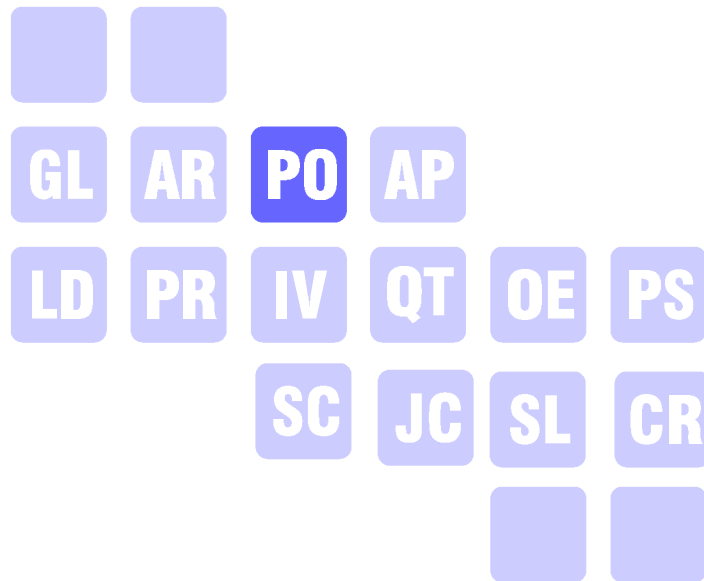




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Section 4

# PURCHASE ORDER



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Starr Computer Systems Inc.  
6126 Melissa Lane  
Omaha, Nebraska 68152  
(402) 571-1722  
<http://www.starrcs.com/>

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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Purchase Order module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

## STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## WHAT CAN IT DO FOR ME

Our Purchase Order system will save you time. These savings are possible in several areas:

- The Purchase Order system is fully integrated with the Accounts Payable, Inventory, and Job Costing systems (these other modules then pass the financial data to the General Ledger). You enter the purchase order data once, and the data automatically flows into the other accounting modules. Our system eliminates double work.
- With Starr Accounting, you don't even need to manually enter purchase orders. Purchase orders are automatically generated from the Inventory "Reorder items" and the Quotation "Generate purchase orders" programs.
- You save time faxing your orders. The purchase order (as well as all other Starr Accounting reports) can be faxed directly from your computer screen. If you want to save on phone charges, the fax can be scheduled to run when phone charges are lowest.

Our Purchase Order system catches errors and keeps you in control. In the real world, the majority of arriving shipments do not match your original purchase order. Either the quantity is different, the price is incorrect, or it is a partial shipment. In our receiving program it is easy to process these differences, but it always notifies you of them.

## FEATURES OF THE SYSTEM

Purchase Order interfaces with the Accounts Payable and Inventory systems, and optionally with the General Ledger and Job Costing systems. The Purchase Order system keeps track of each purchase order; from order placement to shipment to the time the order is received. It automatically updates Accounts Payable, General Ledger, Inventory, and Job Costing. Both inventory and non-inventory purchases may be job costed. Purchase order status and commitment information are readily available, including current pricing information. With the Starr Purchase Order system, you will have complete purchasing management control.

The Starr Purchase Order system is designed to:

- Allow easy entry of purchase orders
- Provide for convenient entry of received goods, and invoice data
- Generate purchase orders, and other management reports
- Update the associated Accounts Payable, General Ledger, Inventory, and Job Costing files with no additional entry
- Provide for a complete Purchase Order history

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Purchase Order system include:

- Interactive, menu-driven programs
- Complete outstanding order data, with on-line query at any time
- Automatic interface with Accounts Payable, General Ledger, Inventory, and Job Costing
- User-defined P/O history
- Self-instructing user documentation
- On-line order query at any time
- Comprehensive management reporting
- Sample data for training

## **HOW THE SYSTEM IS DESIGNED**

Orders are entered through the "Order maintenance" module. Order headers are maintained by the "Order header maintenance" program. The order header contains the vendor name and address, shipping name and address, shipping instructions, terms, and other information important to this particular order.

Order lines are entered via the "Order lines maintenance" program. The order line contains the part number and description, vendor's part number, order and ship quantities, cost, promised date, weight and volume, serial number, and other information relating to this line item.

Each order line is posted to the Inventory on order fields as the order lines are created. Orders may be inspected on the CRT screen via the Order Inquiry program.

A receivings program exists to enter the date and quantity of received goods. When an invoice is received, this same program is used to enter invoice data, including any miscellaneous charges (e.g. freight, sales tax, etc.).

A post receivings process exists to provide an edit report of received goods, generate Accounts Payable transactions, post to Job Costing, generate Inventory transactions, and close received P/O's. Lines that are only partially received will be closed, and a new line will be automatically created for the balance.

