Caution: Where the Style Inventory Management application is installed, Style Purchase Management uses the Items file directly for stock items and the Item Specification file is not required. You would always set up style details within Style Inventory Management.

Product Specification Maintenance Selection Window

To display this window, select the Item Specifications task.

Use this window to select the item to maintain.

Fields

Product

Enter the item for which the specification is to be created or maintained.

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

Select an item or enter an item and then press Enter to display the Item Specification Details window.

Product Specification Maintenance Details Window

To display this window, select an item or enter an item and then press Enter on the Product Specification Maintenance Selection window.

Use this window to maintain the specification details for the selected item.

If you are amending existing item records AMENDMENT is displayed on the window. If you are adding a new item, INSERTION is displayed.

Fields

Product

This field displays the code of the product you are maintaining.

Product Class

You can optionally enter a product class.

You must have set up a product class parameter type to use this. If you assign a class to this item, it can be used as a report selection criterion in Sales Analysis; for example, you could report by lingerie, hosiery, swimwear, and so on.

You can use the prompt facility on this field to select from the ITCL Item Class pop-up.

Specification Lines 1-3

You can optionally enter up to three lines of text that will be printed on any purchase order for this item.

Nominal Codes

Material

You can optionally enter a code to represent the stock item material on the supplier invoice. These codes are used in reports, for example, accruals and price variance.

Price Variance

You can optionally enter a code to represent the price variance on stock items, on the supplier invoice. The codes are used in reports, for example, accruals and price variance.

Currency Variance

Currency variance is not currently supported by Style.

Purchasing Officer

You can optionally enter the code of the Purchasing Officer responsible for this item. Purchasing officers are set up via the Planner Names task and can be set as a mandatory entry for all orders in the Style Purchase Management company profile.

You can use the prompt facility on this field to select from the Select Purchase Office pop-up.

Stocking UoM

You must enter the stock unit of measure. The unit of measure must exist in the Parameters file.

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

Standard Cost

You can optionally enter the standard cost per stocking unit of measure. This is used to value orders and receipts when producing reports.

Purchase UoM

You must enter the unit of measure in which the item is bought. This unit of measure must exist in the Parameters file.

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

Stocked Product

Use this checkbox as follows:

Unchecked - To specify that this item is a non-stocked item

Checked - To specify that this item is a stocked item

Conversion Factor

You must enter the value to be used to convert the Purchase UoM to the Stocking UoM.

For example:

- Issue UoM = BX (Box)
- Purchase UoM = CA (Case - with 10 boxes per single case)
- Conversion Factor = 0.1

Tax Code

You can optionally enter a valid General Ledger tax code.

Alternative Product

You can optionally enter the code of an item that can be supplied as an alternative to the item you are maintaining. This must be an existing item.

Supersession Date

You can optionally enter the date on which the supersession product will supersede this item.

Supersession Product

You can optionally enter the item code that will supersede this item. The supersession item must be an existing item.

Sub-Assembly Part No

You can optionally enter a dummy item code for sub-contract work.

When items are sent out for sub-contract work, the order will be raised for the value added by the sub-contractor, so it is necessary to set up a dummy item for the outwork.

When you receive the outworked item into stores, Style Purchase Management replaces the dummy item number (as entered in this field) with the full value item number (the actual item code) so that the inventory can be updated correctly.

Functions

Delete (F11)

Use this to delete this item from the Item Specification file. Select **Delete (F11)** again to confirm the deletion.

Text Review (F18)

Use this to display the Item Text pop-up, on which you can maintain text for this item.

Press Enter to save the details and then select **Exit (F3)** to leave the task.

Planner Names [3/STPMM]

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

Planner Name Maintenance Selection Window

To display this window, select the Planner Names task.

Use this window to enter the planner code to create or maintain.

Fields

Enter Planner Number

Enter the code of the planner to create or maintain. If you are creating a new planner code, you must enter a unique code of up to three alphanumeric characters.

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

Select a planner or enter a planner code and then press Enter to display the Planner Name Maintenance Details window.

Planner Name Maintenance Details Window

To display this window, select a planner or enter a planner code and then press Enter on the Planner Name Maintenance Selection window.

You use this window to maintain details for an existing purchasing officer (or planner) or create a new purchasing officer.

If you are amending the details for an existing purchasing officer, AMENDMENT is displayed on the window. If you are adding a new purchasing officer, ADDITION is displayed.

Fields

Planner Number

This field displays the purchasing officer number specified on the previous window.

Planner Name

In the first field, enter the name of the purchasing officer or planner. In the second field, enter the user ID.

Extension Number

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

Season Ordering

Select one of the following:

Seasons can be mixed on an order (0)

Seasons cannot be mixed on an order (1)

Seasons can be mixed but give warning (2)

Note: This is only displayed when seasonality is switched on at the Style Purchase Management company profile level.

Functions

Delete (F11)

Use this to delete an existing purchasing officer or planner. You are not asked to confirm the deletion.

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

Item Supplier Profile [4/STPMM]

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:

- Total quantity of all orders that have been placed with this supplier for this item
- Total quantity received against these orders
- Most recent price and discount or price structures based on quantity bought
- Lead time
- Supplier’s item reference
- Various memo fields relating to ordering rules
- Landed cost details

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

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

Product Supplier Profile Maintenance Selection Window

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

Use this window to select the item and supplier combination you want to maintain or create.

You must also specify the level at which to maintain the profile.

Fields

Product Style

Enter the item to be created or updated. The item must already exist on the Item Master file in Style Inventory Management.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Supplier

Enter the supplier code. This must be an existing code in Accounts Payable.

You can use the prompt facility on this field to select from the Supplier Search pop-up.

Maintenance Level

Select one of the following to indicate the level at which you want to maintain the product:

Style (1) - For the entire style, for example, all T-shirts

Style/colour (2) - For each colour variant of a style, for example, all red T-shirts

Style/size (3) - For each size variant of a style, for example, small T-shirt

Style/colour/size (4) - For each colour and size variant of a style, for example, small red T-shirts or medium black T-shirts

Style/colour/size price matrix (5) - For each size, colour and price variant of a style

If the entered style is a carton style and is using price roll-up, a warning is given that carton style prices will not be applied to price roll-up cartons.

If you select Style, Style/colour or Style/size, each SKU is tested against the Cartons file and if Price Roll-up (Purchases) is on, price and discount data are not updated.

If you select Style/colour/size, all SKUs can be selected from the matrix, but in the SKU display, the Price and Discount information is protected if the SKU is a carton with Price Roll-up (Purchases).

If you select Style/colour/size price matrix, SKUs which are cartons with Price Roll-up (Purchases) are protected from entry in the matrix.

Functions

Preferred Supplier (F6)

Use this to select from the preferred suppliers defined on the Item Master file. The Preferred Suppliers pop-up will be displayed.

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

Product Supplier Profile Maintenance Details Window

To display this window, press Enter on the Product Supplier Profile Maintenance Selection window.

Use this window to create or maintain details for the item, supplier and level combination entered previously.

The item code and the supplier details are displayed at the top of the window.

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. The Status field displays AUTHORISED, UNAUTHORISED or INACTIVE.

Fields

Current Price

Enter the item's current purchasing price from this supplier, in relation to the purchase UoM displayed.

***Note:** The next three fields (Last Price Change, Receipts to Date and Order to Date) are only displayed if you are maintaining an existing item/supplier profile.*

Last Price Change

This field displays the date on which the current price was last amended. You can amend prices during order entry, during invoice matching, or on this window.

Receipts to Date

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

Orders to Date

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

Discount %

If there is one, enter the standard percentage discount for this product and supplier combination. 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 when evaluating supplier performance.

Supplier Product

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

Ordering Rules

% Basis

This memo field can 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 Style 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 if the supplier has specified order quantity multiples that must be used when ordering this item.

Functions

Delete (F11)

Use this to delete an existing item/supplier profile. Select **Delete (F11)** again to confirm the deletion.

Landed Costs (F14)

Use this to attach landed costs to an item/supplier profile.

Status (F17)

This is only available when you are maintaining the style level profile. 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 profile.

Press Enter to write the details to the Item Supplier file.

Landed Costs Entry Window

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

Landed costs are purchasing costs incurred over and above the basic purchase price of goods or services. They are set up via the Landed Cost Codes task.

Use this window to add landed costs that are always incurred when ordering this item from this supplier, for example, freight costs or insurance.

Fields

Item

This field displays the item for which you are maintaining landed costs.

Supplier

This field displays the supplier of the item.

UoM

This field displays the unit of measure.

Currency

This field displays the supplier's currency.

Cost Code

Enter a cost code.

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

These codes are set up via the Landed Cost Codes task. You can attach up to 10 landed costs to an item/supplier profile.

Description

This field displays the description of the landed cost code.

Landed Cost

Enter a percentage or value to be used in the landed cost calculation. For all items, landed costs are calculated by primary UOM.

Note: *For more information regarding the next three fields, see the Landed Cost Codes section.*

Per/Val

This field defaults from the Landed Costs file but you can override it.

Use this checkbox as follows:

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

Checked - If the cost is a percentage to be applied to the product cost

Cmpd Ind

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

Percentages and values can 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.

Use this checkbox as follows:

Unchecked - To accumulate the percentages

Checked - To compound the percentages

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

Use these checkboxes as follows:

Unchecked - To accumulate after applying percentages

Checked - To accumulate before applying percentages

Price Dep.

This field defaults from the Landed Costs file but you can override it.

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 can be accumulated and calculated.

Use this checkbox as follows:

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

Checked - To specify that the accumulated costs are price dependent

Include in Base Cost

This field defaults from the Landed Costs file but you can override it.

Use this checkbox as follows:

Unchecked - Not to include the landed cost in the base cost

Checked - To include the landed cost in the base cost

Include in Supp Inv

This field defaults from the Landed Costs file but you can override it.

Use this checkbox as follows:

Unchecked - Not to include the landed cost in the supplier’s invoice

Checked - To include the landed cost in the supplier’s invoice

Select **Update (F8)** to update the landed costs.

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 created, an item/supplier profile 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

Unauthorised (1) - If restrictions apply to the order types allowable, e.g. only sample orders are allowed

Inactive (9) - If items cannot be ordered via Order Entry or Create Requisitions tasks

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.

Delivery Instructions [5/STPMM]

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 in the Item Specification file using an item created from the 12-character prefix (identified in the company profile) and a 3-character suffix entered through this task.

You can enter an existing code to maintain or delete data or 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 an existing code to maintain or delete delivery instructions or enter a new code to create a new set of delivery instructions.

Fields

Code

Enter an existing delivery instruction code to maintain delivery instructions or enter a new code, using up to three alphanumeric characters, to create a new set of delivery instructions.

You can use the prompt facility on this field to select from the Select Delivery Instruction Code pop-up.

Select a code or enter a code and then press Enter to display the Delivery Instructions Maintenance Details window.

Delivery Instructions Maintenance Details Window

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

Use this window to create or maintain the delivery instructions for the selected code. The delivery instructions code entered or selected on the previous window is displayed.

If you are amending existing delivery instructions, AMENDMENT is displayed on the window. If the code is new, INSERTION is displayed.

Fields

Delivery Instructions Line 1-3

Enter the delivery instructions to be attached to this code. You can enter up to three lines, each of 50 characters.

You can define as many delivery instructions as required. Delivery instructions are printed on the purchase order header for your supplier's information.

Note: *You can change the delivery instruction on the purchase order header to cater for any change in delivery requirements.*

Functions

Delete (F11)

Use this to delete existing delivery instructions. You are not asked to confirm the deletion.

Press Enter to update the Item Specification file with the delivery instructions.

Receiving Addresses [6/STPMM]

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

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

Receiving addresses are set up in the Supplier Master file using a dummy supplier (identified in the company profile) and a 3-character code entered through this task. You can enter receiving addresses against this account. This can either be done in Accounts Payable or by using a separate task in Style Purchase Management.

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

You can enter an existing code to maintain or delete addresses or enter a new code to add a new receiving address.

Receiving Address Maintenance Selection Window

To display this window, select the Receiving Addresses task.

Use this window to create a new receiving address code or maintain an existing code.

Fields

Code

Enter an existing receiving address code to maintain or enter a new code to add a new receiving address.

Select a code or enter a code and then press Enter to display the Receiving Address Maintenance Details window.

Receiving Address Maintenance Details Window

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

Use this window to create or maintain the receiving address for the code entered on the previous window.

If you are amending an existing receiving address, AMENDMENT is displayed on the window, if the code is a new one, INSERTION is displayed.

Fields

Name

Enter a contact name for the receiving address, using up to 36 alphanumeric characters.

Address 1st Line - 5th Line

Enter the receiving address and postcode.

Functions

Delete (F11)

Use this to delete an existing receiving address. You are not asked to confirm the deletion.

Press Enter to update the Supplier Master file.

Supplier External Text [7/STPMM]

Use this task to maintain external text for a supplier, which can be printed on purchase order forms.

Supplier External Text Selection Window

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

Use this window to select the supplier for whom to maintain external text.

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

Fields

Supplier

Enter a supplier code. This must already exist on the Supplier Master file.

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

Select a code or enter a code 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, select a supplier code or enter a code and then press Enter on the Supplier External Text Selection window.

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

The supplier code as specified on the previous window and the supplier's name (from the Supplier Master file) are displayed.

Any existing external text for the supplier is displayed.

Note: *You can maintain up to 99 lines of external text for each supplier.*

Fields

Text

Enter or amend text as required.

Position To

Enter the line number at which you want the display to start.

Insert/After

Enter the number of lines you want to insert, and the line number after which you want the lines to be inserted.

Delete/From

Enter the number of lines you want to delete, and the line number after which you want them to be deleted.

Select **Update (F8)** to update the Text file for this supplier.

Shipment (Non-importing) [8/STPMM]

Use this task to maintain shipment details against one or more purchase orders. You would normally enter this information when your supplier indicates that goods are ready for despatch from their factory.

This provides an audit trail of each shipment your supplier despatches to you, so you can keep track of, for example, flight or vessel numbers, or bond details for Custom and Excise purposes.

Shipment/Container Maintenance Selection Window

To display this window, select the Shipment (Non-importing) task.

Use this window to select the shipment number to maintain or add a new shipment.

Fields

Shipment Reference

Enter a new shipment number using up to 20 alphanumeric characters, or enter an existing number to amend.

You can use the prompt facility on this field to select from the Select Shipment Reference pop-up.

Press Enter to display the Shipment Details Maintenance window.

Shipment/Container Maintenance Details Window

To display this window, enter or select a shipment number and then press Enter on the Shipment/Container Maintenance Selection window.

You can use this window to enter all the information relating to the shipment number. All the fields are optional.

Fields

Country of Origin

Enter the country of origin.

Alternatively, use the prompt facility to select from the inventory description ECTY Export Country pop-up.

Shipping Method

Enter the type of transport used for this shipment, using one alphanumeric character.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Port of Departure

Enter the port from which this shipment is being shipped, using up to 12 alphanumeric characters.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Arrival

Enter the port at which this shipment will arrive, using up to 12 alphanumeric characters.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

Import Reference

Enter the import reference code for this shipment, using up to 12 alphanumeric characters.

Container Size

Enter the size of the container, using two alphanumeric characters.

Broker Reference

Enter the broker reference code for this shipment, using up to 12 alphanumeric characters.

No. of Cartons

Enter the number of cartons held within the shipment. The value can be up to six digits with no decimal places.

Shipping Company

Enter the name of the shipping company responsible for transporting the shipment, using up to eight alphanumeric characters.

Nett Weight

Enter the nett weight of the shipment, using up to nine digits including two decimals.

Vessel/Aircraft

Enter details regarding the vessel transporting your shipment, for example, the registration number of the aircraft, or the name of the vessel, using up to 16 alphanumeric characters.

Cubic Metres

Enter the volume of the shipment, using up to nine digits including two decimals.

Voyage/Flight

Enter the flight or voyage reference codes, using up to 16 alphanumeric characters.

Flag Nationality

Enter the nationality of the supplier, using two alphanumeric characters.

Bill of Lading

Enter the bill of lading reference, using up to 20 alphanumeric characters.

Seal Number

Enter the seal number on the shipment, using up to eight digits with no decimals.

Period Entry No

Enter the period in which this shipment is due to be received into the country, using up to five digits with no decimals.

Letter of Credit

Enter your letter of credit reference, using up to 12 alphanumeric characters.

Bond Number

Enter the bond number for Custom and Excise purposes, using up to four digits with no decimals.

Functions

Update (F8)

Use this to update the details.

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.

Dates/Costs (F19)

Use this to display the Additional Details Maintenance window.

Select **Update (F8)** to perform the update and re-display the Shipment/Container Maintenance Selection window.

Build Shipment - Select Purchase Orders Window

To display this window, select **Attach Orders (F17)** on the Shipment/Container Maintenance Details window.

This allows all lines for selected orders to be collected together as a single supplier shipment.

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 the entered purchase order to the shipment.

Select **Previous (F12)** to return to the Shipment/Container Maintenance Details window.

Additional Details Maintenance Window

To display this window, select **Dates/Costs (F19)** on the Shipment/Container Maintenance Details window.

Use this window to add extra details to the order. This is for your information only and all fields are optional.

Fields

Factory Order Number

Enter the factory order number, using up to 10 alphanumeric characters.

Import Licence Number

Enter the import licence number, using up to 8 alphanumeric characters.

Note: *The costs entered are additional costs and do not interface with the landed cost functionality.*

Freight

Enter the freight cost, using up to 15 digits with five decimal places.

Demurrage

Enter any rate payable to the freight owner for failure to unload the container within the time allocated, using up to 15 digits with five decimal places.

Insurance

Enter the insurance charge for the container using up to 15 digits with five decimal places.

Royalties

Enter any royalty payments that you need to make for the container, using up to 15 digits with five decimal places.

Commission

Enter any commission that you need to pay an agent, using up to 15 digits with five decimal places.

Spare 1

This is a free format field for any additional payments that you need to make. You can enter any value using up to 15 digits with five decimal places.

Duty

Enter any import duty payment to Customs and Excise, using up to 15 digits with five decimal places.

Spare 2

This is a free format field for any additional payments that you need to make. You can enter any value using up to 15 digits with five decimal places.

Tax

Enter any tax payment to be made on receipt of the container, using up to 15 digits with five decimal places.

Total Line Value

Enter the total line value, using up to 15 digits with five decimal places.

Date of Departure

Enter or select the estimated and actual dates.

Date of Arrival at Port

Enter or select the estimated and actual dates.

Date of Arrival in Warehouse

Enter or select the estimated and actual dates.

Additional Details

You can enter up to three lines of free format text, using up to 30 alphanumeric characters on each line.

Select **Update (F8)** to save the data and return to the Shipment/Container Maintenance Details window.

User Authority [9/STPMM]

Use this task to maintain user specific authorisation values.

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 want 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.

Example:

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

User Authority Maintenance Selection Window

To display this window, select the User Authority task.

Use this window to select the user profile to be maintained.

Note: *The user profile must be defined to System Manager.*

Fields

Enter User Profile

Enter the ID of the user to maintain.

Press Enter to display the User Authority Maintenance Details window.

User Authority Maintenance Details Window

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

Use this window to update the value and the percentage, or both, of order line value which 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 accept.

Note: *You can enter an authority value or percentage, or both. You cannot leave both fields blank.*

Allow Amended Match

Select one of the following:

No (0) - Not to allow this user to accept an amended match

Yes (1) - To allow this user to accept an amended match

Default stockroom

Enter a valid stockroom. This is the stockroom at which this user will usually record purchase receipts.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Press Enter to update the Authorities file and then select **Exit (F3)** to leave the task.

Landed Cost Codes [10/STPMM]

Use this task to create and maintain landed cost codes.

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

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

Note: *Landed cost codes are added to a product by selecting* ***Landed Costs (F14)*** *on the Product Supplier Profile Maintenance Details window.*

Landed Cost Code Maintenance Selection Window

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

Use this window to create a new code, or to select a landed cost code to maintain.

Fields

Landed Cost Code

Enter an existing code to maintain, or enter a new code to create a new landed cost.

You can use the prompt facility on this field to select from the LAND Landed Costs pop-up.

Press Enter to display the Landed Cost Code Maintenance Details window.

Landed Cost Code Maintenance Details Window

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

Use this window to amend or create details for the selected code.

Fields

Landed Cost Code

This field displays the selected landed cost code.

Description

Enter or amend the description for the landed cost, using up to 30 alphanumeric characters.

Percent/Value

A landed cost can be a percentage or a value.

Use this checkbox as follows:

Unchecked - If a cost value per unit of measure will apply

Checked - If a percentage of the item cost will apply

Compound Indicator

Percentages and values can 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.

Use this checkbox as follows:

Unchecked - To accumulate the percentages

Checked - To compound the percentages

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

Use this checkbox as follows:

Unchecked - To accumulate after applying percentages

Checked - To accumulate before 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 can be accumulated and calculated.

Use this checkbox as follows:

Unchecked - To specify that the accumulated costs are not price dependent

Checked - To specify that the accumulated costs are price dependent

Include in Supplier Invoice Price

Use this checkbox as follows:

Unchecked - Not to include the landed cost in the supplier invoice price

Checked - To include the landed cost in the supplier invoice price

Include in Base Standard Cost

Use this checkbox as follows:

Unchecked - Not to include the landed cost in the base standard cost

Checked - To include the landed cost in the base standard cost

Invoice Debit Account

Enter the invoice debit account number.

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

Standard Cost Credit Account

Enter the standard cost credit account number.

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

Functions

Delete (F11)

Use this to delete the landed cost details. Select **Delete (F11)** again to confirm the deletion.

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

Supplier Fax Numbers [11/STPMM]

If you have the Cobwebb Fax module, you can send your purchase orders by direct fax transmission instead of printing and posting them.

Use this task to maintain as many fax numbers as you require against the delivery addresses of a supplier.

Supplier Fax Number Maintenance Selection Window

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

Use this window to select the supplier for whom you want to maintain fax numbers.

Fields

Supplier

Enter the supplier code of the supplier for whom you want to maintain fax numbers.

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

Select a supplier or 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, select a supplier code or enter a supplier code and then press Enter on the Supplier Fax Number Maintenance Details window.

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

The window displays the selected supplier, and any existing fax numbers for all address codes. You can record fax numbers for as many branches of the supplier as required.

Fields

Supplier

This field displays the supplier you have selected.

Add Cde

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

Fax

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

Desc

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

Options

Select

Use this against an existing fax number to select it for update or deletion.

Select **Update (F8)** to update the Supplier Fax Numbers file.

Vendor Details [12/STPMM]

Use this task to maintain details of your supplier's route and freight arrangements. This information is displayed on the Purchase Order Header.

Maintain Vendor Details Selection Window

To display this window, select the Vendor Details task.

Use this window to select the supplier and address location code for which to maintain vendor details.

Fields

Vendor

To create new route and freight details, enter a new vendor code and address location code combination.

To maintain existing details, enter an existing vendor and address location code combination.

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

Press Enter to display the Maintain Vendor Details window.

Maintain Vendor Details Window

To display this window, enter or select a supplier and location code and then press Enter on the Maintain Vendor Details Selection window.

Use this window to add or maintain the details for the supplier and location code combination you have selected.

Fields

Routing Code

Enter a routing code for the selected vendor.

Alternatively, use the prompt facility to select from the ROUC Routing Codes pop-up.

Freight Terms

Enter freight terms for the selected vendor. Alternatively, use the prompt facility to select from the FRGT Freight Terms pop-up.

Carton Breakdown

Select one of the following:

Yes

No

With Prices

Full Product

For information on this field refer to the Carton Profiles Maintenance section in the Utilities chapter of the Style Inventory Management product guide. This field will only be displayed when a carton profile is set up.

Select **Update (F8)** to save the vendor details.

Supplier Landed Costs [13/STPMM]

Use this task to define the default landed costs for a supplier.

Supplier Landed Costs Maintenance Selection Window

To display this window, select the Supplier Landed Costs task.

Use this window to select the supplier for whom you want to set up the landed costs.

Fields

Supplier

Enter the supplier for whom you want to set up the landed costs.

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

Select a supplier or enter a supplier and then press Enter to display the Supplier Landed Cost Maintenance Detail window.

Supplier Landed Cost Maintenance Detail Window

To display this window, select a supplier or enter a supplier and then press Enter on the Supplier Landed Cost Maintenance Selection window.

Use this window to set up the landed cost details for the selected supplier.

Fields

Supplier

This field displays the selected supplier.

Currency

This field displays the supplier's default currency.

Cost Code

Enter the cost code.

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

Description

The text description for the cost code is displayed.

Landed Cost

Enter the landed cost value.

Per/Val

Use this checkbox as follows:

Unchecked - Value

Checked - Percentage

Cmpd Ind

Percentages and values can 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.

Use this checkbox as follows:

Unchecked - To accumulate the percentages

Checked - To compound the percentages

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

Use this checkbox as follows:

Unchecked - To accumulate after applying percentages

Checked - To accumulate before 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 can be accumulated and calculated.

Use this checkbox as follows:

Unchecked - To specify that the accumulated costs are not price dependent

Checked - To specify that the accumulated costs are price dependent

Include in Base Cost

Select one of the following:

Do Not Include (0) - Not to include the landed cost in the base standard cost

Include (1) - To include the landed cost in the base standard cost

Include in Supp Inv

Select one of the following:

Do Not Include (0) - If the cost is not included in the supplier's invoice

Include (1) - If the cost is included in the supplier's invoice.

Inv. DR A/c

Enter the GL Account to which the cost is to be debited in 3-way match.

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

Std Cost CR A/c

Enter the GL Account to which the cost is to be credited in 3-way match.

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

Select **Update (F8)** to display the Copy Supplier Default Landed Costs pop-up.

Copy Supplier Default Landed Costs Pop-up

To display this pop-up, select **Update (F8)** on the Supplier Landed Cost Maintenance Detail window.

Use this pop-up to select the level of updating.

Fields

Copy Supplier Default Landed Costs to Existing Item/Supplier Profiles?

Use this checkbox as follows:

Unchecked - Not to update the existing item/supplier profiles

Checked - To update existing item/supplier profiles for the supplier, where no landed costs exist, with the new set of costs

Overwrite Existing Landed Costs

Use this checkbox as follows:

Unchecked - If the new landed costs will only be added to existing item/supplier profiles if the supplier has no existing landed costs

Checked - If the existing landed costs for all the existing item/supplier profiles for the supplier are to be replaced by the new landed costs

Note: *This field is only relevant if the Copy Supplier Default Landed Costs to Existing Item/Supplier Profiles field is checked.*

Press Enter to submit the batch job for processing.

Purchase Order Authorisation [14/STPMM]

Use this task to set individual user authorisation levels.

Purchase Order Authorisation Maintenance Selection Window

To display this window, select the Purchase Order Authorisation task.

Use this window to select an authorisation table and user ID.

Fields

Authorisation Table

Enter the authorisation table.

Alternatively, use the prompt facility to select from the AUTA Purchase Authorisation Tables pop-up.

Note: *This requires a minor table PA_TABLE to be defined.*

User ID

Enter the user ID you want to maintain.

Alternatively, use the prompt facility to select from the User Per Table pop-up.

Press Enter to display the Purchase Order Authorisation Maintenance Detail window.

Purchase Order Authorisation Maintenance Detail Window

To display this window, enter or select an authorisation table and user ID and then press Enter on the Purchase Order Authorisation Maintenance Selection window.

Use this window to maintain authorisation details for a user ID.

Fields

Authorisation Table

This field displays the authorisation table specified on the previous window.

User ID

This field displays the user ID specified on the previous window.

Name

You must enter the name of the purchaser.

Department

You must enter the name or code of the department in which the purchaser works.

Alternatively, use the prompt facility to select from the All Departments pop-up.

Note: *You can create a new department by entering the department name and then selecting* ***Update (F8)****.*

Telephone

You can enter a telephone number or extension for this person.

Spend Limits

Per Order

Enter the maximum total net value for a single order that this person can raise without requiring authorisation from a senior member of staff; for example, the departmental manager.

Note: *If you do not require this control, or the purchaser is sufficiently senior within the company, enter this as 9999999999999.99.*

Per Month

Enter the maximum total net value of the orders which this person can raise per month without requiring authorisation.

Note: *If you do not require this control, or the purchaser is sufficiently senior within the company, enter this as 9999999999999.99.*

Actual Spend

This displays the total net value of all orders raised by this person, this month. This value is automatically updated when orders are authorised, but you can amend it here.

Note: *Where the authoriser is not the original purchaser, the spend total is updated for the authoriser rather than the purchaser.*

Authoriser's User ID

Enter the user ID of the person responsible for authorising orders for this purchaser. An authoriser is not required where the purchaser has unlimited spend capability.

Caution: The authoriser must have been defined previously as a purchaser in his/her own right, with at least one spend limit higher than the current purchaser.

Functions

Delete (F11)

Use this to delete a purchaser record.

Note: *You can only delete purchaser records if there are no outstanding orders against their name, either as a purchaser or as an authoriser.*

Select **Update (F8)** to update the purchasing authorisation file.

Application Maintenance File Prints

The following tasks are available from Style Purchase Management Maintenance:

- Report on Parameters and Sundry Codes
- Report on Item Specifications
- Report by Purchasing Officer Names
- Report by Receiving Addresses

- Report on Delivery Instructions
- Print Shipment Details
- Report by User Authority
- Purchase Authorisation File List

Each of these tasks submits a batch job to the system. They produce prints consisting of a listing of the current records in each file and are particularly useful during the set-up of the system to check that all the correct entries have been made.

Please refer to the Reports chapter of this product guide for further information.

Stockroom Defaults Maintenance [15/STPMM]

Use this task to override some of the purchasing defaults by receiving stockroom.

You can create/change the receiving address code and default booking-in point.

Note: *It is recommended that these details are maintained for every stockroom associated with purchase orders if multi stockroom orders are in use. This supports the printing of the appropriate receiving addresses on order prints.*

Stockroom Defaults Maintenance Selection Window

To display this window, select the Stockroom Defaults Maintenance task.

