

## Enter/Edit Purchase Orders

**PROGRAM NAME:** POENTRY

**MENU OPTION TITLE:** Enter/Edit Purchase Orders

**MAIN MODULE:** PURCHASE ORDER PROCESSING

**SOURCE CODE DATE:** 11/29/92

**HELP KEY ACTIVE:** YES

### PROGRAM OVERVIEW

This program is used to create or edit purchase orders for valid inventory items and all other products that you order. Before you can enter a purchase order you must create a purchase order vendor by running {POVENDOR}. The products that you are going to order must be created using {INPRTGUT}.

The system supports blanket purchase orders for items, meaning you can enter in the same part more than once with different delivery dates for each entry. You must use the same price for each entry however, as only one inventory detail record is created. If prices are to be different, then you will need to create separate purchase orders.

You will notice that as you add items to a purchase order, each line item is incremented by 10. This provides the ability to insert up to 10 lines of comments after each item after the fact.

There is an F7 pop up options menu that provides the ability to perform other functions or access related inventory data that can be useful while purchasing.

### PROGRAM OPERATION

**VENDOR:** This field is where you enter the vendor you are purchasing the parts from. Again, the vendor must have been defined previously in the <POENTRY> program. This field is indexed which allows you to use <IFF> to search for a valid vendor.

**PO NUMBER:** This field is used to store the purchase order number. To assign the next purchase order in sequence press the <F8> key then press <ENTER>. When you press <F8>, the software retrieves the next number from THE {NEXT PURCHASE ORDER #} field in the System Setup File.

To look up an old P.O. enter anything in the {VENDOR} field to pass it, then either enter in the P.O. number or use <IFF> to look up the old purchase order. This program will not let you view or edit a purchase order that has been quantity closed.

### **PHONE:**

**ORDER DATE:** The current date will automatically be entered into the {ORDER DATE} field. You can accept this date by pressing the <ENTER> key or enter another date into this field.

**DATE REQ:** The {DATE REQ} field is where you enter the date that the products are required by. This field can be left blank and is not critical to any calculations or reports. The individual delivery dates are the key fields.

**CONFIRMING ?** If you want your vendor to confirm the purchase order enter a <Y> into this field otherwise enter a <N>.

**CONFIRM TO:** If you entered a <Y> in the {CONFIRMING ?} field, you will be asked to enter the name of a person that you are confirming this order to. If you entered a <N> in the {CONFIRMING ?} field, the software will skip over this field.

**FOB:** Enter the city where the products will be shipped from. Example: If products are to be shipped from the Chicago warehouse of a distributor, enter <CHICAGO> in this field.

**SHIP VIA:** Enter in the code for the method of shipping. The codes are set up by the <POSHIPVIA> program. This field is indexed, you can either enter in the code directly or use <IFF> to look up a code. If this order is to be shipped C.O.D., enter <CO> in this field. Make sure you have set up a <CO> code in the <POSHIPVIA> program. This is necessary for the C.O.D. reports to work properly.

**DROP SHIP ?** Use this field to indicate if the vendor is going to ship directly to you or to a destination of your choice. Enter a <Y> if the goods are going to another destination. Enter a <N> if the goods are being shipped directly to you.

**EXAMPLE:** You are purchasing goods to sell to a customer and you want the vendor to drop ship the goods directly to your customer. Make sure you tell the vendor to not release the prices to the customer or you may be in trouble. In the case that you are drop shipping the order, another screen will appear after you fill out the remainder of the top portion of the purchase order. This screen will contain the drop ship information, which will print on the purchase order.

**ENTERED BY:** The person entering the purchase order should enter their initials in this field.

**REQUESTED BY:** Enter the name of the person that requested the products here. This field will automatically load the same entry as above.

**QUESTIONS CONTACT:** Enter the name of the person to contact if there are any questions concerning this purchase order. This field will automatically load the same entry as above.

**WO NUMBER:** If you are purchasing a subcontractor's service or indirect materials, enter the work order number in this field requiring the subcontractor's service or materials. Only a valid work order number can be entered in this field. If you enter a work order number in this field you will not be able to enter a part number in the {PARTNM} field below. This will set up the direct tie-in to the IBS Accounts Payable system for true actual cost, when the invoices are entered.

This field and the next three fields are used in the accounting system. They track actual cost of a work order created by subcontractor services and indirect materials accrued to the work order. The system will force entry of a valid work order and all subsequent information.

**WO LINE #:** If you entered a work order number in the previous field, you will need to enter a valid work order operation number that exists in the actual work order you are referring to.

**WO COST TYPE:** Enter in the work order cost type in this field. Enter a <M> for an indirect material cost or a <S> for a subcontractor cost.

**TOTAL \$:** This field is a running total of the purchase order.

**(A)dd, (E)dit, (C)omment, (S)ee More, (D)elete, or (Q)uit?** Enter <A> to add a purchase order detail line. After entering the last part you wish to purchase, press the <ENTER> key to return to the (A)dd, (E)dit line.