A complete history of received P/O's is maintained. A purge program exists to delete received P/O's older than a specified date.

Purchase orders are printed either on plain paper, continuous letterhead, or pre-printed forms. Main reports include "Order file (long form)" and "Orders file (short form)"; options exist to print all orders or only open orders. Other reports include "Post Receivings Edit" and "Audit Trail Of Purged P/O's".

## **BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS**

The Purchase Order system contains eighteen programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each main program is briefly described below.

- **Control file maintenance**

This program maintains the P/O Control File parameters.

- **Order header maintenance**

This program maintains order headers.

- **Order lines maintenance**

This program maintains order lines (line items associated with an order header).

- **Order inquiry display**

This program displays order header information and associated line items on the terminal screen in a condensed format.

- **Receiving**

This is used to enter receiving information for an existing purchase order in a quick and easy method. Both invoice and line item information can be entered. Allows for price and quantity adjustments to the order.

- **Post Receiving**

This is a series of programs that prints an edit report of received purchase orders, generates Accounts Payable transactions, posts to Job Costing, generates Inventory transactions, and closed received purchase orders.

- **Reset inventory P/O quantity**

This program re-computes the Inventory purchase order quantity based upon the purchase order lines.

- **Print orders (long form)**

A complete listing of the Order Header and Order Lines file is produced by this program. This program has sorting and record selection options.

- **Print orders (short form)**

An abbreviated listing of the Order Header and Order Lines file is produced by this program. This program has sort and record selection options.

- **Print order forms**

Prints purchase order forms on either plain paper, continuous letterhead, or pre-printed forms.

- **Inventory A/P difference report**

Prints order lines that have been posted to Inventory but not to Accounts Payable. Represents items that have been received into Inventory but whose corresponding invoices have not been processed via P/O Receiving.

- **Purge purchase orders**

Purges purchase orders in a selected date range, and optionally print an audit trail of purged orders.

---

# CHAPTER TWO PROCEDURES

## LOADING INITIAL DATA

The following procedure is used to load your initial open purchase orders when you started using the Starr Purchase Order system.

The initial data load procedure follows:

1. Load your Inventory Master records. See the Inventory documentation.
2. Enter your open orders. This will reserve the order line quantities in the corresponding Inventory Master records.

## DAILY PROCEDURES

This procedure is performed after you receive a shipment of product.

1. Use the "Receivings" program to identify the items received. If an invoice was received, also enter the invoice information. To make most efficient use of your time, do this for all purchase orders corresponding to the shipment received.
2. Run the "Post receivings" program.

## MONTH END PROCEDURES

There are currently no Purchase Order month end procedures.

## YEAR END PROCEDURES

There are currently no Purchase Order year end procedures. However, you may want to purge old orders via the purge program.

---

# CHAPTER THREE PROGRAMS

## CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define control information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. Record number  
The control file record number.
2. Custom option  
Used to control custom P/O features. No custom options are currently defined.  
Enter the sum of the features to turn on multiple features.
3. Order copies  
The number of copies of the purchase order to print.
4. Order number  
The last order number used. Automatically maintained by the system; incremented by one every time an order is added.
5. Company name control

0

If "Yes", prints the company name and address in the upper left corner of the forms. Should only be "Yes" when printing forms on blank paper.

6. Field descriptions control

If "Yes" prints field descriptions prior to fields on forms. Should only be "Yes" when printing forms on blank paper or continuous letterhead.

7. Account number

If "Yes", prints the General Ledger account number on each line of the Purchase Order form.

8. Location

If "Yes", prints the inventory location on each line of the Purchase Order form.

9. P/O name code

Purchase order name code. (0 = none, 1 - 3 = contact name #1 - contact name #3)

10. P/O fax code

Purchase order fax name/ number code. (0 = none, 1-3 = contact name #1 - contact name #3)

11. Write IVTRAN

When "Yes", will write Inventory transactions when receiving. When "No", does not write Inventory transactions when receiving.

12. Write APTRAN

When "Yes", will write Accounts Payable transactions when receiving. When "No", does not write Accounts Payable transactions when receiving.

13. Default shipping name and address

The default shipping name, address, phone number, and contact name; as they are to appear on the purchase order forms.

## ORDER HEADER FILE MAINTENANCE

This program is used to maintain purchase order header records. The order header contains the name, address, and other general invoice information (all information except the line items).

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the record flag. This flag is used by the system to identify the status of that record. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 8

This condition exists when the record has been marked for receiving.

2. Status condition 64

This condition exists when the entire purchase order has been received (all the lines have been received).