Use this window to select the stockroom for which purchasing defaults are to be maintained.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Enter a stockroom then select **OK** to display the Stockroom Defaults Maintenance Details window.

Stockroom Defaults Maintenance Details Window

To display this window, enter a stockroom then select **OK** on the Stockroom Defaults Maintenance Selection Window.

Use this window to enter purchasing defaults for the selected stockroom.

Fields

Stockroom Code/Name

The selected stockroom and its associated name are displayed.

Receiving address code

Enter the receiving address code for this stockroom.

Alternatively, select a receiving address code from the Select Receiving Address Pop-up.

Note: *A valid receiving address code must be entered.*

Note: *The default receiving address code defined for the purchasing company is displayed by default.*

Booking-in point

Enter the default location into which receipts will be made for this stockroom. Enter one of the following:

- Goods inwards (1)
- Inspection (2)
- Stores (3)

Note: *The default booking-in point defined for the purchasing company is displayed by default.*

Name & Address

The name and address associated with the entered Receiving Address Code is displayed.

Select **Update (F8)** to save the entered information and return to the Stockroom Defaults Maintenance Selection Window.

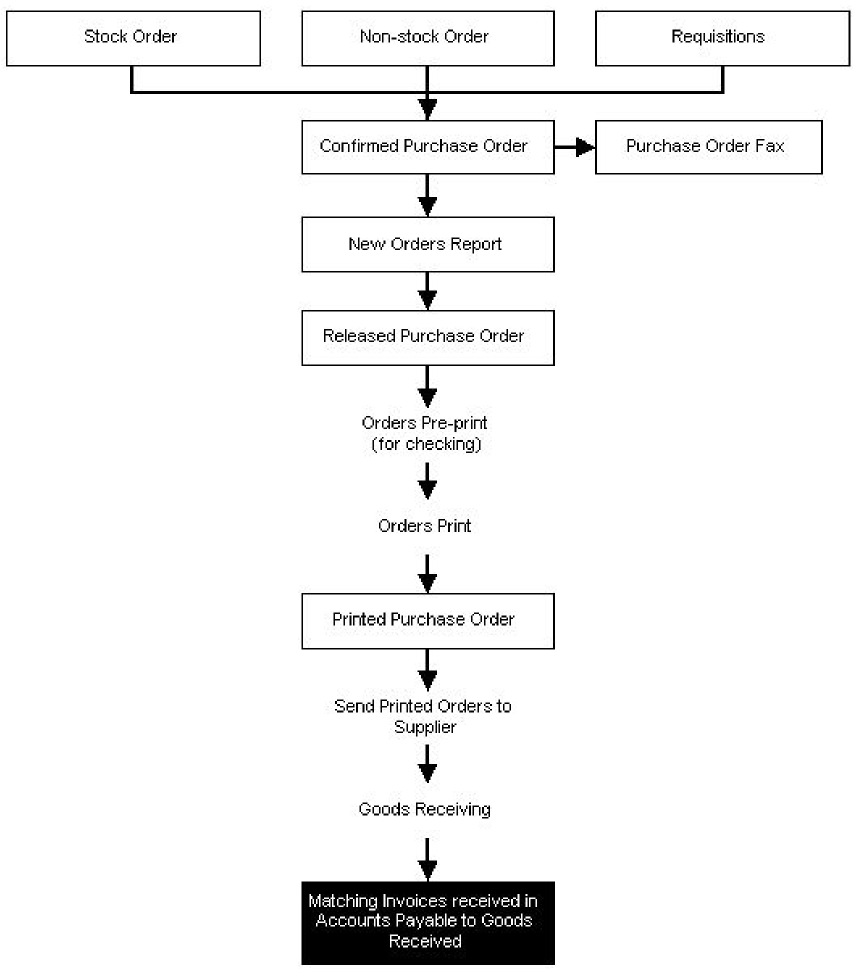
Chapter 3 Processing

3

Style Purchase Management Processing

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

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



Order Entry [1/STPMP]

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:

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

Note: *If the "Purchase Order Baseline" feature is activated, then a replica of any new order added will be kept in the 'baseline' files.*

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 the 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.

If a carton style is selected, the entered style is replaced with the carton style.

If the SKU-level pricing flag is set on, any SKUs that are defined as cartons with Price Roll-up (Purchases) set on are not available for input in the Price window.

Rather than deriving prices simply from the item/supplier profile, if the SKU is a carton with Price Roll-up (Purchases) set on, the price is derived from the weighted sum of the SKUs, using the same supplier as that already determined.

An IC code may be entered for non-stock and service orders if the Inter Company GL function is active. Validating 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 windows

Order Entry Initial Window

To display this window, select the Order Entry task.

You use this window to select the order number range to be used for the session. This window will only be displayed when PURCHORDER has been defined.

This initial window only appears once per session: all orders entered in the session use the same range of numbers

Fields

Select Purchase Order Range

Enter the number range you wish to use.

Alternatively, use the prompt facility to select from the RFCD Reference Code pop-up.

Note: *The Range Code is the description associated with the type PURCHORDER for description entry RFTP.*

Press Enter to display the Order Entry Header window.

Order Entry Header Window

To display this window, select the Order Entry task or press Enter on the Order Entry Header Initial window.

You use this window to assign a supplier, order class, schedule type, stockroom, and delivery instructions to the order.

You can overwrite any defaults that appear on this window.

Fields

Order Number

If you have specified in the company profile that you want to use automatic order numbering, a system-generated number is displayed. You can amend this if you want to.

If you are not using automatic order numbering, you must enter a unique order number manually.

Supplier

Enter the supplier for this order. The supplier must already be set up in Accounts Payable.

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

Address Code

This field displays the default address code for this supplier, as specified in the company profile. You can change the code manually.

Receiving Address Code

Enter the address code at which goods should be received. A default receiving address code is specified in the company profile.

Alternatively, select a code from the Select Receiving Address Code Pop-up.

The Receiving Address Code assigned to the purchasing company and the address associated with that code is initially displayed, by default.

Upon entering the warehouse the Receiving Address Code assigned to that stockroom, if one was defined using Stockroom Defaults Maintenance and the address associated with that code will be assigned to the order.

Note: Manually overriding the Receiving Address Code for an order, i.e. changing the receiving address code from the derived default value, will result in the address associated with that Receiving Address Code being used as the receiving address for all stockrooms on the order.

Order Date

This defaults to the current date but can be changed.

Delivery Date

You must enter or select a delivery date. This is used as the default for the due date on each order line. It must not be earlier than the order date.

Order Class

You must enter an order class. The order class specifies the type of goods ordered.

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

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

Order class 6 is for services.

The order class identifies whether or not the order is an import order. If it is, the delivery date is used to populate the requested ship date and promised ship date.

You can use the prompt facility on this field to select from the ORDC Order Class pop-up.

Note: *Stock orders require an item record to be present for each item ordered. This must be an Inventory item record, or if you are not using System21 Inventory Management, an item specification record.*

P Officer No

Enter the purchase officer number. This field is mandatory if you have specified it as such in the company profile.

You can use the prompt facility on this field to select from the Select Purchase Officer pop-up.

Schedule Type

Leave this field blank if the order is a line order, that is, a single delivery is expected for the full order line quantity.

Otherwise, enter one of the following:

S - If the order is a scheduled order

B - If the order is a blanket order

You can use the prompt facility on this field to select from the STYP Schedule Type pop-up.

Warehouse

Enter the Inventory stockroom at which the goods from the 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 for stock items.

Dly. Instr. Code

You can optionally enter the code for specific delivery instructions to be printed on the order.

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

Delivery instructions are set up in Style Inventory Management.

Department

This field is for memo purposes only. You can enter the department for this order.

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.

Shipping Code

This field is for memo purposes only. You can enter a shipping code.

Job Number

This field is for memo purposes only. You can enter your own job number. There is an enquiry available to view orders by job number.

User-defined Field (shown as Order Status on the window displayed)

This field 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 using the Parameters and Sundry Codes task, by selecting parameter type XDEF and parameter ID IPRI.

Disc %1/Disc %2

You can enter discounts that apply to the total order. They are printed as part of the order header.

Payment Terms

You can enter the payment terms for the item.

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

Routing Code

You can enter the routing code for the item.

Alternatively, use the prompt facility to select from the ROUC Routing Codes pop-up.

Freight Terms

You can enter the freight terms for the item.

Alternatively, use the prompt facility to select from the FRGT Freight Terms pop-up.

Season

Enter a season code.

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

When purchase seasonality is de-activated, no validation is performed on this field and it is not mandatory.

When purchase seasonality is activated, validation will ensure that:

- A valid season code is entered; otherwise an error message will be displayed.
- The delivery date of the order is within the range defined against the season code; otherwise an error will be displayed.

Press Enter to display the Order Entry Header Confirmation window.

Order Entry Header Confirmation Window

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

Use this window to confirm the details you have entered on the order header and use the Import Details function.

The order class identifies whether or not the order is an import order. If it is, the delivery date is used to populate the requested ship date and promised ship date

The only other difference from the Order Entry Header window is that the supplier's currency is displayed.

Functions

Previous (Re-select) (F12)

If you select this, both the requested ship date and promised ship date are maintainable. Following a change to the promised ship date, the estimated dates are re-calculated forward using the lead times defined.

Import Details (F23)

Use this to display the Import Details Maintenance window.

Press Enter to display the Order Line Entry window, for stocked or non-stocked orders, depending on the order class selected.

Import Details Maintenance Window

To display this window, select **Import Details (F23)** on the Order Entry Header Confirmation window.

Use this window to enter import details against the order. All entries are for memo purposes only.

Fields

Country of Origin

Enter the country of origin. It will be validated against the Inventory Descriptions file, type ECTY.

Alternatively, use the prompt facility to select a value.

Shipping Method

Enter the shipping method. It will be validated against the Inventory Descriptions file, type MODE.

Port of Departure

Enter the port of departure. It will be validated against the Inventory Descriptions file, type PORT.

Port of Arrival

Enter the port of arrival. It will be validated against the Inventory Descriptions file, type PORT.

Note: *If the port of arrival is changed, the Broker field is changed to reflect the broker for the new port, unless the broker is changed at the same time.*

Consolidator

Enter the consolidator. It will be validated against the Inventory Descriptions file, type IMCO.

Broker

Enter the broker. It will be validated against the Inventory Descriptions file, type IMBR.

Agent

Enter the agent. It will be validated against the Inventory Descriptions file, type IMAG.

Note: *These above fields are initially defaulted from the supplier, standard lead times and port of arrival. In Order Entry, these fields are maintainable but for import orders they are validated to ensure that the lead times can be established for the combination entered.*

Note: *If any of the above fields are changed, all estimates are re-calculated.*

Note: *All of the following fields are optional and for memorandum purposes only.*

Factory Reference

Enter a factory reference using, up to 10 alphanumeric characters.

Factory Order Number

Enter a factory order number, using up to 12 alphanumeric characters.

Import Reference

Enter an import reference, using up to 12 alphanumeric characters.

Season Code

Enter a season code. This must exist in the Inventory Descriptions file, under major type SESN.

Additional Details

You can add any extra details that you want using up to three lines of up to 30 characters.

Bank Reference

Enter a bank reference, using up to 10 alphanumeric characters.

Letter of Credit Reference

Enter a letter of credit reference, using up to 12 alphanumeric characters.

Original Value

Enter the original order value, using up to nine digits, including two decimal places.

Revised Value

Enter the revised order value, using up to nine digits, including two decimal places.

Date Applied For

Enter or select the date on which it was applied for.

Date Raised

Enter or select the date on which it was raised.

Date (User-defined)

This is a user-defined field, so you can enter or select any other date that you may need to record.

Insurance Open Cover

Enter the insurance open cover total, using up to nine digits, including two decimal places.

Insurance Premium

Enter the insurance premium, using up to nine digits, including two decimal places.

Import Licence Number

Enter the import licence number, using up to eight alphanumeric characters.

Press Enter to save the information.

Order Line Entry Stock Order Window

To display this window, press Enter on the Order Details window, where the order class you have selected is in the range 1-4.

You use this window to enter the purchase order line details for stock items only; that is, where the order class entered on the order header is in the range 1-4 (inclusive).

When you enter a stock order, you only need to enter the product code and the quantity required. The rest of the data required is defaulted from:

- Item/supplier profile

  - Supplier item reference

  - Price

  - Discount

- Inventory

  - Unit of measure

  - Tax code

  - GL account and extension level codes

  - Stockroom

You can override any of the defaults.

You can override the stockroom on each new order line entered.

Additional data may be recorded against a purchase order line via the Additional Line Attributes popup.

Note: *This additional information is base-lined in tandem with the other base-lined order information.*

Fields

Order Number

This field displays the order number from the Order Entry Header window.

Supplier

This field displays the name of the supplier specified on the Order Entry Header window. This information comes from the Purchase Ledger Supplier Master file.

Class

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

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. It therefore includes unscheduled quantities. Due to the nature of a blanket order, the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Supplier Product Reference

You can enter the supplier’s reference for the item. If you leave this field blank, it defaults to the supplier’s item reference held in the item/supplier profile.

Stockroom

Enter the stockroom to receive the order line.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

This will default to the stockroom selected on the order header or via the Current Stockroom pop-up, but can be overridden.

Product

Enter a valid product code.

You can use the prompt facility to select from the Item Master Scan pop-up.

If you are using Inventory Management, item and item stockroom definitions must exist. Otherwise, only a Style Purchase Management item specification record is required.

The item is rejected if the item supplier profile status is Inactive.

If the item/supplier profile status is Unauthorised, the item is only acceptable if the order class of this order is allowed for unauthorised profiles. Allowed order classes are those which have **P** 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 **P** and all other order classes should have the flag set to blank (the default).

If there is no existing item/supplier profile and the creation of item/supplier profiles in PM is enabled, a message is displayed. You can then select **Create Item Supplier Profile (F22)** to create the required profile, but be sure to check that the supplier's item reference, price and discount are correct before doing this.

Where an item/supplier profile is created using **Create Item Supplier Profile (F22)**, that profile will have a status of Authorised.

Note: *A price has to be entered before an item/supplier profile can be created.*

If there is no existing item/supplier record and the creation of item/supplier profiles is disabled, an error message is displayed and the product chosen cannot be added to the order. Item Supplier Profile Maintenance must be used to create the required item/supplier profile definition before the product can be added to a purchase order.

Quantity

Enter the order quantity you require.

UoM

This is the order quantity unit of measure and you must enter the purchase, stocking or issue units of measure as defined in Inventory.

If you leave this field blank, it will default to the purchase unit of measure from the item record.

Price

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

If you enter a price, it is compared to the price from the item/supplier profile. If there is a difference, a warning message is displayed. You can then either accept the entered price for this order only or accept the entered price for this order, and update the item/supplier profile price to reflect the new price. You can only do this if no current price structures exist.

UoM

You can enter the unit of measure in which the price is expressed. The same rules apply as for the quantity UoM.

Leave this field blank to use the same UoM as the quantity.

Full Text

Use this checkbox as follows:

Unchecked - To copy the description from the Inventory record into the order line text

Checked - To copy the Style Purchase Management text for the item into the order line text

Tax Code

You can enter a General Ledger Tax code. If you leave this field blank, it defaults from the Inventory item or item specification record. This is used for memo purposes only.

Disc%

You can enter up to two discounts to apply to the price of this item. If you leave the first field blank, any discount held in the item/supplier profile is used as a default.

If the first discount is entered, this is compared with the item/supplier profile. If there is a difference, a warning is displayed and you can accept or reject the difference, in the same way as price differences.

Season

The setting of the mixed season flag for the planner determines the way in which validation works for this field.

If the setting is not to allow mixed seasons, the window will be presented with the season code protected, thereby ensuring only one code per order is allowed.

If the setting is to allow mixed seasons with a warning, a message will be displayed.

Whichever mixed flag setting is used, a further validation is performed at Style level to ensure that the season code selected is currently assigned to the style. Where this is not the case, a window of valid codes for the style is displayed, allowing you to select one.

SKU

Enter **1** to price the order at SKU (stock keeping unit) level. The price matrix is displayed to permit entry of the required prices for each ordered SKU.

If no item/supplier profile exists, **Create Item Supplier Profile (F22)** must be selected to create the item/supplier profile, assigning the price entered on this window to each SKU of the selected product before the price entry matrix is displayed. Therefore, if the creation of item/supplier profiles has been disabled and no item/supplier profile exists for the selected product, any entry made here is effectively ignored, as the error message issued prevents the addition of the product to the order.

Job No

You can optionally enter a job number. This is for use within Job Management.

Due Date (or Req.Ship)

This is the date on which the order line should be delivered to you. You can enter or select a due date. This applies to non-scheduled orders only; you enter scheduled order dates on a separate window. If you do not enter or select a due date, the date entered on the Order Entry Header window is used.

The text for this field has been changed to Req. Ship when the order is an imported order and the field is maintainable during Order Entry but protected during Order Amendment. You must enter a reason code for amendment. This is written to the audit file to provide a reference as to the reason why the date was changed.

Imp. Status

This field displays the import status.

Options

Amend

Use this to amend the line details.

Schedule

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

Text

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

Reservations

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Dates/Costs

Use this to display the Order Line Additional Details Maintenance window.

For import orders, it is a costs only window.

Landed Costs

Use this to display the Landed Cost Details window.

Imp. Dates

Use this to display the Order Line Importing Dates Maintenance window.

Additional Attributes (A)

Use this display the Additional Line Attributes popup, from where you will be able to enter additional attributes for the selected order line.

Functions

Update and Next Order (F7)

Use this to complete the order and re-display the Order Entry Header window. You can then enter further orders.

Update and Options (F8)

Use this to complete the order and display the Completion Options window.

Cancel Order (F11)

Use this to cancel this order and re-display the Order Entry Header window. The order number is re-used.

Current Stockroom (F16)

Use this to show the Select Current Stockroom pop-up which allows the lines for a selected stockroom only, to be shown. It also determines the default stockroom for new lines.

Review Specification (F21)

Use this to display the Item Text pop-up.

Create Item-Supplier Profile (F22)

Use this to create an item/supplier profile based on the information entered. Be sure to check that the supplier’s item reference, price and discount are correct before doing this.

This function is only available when the creation of item/supplier profiles in PM is enabled by setting the appropriate flag in the PM company profile.

If the creation of item/supplier profiles in PM is disabled, the message "No Item Supplier Profile Found" is displayed, to inform you that one needs to be set up (using the Item Supplier Profile maintenance task) before the selected product can be added to a purchase order.

Where the SKU price flag is set to **1** and no item/supplier profile exists, the line price entered is used as the price written to the item/supplier profile when you select **Create Item Supplier Profile (F22)** and then becomes the initial default price for each SKU of the product when the price matrix is displayed.

Note: *If there is no item/supplier profile for this item, you can create one using* ***Create Item Supplier Profile (F22).*** *Make sure that the supplier's item reference, price and discount are correct before you add the new profile.*

More Options (F23)

Use this function to toggle the display of the option text shown in the window.

Press Enter to display the Style Matrix pop-up.

Current Stockroom Pop-up

To display this window, request **Current Stockroom (F16)** on the Order Line Entry Stock Order Window.

You use this popup to select a stockroom to be used as the default for new lines.

The stockroom can also be applied as a filter to restrict which order lines are shown. The current default stockroom is initially displayed.

Fields

Stockroom

Enter a valid stockroom to override the current stockroom default for the order.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for this stockroom only

Use this checkbox as follows

Checked – To show the existing lines for the selected stockroom only

Unchecked – To show lines for all stockrooms

Make your selections and press Enter to return to the Order Line Entry Stock Order window.

Additional Line Attributes Popup

To display this window, enter the option **Additional Attributes (A)** against a purchase order line.

You use this window to record up to ten additional line attributes against an order line.

NOTE: *The number and type of attributes available for entry via this popup is controlled by the PO Additional Line Attributes Definition.*

Fields

Code

Enter a value against the required additional line attributes.

If the line attribute is associated with an Inventory Description Parameter Type the entered value must be a valid code for that Parameter Type and the description of the selected code value is displayed.

Alternatively, use the prompt facility to select a valid code from a list of the codes defined for the Inventory Description Parameter Type.

Request **Update (F8)** to save the entered information.

Line Amend Window

To display this window, select **Amend** against a line on the Order Line Entry Stock Order window.

Use this window to amend details for an order line.

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. It therefore includes unscheduled quantities. Due to the nature of a blanket order, the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Supp. Product Ref

You can amend the supplier's reference for the item. If you leave this field blank, it defaults to the supplier's item reference held in the item/supplier profile.

Stockroom

Enter the stockroom to receive the order line.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Note: *You can only amend the stockroom for an existing order line when no receipts have been recorded against that line.*

Product

You cannot amend the item.

Quantity

You can amend the order quantity.

UoM

You can amend the units of measure.

Price

You can amend the price.

If you enter a price, it is compared to that in the item/supplier profile. If there is a difference, a warning message is displayed. You can then either accept the entered price for this order only, or accept the entered price for this order and update the item/supplier profile price to reflect the new price. You can only do this if no current price structures exist.

UoM

You can amend the unit of measure in which the price is expressed.

Leave this field blank to use the same UOM as the quantity.

SKU

You can price the order line at SKU (stock keeping unit) level. Enter **1** to display the Item Costs Matrix pop-up.

Tax Code

You can amend the tax code. This is used for memo purposes only.

Disc%

You can enter up to two discounts to apply to the price of this item. If you leave the first field blank, any discount held in the item/supplier profile is used as a default.

If the first discount is entered, this is compared with the item/supplier profile. If there is a difference, a warning is displayed and you can accept or reject the difference, in the same way as price differences.

Due Date

This field displays the date on which the order line should be delivered to you. You can amend the due date. This applies to non-scheduled orders only; you enter scheduled order dates on a separate window. If you do not enter a due date, the date entered on the Order Entry Header window is used.

Job No

You can amend the job number. This is for use within Job Management.

Season

This can be amended when mixed seasons are allowed. A validation is performed at style level to ensure the season code selected is currently assigned to the style. Where this is not the case, a window of valid codes for the style is displayed, allowing you to select one.

You can use the prompt facility on this field to select from the Select Season pop-up.

Imp. Status

This field displays the import status.

Functions

Reselect Line (F12)

Use this to re-display the Order Line Entry Stock Order window, where you can select another line to amend.

Cancel Line (F13)

Use this to cancel this line. It will no longer exist on the order.

Press Enter to re-display the Order Line Entry Stock Order window.

Reservations/Linked Order Enquiry Pop-up

To display this pop-up, select **Reservations** against a line on the Order Line Entry Stock Order window.

You can use this pop-up to view details of any demand reserved against this purchase order.

Fields

Reference

This field displays the demand reference.

Type

This field displays one of the following:

S/O - Sales Order

P/O - Purchase Order

W/O – Works Order

EDS - Contract

Due Date

This field displays the demand date.

Allocated

This field displays the quantity reserved against this demand.

Options

Matrix

Use this to display the matrix for this demand.

Demand Enquiry

Use this to display the relevant order or contract enquiry.

Select **Previous (F12)** to re-display the Order Line Entry Stock Order window.

Additional Details Maintenance Window

To display this window, select Dates/Costs against a line on the Order Line Entry Stock Order window.

Use this window to add extra details to the order. This is for your information only.

Fields

Factory Order Number

Enter the factory order number, using up to 10 alphanumeric characters.

Import Licence Number

Enter the import licence number, using up to eight alphanumeric characters.

Note: *The following costs entered are additional costs and do not interface with the landed cost functionality.*

Freight

Enter the freight cost, using up to 15 digits, including five decimal places.

Demurrage

Enter any rate payable to the freight owner for failure to unload the container within the time allocated, using up to 15 digits, including five decimal places.

Insurance

Enter the insurance charge for the container using up to 15 digits, including five decimal places.

Royalties

Enter any royalty payments that you need to make for the container, using up to 15 digits, including five decimal places.

Commission

Enter any commission that you need to pay an agent, using up to 15 digits, including five decimal places.

Spare 1

This is a free format field for any additional payments that you need to make. You can enter any value using up to 15 digits, including five decimal places.

Duty

Enter any import duty payment to Customs and Excise, using up to 15 digits, including five decimal places.

Spare 2

This is a free format field for any additional payments that you need to make. You can enter any value using up to 15 digits, including five decimal places.

Tax

Enter any tax payment to be made on receipt of the container, using up to 15 digits, including five decimal places.

Total Line Value

Enter the total line value, using up to 15 digits, including five decimal places.

Date of Departure

Enter or select the estimated and actual dates.

Date of Arrival at Port

Enter or select the estimated and actual dates.

Date of Arrival in Warehouse

Enter or select the estimated and actual dates.

Additional Details

You can enter three lines of free format text, using up to 30 alphanumeric characters on each line.

Select **Previous (F12)** to re-display the Order Line Entry Stock Order window.

Landed Cost Window

To display this window, select Landed Costs against a line on the Order Line Entry Stock Order window.

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

Enter the landed cost code to assign to this line.

Alternatively, use the prompt facility to select from the LAND Landed Costs 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.

Perc/Val (1/0)

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

Use this checkbox as follows:

Unchecked - If the landed cost is defined as a value per item unit of measure

Checked - If the landed cost is defined as a percentage of the item cost

Derived Value

This is the value calculated for each landed cost.

If the landed cost is calculated by percentage, it shows the 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 accumulation 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 re-display the Order Line Entry window.

Order Line Importing Dates Maintenance Window

To display this window, select Imp. Dates against a line on the Order Line Entry Stock Order window.

Use this window to add extra details to the order. This is for your information only.

Fields

Country Code

Enter a country code, which will be validated against the Inventory Descriptions file, type ECTY.

Consolidator

Enter a consolidator, which will be validated against the Inventory Descriptions file, type IMCO.

Leaving this field blank indicates that a consolidator is not used on this route. In this case, the number of days from supplier to consolidator MUST be zero.

Shipping Method

The shipping method defined here is the same as that defined against the description PORT for the port used.

Port Arrival

Enter the port of arrival, which will be validated against the Inventory Descriptions file, type PORT.

Port of Departure

Enter the port of departure. It will be validated against the Inventory Descriptions file, type PORT.

Standard Days

These values cannot be changed.

***Note:** In Date Maintenance mode, the Country Code, Consolidator, Shipping Method, Port of Arrival and Port of Departure fields are protected and the date details are maintainable.*

***Note:**In Route Maintenance mode, only the route details can be maintained and all dates are protected.*

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.

Functions

Route Details/Date Details (F14)

Use this to toggle between dates and route maintenance modes. In both modes, the Reason Code is mandatory and must be entered or selected.

Select **Update (F8)** to save the details and return to the Order Line Entry Stock Order window.

Style Matrix Pop-up

This pop-up is displayed when you press Enter on the Order Line Entry window.

Use this pop-up to enter the quantities you require against each colour and size of the style. The quantities you enter here must add up to the total quantity entered on the Order Line Entry window.

If the style is four-dimensional, two matrix pop-ups are displayed, so you can order the exact size, colour and fit combinations of the style required.

Note: *If this is a blanket or schedule order, the matrix is displayed as you allocate parts of the order to a schedule on the Order Line Entry Schedule Order window.*

Fields

Style

The style code is displayed in the top left-hand corner of the matrix.

Size

The style size variants are displayed in rows.

Fit

The style fit variants are displayed in columns.

Col. Total

The colour totals are displayed.

Note: *This field is only used if the Display Colour Totals field is checked in the Sales Order Processing company profile.*

Entry Fields

Enter the quantity you require for each SKU.

Functions

Change Matrix (F10)

Use this to re-size the fields in the matrix.

Press Enter to confirm the quantities and re-display the Order Line Entry Stock Order window.

Item Costs Matrix Pop-up

To display this pop-up, enter 1 in the SKU field on the Stock Order Line Entry Order window.

You can use this pop-up to price items at stock keeping unit level. For example, one colour dimension of an item may be more expensive than the other colours.

The prices for each SKU are displayed in matrix format.

Fields

SKU Fields (Untitled)

You can overtype any of the prices for each SKU listed.

Functions

Update Price File (F17)

Use this update the prices held for this supplier, at SKU level, permanently.

Caution: The prices you enter here against each SKU will update the item price record.

Special Prices (F18)

Use this to use these SKU prices on this order only.

Press Enter to re-display the Stock Order Line Entry window.

Order Line Entry Non-stock Order Window

To display this window, enter an order class in the range 5-8 and then press Enter on the Order Entry Header window.

Use this window to enter purchase order lines for non-stocked items or services. These are order classes 5, 6, 7 and 8.

***Note:** You cannot override stockroom at line level for non-stock or service orders.*

Fields

Order Number

This field displays the order number.

Supplier

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

Class

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

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. It therefore includes unscheduled quantities. Due to the nature of a blanket order, the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Supplier Product Reference

Enter the non-stock item reference.

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.

Note: *This is used in validation of the Cost Code and Extension. It determines the target GL Company for the Inter-Company posting made after invoice matching. The user must be authorised (to GL Task 3025) if amending or entering the IC code.*

Cost Code

Enter the General Ledger account code to associate with this order line. This is the account to which the goods value is posted in invoice matching.

This is mandatory if you are using General Ledger.

Quantity/UoM

You must enter the quantity and the unit of measure. UoM codes are set up in the Parameters file.

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.

SKU

This field is not used for non-stock orders.

Tax Code

This is for memo purposes only and is optional. If you do not enter a code, the supplier tax code is used.

Disc%

You can enter up to two discounts to apply to the order line price.

Due Date

This is the date on which you want the order to be delivered to you.

***Note:** If the order has a type of Schedule, when you press Enter after adding each line, the Order Line Entry Schedule Order window is displayed to enter multiple expected deliveries against the line.*

Options

Amend

Use this to amend the line details.

Schedule

Use this to display the Order Entry Schedule window (only displayed for schedule and blanket orders).