Enter <E> to edit a purchase order detail line.

NOTE: You cannot edit a detail line that has been closed.

Enter <C> to add a comment line. Place an asterisk "\*" in front of a comment to have it print on the Purchase Order. You will decide whether to add the comment or insert it between two items. If you insert, then you will need to actually have the items you are going to insert between on screen. You will then enter in a line number that fits between those two items. For example, if you have two items...line 10 and line 20, then you can use 11 through 19 for comments.

Enter <S> to see more purchase order detail lines or comment lines.

Enter <D> to delete a purchase order detail line or comment line.

Enter <Q> to quit the purchase order entry program.

**PARTNM:** This field is where you enter the part number of the products you are purchasing. The part number must be a valid part number created in the Create/Edit Part software. Enter the part number you wish to order or use <IFF> to search for a part number.

If you make an entry that is not a valid part number, then you will be prompted:

**THIS IS AN INVALID PART NUMBER. RE-ENTER OR CONTINUE: R:** The program automatically loads "R", assuming you made a mistake. If you are in fact purchasing items that are not inventory (such as toilet paper), then you will be able to enter in a description, unit of measure, a unit price, and a delivery date. NOTE: The unit price is for the quantity that is in the unit of measure. In other words, if you are buying 10 dozen packages of toilet paper that have 12 rolls in each package at a price of \$1.20 per package, then you will enter in 10 for a quantity, the code for unit of measure that

is 12 quantity, and a unit price of \$2.00 per package. The extended price would be \$12.00. This means the cost per roll is .10 ea.

What this does is set up the purchase order for automatic checking during the IBS Accounts Payable invoice entry, for both quantity and price. Again, the purchasing department and the accounts payable department can operate independently of each other, with an automatic system of checks and balances!

**ON HAND:** After you enter the part number above the next five fields are automatically filled in. They are information that you may need to assist you in purchasing this product. This field is the quantity currently in inventory.

**ON ORDER:** This is the quantity currently on order from your vendors.

**ASSIGN:** This is the quantity currently assigned to work orders plus the quantity sold to your customers.

**AVAILABLE:** This is the quantity available. It is calculated by subtracting the quantity assigned from the quantity on hand.

**RE ORDERED:** This is the minimum reorder quantity. If your quantity available falls below this point it's time to buy some more. NOTE: If the quantity available is a negative number, add that quantity to the reorder quantity to produce the number of units you need to order.

**R/F:** If the product you are purchasing is a finished good that can be resold directly enter a <F> in this field.

Enter a <R> in this field if the product you are purchasing is a subpart or a raw part of a product you manufacture.

This field will be automatically loaded according to the information in the part master file as entered when the part was created.

**QUANTITY:** Enter the number of units you wish to purchase in this field.

**UNIT MEAS:** This is the quantity of goods packaged in a master carton. This is setup in the inventory master file and is used to provide for purchasing in a standard pack or minimum quantity situation. If a unit of measure quantity is more than the default of one, then the unit price will be an extension of the unit of measure quantity times the unit price as stored in the inventory master file. So, if the inventory master file is set up as a part with a cost of \$1.00 and a unit of measure of 12ea, then this means that you must purchase these items in a standard pack of 12ea. When you enter in a quantity of 1 for the purchase order quantity, then a price of \$12.00 each will appear, with a total extended cost of \$12.00.

The unit of measure function can also be used to convert purchased materials from one type to another, such as pounds of steel to inches, etc.

**PRICE:** This field is for the unit price of the product. The standard cost is automatically preloaded from the inventory part file. Enter the purchase price quoted to you by the vendor. Press the <ENTER> key here if you wish to accept the standard cost or, if you have not received a current price. You can edit this purchase order later to enter a corrected price. (You cannot edit a price after the purchase order has been closed).

**EXTENSION:** This field is automatically calculated for you. It contains the quantity purchased multiplied by the price entered, giving you a total cost for this part.

**DELIVERY DATE:** Date required will automatically preload from the date required field above. Press the <ENTER> key if you wish to accept the required date or you can change it. Enter the date quoted for delivery of **THIS** part. This is the key date in the purchase order that all reports will utilize. If you have received a partial quantity, and you are now past the delivery date in the purchase order for the remainder, then you will need to use the maintenance program "Purchase Order Detail Guts/PODETAIL" to change the delivery date. You may want to make a note in the purchase order as to what you have done for future reference.

**PRINT PURCHASE ORDER NOW:** Enter a <Y> now to print this purchase order. If you print this purchase order now the program sets the printed flag in the purchase order record. This is an important point, because it will affect the way {POPRINT} works. {POPRINT}, when set to print all P.O.s, only prints P.O.s that have not been printed. If you decide at a later date to print all P.O.s using {POPRINT}, this P.O. will not be printed. You may still reprint this P.O. using {POPRINT} by selecting to print just this P.O. by its number. Enter <N> if you do not want to print this P.O. now or if you are running a paperless purchase order system.