### Record Fields

The record fields are:

1. Vendor key

The key of the vendor that gets the purchase order. The system immediately verifies that it is a valid vendor, and automatically fills in all associated vendor fields in the order header.

2. Order number

Your internal order number. In add mode leave this field blank; the system will automatically assign the next order number.

3. Ship to customer key

If A/R is implemented, this field can be used to default the ship to name and address from the A/R customer file. This would be the case if the purchase order is a direct ship to a customer.

4. Requisition number

5. Requester  
Identification of person requesting the order.
6. Buyer  
Identification of buyer.
7. Order date
8. Promised date  
Promised shipping date.
9. Shipping/delivery instructions
10. Comment  
This comment will automatically appear in the first comment line of the purchase order form.
11. Vendor contact name
12. Vendor company name
13. Vendor address line one
14. Vendor address line two
15. Vendor city, state, and zip code
16. Vendor phone number
17. Vendor fax phone number
18. Ship to contact name
19. Ship to company name
20. Ship to address line one
21. Ship to address line two
22. Ship to city, state, and zip code

23. Ship to phone number

24. Terms code

The terms code of the terms you are offered on this purchase.

25. Taxable

The default line item taxable code.

26. Adjustment %

The default line item adjustment percentage. Each line item will be initially marked up/down by this percentage, but can be overridden manually. Discount percentages must be entered as a negative number.

27. Job key

Job Costing key.

28. Job cost code

Job Cost posting code, for costing line items when received to Inventory.

29. Job warranty code

Job Cost warranty code, for costing line items when received into Accounts Payable.

## ORDER LINES FILE MAINTENANCE

This program is used to maintain purchase order line item records. The order lines contains the line items associated with an order header.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the record flag. This flag is used by the system to identify the status of that record. The value of the flag will be the SUM of the status conditions. The various conditions follow:

1. Status condition 2

This condition exists when the record has been posted to its corresponding Inventory Master record.

2. Status condition 4

This condition exists when the line item is an extension line item. Extension line items are automatically created by the post receivings program when part of the quantity was received; the order quantity of the original line item is set to the received quantity, and an extension line item is created for the quantity not received.

3. Status condition 8

This condition exists when the record has been marked for receiving.

4. Status condition 16

This condition exists when the post receivings programs write an Inventory transaction for this line item.

5. Status condition 32

This condition exists when the post receivings programs write an Accounts Payable transaction for this line item.

6. Status condition 64

This condition exists when the purchase order line item has been received.

## Record Fields

The record fields are:

1. Vendor

Purchase Order header vendor key.

2. Order number

The order number of the associated order header.

3. Line number

The line item line number. In add mode, leave this field blank; the system will automatically assign the next available line number. When the program assigns line number, it starts with "0010" and increments by "0010" for each new line; this permits adding up to nine more new items between already existing lines. When the program automatically assigns line numbers, the maximum number of lines on an order/return is 999; when manually assigning line numbers, the maximum is 9999.

4. Record type

Enter "D" for detail, or "N" for note. Detail records are described below. Note records contain a single item; a 76 character free-format note or comment. There can be any number of note records.

5. Item location

6. Part number

The item part number.

If a non-stock item but what follows the “\” character is a valid part number, the system will default the inventory fields using the corresponding Inventory Master fields.

7. Description

The item description.

8. Quantity ordered

9. Quantity received

10. Quantity due

11. Unit cost

Cost per purchase unit.

12. Taxable

Enter "Yes" if a taxable item; enter "No" if the item is not taxable.

13. Unit weight

Weight per purchase unit (in pounds).

14. Unit volume

15. Promised date  
Promised ship date.
16. Received date
17. Vendor's part number  
Vendor's inventory item part number.
18. Item serial number
19. Purchase units
20. Sale units
21. Multiplier  
Number of sale units in one purchase unit.
22. G/L account number  
G/L account number. Must exist in the G/L Account Master file. The system immediately verifies that it is a valid account. For a non-stock part number, will default the G/L account number from the Inventory Control file non-stock G/L accounts.
23. Adjustment percentage  
Adjustment percentage for this line item. Markups are entered as positive numbers, and discounts are entered as negative numbers.

## ORDER INQUIRY DISPLAY

This program is used to display Order Header information at the top of the terminal screen, as well as all order lines that are associated with this Order Header.

Order Header and associated Order Line Items are displayed in line number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of line items that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of line items

that are currently displayed (e.g. if you were displaying the last twelve line items in a set of one hundred line items the display would be "0089/0100 0100").

Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

## Order Header

The Order Header fields are displayed at the top of the screen. The header fields are:

1. Vendor key
2. Vendor name, address, and phone
3. Requisition number
4. Requested by
5. Buyer
6. Terms code
7. Shipping instructions
8. Order date
9. Invoice date
10. Invoice amount
11. Generate Inventory transaction?
12. Generate Accounts Payable transaction?
13. Order header flag

## Order Lines

The Order Lines are displayed on the bottom of the screen. The line fields are:

1. Warehouse location
2. Item part number
3. Promised date
4. Received date
5. Quantity ordered
6. Quantity received
7. Quantity due
8. Unit cost
9. Line item flag

## RECEIVING

This program is used to enter receiving information for an existing purchase order in a quick and easy method. Both invoice and line item information can be entered. Allows for price and quantity adjustments to the order.

The most efficient use of your time is to receive all of the purchase orders that come in on a shipment at once, then post them all together in a batch.

The maximum number of line items for an order that this program can process is 250; call us if you have purchase orders with more than 250 lines and we will provide you with a version of this program that has a higher maximum.

Ten lines at a time are on the screen, and can be "browsed through" using the function keys:

F1 = go down one line.

F2 = go up one line.

F3 = go down ten lines.

F4 = go up ten lines.

Additional function keys are used to control program features:

F5 = receive an individual line item.

F6 = receive all line items on the order.

F7 = reset (do not receive) all line items on the order.

F8 = process receivings data (update line items).

Maintain the data using the normal ESP screen features, using the EXECUTE key to update invoice data or F8 to update line item data. Use the MENU key to ignore changes and return to the previous menu.

In the case of a partial shipment for which you were invoiced the ordered (original) amount, you should reduce the invoice amount by the shortage. When the post receivings process is run, the invoice amount will be automatically reset to zero. When the shortage arrives, enter the shortage amount in the invoice amount. The post receivings process will create A/P and Inventory transactions for the balance.

In the case where you received more than you ordered, you should either increase the invoice amount, or reduce the received amount.

In all cases, the system generates transactions based on the received quantity. Set received quantity so that it generates the transactions you want. Also make sure that the received + misc. charge amounts equal the A/P (invoice) amount. The post receivings edit will report any errors, and give you an opportunity to abort the posting before any transactions are generated.

Data is input in two groups: header data and lines data.

## Header Record Fields

The header fields are:

1. Vendor key  
The order header vendor key.
2. Order number  
The order header order number.
3. Generate Inventory transactions?

Enter "Yes" to generate Inventory transactions from the received line items, when the "Post receivings" program runs. Enter "No" to not generate inventory transactions.

The transaction flag of non-stock items is set to "posted to inventory" by the "Post receivings" program, so that it can post non-stock items to Job Costing. **Please note:** This means that you must receive all non-stock items to inventory before the purchase order is marked as "received". See the "Generate INV" help file in the "P/O Receiving" screen for complete details.

4. Generate Accounts Payable transactions?

Enter "Yes" to generate Accounts Payable transactions from the invoice data and received line items, when the "Post receivings" program runs. Enter "No" to not generate Accounts Payable transactions.

5. Transaction date

Generated transactions will have this date.

6. Accounting period

Generated transactions will have this accounting period.

7. Invoice number

The vendor's invoice number.

8. Invoice amount

The vendor's invoice gross amount.

9. Discount amount

The vendor's discount amount, as a negative number.

10. Invoice date

The vendor's invoice date in MMDDYY format.

11. Discount date

Calculated discount date.

12. Due date

- Calculated due date.
13. Check number  
If prepaid, the prepaid check number.
14. Check amount  
If prepaid, the prepaid check amount.
15. Distribution amount (x)  
Invoice misc. charge G/L distribution amount.
16. Distribution account (x)  
Invoice misc. charge G/L distribution account. The system verifies that it is a valid account.

Do not forget to answer at least one of the "Generate transactions" questions "Yes". No processing of the received lines will occur unless you do.

You may want to generate Inventory transactions now, but Accounts Payable transactions later (because you do not have the invoice yet). In this case, say "No" to the generate A/P question, and say "Yes" to the generate Inventory question. Then run "Post receivings".

When you later receive the invoice, enter the invoice data, say "Yes" to the generate A/P question, and say "No" to the generate Inventory question. Then run "Post receivings" again.

The invoice fields do not need to be entered if you are not going to generate the A/P transactions for that purchase order. Press the EXECUTE key to save your data and proceed to the order lines.

## Lines Record Fields

Individual items for a purchase can be received by entering the display number of the corresponding line item. In this case each field must be entered manually. If the quantity received is zero, the received date will default to the system date, the quantity received will default to the quantity due, and the quantity due will default to zero. After manually entering the fields, press the "F5" function key to record the manual entries; the display line will be updated with the manual values.

The program displays running totals as you receive items. The "Total Cost" represents only the line items that have been marked for processing. The "GTotal Cost" represents the "Total Cost" plus the misc. charges.