Text

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

Reservations

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Dates/Costs

Use this to display the Order Line Additional Details Maintenance window.

Landed Costs

Use this to display the Landed Costs window.

Additional Attributes

Use this to display the Additional Line Attributes popup.

Functions

Update and Next Order (F7)

Use this to update the order and re-display the Order Entry Header window to enter the next order.

Update and Options (F8)

Use this to update the order and display the Completion Options window.

Cancel Order (F11)

Use this to cancel this order and re-display the Order Entry Header window. This order number is re-used.

More Options (F23)

Use this to toggle the display of the option text shown in the window.

Press Enter to display the Order Line Entry Schedule Order window.

Order Line Entry Schedule Order Window

This window is displayed when you enter order type S or B on the Order Entry Header window, and then enter an order line and then press Enter on the Order Line Entry window.

Use this window to schedule the order line quantity that you have entered on the Order Line Entry window. The total order line quantity is split into multiple deliveries, each with a different delivery date.

Note: *If this is a blanket order, you do not need to schedule the full outstanding quantity for the order line.*

The order number, supplier, order class and currency default from the Order Header window. The line number, item number, quantity, supplier, item reference, unit of measure, stockroom and receiving address default from the Order Line Entry window.

Fields

Ref

Enter a schedule line reference to amend detail on that line.

Qty Scheduled

This field displays a total of the quantity that has been scheduled. This total is updated as you schedule the order line.

Request Date

You may enter or select the date on which delivery is required. If left blank, the date is defaulted to the request date.

Quantity

Enter the quantity required on this delivery date.

Promise Date

Enter or select the date delivery as promised by the supplier. If you leave this field blank, it defaults to the request date.

Confirm Flag

This is a user-defined flag to describe the status of this schedule line. Examples are **C** (confirmed), **D** (delayed) and **Q** (queried).

You can use this flag as a selection criterion for the Order Confirmation report.

Expected Date

This field displays the date on which you expect the goods to be delivered. If you leave this field blank, it defaults to the promise date.

The following fields are only available if a ship code has been entered on the Order Entry Header window. They are used for memo purposes only:

Costs

Enter **1** to display the Order Line Additional Details Maintenance window.

Imp.Dates

Enter **1** to display the Order Line Importing Dates Maintenance window.

Style Purchase Management checks that the total quantity scheduled does not exceed the outstanding quantity.

Note: *No reason code is required here, since the total quantity on the line is not being changed, only the split between schedule drops within the line quantity.*

Note: *Press Enter to add more schedule lines. As you schedule quantities of the total, the matrix is displayed for you to specify the size, colour and fit combinations you require.*

Functions

Detail/Summary (F7)

Use this to change the level of detail shown on window.

Update Completed (F8)

Use this to complete the update of the schedule details.

When the schedule is complete, select **Update Completed (F8)** to commit the changes and re-display the Order Line Entry window.

Order Entry Completion Options Window

To display this window, select **Update and Options (F8)** on the Order Line Entry window.

Use this window to:

- Print or fax the order
- Add text to the order

Fields

Do You Wish to Enter Further Orders

Use this checkbox as follows:

Unchecked - To leave the Order Entry task

Checked - To re-display the Order Entry Header window

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 this order immediately

Fax (3) - To send this order directly to the supplier by fax

Do You Wish to Use External Supplier Text on this Order

Use this checkbox as follows:

Unchecked - Not to print the external text set up against the supplier on this order

Checked - To print the external text set up against the supplier on this order

Do You Wish to Add Text for Printing on the Order

Use this checkbox as follows:

Unchecked - Not to add external text to this order

Checked - To add external text to this order

Do You Wish to Add Text for Display within the Company

Use this checkbox as follows:

Unchecked - Not to add internal text to this order

Checked - To add internal text to this order

This is not printed on the order, but is available on enquiries and internal reports.

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.*

Functions

Cancel Order (F11)

Use this to cancel this order and re-display the Order Header window. This order number is re-used.

Press Enter to confirm your entries and leave the Order Entry task.

Order Amendment [2/STPMP]

Use this task to amend existing purchase orders.

You can change the order header, order lines, import details, text and schedule details. You can also re-print the order.

If a carton style is selected, the entered style is replaced with the carton style.

If the SKU-level pricing flag is set on, any SKUs that are defined as cartons with Price Roll-up (Purchases) set on are not available for input in the Price window.

Rather than deriving prices simply from the item/supplier profile, if the SKU is a carton with Price Roll-up (Purchases) set on, the price is derived from the weighted sum of the SKUs, using the same supplier as that already determined.

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. Validating and prompting of the GL code are with respect to this company.

Outstanding lines on non-scheduled stock orders may be split. The split off quantities may be classed as ‘lost’ (i.e. completed - not to be delivered) if the line is attached to an importing shipment.

If the “Purchase Order Baseline” feature is activated, then upon completion of the amendment of an order you can optionally overwrite the copy of the order kept in the ‘baseline’ files.

The stockroom into which a line is received can be specified at order line level.

When amending stock order lines you will be able to select a ‘Current stockroom’ which is used to filter the lines made available for amendment. It also serves as the default stockroom for new lines.

Additional data attributes can be recorded against a purchase order line via the Additional Line Attributes popup.This additional information is base-lined in tandem with the other base-lined order information

Order Amendment Selection Window

To display this window, select the Order Amendment task.

Use this window to select the purchase order to amend.

Fields

Order No

Enter the number of the purchase order to amend.

Press Enter to display the Order Amendment Header window.

Order Amendment Header Window

To display this window, enter a valid purchase 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 is the number you entered on the previous window.

The order date, warehouse, purchase officer, stockroom and supplier default from the order header file.

The confirm flag and date options are not offered for import orders. For a non-scheduled import order, the dates are shown but cannot be amended, and there is no option to amend delivery dates.

Fields

Supplier Address Code

Enter the supplier address code.

Receiving Address

Enter the code for the address to which the goods are to be delivered.

Delivery Instruction

Enter the code for the delivery instructions you want printed on the order.

Season

This field displays the season code.

Supplier Reference

Enter the supplier's order or acknowledgement number for this order.

Amend Lines

Use this checkbox as follows:

Unchecked - Not to amend order lines

Checked - To amend order lines, for example, quantities, prices and text

Note: *The following five fields are only displayed when the order is not a schedule or blanket order.*

Amend Delivery Dates

Use this checkbox as follows:

Unchecked - Not to amend delivery dates

Checked - To amend promise or expected dates and confirmation flag values, for individual order lines

Confirm Flag

This is a user-defined flag which indicates the status of this line of the schedule.

Promise Date

This is the date on which the supplier promises to deliver all items on the order.

Expect Date

Enter or select a date on which you expect the goods to be delivered.

Ship Date

Enter or select the date on which the goods will be shipped as promised by the supplier.

Reprint Order

Select one of the following:

No (0) - Not to print or fax the order

Yes (1) - To print this order the next time you select Print Orders

Immediately (2) - To print this order immediately

Fax (3) - To send this order directly to the supplier by fax

User-defined Field

Any entry you make in this one-character field is not validated and is for memo purposes only.

Ship Code/Job Number/Department

These fields are for memo purposes only. An order enquiry by job number is available.

Filter SR

For a stocked order, optionally enter the stockroom that will be used to filter the lines available for amendment on subsequent windows.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Functions

Header Discounts (F15)

Use this to display the Header Discount Amendment pop-up to amend the discounts entered on the order header.

Internal Text (F21)

Use this to display the Internal Text pop-up to maintain text that is not printed on the order.

External Text (F22)

Use this to display the External Text pop-up to maintain text that is printed on the order.

Import Details (F23)

Use this to display the Import Details Maintenance window to add or amend import details held against this order.

Press Enter. If you chose to amend delivery dates, the Delivery Dates Amendment window is displayed. If you chose to amend lines, the Stock or Non-stock Order Line Entry window is displayed, depending on the order class.

Stock Order Line Amendment Window

To display this window, check the Amend Lines field where the order is a stock order and then press Enter on the Order Amendment Header window.

Use this window to amend order lines on a stock order, that is, where the order class is in the range 1-4.

A list of all the existing lines on the order is displayed. Select **Amend** against a line to amend it. Alternatively, you can add new lines by entering the details in the fields at the bottom of the window

You will be able to override the stockroom on each new order line entered.

If a filter stockroom was entered on the Order Amendment Header Window only those lines on the order with a matching stockroom are initially available for amendment.

Note: *You cannot override stockroom at line level for non-stocked orders.*

Splitting of a line (and SKUs) into two lines is permitted, creating a new order line. This is allowed for stock orders only, and excludes blanket/schedule orders. Subsequently, changes of stockroom, shipping attributes etc. may be made to the original and split-off line, if valid to do so.

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. It therefore includes unscheduled quantities. Due to the nature of a blanket order, the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Supplier Product Reference

You can enter the supplier's reference for the item. If you leave this field blank, it defaults to the supplier item number held in the item/supplier profile.

SR

Enter a valid stockroom code.

Alternatively, use the prompt facility to select a stockroom from the Select Stockroom Popup.

Note: *You will be able to override the stockroom on each new order line entered in this amendment session or on existing order lines that are fully outstanding and are not linked to sales orders.*

Note: *If a 'Current stockroom' has been selected, then only those lines on the order with a matching stockroom are available for amendment.*

Stockroom

Enter or amend the stockroom to receive the order line.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Note: *The stockroom recorded on the line you've selected for amendment is displayed.*

A stockroom may be entered at line level for:

- New order lines

A stockroom may be amended at line level for:

- Existing order lines that are fully outstanding and are not linked to sales orders.

For new lines this will default to either the 'Current Stockroom', if one has been selected via the pop-up, or else the stockroom selected on the order header. This default value can be overridden for each order line.

Note: *Even if you have selected a 'Current Stockroom' you will be allowed to enter new lines for any stockroom, not just that which was specified as the current stockroom.*

Product

Enter a valid product code.

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

If you are using Inventory Management, item and item stockroom definitions must exist. Otherwise, only a Purchase Management item specification record is required.

Note: *Refer to the Order Entry section 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.*

If there is no existing item/supplier profile and the creation of item/supplier profiles in PM is enabled, a message is displayed. You can then select **Create Item Supplier Profile (F22)** to create the required profile, but be sure to check that the supplier's item reference, price and discount are correct before doing this.

Note: *A price has to be entered before an item/supplier profile can be created.*

If there is no existing item supplier record and the creation of item/supplier profiles is disabled, an error message is displayed and the product chosen cannot be added to the order. Item Supplier Profile Maintenance must be used to create the required item/supplier profile definition before the product can be added to a purchase order.

Quantity

You can amend the order quantity.

UoM

If you leave this field blank, the quantity unit of measure defaults to the purchase unit of measure on the item.

Price

You can amend the price. Leave this field blank to default the price to that specified in the item/supplier profile, or any current price structure which exists for the item supplier. If entered, the price is compared to that in the item/supplier profile and if a difference is found, a message is displayed, offering these options:

- Accept the entered price for this order only.
- Accept the entered price for this order, and update the item/supplier profile price to reflect the entered price, only if no current price structure exists.
- Enter another price.

UoM

You can amend the code for the unit of measure to which the price applies.

If you amend a line by changing the quantity, but the price is the same, the price is set to the current price structure for this item supplier.

Full Text

Use this checkbox as follows:

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

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

Tax Code

You can enter a General Ledger tax code. If you leave this field blank, it defaults from the item record. This is used for memo purposes only.

Disc%

You can enter up to two discounts to apply to this item. If you leave the first discount field blank, the discount held in the item/supplier profile is used as a default.

If you enter a discount, it is compared to the one held in the item/supplier profile. If there is a difference, a warning message is displayed and the same options apply as for price differences.

Season

This can be amended when mixed seasons are allowed. A validation is performed at style level to ensure that the season code selected is currently assigned to the style. Where this is not the case, a window of valid codes for the style is displayed, allowing you to select one.

You can use the prompt facility on this field to select from the Select Season pop-up.

SKU

Enter **1** to price the order at SKU (stock keeping unit) level. The price matrix is displayed to permit entry of the required prices for each ordered SKU.

If no item/supplier profile exists, **Create Item Supplier Profile (F22)** must be selected to create the item/supplier profile, assigning the price entered on this window to each SKU of the selected product before the price entry matrix is displayed. Therefore, if the creation of item/supplier profiles has been disabled and no item/supplier profile exists for the selected product, any entry made here is effectively ignored, as the error message issued prevents the addition of the product to the order.

Job No

You can amend the job number. This is for use within Job Management.

Due Date

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

If you do not enter or select a date, this field defaults to the value from the Order Amendment Header window.

Nom Code

You can optionally enter a code to associate with this order line. If you leave this field blank, it defaults to the General Ledger account code held on the Inventory item record.

Imp. Status

This field displays the import status.

If you leave these fields blank, they default to values from the Order Amendment Header window.

Note: *The order quantity cannot be reduced below that already received. For stock orders, the item code and units of measure cannot be changed. An order line can be cancelled only if no receipts have been made against it. New order lines can be added.*

If the order is scheduled, after adding each line, the Schedule Line Details window is displayed; use it to enter multiple expected deliveries against the line. When you have entered the schedule details, this window is re-displayed.

Options

Amend

Use this to amend line details.

Schedule

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

Text

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

Reservations

Use this to view any demand linked to this purchase order.

Dates/Costs

Use this to display the Order Line Additional Details Maintenance window.

Landed Costs

Use this to enter landed cost details.

Imp.Dates

Use this to amend importing dates.

Additional Attributes

Use this option display the Additional Line Attributes popup.

Split Line

This allows a purchase order line to be split, resulting in the original line being split into two lines.

Potentially, both lines may then be further amended, via other options, regarding their stockroom, importing dates/route etc.

A **Shipment Quantity** may be entered in the initial pop-up window. This is the quantity to be retained on the original (primary) line.

Note: *This quantity is applicable if the Bypass Control Totals field in the SOP company profile is left* ***unchecked*** *or if the item is one-dimensional.*

The SKU level quantities can then amended, via the matrix, for the primary portion of the split (i.e. the quantities to be left on the primary order line after the split). A new order line is generated for the remaining quantities.

Where the primary line is attached to a shipment then the entered quantities will remain attached to that shipment unless requested to be detached.

Note: *Where the primary line is attached to a shipment then it will only be possible to reduce the shipment quantity and the quantities of the SKUs on the shipment (i.e. the same rules applied when splitting a line within Shipment Maintenance apply when splitting the line within Order Amendment.*

Note: *This is normally applicable when a line has had no receipts. However, if the line has been partially received (only possible for non-importing orders) then the full outstanding quantities will be split off into the new line, after giving a warning.*

Lost Quantity (9)

This is similar to the **Split** option, except that a Reason Code is required and the remaining quantities (on the added line) are given a zero outstanding quantity. The shipped Quantity is the portion expected to be shipped/received, the remainder being 'lost'.

This option can only be used where a line is already attached to an importing shipment. Both lines will remain attached to the shipment. If a line is selected that is not attached to a shipment, an error message is displayed.

Functions

Cancel Order (F11)

Use this to cancel the whole order.

Current Stockroom (F16)

Use this to display the Select Current Stockroom pop-up which allows the lines for a selected stockroom only, to be shown. It also determines the default stockroom for new lines.

Create Item-Supplier Profile (F22)

Use this to create an item/supplier profile based on the information entered. Be sure to check that the supplier's item reference, price and discount are correct before doing this.

This function is only available when the creation of item/supplier profiles in PM is enabled by setting the appropriate flag in the PM company profile.

If the creation of item/supplier profiles in PM is disabled, the message "No Item Supplier Profile Found" is displayed, to inform you that one needs to be set up (using the Item Supplier Profile maintenance task) before the selected product can be added to a purchase order.

Where the SKU price flag is set to **1** and no item/supplier profile exists, the line price entered is used as the price written to the item/supplier profile when you select **Create Item Supplier Profile (F22)** and then becomes the initial default price for each SKU of the product when the price matrix is displayed.

More options (F23)

Use this to toggle the list of options text shown. Initially this is used to show the line splitting options, if available.

Select **Update (F8)** to complete the order amendment.

Additional Line Attributes Popup

To display this window, enter the option **Additional Attributes (A)** against a purchase order line.

You use this window to record up to ten additional line attributes against an order line.

NOTE: *The number and type of attributes available for entry via this popup is controlled by the PO Additional Line Attributes Definition.*

Fields

Code

Enter a value against the required additional line attributes.

If the line attribute is associated with an Inventory Description Parameter Type the entered value must be a valid code for that Parameter Type and the description of the selected code value is displayed.

Alternatively, use the prompt facility to select a valid code from a list of the codes defined for the Parameter Type.

Request **Update (F8)** to save the entered information.

Lost Quantity Reason Code Pop-up

To display this popup, request the option **Lost Quantity (9)** against a line on the Stock Order Line Amendment Window.

For a Lost Quantity split the reason code must be entered, or selected from the prompt, before the Order Line Split pop-up is shown.

Fields

Enter Reason Code for Change

Enter a valid reason code.

Alternatively, use the prompt facility to select a valid reason from the Reason Code Select popup.

Enter a valid reason code then press **Enter** to display the Lost Quantity Entry Popup.

Lost Quantity Entry Pop-up

To display this popup, enter a valid reason and press **OK** on the Lost Quantity Reason Code Popup.

You use this popup to specify the quantity to be left on the primary order line.

Fields

Product

This displays the Style code of the line to be split.

Stockroom

This displays the stockroom of the line to be split.

Importing Shipment Details

Status; Advice Note; Shipment Reference; Container Number

For an order which is attached to an importing shipment, the line status, Advice Note, Shipment Reference and Container number are shown for information purposes only.

Shipment Quantity O/S

Enter the total quantity to be retained on the original (primary) line (i.e. the quantity that has not been lost).

Normally this quantity must be less than the current quantity recorded on the line, which is shown initially.

However, if the line has been partially received then the quantity cannot be changed and the whole outstanding quantity on the line is transferred onto the new line (without any matrix window being shown).

Note: *This quantity must be entered irrespective of the setting of the Bypass Control Totals field in the SOP company profile. When it is entered, for a multi-dimensional style it is used as the control total for validation within the SKU breakdown matrix displayed immediately after this popup.*

Order Line Split Pop-up

To display this popup, request the option **Split Line (8)** for an order line on the Stock Order Line Amendment Window.

You use this popup to specify the quantity to be left on the primary order line after a split has been actioned on the line.

Fields

Product

This displays the Style code of the line to be split.

Stockroom

This displays the stockroom of the line.

Importing Shipment Details

For an order which is attached to an importing shipment, the line status, Advice Note, Shipment Reference and Container number are shown for information purposes only.

Shipment Quantity O/S

Enter the total quantity to be retained on the original (primary) line.

Normally this quantity must be less than the current quantity recorded on the line, which is shown initially.

However, if the line has been partially received then the quantity cannot be changed and the whole outstanding quantity on the line is transferred onto the new line (without any matrix window being shown).

Note: *This quantity must be entered irrespective of the setting of the Bypass Control Totals field in the SOP company profile. When it is entered, for a multi-dimensional style it is used as the control total for validation within the SKU breakdown matrix displayed immediately after this popup.*

Detach new line from shipment?

If the line to be split is attached to an importing shipment you can use this checkbox to detach the new (remainder) line from the shipment:-

Checked – to detach the new line from the shipment.

Unchecked – to leave the new line attached to the shipment. This is the default.

Functions

Previous (F12)

Use this to cancel the request to split the line, from this pop-up or from the following matrix.

Press **Enter** to continue with the line split.

Non-stock Order Line Amendment Window

To display this window, check the Amend Lines field where the order is a non-stock order and then press Enter on the Order Amendment Header window.

Use this window to add or amend the purchase order line details for an order comprising non-stocked items only; that is, where the order class is 5, 6, 7 or 8.

A list of existing lines on the order is displayed. To amend an existing line, select **Amend** against the required line. You can enter new lines in exactly the same way as in Order Entry, by entering details in the fields at the bottom of the window.

Additional data can be recorded against any previously entered order line via the Additional Order Line Attribute popup

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. It therefore includes unscheduled quantities. Due to the nature of a blanket order,* *the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Supplier Product Reference

Enter the supplier item reference.

IC

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

Alternatively use the prompt facility. 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.

Note: *The user must be authorised (to GL Task 3025) if amending or entering the IC code.*

Cost Code

Enter the General Ledger account code to associate with this order line. This is the account to which the goods value is posted in Invoice Matching.

This field is protected if you are amending an existing line.

Quantity/UoM

The quantity and the appropriate unit of measure must be entered. UoM codes are set up in the Parameters file.

The UOM field is protected if you are amending an existing line.

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.

The UoM field is protected if you are amending an existing line.

Tax Code

This is an optional field, used for memo purposes only. If you leave this field blank, it defaults to the code set up for the supplier.

Disc%

You can optionally enter up to two discounts to apply to the price for this order line.

Due Date

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

If you do not enter or select a date, this field defaults to the value from the Order Header window.

Job No/Department

If you leave these fields blank, the values default from the Order Header window.

If the order is scheduled, after adding each line, the Schedule Line Details window is displayed; use it to enter multiple expected deliveries against the line. When you have entered the schedule details, this window is re-displayed.

Options

Amend

Use this to amend line details.

Schedule

Use this to display the Schedule Line Details window (only if the order is scheduled or blanket).

Text

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

Reservations

Use this to display the Reservations Linked Sales Orders Enquiry window.

Costs/Dates

Use this to display the Order Line Additional Details Maintenance window.

Landed Costs

Use this to display the landed cost details.

Additional Attributes

Use this option to display the Additional Line Attributes popup.

Options

More Options (F23)

Use this function to toggle the display of the option text shown in the window.

Select **Update (F8)** to complete the order amendment.

Order Line Amendment Cancellation Reason Window

To display this popup, request the cancellation of an order line.

When displayed you will input a Reason Code, and confirm the line cancellation request.

Note: *Although the reason code is recorded against the line, neither the line details nor the reason code are visible in the Order Enquiry. The line is shown as DELETED and COMPLETED there.*

Fields

Enter Cancellation Reason Code

Enter a valid reason code.

Alternatively, use the prompt facility to select a valid reason from the Reason Code Select popup.

Enter a reason code then press **Confirm (F8)**.

Update Purchase Order Baseline Popup

To display this window either request **Update (F8)** on the Order Line Amendment Window or **Exit (F3)** on the Delivery Dates Amendment Window for a stocked order when the Inventory Management parameter indicates that purchase order base lines are to be kept.

Note: *Only the latest copy of a purchase order is retained. It is assumed that changes made for importing and shipment receipt are usually applied after the finalization of the base line of an order.*

Fields

Update order baseline

Use this checkbox as follows:

Unchecked (0) – To leave the baseline of the purchase order unchanged

Checked (1) – To overwrite the baseline of the purchase order with the amended purchase order details

Make your selection then press **Continue (F8)** to complete the update of the purchase order.

Order Line Amendment Scheduled Order Details Window

To display this window, press Enter after amending order line details, if the order is scheduled.

Use this window to schedule the order line quantity, entered on the Order Line Details window. The quantity is split into multiple deliveries, each with a different delivery date.

You only need to use this window if the order is schedule or blanket 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. It therefore includes unscheduled quantities. Due to the nature of a blanket order, the running total is only held at style pricing level and ignores any SKU prices applied to the scheduled portion.*

Caution: For foreign currency orders, the order values are always shown at the current exchange rate, not at order date rates, which might be different in Order Amendment. It is only intended to give an indication of the nominal value of the order, not a precise base value.

Ref

Enter a schedule line reference to amend detail on that line.

Qty Scheduled

This field displays a running total of the quantity scheduled.

Request Date

You may enter or select the date on which the delivery is required. If left blank, the date is defaulted to the request date.

Quantity

Enter the quantity required on this delivery date.

Promise Date

Enter or select the date on which delivery is promised by the supplier. If you leave this field blank, it defaults to the request date.

Confirm Flag

This is a user-defined flag to describe the status of this schedule line. Examples are **C** (confirmed), **D** (delayed) and **Q** (queried).

You can use this flag as a selection criterion for the Order Confirmation report.

Expected Date

This field displays the date on which you expect the goods to be delivered. If you leave this field blank, it defaults to the promise date.

The following two fields are only available if a ship code has been entered on the Order Entry Header window. They are used for memo purposes only:

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.

Container

Enter the container number, if relevant.

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

Press Enter to add more schedule lines.

Select **Update Completed (F8)** to complete the schedule.

Style Purchase Management checks that the total quantity scheduled does not exceed the outstanding quantity. Once the scheduled deliveries have been entered, select **Update (F8)** to write these details to the Order Lines file.

Amend Delivery Dates Window

To display this window, check the Amend Delivery Dates field and then press Enter on the Order Amendment Header window.

Use this window to amend the delivery dates for non-scheduled orders.

The order number, supplier, order date and currency default from the order header.

The due date, quantity, supplier reference number, unit of measure and item all default from the order lines.

Fields

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.

Expected Date

This field displays the expected receipt date for the order line.

Supplier Ref Number

This field displays the supplier's reference number for the item.

Shipped Date

This field displays the order line shipped date.

UoM

This field displays the unit of measure for the item.

Item

This field displays the order line item.

Input Fields

To display these fields, select **Amend** against a line.

Due Date

This field displays the due date for the selected order line.

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.

Options

Amend

Use this to amend the delivery dates

Text

Use this to display the Order Line Entry Line Text pop-up

Select **Previous (F12)** to re-display the Order Amendment Header window.

Goods Receiving [3/STPMP]

Use this task to record the receipt of goods.

Note: *Any order classed as an Import order cannot be received through this task and must be processed through the Shipment task.*

You can specify the area where goods are received:

1 - Goods Inwards

2 - Inspection

3 - Stores

Only receipts into stores update the physical stock values in Inventory or Warehousing.

Stock items that are in Goods Inwards or Inspection are treated as being on-order only. The default booking-in point is defined in 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.

Entry of 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 using the Receipts and Returns report task.

If a receipt is input which exceeds or is less than the quantity ordered, the user's authority values are checked before the receipt is accepted.

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 Style Purchase Management.
- Stock items which have batch, lot or serial controls set up in Inventory will require the input of relevant numbers on receipt.
- Schedule orders cannot be considered complete, and any over receipts are deducted off the next schedule line.
- If standard costing is used in Inventory, any landed costs generated will **not** be transferred to Inventory.

***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 crosses a country border (as defined in World Trade) will cause additional processing, for the reporting of the taxation.*

If required, a specified number of labels can be printed for each order line received. These are output to the printer queue immediately.

The stockroom into which goods are expected to be received restricts which order lines are available for receipt.

Goods Receiving Selection Window

To display this window, select the Goods Receiving task.

Use this window to enter the receipt point and receipt date for the goods to be confirmed as received.

The receipt point defaults to the normal receipt point defined in the Style Purchase Management company profile.

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.

Press Enter to display the Goods Receiving Select Order window.

Goods Receiving Order Select Window

To display this window, select a goods receipt point and date and then press Enter on the Goods Receiving Selection window.

Use this window to enter the order number or the item or supplier against which to make receipts.

You must also enter an advice note and, if you are using World Trade, a mode of transport.

Fields

Note: *Tip You can choose how you receive goods: by order, product, supplier or container.*

Order No

Enter the order number.

Alternatively, enter a value in one of the following three fields to select an order.

Product

Enter a product code and then press Enter to display all outstanding orders for this product. You can select an order from this list.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Supplier

Enter a supplier code and then press Enter to display all outstanding orders for this supplier. You can select an order from this list.

You can use the prompt facility on this field to select from the Supplier Search pop-up.

Container

Enter a container number and then press Enter to display all outstanding orders. You can select an order from this list.

You can use the prompt facility on this field to select from the Select Shipment Reference pop-up.

Advice Note

You must enter the advice note number from the supplier's despatch document.

GRN Number

This field is only displayed if GRN numbers are not automatically generated. You specify this in the Style Purchase Management company profile.

Enter a GRN number for this receipt. This must not have already been allocated to a different order.

GRN Continued

You can use this to add subsequent orders to the same GRN.

Use this checkbox as follows:

Unchecked - To create a new GRN for this receipt

Checked - To enable the receipt to be added to the same GRN as the previous receipt

Rec't Whse

You can optionally enter a receipt warehouse.

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

You can receive this order into any warehouse, but all items on this purchase order must be stocked in the receipt warehouse.

Mode of Transport

If you are using World Trade, you must enter a mode of transport. These are maintained in the Inventory Descriptions file, under major type MODE.

You can use the prompt facility on this field to select from the MODE Despatch Methods pop-up.

Order Whse

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

If you leave this field blank then the stockroom specified on the selected purchase order header will be used, by default. Therefore, if the selected order only has lines for a single warehouse you can leave this field blank and all outstanding lines for the order will be available for receipt on the next window.

Note: *If a default stockroom has been defined for your user ID, it will be displayed here.*

Note: *This stockroom is used to determine which lines of the selected purchase order are available for receipt on the subsequent window. At least one line must exist on the selected purchase order for this stockroom in order to proceed.*

Press Enter to display the Goods Receiving Order Details window; the exact layout of the window depends on whether the order is a type of scheduled or not.

Goods Receiving Non-scheduled Order Details Window

To display this window, enter or select a non-scheduled order and then press Enter on the Goods Receiving Order Select window.

Use this window to confirm lines on a non-scheduled order as received or partially received.

If you have the correct authority, you can receive order lines if the received quantity is less, or more, than the order quantity.

Only those order lines where the order line stockroom matches the order warehouse specified on the Goods Receiving Order Select Window will be displayed.

Note: *The title of this window can be Goods Inwards Receipt, Inspection Receipt or Receipt into Stores, depending on the receipt point specified on the Goods Receiving Select Receipt Point window.*

Fields

Order No/Advice Note/GRN No

These fields display the values derived from the entries/selections on the Goods Receiving Order Select window.

