

Close Purchase Orders

PROGRAM NAME: POCLOSE

MENU OPTION TITLE: Close Purchase Orders

MAIN MODULE: PURCHASE ORDER PROCESSING

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

This program is used to quantity close and cost close line items on a purchase order. You do not have to receive all products purchased by this order to quantity close the order. This way if a vendor tells you that they are unable to fill the entire order you will be able to close the partial order. Until you close a line item on a purchase the on order field in the part master file will continue to display the quantity yet to be received. A line item must be quantity closed before you can cost close it.

You do not have to cost close a line item at the same time that you quantity close it. This allows you to quantity close the line item when the product is received and cost close the line item when the invoice is received. The cost close function simply prevents alteration of prices on that specific purchase order by line items.

Closing a purchase order consists of quantity closing and cost closing. Both provide entirely separate controls over purchasing, allowing materials management, accounts payable, and receiving departments to operate independently...yet on a fully integrated basis. This is another area of checks and balances that can be set up according to your company structure.

Quantity closing a purchase order is done per each line item that is ordered. This means that no other receipts will be allowed against a line item on the purchase order. If you do not close the purchase order, then any balance of parts not received will continue to show as on order. You can quantity close items on a purchase order during receiving. As a rule, this should be done in all cases where the full quantity of goods have been received. This will save the follow up routine that materials management should set up to audit unclosed purchase orders on a regular basis.

Cost closing a purchase order means that the final price of the purchase order items have been determined and no more invoices will be received against the purchase order. Cost closing is also per line item on the purchase order.

If you are operating the NBS Accounts Payable software, then you can cost close the purchase order during the invoice entry. In this case, the value of the items will now be set as actual price as per the invoice and not the standard price that was set by the purchase order.

If you are not using the accounts payable system, then you will use the {Close Purchase Orders/POCLOSE} program to cost close items. The inventory value will stay as standard in this case.

When both quantity and cost closing has been completed, the purchase order will mark the header record as closed.

NOTE: There are function keys that allow you to globally quantity close or unclosed items during receiving. Be careful that you do not close items accidentally. They will have to be unclosed one at a time in the program {Purchase Order Detail Guts/PODETAIL}. Cost closing is done one line at a time.

PROGRAM OPERATION

FIELD 1

VENDOR: Use this field to search for a purchase order by vendor I.D. This field is indexed. You can search for a valid vendor I.D. using <IFF>.

PO NUMBER: Use this field to search for a purchase order by P.O. number. This field is indexed. You can search for valid P.O. number by using <IFF>.

PRESS RETURN: Press <RETURN> to continue.

(S)ee More, (C)lose line, or (Q)uit?

Enter the line # to close ---->

DO YOU WANT TO QUANTITY CLOSE THE LINE (Y/N)?

Close Purchase Orders: Press <Y> and <ENTER> to quantity close this line item or <N> and <ENTER> to abort.

DO YOU WANT TO COST CLOSE LINE (Y/N)?

Once you have quantity and cost closed all line items of this purchase order, you will see the following question.

ALL ITEMS CLOSED - CLOSE PO (Y/N)? Press <Y> and <ENTER> to close the purchase order or <N> and <ENTER> to leave the purchase order open.

Press <ESC> to escape back to the menu now, or you can continue closing purchase orders.

The program will automatically search the IBS Accounts Payable system for an invoice. If one is not found, then you will be prompted:

Do you still want to close this P.O. (Y/N)? N:

NO INVOICES FOR THIS P.O. HAVE BEEN INTO A/P YET (What goes here?)