Enter the following fields for manual receiving:

1. Display number

The display number of the line item to process.

2. Received date

The received date in MMDDYY format.

3. Quantity received

The quantity received and the quantity due cannot be changed after a line item has been received into inventory. However you can still change the cost after a line item is received into inventory (the corresponding inventory transactions will be automatically synchronized).

4. Quantity due

The quantity received and the quantity due cannot be changed after a line item has been received into inventory. However you can still change the cost after a line item is received into inventory (the corresponding inventory transactions will be automatically synchronized).

5. Unit cost

Unit cost can be changed after a line item is received into inventory (the corresponding inventory transaction will be automatically synchronized).

6. Adjustment percentage

Line item adjustment percentage. Discounts are entered as a negative number.

7. Flag

The line item flag value.

All items for a purchase order can be received automatically by entering function key "F6". In this case the received date will be set to the system date, the quantity received will be set to the quantity due, and the quantity due will be set to zero.

All items for a purchase order can be reset (not received) automatically by entering function key "F7". In this case the received date will be set to zero, the quantity received will be set to zero, and the quantity due will be set to the quantity ordered.

Function key "F8" is used to permanently record the receiving entries for the "Post receivings" program. Line item information is not saved until you press "F8". Use the MENU key to cancel your entries and return to the previous screen.

The system will not let duplicate transactions be created. Each line's flag is internally marked when a transaction is created from it.

## POST RECEIVINGS

This series of programs prints an edit report of received purchase orders, generates Inventory transactions, generates A/P transactions and posts to Job Costing, and closes received purchase orders.

The report is produced in order number order.

Often, items are received into inventory several days before they are received into A/P. If the invoice quantity/price is different than the packing list quantity/price the existing inventory transactions need to be changed to reflect the changes. This is done automatically. Post Receivings compares marked P/O lines with their corresponding inventory transactions and changes the inventory transaction to match the corresponding P/O line; it also corrects the corresponding Inventory Master record (sale and cost-of-goods sold accounts are acquired from the Inventory Master Record when generating Inventory purchase transactions). This is called "synchronization". If an inventory transaction is synchronized both the "before" and "after" transactions are printed on the "Post Receivings (Generate IVTRAN)" report.

Supports automatic update of the Inventory Master cost and prices using the Inventory Control file automatic re-pricing multipliers. If cost and/or prices are updated, the new values are printed on the "Generate IVTRAN" audit trail. Also supports a price rounding unit.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low and the order number high for the beginning and ending order numbers to process.
6. Enter the vendor key group to match, or "All" for all vendors.
7. Update purchase cost  
  
If "Yes", will update the Inventory Master vendor's published cost per purchase unit.
8. Update prices  
  
If "Yes", will update the Inventory Master prices via the Inventory Control File re-pricing multipliers (which can be overwritten via the following parameters).
9. Automatic re-pricing multiplier(x)  
  
The five Inventory Control file re-pricing multipliers are used as the default starting values, but can be updated here. If you change the multipliers, it does not change the Inventory Control file.
10. Rounding unit  
  
Rounding unit when re-computing cost and/or prices.

## POST RECEIVINGS EDIT

The purpose of this program is to edit those purchase orders who have been received (i.e. line item(s) with non-zero received quantity), and edit the header and line(s) for valid data. The edits insure that the programs that follow in this series will be able to write valid Inventory and Accounts Payable transactions. If errors exist, they will be printed on an edit report, and the operator will be given the option of aborting the posting.

## HEADER EDITS

### 1. GENERATING APTRAN BUT INVOICE AMT IS ZERO

You have asked for A/P transactions to generated, but the invoice amount is zero.

### 2. SUM OF DISTRIBUTIONS NOT EQUAL TO INVOICE AMT

The distribution sum is the misc. charges plus (receive quantity x unit price) for each received line that has not been written to the A/P transaction file. This sum does not equal the invoice amount.

## Line edits

### 1. SUM OF DISTRIBUTIONS NOT EQUAL TO INVOICE AMT

The distribution sum is the misc. charges plus (receive quantity x unit price) for each received line that has not been written to the A/P transaction file. This sum does not equal the invoice amount.

## Report fields

All fields are printed. Header edit error explanations are printed below the header. Line edit error explanations are printed below each line.

## Generate INV Transactions

The purpose of this program is to generate Inventory transactions for the received lines. General transaction data will be obtained from the P/O header record. Each received line will be represented by an inventory transaction record. The transaction inventory account will be obtained from the P/O line. The transaction sale and cost-of-goods accounts will be obtained from the corresponding Inventory Master record.