Rec't Whse

This field displays the warehouse into which this stock will be received, as entered on the Goods Receiving Order Select window.

Order Class

This field displays the code and description of the order class assigned to the order.

Select

You can select one of the following against each line:

Text (1) - To display the Order Line Entry Line Text pop-up

Receive (2) - To receive the order line in full

Select **Receive** against the lines you want to receive. You can select as many lines as you want. If different values are required for each line, each line must be received individually.

Receive/Landed Costs (3) - To receive the order line and update landed costs

Reservation (4) - To display the Reservations/Linked Order Enquiry window

Rec/Matrix (9) - To receive order lines in part, using the style matrix

Ref

This field displays the receipt line reference.

Lne

This field displays the order line number.

O/S Qty

This field displays the quantity outstanding on the line.

UoM

This field displays the code describing the stock unit of measure for the item ordered for stock orders, or the order unit of measure for non-stock orders.

Order Qty

This field displays the original order quantity for this order line.

Product

This field displays the item ordered.

Text

This field displays the description of the item ordered.

Due

This field displays the due date for delivery of this order line.

Whs

This field displays the warehouse into which this order will be received.

Input Fields

Ref

Enter the receipt line reference of a displayed order line that you want to receive partially, or over-receive.

Quantity

Enter the quantity to receive.

UoM

If you leave this field blank, 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 Parameter file.

Amend Landed Costs

Use this checkbox as follows:

Unchecked - Not to amend landed cost details

Checked - To amend landed cost details

Container

Enter the number of the container associated with this order. This is usually defaulted from the container update routine.

Complete

Use this checkbox as follows:

Unchecked - If any remaining quantity will be left outstanding

Checked - To complete the line if any remaining quantity will not be received

If you **check** this field, the outstanding balance on this line is reduced to zero.

Partial Line Receipt

You can receive less than the full order amount, if the full order quantity is not received in one delivery.

You can only complete partially received lines if you have sufficient authority.

Note: *Authority to over-receive or under-receive is calculated using the user authority values defined in Style Purchase Management.*

Over Receipt

You can receive more than the full order amount, if you have sufficient authority.

An over receipt will automatically complete the order line.

If receipt to store is specified, the following updates occur for stock orders only:

- On order stock balances for are reduced, and physical stock increased.
- Stock movement records are written to audit the receipt.
- Actual costing data is updated (that is, latest, average and FIFO) including landed costs.

Note: *If the item being received requires inspection, and is not being received into Inspection, a warning window is displayed. Select Receive (F8) to process the receipt without going through Inspection. Press Enter if you do not want to process the receipt.*

Note: *If you receive goods into Goods Inwards or Inspection, they must be transferred to Stores before these updates occur. Use the Transfer Goods Location task to do this.*

Note: *If you are using Warehousing and the receipt is into a store defined as a warehouse, an additional window is displayed to enter a packaging type code and expiry date. For more information*, see the Style Warehousing product guide.

No. Labels

This field is only displayed if the company profile is set to print labels. Enter the number of labels to be printed for this line. The default is 1 and labels are printed immediately.

Int. Trace

If this item is batch-controlled and the quantity entered relates to a single batch, enter the batch number here. This is an optional field for non-batch-controlled items.

Leave this field blank to display the Goods Receiving Batch/Lot Details window.

Ext. Trace

You can optionally enter a reference number for this specific delivery, if required.

Expiry Date

You can optionally enter or select the date on which the shelf life for this item will expire.

Functions

Order Text (F21)

Use this to display the Internal Order Text pop-up. You can enter text for display within the company only.

Select **Receive Whole Order (F8)** to confirm the full order as received. The quantity to receive must be the same as the whole order quantity. If you want to add internal or external references, the number of labels to print or expiry dates, you must enter them before you use this function.

The values entered apply to all lines. If different values are required for each line, you must receive each line individually.

Goods Receiving Batch Details Window

To display this window, receive a batch-controlled or lot-controlled item on the Goods Receiving Non-scheduled Order Details window.

Use this window to enter the batch number for each style colour and size combination of the items being received.

This window is only displayed if the item is batch-controlled or lot-controlled.

Fields

Order Number

This field displays the order number.

Advice Note

This field displays the advice note number for this receipt.

Item

This field displays the item code and description.

Qty Received

This field displays the quantity being received.

Lot Number

Enter the lot number for this SKU.

Quantity

Enter the quantity to receive of this lot number.

Options

Select

Use this against the lot numbers to receive.

Press Enter to re-display the previous window.

Goods Receiving Batch Details Window

To display this window, receive a batch-controlled or lot-controlled item on the Goods Receiving Details window.

Use this window to enter the batch number for each style colour and size combination of the items being received.

This window is only displayed if the item is batch-controlled or lot-controlled with a Lot Attribute Profile of **L01**.

The Taper field advances by 10 for each line, on selecting **OK** or selecting **Update (F8)**.

If the profile code **L01** is entered in the Inventory Descriptions file, under parameter LACN, only one receipt per lot number (per item) will be permitted.

For those fields defined as types **Mandatory and Default** or **Default** in the Inventory Descriptions file, under parameter LAMD, the data on the first line will be repeated on any other lines that do not have data entered specifically.

Fields

Order Number

This field displays the order number.

Advice Note

This field displays the advice note number for this receipt.

Item

This field displays the item code and description.

UOM

This field displays the unit of measure for the quantity being received.

Lot/Sup Lot

Enter the batch number for this SKU.

Quantity

Enter the quantity to receive of this batch number.

Width

Enter the width for the batch quantity.

Shade

Enter the shade code for the batch quantity.

Taper

Enter the taper for the batch quantity.

Locn

Enter a location for the batch quantity.

1

Enter the value for shrinkage 1.

2

Enter the value for shrinkage 2.

Ship

Enter the ship code for the batch quantity.

Weft

Enter the weft for the batch quantity.

Total Quantity to be Receipted

This field displays the total quantity being received for which details are required to be entered.

Quantity Entered

This field displays the total quantity entered for comparison with the total quantity to be receipted.

Functions

Update (F8)

Use this to update the receipt details and leave this window.

Toggle (F14)

Use this to display the Supplier Lot Number for entry.

Press Enter to validate and re-display the Goods Receiving Batch Details window.

Goods Receiving Scheduled Orders Details Window

To display this window, enter the required details and then press Enter on the Goods Receiving Order Select window.

Use this window to receive scheduled orders. The information displayed is similar to that shown on the Goods Receiving Non-scheduled Orders Detail window, but the schedule order is displayed under the order class. Only deliveries scheduled for delivery within the time fence are displayed and eligible for receipt. The time fence is maintained in the company profile.

Fields

Order Number/Advice Note/GRN Number

This information defaults from the Goods Receiving Order Select window.

Rec't Whse

This field displays the warehouse into which this stock will be received, as entered on the Goods Receiving Order Select window.

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.

Select

You can select one of the following against each line:

Text (1) - To display Order Line Entry Line Text pop-up for this line

Receive (2) - To receive the order line in full

Select **Receive** against the lines you want to receive. You can select as many lines as you want. If you want to receive different values for each line, each line must be received individually.

Receive/Landed Costs (3) - To receive the order line and update landed costs

Rec/Matrix (9) - To receive order lines in part, using the Style matrix

Ref

This field displays the receipt line reference.

Lne

This field displays the order line number.

O/S Qty

This field displays the quantity outstanding on the line.

UoM

This field displays the code describing the stock unit of measure for the item ordered for stock orders, or the order unit of measure, for non-stock orders.

Order Quantity

This field displays the original order quantity for this order line.

Product

This field displays the item ordered.

Text

This field displays the description of the item ordered.

Due Date

This field displays the due date for delivery of this order line.

Whs

This field displays the warehouse into which this order will be received.

Ref

Enter the receipt line reference of a displayed order line that you want to receive partially, or over-receive.

Quantity

Enter the quantity to receive.

UoM

This is optional. If you leave this field blank, 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 Parameter file.

Amend Landed Costs

Use this checkbox as follows:

Unchecked - If landed costs associated with this order will not be amended

Checked - To amend the landed costs associated with this order

The Goods Inwards Receipt Landed Costs window will be displayed.

Container

Enter the number of the container associated with this order. This is usually defaulted from the container update routine.

Complete

Use this checkbox as follows:

Unchecked - If any remaining quantity will be left outstanding

Checked - To complete the line if any remaining quantity will not be received

If you **check** this field, the outstanding balance on this line is reduced to zero.

Partial Line Receipt

You can receive less than the full order amount, if the full order quantity is not received in one delivery.

You can only complete partially received lines if you have sufficient authority.

Note: *Authority to over-receive or under-receive is calculated using the user authority values defined in Style Purchase Management.*

Over Receipt

You can receive more than the full order amount, if you have sufficient authority.

An over receipt will automatically complete the order line.

If receipt to store is specified, the following updates occur for stock orders only:

- On order stock balances for are reduced, and physical stock increased.
- Stock movement records are written to audit the receipt.
- Actual costing data is updated (that is, latest, average and FIFO) including landed costs.

Note: *If the item being received requires inspection, and is not being received into Inspection, a warning window is displayed. Select Receive (F8) to process the receipt without Inspection. Press Enter if you do not want to process the receipt.*

Note: *If you receive goods into Goods Inwards or Inspection, they must be transferred to Stores before these updates occur. Use the Transfer Goods Location task to do this.*

Note: *If you are using Warehousing and the receipt is into a store defined as a warehouse, an additional window is displayed to enter a packaging type code and expiry date. For more information, see the Style Warehousing product guide.*

No. Labels

This is only displayed if the company profile is set to print labels. Enter the number of labels to be printed for this line. The default is **1** and labels are printed immediately.

Int. Trace

If this item is batch-controlled and the quantity entered relates to a single batch, enter the batch number here. This is an optional field for non-batch-controlled items.

Leave this field blank to display the Goods Receiving Batch/Lot Details window.

Ext. Trace

You can optionally enter a reference number for this specific delivery, if required.

Expiry Date

You can optionally enter or select the date on which the shelf life for this item will expire.

Select **Exit (F3)** to complete the receipt and leave the task.

Returns and Adjustments [4/STPMP]

Use this task to record returns or adjustments or scrap against a given receipt. You can request a rejection note to be printed, including appropriate text. Debit notes can be produced and printed.

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.

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.*

Returns/Scrap/Adjustment Entry Selection Window

To display this window, select the Returns and Adjustments task.

Use this window to select the goods received 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

Fields

GRN No

Enter the GRN number against which the return is to be recorded.

Alternatively, use the prompt facility to select from the GRN Enquiry Selection window.

Replacement Req'd

Use this checkbox as follows:

Unchecked - Not to add return quantities to the outstanding balance on the original order

Checked - To add return quantities to the outstanding balance on the original order

Date

Enter or select the date of this return, scrap or adjustment. This field defaults to today's date.

Rejection Note Required

Use this checkbox as follows:

Unchecked - If no rejection note is required

Checked - To print a rejection note to accompany the returned goods to the supplier

The note is then printed automatically after you have completed the detail window.

Press Enter to display the Returns/Scrap/Adjustment Entry Detail window.

Returns/Scrap/Adjustment Entry Detail Window

To display this window, enter the detail required and then press Enter on the Returns/Scrap Adjustment Entry Selection window.

Use this window to specify which lines on the GRN are to be processed.

All lines on the GRN are displayed. If an item is held at multiple locations, for example Inspection or Stores, these are displayed on separate lines.

For each line chosen, enter the quantity returned or scrapped, along with a reason code for scrapped items.

You can return the whole of a line by selecting **Return** against a line or, to return part of a line, enter the line reference in the Ref. field.

Note: *If Warehousing is installed and the item processed is in a store defined to Warehousing, there will be no update in Inventory Management or Warehousing. To update these applications you need to process a miscellaneous issue in Inventory Management.*

Fields

Select

You can select the following against each line:

Return (1) - To return the whole line

Ref

This field displays the GRN line number.

If an item is held in multiple locations, that is, Goods Inwards, Inspection or Stores, these are displayed on separate lines.

Product

This field displays the code and description of the style received.

Order No.

This field displays the order number for the goods received.

Qty/UoM

These fields display the quantity received and the unit of measure. This quantity is reduced as you make entries on this window.

Loc

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

Invoiced Value

This field displays the invoiced value, or order value if not yet invoiced.

Ref

Enter the GRN number.

Qty

Enter the quantity returned or scrapped.

UoM

Enter the unit of measure in which the quantity is expressed. This defaults to the displayed unit of measure if it is not entered.

Reason Code

Enter the reason code for this return. It must be a valid scrap reason code, as defined in the Parameter file, under type SCRC.

Mode of Transport

This field is only displayed if World Trade is installed. Enter the mode of transport used to return goods.

If the location of the item is Stores and the Style Inventory Management application is installed, the stock records are reduced accordingly.

If you have requested a rejection note, it is printed immediately when you leave this task.

Select **Return All (F8)** to complete the return or adjustment.

Transfer Goods Location [5/STPMP]

Use this task to transfer goods from one location to another.

Three locations are allowed:

1 - Goods Inwards

2 - Inspection

3 - Stores

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.*

Transfer Goods Location Selection Window

To display this window, select the Transfer Goods Location task.

You can select the locations from and to which goods are transferred. You can specify a GRN number or an item, or both.

Fields

Move From

Select one of the following to indicate the location from which the goods are to be moved:

Goods Inwards (1)

Inspection (2)

Stock (3)

Move To

Select the location to which the goods are to be moved, using the values as above. This must be different from the Move From location.

GRN Number

Enter a valid Goods Receipt Note (GRN) number against which to transfer the goods.

Alternatively, use the prompt facility to select from the GRN Enquiry Selection window.

Item

You can enter an item code to transfer a particular item.

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

You can enter a GRN or an item, or both.

Date

Enter or select the date of the transfer. This field defaults to today's date.

If you leave this field blank, all receipts for this item are displayed.

- If only the GRN is entered, all current receipts which are at the From location for this GRN are displayed.
- If the GRN and item are entered, only current receipts for this item on this GRN which are at the From location are displayed.
- If only the item is entered, all current receipts for this item, across all GRNs, at this From location are displayed.

Press Enter to display the next window. The window that is displayed depends on the information you have entered.

Transfer Goods Location Details by Item Window

To display this window, enter a product code with no GRN number 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 and product code are those entered on the Transfer Goods Location Selection window.

Fields

Select

You can select the following against any of the lines displayed:

Transfer (1) - To transfer the full quantity

Text (2) - To display the Order Line Entry Text pop-up, on which you can amend text for the original order line

Order Enquiry (3) - To display the Order Summary window

Ref

This field displays the line reference number.

GRN No.

This field displays the GRN number of the receipt.

Order No.

This field displays the original purchase order number.

Date

This field displays the date of receipt.

Quantity/UoM

These fields display the quantity currently outstanding at this location and the product unit of measure.

Traceability Ref

This field displays the internal trace reference, if entered at receipt time.

Expiry Date

This field displays the end of the shelf life for appropriate items.

Note: *If the To or From location is a stockroom defined to Warehousing, this transfer must be processed within Warehousing.*

Ref

Enter the reference number of the line to be part transferred.

Quantity

Enter the quantity to be transferred.

UoM

Enter the unit of measure in which the above quantity is expressed. If you leave this field blank, the item's issue unit of measure is used.

If Style Inventory Management is installed, any transfers to or from Stores result in the appropriate stock updates.

A Goods Location Transfer report is produced automatically.

Select **Transfer All (F8)** to transfer all the goods and leave the task.

Transfer Goods Location by GRN Window

To display this window, press Enter on the Transfer Goods Location Selection window, where a GRN number is entered with or without a product code.

Note: *This window displays all receipts for the selected GRN, stockroom, and From location, unless an item was selected. 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 selected lines can be fully or partially transferred.

Fields

Note: *If Warehousing is installed and the To and From locations are defined to Warehousing, this transfer must be processed in Warehousing.*

GRN Number

This field displays the GRN number that you have entered.

Select (Untitled)

You can select the following against any line:

Transfer (1) - To transfer the full quantity

Text (2) - To display the Order Line Entry Text pop-up, on which you can amend text for the original order line

Order Enquiry (3) - To display the Order Summary window

Ref

This field displays the line reference number.

Product

This field displays the item received.

Date

This field displays the date of the receipt.

Quantity/UoM

These fields display the quantity outstanding at this location and the item's unit of measure.

Traceability Ref

This field displays the internal trace reference, if entered at receipt time.

Expiry Date

This field displays the end of the shelf life for appropriate items.

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 field blank, the unit as shown for the line is used.

Press Enter to process the selected transfers and the appropriate stock updates.

A Goods Location Transfer report is produced automatically.

Select **Transfer All (F8)** to transfer the goods and leave the task.

Match Invoices to Receipts [6/STPMP]

You can use invoice matching to authorise all invoices relating to purchase orders before payment. Before you can match invoices, 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.

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 task 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 and service orders). 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.

Note: *Invoice matching writes the appropriate analysis codes and dissections to the logged invoice and so Advanced 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 Advanced General Ledger and is created in the Accounts Payable log. Four dissection types are possible:

Goods Dissection

This involves the posting of values of goods to specified goods account(s) in the Advanced General Ledger. These accounts are initially taken from the Item Master file.

Tax Dissection

The tax value is posted to tax accounts in the Advanced General Ledger.

The Advanced General Ledger tax subsystem will assign postings to the correct accounts according to the tax codes in the Advanced General Ledger.

Variance Dissection

If you buy a standard cost 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 in Inventory.

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 Advanced General Ledger account, and any associated extension codes to which this is posted, are defined in the differences window in invoice matching.

The Style Purchase Management company profile determines whether or not invoice matching overwrites goods dissections on the Accounts Payable invoice log for fully matched invoices.

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 in the Style Purchase Management company profile.

Letters of Credit

The Invoice Matching has been changed to perform the following updates on the Letter of Credit, originally created for a supplier set to use this form of payment:

A) The Plan to Pay value is down dated by the value of the matched payment.

B) The Paid to Date value is updated by the value of the matched payment.

C) The unused balance is reduced by the same amount.

D) When using normal letters of credit, the matched purchase order line details are updated against the Letter or Credit with the Invoice Number being added and the Purchase Order line becoming protected.

E) For a revolving Letter of Credit, the Purchase Order details are automatically added to the Purchase Order Details window with the line being protected from amendment.

Note: *The process of invoice matching is normally part of the payment process used to trigger the movement of the invoice from the purchase invoice log to the ledger. Although this updates the letter of credit automatically, it will not trigger the payment of that invoice - this remains a separate AP function.*

Invoice Match Select Window

To display this window, select the Match Invoices to Receipts task.

You can use this window to select the supplier and a specific 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 the supplier code.

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

Advice Note

Enter an advice note number to display the Invoice Match Detail window. If you leave this field blank, the Invoice Match Unmatched Advice Notes window is displayed.

Override Tax Code

Use this checkbox as follows:

Unchecked - Not to override the tax code

Checked - If the tax code can be overridden

Press Enter to display the next window. The window that is displayed depends on the information entered.

Invoice Match Unmatched Advice Notes Window

To display this window, enter a supplier but no advice note number and then press Enter on the Invoice Match Select window.

All the unmatched advice notes for this supplier are displayed.

Note: *You can select one or more advice notes to be matched.*

Fields

Select (Untitled)

Use these checkboxes as follows:

Unchecked - Not to match against the advice note

Checked - To match against the advice note

Advice Note No

This field displays the unmatched advice note number.

Order No

This field displays the original purchase order number for this receipt.

Date Rec'd

This field displays the date on which these goods were received.

GRN No

This field displays the goods receipt note number.

SR

The field displays the stockroom into which each purchase order was received.

Goods Value

This field displays the total value of the goods received on this advice note.

Press Enter to display the Invoice Match Detail window.

Invoice Match Detail Window

To display this window, check against each advice note to be matched and then press Enter on the Invoice Match Unmatched Advice Notes window.

Use this window to select the lines to match on each advice note.

You can amend prices, discounts and quantities.

Fields

Select (Untitled)

Select one of the following:

Amended Match (1) - To amend and match the line

The Invoice Match Amendment window is displayed.

Match (2) - To match the line with no amendments

Text (3) - To display the Line Text to Print on Order pop-up

Note: *The item supplier price can be updated automatically if you change the price using an amended match. This is an option in the company profile.*

Prod

This field displays the product code.

Cost Code

This field displays the General Ledger cost code associated with this line. This is the account used for goods dissections generated automatically by this routine.

If IC is active an IC Company code may be shown also. This determines the target GL Company for the Inter-Company posting made after invoice matching.

Loc

This field displays the item's current location:

S - Stores

I - Inspection

G - Goods Inwards

Note: *There is an option in the company profile to inhibit matching if the goods have not been received into Stores.*

Supplier Item Ref

This field displays the supplier's reference for the item.

Quantity/UoM

These fields display the quantity received and the appropriate unit of measure.

Gross Price/UoM

These fields display the gross purchase price of the item and the purchase units of measure of the order line.

SR

The field displays the stockroom into which each purchase order was received.

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 line discount.

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.

Note: *You can only amend the value of the order up to your authorisation level. If any amendments exceed this level, you cannot complete the match.*

For amended lines, the value of goods received into Inventory may be different from that posted to the Purchase Ledger. To compensate for this, a price variance is automatically written as part of the dissection on the Purchase Ledger Log.

Press Enter to display the Invoice Match Completion window.

Invoice Match Amendment Window

To display this window, select Amended Match against a line on the Invoice Match Detail window.

Use this window to make any necessary amendments to the receipt line before matching.

Fields

Our Product

This field displays the item reference.

Supplier Prod Ref

This field displays the supplier's item reference.

Note: *You cannot amend either item reference.*

Quantity/UoM

These fields display the receipt line quantity and the unit of measure.

Gross Price

This field displays the price.

UoM

This field displays the unit of measure for the price.

SKU

If the item has been priced at SKU (stock keeping unit) level, you can display the prices here.

Tax

This field displays the tax code.

Disc%

You can add or amend any discount applied to this receipt.

Special Discounts

You can add or amend any further discounts on this receipt.

Press Enter to display the matrix and confirm that each SKU quantity is correct.

Press Enter to display the Invoice Match Completion window.

Invoice Match Completion Window

- To display this window, select **Complete Match (F8)** on the Invoice Match Detail window.

Alternatively, press Enter on the Invoice Match Amendment window.

Use this window to complete matching against the current invoice, or to 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; the rest of the invoice can be matched at a later date.

You can still select invoices for matching until the invoice values are transferred to Advanced 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

This field displays the supplier code from the previous window.

Name

This field displays the supplier name from the previous window.

Matched Value

This field displays a running total of the value of goods matched so far, for this supplier.

Advice Note

You can enter an advice note number to display the Invoice Match Detail window. Any subsequently matched lines are 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.

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 Match Invoice Selection window.

Invoice Match Invoice 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 or journal against which to match the selected lines.

Fields

Inv/Cred Ref

Enter the reference of the invoice, credit note, or journal to be matched, as entered on the Accounts Payable log.

Type

Enter one of the following:

IN - Invoice

CR - Credit

JL - Journal

Do You Wish to Add/Review Document Text

Use this checkbox as follows:

Unchecked - Not to maintain the Accounts Payable Item text

Checked - To maintain the Accounts Payable Item text

If the matched value and the invoice or credit values are the same, the Invoice Match Select window is re-displayed and advice note and invoice records are updated.

If there is a difference, the Invoice Match Difference Warning window is displayed.

Press Enter to validate your entries and display the Invoice Match Difference Warning window, if applicable.

Invoice Match Difference Warning Window

To display this window, press Enter on the Invoice Match Invoice Selection window.

This window is only displayed if there is a difference between the invoice value and the receipt value.

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.

Functions

Complete This Match (F8)

Use this to complete the match by accounting for the difference between the invoice and receipt values. This displays the Invoice Match Dissections window.

Continue/Cancel (F12)

Use this to cancel this match and re-display the Invoice Match Completion window.

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.

In addition to the goods and tax dissections created by invoice matching, you can use this window to enter invoice dissections to make sure that the total matched value equals the total goods value on the invoice. This difference can be due to freight or other sundry charges not specified on the order. You can account for these variances here.

Fields

Supplier

This field displays the supplier from the Invoice Match Selection window.

Goods

This field displays the total goods value of the invoice from the Invoice Match Difference Warning window.

Doc Ref

This field displays the invoice or credit number from the Invoice Match Invoice 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 from the Invoice Log.

Tax

This field displays the value of tax on the invoice.

Disc

This field displays the discount value on the invoice.

Value Matched

This field displays the total value of received goods selected for match against the invoice.

Line Number

If you want to amend a dissection displayed on the window, enter the line number here.

G/L Account

Enter the General Ledger account and any extension level codes for the dissection. You can amend GL Account Extension codes for any difference entered here between the invoice and matched values.

If IC is active and the user is authorised (to GL Task 3025) 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 the goods to be posted to this account.

Tax Code

Enter the tax code.

Tax Amt

Enter the amount of tax for this dissection.

Description

You can optionally enter a description for the dissection.

Once the match is reconciled, the update flags the invoice record on the Accounts Payable Log 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.

***Note:** If you have checked the Print Invoice Matching Detail field in the company profile, a report is automatically generated.*

When you transfer the invoice values from the Accounts Payable Log to the Advanced General Ledger, the details of all dissections are displayed.

Functions

No Match (F7)

Use this to cancel this match.

Select **Update (F8)** to update the dissections, invoice, and advice note records and leave the task.

Invoice Matching - Stand Alone [7/STPMP]

You can use this task if the Purchase Ledger Log is not installed, or if you do not want to check or update the invoice log in Accounts Payable.

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.

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 is no invoice log against which to check.*

Note: *The Invoices Matched Audit report is printed automatically if you have specified this in the company profile.*

Landed Costs [8/STPMP]

Use this to maintain the landed cost values for a selected style or GRN.

Landed Costs Selection Window

To display this window, select the Landed Costs task.

Use this window to enter a GRN or an item for which to maintain landed costs.

Fields

GRN No

Enter a GRN number for which to maintain landed costs.

Style

Enter an item for which to maintain landed costs.

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

Receipt Date

Enter or select the receipt date for the item.

Note: *You can leave this field blank to display all receipts for the item.*

Press Enter to display the Landed Cost Detail window.

Landed Costs Detail Window

To display this window, enter an item or GRN and then press Enter on the Landed Costs Selection window.

You can use this window to maintain the landed costs for the selected GRN or receipt.

When you enter a landed cost code and a landed cost value, the description of the landed cost code is displayed, along with the line item, receipt date and unit of measure.

Fields

GRN No

This field displays the GRN number, if you entered one on the Landed Costs Selection window.

No.

This field displays the order number.

Line

This field displays the order line number.

Seq/Item

This field displays the item code. If landed costs have been attached to an order, a sequence number is included to identify relevant landed costs for a part receipt.

Date

This field displays the original order date.

Receipt (Batch/Lot)

These are the batch or lot details, entered at receipt, if any.

Code/Description

This field displays the landed cost code and description.

UOM

This field displays the unit of measure to which the landed cost applies.

Landed Cost

Enter the value of the landed cost.

You can enter up to ten landed costs for each line.

Select **Update (F8)** to update the landed costs and re-display the Landed Costs Selection window.

Order Completion [9/STPMP]

Use this task to complete an order. This can be useful if an order has an outstanding quantity which is not going to be received; you can complete the order so it does not affect the stock availability.

Order Completion Selection Window

To display this window, select the Order Completion task.

Use this window to select the order you want to complete.

Fields

Order

Enter the number of the order you want to complete.

Press Enter to display the Order Summary window.

Order Summary Window

To display this window, enter an order number and then press Enter on the Order Completion Selection window.

Use this window to complete the order.

Fields

Order

The order number is displayed.

Supplier

The supplier is displayed.

Date

The date on which the order was placed is displayed.

Class

One of the following order classes is displayed:

1-4 - Stock orders

6 - Service order

5, 7 or 8 - Non-stock orders

Ref

The supplier's order reference or acknowledgement number for this order is displayed.

Phone

The supplier's telephone number is displayed.

Purch Officer

The purchasing officer responsible for this order is displayed.

Order 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 lines are not included. A base currency value (at current rate) is shown for a foreign currency order.

Note: *It includes both header and line discounts but no tax.*

Caution: For a foreign currency order, the base order values are always shown at the current exchange rate, not at order date or invoice date rates that might be different, particularly on older orders. It is only intended to give an indication of the nominal value of the order, not a precise base value. You should refer to the supplier's invoice for the actual base value.

Delivery Instruction Set Code

The delivery instruction code assigned to the order is displayed.

Select (*)

Select one of the following:

Text (1) - To display the Line Text to Print on Order pop-up

Status (2) - To display the Order Line Status window

Receipts (3) - To display the Line Receipts window

Reservations (4) - To display the Reservations/Linked Orders Enquiry pop-up

Dates/Costs (5) - To display the Order Line Additional Details Enquiry window

Container (6) - To display the Container Details window

Landed Costs (7) - To display the Landed Costs window

Matrix (8) - To display the Style Matrix for this product

Order (A) - To display the ordered quantity in the matrix format

Received (B) - To display the receipt quantity in the matrix format

Outstanding (C) - To display the outstanding quantity in the matrix format

Invoiced (D) - To display the invoiced quantity in the matrix format

Lne

The order line number is displayed.

Product/Cost Code

The product reference or the cost code for a non-stock order item, as entered on the order line, is displayed.

Seas

The season code is displayed.

Ordered

The original order quantity is displayed.

Quantities Received

The quantity received to date is displayed.

Quantities Outstanding

The quantity outstanding (not yet received) is displayed.

Quantities Invoiced

The quantity matched to date against invoices is displayed.

Due

The date on which this line or schedule quantity is due to be received is displayed.

Description

The description of the item is displayed.

Container

The container is displayed, if applicable.

UoM

The unit of measure which applies to the order is displayed.

Price

The price per UoM, in the supplier's currency, is displayed.

UoM

The unit of measure which applies to the above quantities is displayed.

Options

Detail

Use this to display the Order Line Detail window. Refer to the By Order section for a full description of this order enquiry.

Functions

Header Audit (F13)

Use this to display the Order Header Audit window.

Line Audit (F14)

Use this to display the Order Line Audit window.

Int. Text (F21)

Use this to display the Internal Order Text pop-up.

Ext. Text (F22)

Use this to display the External Order Text pop-up.

Order Import (F23)

Use this to display the Import Details Enquiry window.

Select **Complete (F8)** to display the Cancel Reason Code pop-up.

Order Completion Confirm Request Pop-up

To display this pop-up, select **Complete (F8)** on the Order Summary window.

Use this pop-up to enter a reason for the completion.

Fields

Enter Completion Reason Code

Enter the reason for the completion of the order.

Alternatively, use the prompt facility to select from the REAS Import Change Reason pop-up.

Functions

Cancel (F12)

Use this to cancel the completion and to re-display the Order Summary window.

Select **Confirm (F8)** to complete the order and to re-display the Order Completion Selection window.

Send Orders [1/STPMAI]

This task is used to extract purchase orders from the Style Purchase Management module, which are to be sent via EDI.

The purchase orders to be extracted are determined by the Purchase Orders Audit function in Style Purchase Management, which validates the supplier against the trading partners maintained in this module. If the partner is to be sent purchase orders and the document is active, the audit function will flag the order to be sent via EDI. The EDI purchase orders can be added into the Style EDI Mailbox send queue.

A control list can be printed, displaying all orders sent via this run.

The normal Style Purchase Order Print task can also be selected. This will print all purchase orders waiting to be sent to the supplier, except for those which are defined in this module as active and in production.

This task performs the following functions:

It selects only purchase orders which have been flagged to be sent via EDI (by the New Orders Audit in Style Purchase Management).

It creates a supplier header record (in the Application Interface database) for each supplier.

It creates an order header record for each order, flagging amended orders to differentiate from new orders.

It creates delivery instruction records, where found.

It creates purchase order line records for each order line.

Once all order lines are processed, an order trailer record is created and all the order details are output to the control list (if required).

A supplier trailer record is created once all orders for the supplier have been processed.

Once all EDI orders have been extracted and written to the Application Interface database, an EDI Interface function can be invoked. This picks up these records, translates them into the appropriate message standard and adds the orders into the Mailbox Send queue in the EDI module. When records have been added to the mailbox they are removed from the AI Interface files.

If selected, the standard Purchase Order Print task is invoked, which selects all new purchase orders to be printed, excluding only those defined as active and in production via the Trading Partners Maintenance task.

Note: *This task can replace the normal Purchase Order Print task or be used in parallel.*

Note: *Purchase order amendments are also automatically extracted along with new purchase orders, but are flagged as amendments in the Application Interface database.*

Send Orders Window

To display this window, select the Send Orders task.

This window allows the options to be selected prior to invoking the batch function which extracts purchase orders to be sent via EDI and/or printed.

Fields

Add Orders Directly into Mailbox Queue

Use this checkbox as follows:

Unchecked - To hold the extracted purchase orders in the Application Interface database

Checked - To extract and add the purchase orders into the EDI Mailbox send queue as a translated document

Print EDI Orders Control List

Use this checkbox as follows:

Unchecked - To suppress printing of the Control List

Checked - To print a Control List, showing details of all purchase orders extracted in the run which are to be sent via EDI

Print Orders Immediately

Use this checkbox as follows:

Unchecked - To process only paperless EDI purchase orders

Checked - To invoke the standard purchase order print function

Select **Submit (F8)** to submit the batch function.

Chapter 4 Enquiries

4

By Item [1/STPME]

You use this enquiry to view all outstanding orders for a particular stock item.

Orders by Product Selection Window

To display this window, select the By Item task.

Use this window to enter the item number on which you want to enquire.

Fields

Product

Enter a product code.

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

Select a product or enter a product code and then press Enter to display the Orders By Product Header window.

Orders by Product Header Window

To display this window, select a product or enter a product code and then press Enter on the Orders by Product Selection window.

This window displays all outstanding order lines for the selected item. You can select detailed information for any displayed order.

Fields

Product

This field displays the product entered on the previous window. You can overwrite the code to display outstanding orders for another item.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Class

This field displays the item class for this item.

UoM

This field displays the stock unit of measure from the Item Master file.

Standard Cost

This field displays the standard cost of the item from the Item Master file.

Supplier

This field displays the supplier for this order.

Order No

This field displays the purchase order number.

***Note:** An * against a line indicates that text exists on this order.*

Order Date

This field displays the date on which the order was placed.

Order Quantity

This field displays the original order quantity.

Estimated 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.

Flag

This field displays the confirmation flag value, as entered at order entry.

Typ

This field displays the type of schedule:

S - Scheduled order

B - Blanket order

Blank - Non-scheduled order

Supplier Ref

This field displays the supplier's reference number or code for this order, as entered during Order Entry or Order Amendment.

Act Date

This field displays the actual delivery date, if it has been delivered.

Options

Detail

Use this to display the Enquiry by Order Summary window

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up

Select **Exit (F3)** to leave the enquiry.

By Supplier [2/STPME]

Use this task to enquire on orders placed with a particular supplier.

You can select all orders, or only those that are outstanding.

Orders by Supplier Selection Window

To display this window, select the By Supplier task.

Use this window to enter the supplier and enquiry level on which to enquire.

Fields

Supplier

Enter a supplier.

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

Orders

Select one of the following:

All Orders (1) - To display all orders for this supplier

Outstanding Orders Only (2) - To display only outstanding orders for this supplier

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 the current status of orders for a selected supplier.

You can display detailed information for any order.

Fields

Supplier

This field displays the supplier code from the Orders by Supplier Selection window. You can change this to enquire on orders from another supplier. The supplier name is displayed beneath this field.

All/Outstand

This field displays the selection from the Orders by Supplier Selection window. You can change this to display all, or outstanding orders only, for this supplier.

Phone

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

Currency Code

If the supplier currency is not the same as your base currency, it is displayed here. This comes from the Supplier Master file.

Order No

This field displays the purchase order number.

Note: *An * next to a line 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.

Ship Code

This field displays the code describing how the goods on this order are to be shipped.

Cls

This field displays the order class of this order:

1-4 - Stock orders

6 - Service orders

5, 7 and 8 - Non-stock orders

Typ

If the order is a type of schedule, the schedule type is displayed:

S - Scheduled order

B - Blanket order

Job No/Dept

If you specified a job number or department, or both, at order entry, they are displayed here.

Options

Detail

Use this to display the Enquiry by Order Summary window

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up, if appropriate

Note: *Please refer to the Enquiry by Order section for further details of this window.*

Select **Exit (F3)** to leave this enquiry.

By Order [3/STPME]

Use this enquiry to view individual orders by order number.

Enquiry by Order Selection Window

To display this window, select the By Order task.

Use this window to enter the order number on which to enquire.

Fields

Order

Enter an order number.

Press Enter to display the Enquiry by Order Detail window.

Enquiry by Order Detail Window

To display this window, enter an order number and then press Enter on the Enquiry by Order Selection window.

Use **Page Up** and **Page Down** to display all the lines on the order.

Fields

Order

This field displays the order number. You can overwrite this to display details for another order.

Date

This field displays the date on which the order was placed.

Supplier

This field displays the supplier for this order.

Ref

This field displays the supplier's order reference or acknowledgement number for this order.

Phone

This field displays the supplier's telephone number.

Class

This field displays the order class.

Order classes 1 - 4 are for stock orders

Order class 6 is for service orders

Order classes 5, 7 and 8 are for non-stock orders

Order 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: *It includes both header and line discounts but no tax.*

Caution: For foreign currency order, the base order values are always shown at the current exchange rate, not at order date or invoice date rates, which might be different, particularly on older orders. It is only intended to give an indication of the nominal value of the order, not a precise base value. You should refer to the supplier's invoice for the actual base value.

Currency

This field displays the currency of the supplier.

Purch Officer

This field displays the purchasing officer responsible for this order.

Routing Code

This field displays the routing code assigned to the order.

Freight Terms

This field displays the freight terms assigned to the order.

Pay Terms

This field displays the code which represents the payment terms for the order.

Season

This field displays the season code for the order.

Lne

This field displays the order line number.

Product/ Cost Code

This field displays the product reference or the cost code for a non-stock order item, as entered on the order line.

Seas.

This field displays the season code for the order line.

Ordered

This field displays the original order quantity.

Received

This field displays the quantity received to date.

Outstanding

This field displays the quantity outstanding (not yet received).

Invoiced

This field displays the quantity matched to date against invoices.

Nominal Code

If IC is active an IC Company code may be shown, if applicable. It is shown as a prefix to the GL nominal code.

Due

This field displays the date on which this line or schedule quantity is due to be received.

Description

This field displays the item's description.

SR

This field displays the stockroom for the item.

Order UoM

This field displays the unit of measure that applies to the various quantities displayed on the order.

Price

This field displays the price per UoM, in the supplier's currency.

UoM

This field displays the unit of measure that applies to the price.

Container

This field displays the container for the item, if applicable.

Status

When an order line is completed (there is no outstanding quantity against the line), the literal COMPLETED is shown.

Options

Order

Use this to display the ordered quantity in the matrix format.

Rec'd

Use this to display the receipt quantity in the matrix format.

Out/s

Use this to display the outstanding quantity in the matrix format.

Inv'd

Use this to display the invoiced quantity in the matrix format.

Prices

Use this to display the purchase price for the SKU.

Prices are only displayed for the SKUs ordered.

Landed Costs

Use this to display the Landed Costs window.

Dates

Use this to display the importing dates.

This option is only displayed for an import order.

Matrix

Use this to display the Style Matrix for this product.

Note: *If products have different prices at SKU level, Multi is displayed against the line.*

Text

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

Detail

Use this to display the Order Line Detail window. This is not applicable to service orders.

Status

Use this to display the Order Line Status window.

Receipts

Use this to display the Line Receipts window.

Reservations

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Dates/Costs

Use this to display the Order Line Additional Details Enquiry window.

For import orders it is a costs only window.

Shipment

Use this to display the Shipment Details window.

Additional Attributes

Use this option to view any additional attributes recorded against an order line in the Additional Line Attributes Popup.

Functions

Order Units/Issue Units (F9)

Use this to display the line quantity in either order units or issue units.

Header Audit (F13)

Use this to display the Order Header Audit window.

Line Audit (F14)

Use this to display the Order Line Audit window.

Cur Stkrm (F16)

Use this to display the Select Current Stockroom pop-up which allows the lines for the selected stockroom only, to be shown.

Int. Text (F21)

Use this to display the Internal Order Text pop-up.

Ext. Text (F22)

Use this to display the External Order Text pop-up.

Order Import (F23)

Use this to display the Order Import window.

Select **Exit (F3)** to leave this enquiry.

Order Line Detail Window

To display this window, select Detail against an order line on the Enquiry by Order Detail window.

This window displays the status of the selected order line, including any outstanding quantities, any quantities at Goods Inward and Inspection and any quantity that has been scrapped, together with order line values, discounts, etc.

Fields

Order

This field displays the selected order number.

Line (Ln)

This field displays the selected order line.

Supplier

These fields display the supplier's code and name.

Product

This field displays the item ordered

Description

This field displays the product description.

Supplier Item Ref

This field displays the supplier's item reference for a non-stock order.

GL Account Code

This field displays the General Ledger account code for the order line.

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 or expense code for the order line.

Job Number

This field displays the job number for the order line.

Values

Note: *Order line values are initially displayed in prime currency.*

Note: *Tax is not included in the order line value.*

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.

Note: *When the display is changed to show base values, the prices are still shown in the order currency.*

Gross Price

This field displays the price on the order line, exclusive of any discounts.

Quantity

Quantity UOM

This field displays the item issue unit of measure code.

Ordered

This field displays the order quantity in the unit of measure shown above. It includes any unscheduled blanket quantity.

Outstanding

This field displays the total outstanding quantity in the unit of measure shown above. The **Deliveries (F5)** function shows the expected delivery dates and quantities.

Reserved

This field displays the quantity reserved so far.

Rec'd to Stock

This field displays the total quantity received into stores.

Goods Inward

This field displays the quantity received at goods inwards so far.

Inspection

This field displays the quantity received at inspection so far.

Scrapped

This field displays the quantity scrapped so far.

Invoiced

This field displays the quantity matched to invoices to date.

Due Date

This field displays the due date for the outstanding quantity. It is not shown for schedules or blanket orders, since these may have multiple due dates.

Functions

Deliveries (F5)

Use this to display the deliveries expected for the line.

Base/Prime Values (F14)

If the order has been entered in any non-base currency, use this to toggle the view of order line value between base and prime currencies.

Line Text (F21)

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

Select **Exit (F3)** to leave the enquiry.

Current Stockroom Pop-up

To display this window, request **Cur Stkrm (F16)** on the Enquiry by Order Detail Window.

You use this popup to select a stockroom to be used to filter the lines displayed on the Enquiry by Order Detail window by stockroom.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for all stockrooms

Use this checkbox as follows

Checked – To show lines for all stockrooms

Unchecked – To only show lines for the selected stockroom

Make your selection then press Enter to return to the Order Line Detail Window.

Deliveries 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

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.

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.

Ship Date

This field displays the date the date that the goods will be shipped, as promised by the supplier.

Confirm Flag

This field displays the description of the confirm flag indicating the status of this line. If no description available, the flag itself is shown.

Select **Previous (F12)** to re-display the Order Line Detail window.

Line Text to Print on Order Pop-up

To display this window, select Text against a line on the Enquiry by Order Detail window.

Fields

Text

This field displays lines of text.

Position To

Enter a line number to display text from that line.

Insert

This is not used for enquiries.

After

This is not used for enquiries.

Delete

This is not used for enquiries.

From

This is not used for enquiries.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

Line Receipts Window

To display this window, select Receipts against a line on the Enquiry by Order Detail window.

This window displays the details of all receipts made against this order line.

Fields

Order

This field displays the selected order number.

Ln

This field displays the selected order line number.

Supplier

This field displays the name of the supplier.

Product

This field displays the item ordered on the selected order line or, for non-stock orders, the supplier's reference.

UOM

This field displays the stock unit of measure of the ordered product.

Description

This field displays the description of the ordered item.

Receipt Date

This field displays the receipt date.

Match Det

This identifies those receipts that have matched invoice details available.

1 against a receipt line in this field indicates that the receipt has been matched.

Options can be used for any received lines with matched details to display the Matched Detail pop-up

Advice Note

This field displays the supplier's advice note number, entered at 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 stock unit of measure.

Loc.

This field displays the location into which the goods were booked:

G - Goods Inwards

I - Inspection

S - Stores

SR

This field displays the stockroom into which the goods were received.

Scrap Code

If this order line has been returned or scrapped, the reason code is displayed.

Container Number

This field displays the container number, where appropriate.

Batch Lot No

This field displays the internal reference assigned to this line when the goods were received.

Order Quantity

This field displays the original order quantity.

Options

Matched Detail

Use this to display the Matched Detail pop-up.

Select **Exit (F3)** to re-display the Enquiry by Order Detail window.

Matched Detail Pop-up

To display this pop-up, select Matched Detail against a line on the Line Receipts window.

Note: *The matched line quantity, due to the way in which data is held on the database, is for an accumulation of all line receipts processed through invoice matching.*

Fields

Document Status (Untitled)

This field displays one of the following:

Posted - Matched and invoice/credit is posted

Logged - Part or fully matched in standard matching

Held - Part or fully matched but held within 3-way matching

Matched Line Price

This field displays the unit price for the invoice.

Order Line Price

This field displays the unit price for the original order line.

Matched Line Quantity

This field displays the accumulated quantity for all receipts against the order line.

Order Line Quantity

This field displays the total order line quantity.

Posted to Ledger Session Number

This field displays the Accounts Payable session number.

Functions

Item Enquiry (F15)

Use this to display the existing Accounts Payable Item Enquiry for the document reference applicable to the line receipt.

Select **Previous (F12)** to re-display the Line Receipts window.

Reservations/Linked Orders Enquiry Pop-up

To display this pop-up, select Reservations against a line on the Enquiry by Order Detail window.

This pop-up displays any demand reserved against this purchase order.

Options

Matrix

Use this to display the quantities ordered.

Demand Enquiry

Use this to display the relevant Demand Enquiry.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

Order Line Additional Details Enquiry Window

To display this window, select Dates/Costs against a line on the Enquiry by Order Detail window.

This window displays costs and dates against this purchase order.

Fields

Factory Order Number

This field displays the factory order number.

Import Licence Number

This field displays the import licence number.

Note: *The costs are additional costs and do not interface with the landed cost functionality.*

Freight

This field displays the freight cost.

Demurrage

This field displays any rate payable to the freight owner for failure to unload the container within the time allocated.

Insurance

This field displays the insurance charge for the container.

Royalties

This field displays any royalty payments that you need to make for the container.

Commission

This field displays any commission that you need to pay an agent.

Spare 1

This field displays any additional payments that you need to make.

Duty

This field displays any import duty payment to Customs and Excise.

Spare 2

This field displays any additional payments that you need to make.

Tax

This field displays any tax payment to be made on receipt of the container.

Total Line Value

This field displays the total line value.

Date of Departure

These fields display the estimated and actual dates on which the shipment left the supplier or the country of origin.

Date of Arrival at Port

These fields display the estimated and actual dates on which the shipment arrived at the port in your country.

Date of Arrival in Warehouse

These fields display the estimated and actual dates on which the shipment arrived at your warehouse, or the Custom and Excise warehouse.

Additional Details

This field displays up to three lines of free format text.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

Shipment Details Window

To display this window, select Shipment against an order line on the Enquiry by Order Detail window.

This window displays all the shipment details for this order, if any exist.

Fields

Shipment Reference

This field displays the shipment reference for this container.

Container Number

This field displays the container number.

Import Reference

This field displays the import reference code for this container.

Transport Type

This field displays the type of transport used for this container.

Country of Origin

This field displays the country of origin.

Supplier Name

This field displays the supplier name.

Port of Loading

This field displays the port from which this shipment is being shipped.

Container Size

This field displays the size of the container.

No. of Cartons

This field displays the number of cartons held within the shipment.

Bill of Lading

This field displays the Bill of Lading reference.

Letter of Credit

This field displays the letter of credit reference.

Destination

This field displays the country of destination.

Port of Entry

This field displays the port at which the shipment will be received into the country.

Advice Note

This field displays the advice note reference from your supplier.

Vessel/Aircraft

This details information about the vessel transporting your shipment: for example, the registration number of the aircraft, or the name of the vessel.

Voyage/Flight

This field displays the flight or voyage reference code.

Flag Nationality

This field displays the nationality of the supplier.

Shipping Company

This field displays the name of the shipping company responsible for transporting the shipment.

Shipping Agent

This field displays the name of the shipping agent, or contact.

Nett Weight

This field displays the nett weight of the shipment.

Seal Number

This field displays the seal number on the shipment.

Period Entry No

This field displays the period in which this container is due to be received into the country.

Bond Number

This field displays the bond number for Custom and Excise purposes.

Press Enter to display the Shipment Details Charges window.

Shipment Details Charges Window

To display this window, press Enter on the Shipment Details window.

This window displays all the charges and dates attached to this shipment.

Fields

Shipment Reference

This field displays the shipment reference.

Freight

This field displays the cost of freight.

Demurrage

This field displays the rate payable to the freight owner for failure to unload the shipment within the time allocated.

Insurance

This field displays the insurance charge for the shipment.

Royalties

This field displays the royalty payment that you need to make for the contents of the shipment.

Commission

This field displays the commission payment that you need to make to an agent.

Spare 1/Spare 2

These are free format fields for any additional payments that you need to make.

Duty

This field displays the import duty payment to Customs and Excise.

Tax

This field displays the tax payment to be made on receipt of the shipment.

Invoice Total

This field displays the total payment required, as detailed on the invoice sent by your supplier.

Date of Departure

These fields display the estimated and actual dates on which the shipment left the supplier or the country of origin.

Date of Arrival at Port

These fields display the estimated and actual dates on which the shipment arrived at the port in your country.

Date of Arrival in Warehouse

These fields display the estimated and actual dates on which the shipment arrived at your warehouse, or the Custom and Excise warehouse.

Additional Details

These fields display any extra text added to the shipment details.

Select **Exit (F3)** to re-display the Enquiry by Order Detail window.

Landed Costs Window

To display this window, select Landed Costs against an order line on the Enquiry by Order Detail window.

This window displays any landed costs that have been recorded against this order line.

Fields

Item

This field displays the item that you have selected.

Supplier

This field displays the supplier for the order.

Order No.

This field displays the order number of which the line is part.

Line No.

This field displays the line number of this item on the whole order.

Blanket Seq.

If this line was part of a blanket order, this field displays the blanket order reference.

Receipt Date

This field displays the original order date.

Code

This field displays the code and description of the landed cost added to this order line.

Receipt Batch/Lot

This field displays the lot, batch or serial number, if applicable.

Landed Cost

This field displays the actual amount of the landed cost.

Select **Exit (F3)** to re-display the Enquiry by Order Detail window.

Order Summary Matrix Pop-up

To display this pop-up, select Matrix against an order line on the Enquiry by Order Detail window.

Use this pop-up to select specific colour, size and fit combinations for enquiry.

Fields

Select (Untitled)

Enter **1** to select the combination of colour size and fit for detailed display.

Functions

All (F13)

Use this to select all colours, sizes and fits.

Selected colour, size and fit details are displayed. You can check on the status, receipts and carton composition against each item in a similar way as on the Enquiry by Order Detail window.

Select **Previous (F12)** to return to the Enquiry by Order Detail window.

Order Summary Quantities in Matrix Pop-up

To display this pop-up, select Order, Rec'd, Out/s, Inv'd or Prices against an order line on the Enquiry by Order Detail window.

You can use this pop-up to display the ordered quantity, received quantity, outstanding quantity, invoiced quantity or item prices within the style matrix. The heading at the top of the matrix shows which quantity is displayed.

Press Enter to re-display the Enquiry by Order Detail window.

Enquiry by Order Lines Detail Window

To display this window, make a selection and then press Enter on the Order Summary Matrix pop-up.

Refer to the Order Line Detail Window section for a description of this window. It is similar, except that SKU details are displayed rather than style details.

Fields

Order

This field displays the order number.

Date

This field displays the date on which the order was placed.

Supplier

This field displays the supplier for this order.

Ref

This field displays the supplier's order reference or acknowledgement number for this order.

Phone

This field displays the supplier's telephone number.

Class

This field displays the order class.

Order classes 1 - 4 are for stock orders

Order class 6 is for service orders

Order classes 5, 7 and 8 are for non-stock orders

Line Value

This field displays the total discounted line value, excluding tax, for the Style. 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 SKUs are not included. A base currency value (at current rate) is shown for a foreign currency order.

Note: *For a scheduled or blanket SKU selection, this value is the sequence line value for the selected sequence.*

Currency

This field displays the currency of the supplier.

Purch Officer

This field displays the purchasing officer responsible for this order.

Routing Code

This field displays the routing code assigned to the order.

Freight Terms

This field displays the freight terms assigned to the order.

Pay Terms

This field displays the code which represents the payment terms for the order.

Delivery Instruction Set Code

This field displays the delivery instruction set code assigned to the order.

Table

Lne

This field displays the order line number.

Product

This field displays the product reference.

Cost Code

This field displays the cost code for a non-stock order item, as entered on the order line.

Ordered

This field displays the original order quantity.

Received

This field displays the quantity received to date.

Outstanding

This field displays the quantity outstanding (not yet received).

Invoiced

This field displays the quantity matched to date against invoices.

Description

This field displays the product description.

Order UoM

This field displays the unit of measure that applies to the above quantities.

Due Date

This field displays the date this line or schedule quantity is due to be received.

Price

This field displays the price per UoM, in the supplier's currency.

UoM

This field displays the unit of measure that applies to the price.

Options

Status

Use this to display the Order Line Status window.

Detail

Use this to display the SKU Details window. This is not applicable to service orders.

Receipts

Use this to display the Line Receipts window.

Note: *After selecting a line with receipt, a window is displayed to allow enquiry by lot attributes. Selecting Additional Lot Attributes against a line on the Line Receipts window displays the Lot Attributes Details Enquiry window.*

Carton Composition

Use this to display the Carton Details pop-up.

Select **Exit (F3)** to leave this enquiry.

SKU Details Window

To display this window, select **Detail** against an SKU line on the Enquiry by Order Lines Details window.

Refer to the Order Line Detail Window section for a description of this window. It is similar, except that SKU details are displayed rather than style details. It also allows the drill down using the **Deliveries (F5)** function to show delivery details for a SKU.

Note: *Whereas style details for a schedule/blanket accumulates all call off sequences on the order line detail window, to display the line total, the SKU detail selected will only display details for that selected SKU/sequence number.*

Select **Previous (F12)** to re-display the Enquiry by Order Lines Details window.

Carton Display Pop-up

To display this pop-up, select **Carton Composition** against a line on the Enquiry by Order Lines Detail window.

Use **Page Up** and **Page Down** to display all the carton details.

Functions

Set Display (F13)

Use this to show the number of pieces in a single set.

Select **Previous (F12)** to re-display the Enquiry by Order Lines Detail window.

Order Line Importing Dates Enquiry Window

To display this window, select Dates against a line on the Enquiry by Order Detail window, where the order is an import order.

This window displays importing dates against this purchase order. This is only available for import orders.

Fields

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.

Order Header Audit Window

To display this window, select **Header Audit (F13)** on the Enquiry by Order Detail window.

This window displays an audit trail of all amendments made to the order header on this order. If no audit details exist for display (because no amendments have been made), an error message is displayed instead of this window.

Fields

Order

This field displays the purchase order number.

Supplier

This field displays the supplier on this order.

Supplier Ref

This field displays the supplier's order reference.

Date

This field displays the original order date.

Sales Office Seq

This field displays the supplier's sales office sequence code.

Rec. Address Seq

This field displays the sequence code for the receiving address (where you want the order to be delivered).

Delivery Instruction Set Code

This field displays the delivery instructions code.

Routing Code

This field displays the routing code for the order.

Ship Code

This field displays the ship code for the order.

Freight Terms

This field displays the freight terms applied to the order.

Payment Terms

This field displays the payment terms for the order.

Header Disc. 1

This field displays the first discount applied to the order header.

Header Disc. 2

This field displays the second discount applied to the order header.

Change Date

This field displays the date on which the order header was amended.

Functions

Previous Amendment (F19)

Use this to display the previous amendment to this order header.

Next Amendment (F20)

Use this to display the next amendment to this order header.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

Order Line Audit Window

To display this window, select **Line Audit (F14)** on the Enquiry by Order Detail window.

This window displays an audit trail of all amendments made to order lines on this order. If no audit details exist for display (because no amendments have been made), an error message is displayed instead of this window.

Fields

Line No

This field displays the line number from the order.

Product Code

This field displays the item code.

Tax Cd.

This field displays the tax code for the item.

Price/UoM

These fields display the price and the relevant unit of measure.

Quantity/UoM

These fields display the quantity ordered and the relevant unit of measure.

Disc 1

This field displays the first discount applied to the order line.

Disc 2

This field displays the second discount applied to the order line.

Change Date

This field displays the date on which the order line was amended.

Select **Previous (F12)** to re-display the Enquiry by Order Detail window.

By Cost Code [4/STPME]

You can use this task to display all outstanding orders that contain items with a selected cost code.

Cost codes default to the General Ledger account code held in Inventory, at order entry.

Orders by Cost Code Selection Window

To display this window, select the By Cost Code task.

Use this window to select a cost code on which to enquire.

Fields

Cost Code

Enter a cost code.

I/C Target

The IC Target Company may be used to select data based on the target company.

Press Enter to display the Orders by Cost Code Detail window.

Orders by Cost Code Detail Window

To display this window, enter a cost code and then press Enter on the Order by Cost Code Selection window.

This window displays all outstanding orders for the selected cost code.

Fields

Cost Code

You can enquire on another cost code by overtyping the current 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.

Supplier

This field displays the supplier for the order.

Order No

This field displays the order number.

Order Date

This field displays the order placement date.

Order Quantity

This field displays the original order quantity for this order line.

Order Quantity

This field displays the original order quantity for this order line.

SR

This field displays the stockroom in which receipt is expected.

O/S Quantity

This field displays the quantity yet to be delivered.

Typ

This field displays the type of order:

S - Schedule Order

B - Blanket order

Blank - Line order

Flg

This field displays the confirmation flag value, if entered at Order Entry or Order Amendment.

Supplier Ref

This field displays the supplier's order reference or acknowledgement number for this order.

Options

Detail

Use this to display the Enquiry by Order Detail window.

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up.

Functions

Current Stockroom (F16)

Use this to display the Select Current Stockroom pop-up which allows selection of a stockroom used to filter the lines shown on subsequent windows.

Select **Exit (F3)** to leave the enquiry.

Current Stockroom Pop-up

To display this window, request **Current Stockroom (F16)** on the Orders by Cost Code Detail Window.

You use this popup to select a stockroom to be used to filter the lines displayed on the Orders by Cost Code Detail window by stockroom.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for all stockrooms

Use this checkbox as follows

Checked – To show lines for all stockrooms

Unchecked – To only show lines for the selected stockroom

Make your selection then press Enter to return to the Orders by Cost Code Detail Window.

By Job Number [5/STPME]

Use this task to enquire on orders by job number.

Enquiry by Job Number Selection Window

To display this window, select the By Job Number task.

Use this window to enter the job number on which to enquire.

Fields

Job Number

Enter a job number.

Press Enter to display the Enquiry by Job Number Detail window.

Enquiry 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.

This window displays all outstanding order lines for the selected job number.

Fields

Supplier

This field displays the supplier for this order.

Order No

This field displays the order number.