The first part of each transaction description will be "P/O# xxxxxx", to identify that this transaction was automatically generated from purchase order number xxxxxx.

This program will post these purchase transactions to their corresponding Inventory Master records. It also reduces the Inventory Master "on order" field.

The job cost code of these transactions will be set to zero, to indicate that these transactions do not post to job costing. The job key and job warranty code, however, will be obtained from the P/O header. We do not post these transactions to job costing, because the A/P transactions were posted to job costing.

## Generate A/P Transactions

The purpose of this program is to generate Accounts Payable transactions for the received lines. General invoice data will be obtained from the P/O header record. Distribution data will be obtained from the P/O lines records. Lines with the same G/L account will be added together. The header misc. charges will create additional distributions.

The first part of each transaction description will be "P/O# xxxxxx", to identify that this transaction was automatically generated from purchase order number xxxxxx.

This program also will post these transactions to the Job Costing file, if the job cost code is non-zero, and a valid job key was entered.

## Post

The purpose of this program is mark the lines in the preceding programs as received, and to create new "extension" lines for lines that were only partially received.

When an extension is generated, both the original line and the extension line will have "\*n\*" as the first part of the line item comment, where n is the original order quantity. The original line will have the order quantity set equal to the received quantity, and the quantity due set to zero. The extension line will have the order quantity and quantity due equal to the new balance due, and the received quantity set to zero.

As an example of an extension, suppose we order ten, and receive six, leaving a quantity due of four. The original line will have an order quantity of six, a received quantity of six, a due quantity of zero, and a flag value of "received". The extension line will have an order quantity of four, a received quantity of zero, a due quantity of four, and a flag value of "not received". The extension can either be deleted or received, just like any other line.

If all non-received lines for a purchase order are received, then the P/O Header will be marked as received.

## RESET INVENTORY P/O QUANTITY

This program resets inventory Purchase Order quantities based upon Purchase Order line items. It will read the order line items and set corresponding inventory master Purchase Order counts to match the sum of the line item Purchase Order quantities.



Because pass one of this program unposts all of the existing Inventory Master purchase order quantities, no one should be entering orders while this program is running.

## Operating Steps

To operate, run the program. All processing is automatic.

## ORDERS FILE (LONG FORM)

This program prints selected orders, all order header information, and all associated lines. This program is also used to print open orders.

The report can be produced in either order number order or vendor/order number order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.

6. Enter the promised date low to high range to process.
7. Enter the vendor key group to match, or "All" for all vendors.
8. Enter the print received option. Enter "Yes" to print all received orders posted to inventory and A/P. Enter "No" to skip all received line items.
9. Enter the print INV lines option. If "Yes", prints lines posted to Inventory.
10. Enter the print A/P lines option. If "Yes", prints lines posted to Accounts Payable.

## Order Header Report Fields

The report has nine lines for each order header. The report fields are:

### Line one:

1. Vendor key
2. Vendor name
3. Ship to name
4. Requisition number
5. Requested by
6. Buyer
7. Terms code
8. Default line item taxable indicator
9. Job cost key
10. Job cost code
11. Job warranty code
12. Generate inventory transaction?
13. Generate accounts payable transaction?
14. Order header flag

**Line two:**

1. Order number
2. Address line one
3. Ship to address line one

**Line three:**

1. Address line two
2. Ship to address line two

**Line four:**

1. City, state, zip
2. Ship to city, state, zip

**Line five:**

1. Vendor phone number
2. Ship to phone number
3. Order date
4. Promised date
5. FAX phone number

**Line six:**

1. Vendor contact name
2. Ship to contact name

**Line seven:**

1. Comment
2. Shipping instructions

**Line eight:**

1. Invoice number
2. Invoice date
3. Discount date
4. Due date
5. Invoice amount
6. Discount amount
7. Prepaid check number

**Line nine:**

1. Misc. charge (x)
2. Prepaid check amount

**Order Lines Report Fields**

The report has two lines for each order line. The report fields are:

**Line one:**

1. Line number
2. Warehouse location
3. Item number
4. Description
5. Vendor item number
6. Serial number
7. Purchase units
8. Units multiplier

**Line two:**

1. Promised date
2. Date received
3. Item taxable indicator
4. Quantity ordered
5. Quantity received
6. Quantity due
7. Unit cost
8. Adjustment percentage
9. Unit weight
10. Unit volume
11. G/L Account
12. Line item flag

**ORDERS FILE (SHORT FORM)**

This program prints selected orders, selected line item information, and all associated lines. This program is also used to print open orders.

The report can be produced in either order number order or vendor/order number order.

**Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this

case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the promised date low to high range to process.
7. Enter the vendor key group to match, or "All" for all vendors.
8. Enter the print received option. Enter "Yes" to print all received orders posted to inventory and A/P. Enter "No" to skip all received line items.
9. Enter the print INV lines option. If "Yes", prints lines posted to Inventory.
10. Enter the print A/P lines option. If "Yes", prints lines posted to Accounts Payable.

## Order Header Report Fields

The report has two lines for each order header. The report fields are:

### Line one:

1. Vendor key
2. Vendor name
3. Contact name
4. Order date
5. Promised date
6. Requested by
7. Buyer
8. Terms code

9. Shipping instructions
10. Order header flag

**Line two:**

1. Order number
2. City, state, zip code
3. Contact phone number

**Order Lines Report Fields**

The report fields are:

1. Line number
2. Warehouse location
3. Item number
4. Description
5. Promised date
6. Date received
7. Line item taxable indicator
8. Quantity ordered
9. Quantity received
10. Quantity due
11. Unit cost
12. Adjustment percentage
13. Line item flag

## PURCHASE ORDER FORMS

Prints selected purchase order forms.

Purchase order forms can be printed in either order number order or vendor/order number order.

### Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 85 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the order number low to high range to process.
6. Enter the vendor key group to match, or "All" for all vendors.
7. Print received orders?

Received orders are those that have been posted to inventory and A/P.

8. Print comments?

Print Inventory Master comments for those items that have comments?

9. Print Blank Line:

Enter "Yes" to print a blank line between each line item (to improve readability). Else enter "No".

## Header Report Fields

The following purchase order header fields are printed:

1. Purchase order number
2. Requisition number
3. Purchase order date
4. Purchase from name & address
5. Vendor account
6. Requested by
7. Buyer
8. Vendor contact
9. Vendor phone number
10. Ship to name ,address, and phone number
11. Date shipped
12. Your account number
13. Shipping instructions
14. Terms code
15. Vendor fax number

## Lines Report Fields

The following order line item fields are printed:

### **Line one:**

1. Quantity ordered
2. Shipped date

3. Vendor part number
4. Our part number
5. Line item taxable indicator
6. Unit cost
7. Discount markup percentage
8. Net amount

Quantity ordered multiplied by unit cost adjusted by adjustment percentage.

**Line two:**

1. Item description
2. Purchase units
3. G/L account
4. Warehouse location

## **INVENTORY A/P DIFFERENCE**

This program prints order lines that have been posted to Inventory but not to Accounts Payable. Represents items that have been received into Inventory but whose corresponding invoices have not been processed via P/O Receiving.

The report can be produced in either order number order or order key order.

## **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

2. The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.
3. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the order number low to high range to process.
7. Enter the print detail option. Enter "Yes" to print the Purchase Order lines.

## Report Fields

The report fields are:

1. Vendor key
2. Order Number
3. Line Number
4. Inventory Location
5. Inventory Item Number
6. Description ( First 15 characters )
7. Promised Date
8. Receive Date
9. Quantity Ordered
10. Quantity Received
11. Quantity Due
12. Unit Cost
13. Adjustment Percentage

14. Flag

## Report Totals

The report totals are:

1. Order total
2. Total received to Inventory but not to A/P
3. Total received to A/P but not to Inventory

## PURGE PURCHASE ORDERS

This program purges selected purchase orders, and optionally prints an audit trail of purged orders.

Orders can be printed in either order date order or order key order.

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.

5. Enter the beginning order date to process in MMDDYY format.
6. Enter the ending order date to process in MMDDYY format.
7. Enter the ship date low to high range to process.
8. Enter the customer key group to match, or "All" for all customers.
9. Enter the purge open orders option  
  
Enter "Yes" to purge open orders (orders not posted to Inventory and Accounts Payable).  
Enter "No" to only purge closed orders.
10. Enter the print detail option.  
  
Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

## Report Fields

All of the order header and order lines fields are printed. See the "Orders (long form)" report documentation for a listing of the fields.



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# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

ORDER REPORT (LONG FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999 : DATES - 07/12/96 : VENDOR KEY GROUP ALL

VEND/ORD#	VEND NAME, ADDR, PHONE, CONTACT	SHIP NAME, ADDR, PHONE, CONTACT	REQ#	R-BY	BUYR	TC	TAX	JOB KEY	JC	JW	IV	AP	FLAG	
COX 00000001	COX PROPERTIES, INC. 17-C PERIMETER PARK 256 PERIMETER CENTER PKWY LINCOLN NE 68123 402-394-6666	XYZ (Sample) Company 6126 Melissa Lane Suite 123 Omaha NE 68152-1422 402-571-1722 Starr;Dick	1235	RJS	MJA	1	N			0	0	Y	Y	64