Product

This field displays the product ordered.

SR

This field displays the stockroom in which receipt is expected.

Ord Date

This field displays the date on which the order was placed.

Ord Qty

This field displays the quantity ordered.

UOM

This field displays the unit of measure for the order quantity.

Type

This field displays the type of order:

S - Schedule Order

B - Blanket order

Blank - Line order

Description

This field displays the description of the item.

O/S Qty

This field displays the quantity outstanding.

Options

Detail

Use this to display the Enquiry by Order Detail window.

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up.

Select **Exit (F3)** to leave the enquiry.

Functions

Current Stockroom (F16)

Use this to display the Select Current Stockroom pop-up which allows selection of a stockroom used to filter the lines shown on subsequent windows.

Current Stockroom Pop-up

To display this window, request **Current Stockroom (F16)** on the Enquiry by Job Number Detail Window.

You use this popup to select a stockroom to be used to filter the lines displayed on the Enquiry by Job Number Detail window by stockroom.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for all stockrooms

Use this checkbox as follows

Checked – To show lines for all stockrooms

Unchecked – To only show lines for the selected stockroom

Make your selection then press Enter to return to the Enquiry by Job Number Detail Window.

By Supplier Item Reference [6/STPME]

You can use this task to enquire on orders using the supplier's item reference.

Orders by Supplier Product Reference Selection Window

To display this window, select the By Supplier Item Reference task.

Use this window to enter a supplier item reference.

Fields

Supplier Product Reference

Enter the supplier item reference.

Press Enter to display the Orders by Supplier Product Reference Detail window.

Orders by Supplier Product Reference Detail Window

To display this window, enter a supplier item reference and then press Enter on the Orders by Supplier Product Reference Selection window.

This window displays all orders containing the supplier item reference you have entered.

Fields

Supplier Product Reference

If you want to enquire by another supplier item reference, overtype the code here to display new details.

Supplier

This field displays the supplier for the order.

Order No

This field displays the order number.

Product

This field displays the item ordered.

SR

This field displays the stockroom in which receipt is expected.

Ord. Date

This field displays the date on which the order was placed.

UoM

This code defines the stock-keeping unit of measure for this item.

Typ

This field displays the type of order:

S - Schedule Order

B - Blanket Order

Blank - Line order

Flg

This field displays the order confirmation flag, updated in Order Amendment.

Description

This field displays the description of the item.

Ord. Qty

This field displays the order quantity.

Due Date

This field displays the date on which the order will be delivered.

O/S Qty

This field displays the outstanding quantity (yet to be received).

Options

Detail

Use this to display the Enquiry by Order Detail window.

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up.

Functions

Current Stockroom (F16)

Use this to display the Select Current Stockroom pop-up which allows selection of a stockroom used to filter the lines shown on subsequent windows.

Select **Exit (F3)** to leave the enquiry.

Current Stockroom Pop-up

To display this window, request **Current Stockroom (F16)** on the Orders by Supplier Product Reference Detail Window.

You use this popup to select a stockroom to be used to filter the lines displayed on the Orders by Supplier Product Reference Detail window by stockroom.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for all stockrooms

Use this checkbox as follows

Checked – To show lines for all stockrooms

Unchecked – To only show lines for the selected stockroom

Make your selection then press Enter to return to the Orders by Supplier Product Reference Detail Window.

By Purchasing Officer [7/STPME]

You can use this task to enquire on orders by a selected purchase officer.

Orders by Purchase Officer Selection Window

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

Use this window to enter a purchase officer number.

Fields

Enter Purchase Officer Number

Enter a purchase officer number.

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

Select a purchase officer or enter a purchase officer number and then press Enter to display the Orders by Purchase Officer Detail window.

Orders by Purchase Officer Detail Window

To display this window, select a purchase office or enter a purchase officer number and then press Enter on the Orders by Purchase Officer Selection window.

This window displays all outstanding orders for the specified purchase officer.

Fields

Purchase Officer

This field displays the code, name and telephone extension number of the selected purchase officer.

You can overtype this to enquire on orders for another purchase officer.

Supplier

This field displays the supplier for this order.

Order No

This field displays the order number.

Product

This field displays the item code or the supplier's item reference if the order is for a non-stocked item.

SR

This field displays the stockroom in which receipt is expected.

Ord. Date

This field displays the date on which the order was made.

Ord. Qty

This field displays the original order quantity.

UoM

This field displays the stock-keeping unit of measure for this item.

Flg

This field displays the order confirmation flag, as maintained in Order Amendment.

Typ

This field displays the type of order:

S - Schedule order

B - Blanket order

Blank - Line order

Description

This field displays the description of the product.

Due Date

This field displays the date on which the order will be delivered.

O/S Qty

This field displays the outstanding quantity (not yet received).

Options

Detail

Use this to display the Enquiry by Order Detail window for the order.

Please refer to the Enquiry by Order section for further information.

Text

Use this to display the Internal Order Text pop-up.

Note: *See the Enquiry by Order section for further window details.*

Select **Exit (F3)** to leave the enquiry.

Current Stockroom Pop-up

To display this window, request **Current Stockroom (F16)** on the Orders by Supplier Product Reference Detail Window.

You use this popup to select a stockroom to be used to filter the lines displayed on the Orders by Supplier Product Reference Detail window by stockroom.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

Show lines for all stockrooms

Use this checkbox as follows

Checked – To show lines for all stockrooms

Unchecked – To only show lines for the selected stockroom

Make your selection then press Enter to return to the Orders by Supplier Product Reference Detail Window.

By Sales Order [8/STPME]

You can use this task to enquire on sales orders linked to purchase orders.

Sales Orders by Purchase Order Number Selection Window

To display this window, select the By Sales Order task.

Use this window to enter a purchase order number.

Fields

Purchase Order Number

Enter a purchase order number.

Press Enter to display the Sales Orders by Purchase Order Number Detail window.

Sales Orders by Purchase Order Number Detail Window

To display this window, enter a purchase order number and then press Enter on the Sales Orders by Purchase Order Number Selection window.

Fields

PO Number

This field displays the purchase order number.

Order Date

This field displays the date on which the original purchase order was placed.

Receipt Address Code

This field displays the receiving address for the purchase order.

Supplier

This field displays the supplier.

Sales Number

This field displays the sales order number.

Customer/Sequence/Name

These fields display the customer code, delivery sequence and name.

Order Date

This field displays the date on which the original sales order was placed.

Delivery Date

This field displays the delivery date for the sales order.

Product/Description

These fields display the item ordered and its Inventory description.

Receipt Code

This field displays the receiving address code for the sales order.

Options

Detail

Use this to display the Order Entry Whole Order Enquiry Detail window.

Select **Exit (F3)** to leave this enquiry.

By Shipment [9/STPME]

If you are using containers you can use this task to enquire on orders by container numbers.

Enquiry by Shipment Selection Window

To display this window, select the By Shipment task.

Use this window to enter a shipment number on which to enquire.

Fields

Shipment Reference

Enter a shipment number.

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

Receipts or Outstanding Quantity

Select one of the following:

Receipts (0) - To display all receipts against the shipment

Outstanding (1) - To display all outstanding order quantities against the shipment

Select a shipment or enter a shipment number and then press Enter to display the Enquiry by Shipment Detail window.

Enquiry by Shipment Detail Window

To display this window, select a shipment or enter a shipment number and then press Enter on the Enquiry by Shipment Selection window.

This window displays all the orders attached to this shipment.

Fields

Order

This field displays the purchase order number.

Lne

This field displays the purchase order line number.

Seq

This field displays the sequence number, where appropriate.

Product Description

This field displays the item description.

Receipt Date

This field displays the receipt date for the order.

O/S Quantity/Receipt Quantity

This field displays the outstanding quantity or the received quantity on this order line, depending on the option you chose on the selection window.

Vendor Name

This field displays the supplier.

Options

Detail

Use this against a line to display the Order Summary window.

Functions

Shipment Details (F23)

Use this to display the Container Details window.

Select **Exit (F3)** to leave the enquiry.

Shipment Details Window

To display this window, select **Shipment Details (F23)** on the Enquiry by Shipment Detail window.

This window displays all the shipment details for this order, if any exist.

Fields

Shipment Reference

This field displays the shipment reference for this container.

Container Number

This field displays the container number.

Import Reference

This field displays the import reference code for this shipment.

Transport Type

This field displays the type of transport used for this shipment.

Country of Origin

This field displays the country of origin.

Supplier Name

This field displays the supplier name.

Port of Loading

This field displays the port from which this shipment is being shipped.

Container Size

This field displays the size of the container.

No. of Cartons

This field displays the number of cartons held within the shipment.

Bill of Lading

This field displays the Bill of Lading reference.

Letter of Credit

This field displays the letter of credit reference.

Destination

This field displays the country of destination.

Port of Entry

This field displays the port at which the shipment will be received into the country.

Advice Note

This field displays the advice note reference from your supplier.

Vessel/Aircraft

This field gives details regarding the vessel transporting your shipment, for example, the registration number of the aircraft, or the name of the vessel.

Voyage/Flight

This field displays the flight or voyage reference code.

Flag Nationality

This field displays the nationality of the supplier.

Shipping Company

This field displays the name of the shipping company responsible for transporting the shipment.

Shipping Agent

This field displays the name of the shipping agent, or contact.

Nett Weight

This field displays the nett weight of the shipment.

Seal Number

This field displays the seal number on the container.

Period Entry No

This field displays the period in which this shipment is due to be received into the country.

Bond Number

This field displays the bond number for Custom and Excise purposes.

Press Enter to display the Shipment Details Charges window.

Shipment Details Charges Window

To display this window, press Enter on the Shipment Details window.

This window displays all the charges and dates attached to this shipment.

Fields

Shipment Reference

This field displays the shipment reference.

Freight

This field displays the cost of freight.

Demurrage

This field displays the rate payable to the freight owner for failure to unload the shipment within the time allocated.

Insurance

This field displays the insurance charge for the shipment.

Royalties

This field displays the royalty payments that you need to make for the contents of the shipment.

Commission

This field displays the commission payment that you need to make to an agent.

Spare 1/Spare 2

These free format fields display any additional payments that you need to make.

Duty

This field displays the import duty payment to Customs and Excise.

Tax

This field displays the tax payment to be made on receipt of the shipment.

Invoice Total

This field displays the total payment required, as detailed on the invoice sent by your supplier.

Date of Departure

These fields display the estimated and actual dates on which the shipment left the supplier or the country of origin.

Date of Arrival at Port

These fields display the estimated and actual dates on which the shipment arrived at the port in your country.

Date of Arrival in Warehouse

These fields display the estimated and actual dates on which the shipment arrived at your warehouse, or the Custom and Excise warehouse.

Additional Details

These fields display any extra text added to the shipment details.

Select **Exit (F3)** to leave the enquiry.

By Location [10/STPME]

Use this task to enquire on items by location.

Product by Location Selection Window

To display this window, select the By Location task.

Use this window to enter a product code and location on which to enquire.

Fields

Product

Enter a product code.

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

Location

Select one of the following:

Goods Inwards (1)

Inspection (2)

Select a product or enter a product code and then press Enter to display the Product by Location Detail window.

Product by Location Detail Window

To display this window, select a location and select a product or enter a product code and then press Enter on the Product by Location Selection window.

This window displays all the selected items, from various orders, currently at the selected location.

Fields

Location

This field displays the selected location.

Product

This field displays the product.

Order

This field displays the order number.

Lne

This field displays the line number of the goods from the original order.

Receipt Quantity

This field displays the quantity received into this location.

GRN No

This field displays the Goods Received Number.

Receipt Date

This field displays the date on which the goods were received.

Whse

This field displays the stockroom into which the goods were received.

Container

This field displays the container number, if in use.

Options

Detail

Use this to display the Enquiry by Order Summary window. Please refer to the Enquiry by Order section for further details.

Select **Exit (F3)** to leave the enquiry.

By Goods Received Note [11/STPME]

Use this task to enquire on items by location.

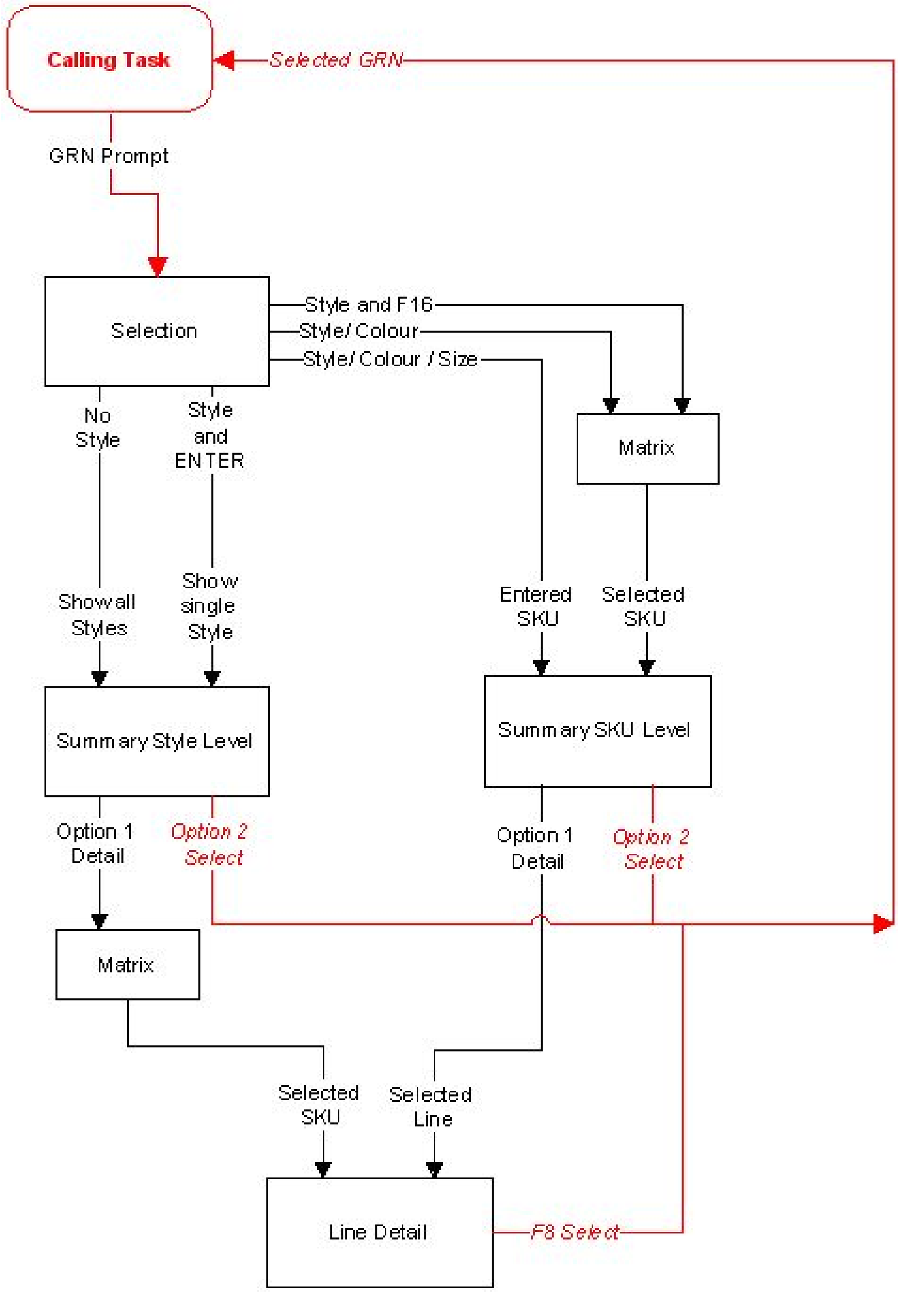
Product by Location Selection Window

To display this window, select the By Location task.

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 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 shorter the response time. If conflicting criteria are entered, no data may be found; for example, a purchase order number may conflict with the specified supplier.*

Note: *When you enter less specific criteria, such as supplier or item, it is advisable to enter a date or date range also.*

GRN Number

You can optionally enter a GRN number if you wish to enquire on a specific GRN.

Stockroom

You can optionally enter a stockroom.

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

Only receipts for this stockroom are retrieved.

From Date/To Date

Entries in these fields restrict the enquiry, based on the receipt dates of the transactions. If neither date is specified, there is no restriction. If both are specified, the To date must be later than or equal to the From date. The From date must be on or earlier than the current date. If it is left blank, it is unrestricted (low date). The To date must be on or earlier the current date. If it is left blank, it is unrestricted (high date).

Advice Note

You can optionally enter an advice note number. This is not validated. Only receipts for this number are retrieved.

P/O Number

You can optionally 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 purchase order number are retrieved.

Product

You can optionally enter a style, style/colour, or full SKU code.

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

If a style is specified without selecting **Matrix (F16)**, the enquiry will display all receipts for this product. If no product is specified, the enquiry will display all receipts at the style level.

All other combinations of product entry and use of **Matrix (F16)** will result in selecting a single SKU where the enquiry will display receipts just for this SKU.

Lot

You can optionally enter a specific lot, batch or serial number (Internal Trace reference). It is advisable to specify the item also. Only receipts for this reference are retrieved.

Supplier Item Ref

You can optionally enter the supplier item reference. This is especially relevant to non-stock orders. You should not normally need to enter both the supplier item reference and item in one enquiry. Only receipts for this reference are retrieved.

Supplier

You can optionally enter a valid supplier code.

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

Only receipts for this supplier are retrieved.

Location

Use this field to determine which locations are included.

Select one of the following:

All (0) - To include all locations (default)

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 the Print GRNs, Returns and Adjustments or Transfer Goods Location tasks.

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 enquiry.

Matrix (F16)

Use this with a specified style to display the matrix, so that you can select a SKU from the available colours and sizes.

Use this with a specified style and colour code to display the matrix, so that you can select a SKU from the available sizes.

Press Enter to display the GRN Enquiry Summary window.

GRN Enquiry Summary Window - Style Level

To display this window, press Enter on the GRN Enquiry Selection window either without specifying a style or with just a style specified.

This window displays receipts and returns in the sequence of receipt date (descending), GRN number (descending) and stockroom. You can display detailed information for any selected line or select its GRN number to be returned to the previous window.

Options

Details

Use this to show the SKU selection and then display GRN Enquiry Line Details window.

Select

Use this to select the GRN number to be returned to the previous window.

This option is only available when this enquiry has been called from another task, such as Returns and Adjustments.

Multiple selection is not supported.

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 this enquiry. This function is not allowed if this enquiry has been called from another task.

Alternate View/Normal View (F18)

Use this to toggle between the views.

Select Details to show the SKU level detail for the GRN selected and then select a record to display the GRN Enquiry Line Details window.

Alternatively, if this enquiry has been called from another task, you can use Select to return the selected GRN number to that task.

GRN Enquiry Summary Window - Style Level Alternative View

To display this window, select **Alternative View (F18)** on the GRN Enquiry Summary window - Style Level.

This window is an alternative view of the GRN Enquiry Summary Window - Style Level.

Options

Details

Use this to show the SKU selection and then display GRN Enquiry Line Details window.

Select

Use this to select the GRN number to be returned to the previous window.

This option is only available when this enquiry has been called from another task, such as Returns and Adjustments.

Multiple selection is not supported.

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 this enquiry. This function is not allowed if this enquiry has been called from another task.

Alternate View/Normal View (F18)

Use this to toggle between the views.

Select Details to show the SKU level detail for the GRN selected and then select a record to display the GRN Enquiry Line Details window.

Alternatively, if this enquiry has been called from another task, you can use Select to return the selected GRN number to that task.

GRN Enquiry Summary Window - SKU Level

To display this window, enter criteria, including a specific SKU, and then press Enter on the GRN Enquiry Selection window.

This window displays receipts and returns in the sequence of receipt date (descending), GRN number (descending), stockroom. You can display detailed information for any selected line or select its GRN number to be returned to the previous window.

Options

Details

Use this to display the GRN Enquiry Line Details window.

Select

Use this to select the GRN number to be returned to the previous window. This option is only available when this enquiry has been called from another task, such as Returns and Adjustments.

Multiple selection is not supported.

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 enquiry. This function is not allowed if this enquiry has been called from another task.

Alternate View/Normal View (F18)

Use this to toggle between the views.

Select Details to display the GRN Enquiry Line Details window.

If this enquiry has been invoked from another task, you can use Select to return the selected GRN number to that task

GRN Enquiry Summary Window - SKU Level Alternative View

To display this window, select **Alternative View (F18)** on the GRN Enquiry Summary window - SKU Level.

This window is an alternative view of the GRN Enquiry Summary Window - SKU Level.

Options

Details

Use this to display the GRN Enquiry Line Details window.

Select

Use this to select the GRN number to be returned to the previous window. This option is only available when this enquiry has been called from another task, such as Returns and Adjustments.

Multiple selection is not supported.

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 enquiry. This function is not allowed if this enquiry has been called from another task.

Alternate View/Normal View (F18)

Use this to toggle between the views.

Select Details to display the GRN Enquiry Line Details window.

If this enquiry has been invoked from another task, you can 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.

Functions

Select (F8)

When this enquiry has been called from another task, use this to select the GRN and return its number to the previous window. 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.

Purchase Order Enquiry (F15)

Use this to display the Purchase Order Summary Enquiry window.

Exit (F3)

Use this to leave the enquiry. This function is not allowed 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.

What Bought [21/STPME]

You can use this task to display a list of all the items available from a selected supplier. Both stock and non-stock items are displayed.

A history of all previous receipts from this supplier can be displayed.

Supplier What Bought Window

To display this window, select the What Bought task.

Use this window to enter the supplier on which you want to enquire and the type of enquiry.

Fields

Supplier

Enter a supplier.

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 items supplied by this supplier

Non-Stock (2) - To display details of non-stock items available from this supplier

Display Type

You can use this enquiry to display the details for a whole style only or for each colour, size and fit combination.

Select one of the following:

Style (1) - To display details for the style

Full Product (2) (default) - To display details for the full product, that is, every size, colour and fit combination

Select a supplier or enter a supplier and then press Enter to display the What Bought Stock Items Detail window or the What Bought Receipts History window.

What Bought Stock Items Detail Window

To display this window, select Stock in the Enquiry Type field and select a supplier or enter a supplier and then press Enter on the What Bought Selection window.

This window displays all the stock items available to buy from this supplier.

Fields

Supplier

This field displays the name of the selected supplier. If you want to use the enquiry for another supplier, you can overtype the supplier code here.

Enquiry Type

This field displays the type of enquiry selected.

If you want to change the enquiry type, you can select another value.

Phone

This field displays the supplier's telephone number.

Product

This field displays the item code. The product is highlighted if the item/supplier profile has a status of Inactive or Unauthorised.

Lead Time

This field displays the lead time, in days, for this item when supplied by this supplier.

Price

This field displays the current price for this item from this selected supplier.

Prices are per purchase unit of measure, in the supplier's currency.

Disc.

This field displays the percentage discount applied to this item by this supplier.

UoM

This field displays the purchase unit of measure for the item.

Price Chg.

This field displays the date of the last price change.

Options

Text

Use this to display the Item Supplier Text pop-up.

History

Use this to display the What Bought Receipts History window for this item supplier combination.

Select **Exit (F3)** to leave the task.

What Bought Receipts History Window

To display this window, select Non-stock in the Enquiry Type field and select a supplier or enter a supplier and then press Enter on the What Bought Receipts Selection window.

This window displays a history of receipts from the selected supplier, including non-stocked items.

Fields

Supplier

This field displays the name of the supplier. The currency code is also displayed if it is different from the base currency.

Tel

This field displays the telephone number of the supplier.

Supplier Item Ref.

This field displays the supplier's item reference.

Order

This field displays the order number.

GRN No

This field displays the Goods Receipt Number for this receipt.

Date

This field displays the date on which the goods were received.

SR

This field displays the stockroom into which the goods were received.

Quantity/UoM

These fields display the quantity received and the unit of measure.

Invoice

If the receipt has been matched with an invoice, this field displays the invoice number.

Price

If the receipt has been matched with an invoice, this field displays the invoice price.

Note: *Use Page Up and Page Down to see further receipts.*

Select **Exit (F3)** and then select **Exit (F3)** again to leave the enquiry.

Where Bought [22/STPME]

You can use this task to display a list of suppliers that supply a selected item.

It also highlights the current cheapest supplier for the quantity of the selected item.

You can view a list of recent receipts for the selected item, for all suppliers included on the enquiry.

Product Where Bought Window

To display this window, select the Where Bought task.

You can use this window to enter the item on which to enquire and the type of enquiry.

Fields

Product

Enter a product code.

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

Level

You can view the enquiry on two different levels.

Select one of the following:

Summary (1) - To display the Product Where Bought Suppliers window, which displays a list of all suppliers for this item

Detail (2) - To display the Receipts History by Product window, which displays a full receipts history for all suppliers of this item

Press Enter to display the Product Where Bought Suppliers window or the Receipts History by Product window.

Product Where Bought Suppliers Window

To display this window, select Summary in the Level field and select a product or enter a product code and then press Enter on the Product Where Bought Selection window or select the Where Bought enquiry from within Requisition Confirmation.

This window displays all the suppliers of the selected item.

Fields

Product

This field displays the item code and its description is displayed underneath.

If you want to enquire on a new item, enter another code. Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Level

This field displays whether the window is displayed the summary or detail view. If you want to change the enquiry level of detail, you can select another value.

Product Class

This field displays the item class code.

Alternative Product

This field displays an item which can be used as an alternative to the selected item, if one is set up.

Purchasing UOM

This field displays the unit of measure in which the item is purchased.

Supplier

This field displays the supplier code.

Name

This field displays the name of supplier. The supplier code is highlighted if the item/supplier profile has a status of Inactive or Unauthorised.

Supplier Product Ref

This field displays the supplier's reference for this item.

Current Price

This field displays the current price for the item from this supplier. This is per purchasing unit of measure and is shown in the supplier's currency.

***Note:** An asterisk (*) is displayed against the supplier with the cheapest price. Discount and currency are both taken into account when calculating the cheapest supplier.*

CC

This field displays the currency code of the supplier, if it differs from the base currency.

Discount

This field displays the percentage discount, for the selected item, given by this supplier.

Last Change

This field displays the last date on which the supplier's price for this item changed.

Lead Time

This field displays the lead time, in days, for the item when ordered from this supplier.

Options

Text

Use this to display the Item/Supplier Text pop-up.

History

Use this to display the Receipts History window for this supplier only.

Options

Profile

Use this to display the Item Supplier Profile enquiry.

Select

Where this enquiry has been called from the Requisitions Confirmation task, this option is available to select a supplier and use it on the selected requisition. You are warned if an inactive or unauthorised supplier is selected.

Select **Exit (F3)** to leave the enquiry.

Product Supplier Profile Enquiry Selection Window

To display this window, select Profile against the required supplier on the Where Bought Supplier window.

Use this window to select the level at which you wish to enquire on item/supplier profile details.

Fields

Product Style

This field displays the code of the item for which an enquiry has been requested.

The item code is received from the Where Bought enquiry task.

Note: *This field is protected when this pop-up is invoked in enquiry mode from the Where Bought enquiry task.*

Supplier

This field displays the code and name of the supplier for which an enquiry has been requested.

The supplier code is received from the Where Bought enquiry task

Note: *This field is protected when this pop-up is invoked in enquiry mode from the Where Bought enquiry task.*

Maintenance Level

Select the level at which you wish to enquire on the item/supplier profile information.

This defaults to Style but can be changed.

Select one of the following:

Style (1) - For the entire style, e.g. all T-shirts

Style/colour (2) - For each colour variant of a style, e.g. all red T-shirts

Style/size (3) - For each size variant of a style, e.g. all large T-shirts

Style/colour/size (4) - For each colour and size variant of a style e.g. small red T-shirts or black large T-shirts

Style/colour/size price matrix (5) - For each size, colour and price variant of a style

Press Enter to display the Product Supplier Profile Enquiry Detail window to show item/supplier profile information at the requested level.

Product Supplier Profile Enquiry Detail Window

To display this window, make your selection and then press Enter on the Product Profile Supplier Enquiry Selection window.

Use this window to enquire on details for the item, supplier and level combination specified on the Product Supplier Profile Enquiry Selection window.

Functions

Landed Costs (F14)

Use this to enquire on the landed costs attached to an item/supplier profile.

Text (F21)

Use this to enquire on the text associated with an item/supplier profile.

Select **Exit (F3)** to return to the Where Bought Suppliers window.

Alternatively, select **Previous (F12)** to return to the Product Supplier Profile Enquiry Selection window.

Receipts History by Product Window

To display this window, select Detail in the Level field and select a product or enter a product code and then press Enter on the Product Where Bought Selection window.

This window displays a list of all receipts of the selected item

Note: *Use Page Up and Page Down to display more receipts.*

Fields

Product

This field displays the item code. Its description is displayed underneath this field.

Item Class

This field displays the item class.

Stock UoM

This field displays the stock keeping unit of measure.

Supplier

This field displays the supplier of the item.

Order

This field displays the order number.

GRN No.

This field displays the Goods Receipt Number for the receipt.

Date

This field displays the date on which the goods were received.

Quantity

This field displays the quantity received, in stock keeping units of measure.

Cur

This field displays the currency from the order.

Invoice

This field displays the invoice number against which the receipt has been matched or the Invoice Log reference if you are using Purchase Ledger.

Select **Exit (F3)** to leave the enquiry.

Receipts History Window

To display this window, select History against a supplier on the Product Where Bought Suppliers window.

This window displays a list of all receipts of the selected item

Note: *Use Page Up and Page Down to display more receipts.*

Fields

Product

This field displays the item code and its description.

Product Class

This field displays the item class.

Stock UoM

This field displays the stock keeping unit of measure.

Alternative Product

This field displays an item which can be used as an alternative to the selected item, if one has been set up.

Supplier

This field displays the code and name of the supplier.

Phone

This field displays the telephone number of the supplier.

Order No

This field displays the order number.

GRN No

This field displays the Goods Receipt Number for the receipt.

Date

This field displays the date on which the goods were received.

Quantity

This field displays the quantity received, in stock keeping units of measure.

Invoice Price

If Invoice Matching has taken place for this receipt, this field displays the price paid for the item on this order.

Invoice

If Invoice Matching has taken place for this receipt, this field displays the invoice number against which the receipt has been matched or the Invoice Log reference if you are using Purchase Ledger.

Select **Exit (F3)** to leave the enquiry.

By Invoice [23/STPME]

You can use this enquiry to display all receipts matched against an Invoice Reference Number.

Invoice Enquiry Selection Window

To display this window, select the Invoice Enquiry task.

Use this window to enter the invoice on which to enquire.

Fields

Enter Document Type

Enter one of the following to indicate the type of invoice document on which you want to enquire:

IN - Invoice

CR - Credit

JL - Journal

Reference

Enter the reference number associated with a matched invoice or credit note.

Press Enter to display the Invoice Enquiry Detail window.

Invoice Enquiry Detail Window

To display this window, enter a document type and reference number and then press Enter on the Invoice Enquiry Selection window.

This window displays all the invoice details you have selected.

***Note:** Use Page Up and Page Down to see further invoices matched against receipts.*

Fields

Ref

This field displays the reference number entered.

Type

This field displays the document type entered.

Date

This field displays the date on which the invoice was matched.

On Log

This text is displayed if the item is still on the Purchase Ledger Log.

Supplier

This field displays the name of the supplier on the document.

Ord Val

This field displays the order value of the goods matched.

Adj

This field displays the value of additional dissections made at Invoice Match.

Tax

This field displays the tax value from the Purchase Ledger Log.

Gross

This field displays the total invoice value from the Purchase Ledger Log.

GRN No

This field displays the Goods Receipt Number (GRN) assigned to this receipt.

Receipt Date

This field displays the date of the goods receipt.

Ord. No.

This field displays the order number against which the receipt was made.

Quantity

This field displays the receipt quantity matched with this invoice.

UoM

This field displays the unit of measure code relating to the above quantity.

Order

This field displays the order price of this item, in the UoM.

Invoice

This field displays the invoice price of this item.

UoM

This field displays the unit of measure in which the invoice price is expressed.

Item

This field displays the item received.

Options

Text

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

Select **Exit (F3)** to leave the enquiry.

Landed Costs [24/STPME]

You can use this task to display all landed costs that have been added to a purchase order.

Landed Costs Enquiry Selection Window

To display this window, select the Landed Costs task.

Use this window to enter a GRN or an item number.

Fields

GRN No

Enter a GRN number to display details from an individual goods received note.

Style

Enter an item number.

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

Receipt Date

Enter or select a receipt date.

Press Enter to display the Landed Costs Enquiry Detail window.

If you only enter an item number, all purchase orders and landed cost details are displayed for that item. If you also enter a receipt date, only purchase orders that match this date and item are displayed.

Landed Costs Enquiry Detail Window

To display this window, enter an item number or GRN and then press Enter on the Landed Cost Enquiry Selection window.

This window displays all landed costs recorded against the GRN or item number.

Fields

GRN No

This field displays the GRN number.

Style

This field displays the selected style.

Receipt Date

This field displays the selected receipt date.

No.

This field displays the order number.

Line

This field displays the order line to which landed costs apply.

Seq

This field displays the sequence number of the cost.

Date

This field displays the original order date.

Receipt

This field displays the goods receipt date.

Curn

This field displays the currency in which the landed costs are charged.

UoM

This field displays the unit of measure to which the landed costs apply.

Landed Cost

This field displays the landed cost.

Chapter 5 Reports

5

New Orders (Audit Prior to Rel) [1/STPMR]

All new orders entered on the software have a status of Confirmed. If you want to enter receipts against an order it must have a status of Released. To release purchase orders you must use this task. This updates the status of orders and produces a report of all new orders, entered manually or via Style Requisitioning.

Run this report at regular intervals to release all orders confirmed since the last report run.

Note: *The receiving address code associated with each purchase order line is printed on the report.*

New Order Details Window

To display this window, select the **New Orders (Audit Prior to Rel)** task.

Fields

Product Level

Select one of the following to specify the level of the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Purchase Officer

You can optionally enter an individual purchase officer.

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

Leave this field blank to select all purchase officers.

Supplier

You can optionally enter an individual supplier.

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

Leave this field blank to select all suppliers.

Select **Submit Report (F8)** to produce the report.

Orders Pre-print [2/STPMR]

Use this task to print all released orders for checking.

A report is produced of all orders which have been released, but have not been printed.

Note: *The report is printed in stockroom within order sequence, a page break occurs upon change of stockroom within order and the correct receiving address is printed for each stockroom.*

You should run this report at regular intervals to check and amend released orders before they are printed and sent to your supplier.

Select **Confirm Submit (F8)** to produce the report.

Print Orders [3/STPMR]

Use this task to print released orders. It does not matter whether they have been pre-printed.

Only those orders which were selected for printing in Order Entry or Order Amendment are printed.

NOTE: *The report is printed in stockroom within order sequence, a page break occurs upon change of stockroom within order and the correct receiving address is printed for each stockroom.*

Run the report at regular intervals to print all orders, which have been released, but not printed.

An additional level of detail will be printed depending on the flag setting in the carton profile for the company. Any overrides set on individual customers always override the profile setting.

The layout of this print is extended for Import orders only (as defined by the order class) to identify the Country of Origin.

The Purchase Orders report contains Consolidator, Broker and Agent detail.

Purchase Order Print Selection Window

To display this window, select the Print Orders task.

Fields

Purchase Officer

You can optionally enter a purchase officer.

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

Leave this field blank to select all purchase officers.

Order Class

You can optionally enter an order class.

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

Leave this field blank to select all order classes.

Stockroom

You can optionally enter an individual stockroom.

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

Leave this field blank to select all stockrooms.

Note: *The initial selection of purchase officer, order class and stockroom, together with department, shipping code and job number are values taken from the purchase order header. The four supplier groups refer to attributes held against the supplier in Accounts Payable.*

Ranges

Where both the From and To fields are left blank, this implies selection from the beginning of the file to the end of the file.

When you are using selections, the To value cannot be less than the From value. Prompt facilities are available on several of the fields.

If either a From or a To value is selected without a corresponding entry, only the single code selected will be displayed.

Purchase Order Number From/To

You can optionally enter a range of order numbers.

Supplier From/To

You can optionally enter a range of suppliers.

You can use the prompt facility on these fields to select from the Supplier Search pop-up.

Supplier Group 1 From/To

You can optionally enter a supplier group 1 range.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Supplier Group 2 From/To

You can optionally enter a supplier group 2 range.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Supplier Group 3 From/To

You can optionally enter a supplier group 3 range.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Supplier Group 4 From/To

You can optionally enter a supplier group 4 range.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Department

You can optionally enter an individual department. Leave this field blank to select all departments.

Shipping Code

You can optionally enter an individual shipping code. Leave this field blank to select all shipping codes.

Job Number

You can optionally enter an individual job number. Leave this field blank to select all job numbers.

Functions

View Orders (F10)

Use this to display the Purchase Order Print Selection Orders window, showing all orders matching the initial selection.

Select **Submit (F8)** to produce the report.

Purchase Order Print Selection Orders Window

To display this window, select **View Orders (F10)** on the Purchase Order Print Selection window.

Use this window to select the individual orders you want to print. It displays all orders (which have been through the new orders audit and not yet printed) where they match the selection criteria from the previous window.

Fields

Select (Untitled)

The default is for all orders to be pre-selected for printing, with **1**. Remove this for any you do not want to print.

Select **Submit (F8)** to produce the report.

Print GRNs [4/STPMR]

Use this task to print Goods Receipt Notes for receipts made since this task was last run.

Details of product receipts recorded during purchase order receipt are shown on each GRN.

You can print GRNs for all new receipts.

You can also re-print a specific GRN that has previously been printed.

You can optionally select the stockroom for which GRNs are to be printed. If no selection is made GRNs will be printed for all stockrooms.

Print GRNs Selection Window

To display this window, select the Print GRNs task.

Fields

Stockroom

Enter a valid stockroom.

Alternatively, select a stockroom from the Select Stockroom Pop-up.

If a default stockroom has been defined for your user ID, it is displayed here.

This stockroom is used to determine which GRN details are printed on the submitted report.

Leave this field blank to print GRNs for all stockrooms.

Make your selection and press **Submit** to produce the required report.

Confirm GRNs Print Window

To display this window, select the Print GRNs task.

Use this window to submit the print of GRNs.

Functions

Re-print (F10)

Use this to select a specific GRN to be re-printed. The Re-print GRNs Selection window will be displayed.

Select **Submit (F8)** to print all new GRNs.

Re-print GRNs Selection Window

To display this window, select **Re-print (F10)** on the Confirm GRNs Print window.

Use this window to select the GRN to be re-printed.

Note: *If a re-print of a GRN is requested after returns have been performed against that GRN, the recorded return transactions are also printed on the re-printed GRN.*

Fields

GRN Number

Enter the number of a GRN that has previously been printed.

Alternatively, use the prompt facility to select from the GRN Enquiry Selection window.

Select **Submit (F8)** to re-print the selected GRN.

Order Amendment Audit [5/STPMR]

Use this task to print the Order Amendment Audit report. The report provides an audit trail of amendments made to orders, with before and after order details.

Select **Confirm Submit (F8)** to produce the report.

Deliveries Due [6/STPMR]

This task produces a report listing all deliveries due within a range of due dates.

This report can be used as an aid to stockroom management and resource planning and can also be used as an overdue orders report.

Note: *The report is printed in stockroom within order sequence and the receiving stockroom is shown at line level when printing delivery information for all stockrooms.*

Deliveries Due Report Selection Window

To display this window, select the Deliveries Due task.

Fields

Enter Warehouse ID

Enter a stockroom to restrict the report to deliveries due at this stockroom only.

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

Leave this field blank to select all stockrooms.

Delivery Date From/To

Enter or select a range of due dates to specify that only deliveries due within these dates (inclusively) are included on the report.

The To Date is mandatory. If you leave the From Date blank, it defaults to the current date.

Product Level

Select one of the following to specify the level of report required:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to produce the report.

Order Confirmation [7/STPMR]

This task produces a report listing all order lines selected and their current status within the software.

Order Confirmation Selection Window

To display this window, select the Order Confirmation task.

Use this window to specify the information to include on the Order Confirmation report.

Fields

Confirmation Flag

You can optionally enter a flag value to print only orders with this flag setting.

Leave this field blank to print all deliveries with any flag value.

Select By

Product Style

You can optionally enter an item. Leave this field blank to include all order lines for all items.

Supplier

You can optionally enter a supplier. Leave this field blank to include all order lines for all suppliers.

Order Class

You can optionally enter an order class. Leave this field blank to include all order lines for all order classes.

Purchase Officer

You can optionally enter a purchase officer. Leave this field blank to include all order lines for all purchase officers.

Product Level

Select one of the following to specify the level of report required:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Delivery Dates/To

You can optionally enter or select a date range to restrict the report to only order lines due within these dates. Leave these fields blank to include all order lines.

Last Order Place Date

You can optionally enter or select a date to include only orders placed before that date. Leave this field blank to include all orders.

Sequence

Select one of the following to specify how you want the report to be sequenced:

Supplier (1) - To sequence the report by supplier

Planner (2) - To sequence the report by purchase officer

Press Enter to produce the report.

Receipts and Returns [11/STPMR]

This task produces a report listing all receipts and returns as specified using the selection criteria

Note: *The report is printed in stockroom within order sequence and the receiving stockroom is shown at line level.*

You can use this report to:

Check receipts against stores records

Value receipts for a period, item or order

Show GRN numbers of receipts

Receipts and 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

Enter Stockroom

You can optionally enter a stockroom.

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

Leave this field blank to include all stockrooms.

Enter Currency Rate

Enter a currency rate. This is used to convert values from prime to base currency, where necessary.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Delivery Dates From/To

Enter or select a range of dates to include all receipts and returns processed between the dates (inclusively). The To date defaults to the current date. If you leave the From date blank, all receipts and returns to the present day are included.

Product Level

Select one of the following to specify the level of report required:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to submit the report.

Daily Receipts and Returns Audit [12/STPMR]

This task produces a report listing all receipts and returns entered since the report was last run.

Daily Receipts and Returns Audit Selection Window

To display this window, select the Daily Receipts and Returns Audit task.

Use this window to select the level of report required.

Fields

Product Level

Enter one of the following to specify the level of report required:

1 - To produce a summary report

2 - To produce a detailed report

Select **Submit Report (F8)** to produce the report.

Goods Value by Location [13/STPMR]

This task produces a report listing details of goods held at:

Goods Inwards

Inspection

Stores

This report can be used to check:

Items awaiting inspection and how long 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 specify the information you want to include on the Goods Value by Location report.

Fields

Location

Select one of the following to select the location to include on the report:

All Locations (0)

Goods Inwards (1)

Inspection (2)

Stock (3)

Warehouse

You can optionally enter a stockroom.

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

Leave this field blank to include all stockrooms.

Receipt Dates

Enter or select a range of dates to include all receipts between the dates (inclusively). The To date defaults to the current date. If you leave the From date blank, all receipts to the present day are included.

Summary by Product

Use this checkbox as follows:

Unchecked - To summarise value and details by location

Checked - To summarise by item

If you **check** this field, stock order items are listed individually and all non-stock order items are listed under a single heading.

Product Level

Select one of the following to specify the level of report required:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to produce the report.

Price Variance [14/STPMR]

This task produces a report listing price variance: standard cost to order price, standard cost to invoice price or order price to invoice price.

Variance Report Selection Initial Window

To display this window, select the Price Variance task.

Use this window to enter the type of price variance report you require.

Fields

Select Variance Report you Require

Select one of the following to specify the type of price variance on which you want to report:

Standard Cost vs Order Price (Unmatched records only) (1) - 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 invoice price

Note: *If your selection is for matched records, the received goods must have already been matched against the suppliers invoice.*

Make a selection in the Select Variance Report you Require field and then press Enter to display the Variance Report Selection window.

Variance Report Selection Window

To display this window, make a selection in the Select Variance Report you Require field and then press Enter on the Variance Report Selection Initial window.

Use this window to enter your selection criteria for the report.

Enter a range of order classes and enter or select a range of order dates or due dates and then press Enter to display the Variance Report Selection Sequence window.

Variance Report Selection Sequence Window

To display this window, enter your selection criteria and then press Enter on the Variance Report Selection window.

Fields

Select Report Sequence

Select one of the following to sequence your report.

Product within Supplier (1)

Product within Product Class (2)

Product within Nominal Code (3)

Product within Purchasing Officer (4)

Select Level by Style

Select one of the following:

Summary (1) - To produce a report at summary level

Detail (2) - To produce a detailed report

Full SKU (3) - To produce a report by full SKU

When **Full SKU** is selected, processing will access and print the SKU detail for each order line. The software will retrieve the standard cost for each SKU from the Stockroom file, having first established the stockroom used for the order.

Variances values and percentages are calculated at SKU level.

When **Summary** or **Detail** is selected, the SKU level detail is summarised for output.

Standard Cost

This shows an average of all the SKUs. An asterisk (*) is also printed to the right if the cost varies by SKU.

Standard Extended Value

The extended value is calculated using the cost per SKU, accumulated.

Order Price

This shows an average of all the SKUs on the order line. An asterisk (*) is also printed to the right if the price varies by SKU.

Order Value (Price Variance)

The sum of the SKUs order line values is printed where the order line has not been received.

Order Value (Invoice Price)

The sum of the SKU is printed.

Invoice Price

The average invoice price is written to the order line during invoice match. An asterisk (*) is printed to the right if the price varies by SKU.

Variances

These are calculated using the accumulated values above.

Note*-In summary, all prices show an average if they vary by SKU. All extended costs and variances are accurately calculated using the SKU level detail to account for possible difference in price by SKU.*

Select a Particular Supplier…

You can optionally enter a supplier code, product class, nominal code or purchasing officer, depending on the sequence you selected.

Leave this field blank to select all values.

Press Enter to produce the report.

Vendor Details [15/STPMR]

This task produces a report listing vendor details.

Select **Confirm Submit (F8)** to produce the report.

Supplier Performance [21/STPMR]

This task produces a report which provides statistics on the service provided by each of your suppliers. The performance of each supplier is evaluated on the basis of:

- Timeliness - by comparing due date with receipt date
- Quality - by checking the number of returns made
- Price - by comparing order and invoice prices

Depending on which of these factors is most important to you, you can assign a relative importance to each. An overall rating is calculated for each supplier based on these weightings. You can then use the report to determine supplier efficiency.

You can sequence the report by item or supplier and by a range of delivery due dates.

Timeliness

To calculate timeliness, the software uses the number of days late. For items received, this is calculated as the receipt date less the 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 the percentage of goods rejected against the quantity of goods received. Rejects are defined as returns or adjustments where a reason code is 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 Selection Window

To display this window, select the Supplier Performance task.

Use this window to select the information you want to include on the Supplier Performance report.

Fields

Sequence By

Select one of the following to indicate the way in which you want the report to be sequenced:

Product (1) - To sequence the report by item

Supplier (2) - To sequence the report by supplier

Summary/Detail

Select one of the following to indicate the level of the detail you want to include on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Product(s) From/To

You can optionally enter a range of items. Leave these fields blank to include all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

If you enter a From item and leave the To field blank, only the single item is included.

Supplier(s) From/To

You can optionally enter a range of suppliers. Leave these fields blank to include all suppliers.

You can use the prompt facility on these fields to select from the Supplier Search pop-up.

If you enter a From supplier and leave the To field blank, only this supplier is included.

Due Dates From/To

You can optionally enter or select a range of due dates. Leave these fields blank to include all order lines up to and including the current date.

Weight Factor

You can enter a weighting factor to be assigned to each attribute (timeliness, quality and price) to reflect its relative importance.

The default is **001** for all of the attributes but you can overtype this. You can enter any number: the higher the number, the higher the relative performance of this factor in calculating the overall supplier performance.

Press Enter to generate the report.

What Bought [22/STPMR]

This task produces a report listing all the items available from a supplier, or all suppliers.

This report details items bought from a selected supplier, or from all suppliers, and provides similar details to the Enquire on What Bought task 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 Selection Window

To display this window, select the What Bought task.

Use this window to enter the supplier on which you want to report.

Fields

Enter Supplier

You can optionally enter a supplier.

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

Leave this field blank to include all suppliers.

Do You Want Text to Print

Use this checkbox as follows:

Unchecked - Not to include supplier text for each record included

Checked - To include item supplier text for each item included

Do You Want History to Print

Use this checkbox as follows:

Unchecked - Not to print the purchase history for this item supplier record

Checked - To print the purchase history for this item supplier record

Product Level for History

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to generate the report.

Where Bought [23/STPMR]

This task produces a report listing all the suppliers of a selected item and you can also include purchase history.

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 task in Style Purchase Management Enquiries.

Where the item/supplier profile is set to Inactive or Unauthorised, this is highlighted by an asterisk after the supplier code.

Where Bought Selection Window

To display this window, select the Where Bought task.

Use this window to enter the item on which you want to report.

Fields

Enter Product

You can optionally enter an item.

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

Leave this field blank to include all items.

Do You Want Text to Print

Use this checkbox as follows:

Unchecked - Not to include supplier text for each record included

Checked - To include item supplier text for each item included

Do You Want History to Print

Use this checkbox as follows:

Unchecked - Not to print the purchase history for this item supplier record

Checked - To print the purchase history for this item supplier record

Press Enter to generate the report.

Advice Notes Not Invoiced [24/STPMR]

This task produces a report listing an audit trail of all orders, which have advice notes, but have not yet been invoiced.

Advice Notes Not Invoiced Selection Window

To display this window, select the Advice Notes Not Invoiced task.

Use this window to specify the level of detail you require on the report.

Fields

Product Level

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Select **Submit Report (F8)** to generate the report.

Accruals (Receipts Not Inv) [25/STPMR]

This task produces a report listing all of orders that have been received but have not yet been invoiced.

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 defaults from the Item Master file in Inventory. For non-stock orders, this code is entered at order entry.

Accruals (Receipts Not Invoiced) Selection Window

To display this window, select the Accruals (Receipts Not Inv) task.

Use this window to specify the details you want to include on the report.

Fields

Location

Select one of the following:

All Locations (0)

Goods Inwards (1)

Inspection (2)

Stock (3)

Last Receipt Date

Enter or select the last receipt date to be included on this report. All dates up to and including this date are processed. The default is the current date.

Product Level

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to generate the report.

Order Value by Cost Code [26/STPMR]

This task produces a report listing all outstanding orders by cost code.

Order Value by Cost Code Selection Window

To display this window, select the Order Value by Cost Code task.

Use this window to specify the level of detail you want to include on the report.

Fields

Product Level

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Select **Submit Report (F8)** to generate the report.

Purchase Commitment [27/STPMR]

This task produces a report giving an overall picture of purchasing task for a specified range of dates including outstanding deliveries and optionally invoices and receipts.

Purchase Commitment Selection Window

To display this window, select the Purchase Commitment task.

Use this window to specify the information you want to include on the report.

Fields

Delivery Dates From/To

You can optionally enter or select the delivery dates to include on the report. You can leave these fields blank to report on all commitments up to and including today’s date, which is the default.

Enter Currency Rate

Enter a currency rate.

Alternatively, use the prompt facility to select from the Select Currency Rate Code pop-up.

Enter Currency Code

You can optionally enter a currency code.

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

Receipts

Select one of the following to specify whether you want to include receipts on the report:

Not Considered (0) - No selection made

Omit (1) - Not to include receipts on the report

Select (2) - To include receipts on the report

Invoices

Select one of the following to specify whether you want to include invoices on the report:

Not Considered (0) - No selection made

Omit (1) - Not to include invoices on the report

Select (2) - To include invoices on the report

Product Level

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Press Enter to generate the report.

Shipments [28/STPMR]

This task produces a report listing details of all orders on a selected shipment.

Shipments Report Selection Window

To display this window, select the Shipments task.

Fields

From Shipment

Enter a shipment number.

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

To Shipment

Enter a shipment number.

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

Note: *You can enter one shipment or a range of shipments or leave both fields blank to include all shipments.*

Select **Submit Report (F8)** to generate the report.

Goods Received by Shipment [29/STPMR]

This task produces a report listing all the orders that have been received via containers.

Goods Received by Shipment Selection Window

To display this window, select the Goods Received by Shipment task.

Use this window to enter the shipment numbers on which to report.

Fields

From Shipment

Enter a shipment number.

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

To Shipment

Enter a shipment number.

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

Note: *You can enter one shipment or a range of shipments or leave both fields blank to include all shipments.*

Select **Submit Report (F8)** to generate the report.

Landed Costs by GRN [30/STPMR]

This task produces a report listing all landed costs attached to goods returns notes.

Landed Costs by GRN Selection Window

To display this window, select the Landed Costs by GRN task.

Use this window to specify the information to include on the report.

Fields

Note: *For each of the following fields you can enter a single value or a range of values or leave both fields blank to include all values.*

Order Number From/To

You can optionally enter an order number or a range of order numbers to include on the report. Leave these fields blank to include all orders.

GRN No From/To

You can optionally enter a GRN number or a range of GRN numbers to leave on the report. Leave these fields blank to include all GRNs.

Supplier From/To

You can optionally enter a supplier or a range of suppliers to include on the report. Leave these fields blank to include all suppliers.

Batch/Lot/Serial No From/To

You can optionally enter a batch or lot number, or a range of either to include on the report. Leave these fields blank to include all batches and lots.

Received Date From/To

You can optionally enter or select a receipt date or a range of receipt dates to include on the report. Leave these fields blank to include all dates.

Select **Submit (F8)** to generate the report.

Landed Costs by Item/Supplier [31/STPMR]

This task produces a report listing all landed costs assigned to particular items, suppliers, receipt dates and landed cost combinations.

Landed Costs by Item Supplier Selection Window

To display this window, select the Landed Costs by Item/Supplier task.

Use this window to specify the information to include on the report.

Fields

***Note**: For each of the following fields you can enter a single value or a range of values or leave both fields blank to include all values.*

Item From/To

You can optionally enter an item or range of items to include on the report. Leave these fields blank to include all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Supplier From/To

You can optionally enter a supplier or range of suppliers to include on the report. Leave these fields blank to include all suppliers.

You can use the prompt facility on these fields to select from the Supplier Search pop-up.

Received Date From/To

You can optionally enter or select a receipt date, or a range of dates, to include on the report. Leave these fields blank to include all dates up to and including today's date.

Landed Cost Code From/To

You can optionally enter a landed cost code or range of codes to include on the report. Leave these fields field blank to include all cost codes.

You can use the prompt facility on these fields to select from the LAND Landed Costs pop-up.

Detail/Summary

Select one of the following to specify the level of detail on the report:

Summary (1) - To produce a summary report

Detail (2) - To produce a detailed report

Select **Submit (F8)** to generate the report.

Report on Parameters and Sundry Codes [21/STPMM]

This task produces a report listing all the parameters and codes set up in Style Purchase Management.

Once you have set up your company profile, you must set up the parameters and codes that you need to run Style Purchase Management. System21 is supplied with most of the parameter types that you will need already installed.

Style 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 Style 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.

Select Confirm Submit (F8) to produce the report.

Report on Item Specifications [22/STPMM]

This task produces a report listing all the items set up in Style Purchase Management.

If you are using an inventory application other than System21 Style Inventory Management, you must define every stock item in the Item Specification file.

You will need to set up details of the description, class, nominal code, unit of measure, alternatives and supersession data for each item.

Caution: Where the Style Inventory Management application is installed, Style Purchase Management uses the Items file directly for stock items and the Item Specification file is not required. You would always set up style details within Style Inventory Management.

Item Specification Report Selection Window

To display this window, select the Report on Item Specifications task.

Use this window to specify the information to include on the report.

Fields

From Item/To Item

You can optionally enter an item or range of items to include on the report. Leave these fields blank to include all items.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Press Enter to generate the report.

Report by Purchasing Officer Names [23/STPMM]

This task produces a report listing all the purchasing officers set up in Style Purchase Management.

Select **Confirm Submit (F8)** to produce the report.

Report by Receiving Addresses [24/STPMM]

This task produces a report listing all the receiving addresses set up in Style Purchase Management.

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

Receiving addresses are set up in the Supplier Master file using a dummy supplier (identified in the company profile) and a 3-character code entered through the Receiving Addresses task. You can enter receiving addresses against this account. This can either be done in Accounts Payable or by using a separate task in Style Purchase Management.

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

Select **Confirm Submit (F8)** to produce the report.

Report on Delivery Instructions [25/STPMM]

This task produces a report listing all the delivery instructions set up in Style Purchase Management.

These instructions are assigned to an order in order entry and order amendment, and appear on purchase order prints.

Delivery instructions are set up in the Item Specification file using an item created from the 12-character prefix (identified in the company profile) and a 3-character suffix entered through the Delivery Instructions task.

Select **Confirm Submit (F8)** to produce the report.

Print Shipment Details [26/STPMM]

This task produces a report listing all the shipment details set up in Style Purchase Management.

Shipment Details Print Selection Window

To display this window, select the Print Shipment Details task.

Use this window to specify the information to include on the report.

Fields

Shipment Reference From/To

You can optionally enter a shipment reference or range of shipment references to include on the report. Leave these fields blank to include all items.

Select **Submit (F8)** to generate the report.

Report by User Authority [27/STPMM]

This task produces a report listing all the user authorities set up in Style Purchase Management.

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 the User Authority task, is exceeded, the user is prevented from confirming the acceptance.

Select **Confirm Submit (F8)** to produce the report.

Purchase Authorisation File List [28/STPMM]

This task produces a report listing all the individual user authorisation levels set up in Style Purchase Management.

Select **Confirm Submit (F8)** to produce the report.

Chapter 6 Utilities

6

Style Purchase Management Utilities

Use the Style Purchase Management utilities for database re-organisation and verification. The utilities are not required for the normal day-to-day operations of Style Purchase Management.

Use the utilities to:

- Copy company data when creating a new company
- Clear completed orders from the database and re-organise the files
- Carry out item search rebuilding

When you copy data to create a new company, you can select whether you just want to copy the company profile or the company profile and all the parameter types and codes.

Copy Company [1/STPMU]

You can use this task to create a new company quickly and easily, by copying data from an existing company.

Copy Company Selection Window

To display this window, select the Copy Company task.

Use this window to specify the company to copy and the new company to create.

Fields

From Company

Enter the code of the company to copy.

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

To Company

Enter the code of the company to create. This must be a new and unique code.

Note: *The From company must already exist in Style Purchase Management.*

Sundry Codes Only

You can copy different levels of data to the new company.

Use this checkbox as follows:

Unchecked - To copy all details including sundry codes

Checked - To copy only the company profile and parameters to the new company

Press Enter to copy the details and leave the task.

Clear Down Data Files [2/STPMU]

Use this task to clear all the data in Style Purchase Management. You can use it to clear test data at installation time before the software goes live.

Caution: This task clears all information from all Style Purchase Management companies permanently.

Clear Down Data Files Selection Window

To display this window, select the Clear Down Data Files task.

This task clears all data for all companies in Style Purchase Management.

Caution: This task clears all information from all Style Purchase Management companies permanently.

Press Enter to clear all data files or select **Exit (F3)**. If you press Enter, you must select **Confirm (F8)** to confirm the data clear down.

Cancelled Order Purge [3/STPMU]

You can use this to clear all the cancelled orders from Style Purchase Management.

Cancelled Order Purge Selection Window

To display this window, select the Cancelled Order Purge task.

Use this window to specify the orders to clear.

Fields

Company Code

Enter the company from which to clear the orders.

Order Number

Enter an order number to delete, or leave this field blank to delete all cancelled orders.

Press Enter to clear the orders.

Order Clearance - Select Parameters [4/STPMU]

Use this task to clear historical data from Style Purchase Management. It deletes completed orders, so that files are kept to a manageable size.

A completed order is one that has been fully received and invoiced.

Order Clearance Select Parameters Selection Window

To display this window, select the Order Clearance - Select Parameters task.

Use this window to select the orders to delete.

Fields

Enter Company Code

Enter the company from which to clear orders.

Enter Invoiced Matched Date

Enter or select an invoiced matched date. Only orders completed and matched with an invoice after this date are eligible to be cleared. No orders after this date are deleted.

Enter Number of Transactions to be Retained per Item/Supplier

You can optionally enter the number of transactions to be retained per item/supplier. This many completed orders are retained before the cut off date.

If you leave this field blank, all orders completed up to the entered date are deleted.

Press Enter to clear the orders and leave the task.

Initialise Parameter File [5/STPMU]

You can use this task to re-set the data in Style Purchase Management. It is usually used at installation to re-set test data before going live.

Caution: This will clear all existing data within Style Purchase Management and re-set the parameters to those of the OSL demonstration data.

Initialise Parameter File Selection Window

To display this window, select the Initialise Parameter File task.

Use this window to confirm the re-set of the Style Purchase Management data.

Caution: This will clear all existing data within all Style Purchase Management companies and reset the parameters to those of the OSL demonstration data.

Press Enter to submit the job and leave the task.

Purchase Order Audit Purge [6/STPMU]

You can use this task to clear order header and line details that were not deleted by the Order Amend Audit print.

NOTE: *PO Additional Line Attributes audit records are not removed by the Order Amend Audit Print.*

Purchase Order Audit Purge Selection Window

To display this window, select the Purchase Order Audit Purge task.

Use this window to enter the purchase orders to clear.

Fields

Select Purchase Order Numbers

From/To

You can optionally enter a single purchase order number or a range of numbers. Leave both these fields blank to delete all order headers and lines.

Functions

Select **Submit (F8)** to submit the job to clear the data and leave the task.

Reconciliation Reports [10/STPMU]

You can use this task to produce exception reports for item supplier profiles and purchase order details.

Reconciliation Reports Selection Window

To display this window, select the Reconciliation Reports task.

Use this window to select the type of report to produce.

Fields

Enter Option

Select one of the following:

Item/Supplier Profile Validation (1) - This is an exception report including:

- No records for a company
- No item specifications
- No suppliers
- Suppliers not active
- Zero prices

Orders File Validation (3) - This checks purchase orders and produces an exception report on the following conditions:

- No item specification
- No supplier found
- Supplier not active
- No purchase officer
- No order header

Press Enter to generate the report and leave the task.

PO Additional Line Attribute Definition [20/STPMU]

Use this task to define a list of up to ten additional data attributes that will be available for maintenance at purchase order line level.

PO Additional Line Attribute Definition Window

To display this window, request the PO Line Attribute Definition task.

You use this window to define up to ten additional data attributes that can be recorded against a purchase order line within Purchase Order Entry and Purchase Order Amendment.

Fields

Attribute Description

Enter up to 20 characters to describe the purchase order line attribute.

NOTE: *This description becomes the label associated with the attribute within the Additional Line Attributes Popup in Purchase Order Entry and Purchase Order Amend*

Code

Enter a valid Inventory Description Parameter Type in order to associate a line attribute to a specific Inventory Description code.

The description of the chosen inventory Description Parameter Type is displayed.

Alternatively, use the prompt facility to select an Inventory Description Parameter Type from a list of valid parameter types

Functions

Delete (F11)

Use this to remove the PO Additional Line Attribute Definition from the database

Note: *Once the definition of PO Additional Line Attributes is removed you will not be able to enter additional line attributes within Purchase Order Entry and Purchase Order Amend.*

Request **Update (F8)** to save the entered information.

Chapter 7 3-Way Invoice Match

7

Invoice Match [1/STPMW]

Use this task to enter Accounts Payable invoices to the unmatched log or the ledger and details of their match to purchase orders and advice notes. It mirrors the standard Accounts Payable item entry, requiring the entry of session details (type, period, batch number and total) before selection of a supplier.

Supplier Item Entry Start Session Window

To display this window, select the Invoice Match task.

Note: *If there is more than one Style Purchase Management company associated with the General Ledger, a Company Selection pop-up is displayed before this window.*

Use this window to enter the document type and posting period, together with the control value.

Fields

Session Number

This field displays the session number.

Document Type

Select one of the following:

Invoice (IN)

Credit (CR)

Posting Period

Enter the posting period. The default is the Accounts Payable posting period.

Batch Number

Enter the batch number.

Note: *This field is only displayed if the Use Batch Controls field is checked in the Purchase Ledger company profile.*

Control Value

Enter the control value.

Functions

Override Batch Number (F19)

Use this to change the batch number.

Press Enter to display the Invoice Posting Supplier Selection window.

Invoice Posting Supplier Selection Window

To display this window, enter the details and then press Enter on the Supplier Item Entry Start Session window.

Use this window to select the supplier.

Fields

Supplier

Enter the supplier.

Alternatively, use the prompt facility to select from the Supplier Selection by Account Code pop-up.

Text

Enter one of the following:

0 - If there is no additional text

1 - If there is additional text

Functions

End Session (F22)

Use this to end the session with no changes.

Press Enter to display the Invoice Posting Detail window.

Invoice Posting Detail Window

To display this window, press Enter on the Invoice Posting Supplier Selection window.

Use this window to enter the invoice details.

Fields

Supplier

This field displays the selected supplier.

Text

Use this checkbox as follows:

Unchecked - If there is no additional text

Checked - If there is additional text

Currency

This field displays the supplier's default currency.

Period

The selected period is displayed, but can be changed.

Tax Date

Enter or select the tax date, if it is different from the invoice date.

Doc Date

Enter or select the date of the document.

Supp. Ref

Enter the supplier's reference.

Gross

Enter the gross amount. This should equal the sum of goods, tax and additional costs.

Base Value

This field displays the value of the invoice in base currency.

Rate Code

This field displays the default rate code for Accounts Payable.

Ex. Rate

This field displays the exchange rate for the supplier's currency.

Tax

You can optionally enter the tax value.

Note: *This must reconcile to the total tax entered through the Tax Dissection window. For acquisition tax this will be 0. Tax details are entered through the Tax Dissection (F13) function.*

Supp. Tax

This field displays the supplier's tax code.

Add Costs

You can optionally enter the value of any additional costs, such as carriage or insurance.

Note: *This must reconcile to the total additional costs entered through the Additional Costs window, which are in addition to the goods value. They are entered through the Add Costs (F10) function.*

Discount

One of the following is displayed, but can be changed:

0 - If there is no discount to be offered on this invoice

1 - If there is a discount to be offered on this invoice

Disc Rate

This field displays the discount rate that is applied on settlement.

Disc Code

This field displays the discount code that holds the percentage discount structure for the supplier.

Disc Value

This field displays the discount value.

Due Date

Enter or select the due date.

Order Ref

Enter an order reference.

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

Note: *An entry in this field determines which window is displayed next.*

Note: *The order reference and advice reference are used in the following way:*

Note: *If the match is exactly one-for-one and there are no differences, both numbers are entered.* ***Update (F8)*** *completes the match after requesting a confirmation and creates the ledger item.*

Note: *If the match is to one purchase order but for several advice notes, the order number is entered and the advice note left blank.* ***Update (F8)*** *retrieves all advice notes for the specified order from which a selection is made.*

Note: *If the match is to many orders and advice notes, both fields are left blank.* ***Update (F8)*** *displays all available advice notes from which a selection can be made.*

Note: *If no match to advice notes is to be made but the item is to be posted to the unmatched log, both these fields are left blank.* ***Update (F8)*** *displays all available advice notes. Selecting* ***Add (F10)*** *to* Unmatched Invoice then allows the selection of purchase orders.

Advice

Enter the advice note number if the invoice is for a delivery.

Note: *An entry in this field determines which window is displayed next.*

Ext.Terms

The extended terms are displayed.

Status

Select one of the following:

Blank - To include the item in the automatic payment cycle when its due date is reached and the supplier is included

Select (1) - To select the item to be paid next time you run a payment due report

Hold (3) - To hold the item until it is released

Prompt Pay (9) - To include the item in the next automatic payment cycle if the supplier is included, irrespective of the supplier's payment terms

Tax Calc

Enter one of the following:

0 - To enter both goods and tax values line by line

1 - To enter the gross goods value and have the tax automatically calculated

2 - To enter the total value of the line and have the goods value and tax automatically calculated

Cash Tax

One of the following is displayed:

0 - If this is not a cash-based tax supplier

1 - If this is a cash-based tax supplier and the invoice is tax reclaimable only on payment

Text

Enter any additional text.

Desc

Enter a text description.

Functions

Add Costs (F10)

Use this to display the Additional Charges window. You can only use this if an amount has been entered in the Add Costs field.

Supplier (F12)

Use this to return to the Invoice Posting Supplier Selection window.

Tax Dissection (F13)

Use this to display the Select Tax Code pop-up. You use this to specify a change to the default tax dissection.

Override Rate (F17)

Use this to display the Override Conversion Parameters window.

End Session (F22)

Use this to display the Supplier Item Entry End Session window.

Select **Update (F8)** to save the information and display the Invoice Posting Select Advice Notes window.

Alternatively, the Matched Advice Note Detail window will be displayed if an entry has been made in the Order Ref and Advice fields.

Additional Charges Window

To display this window, enter an amount in the Add Costs field and then select **Add Costs (F10)** on the Invoice Posting Detail window.

Use this window to add additional costs to the invoice.

Fields

Supplier

This field displays the selected supplier.

Additional Charges Value

This field displays the total value of the additional charges.

Goods Value

This field displays the total value of the goods.

Cost Description

This field displays the cost description.

G/L Account

This field displays the GL account number.

Value

This field displays the value of the additional charges.

Cost Description

Enter a description for the additional charges.

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 GL account number.

Value

Enter the value of the additional charges.

Options

Select

Use this to select a line for amendment.

The details are displayed in the fields at the bottom of the window.

Delete

Use this to mark a cost as deleted.

Select **Update (F8)** to save the information and return to the Invoice Posting Detail window.

Select Tax Code Pop-up

To display this pop-up, select **Tax Dissection (F13)** on the Invoice Posting Detail window.

Use this pop-up to enter the tax details. It displays all tax codes for the attached GL company. Related goods and values are entered against these. Validation ensures that a mix of acquisition and non-acquisition tax codes, or tax codes with different discount bases, is not possible.

Fields

Tax Value

This field displays the total tax value.

Goods Value

This field displays the total value of goods.

Tax Code

This field displays the tax code.

Rate on DD/MM/YY

This field displays the current rate.

Account

Enter the account number.

Goods Value

Enter the goods value.

Tax Value

Enter the tax value.

Select **Update (F8)** to save the information and return to the Invoice Posting Detail window.

Matched Advice Note Detail Window

To display this window, enter values in the Order Ref and Advice fields and then select **Update (F8)** on the Invoice Posting Detail window.

Use this window to select the item lines to match to the invoice.

Fields

Supplier

This field displays the selected supplier.

Total Matched

This field displays the total matched. When a line is selected with **1**, press Enter to re-calculate this total.

Advice Note No

This field displays the selected advice note number.

Advice Note Date

This field displays the date of the advice note.

Advice Note Value

This field displays the value of the selected advice note.

Select (Sel)

Select one of the following:

Match (1) - To select the line for matching

Press Enter to calculate the Total Matched and Line Matched values.

Advice Details (5) - Use this and then press Enter to enter the first and second quantities to be split.

Re-instate Line Value (9) - Use this and then press Enter to re-instate the line values. This re-calculates the Total Matched and Line Matched fields

Line

This field displays the line number.

Item

This field displays the item code.

G/L Account

This field displays the General Ledger account code.

Rcpt Qty

This field displays the receipt quantity.

Line Value

This field displays the line value.

Matched

This field displays the matched value. This value is updated when you select **Match** against a line and then press Enter.

Functions

Add Selected Item to the Invoice Log (F10)

Use this to display the Location Code pop-up.

Select All (F15)

Use this to populate all item lines with **Match**, to indicate they are to be matched.

Display All Advices (F18)

Use this to display the Invoice Posting Select Advice Notes window.

Select **Update (F8)** to update the matched details and to display the Invoice Posting Summary window.

Invoice Posting Select Advice Notes Window

To display this window, select **Update (F8)** on the Invoice Posting Detail window.

Note: *The window displayed depends on what was selected on the previous window: Order Reference, or Advice Number.*

Use this window to select an advice note to match.

Fields

Supplier

This field displays the selected supplier.

Supplier Ref

This field displays the supplier reference.

Total Matched

This field displays the matched total.

Goods Value

This field displays the total value of goods.

Select (Sel)

Select one of the following:

Match (1) - To mark the advice note for matching

The Matched Value and Total Matched fields are updated.

Advice Detail (2) - To display the Invoice Entry Advice Note Detail Maintenance window

Reinstate Line Values (9) - To de-select an advice note, re-instate the line value and re-calculate the Matched Value and Total Matched fields

P/O No.

This field displays the purchase order number.

Advice Note

This field displays the advice note number.

Date

This field displays the date.

Value

This field displays the value.

Matched Value

This field displays the matched value. This field is updated when **Match** or Re-instate Line Values is selected in the Select field.

Cur

This field displays the currency.

Functions

Add to Unmatched Invoice Log (F10)

Use this to display the Location Code pop-up, to enter details of the location of the invoice.

Note: *A purchase order line cannot be added to the Log/Ledger for batch matching if it has an IC Company associated.*

Select **Update (F8)** to display the Invoice Posting Summary window.

Invoice Entry Advice Note Detail Maintenance Window

To display this window, select Advice Detail against a line on the Invoice Posting Select Advice Notes window.

The window displays all items on the selected delivery. Use this window to select an item to match, to maintain details or to enter details of a split receipt.

Fields

Supplier

This field displays the selected supplier.

Advice Note Date

This field displays the date of the selected advice note.

Advice Note No

This field displays the number of the advice note.

Advice Note Value

This field displays the total value of the advice note.

Select (Sel)

Select one of the following:

Match (1) - To select the item for matching

Select **Update (F8)** and if the matched value agrees with the invoice value, the Suppler Item Entry End Session window is displayed.

Line Details (2) - To display the Item Price Calculation pop-up

Split Receipt (5) - To display the Item to be Split window

Enter the first and second quantities, press Enter to display the SKU Split Matrix window, enter the SKU split and then press Enter to return to the Invoice Entry Advice Note Detail Maintenance window.

Line

This field displays the line number.

Item

This field displays the item code.

G/L Account

This field displays the GL account number.

Rcpt Qty

This field displays the receipt quantity.

Line Value

This field displays the line value.

Functions

Select All (F15)

Use this to select all lines for matching. The Select field is populated with **Match** for all items.

Select **Update (F8)** to display the Invoice Posting Summary window.

Item Price Calculation Pop-up

To display this pop-up, select Line Details against a line on the Invoice Entry Advice Note Detail Maintenance window.

Use this pop-up to amend the value for the selected item.

Note: *Any updates will create price/quantity variances, but will not update either the actual receipt or the quantity received into Inventory.*

Fields

Style Item Price

This field displays the style item price.

Order Disc 1

This field displays the first discount for the order.

Order Disc 2

This field displays the second discount for the order.

Line Disc 1

This field displays the first discount for the order line.

Line Disc 2

This field displays the second discount for the order line.

Style Order Price

This field displays the style order price.

Invoice Qty

The item quantity on the invoice is displayed, but can be changed.

Line Value

The total value of the order line is displayed, but can be changed.

Price Level (Untitled)

Enter one of the following:

0 - If the item is priced at style level

1 - If the item is priced down to SKU level

Landed Costs

This field displays the value of any landed costs.

Goods Value

This field displays the total value of the goods.

Select **Update (F8)** to save the information and return to the Invoice Entry Advice Note Detail Maintenance window.

Location Code Pop-up

To display this pop-up, select **Add to Unmatched Invoice Log (F10)** on the Invoice Posting Select Advice Notes window.

Use this pop-up to enter the location of the invoice.

Fields

Location Code

Enter the location code for the selected advice note.

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

Press Enter to display the Invoice Entry window.

Invoice Entry Window

To display this window, select a location code or enter a location code and then press Enter on the Location Code pop-up.

Use this window to enter the purchase order number.

Fields

Purchase Order No

Enter the purchase order number.

Advice Note No

Enter the advice note number.

Goods Value

This field displays the total goods value.

Supplier Invoice No.

This field displays the supplier invoice number.

Press Enter to display the Invoice Entry Unmatched Log window.

Invoice Entry Unmatched Log Window

To display this window, enter a purchase order number and then press Enter on the Invoice Entry window.

Use this window to select the purchase order.

Fields

Supplier

This field displays the selected supplier.

Supplier Ref.

This field displays the supplier's reference.

Accum. Value

This field displays the accumulated value.

Goods Value

This field displays the goods value.

Select (Sel)

Select one of the following:

Select (1) - To select an order line

The order is added to the unmatched log.

Amend (2) - To display the Invoice Entry Unmatched Log Line Maintenance pop-up

P/O No

This field displays the purchase order number.

Line

This field displays the line number.

Advice Note No

This field displays the advice note number.

Item

This field displays the item code.

G/L Account

This field displays the General Ledger account.

P. Order Qty

This field displays the purchase order quantity.

Line Value

This field displays the order line value.

Functions

Next Order No. (F10)

Use this to display details of the next order.

Select an order line with Match and then select **Update (F8)** to display the Invoice Posting Summary window.

Invoice Entry Unmatched Log Line Maintenance Pop-up

To display this pop-up, select an order line with Amend and then press Enter on the Invoice Entry Unmatched Log window.

Use this pop-up to amend details for the selected order line.

Fields

Advice Note No

Enter the advice note number.

G/L Account

This field displays the General Ledger account code.

Invoice Qty

The invoice quantity is displayed, but can be amended.

Line Value

The line value is displayed, but can be amended.

Price Level (Untitled)

One of the following is displayed, but can be changed:

0 - If pricing is at style level

1 - If pricing is down to SKU level

Landed Costs

This field displays the landed costs total.

Goods Value

This field displays the total goods value.

Select **Update (F8)** to save the details and return to the Invoice Entry Unmatched Log window.

Invoice Posting Summary Window

To display this window, select an order line and then select **Update (F8)** on the Invoice Entry Unmatched Log window.

Use this window to complete or to continue posting invoices.

Fields

Last Item

The item from the last invoice is displayed, together with the currency and invoice total.

Our Ref.

This field displays the reference.

Supp. Ref.

This field displays the supplier's reference.

Supplier

Enter the supplier and then press Enter to display the Invoice Posting Detail window to continue posting further invoices.

Text

Enter one of the following:

0 - If there is no additional text

1 - If there is additional text attached

Functions

End Session (F22)

Use this to complete current invoice posting.

Select **End Session (F22)** to display the Supplier Item Entry End Session window.

Supplier Item Entry End Session Window

To display this window, select **End Session (F22)** on the Invoice Posting Summary window.

Use this window to update or cancel the posting session.

Fields

Batch Number

This field displays the batch number.

Control Value

This field displays the control value from the invoice header.

Accumulated Matched

This field displays the accumulated matched quantity.

P/L Session

This field displays the Purchase Ledger session number.

Accumulated Unmatched

This field displays the accumulated unmatched quantity.

Discrepancies

This field displays the discrepancy value.

No of Docs Entered

This field displays the number of documents entered.

Functions

Enter More Items (F10)

Use this to re-display the Invoice Posting Summary window.

Cancel Session (F23)

Use this to cancel the session and leave the task.

Select **Update Session (F8)** to update the session and leave the task.

Unmatched Invoice Maintenance [2/STPMW]

Use this task to maintain unmatched invoices entered through 3-way Match. The following details can be maintained:

- Line quantities
- Prices
- Additional charges
- Tax details
- GL accounts

Note: *The overall invoice total cannot be updated.*

Unmatched Item Maintenance Selection Window

To display this window, select the Unmatched Invoice Maintenance task.

Use this window to enter the selection criteria.

Fields

Supplier

Enter the supplier.

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

Item Type

Enter the item type.

Item Reference

Enter the item reference.

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

Press Enter to display the Unmatched Item Maintenance Detail window.

Unmatched Item Maintenance Detail Window

To display this window, enter the selection criteria and then press Enter on the Unmatched Item Maintenance Selection window.

Use this window to maintain the selected item details.

Fields

Supplier

This field displays the selected supplier.

Item Reference

This field displays the selected item reference.

Invoice Goods Value

This field displays the value of the goods on the invoice.

Accum. Goods Value

This field displays the accumulated value of the goods.

Accum. Landed Costs

This field displays the accumulated value of the landed costs.

Item

This field displays the item code.

Advice Note

This field displays the advice note number.

G/L Account

This field displays the General Ledger account code.

Order Qty

This field displays the order quantity.

Goods Val/Land Cost

The value of the goods and the landed costs are displayed.

Options

Amend

Use this to select the line for amendment. The line details are displayed in the fields at the bottom of the window.

Functions

Additional Charges (F10)

Use this to display the Additional Charges window.

Tax Dissection (F13)

Use this to display Tax Dissections pop-up.

Select **Update (F8)** to update the changes made to the unmatched log.

Invoice Batch Match [3/STPMW]

Use this task to submit a batch job that checks all unmatched invoices. Based on the advice note number on each invoice, it checks the receipt file for any receipts which have the same advice note number. If they are found, each individual receipt is compared to the lines on the unmatched invoice and then matched, provided all values are within the tolerances set up in the delimiter file.

Four reports are produced:

- Matched Items report

This displays details of each invoice log item that was successfully matched.

- Unmatched Items report

This lists all items on the unmatched log that failed to match; the reason for failure is also displayed.

- Unmatched Items/Receipts report

This lists details of invoices still on the unmatched log. The following details are displayed:

  - Account Number
  - Supplier
  - Item Reference

    - Supplier Reference
    - Purchase Order Number
    - Goods Value
    - Unit of Measure
    - Quantity
    - Price
- Invoice Log Header report

This lists all invoices on the unmatched invoice log.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Delimiter Maintenance [4/STPMW]

Use this task to set up the tolerance values that are used when deciding whether a match can be completed. Variance tolerances can be entered for a quantity percentage, a price percentage or value along with a number of days - past expected date, past received date for an invoice and past an invoice date for a receiver. The tolerances can be defined at company, supplier or at purchase order level. Where user-level authorities are being used, separate delimiter defaults need to be entered for each user authorised for 3-way match processing.

Invoice Matching Delimiters Selection Window

To display this window, select the Delimiter Maintenance task.

Use this window to enter the selection criteria.

Fields

User ID

Enter the user ID.

Note: *This field is only displayed if the User Level Authority Required field is checked in the Style Purchase Management company profile.*

Supplier

Enter the supplier.

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

Purchase Order

Enter the purchase order number.

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

Line Number

Enter the line number.

Press Enter to display the Invoice Matching Delimiters Detail window.

Invoice Matching Delimiters Detail Window

To display this window, enter the selection criteria and then press Enter on the Invoice Matching Delimiters Selection window.

Use this window to enter the tolerance values.

Fields

User ID

This field displays the selected user ID.

Supplier

This field displays the selected supplier.

Purchase Order

This field displays the selected purchase order number.

Line Number

This field displays the selected line number.

Quantity Variance % From/To

Enter the quantity variance percentage range.

Price Variance % From/To

Enter the price variance percentage range.

Price Variance Value From/To

Enter the price variance value range.

Days Past Expected Date

Enter the number of days past the expected date for the goods receipt date that will be tolerated.

Days Past Received Date for Invoice

Enter the number of days past the received date for the invoice date that will be tolerated.

Days Past Invoice Date for Receiver

Enter the number of days past the invoice date for the goods received date that will be tolerated.

Functions

Delete (F11)

Use this to delete the entries.

Select **Update (F8)** to save the details and to set the tolerances.

Purge Audit Trail [11/STPMW]

Use this task to clear down data from the Audit Trail file, based on a selected latest purge date.

Purchase Invoice Match Audit Purge Selection Window

To display this window, select the Purge Audit Trail task.

Use this window to select the invoices to purge.

Fields

Select Latest Invoice Date to Purge

You can optionally enter the latest invoice date that you want to purge. Leave this field blank to include all data.

Select **Submit Job (F8)** to submit the batch job for processing.

Chapter 8 Importing

8

Letter of Credit [1/STPMI]

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/STPMI]

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:

1. 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.
2. 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.
3. 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.
4. Each shipment can be broken down into one or more containers, particularly for ocean shipments.
5. 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
6. 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.

7 If you are building a supplier shipment, lines are only shown if they have not yet arrived at the port of departure.

8 If you are building a consolidator shipment, lines are restricted to those which have already been defined to a supplier shipment.

9 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

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 - Purchase Order Line Splitting Pop-up

To display this pop-up, enter a quantity and then press Enter on the Build Shipment - Split Lines pop-up.

Use this pop-up matrix to apportion the split quantity across the SKUs.

Fields

Quantity

Enter the quantities to be shipped.

Press Enter to return to the Shipment/Container Maintenance window.

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.

Caution: 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.

Caution: Care must be taken when using the Rec/Matrix option (Receive by Matrix). This is mainly for adjustments to SKUs where the quantity still equals the total line quantity. Where a difference occurs, either the split or lost options should be used to adjust the order line prior to receipt.

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/STPMI]

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/STPMI]

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/STPMI]

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.

Caution: 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.

Fields

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.

Fields

Country

You must enter a valid country code for this supplier.

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

Region

You can optionally enter the region for this supplier.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Tax Country

You must enter a valid country code for this supplier.

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

Tax Registration

Enter the tax registration code for this supplier.

Terms of Delivery

You can optionally enter the terms of delivery for this supplier.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery 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.

Statistical Procedure

You can optionally enter the statistical procedure for this supplier.

Siret Number

You can optionally enter the siret number for this supplier.

Functions

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/STPMI]

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/STPMI]

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.

Fields

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/STPMI**].

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/STPMI**].

Select **Update (F8)** to save any changes and re-display the window.

ASN Names & Addresses [15/STPMI]

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 ASN 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/STPMI]

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/STPMI]

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. The enquiry allows you to drill down to SKU quantities and to enquire on shipments.

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.

Style

You can optionally enter a valid style to restrict the enquiry.

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

Season

You can optionally enter a valid season code, in conjunction with a style, to restrict the enquiry further.

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

Note: *The Season field is not displayed when seasonality is not switched on.*

Enter a purchase order number and then press Enter to display the Import Order Status Enquiry Detail (Order) window.

Enter a style (and optionally a season) and then press Enter to display the Import Order Status Enquiry Detail (Style) 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 Shipped field shows the quantity of the SKU that has left the supplier but not yet reached the consolidator.*

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.

SKU Level Details

Use this to view SKU-level details.

Select Shipment or SKU Level Details against a line to display the appropriate enquiry.

Import Order Status Enquiry Detail (Style) Window

To display this window, enter a style 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 Shipped field shows the quantity of the SKU that has left the supplier but not yet reached the consolidator.*

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.

SKU Level Details

Use this to view SKU-level details.

Order

Use this to display the Order Summary window.

Select Shipment, SKU Level Details 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 (Style) 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/STPMI]

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.

Appendix A Glossary

A

Accruals

Goods that have been received, but not yet matched against a supplier's invoice

Advice Note

A document received from the supplier giving details of goods delivered, and/or promised dates for goods to be received in the future

Blanket Order

This is a type of scheduled order, but the commitment to quantities and dates is only provisional. It is processed in the same way as a normal scheduled order within this application.

Confirm Flag

This is a user-defined code used to describe the current status of a purchase order line, for example, C - confirmed, D - Delayed, or Q - Queried. It is not validated and is used for selection purposes.

Delivery Instructions

This is a set of text with information regarding delivery of goods, which can be selected for printing on the purchase order.

Department

The department within the company that is responsible for the purchase order

Expected Date

This is the date on which the goods can realistically be expected to be delivered. It defaults to the Promise Date if not specified.

Goods Receipt Note

A document produced within the application that provides details of the goods received within the current session

Invoice Match

The matching of an invoice received against goods previously delivered, for a specified supplier

Item Class

This is a code used to classify items within this application. These classes must be defined as valid parameters and are used for selection purposes.

Job Number

A user-defined code that can be associated with a whole order or order line

Label

Details of goods received may be printed automatically on labels within this application. The label may then be attached to the goods for future identification.

Line Order

A non-scheduled order, that is, a single delivery is expected for each order line

Order Class

Specifies if the order is for stocked items, non-stocked items or services

1-4 represent stock orders

5-8 represent non-stock orders (where 6 is a service order)

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

The person responsible for the purchasing control of particular items within this application

Receiving Address

A set of addresses may be maintained which represent all possible receiving sites/locations within the company. These are selected when processing the order.

Request Date

The date on which the goods are requested, and required, for delivery

Returns

Goods to be shipped back to the supplier, for example, when damaged, over delivered, or of an incorrect specification

Schedule Type

This designates the type of order:

S - Scheduled order

B - Blanket Order

Blank - Line order

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.

Scrap Reason Code

This defines the reason for returning goods to a supplier, or scrapping goods against an order.

Shipping Order

The reference given by the Supplier to the shipment satisfying the purchase order

SKU

The SKU (Stock Keeping Unit) represents the lowest level of definition for a style whether it is a simple one-dimensional or a four-dimensional product. For example, an item with an assigned style with colours, fittings and sizes is a four-dimensional product. Together, these dimensions constitute the SKU and differentiate it from other items.

Supplier

A code representing the vendor, which must be valid in the Supplier Master File

Supplier Item Reference

The supplier's catalogue code/item code for the purchased item

User Authority

Values are assigned to users in order to control the confirmation of both under and over delivery of goods and invoice pricing. This is used in Goods Receiving and Invoice Matching.