ORD DATE PRM DATE  
01/10/91 01/15/91 FAX#:

COMM: SHIP INST: UPS-GROUND  
 INV#: 125872 INV DT: 01/20/91 DIS DT: 01/30/91 DUE DT: 01/30/91 INV AMT: 1100.00 DIS AMT: 0.00 CK#: 0.00  
 DIST: ( 0.00 )( 0.00 )( 0.00 )( 0.00 ) CK AMT: 0.00

LIN#	LOC	ITEM#	DESCRIPTION	VENDOR ITEM#	SERIAL#	UNITS	MULTIPLIER
			PRM DATE RCV DATE TAX QTY ORD QTY RCV QTY DUE	UNIT COST	ADJ%	UNIT WGHT	UNIT VOL ACCOUNT FLAG
0010		WID-B	Blue Widget	WID-B		each	1.00
			01/15/91 01/20/91 Y 20.00 20.00 0.00	5.0000	0	10.00	150.00 131 114
0020		WID-R	Red Widget	WID-R		each	1.00
			01/15/91 01/20/91 Y 5.00 5.00 0.00	100.0000	0	12.00	250.00 131 114
0030		WID-Y	Yellow Widget	WID-Y		each	1.00
			01/15/91 01/20/91 Y 10.00 10.00 0.00	50.0000	0	2.00	50.00 131 114

COX 00000002	COX PROPERTIES, INC. 17-C PERIMETER PARK 256 PERIMETER CENTER PKWY LINCOLN NE 68123 402-394-6666	XYZ (Sample) Company 6126 Melissa Lane Suite 123 Omaha NE 68152-1422 402-571-1722 Starr;Dick					1	N		0	0	Y	Y	64
-----------------	--	---	--	--	--	--	---	---	--	---	---	---	---	----

ORD DATE PRM DATE  
01/31/91 01/31/91 FAX#:

COMM: SHIP INST:  
 INV#: 5544 INV DT: 01/31/91 DIS DT: 02/10/91 DUE DT: 02/10/91 INV AMT: 100.00 DIS AMT: 0.00 CK#: 0.00  
 DIST: ( 0.00 )( 0.00 )( 0.00 )( 0.00 ) CK AMT: 0.00

LIN#	LOC	ITEM#	DESCRIPTION	VENDOR ITEM#	SERIAL#	UNITS	MULTIPLIER
			PRM DATE RCV DATE TAX QTY ORD QTY RCV QTY DUE	UNIT COST	ADJ%	UNIT WGHT	UNIT VOL ACCOUNT FLAG
0010		WID-Y	Yellow Widget	WID-Y		each	1.00
			01/31/91 01/31/91 Y 2.00 2.00 0.00	50.0000	0	2.00	50.00 131 114

2 orders printed.

1200.00 on order

07/12/96 07:34:32

XYZ (SAMPLE) COMPANY  
PURCHASE ORDER

PAGE 1

ORDER REPORT (SHORT FORM) : ORDER# ORDER : ORDERS 00000000 - 99999999 : DATES - 07/12/96 : VENDOR KEY GROUP All

VEND/ORD#	VEND NAME,ADDR	CONTACT NAME,PHONE	ORD DATE	PRM DATE	R-BY	BUYR	TC	SHIP	INST	FLAG
COX 00000001	COX PROPERTIES, INC. LINCOLN NE 68123	402-394-6666	01/10/91	01/15/91	1235	MJA	1	UPS-GROUND		64

LIN#	LOC	ITEM#	DESCRIPTION	PRM DATE	RCV DATE	TAX	QTY ORD	QTY RCV	QTY DUE	UNIT COST	ADJ%	FLAG
0010		WID-B	Blue Widget	01/15/91	01/20/91	Y	20.00	20.00	0.00	5.0000	0	114
0020		WID-R	Red Widget	01/15/91	01/20/91	Y	5.00	5.00	0.00	100.0000	0	114
0030		WID-Y	Yellow Widget	01/15/91	01/20/91	Y	10.00	10.00	0.00	50.0000	0	114

COX 00000002	COX PROPERTIES, INC. LINCOLN NE 68123	402-394-6666	01/31/91	01/31/91					1			64
-----------------	--	--------------	----------	----------	--	--	--	--	---	--	--	----

LIN#	LOC	ITEM#	DESCRIPTION	PRM DATE	RCV DATE	TAX	QTY ORD	QTY RCV	QTY DUE	UNIT COST	ADJ%	FLAG
0010		WID-Y	Yellow Widget	01/31/91	01/31/91	Y	2.00	2.00	0.00	50.0000	0	114

2 orders printed.

1200.00 on order



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# DOCUMENT HISTORY

## PURCHASE ORDER USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: