

Purchasing



ADVANCED DISTRIBUTION SYSTEM[®]

By Prelude Systems, Inc.

Tailored To Accommodate Growth

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Chapter 1

Purchasing Overview

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The ADS purchasing module offers a complete system for entering purchase orders, tracking backorders, creating recommended purchase orders, and maintaining vendor information. Comprehensive reports and inquiries are also available to help your company effectively use the purchasing functions.

This documentation explains how to use the following areas of the purchasing system:

- "Purchase Orders" on page 2-1.
- "Nightly Processing" on page 3-1.
- "Buyer Functions" on page 4-1.
- "Vendors" on page 5-1.
- "Freight" on page 6-1.
- "Vendor Request for Quote Subsystem" on page 7-1.
- "Blanket Purchase Order Subsystem" on page 8-1.
- "Purchasing Reports" on page 9-1.



Chapter 2 Purchase Orders

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ADS provides flexible purchasing options to accommodate your company's purchasing and costing requirements.

For information on the options available for entering, printing, and costing purchase orders, refer to the following sections:

- "Purchase Order Entry" on page 2-2.
- "Printing Purchase Orders" on page 2-24.
- "Purchase Order Costing Options" on page 2-26.
- "Entering a Purchase Requisition" on page 2-37.
- "Purchase Order Inquiries" on page 2-39.

2.1 Purchase Order Entry

The following procedures cover many of the options available when entering purchase orders:

- "Identifying Purchase Order Types" on page 2-2.
- "Starting or Editing a Purchase Order" on page 2-4.
- "Entering Purchase Order Header Information" on page 2-6.
- "Entering Products" on page 2-8.
- "Entering Comments" on page 2-10.
- "Manually Linking an Item" on page 2-11.
- "Splitting Line Items for Delivery Dates" on page 2-12.
- "Entering Line Item Thaw Dates" on page 2-14
- "Merging With a Suspended Purchase Order" on page 2-15.
- "Completing a Purchase Order" on page 2-18.
- "Duplicating a Purchase Order" on page 2-20.
- "Deleting A Purchase Order" on page 2-23.

2.1.1 Identifying Purchase Order Types

Twelve purchase order types are available in ADS. You can restrict users from entering purchase order types:

- **01 - Regular.** Standard ordering of merchandise to be delivered to the warehouse.
- **02 - Direct Ship.** The vendor ships the material directly to your customer. You must specify the sales order number to link to the P/O. The shipping address from the sales order is used as the shipping address for the purchase order. The sales order must be a type 04 (Direct ship) or contain line items with a D supply code.
- **03 - Will Call.** You pick up the order from the vendor on the way to the customer. The merchandise is received automatically when you save the purchase order, making the P/O a one-step process.
- **04 - Multi Branch.** Material purchased for multiple warehouses on one purchase order. A separate purchase order prints for each warehouse with the corresponding address.
- **05 - Special.** Non-stock material required for a special purpose. The items do not have to be linked to a sales order, transfer, or work order.
- **07 - Capital Assets.** For company assets such as office furniture, copiers, etc that do not exist as products in the system. Enter the G/L account numbers for the asset.

- **08 - Non Inventory Expense.** Similar to the 07 (Capital Assets) type, but used for products such as office supplies that are not capital assets.
- **09 - Future.** You can enter a future date if the material is not to be shipped until later. The date entered is considered in calculating the on-order quantities in the purchasing formulas such as Nightly Processing. When the future date arrives, the purchase order automatically changes to a type 01 (Regular).
- **10 - Consigned.** Vendor consigned inventory is tracked and kept separately from regular inventory. Linked, lot-controlled, and serialized items can not be entered on this purchase order type. Consigned purchase orders are reconciled in Manual Invoice Entry.
- **11 - Recurring Billing.** Allows an item to be received multiple times. You can use this when re-renting rental items to receive an item multiple times until the rental is complete. Once the rental item is updated as complete, the purchase order is closed. This type is for asterisk or non-stock items whose *Recurring Billing* flag is set to **Y** in Product Maintenance.
- **12 - OTW-Stock.** The On The Water stock purchase order is used when *On The Water Conversion* in Purchasing Option Parameters is set to **P** for purchase order type method. This type of purchase order is created when On The Water Maintenance is performed for regular purchase order line items for a vendor with the *Overseas* flag set to **P**.
- **13 - OTW-Direct.** The On The Water direct purchase order is used when *On The Water Conversion* in Purchasing Option Parameters is set to **P** for the purchase order type method. This type of purchase order is created when On The Water Maintenance is designated for direct purchase order line items for a vendor with the *Overseas* flag set to **P**.



The following purchase order types cannot be changed when editing a purchase order:

- 03 - Will Call.
- 05 - Special.
- 07 - Capital Assets.
- 08 - Non-Inventory Expense.

The following purchase order types can be changed with the following restrictions:

- 01 - Regular - cannot be changed to types 02, 03, 07, 08 and 11.
- 02 - Direct Ship - cannot be changed to types 03, 04, 05, 07, 08, 09, 10, 11, 12, and 13.
- 04 - Multi Branch - cannot be changed to types 02, 03, 07, 08 and 11.
- 09 - Future - cannot be changed to types 02, 03, 07, 08 and 11.
- 10 - Consigned - cannot be changed to types 02, 03, 07, 08 and 11.
- 11 - Recurring Billing - cannot be changed to types 02, 03, 07, and 08.
- 12 - OTW Stock - cannot be changed to types 02, 03, 07, 08, and 11.
- 13 - OTW Direct - cannot be changed to types 02, 03, 07, 08, and 11.

2.1.2 Starting or Editing a Purchase Order

To start a purchase order:

- 1 Select **Purchasing > Purchase Order Entry** to access the Purchase Order Entry screen.



If you have access to more than one warehouse, the Location Retrieval screen appears first. Enter the appropriate *Selling Warehouse*, *Department Number* and/or *Cost Center Number*.

The screenshot shows the 'Purchase Order Entry' window with the following data:

Product Number	Description	Whse	N	R	Linkage	Quantity	UM	Net Cost
1 DX0425TVN312	14" Grancut III Premium Blade Segemented Diamond	10				10	EA	149.000
2 DX0425TVR312	14" Grancut III Premium Blade Segemented Diamond	10				10	EA	149.000
3 DX0728TVN312	16" Grancut III Premium Blade Segemented Diamond	10				20	EA	149.000
4 DX0728TVR312	16" Grancut III Premium Blade Segemented Diamond	10				30	EA	149.000
5 DX0728TVS312	16" Grancut III Premium Blade Segemented Diamond S Core	10				10	EA	149.000
6								

Cube	Weight	Units	Amount
1.6000	160.00	80	11920.00

Buttons at the bottom: F2-Save, F4-Del, F5-Hdr Scr, F6-Link, F9-Goto Line

Figure 2-1: Purchase Order Entry Screen

- 2 To enter a *P/O Number*, choose one of the following:
 - To start a new purchase order press **ENTER** and a new purchase order number is assigned.
 - To edit an existing order, enter the purchase order number or press **F3** to search for the order by vendor. The Purchase Order Entry screen appears. Go to "Entering Products" on page 2-8.
- 3 To select a *Vendor Number*, choose one of the following:
 - Enter the vendor's number.
 - Enter a vendor keyword, part of the vendor's name, or other search criteria defined by your company and press **ENTER**. Refer to "Maintaining Vendor Keywords" on page 5-60.
 - Press **F3** and enter part of the vendor's name or other search criteria defined by your company. You can press **F5-Vendor Product Type Keyword** to look up a vendor by product type. Refer to "Creating and Assigning Vendor Product Types" on page 5-55.

- 4 Depending on your system settings, the Vendor Verification screen may appear. The address displayed is from Vendor Maintenance. If this is the correct address, enter **Y** for *Is This The Correct Vendor?*. If not, enter **N** and select another vendor.

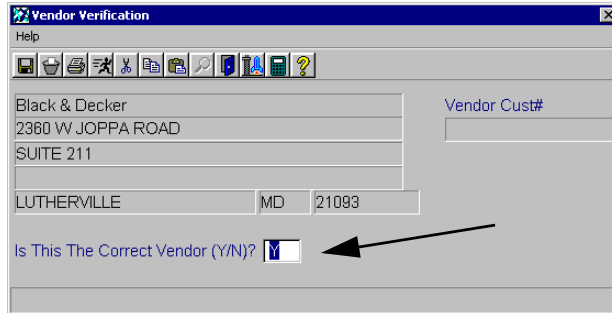


Figure 2-2: Vendor Verification Screen

- 5 Refer to "Entering Purchase Order Header Information" on page 2-6 to continue with the order.

2.1.3 Entering Purchase Order Header Information

The Purchase Order Header screen appears after you select a vendor. For information on selecting a vendor refer to "Starting or Editing a Purchase Order" on page 2-4.

Figure 2-3: Purchase Order Header Screen

To enter the header information:

- 1 Verify or change the *P/O Type* (refer to "Identifying Purchase Order Types" on page 2-2).
- 2 Enter the *Ship-From Number* or choose one of the following:
 - Enter **D** to use the default address from Vendor Maintenance. This address is the default if no ship-from addresses exist for this vendor.
 - Enter **M** to display the Ship-From Address screen to enter a manual ship-from address.
 - Press **F3** to search for a list of valid ship-from numbers for this vendor. Refer to "Vendor Ship-From Maintenance" on page 5-41 for information on setting up vendor ship-from addresses for each warehouse.

To change the address displayed, press **F6-Ship-From** to display the Ship-From Address screen. You can edit any line of the address.

- 3 Enter the *Delivery Date*, which is the date the order is scheduled for delivery. This date is used for the vendor expedite reports when products are past due. Refer to the "Low Level Expedite Report" on page 3-59, and the "High Level Expedite Report" on page 3-63.
- 4 Enter the *Promised* date. This date is used when ranking vendors. Refer to "Tracking Vendor Performance" on page 5-62. If no date is entered here, then the *Delivery Date* is used to rank vendors.

- 5 Verify or change *Contact*, *E-mail Address*, *Terms Code*, *Ship Via Code*, and *Buyer Number*. These fields default from "Vendor Maintenance" on page 5-2.
- 6 Indicate if this is a *Confirmed P/O*. Choose from the following:
 - **Yes** - If the purchase order is confirmed from the vendor. The message "Confirming P/O" prints on the purchase order.
 - **No** - The purchase order is not confirmed from the vendor.
- 7 Verify or change *Unusual Delivery*. Choose from the following:
 - **Yes** - The delivery time on this purchase order is not the normal length of time for this vendor and is not used when calculating lead time.
 - **No** - The delivery time for this order is normal and is used in calculating leadtime.
- 8 For *Emergency P/O*, choose from the following:
 - **Yes** - The purchase order is an emergency and appears in the buyer work queue to notify the buyer to take action immediately. In this case the delivery time is not used to calculate leadtime.
 - **No** - The delivery time for this order is normal and is used to calculate leadtime.
- 9 The *Freight Flag* indicates to Account Payable whether you are responsible for freight. Choose from the following:
 - **Yes** - You are responsible for freight if freight charges are billed on this purchase order. If the *Frt Paid Amount* in the Vendor Line Target Parameters Screen is met, this automatically changes to **N**.
 - **No** - You are not responsible for any freight charges billed on this purchase order. The default on recommended purchase orders created by Nightly Processing that meet the *Frt Paid Amount* in the Vendor Line Target Parameters Screen.

For more information on freight charges, refer to "Applying Estimated Freight to P/Os and Receivers" on page 6-3.
- 10 Enter any *Instructions* to print on the purchase order.
- 11 Press **F5-Add Info** to open the P/O Additional Information screen to verify or enter any other required information.
- 12 Once all the header screen information is correct, press **F2-Save** to save the header information and to start entering or editing product numbers. Refer to "Entering Products" on page 2-8.

2.1.4 Entering Products

Once you complete the header screen (refer to "Entering Purchase Order Header Information" on page 2-6), you can enter products in the Purchase Order Entry screen.

The screenshot shows the 'Purchase Order Entry' window with the following data:

Product Number	Description	Whse	N	R	Linkage	Quantity	UM	Net Cost
1	DX0425TVN312	14"				10	EA	149.000
2	DX0425TVR312	14"				10	EA	149.000
3	DX0728TVN312	16"				20	EA	149.000
4	DX0728TVR312	16"				30	EA	149.000
5	DX0728TVS312	16"				10	EA	149.000
6								

Summary Statistics:

Cube	Weight	Units	Amount
1.6000	160.00	80	11920.00

Buttons: F2-Save, F4-Del, F5-Hdr Scr, F6-Link, F9-Goto Line

Figure 2-4: Purchase Order Entry Screen

1 In *Product/Description*, enter one of the following:

- The exact product number. The P/O Detail Information screen appears.
- Part of the product number, description, or product line, then press **ENTER** to search for the part number. The Product Tagging Entry screen displays. Choose one of the following options:
 - Enter the quantities and press **F2-Save**. The items are placed directly on the purchase order. To change the quantity or cost or other information, highlight the line item and press **ENTER** to open the P/O Detail Information screen.
 - Highlight the desired product number and press **F2-Save** to open the P/O Detail Information screen.

The screenshot shows the 'P/O Detail Information' window with the following data:

Ln#	Qty-Opn	U/M	Whse	Accept	Qty-B/O	Del-Date	Promised
1	2	EA	10	<input checked="" type="checkbox"/>	2	06/30/04	

Pricing Summary:

Gross	Disc%	Net-Cost	Src
1364.350	0.00	1364.350	PRC

Vendor Product#: ING1WF62

Buttons: F2-Save, F5-Add Info, F6-Rec P/O Review

Figure 2-5: P/O Detail Information Screen

- 2 Enter or verify the *Qty-Opn* in the P/O Detail Information screen.
- 3 For *Accept (A)*, choose one of the following:
 - **Y** - If everything else in this screen is correct. The detail information screen closes and you can enter the next line item on the P/O.
 - **N** - If you need to change any of the remaining fields:
 - *Del-Date*: Change the delivery date if necessary. The default is from the Purchase Order Header if entered there. The delivery date information is used in the expedite reports. Refer to the "Low Level Expedite Report" on page 3-59 and the "High Level Expedite Report" on page 3-63.
 - *Promised*: Enter the date the merchandise is scheduled to arrive. This information is used to calculate vendor statistics.
 - *Gross, Disc%* or *Net-Cost*: Change as necessary. Refer to "Purchase Order Costing Options" on page 2-26 for more information on costing methods and discount tables.
 - *Src*: The source where the cost was pulled from. Refer to "Identifying Purchase Order Source Codes" on page 2-26 for a list of source codes.
 - *Vendor Product#*: If applicable, enter a vendor product number to cross reference to your product number and to print on the P/O.
 - **F5-Add Info**: Opens the P/O Additional Info screen to change information regarding *Inspection, Thaw Dates, Vendor Contracts, and Vendor Quotes*.
 - **F2 - Save**: Saves the detail information and brings you back to the Purchase Order Entry screen to continue adding items.

2.1.5 Entering Comments

You can enter comment lines on a purchase order with the option to print on the order or to only display on the screen. Always enter the comment line after the item it is related to so that the comment is linked to the item on all related documents.

To add comment lines:

- 1 Put the cursor on the blank line after the related line item. To insert a blank line, put the cursor on the line below where you want to insert the line and press **CTRL+INSERT**.
- 2 Enter the appropriate comment code:
 - **C** - Regular comment - displays on the screen and prints on the purchase order.
 - **CN** - Internal comment - displays on the screen and prints on reports and other internal documents but does not print on the purchase order.
 - **\$<code>.<std desc>** - If a standard description exists, enter the standard description number/name in **<std desc>**. For example, if **PO** is the name of your standard message and you want the comment to print on all documents (C comment code), enter **\$C.PO** to pull in the standard description of **PO** and print it on all documents.
- 3 Press **ENTER** to open the Comment Description Entry screen.

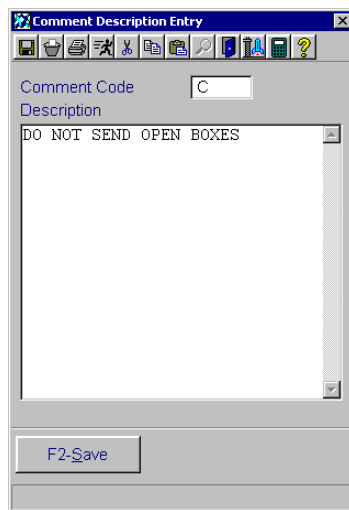


Figure 2-6: Comment Description Entry Screen

- 4 Enter any comments in *Description*.
- 5 Press **F2-Save** to close the screen and continue entering line items or comments.



You can also enter a comment to link to an item. Highlight the item, then from the Action Bar select **Prod Func > Add Comment Lines**.

2.1.6 Manually Linking an Item

You can manually link backordered items from a sales order, work order, or transfer to a purchase order. When the item is received into inventory, it automatically fills the backorder on the linked order.

To manually link a backordered item to a purchase order:

- 1 From the Purchase Order Entry screen press **F6-Link** to access the Purchase Order Linkage screen.

Document	Type	Customer/Branch	B/O Qty	U/M	Req-Date	Line Level
10000246	Order	Desert Springs Pools And Spas	10	C	05/19/04	

Figure 2-7: Purchase Order Linkage Screen

- 2 For *Product Number*, enter the product number or product description. All documents containing this item as an unlinked, backordered item are displayed.
- 3 Press **F5-Review** to review the order(s).
- 4 Press **F2-Link** to add the item to the purchase order.



You can also manually link an item to a purchase order from the Purchase Order Entry screen by entering the order number in the following format on a blank line:

- **S** - if the item is on a sales order
- **W** - if the item is on a work order.
- **T** - if the item is on a transfer.

After the order number, enter a slash(/) and the line number of the item to link.

Example: To link line number 6 from sales order number 890002, enter S890002/6 for the product number.



To delete a linked item from a purchase order, highlight the linked item, then from the Action Bar select **Prod Func > Linkage Deletion**.

2.1.7 Splitting Line Items for Delivery Dates

The quantity entered on a purchase order can be split to accommodate two or more delivery dates.



You cannot split delivery dates for lot pack and linked items.

When entering line items in Purchase Order Entry, *Del-Date* in the P/O Detail Information screen is the delivery date for the first part of the quantity to be shipped. To split the remaining quantities into separate delivery dates:

- 1 Place the cursor on the item to split. From the Action Bar, select **Prod Func > Line Item Split**. The PO Split Lines screen opens.

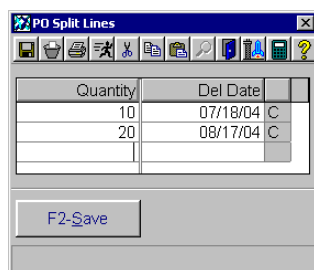


Figure 2-8: PO Split Lines Screen

- 2 Enter the *Quantity* to ship on the second delivery date.
- 3 Enter the *Del Date* when this quantity will be delivered. The following prompt appears:

This date has been...

- 4 Choose from the following:
 - **Confirmed:** If the delivery date is the date originally confirmed by the vendor. A **C** appears by *Del-Date*.
 - **Expedited:** If the delivery date is the date confirmed by vendor after expediting. An **E** appears by *Del-Date*.
 - **Overridden:** If you are overriding the original date. An **O** appears by *Del-Date*.
 - **Return To Date:** Allows you to change the date entered.
- 5 Enter the *Number of Freight Days*, which is the estimated number of days it takes for the merchandise to arrive at your warehouse for the ship via type selected.
- 6 Continue entering quantities and delivery dates for as many split quantities as necessary. The overall quantity in the PO Split Lines screen must not be equal or greater than the original line item quantity on the purchase order. The quantity remaining for the line item uses the original delivery date from the P/O Detail Information screen.

- 7 Press **F2-Save**. The split line items display on the purchase order with the respective new quantities and delivery dates. All other line item information mirrors the line to be split. The original quantity is modified to equal the original quantity minus the new split quantities.

2.1.8 Entering Line Item Thaw Dates

When you freeze controls for a product, its purchasing parameters are not re-evaluated with end-of-month processing. The thaw date is the date the product's purchasing parameters are no longer frozen.

If a thaw date is entered for a product number on a purchase order, the quantity entered is removed from the on-order quantity of this item and excluded from the Nightly Processing recommended purchase quantity calculations. Once the thaw date is reached, the line item quantity is added back into the product on-order quantity and included in the Nightly Processing recommended purchase quantity calculations. Refer to the "Frozen Control Thaw Date Report" on page 9-15.

Example: If you have a blanket P/O for a quantity of an item that is to ship over the course of a year, you may want to exclude future quantities from the on-order quantity so that the purchasing formulas recommend the stock that is needed now.

To enter a thaw date for an item on a purchase order:

- 1 When entering line items (refer to "Entering Products" on page 2-8), from the P/O Detail Information screen press **F5-Add Info** to access the P/O Additional Info screen.

Figure 2-9: P/O Additional Info Screen

- 2 Enter the *Thaw Date* for the item.
- 3 Press **F2-Save** to save the thaw date information for this item.



Note: A thaw date cannot be entered on type *09 Future Purchase Orders*.

2.1.9 Merging With a Suspended Purchase Order

If suspended purchase orders are tracked in your system, you can merge a suspended purchase order with an order you are entering.



To track suspended purchase orders, you must set the following flags in Purchasing Parameters:

Maintain Suspended P/O's: Determines if suspended purchase orders are tracked in the system.

- **Y** - To track suspended purchase orders. When you suspend a purchase order in Purchase Order Entry, you are prompted to track the suspended order. If you choose **Yes**, the Buyer Queue Inquiry is updated with the suspended purchase order.
- **N** - To not track suspended purchase orders.

Set P/O Date as Output Date: Determines if the purchase order date is the date the order was entered and suspended, or the date the order is eventually processed and printed, emailed or faxed.

- **Y** - The purchase order date is the date the purchase order is printed, emailed or faxed, rather than the date it was suspended.
- **N** - The P/O date is not updated when processed. The date originally entered is used.

When a purchase order is suspended (see "Completing a Purchase Order" on page 2-18), you are prompted to track the order. If you choose **Yes**, you can access the order later to merge it with another purchase order.

If the purchase order is still suspended the next time a purchase order is entered for this vendor, the following question appears when you save the order.

Suspended Purchase Orders on File! Do You Wish to Continue
Or Return Back Into Purchase Order for Merging?

- 1 Select **Return** to bring you back into the purchase order so that you can merge it with any existing suspended purchase orders.



You don't have to wait until completing the order to merge. From the Purchase Order Entry screen you can place the cursor on the item to merge and go straight to step 2 while in the Purchase Order Entry screen. You can merge one or all items on the P/O.

- 2 From the Action Bar select **Prod Func > Merge w/Suspended P/O**. The Merge With Suspended P/O screen appears and lists the suspended purchase orders for the warehouse and vendor where the purchase order is being entered. Direct ship purchase orders are excluded from the selection.

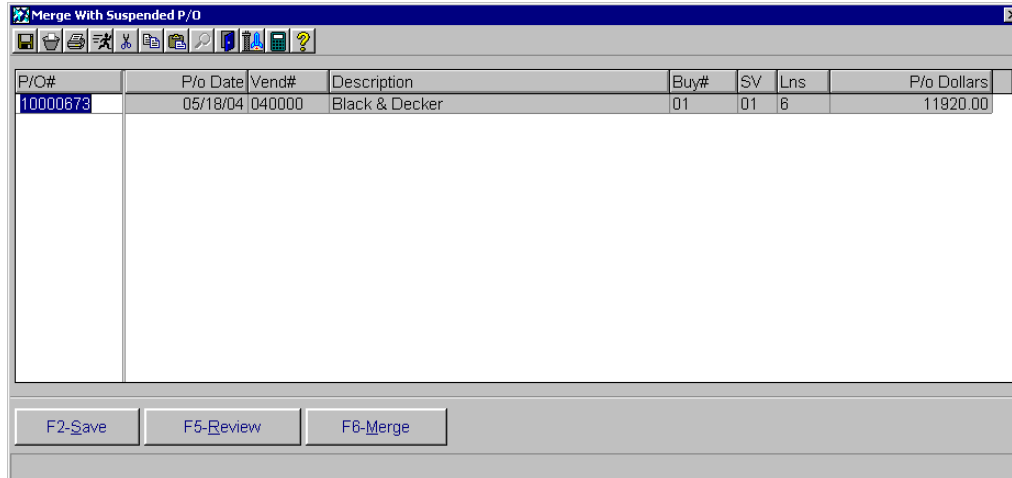


Figure 2-10: Merge With Suspended P/O Screen

- 3 Press **F5-Review** to open the Purchase Order Display screen to allow you to review each purchase order.
- 4 Press **F6-Merge** to merge the selected purchase order with the one you are working on. The following question appears:

Merge Individual Products Or All Products?

- 5 Choose one of the following options:
 - **Individual:** Merges the product that was highlighted when **Merge w/Suspended P/O** was selected. For example, if the current purchase order contains two line items and the cursor is positioned in the second line of the purchase order, the second line on the purchase order is merged with the suspended purchase order selected on the screen.
 - **All:** Merges all products on the current purchase order with the suspended purchase order.
 - **Return:** Goes back to the Purchase Order Entry screen.

As each line item on the current purchase order is merged into the suspended purchase order, the lines no longer appear on the current purchase order.

The quantities on the suspended purchase order are updated with the additional quantities.

To edit the suspended purchase order, you must go back into Purchase Order Entry to change and process the order.



Suspended purchase orders are also tracked in the Buyer's Queue for review. Refer to "Suspended Purchase Orders" on page 4-14.



"Purchase Order Log Inquiry" on page 2-45 displays the RMV (remove) code for the purchase order whose lines items were merged into the suspended order. The RMV code references the line item that was removed and the purchase order it was moved to. The MOV (move) code displays for the suspended purchase order that had items merged into it. The MOV code references the line item that was added from the other purchase order.

"Purchase Order Inquiry" on page 2-39 displays an **S** in the S (suspended) column to indicate that the purchase order is suspended.

2.1.10 Completing a Purchase Order

To complete a purchase order:

- 1 Once you have entered all the items on a purchase order, press **F2-Save** to complete the order. The following question appears:

Do You Wish To....

- 2 Choose one of the following:
 - **Print:** If your company uses continuous printing, the purchase order automatically prints.
 - **Fax:** Displays the Fax Confirmation screen. If the vendor is not set up for faxing, a warning message displays. Enter or edit the fax information as necessary and press **F2-Save** to fax the order. If you are using continuous printing for purchase orders, it is automatically faxed.

The screenshot shows a 'Fax Confirmation' dialog box with the following data:

Fax Number	9724033150
To Company	Powers Fasteners (EOQ)
Subject	PURCHASE ORDER 80000416
Contact	Lawrence Taylor
User Id	DSI David Immerman
Immediate/Overnight	<input type="checkbox"/>
Suppress Cover Page	N
Notes	CONFIRMING PURCHASE ORDER PLACED WITH ED

Buttons at the bottom: **F2-Save** and **F5-Restore Default Info**.

Figure 2-11: Fax Confirmation Screen

- **Print/Fax:** Prints and faxes the purchase order. The same rules as for **Print** and **Fax** apply.

- **E-Mail:** Displays the Email Confirmation screen. If the vendor is not set up to email, a warning message displays. Enter or edit the email information as necessary and press **F2-Save** to email the order. If you are using continuous printing for purchase orders, it is automatically emailed.

The screenshot shows a software window titled "E-Mail Confirmation". The window has a standard Windows-style title bar and a menu bar. Below the menu bar, there are several fields for email configuration:

- E-Mail Address:** dimmerman@prelude.com
- To Company:** Powers Fasteners (EOO)
- Subject:** PURCHASE ORDER 90000418
- User Id:** DSI David Immerman

Below these fields is a large text area labeled "Notes" containing the text "CONFIRMING PURCHASE ORDER". At the bottom of the window, there are two buttons: "F2-Save" and "F5-Restore Default Info".

Figure 2-12: E-Mail Confirmation Screen

- **Suspend:** If you are set up to track suspended purchase orders, the following prompt appears:

Do You Wish to Track Suspended Purchase Order?

Choose from the following:

- **Yes:** Suspends the purchase order until you go back in and choose to print, email, or fax the order. See "Suspended Purchase Orders" on page 4-14 and "Merging With a Suspended Purchase Order" on page 2-15.
- **No:** The suspended purchase order is not tracked in the system.
- **Return:** Brings you back into the purchase order.



If your company is not using continuous printing, the purchase orders must be printed, faxed, or emailed in the batch mode. Refer to "Printing Purchase Orders" on page 2-24 for more information.

2.1.11 Duplicating a Purchase Order

You can duplicate a purchase order for the same vendor or for a different vendor. Duplicating an order prevents you from having to re-enter a list of part numbers and prices. You can also use the same cost as the original purchase order, or recost the new purchase order with the current system prices.

Two options are available for duplicating a purchase order, depending on whether the purchase order is open or if it was received:

- "Duplicating Open Purchase Orders" on page 2-20.
- "Duplicating Received Purchase Orders" on page 2-22.

2.1.11.1 Duplicating Open Purchase Orders

To duplicate an open purchase order:

- 1 Select **Purchasing > Purchase Order Entry** to access the Purchase Order Entry screen.
- 2 For *P/O Number* press **ENTER** to assign a new purchase order number.
- 3 From the Action Bar select **P/O Func > Duplicate Purchase Order** to access the P/O Duplication Entry screen.

Figure 2-13: P/O Duplication Entry Screen

- 4 In *Duplicate P/O#*, enter the purchase order number that you wish to duplicate. The *Vendor Number* from that purchase order displays.
- 5 For *New Vendor Number?*, choose one of the following:
 - Leave blank if the new P/O is for the same vendor as the original P/O.
 - Enter the vendor number if the new P/O is for a different vendor than the original vendor.
- 6 For *New Warehouse Number?*, enter the ship-to warehouse number.
- 7 For *Recost P/O?*, choose one of the following.
 - **Y** - To recost the purchase order line items with the current system cost for the designated vendor.
 - **N** - To use the cost from the original purchase order.

- 8 Press **F2-Save** to complete the Duplication Entry screen. You can edit the order as necessary and complete as usual. Refer to "Completing a Purchase Order" on page 2-18.

2.1.11.2 Duplicating Received Purchase Orders

To duplicate a received purchase order:

- 1 Select **Purchasing > Purchase Order Entry** to access the Purchase Order Entry screen.
- 2 Press **ENTER** to assign a new purchase order number.
- 3 From the Action Bar select **P/O Func > Duplicate Purchase Order History** to access the P/O History Duplication Entry screen.

Figure 2-14: P/O History Duplication Entry screen

- 4 In *Duplicate P/O History#*, enter the purchase order number that you wish to duplicate or press **F3** to search. The *Vendor Number* from that purchase order displays.
- 5 For *New Vendor Number?*, choose one of the following:
 - Leave blank if the new P/O is for the same vendor as the original P/O.
 - Enter the vendor number if the new P/O is for a different vendor than the original vendor.
- 6 For *New Warehouse Number?*, enter the ship-to warehouse number.
- 7 For *Recast P/O?*, choose one of the following.
 - **Y** - To recast the purchase order line items with the current system cost for the designated vendor.
 - **N** - To use the cost from the original purchase order.
- 8 Press **F2-Save** to complete the P/O History Duplication Entry screen. You can edit the purchase order as necessary and complete as usual. Refer to "Completing a Purchase Order" on page 2-18.

2.1.12 Deleting A Purchase Order

You can delete a purchase order from within Purchase Order Entry.



To track deleted purchase orders:

- Set the *Keep Deleted Purchase Orders* flag in File Update Parameters to **Y**.
- Establish P/O Deletion codes in the P/O Deletion Reason Code Maintenance screen. (**Purchasing > Maintenance > P/O Deletion Reason Code Maintenance**).

To delete a purchase order:

- 1 From the Purchase Order Entry screen press **F4-Del**. The following question appears:

Are You Sure You Wish To Delete (Y/N)

- 2 Choose one of the following:
 - **N** - The purchase order is not deleted and you are brought back into the Purchase Order Entry screen.
 - **Y** - If the *Keep Deleted Purchase Orders* flag in File Update Parameters is set to **Y**, the Deleted Reason Code screen displays. Enter the *Deleted P/O Reason Code* to identify why you are deleting the purchase order. Press **F3** to list the reason codes.
- 3 Press **ENTER** to close the screen.



Refer to the "Deleted Purchase Orders Report" on page 9-6 to view all deleted purchase orders and the reasons for deletion.

2.2 Printing Purchase Orders

If your warehouse is not set up to continuously print, email, or fax purchase orders, you must use the batch print mode to generate all purchase orders in the queue. You do not have to print purchase orders to receive stock.

To batch print, email, or fax purchase orders:

- 1 Choose **Purchasing > Purchase Order Printing**. The Purchase Order Printing screen appears.

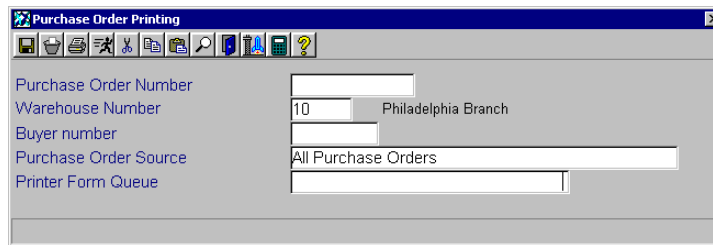


Figure 2-15: Purchase Order Printing Screen

- 2 Enter the *Purchase Order Number* or leave blank to print all purchase orders.
- 3 Enter the *Warehouse Number* or leave blank to print purchase orders for all warehouses.
- 4 Enter the *Buyer number* to print purchase orders just for that buyer or leave blank to print purchase orders for all buyers.
- 5 Enter the purchase order *Source*:
 - **ALL** - For all purchase order types.
 - **R** - To only print the P/Os entered through Purchase Order Entry.
 - **S** - To only print the P/Os entered through Sales Order Entry.
- 6 Enter the *Printer Form Queue* to indicate where the purchase orders should print.
- 7 Press **ENTER** and the following question appears:

Load Purchase Order Forms In Printer And Align Visually

- 8 Choose one of the following:
 - **Print Purchase Order**: Prints selected purchase orders.
 - **Mask Print Test**: Prints a mask of the P/O to make sure the paper is aligned (not necessary if using a laser printer). After the forms are correctly aligned select **Print Purchase Order**.
 - **Abort Printing**: No purchase orders are printed.
- 9 After you select **Print Purchase Order**, the following prompt displays:

Purchase Order Printing Complete...

10 Choose one of the following:

- **Process:** To tell the system that the purchase orders printed successfully.
- **Reprint All:** To reprint all of the purchase orders. This option is useful if only a couple of purchase orders printed successfully from a large print job. The system reprints the purchase orders and this prompt appears again.
- **Single Reprint:** To reprint orders individually. This option is useful if only a couple of purchase orders jammed in the printer. Enter the purchase order numbers to reprint.
- **Abort:** To cancel the purchase order print process.

11 Once you select **Process**, the following prompt appears:

Are You Sure You Want To Process.

12 Select one of the following:

- **Reprompt:** To keep this dialog box open.
- **Yes:** To complete the purchase order printing process and update the Purchase Order Log. See "Purchase Order Log Inquiry" on page 2-45.
- **No:** To return to step 9.

2.3 Purchase Order Costing Options

ADS provides many methods of automatically costing or recosting a purchase order to accommodate any source from which your vendor may generate costs. For information on purchase order costing, refer to the following sections:

- "Identifying Purchase Order Source Codes" on page 2-26.
- "Setting up Discount Break Tables" on page 2-28.
- "Using Discount Tables in Vendor Line Maintenance" on page 2-32.
- "Recosting Purchase Orders" on page 2-34.

For information on freight cost refer to "Allocating Inbound Freight to Average Cost" on page 6-2.

2.3.1 Identifying Purchase Order Source Codes

The *Src* code that displays in the P/O Detail Information screen when entering a purchase order (Refer to "Entering Products" on page 2-8) references the source from which the cost was derived. Purchasing cost can be derived from the following sources:

- **BKL** - Blanket purchase order.
- **CBQ** - Cost quantity break.
- **OV** - Manual override.
- **PDQ** - Quantity break discounts.
- **PH** - Product replacement cost.
- **PHD** - Product direct ship cost.
- **PRC** - Product replacement cost.
- **PV** - Product vendor unit cost.
- **PVC** - Product vendor unit cost.
- **PVD** - Product vendor direct ship cost.
- **PW** - Product warehouse replacement cost.
- **PWD** - Product warehouse direct ship cost.
- **VLD** - Vendor line discount.
- **VW** - Company vendor unit cost.
- **VWC** - Company vendor unit cost
- **VWD** - Company vendor direct ship cost.
- **WRC** - Product warehouse replacement cost.

**Inventory Parameters Flag for Replacement Cost**

The *Replacement Cost Update* flag in Inventory Parameters determines if replacement cost is updated from a purchase order:

- **P** - Update product replacement cost from Purchase Order Entry and Stock Receipts Entry.
- **R** - Update product replacement cost from Stock Receipts Entry only.
- **N** - Replacement cost is not updated.
- **O** - In Purchase Order Entry, ask if replacement cost should be updated. Replacement cost is updated in Stock Receipts Entry automatically.

2.3.2 Setting up Discount Break Tables

Discount break tables define the discount break levels for costing a purchase order. A discount break table may be for one warehouse or company-wide. Break-level pricing is expressed as a specific price or as a discount off of a column price. You can reference the tables in Product Maintenance, Product Warehouse Maintenance, Product Vendor Maintenance or Vendor Line Maintenance (see "Using Discount Tables in Vendor Line Maintenance" on page 2-32).

To define discount break tables:

- 1 Select **Purchasing > Maintenance > Discount Break Table Maintenance** to access the Discount Break Table Maintenance screen.

Figure 2-16: Discount Break Table Maintenance Screen

- 2 Enter a *Table Number* or press **F3** to search for existing tables.
- 3 Enter a *Warehouse Number* if this table only applies to one warehouse. Leave this field blank if the discount break table applies to all warehouses.
- 4 Enter a *Description* of the discount break table so that you can easily identify it from within other maintenance routines.
- 5 For *Sum And Recost?* choose from the following:
 - **Yes** - Purchase order line items are accumulated by vendor line and recosted if a break level is met.
 - **No**- Purchase order line items are recosted based on their individual quantity or dollar value.

- 6 Enter a *Table Method* to determine how the discount is calculated. You can express break level pricing as a set price or as a discount off of a column price. Choose from the following:
- **\$** - Each break has a set price.
 - ***** - The price is a discount percent off of a column price.
 - **C** - Rebate base cost - current.
 - **R** - Rebate base cost - replacement.
 - **D** - A chain discount.
 - **M** - Net margin.
 - **T** - Quantity discount table.



If products within the vendor line have different costs, use the * (percent) method. The other methods set one price for all products using the table.

- 7 Enter the *Break Level Type* to define break levels. Choose from the following:
- **U** - Defines break levels based on units.
 - **\$** - Defines break levels based on dollars.
 - **M** - Defines break levels based on unit of measure.
- 8 Press **ENTER**. If you chose the * (percent) Table method, go to step 9. If you chose any of the other table methods, go to step 10.

- 9 To enter values in the Discount Break Table Using the Percent Method screen:

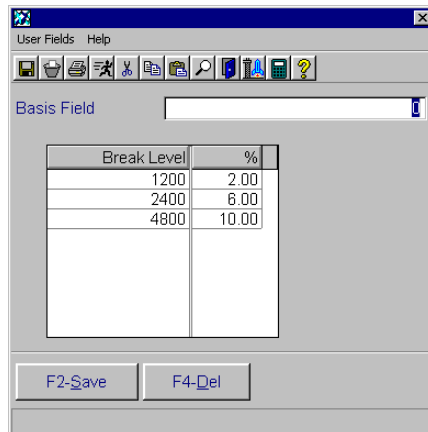


Figure 2-17: Discount Break Table Using the Percent Method Screen

- For *Basis Field*, enter the price or cost column to use as the base amount for calculating discounts. The price/cost columns are pulled from pricing in Product Maintenance. Options are:
 - **0** - Suggested retail.
 - **1** - Price1.
 - **2** - Price2.
 - **3** - Price3.
 - **4** - Price4.
 - **5** - Price5.
 - **A** - Average cost.
 - **B** - Product quantity break. Uses the product's quantity break table for applying the discount defined in this table. Only used for percentage discounts.
 - **C** - Customer default column. Uses the customer's default price level before applying the discount defined in this table.
 - **O** - Cost for sales.
 - **R** - Replacement cost.
 - **S** - Standard costs.
- Enter the *Break Level* to define the minimum break value that qualifies for the corresponding discount percent or price:
 - If the *Break Level Type* is **M**, enter the unit of measure that sets this discount.
 - If the *Break Level Type* is **U**, enter the quantity values to determine the discount.
 - If the *Break Level Type* is **\$**, enter the dollar amount to determine the discount.

- Enter the % to define the discount percentage for the corresponding break level. This percentage is applied to the value in *Basis* to calculate the price for each product. This value is pulled into *Disc%* on the purchase order when you use the recost option. The discount entered is a percentage off of a price if a price is specified in *Basis* or a percentage over the cost if a cost is specified in *Basis*. A negative percentage gives the opposite result (a percentage over a price or a percentage off of a cost).
- Press **F2-Save** to save the discount break table information.

10 To enter values in the Discount Break Table Using the Price Method screen:

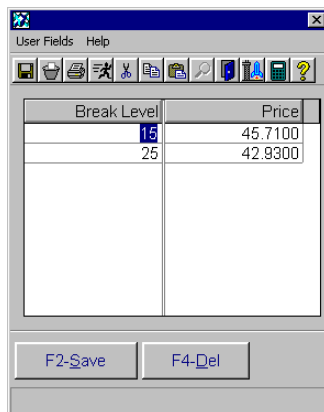


Figure 2-18: Discount Break Table Using the Price Method Screen

- Enter the *Break Level* to define the minimum break value that qualifies for the corresponding price:
 - If the *Break Level Type* is **M**, enter the unit of measure that sets this discount.
 - If the *Break Level Type* is **U**, enter the quantity values to determine the discount.
 - If the *Break Level Type* is **\$**, enter the dollar amount to determine the discount.
- Enter the *Price* for the corresponding break level. This value is pulled into the *Gross* and *Net-Cost* fields on the purchase order when you recost it. Refer to "Recosting Purchase Orders" on page 2-34.
- Press **F2-Save** to save the discount break table information.



To print a list of discount break tables, select **Purchasing > Listings > Discount Break Table Listing** then choose one of the following:

- Discount Percent Method.
- Discount Price Method.

2.3.3 Using Discount Tables in Vendor Line Maintenance

Nightly Processing uses the discount tables assigned in Vendor Line Maintenance to calculate discounts. The Recost Purchase Order function in Purchase Order Entry also uses these parameters to recalculate prices based on quantities or dollar amounts. Refer to "Recosting Purchase Orders" on page 2-34.

You can set up a discount break table in Vendor Line Maintenance or set up a table in Discount Break Table Maintenance (see "Setting up Discount Break Tables" on page 2-28) and then reference the table in Vendor Line Maintenance.



Vendor lines may use different discount tables for calculating price.

To use the discount break table in Vendor Line Maintenance:

- 1 Select **Purchasing > Maintenance > Vendor Line Maintenance**.
- 2 Enter the *Vendor Number*, *Warehouse Number* and *Vendor Line Number* then press **F5- Targets** to access the Vendor Line Target Parameters Screen.

Target Amount	Discount%

Figure 2-19: Vendor Line Target Parameters Screen

- 3 Enter a *Discount Type* to define what the system looks at to determine the break levels. Choose from the following:
 - **\$** - Dollar value.
 - **#** - Weight.
 - **U** - Quantity.
 - **O** - A predetermined method you define to reach a minimum for purchasing (e.g., volume or cube). If you choose this option you must enter a description in the next (unlabeled) field.



If you use a table from Discount Break Table Maintenance and the value entered in *Discount Type* does not match the table's *Break Level Type* in Discount Break Table Maintenance, the *Discount Type* overrides the *Break Level Type* and the break levels are determined by the *Discount Type* field.

For example, if the table's *Break Level Type* is set to **U** and the vendor line referencing the table has a *Discount Type* of **\$**, then the break levels are determined by the dollar value instead of by the quantity.

- 4 Enter the *Discount Break Table Number* (unlabeled field). The table number entered must be a valid table established in "Setting up Discount Break Tables" on page 2-28. **Do not** enter a table if you wish to define the break levels in the *Disc Amt/Disc%* fields.
- 5 If you did not enter a discount break table in the previous field, enter the *Disc Amt/Disc%* values. If these fields are used to define the discount break levels, the cost of the product is calculated by applying a percentage to the cost of the product:
 - *Target Amount* defines the discount target based on the discount type. For example, if the *Discount Type* is set to units (U), then this field defines the quantity break levels. If the *Discount Type* is set to dollars (\$), then this field defines the dollar break levels.
 - *Discount%* defines the discount percent for the corresponding break level. This discount percentage is applied to the cost of the product.
- 6 Press **F2-Save** twice to save the target information for this vendor line.



To use vendor discounts, the product's vendor line must be defined at the product vendor level.

Inventory > Maintenance > Product Maintenance > Product Vendor Maintenance.

2.3.4 Recosting Purchase Orders

You may want to recost a purchase order after all the items are entered, to use vendor discounts that apply based on the total quantity ordered. The Recost Purchase Order function recosts your purchase order based on quantity or dollar value discount levels defined in Vendor Line Maintenance, Company Vendor Cost Maintenance, and Product Vendor Maintenance. Separately, products may not be entitled to a discount, but together, their quantities or dollar value meet a discount break level.

For a line item to be recosted with a vendor line discount, the product must reference a vendor line that contains a discount method and a discount break table. If these conditions are met, the system evaluates all line items on the purchase order within the vendor line and recosts each one if a break level is met. Two methods are available to define the discount break table:

- Discount Break Table Maintenance (refer to "Setting up Discount Break Tables" on page 2-28).
- Vendor Line Target Parameters (refer to "Using Discount Tables in Vendor Line Maintenance" on page 2-32).



WARNING Do not use this feature if you do not want to recost all line items on the purchase order.

To recost a purchase order based on a discount break table:

- 1 Enter all of the products on the purchase order in Purchase Order Entry (refer to "Entering Products" on page 2-8).
- 2 From the Action Bar select **P/O Func > Recost Purchase Order**.
- 3 The system evaluates the products and the following occurs.
 - Purchase order line items are sorted by vendor line. Products that do not contain a vendor line in Product Vendor Maintenance are excluded.
 - The vendor line is checked for a *Discount type* (refer to "Using Discount Tables in Vendor Line Maintenance" on page 2-32). If one is not found, the line items in the vendor line are excluded. If one is found, the system determines if a table is set up or referenced.
 - If the vendor line references a discount break table, the system checks *Sum and Recost* to determine if products in the vendor line can be recosted using this feature. If the field is set to **N**, the line items in the vendor line are excluded.
 - All products in a vendor line are grouped together to get a total quantity, a total dollar value, or a total weight depending on how *Discount Type* in Vendor Line Maintenance is set. The total quantity, dollar value, or weight determines the break level on the table.

- The discount percent or price from each table is retrieved and all line items in the vendor line are recosted. If the *Table Method* is \$, the *Gross* and *Net Cost* are the price from the table for the break level. If the *Table Method* is (*), the *Gross* is set to the value of the *Basis Field* and the discount is the discount percent from the table for the break level.



If the system does not find a table in Vendor Line Maintenance, it looks for a discount break table in Company Vendor Cost Maintenance (F5-Discount Matrix) for the product and then in Product Vendor Maintenance (F5-Discount Matrix). If a discount break table is not found in these areas, the system sets the line item to cost. Only if a table is found are the line items added to get a better break discount. Otherwise, each line item is evaluated separately.

Example of recosting a purchase order:

- Create the discount break tables in Discount Break Table Maintenance:
 - Method = * (discount on basis)
 - Break level type = **U** (units)
 - Basis field = **1** (Price 1)

Table 1

Break Level	Percent
100	30
200	35
300	40

Table 2

Break Level	Percent
100	25
250	35
500	40

- Create products WIL 144-001, WIL 144-115, and WIL 144-116 in Product Maintenance.
- Set the *Primary Vendor* and *Vendor Line* in Product Vendor Maintenance:
 - For product WIL 144-001, the *Primary Vendor* is **000001** and the *Vendor Line* is **TBL2**.
 - For product WIL 144-115, the *Primary Vendor* is **000001** and the *Vendor Line* is **TBL1**.
 - For product WIL 144-116, the *Primary Vendor* is **000001** and the *Vendor Line* is **TBL1**.

- 4 In Purchase Order Entry, enter products WIL 144-001, WIL 144-115, and WIL 144-116.

Product	Quantity	Gross	Discount	Net-Cost
WILL 144-001	50	32.99	0	32.99
WILL 144 115	50	17.213	0	17.213
WILL 144-116	50	11.235	0	11.235

- 5 When you recost the purchase order, the quantity discount is taken for products WIL 144-115 and WIL 144-116 because the total quantity of these two products is 100. Since the discount for 100 units in table TBL1 is 30%, the results are:

Product	Quantity	Gross	Discount	Net-Cost
WILL 144-001	50	32.99	0	32.99
WILL 144 115	50	22.95	30	16.065
WILL 144-116	50	12.98	30	10.486

The gross amount for WIL 144-115 and WIL 144-116 is determined by the discount break table's *Basis Field*. Since Price1 is defined in the table for these products, the values established for Price1 in Product Maintenance are used to recost the line items.

The gross amount and discount percent did not change for WIL 144-001 because the vendor line set up for this product differs from the others. The vendor line for this product is using discount table TBL2 and the quantity for the line item did not meet the discount break level to calculate a discount. If a quantity of 100 was entered, then the gross price changes to Price1 and a discount of 25% applies.

2.4 Entering a Purchase Requisition

A purchase requisition may be used when someone, other than the buyer assigned to the vendor, wants to request that a purchase order be generated.

The requisitions entered are immediately sent to the assigned buyer's work queue to determine if the purchase requisition should be converted to a purchase order. See "Purchase Requisitions" on page 4-24.

To enter or edit a purchase requisition:

- 1 Select **Purchasing > Processes > Purchase Requisition Entry** to access the Purchase Requisition Entry screen.



If you have access to more than one warehouse, the Location Retrieval screen appears first. Enter the appropriate *Selling Warehouse*, *Department Number* and/or *Cost Center Number*.

Product Number	Description	Whse	N	Quantity	U/M	Net Cost
1 4KR44	Ingersoll Rand 11 HP 175 PSI Gas Air Compressor 30 Gal Tank	10		1	EA	1428.750
2 4L977	Ingersoll Rand 5 HP Type 30 Air Compressor Two Stage	10		1	EA	681.850
3 C	NEED BY AUGUST 10	10			EA	
4						

Weight	Units	Amount
26.00	2	2108.60

F2-Save F4-Del F5-Hdr Scr F9-Goto Line

Figure 2-20: Purchase Requisition Entry Screen

- 2 To enter a *Req Number*, choose one of the following:
 - To start a new purchase requisition, press **ENTER** to assign a new purchase requisition number.
 - To edit an existing purchase requisition, enter the requisition number or press **F3** to search by vendor or vendor order number.
- 3 To select a *Vendor Number*, choose one of the following methods.
 - Enter the vendor's number.
 - Enter a vendor keyword and press **ENTER**.
 - Press **F3** and enter search criteria.

- 4 Depending on your system settings, the Vendor Verification screen may appear. The address displayed is from Vendor Maintenance. If this is the correct address, enter **Y** in the *Is This The correct Vendor?* field. If not, enter **N** and select another vendor.
- 5 Enter the purchase requisition header information. Follow the procedures in "Entering Purchase Order Header Information" on page 2-6.
- 6 Enter the line items for the requisition. Follow the procedures for "Entering Products" on page 2-8.
- 7 Enter any comments on the requisition. Follow the procedures for "Entering Comments" on page 2-10.
- 8 Press **F2-Save** to finish the requisition and send it directly to the buyer's work queue for review and conversion. Refer to "Purchase Requisitions" on page 4-24.

2.5 Purchase Order Inquiries

Inquires are available to look up information on open purchase orders, received purchase orders, and all transactions that affect a purchase order. You cannot change information when in an inquiry. For explanations of the purchase order inquiries and information on the selection criteria and field definitions refer to the following:

- "Purchase Order Inquiry" on page 2-39.
- "Purchase Order History Inquiry" on page 2-42.
- "Purchase Order Log Inquiry" on page 2-45.

2.5.1 Purchase Order Inquiry

This inquiry screen allows you to view open purchase orders for a vendor. These purchase orders are not received or are partially received.

Viewing the Purchase Order Inquiry

To view the purchase orders:

- 1 Choose **Purchasing > Inquiries > Purchase Order Inquiry**.
- 2 For *Vendor Number*, choose one of the following.
 - To see P/Os for a vendor, enter the vendor number or vendor description.
 - To review just one P/O, press **F6- Enter P/O** and enter the P/O number. The Purchase Order Display screen appears and you can skip the following steps.
- 3 Press **F3** to choose a *Sort* option:
 - P/O total.
 - Descending P/O total.
 - P/O date.
 - Descending P/O date.
 - Emergency flag.
 - Descending emergency flag.
 - P/O number.
 - Descending P/O number.
 - P/O type.
 - Descending P/O type.
 - P/O units.
 - Descending P/O units.
 - Vendor order number.
 - Descending vendor order number.

4 Choose a *Filter* option:

- No.
- Yes - use the following selection criteria:
 - P/O date.
 - P/O type.
 - Warehouse number.

Open purchase orders for the vendor appear.

P/O#	N	Type	P/O Date	Print	Emg	Vendor Order#	Weight	Units	P/O Amount
20000007		Regular	05/18/04		N		0	1	0.05
20000008		Regular	05/18/04		N		0	1	0.05
90000228		Regular	04/07/04		N		160	160573	15194.54
90000416		Regular	05/18/04		N		1	1	151.88
90000417		Regular	05/18/04		N		0	2	0.07
90000418		Regular	05/18/04		N		0	2	0.07

Vendor Number: 100087 Powers Fasteners (EOG) Sort: P/O Number Filters: No

F2-Enish F5-Review F6-Enter P/O F8-Log F9-Goto Line

sF5-Prev Group sF8-Next Group

Figure 2-21: Purchase Order Inquiry Screen

Field & Function Key Descriptions

Field/Function Key	Description
P/O#	The purchase order number.
N	An asterisk (*) displays if notes were entered on the order.
Type	The purchase order type. Refer to "Identifying Purchase Order Types" on page 2-2.
P/O Date	The date the purchase order was entered.
Print	Indicates if the order was transmitted: <ul style="list-style-type: none"> • P - Printed. • F - Faxed. • E - Emailed.
Emg	Indicates if the purchase order is an emergency: <ul style="list-style-type: none"> • Y - Emergency P/O. • N - Not an emergency P/O.
Vendor Order#	The vendor order number if one was entered on the P/O Header Additional Information screen.
Weight	The total weight if weights are being used.
Units	The number of units on the purchase order.
P/O Amount	The total dollar amount of the purchase order.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen for the highlighted order. Information regarding the header, linked items, credit information and freight are accessible from this screen.
F6-Enter P/O	Allows you to enter a purchase order number to go directly to the Purchase Order Display screen.
F8-Log	Allows you to view the Purchase Order Log Inquiry which shows every transaction or update that affected the order.
F9-Goto Line	Allows you to enter a line number, page number, or reference number to go directly to.
sF5-Prev Group	Displays the previous group of results.
sF6-Next Group	Displays the next group of results.

2.5.2 Purchase Order History Inquiry

This inquiry displays completely received purchase orders for a vendor.

Viewing the Purchase Order History Inquiry

To view the historical purchase orders:

- 1 Choose **Purchasing > Inquiries > Purchase Order History Inquiry**.
- 2 For *Vendor Number* choose one of the following:
 - To see P/Os for a vendor, enter the vendor number or vendor description.
 - To review just one P/O, press **F6-Enter P/O** and enter the P/O number. The Purchase Order Display screen appears and you can skip the following steps.
- 3 Press **F3** to choose a *Sort* option:
 - P/O total.
 - Descending P/O total.
 - P/O date.
 - Descending P/O date.
 - Emergency flag.
 - Descending emergency flag.
 - P/O number.
 - Descending P/O number.
 - P/O type.
 - Descending P/O type.
 - P/O units.
 - Descending P/O units.
 - Vendor order number.
 - Descending vendor order number.
- 4 Choose a *Filter* option:
 - No.
 - Yes - use the following selection criteria:
 - P/O number.
 - P/O date.
 - P/O type.
 - Warehouse number.

Received purchase orders for the vendor appear.

P/O #	N	Type	Rec Date	Emg	Vendor Order#	Units	P/O Amount	Rec Amount
70000219-1		Regular	04/14/04	N		6666	601.13	601.13
40000245-2		Regular	04/14/04	N		630	3.18	3.18
40000245-1		Regular	04/14/04	N		82390	7149.94	7146.76
40000229-2		Regular	04/14/04	N		11080	299.86	299.86
40000229-1		Regular	03/31/04	N		41380	3792.16	3492.30
70000187-2		Regular	03/25/04	N		5800	220.80	220.80
70000187-1		Regular	03/25/04	N		67289	4247.87	4027.07
90000079-2		Regular	03/23/04	N		7975	183.60	183.60
10000232-1		Regular	03/19/04	N		72575	5511.25	5511.25
90000079-1		Regular	03/19/04	N		16583	559.92	376.30

Figure 2-22: Purchase Order History Inquiry screen

Field & Function Key Descriptions

Field/Function Key	Description
P/O#	The purchase order number.
N	An asterisk (*) displays if notes were entered on the order.
Type	The purchase order type. Refer to "Identifying Purchase Order Types" on page 2-2.
Rec Date	The date the purchase order was received.
Emg (E in character)	Indicates if the purchase order is an emergency: <ul style="list-style-type: none"> • Y - Emergency P/O. • N - Not an emergency P/O.
Vendor Order#	The vendor order number if one was entered on the P/O Header Additional Information screen.
Weight	The total weight if weights are being used.
Units	The number of units entered on the purchase order.
P/O Amount	The total dollar amount of the purchase order.
Rec Amount	The dollar amount that was received on the purchase order.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen for the highlighted order. You can access information regarding the header, linked items, credit information and freight from this screen.
F6-Enter P/O	Allows you to enter a purchase order number to go directly to the Purchase Order Display screen.
F8-Log	Allows you to view the Purchase Order Log Inquiry which shows every transaction or update that has occurred for the order.
F9-Goto Line	Allows you to enter a line number, page number or reference number, to go directly to.
sF5-Prev Group	Displays the previous group of results.
sF6-Next Group	Displays the next group of results.

2.5.3 Purchase Order Log Inquiry

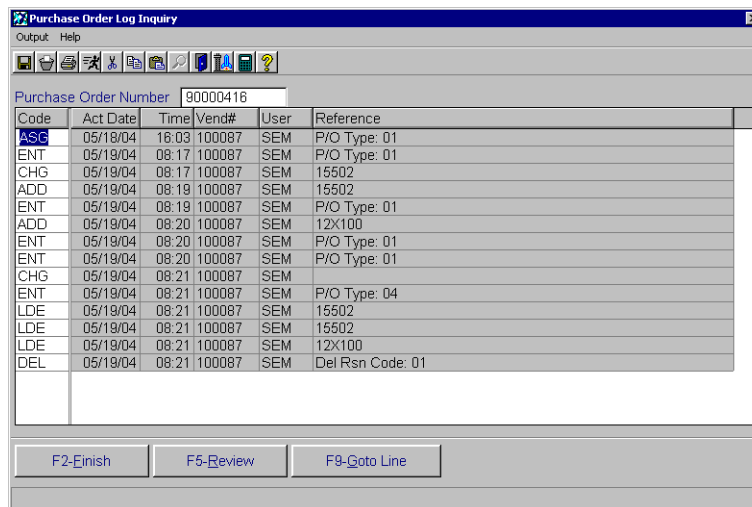
This inquiry screen identifies every transaction or change to a purchase order. See "Purchase Order Log Inquiry Codes" on page 2-46 for an explanation of the transaction codes.

Running the Purchase Order Log Inquiry

To view the Purchase Order Log:

- 1 Choose **Purchasing > Inquiries > Purchase Order Log Inquiry**.
- 2 Enter the *Purchase Order Number* (press **F3** to search by vendor number).

Tracked order changes appear.



The screenshot shows a window titled "Purchase Order Log Inquiry" with a search field containing "90000416". Below the search field is a table with the following data:

Code	Act Date	Time	Vend#	User	Reference
ASC	05/19/04	18:03	100087	SEM	P/O Type: 01
ENT	05/19/04	08:17	100087	SEM	P/O Type: 01
CHG	05/19/04	08:17	100087	SEM	15502
ADD	05/19/04	08:19	100087	SEM	15502
ENT	05/19/04	08:19	100087	SEM	P/O Type: 01
ADD	05/19/04	08:20	100087	SEM	12X100
ENT	05/19/04	08:20	100087	SEM	P/O Type: 01
ENT	05/19/04	08:20	100087	SEM	P/O Type: 01
CHG	05/19/04	08:21	100087	SEM	
ENT	05/19/04	08:21	100087	SEM	P/O Type: 04
LDE	05/19/04	08:21	100087	SEM	15502
LDE	05/19/04	08:21	100087	SEM	15502
LDE	05/19/04	08:21	100087	SEM	12X100
DEL	05/19/04	08:21	100087	SEM	Del Rsn Code: 01

At the bottom of the window are three buttons: "F2-Finish", "F5-Review", and "F9-Goto Line".

Figure 2-23: Purchase Order Log Inquiry Screen

Field & Function Key Descriptions

Field/Function Key	Description
Code	Transactions affecting the purchase order. See "Purchase Order Log Inquiry Codes" on page 2-46.
Act Date	The date the action occurred.
Time	The time the action occurred.
Vend#	The vendor number associated with this purchase order.
User	The User Id of the person who completed the transaction.
Reference	The document number and/or buyer number or User Id associated with the transaction (e.g., if it is linked to a sales order, the sales order number is displayed).
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen for the highlighted purchase order. You can access information regarding the header, linked items, credit information and freight from this screen.
F9-Goto Line	Allows you to enter a line number, page number or reference number to go directly to.

Purchase Order Log Inquiry Codes

Code	Description
ACB	Automatic cancellation of backordered items.
ADD	Line item added.
ADE	Accounts payable receiver deleted.
APH	Accounts payable hold due to invoice amount exceeding user's approval limit or buyer hold.
API	Released from hold in Accounts Payable Release Inquiry.
APS	Accounts payable suspend.
APP	Accounts payable posting.
ARI	Released from hold in Account Payable Release Inquiry.
ASG	Purchase order number assigned.
CHG	Company-tracked changes.
CLN	Original receiver closed by a negative receiver.
CLS	Purchase order completely received and closed.
CNV	Purchase order converted or purchase requisition converted.
DEL	Purchase order deleted.
DOC	DOE conversion.
DUP	Purchase order duplicated through P/O duplication process.
EML	Purchase order emailed.
ENT	Entered into purchase order after the original purchase order was created.

Code	Description
ESC	Escape from purchase order.
FAX	Purchase order faxed.
FFA	Flat file acknowledged.
FFG	Flat file generated.
LBC	Line backorder cancelled.
LDE	Line item deleted.
MOV	Line item moved from another purchase order.
MRG	Receiver merged.
NEG	Negative receiver.
OTW	On the water maintenance performed.
OUT	Outplant receipt.
PLS	Line item split in Purchase Order Entry.
PRT	Purchase order printed.
REC	Stock receipts.
RFS	RF Stock Receipts Entry.
RMV	Line item moved to another purchase order.
SPL	Receiver split.
SRB	Stock receipt batch entry.
SRD	Direct ship stock receipt.
SRH	Stock receipt hold.
SRI	Released from the Stock Receipts Discrepancy.
850	Sent EDI.



Chapter 3 Nightly Processing

Nightly Processing evaluates the replenishment status of the products in each warehouse and generates recommendations to fill the purchasing requirements for the next business day. The results appear in the buyers' work queues and on supporting reports. You can determine which reports you want to run each night, or print as needed from the Nightly Processing Reports menu.

This process, normally run at the end of the day, reviews all open purchase orders, sales orders, work orders, and transfers to calculate the net available inventory for each product. If the net available is below the order point, line point, or minimum (whichever purchase method is being used), a recommended purchase order, direct purchase order, or transfer is created depending on the product's replenishment method. A recommended stock purchase order combines all products from the same vendor line and compares the totals to the targets established for the vendor.

For information on establishing, generating, reviewing, and using Nightly Processing information, refer to the following sections:

- "Setup Requirements for Nightly Processing" on page 3-2.
- "Nightly Processing Procedures" on page 3-14.
- "Daily Processing Procedures" on page 3-19.
- "Nightly Processing Inquiries" on page 3-23.
- "Nightly Processing Reports" on page 3-31.

3.1 Setup Requirements for Nightly Processing

The following sections describe Nightly Processing maintenance flags and setup parameters that determine which reports are run, where they are to print, and which calculation options to use:

- "Defining Product Level Purchasing Parameters" on page 3-3.
- "Rounding to Package Quantities" on page 3-8.
- "Faxing Vendor Expedite Reports" on page 3-9.
- "Assigning a Primary Vendor" on page 3-9.
- "Defining Nightly Purchasing Reports to Execute" on page 3-10.
- "Assigning Printers For Nightly Processing" on page 3-10.
- "Setting the Warehouse Sequence for Displays" on page 3-11.
- "Performing the Price Update" on page 3-11.
- "Including Suspended Linked Sales Orders" on page 3-12.
- "Entering the Maximum Number of Lead Time Days" on page 3-12.
- "Rounding to Package Quantities on Transfers" on page 3-13.

3.1.1 Defining Product Level Purchasing Parameters



Purchasing parameters are also defined at the company and warehouse level. The purchasing parameters defined at the product level override those settings.

Nightly Processing uses the settings in Purchasing Parameters to determine when to replenish a product and how much to purchase.

Menu Path: Inventory > Maintenance > Product Maintenance > Product Purch Params Maintenance

Figure 3-1: Purchasing Parameters Screen

Field and Function Key Descriptions

Field/Function Key	Description
Replenishment Mtd	<p>Defines the replenishment method for the product:</p> <ul style="list-style-type: none"> • P - Purchase. Creates a temporary purchase order. If the product is a stocking product, it is combined with other products in the same vendor line and totals are compared to the vendor line's targets. • D - Direct. Creates a temporary purchase order in the central warehouse identified. • T - Transfer. Creates a temporary transfer. • M - Manufacture. Creates a temporary work order. • O - Outplant. Creates a temporary work order.
Warehouse (unlabeled field)	<p>If <i>Replenishment Mtd</i> is T, select a warehouse to transfer from. If <i>Replenishment Mtd</i> is D, select the central warehouse that should purchase this product.</p>

Field/Function Key	Description
Min / Max Flag	Indicates if the product is replenished using minimum and maximum quantities: <ul style="list-style-type: none"> • Y - Use minimum and maximum quantities to purchase or transfer this product. • N - Do not use minimum and maximum quantities to purchase or transfer this product.
Minimum	If <i>Min / Max Flag</i> is Y, enter the minimum quantity to stock. When the product's stock reaches the minimum, replenishment is recommended. If <i>Replenishment Mtd</i> is T (transfer), the following formula is used: $\text{Minimum} = (\text{Forecast} \times \text{Lead Time}) + \text{Safety Allowance Quantity}$
Maximum	If <i>Min / Max Flag</i> is Y, enter the maximum quantity to stock. If <i>Replenishment Mtd</i> is T (transfer), the following formula is used: $\text{Maximum} = \text{Minimum} + (\text{Annual Usage} / \text{Turn Target})$
Sporadic	Indicates if the product has sporadic usage.
Frozen Controls	Indicates if purchasing parameters are frozen. When you freeze controls for a product, its purchasing parameters are not re-evaluated with end-of-month processing. For example, purchasing parameters can be frozen for new products that do not have any usage on which to base purchasing parameters. For these products, you can set minimum and maximum stocking quantities, freeze the controls and set a thaw date after which the product has enough usage for purchasing parameters to create useful data: <ul style="list-style-type: none"> • Y - Purchasing parameters are not reevaluated with end-of-month processing. Your overrides are used until the product is off frozen controls. • N - Purchasing parameters are reevaluated with end-of-month processing.
Thaw Date (unlabeled field)	If you entered Y in <i>Frozen Controls</i> , enter a thaw date. After that date, purchasing parameters are calculated based on the product's usage. If you do not enter a thaw date, the purchasing parameters are frozen indefinitely.
Purchase Method	Identifies the purchasing method for this product: <ul style="list-style-type: none"> • EOQ - Economic Order Quantity. • CLS - Class (always used for Replenishment Method T). • AWU - Average Weekly Usage. • DRP - Distribution Requirements Planning. • DS - Days Supply
Weeks to Use (unlabeled field)	If you chose AWU for <i>Purchase Method</i> , enter the number of weeks to use to calculate the average weekly usage. Leave this field blank to use the system-level setting in Inventory Option Parameters.
Forecast Formula	If you are not using the Forecasting module, enter the number of months you want to use to calculate average monthly usage. If you are using the Forecasting module, press F3 to search for a forecasting formula to use.

Field/Function Key	Description
About Overrides	
The data to the right of these fields are the system-calculated purchasing parameters. To override any of these parameters, enter a new value. The system still calculates purchasing parameters for the product, but uses the override to determine replenishment requirements.	
Forecast	Projected average monthly usage. Used for EOQ and forecasting formulas that are not weighted.
Order Point	If <i>Purchase Method</i> is EOQ and available stock falls below this quantity, the system recommends replenishment.
Line Point	If <i>Purchase Method</i> is EOQ and available stock falls below this quantity, the product is evaluated as part of a line buy if another product in the line is below its Order Point (OP). Review Cycle Days is based on the primary vendor line. See "Assigning a Primary Vendor" on page 3-9.
Recommended Qty	<p>The quantity that the system recommends that you buy. It can be calculated by using EOQ (Economic Order Quantity), Class, or PDQ (Purchase Discount Quantity). The system rounds the quantity to the nearest standard pack, based on the primary vendor. The maximum recommendation is 12 months' supply. The minimum recommendation is 2 weeks' supply or usage during the review cycle, whichever is greater.</p> <p>The EOQ formula is:</p> $EOQ = \sqrt{\frac{24 \times (\text{Forecast} \times \text{Cost to Order})}{\text{Unit Cost} \times \text{Cost to Carry}}}$ <p>The Class formula is:</p> $\text{Class Quantity} = \text{Inventory Class} + \text{Forecast}$ <p>PDQ</p> <p>If the primary vendor has quantity discounts, PDQ is calculated and used if the Net Cost Per Unit is less than EOQ or Class. To calculate the Net Cost Per Unit, the system uses the following formulas to calculate Investment Cost (IC), Holding Cost, and Total Cost:</p>
Surplus Threshold	Used to calculate surplus quantity.
Safety Allowance %	Used to calculate <i>Order Point</i> , <i>Minimum</i> , and <i>Safety Allowance Quantity</i> . Also used to allocate stock. System-level default is established in Inventory Option Parameters.
Safety Allow Qty	The minimum quantity that should always be available. The formula used to calculate the safety allowance is:
	$\text{Safety Allowance} = \text{Safety Allowance \%} \times (\text{Forecast} \times \text{Lead Time})$
Inventory Class	The product's class (0-13). Class 0 is for products with less than 12 months of usage (unless you enter an <i>Ann. Usage Override</i>). Class 13 is for products with a usage value less than the <i>Dead Stock Value</i> in Purchasing Parameters Maintenance. Other classes are assigned based on their usage and the class percentages set up in Purchasing Parameters Maintenance.
Single Customer	Indicates if the product's usage is controlled primarily by one customer. If you set this flag, then you must set purchasing parameters manually: <ul style="list-style-type: none"> • Y - This product's usage is controlled primarily by one customer. • N - This product's usage is not controlled by one customer.

Field/Function Key	Description
Single Customer Number (not labelled)	If you set <i>Single Customer</i> to Y , enter the customer number that primarily controls the product's usage.
Distribution Ctr	Overrides the warehouse-level distribution center. Determines where usage is updated.
Last Stockout Date	The last date when the product was out of stock.
Last Replenish Date	The last date on which the product was received at this warehouse.
Seasonal Flag	Indicates if the item is seasonal: <ul style="list-style-type: none"> • Y - The product's usage is seasonal. • N - The product's usage is not seasonal.
Trend Quantity	The amount that is added to or subtracted from (if negative) the forecast to generate recommended purchasing quantities. The formula used to calculate <i>Trend Quantity</i> is: $\text{Trend Quantity} = \text{Forecast} \times \text{Trend Factor}$
Factor	The percent change from <i>Order Point</i> , <i>Line Point</i> , and <i>Recommended Qty</i> . The formula used to calculate <i>Factor</i> is (CY = Current Year; LY = Last Year; X = Trend Months): $\frac{\text{CY Last X Months Usage} - \text{LY Last X Months Usage}}{\text{LY Last X Months Usage}}$ <i>Factor</i> can also be entered in Product Line Maintenance as <i>Trend%</i> .
Trend Months	The number of months that should be used to calculate <i>Factor</i> . If <i>Trend Months</i> is blank, the <i>Trend%</i> in Product Line Maintenance is used to calculate <i>Trend Quantity</i> . If <i>Trend Months</i> is 0, no <i>Trend Quantity</i> is calculated.
Ann. Usage Override	To override annual usage, enter a value. To get an average monthly usage override, the system divides this value by 12.
W/O Mfg. Production	Indicates if work order production is used to calculate usage: <ul style="list-style-type: none"> • Y - Only sales orders and transfers are used to calculate usage. • N - Sales orders, transfers, and work orders are used to calculate usage.
F2-Save	Save changes to the Purchasing Parameters.
F5-Usage	Opens the Warehouse Usage Maintenance screen, which lists sales order, transfer, and work order usage along with the forecasted usage and forecast formula used. You can override monthly usage.
F6-Calc. Purchase Parameters	Recalculates purchasing parameters immediately. If you change the purchasing parameters and do not recalculate them, your changes will not go into effect until end-of-month processing.
F7-Status Inquiry	Opens the Status Inquiry screen which lists summary information about the product.
Action Bar	
Frcst Comparison	Allows you to view a report comparing how each forecast formula in the system would generate a forecast for the product.
Notes	Opens the Notes Display screen to allow you to enter or edit notes regarding the purchasing parameters for the product.

Field/Function Key	Description
Safe Alerts	Opens the Product Alert Information screen to allow you to view any instances where the product is below its safety allowance or whose product usage is above or below the percentage set in Spikes Exception - Min/Max in the company Purchasing Parameters.

3.1.2 Rounding to Package Quantities

The *Round Pack Qty* flag in Vendor Maintenance determines rounding options for recommended purchase quantities in Nightly Processing. This only applies if the vendor is the primary vendor in Product Vendor Maintenance for a product number, and a package quantity is established. See "Assigning a Primary Vendor" on page 3-9.

To set this flag:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Enter the *Vendor Number* and press **F5-Add Info**.
- 3 Set the *Round Pack Qty* flag to determine rounding options. Choose from the following:
 - **N** - Round to the nearest standard package quantity if possible. If the amount is less than one whole package quantity or it exceeds annual usage, then it is not rounded.
 - **Y** - To round to the nearest package quantity. If the quantity exceeds annual usage, the system recommends at least one package quantity.
 - **U** - To round up to the nearest package quantity. This option could exceed annual usage and always rounds up to the next standard package quantity.
 - **B** - To not round to the nearest package quantity.

3.1.3 Faxing Vendor Expedite Reports

The *Fax Expedite* flag in Vendor Maintenance determines if a vendor is faxed an expedite report for past due items. This only applies if the *Fax Vendor Expedite Reports* flag in Nightly Processing is set to **Y**.

To set the *Fax Expedite* flag:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Select a *Vendor Number* then press **F5-Add Info**.
- 3 Set the *Fax Expedite* flag to determine if a report is faxed for past due items, based on the delivery date in Purchase Order Entry and the *Expedite Days* setting. Choose from the following:
 - **Y** - To automatically fax a report to the vendor when purchase order line items are past their due date.
 - **N** - To not fax a report to the vendor. The information goes into the buyer's queue. Refer to "Purchase Order Expedite" on page 4-16.

3.1.4 Assigning a Primary Vendor

You can assign an unlimited number of vendors to a product/warehouse combination. You can also flag one of those vendors as the primary vendor for generating a recommended purchase order in Nightly Processing. If a product without an assigned primary vendor needs to be purchased, it appears on the "Manual Purchasing Requirements Report" on page 3-34 and you must enter the purchase orders manually.

To assign a primary vendor:

- 1 Select **Inventory > Maintenance > Product Maintenance > Product Vendor Maintenance**.
- 2 Enter the *Product Number* and *Warehouse Number* and press **ENTER**.
- 3 Enter the *Vendor Number* and press **ENTER**.
- 4 Enter a **Y** in the *Primary Vendor* field to establish this vendor as the primary vendor.

3.1.5 Defining Nightly Purchasing Reports to Execute

You can set default Y/N flags to determine which reports to execute during Nightly Processing. You can change these flags when running Nightly Processing. Refer to "Nightly Processing Procedures" on page 3-14 for an explanation of Nightly Processing procedures.

To set the default flags:

- 1 Select **Systems > System Parameter > Maintenance > Purchasing Controls > Nightly Purchasing Setup** to access the Nightly Purchasing Setup Maintenance screen
- 2 For *Whse*, enter each warehouse number to include in the Nightly Processing routine. As you enter each warehouse, the Nightly Purchase Report Execution Maintenance screen displays to allow you to choose which reports to print.
- 3 Enter **Y** for each report include. You can change these flags as needed when running Nightly Processing (unless you schedule Nightly Processing in which case the default flag settings are used).
- 4 Press **F2-Save**.

3.1.6 Assigning Printers For Nightly Processing

Set printer locations to determine where the Nightly Processing reports are to print.

To establish printer assignments:

- 1 Select **Systems > System Parameter > Maintenance > Inventory Controls > Warehouse Maintenance** to access the Nightly Processing Printer Assignments screen
- 2 Choose a *Warehouse Number* then select **F6-Printing > F6-NP Printers**.
- 3 Enter the *Physical Printer* location, the *Stationery* type to use, the printer assignment *Options* and the number of *Copies* to print.
- 4 Press **F2-Save**.

3.1.7 Setting the Warehouse Sequence for Displays

Before generating temporary purchase orders, Nightly Processing checks the purchasing sequence to determine the order in which warehouses and surplus inventories are displayed and checked.

To set the purchasing sequence for warehouses:

- 1 Select **Systems > System Parameters > Maintenance > Inventory Controls > Warehouse Sequences Maintenance** to access the Purchasing Warehouse Sequence Maintenance screen
- 2 Enter the *Whse* then select **F5- Purchasing Seq.**
- 3 Enter the *Whse* numbers in the sequence you want for the Nightly Processing displays. Only the warehouses on this list are used, all others with a surplus are not included in the recommended purchase orders and transfers. If you do not enter anything here, the inventory sequences are used.
- 4 Press **F2-Save** twice.

3.1.8 Performing the Price Update

The Price Update determines if the buyer should invest and purchase more of an item due to a future price increase. The *Perform Pre Price Update* flag in Purchasing Parameters allows you to skip this process when Nightly Processing is run.

To set the *Perform Pre Price Update* flag:

- 1 Select **Systems > System Parameter > Maintenance > Purchasing Controls > Purchasing Parameters.**
- 2 For *Perform Pre Price Update* choose one of the following:
 - **Y** - Nightly Processing creates temporary purchase orders for items with future price increases. The Recommended P/O Action Report is updated with items that meet the criteria. The reason code is **E** (Price) to signify why the temporary purchase order is created.
 - **N** - Nightly Processing does not create temporary purchase orders for items with future price increases.
- 3 Press **F2-Save** three times to save any changes.

3.1.9 Including Suspended Linked Sales Orders

Nightly/Daily Processing checks *Incl. Susp. S/O For Linkage?* to determine if a temporary purchase order is generated when a work order that includes nonstock components with a supply code of **B** is linked to a suspended sales order .

To set the *Incl. Susp. S/O For Linkage?* flag:

- 1 Select **Systems > System Parameter > Maintenance > Option Parameters > Purchasing Parameters.**
- 2 For *Incl. Susp. S/O for Linkage?* choose one of the following:
 - **Y** - For Nightly Processing to generate a temporary purchase order for the components of a work order linked to a suspended sales order.
 - **N** - For Nightly Processing to **Not** generate a temporary purchase order for components of a work order linked to a suspended sales order.
- 3 Press **F2-Save** to save any changes.

3.1.10 Entering the Maximum Number of Lead Time Days

Nightly Processing checks *Maximum LDT Commit Days* when allocating inventory to a sales order to determine how many days until the item is required.

To enter the *Maximum LDT Commit Days*:

- 1 Select **Systems > System Parameters > Maintenance > Option Parameters > Order Processing Parameters > F5 Add Info > F5 Add Info.**
- 2 For *Maximum LDT Commit Days*, enter the maximum number of lead time days before the system should commit inventory to a sales order.
For example: If 5 is entered, the system does not commit any inventory for a sales order until 5 days before the pick ticket date/required date. The sales order line item is updated with a **P** in the *Future Commit field*, *Qty-Pck* is set to **0** and the quantity is backordered.
- 3 Press **F2-Save** three times to save any changes.



When you enter a value in this field, the system continues to generate temporary purchase orders for the sales order line items with backordered quantities when certain conditions are met (e.g., below order point, line point). This field prevents the system from allocating the sales order line item quantity until the number of days before the pick ticket/required date is less than the value entered in the field.

3.1.11 Rounding to Package Quantities on Transfers

The *Round Transfer to Pkg Qty* flag determines if Nightly Processing generates a temporary stock transfer using the *Transfer Pkg Quantity* established in Product Maintenance.

To set *Round Transfer to Pkg Qty*:

- 1 Select **Systems > System Parameters > Maintenance > Option Parameters > Inventory Parameters > F5 Add Info.**
- 2 For *Round Transfer to Pkg Qty*, choose one of the following:
 - **Y** - If a temporary stock transfer is generated from Nightly Processing, the system uses the *Transfer Pkg Qty* for the product.
 - **N** - If a temporary stock transfer is generated from Nightly Processing, the system does **Not** use the *Transfer Pkg Qty* for the product. The transfer quantity stays as the recommended amount.
 - Press **F2-Save** twice to save any changes.

3.2 Nightly Processing Procedures

You must run the Nightly Processing routine every night to check the availability and inventory status of all products and to create the necessary purchasing documents to replenish inventory. You can run the process manually at the end of every day by using the Nightly Processing option, or you can schedule it to automatically run every night using the Nightly Processing - Scheduled option:

- "Running Nightly Processing" on page 3-14.
- "Scheduling Nightly Processing" on page 3-17.

3.2.1 Running Nightly Processing

To run Nightly Processing:

- 1 Select **Purchasing > Processes > Nightly Processing** to access the Nightly Processing screen.

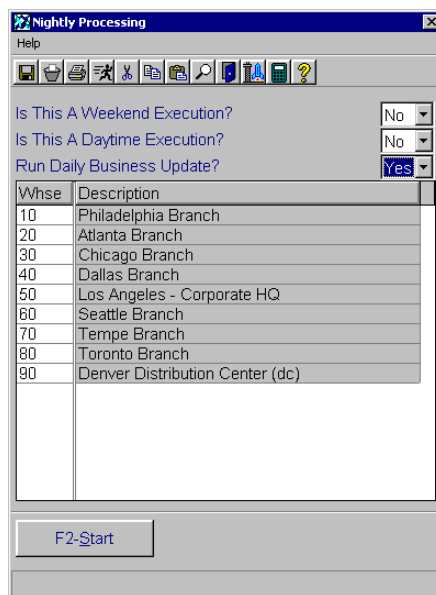


Figure 3-2: Nightly Processing Screen

- 2 For *Is This a Weekend Execution?*, choose from the following:
 - **Y** - If it is the last business day of the week, typically a Friday night. The Pending Override Cancellations Report is printed and the frozen control flags are removed for products with an expired thaw date. See "Pending Override Cancellation Report" on page 3-73.
 - **N** - Nightly Processing is not being run on the last business day of the week.

- 3 For *Is This a Daytime Execution?*, choose from the following:
 - **Y** - Nightly Processing is being run during the day. In this case, committed inventory is not cleared and rebuilt.
 - **N** - Nightly Processing is being run at night. All files are evaluated, and on-order and commitment information is rebuilt.
- 4 For *Run Daily Business Update?*, choose from the following:
 - **Y** - Nightly Processing updates Daily Business Statistics.
 - **N** - Nightly Processing does not build daily business statistics. The Daily Business Statistics Build must be run separately.
- 5 Press **ENTER** on each warehouse listed to open the Nightly Processing Execute Report List screen. A **Y** displays for each report that will print when Nightly Processing is executed.

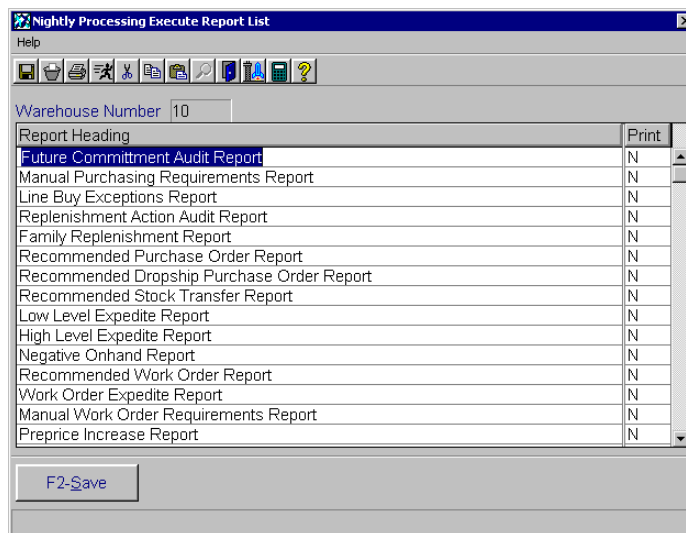


Figure 3-3: Nightly Processing Execute Report List Screen

- 6 Change any of the flags if necessary. The flag settings displayed are defaulted from the settings in "Defining Nightly Purchasing Reports to Execute" on page 3-10.
- 7 Press **F2-Save** once all the flag settings are correct.
- 8 Repeat steps 5-7 for each warehouse.
- 9 Press **F2-Start** and the following question appears:

Enter Military Time to Start (HH:DD) or Return to Start Now:

10 Choose from the following:

- To schedule Nightly Processing for later the same day, enter the time you want it to run. Use military time (e.g., to run Nightly Processing at 11:00pm, enter 23:00). Press **ENTER**. The Nightly Processing screen remains open and you cannot use this session for anything else until Nightly Processing is completed.
- To run Nightly Processing immediately, press **ENTER**. Processing messages appear at the bottom of the screen until Nightly Processing is complete.



If Nightly Processing does not finish, you must run the Product Pointer Rebuild and Daily Business Update to clear the data discrepancies from the Inventory Inquiry screen and to update the daily business statistics so that the Daily Business Report is accurate.

- 6 Press **F2-Save**.
- 7 Choose **Schedule** to display the Scheduler Prompts screen.

Scheduler Prompts

Start Date: 05/17/04
Start Time: 10:13:34
Print/Email/Fax: P
Totals Only: No
Recurring: No

Expected Run Time:
Of Executions:
Last Execution Date:
Retro-active Flag:
Recurring Pattern:

Daily Parameters
Execute Every X Days:
Execute Every Weekday:
Execute Every Hour:Minute:

Monthly Parameters
Execute Every X Months:
On Day Of Month:
Last Day Of Month:
On: <none> <none> Of The Month

Weekly Parameters
Execute Every X Weeks:
 Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Yearly Parameters
Execute Month Of:
On Day Of Month:

F2-Save F6-Change Destination

Figure 3-5: Scheduler Prompts Screen

- 8 Schedule the process and press **F2-Save**.

3.3 Daily Processing Procedures

Daily Processing performs the same calculations and recommendations as Nightly Processing, except that you must specify each vendor and a warehouse. This procedure is designed to be executed for time-sensitive requirements. All recommended transactions for the vendors listed are re-evaluated and regenerated to update the buyer queues.

You may want to use Daily Processing to generate recommended purchase orders during the day after you have corrected any errors generated from Nightly Processing (e.g., assigning primary vendors). You can run this program manually using the Daily Processing option, or you can schedule it to run every day using the Daily Processing - Scheduled option.

- "Running Daily Processing" on page 3-19.
- "Scheduling Daily Processing" on page 3-21.

3.3.1 Running Daily Processing

To run Daily Processing:

- 1 Select **Purchasing > Processes > Daily Processing** to access the Daily Processing screen.

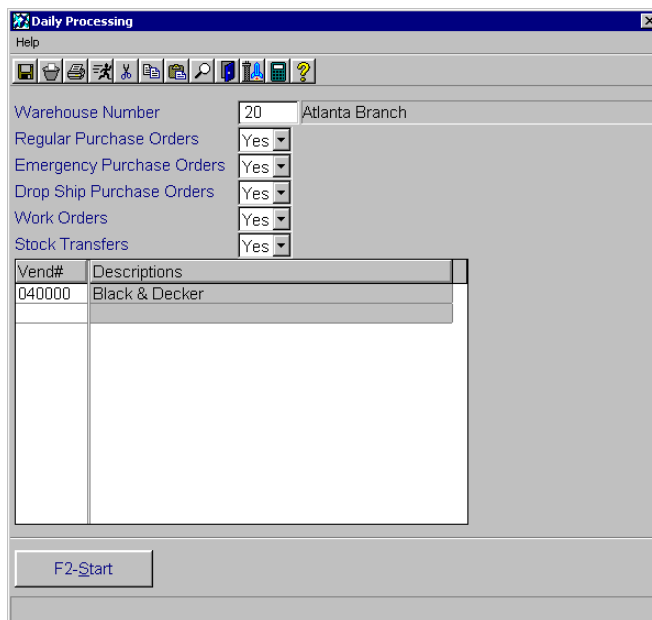


Figure 3-6: Daily Processing Screen

- 2 Enter a *Warehouse Number* or press **F3** to search. The Daily Processing Execute Report List screen appears.

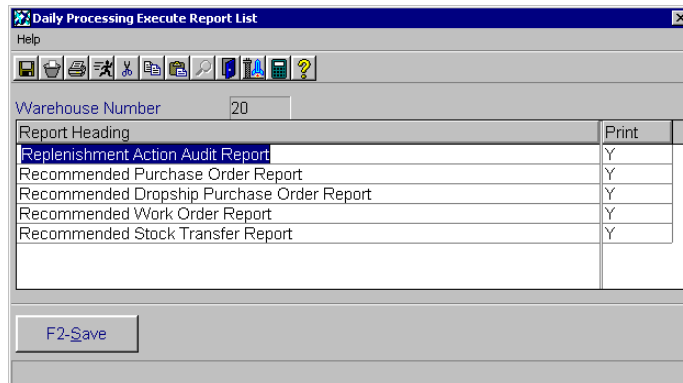


Figure 3-7: Daily Processing Execute Report List Screen

- 3 Enter **N** in *Print* for each report you do not want to print and press **F2-Save** to close the screen.
- 4 For *Regular Purchase Orders*, *Emergency Purchase Orders*, *Drop Ship Purchase Orders*, *Work Orders*, and *Stock Transfers*, leave the **Y** default to generate recommended orders or enter **N** to not generate recommended orders.
- 5 In *Vend#*, enter the vendor numbers or descriptions for each vendor to include in Daily Processing. Vendor numbers are not necessary if you are running transfers only.
- 6 Press **F2-Start** to begin Daily Processing. Messages appear at the bottom of the screen until Daily Processing is finished. The screen automatically closes.

3.3.2 Scheduling Daily Processing

This process works the same as Daily Processing except that it uses the general report format to allow you to schedule the procedure to reoccur daily.

To schedule Daily Processing:

- 1 Select **Purchasing > Processes > Daily Processing - Scheduled** to access the Daily Purchasing Process screen.

Figure 3-8: Daily Purchasing Process Screen

- 2 Enter a *Warehouse Number* and enter **N** under *Print* for each report you do not want to print and press **F2-Save** to close the screen.
- 3 For *Regular Purchase Orders*, *Emergency Purchase Orders*, *Drop Ship Purchase Orders*, *Work Orders*, and *Stock Transfers* leave the **Y** default to generate recommended orders or enter **N** to not generate recommended orders.
- 4 In *Vend#* enter the vendor numbers or descriptions for each vendor to include in Daily Processing. Vendor numbers are not necessary if you are running transfers only.

5 Choose **Schedule** to display the Scheduler Prompts screen.

Scheduler Prompts

Start Date: 05/17/04
 Start Time: 10:13:34
 Print/Email/Fax: P
 Totals Only: No
 Recurring: No

Expected Run Time:
 # Of Executions:
 Last Execution Date:
 Retro-active Flag:
 Recurring Pattern:

Daily Parameters
 Execute Every X Days:
 Execute Every Weekday:
 Execute Every Hour:Minute:

Monthly Parameters
 Execute Every X Months:
 On Day Of Month:
 Last Day Of Month:
 On: <none> <none> Of The Month

Weekly Parameters
 Execute Every X Weeks:
 Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday

Yearly Parameters
 Execute Month Of:
 On Day Of Month:

F2-Save F6-Change Destination

Figure 3-9: Scheduler Prompts Screen

6 Schedule the report and press **F2-Save**.

3.4 Nightly Processing Inquiries

Inquiries are available to look up information generated by Nightly Processing. For explanations of the Nightly Processing inquiries and information on the selection criteria and field definitions, refer to the following:

- "Line Buy Discount Inquiry" on page 3-23.
- "Product Discount Inquiry" on page 3-25.
- "Nightly Processing Inquiry" on page 3-27.
- "Nightly Processing Process Inquiry" on page 3-29.

3.4.1 Line Buy Discount Inquiry

The Line Buy Discount Inquiry displays line buy discount information updated by Nightly Processing and recommends the buy level that is the most cost effective.

Vendor lines are established in Vendor Line Maintenance (refer to "Vendor Line Maintenance" on page 5-44) to group products for discounts when purchase orders are placed. Each vendor line has purchasing requirements that Nightly Processing uses to recommend purchase orders.

Viewing the Line Buy Discount Inquiry

To view line buy discounts:

- 1 Select **Purchasing > Inquiries > Nightly Processing Inquiries > Line Buy Discount Inquiry**.
- 2 For *Vendor Number* enter the vendor number or vendor description or press **F3** to search for the vendor.
- 3 Enter a *Vendor Line* or press **F3** to search.
- 4 Enter a *Warehouse Number*.

If available, the line buy discount information for the selected criteria appears.

Buy Level	Disc%	Investment	MoSupp	Hold Cost	Invest+Cost	Net Purch	RBL
48.00	5.00	134.34	0.000	0.00	134.34	0.95	
96.00	7.50	261.61	0.000	0.00	261.61	0.93	
144.00	10.00	381.80	0.000	0.00	381.80	0.90	*

Usage Value: 0.00 K=35% Per Year Avg. Cost: 2.946

Figure 3-10: Line Buy Discount Inquiry Screen

Field Descriptions

Column Heading	Description
Discount Method (Unlabeled)	Identifies how the <i>Buy Level</i> amount is displayed: <ul style="list-style-type: none"> • U - Units. • \$ - Dollars. • # - Pounds. • O - Other.
Buy Level	Buy levels established for this vendor line.
Disc%	The discount you receive if you buy the corresponding amount.
Investment	Total dollars you invest if you buy this amount.
MoSupp	The number of month's supply for this buy level.
Hold Cost	Holding cost based on cost of carrying inventory (from Purchasing Parameters).
Invest+Cost	Total of <i>Investment</i> and <i>Hold Cost</i> .
Net Purch	Net multiplier obtained by subtracting the discount and adding back the carrying cost.
RBL	Recommended buy level. An asterisk (*) indicates which buy level is the most cost effective.
Usage Value	Total monthly cost of sales.
K	Holding cost (from Purchasing Parameters).
Avg. Cost	Average cost of the products in this line.

3.4.2 Product Discount Inquiry

The Product Discount Inquiry displays product discount information from Product Maintenance, Product Warehouse Maintenance, Product Vendor Maintenance, and Vendor Line Maintenance. Nightly Processing updates the inquiry and recommends the buy level that is the most cost effective.

Viewing the Product Discount Inquiry

To view product discounts:

- 1 Select **Purchasing > Inquiries > Nightly Processing Inquiries > Product Discount Inquiry**.
- 2 Enter the *Product Number* or product description or press **F3** to search.
- 3 Enter a *Warehouse Number*.

The primary vendor for the product warehouse combination appears along with the product discount information.

The screenshot shows a software window titled "Product Discount Inquiry". It contains several input fields for search criteria:

- Product Number: AF 18772 (Flat Washers Stainless Steel)
- Warehouse: 90 (Denver Distribution Center (dc)) (1/4 Diameter (in.))
- Vendor Number: 100087 (Powers Fasteners (EOQ))

Below the input fields is a table with the following data:

Buy Level	Disc%/Amt	Investment	Hold Cost	Invest+Cost	Net Cost	RBL
10000.00	10.00	324.00	489.13	813.13	0.081	*

At the bottom of the window, there are fields for "Usage Rate: 69" and "K= 25", and an "OK" button.

Figure 3-11: Product Discount Inquiry Screen

Field Descriptions

Column Heading	Description
Discount Method (Unlabeled field)	Identifies how the <i>Buy Level</i> amount is displayed: <ul style="list-style-type: none"> • U - Units. • \$ - Dollars. • # - Pounds. • O - Other.
Buy Level	Buy levels established for this product.
Disc%/Amt	The discount percent or discount amount received if you buy the recommended amount.
Investment	The total dollars invested if you buy the recommended amount.
Hold Cost	The holding cost based on the cost of carrying inventory if you buy the recommended amount.
Invest+Cost	Total of <i>Investment</i> and <i>Hold Cost</i> .
Net Cost	The net cost after deducting the discount and adding the carrying cost.
RBL	Recommended buy level. An asterisk (*) indicates which buy level is the most cost effective.
Usage Rate	Average monthly usage.
K	Holding cost from Purchasing Parameters.

3.4.3 Nightly Processing Inquiry

The Nightly Processing Inquiry screen lists Nightly Processing information for a product, including reasons why the item was not recommended for purchasing. You can access Inventory Inquiry and Purchasing Parameters Inquiry in this screen to further investigate the product.

Viewing the Nightly Processing Inquiry

To view the Nightly Processing Information:

- 1 Select **Purchasing > Inquiries > Nightly Processing Inquiries > Nightly Processing Inquiry**.
- 2 Enter the *Product Number* or **F3** to search.
- 3 Enter the *Warehouse* number.

Information about the product's Nightly Processing status appears.

Whse	Meth	Vendor	Description
90	P	100087	Powers Fasteners (EOQ)

Reason	Document#
Product Not In Buy Condition	

Figure 3-12: Nightly Processing Inquiry Screen

Field Descriptions

Column Heading	Description
Whse	The warehouse selected for the product inquiry.
Meth	Replenishment method: <ul style="list-style-type: none"> • P - Purchase. • T - Transfer. • D - Direct purchase • M - Manufacture. • O - Outplant.
Vendor	The vendor number.
Description	The vendor description.
Reason	The reason why the product was not included in Nightly Processing. The following messages may appear: <ul style="list-style-type: none"> • Check Error Messages Report. • Product flagged as obsolete. • Product flagged as a service item. • Product not in buy condition. • Future review cycle date. • Qty avail & replenish qty are zero. • Product flagged as another replenishment method. • Product flagged as nonstock item. • Product flagged as kit parent. • Central Warehouse not selected. • "*" Item must have supply code. • Check Manual Purchasing Requirements Report. • Product flagged as rental product. • No ACTIVITY record. • No WORK .TRANSFERS record. • No MFG.ACTIVITY. record. • Suspended order not used in fulfillment calculation. • Available quantities exceed annual usage.
Document#	If the reason code is related to a document, (e.g., purchase order, sales order), the document number also appears.
OK	Closes the inquiry.
F5-Invty Inq	Opens the Inventory Inquiry screen to view the inventory status of the product (e.g., on order, committed).
F6-Pur Param Inq	Opens the Purchasing Parameters screen to view purchasing information and statistics for the product. Refer to Defining Product Level Purchasing Parameters.

3.4.4 Nightly Processing Process Inquiry

The Nightly Processing Process Inquiry screen displays date and time information for the last time Nightly Processing was run for each activity.

Viewing the Nightly Processing Process Inquiry

To view Nightly Processing processes, select **Purchasing > Inquiries > Nightly Processing Inquiries > Nightly Processing Process Inquiry**. Information about the processes executed during Nightly Processing appears.

Process Executed	Beginning Time/Date	Ending Time/Date
Prepare Data For Procedure	10:04:14 MAY 17 2004	10:04:16 MAY 17 2004
Rebuild Product Pointer	10:04:16 MAY 17 2004	10:04:21 MAY 17 2004
Rebuild Bin Commitments	10:04:22 MAY 17 2004	10:04:23 MAY 17 2004
Review N/S For Purchasing	10:04:23 MAY 17 2004	10:04:24 MAY 17 2004
Review Products For Dropships	10:04:24 MAY 17 2004	10:04:24 MAY 17 2004
Review Products For Transfers	10:04:24 MAY 17 2004	10:04:46 MAY 17 2004
Review P/O's For Expediting	10:04:47 MAY 17 2004	10:04:47 MAY 17 2004
Review Products For Purchasing	10:04:47 MAY 17 2004	10:04:51 MAY 17 2004
Review W/O's For Expediting	10:04:51 MAY 17 2004	10:04:51 MAY 17 2004
Review Products For Work Orders	10:04:51 MAY 17 2004	10:04:51 MAY 17 2004
Review Equipment For Work Orders	10:04:52 MAY 17 2004	10:04:52 MAY 17 2004
Pre-Price Analysis	10:04:52 MAY 17 2004	10:04:52 MAY 17 2004

Figure 3-13: Nightly Processing Process Inquiry Screen

Field Descriptions

Column Heading	Description
Process Executed	The Nightly Processing process that was executed.
Beginning Time/Date	The time and date the process began.
Ending Time/Date	The time and date the process ended.
OK	Closes the inquiry.
F5-Daily Results	Opens the Daily Processing Results screen to see the last time and date each item was reviewed as part of Daily Processing.
F6-Warehouse Executed	Opens the Warehouse Executed screen to see the warehouses included in Nightly Processing.

3.5 Nightly Processing Reports

The following reports are generated by Nightly Processing:

- "Future Commitment Now Committed Report" on page 3-32.
- "Manual Purchasing Requirements Report" on page 3-34.
- "Manual Work Order Requirements Report" on page 3-36.
- "Line Buy Target Audit Report" on page 3-38.
- "Recommended Purchase Order Action Report" on page 3-40.
- "Family Replenishment Report" on page 3-44.
- "Recommended Purchase Order Report" on page 3-46.
- "Recommended Drop Ship P/O Report" on page 3-48.
- "Recommended Stock Transfer Report" on page 3-50.
- "Recommended Work Order Report" on page 3-53.
- "Recommended Maintenance Work Order Report" on page 3-56.
- "Low Level Expedite Report" on page 3-59.
- "High Level Expedite Report" on page 3-63.
- "Work Order Expedite Report" on page 3-66.
- "Nightly Negative Onhand Report" on page 3-69.
- "Nightly Processing Error Report" on page 3-71.
- "Pending Override Cancellation Report" on page 3-73.

3.5.1 Future Commitment Now Committed Report

This report shows future line items that were committed as of the last Nightly Processing run. You can run the report for one or more warehouses.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Future Commitment Now Committed Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse(s) containing the committed line items.

Column Descriptions

Column	Description
Product Number	The product number of the committed item.
Description	Description of the product.
Avail	Quantity of available inventory.
Document	Document number to which the product is linked. The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer. • W - Work order.
Req Date	The date the item is required.
Ln#	The line number of the item on the linked document.
Old-Pck	The pick quantity before nightly processing.
New-Pck	The pick quantity after nightly processing.
Old-B/O	The backorder quantity before nightly processing.
New-B/O	The backorder quantity after nightly processing.

Sample Report

Prelude User Id KDL Page 1
Future Commitment Now Committed Report As Of 13:51:08 On 05/09/04
No Selection Criteria Defined
Warehouse DALLAS STORE

Product Number	Description	Avail	Document	Req Date	Ln#	Old-Pck	New-Pck	Old-B/O	New-B/O
LOT1000	15 HP 07/15/00 1 0	0	2	2					
SERIAL1	SERIALIZED PRODUCT 1		S-101128	12/15/00	1	0	0		2

3.5.2 Manual Purchasing Requirements Report

This report shows products that need to be replaced but could not be placed on a recommended purchase order (e.g., no primary vendor, obsolete item). You can run the report for one or more warehouses.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Manual Purchasing Requirements Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse that requires the items.

Column Descriptions

Column	Description
Product Number	Line 1: Product number to be ordered. Line 2: Description of the product.
Document	The document number to which the product is linked: <ul style="list-style-type: none"> • S - Sales order. • W - Work order. • T - Transfer.
Ln#	The line number of the item on the linked document.
Sc	The line item's supply code: <ul style="list-style-type: none"> • B - Purchase order. • E - Emergency purchase order. • D - Direct ship purchase order. • R - Emergency stock transfer. • T - Stock transfer. • W - Work order.
Ref # / Description	The number and description of the customer or warehouse that requires the item.
Qty-B/O	The quantity backordered.
U/M	The unit of measure of the item as entered on the sales order.
Cost	The cost per unit of measure.
Ext. Cost	The extended dollar value of the backordered item.
Message	The reasons the product was not placed on a recommended purchase order: <ul style="list-style-type: none"> • T/R Request Error. • Manual Linkage. • Buyout Override. • Missing Prd-Vend. • No Primary Vendor. • Obsolete Product.

Sample Report

Manual Purchasing Requirements Report As Of 16:21:38 On 05/03/04
 No Selection Criteria Defined
 Warehouse DALLAS STORE

Product Number	Document	Ln#	Sc	Ref # / Description	Qty-B/O	U/M	Cost	Ext. Cost	Message
A-200	S-100253	1	B	0AGGIE Ron's Electric	1	EA	1.000	1.00	No Primary Vendor
B-300 Generic P/N TEST NEG RECEIVER	S-100714	1	B	000100 PUMPS SERVICE AND	1	BOX	10.000	10.00	No Primary Vendor
301605 SAW BLADE PRODUCT 075.000 INCH	S-101411	1	B	002500 TXU ELECTRIC	1	EA	35.000	35.00	No Primary Vendor
BVP-1001 Canine Collar Red	S-101389	1	B	200010 BV Pet Supply	1	EA	0.000	0.00	No Primary Vendor
EC 1010 GREEN SOCKS/BLACK TRIM	S-102189	2	B	EC0001 Eric's Good Custom	10	EA	8.000	80.00	No Primary Vendor
MKM 456 2" CHAIR RAIL MOLDING	S-101913	2	D	100032 Mary's Home Improv	5	EA	2.000	10.00	No Primary Vendor
DURACELL-D BATTERY DURACELL D	S-200014	1	B	009100 DIRECT ORDER ENTRY	2	EA	6.000	12.00	No Primary Vendor
S45-0737B Pet Pillow 24" x 30" Blue	S-200056 S-200057	1 1	T T	000111 Birdog and Catfish 000111 Birdog and Catfish	1 1	EA EA	8.000 8.000	8.00 8.00	T/R Request Error T/R Request Error
THW EB903TA EDGER BLADE LAWN DEVIL	S-100232			001029 INDUSTRIAL SUPPLIE	1	EA	1.750	1.75	Obsolete Product

3.5.3 Manual Work Order Requirements Report

This report shows information on linked and nonstock line items required to create work orders.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Manual Work Order Requirements Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse that requires the items.
- **Planner.** The buyer number of the planner responsible for the production of this item.

Column Descriptions

Column	Description
Product Number	Line 1: Product number to be ordered. Line 2: Description of the product.
Whse	The warehouse that will complete the work order.
Document	The document number linked to the product: <ul style="list-style-type: none"> • S - Sales order. • W - Work order. • T - Transfer.
Ln#	The line number of the item on the linked document.
Sc	The line item's supply code: <ul style="list-style-type: none"> • B - Purchase order. • E - Emergency purchase order. • D - Direct ship purchase order. • R - Emergency stock transfer. • T - Stock transfer. • W - Work order.
Ref #	The number of the vendor or warehouse that requires the item.
Description	The description of the vendor or warehouse that requires the item.
Qty-B/O	The quantity backordered.
U/M	The unit of measure of the item as entered on the sales order.
Cost	The cost per unit of measure.
Ext. Cost	The extended dollar value of the backordered item.
Message	Displays any error messages.

Sample Report

Development Company
 Manual Work Order Requirements Report As Of 16:32:24 On 05/03/04
 No Selection Criteria Defined
 Planner

User Id SEM Page 1

Product Number	Whse	Document	Ln#	ScRef #	Description	Qty-B/O	U/M	Cost	Ext. Cost	Message
301605001.000 SAW BLADE PRODUCT 001.000 INCH	10	S-100907	1	W 002500	TXU ELECTRIC	1	EA	0.000	0.00	Work Order
301605001.500 SAW BLADE PRODUCT 001.500 INCH	10	S-101412	1	W 002400	DC INDUSTRIES	1	EA	47.250	47.25	Work Order
301605010.000 SAW BLADE PRODUCT 010.000 INCH	10	S-101413	1	W 002400	DC INDUSTRIES	1	EA	47.250	47.25	Work Order
301605025.000 SAW BLADE PRODUCT 025.000 INCH	10	S-101411	2	W 002500	TXU ELECTRIC	1	EA	35.000	35.00	Work Order
401605001.000 SAW BLADE	10	W-100179	1	W 10	DALLAS STORE	4.5	FT	0.000	0.00	Work Order
		W-100179	1	W 10	DALLAS STORE	4.5	FT	0.000	0.00	Work Order
		W-100179	1	W 10	DALLAS STORE	4.5	FT	0.000	0.00	Work Order
TYR 251 PUMP	10	S-100187	2	W 000010	JME ASSOCIATES	1	EA	48.200	48.20	Work Order
F301-06-06-08-08-0120 Belting Test Product INCHES	10	S-100512	1	W 000100	PUMPS SERVICE AND SU	1	BOX	0.000	0.00	Work Order
		S-100518	1	W 000LJT	LARRY'S GIFT SHOP	1	BOX	0.000	0.00	Work Order
		S-100521	2	W 000LJT	LARRY'S GIFT SHOP	10	BOX	0.000	0.00	Work Order
		S-100522	1	W 100014	MIDDLETON TESTING CU	10	BOX	0.000	0.00	Work Order
		S-100527	1	W 100014	MIDDLETON TESTING CU	10	BOX	0.000	0.00	Work Order
F301-06-06-08-08-1200 Belting Test Product INCHES	10	S-100514	1	W 000100	PUMPS SERVICE AND SU	10	BOX	0.000	0.00	Work Order
		S-100521	1	W 000LJT	LARRY'S GIFT SHOP	10	BOX	0.000	0.00	Work Order

3.5.4 Line Buy Target Audit Report

This report lists lines items with a difference between the system-calculated target and an override target.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Line Buy Exception Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse containing the items.
- **Vendor Number.** The vendor for which you want to view targets.

Column Descriptions

Column	Description
Vendor	Vendor number.
Vendor Description	The description of the vendor.
Vline#	The vendor line number.
Vendor Line Description	Description of the vendor line.
Sys Type	The system-assigned target type: <ul style="list-style-type: none"> • # - Pounds. • \$ - Dollars. • O - Other. • U - Units.
System Target	The system-assigned target.
User Type	The override target type: <ul style="list-style-type: none"> • # - Pounds. • \$ - Dollars. • O - Other. • U - Units.
User Target	The override target amount.
Factor	Appears if the <i>Sys Type</i> is different from the <i>User Type</i> . The factor is a number used to put the <i>User Type</i> in terms of the <i>Sys Type</i> .
Revised Target	The <i>User Target</i> divided by the <i>Factor</i> .
Target Difference	The difference between the <i>System Target</i> and the <i>Revised Target</i> .

Sample Report

Line Buy Target Audit Report As Of 17:17:09 On 05/09/04
 WHSE.NUM = "10"
 Warehouse: DALLAS STORE

Vendor	Vendor Description	Vline#	Vendor Line Description	Sys Type	System Target	User Type	.User Target	Factor	Revised Target	Target Difference
010000	KLEIN TOOL COMPANY		TOOLS HAND TOOLS	U	48.00	U	144.00		144.00	-96.00
030000	MILWAUKEE ELECTRIC TOOL		POWER POWER TOOLS	U	10.00	U	20.00		20.00	-10.00
060000	FAFNIR BEARING COMPANY	100	ALL TYPES OF BEARINGS	U	1000.00	\$	900.00	3.5420	254.09	745.91

3.5.5 Recommended Purchase Order Action Report

This report provides the information required to convert system-generated recommended purchase orders into actual purchase orders. The report displays the generated purchase order number, vendor information, and detailed purchasing information for the products that need to be ordered.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Purchase Order Action Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse responsible for buying the items.
- **Vendor Number.** The vendor(s) for which you want view recommended purchase orders.
- **Buyer Number.** The buyer(s) for which you want view recommended purchase orders.

Column Descriptions

Column	Description
P/O Information	
P/O#	The recommended purchase order number.
Vendor	The vendor number and description.
Vendor Line	The vendor line and description.
Line Item Information	
Product Number/ Description	Line 1: Product number. Line 2: Product description. Line 3: Extended product description (description two). Line 4: Vendor part number.
Pkg	The number of units in a package.
Ldt	The lead time for the product from Product Vendor Maintenance.
Net Avail	The number of units available including on-order material.
On-Hand	The number of units onhand.
Volume	Volume discount multiplier from Product Vendor Maintenance. Only used if the vendor gives a discount based on volume.
Stk/Buy	The product's stock-to-buy ratio.
Weight	Weight for one unit of the product.
Commtd	The number of units committed to sales orders, transfers, and work orders.
Onord	The quantity of this product on order.
Frcst	The forecast quantity from Purchasing Parameters.
Mtd-Us	The current month-to-date usage.

Column	Description
Op/Min	The order point or minimum. When the available quantity falls below this number, a purchase order is recommended.
LinePt	Line point. When the available quantity for any item falls below the order point, the entire vendor line is reviewed for a possible line buy.
Linked Document Number (not labeled)	Document that the product is linked to (if applicable). The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • W - Work order. • T - Transfer.
Reccmd Quantity	The <i>Recommended Qty</i> for the item from Purchasing Parameters. The letter after the dash indicates why the purchase order was recommended: <ul style="list-style-type: none"> • A - EOQ. • B - PDQ. • C - Class. • D - Override. • E - Price. • F - Linked. • G - Backorder. • H - Min/Max.
Required Date (unlabeled)	The date the product is required (sales and work orders) or the pick ticket date (transfers) if a linked document exists.
Quantity (unlabeled)	The quantity ordered on the linked document.
Cls	The product class.
Sea	Indicates if the item is seasonal: <ul style="list-style-type: none"> • N - Not seasonal. • Y - Seasonal.
Mth	The months corresponding to the History Usage column.
History Usage	The usage for each corresponding month.
Exc	Indicates if the month had unusual usage exceptions.
Disc%	The discount percentage for the vendor line.
Cost/ext	Line 1: The cost for one unit of the product. Line 2: The extended dollar value of the recommended buy quantity.
U/M	The product's unit of measure.
Replenish Quantity	The quantity recommended on the purchase order to replenish stock.
Message Line (not labeled)	A message appears if the <i>Replenish Quantity</i> is greater than the <i>Reccmd Quantity</i> indicating the reason for the increase.
Days to OP (below column heading)	The number of days until the product reaches its order point.

Column	Description
Totals for Vendor Line - Three lines appear: <ul style="list-style-type: none"> • Stock items. • Non-stock items. • All items. 	
Weight	The weight of the products.
Quantity	The total number of units to order.
Grs Value	The gross value of all of the products.
Net Value	The net value of the products.
OTHER	Target amount if target type in Vendor Line Maintenance is <i>Other</i> .
Sys Target	The system-generated target for the vendor line.
Day	<i>Review Cycle Days</i> from "Vendor Line Target Parameters Screen" on page 5-47.
Ovr Target	The override system target.

Sample Report

Prelude Demo Customer
 Recommended Purchase Order Action Report As Of 15:58:27 On 06/18/04
 REP.WHSE = "10" AND VEND.NUM.RPT = "100058" AND BUYER.NUM.RPT = "01"
 Buyer: Katy Smith Central Warehouse: Philadelphia Branch

User Id SEM Page 1 A=EOQ B=PDQ C=CLASS D=OVERRIDE
 E=PRICE F=LINKED G=BACKORDER H=MIN/MAX

P/O# 10001288 Vendor: 100058 Ingersoll Rand Corp Vendor Line: 01 LINE BUY

L	Product Number/Description	Pkg Ldt	Net Avail	On-Hand	Commt Onord	Frcst Mtd-Us	Op/Min LinePt	Reccmd Quantity	Cls Sea	Mth	History Usage	Exc	Disc%	Cost/Ext.	U/M	Replenish Quantity
1WF62	Ingersoll Rand 15 HP 175 PSI Gas Air Compressor 30 Gal Tank	1 8	3	1	1 3	3 0	1 3	2-A	1 N	MAY APR	0 S 4 ov		0.00	1364.350	EA	2
	* ING1WF62										MAR FEB JAN	4 ovS 2 ovS 3 ovS		2728.70		
90-6	*** Blanket Purchase Orders Exist For This Product! ***															
4KR44	Ingersoll Rand 11 HP 175 PSI Gas Air Compressor 30 Gal Tank	1 8	2	0	0 2	3 0	1 3	2-A	1 N	MAY APR	1 S 2 ov		0.00	1426.750	EA	2
	* ING4KR44										MAR FEB JAN	5 ovS 4 ovS 3 ovS		2853.50		
	20-1 ; 30-1 ; 80-1 ; 90-10 ; 60-2 ; 50-2															
4KR45	Ingersoll Rand 11.5 HP 175 PSI Gas Air Compressor	1 8	2	1	1 2	3 0	1 3	2-A	1 N	MAY APR	0 S 4 ov		0.00	1299.350	EA	2
	* ING4KR45										MAR FEB JAN	4 ovS 3 ovS 2 ovS		2598.70		
	20-2 ; 30-1 ; 90-9 ; 60-1 ; 50-1															
4L977	Ingersoll Rand 5 HP Type 30 Air Compressor Two Stage	1 8	1	0	0 1	3 0	1 3	2-A	1 N	MAY APR	1 S 4 ov		0.00	681.850	EA	3
	* ING4L977										MAR FEB JAN	5 ovS 3 ovS 3 ovS		2045.55		Incr. To LP
	90-10															
4L991	Ingersoll Rand 12.5 HP 175 PSI Gas Air Comp Kohler Engine	1 8	1	0	0 1	3 0	1 3	2-A	1 N	MAY APR	1 S 2 ov		0.00	1201.850	EA	3
	* ING4L991										MAR FEB JAN	4 ovS 3 ovS 3 ovS		3605.55		Incr. To LP

*** Totals For Vendor Line LINE BUY

Weight	Quantity	Grs Value	Net Value	Other Sys	Target	Day	Ovr	Target
208	16	\$18379	\$18379	0 #-	1000	14	U-	48

*** Recommended Quantities Not Sufficient To Obtain Discount Target ***

3.5.6 Family Replenishment Report

This report lists products in a family when one of the products reaches its order point. Families group items together for purchasing purposes. Family codes are set up Product Family Code Maintenance in the Inventory Module.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Family Replenishment Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse containing the family items that you want to review.

Column Descriptions

Column	Description
Rp	A Y indicates that the product needs to be replenished.
Product Number	The product number.
Description	The product description.
U/M	The unit of measure from the product record.
Unit-Cost	The cost for one unit of the item.
Usage	Average monthly usage.
Net-Avl	The quantity available including the incoming material.
On-Ord	The quantity on order.
Ord-Pt	The order point for the product. When the available quantity falls below this number, the item should be replenished.
Line-Pt	The item's line point. When the available quantity falls below this number, the entire vendor line should be reviewed for replenishment.
Vendor Part#	The vendor's number for the item.

Sample Report

Family Replenishment Report As Of 08:16:26 On 05/04/04
 No Selection Criteria Defined
 ***Family: PARTS ***Whse : 10

Rp	Product Number	Description	U/M	Unit-Cost	Usage	Net-Avl	On-Ord	Ord-Pt	Line-Pt	***Vendor	Part#
Y	100	SINGLE-HANDLE KITCHEN FAUCET	CAS	25.000	0	-9	0	0	0	100	

***Family: TOOLKIT ***Whse : 10

Rp	Product Number	Description	U/M	Unit-Cost	Usage	Net-Avl	On-Ord	Ord-Pt	Line-Pt	***Vendor	Part#
	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	EA	3.000	0	116	97	0	0	600-1	
	KLE 600-12	HD SQ SHK SCREWDRIVER 12"	EA	6.300	0	10	26	0	0	600-12	
Y	KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	EA	4.050	0	-3	5	0	0	600-4B	
Y	KLE 600-6	HD SQ SHK SCREWDRIVER 6"	EA	4.061	0	-6	0	0	0	600-6	
	KLE 600-8	HD SQ SHK SCREWDRIVER 8"	EA	4.950	0	74	28	0	0	600-8	
	KLE 603-1	CASE FOR SCREWDRIVERS	EA	3.600	0	7	0	0	0	603-1	

***Family: TOOLKIT ***Whse : 30

Rp	Product Number	Description	U/M	Unit-Cost	Usage	Net-Avl	On-Ord	Ord-Pt	Line-Pt	***Vendor	Part#
	KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	EA		0	1	1	0	0	600-1	
Y	KLE 600-12	HD SQ SHK SCREWDRIVER 12"	EA		100	0	101	100	100	600-12	
	KLE 600-4B	HD SQ SHK SCREWDRIVER 4"	EA	4.050	0	0	0	0	0	600-4B	
	KLE 600-6	HD SQ SHK SCREWDRIVER 6"	EA	4.061	0	20	0	0	0	600-6	
	KLE 600-8	HD SQ SHK SCREWDRIVER 8"	EA		0	0	1	0	0	600-8	
	KLE 603-1	CASE FOR SCREWDRIVERS	EA	3.600	0	0	0	0	0	603-1	

3.5.7 Recommended Purchase Order Report

This report lists purchase orders recommended by the system.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Purchase Order Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse responsible for buying the material.
- **Vendor Number.** The vendor(s) for which you want view recommended purchase orders.
- **Buyer Number.** The buyer(s) for which you want view recommended purchase orders.

Column Descriptions

Column	Description
P/O#	The number of the recommended purchase order.
Product Number	Line 1: The product number. Line 2: The product description.
Vendor Product Number	The vendor's number for the item (if any).
Whse	The warehouse that requires the item.
Qty-Ord	The recommended order quantity.
U/M	The unit of measure from the product record.
Gross-Cost	The gross cost.
Disc%	The discount percentage.
Net-Cost	The net cost of the item (Gross Cost - Disc%).
Extension	The extended dollar value for the recommended quantity (Net-Cost * Qty-Ord).

Sample Report

Prelude Demo Customer
 Recommended P/O Report As Of 08:57:37 On 05/04/04
 REP.WHSE = "10"
 Buyer: Katy Smith

User Id SEM Page 1

P/O#	Product Number	Vendor Product Number	Whse	Qty-Ord	U/M	Gross-Cost	Disc%	Net-Cost	Extension
Vendor: 100108 Aerial Specialists, Inc.									
10000617	MKT40DA	AERMKT40DA	10	3	EA	16250.000	0.00	16250.000	48750.00
	MarkLift 40' 4X4 Diesel Boom	Articulated Lift							
	MKT40DT	AERMKT40DT	10	15	EA	18200.000	0.00	18200.000	273000.00
	MarkLift 40' 4X4 Diesel Boom	Telescopic Lift							
	SIT60DA	AERSIT60DA	10	5	EA	20800.000	0.00	20800.000	104000.00
	Simon 60' 4x4 Diesel Boom Lift	Articulated							
	SIT60DT	AERSIT60DT	10	11	EA	20800.000	0.00	20800.000	228800.00
	Simon 60' 4x4 Diesel Boom Lift	Telescopic							
	SIT60G	AERSIT60G	10	18	EA	18850.000	0.00	18850.000	339300.00
	Simon 60' 4x4 Gas Telescopic	Boom Lift							

									993850.00
									=====
Total For Vendor Aerial Specialists, Inc.									993850.00
Vendor: 100031 Cerro Copper Tube									
10000598	12X100	CER12X100	10	44	EA	49.881	0.00	49.881	2194.76
	1/2"od X 100' Copper Coil								
	12X50	CER12X50	10	30	EA	23.608	0.00	23.608	708.24
	1/2"od X 50' Copper Coil								
	14X100	CER14X100	10	32	EA	26.776	0.00	26.776	856.83
	1/4"od X 100' Copper Coil								
	14X50	CER14X50	10	37	EA	12.768	0.00	12.768	472.42
	1/4"od X 50' Copper Coil								
	188X100	CER188X100	10	35	EA	170.813	0.00	170.813	5978.46
	1-1/8"od X 100' Copper Coil								
	188X50	CER188X50	10	31	EA	81.344	0.00	81.344	2521.66
	1-1/8"od X 50' Copper Coil								
	18X100	CER18X100	10	34	EA	20.469	0.00	20.469	695.95
	1/8"od X 100' Copper Coil								
	18X50	CER18X50	10	44	EA	10.235	0.00	10.235	450.34
	1/8"od X 50' Copper Coil								
	358X20	CER358X20	10	20	FT	12.045	0.00	12.045	240.90
	3-5/8"od X 20' Copper Tubing L	Type							
	418X20	CER418X20	10	28	FT	15.323	0.00	15.323	429.04
	4-1/8"od X 20' Copper Tubing L	Type							
	516X100	CER516X100	10	22	EA	34.836	0.00	34.836	766.39
	5/16"od X 100' Copper Coil								
	516X50	CER516X50	10	36	EA	16.418	0.00	16.418	591.05
	5/16"od X 50' Copper Coil								
	518X20	CER518X20	10	17	FT	42.063	0.00	42.063	715.07
	5-1/8"od X 20' Copper Tubing L	Type							
	58X100	CER58X100	10	29	EA	67.270	0.00	67.270	1950.83
	5/8"od X 100' Copper Coil								

									29918.43
									=====
Total For Vendor Cerro Copper Tube									29918.43

3.5.8 Recommended Drop Ship P/O Report

This report shows the recommended purchase orders for direct ship sales orders that are not linked to a purchase order.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Drop Ship P/O Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse where the direct ship sales order was placed.
- **Vendor Number.** The vendor(s) for which you want view recommended direct ship purchase orders.
- **Buyer Number.** The buyer(s) for which you want view recommended direct ship purchase orders.

Column Descriptions

Column	Description
P/O#	The number for the recommended purchase order.
Product Number	Line 1: The product number. Line 2: The product description.
Vendor Product Number	The vendor's number for the item (if any).
Whse	The warehouse where the sales order was placed.
Ex	Two asterisks (**) appear if the unit of measure on the sales order was changed.
Qty-Ord	The quantity from the sales order that needs to be ordered.
U/M	The unit of measure from the sales order.
Linked Document (unlabeled)	The document that the product is linked to and the required date. The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • W - Work order. • T - Transfer.
Gross-Cost	The gross cost of the item.
Disc%	The discount percentage on the item.
Net-Cost	The net cost of the item (Gross Cost - Disc%).
Extension	The extended dollar value for the recommended quantity (Net-Cost * Qty-Ord).

Sample Report

Prelude Demo Customer
 Recommended Dropship P/O Report As Of 13:27:44 On 06/10/04
 No Selection Criteria Defined
 Buyer: Katy Smith

User Id SEM Page 1

Central Warehouse: Philadelphia Branch

P/O#	Product Number	Vendor Product Number	Whse Ex	Qty-Ord	U/M	Gross-Cost	Disc%	Net-Cost	Extension
Vendor: 100077 Unique Industries									
10000922	5230 Ruby Red 5" Balloons, Bulk 720	UNQ5230 Per Case	10	1	EA	1.900	0.00	1.900	1.90
						S-10000300/1	REQ:05/24/04		----- 1.90
10000923	52304 Ruby Red 3" Balloons, 72 Count	UNQ52304	10	1	EA	1.900	0.00	1.900	1.90
						S-10000300/2	REQ:05/24/04		----- 1.90
Total For Vendor Unique Industries									=====
									3.80

3.5.9 Recommended Stock Transfer Report

This report lists recommended transfers for products with a **T** (transfer) replenishment method that are at or below the minimum. It also includes non-stock and backordered products that need to be transferred.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Stock Transfer Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **From Warehouse.** The warehouse where the products are to ship from.
- **To Warehouse.** The warehouse where the products are to ship to.

Column Descriptions

Column	Description
From	The shipping warehouse.
To	The receiving warehouse.
Transfer	The number for the recommended transfer.
Product Number/ Description	Line 1: Product number. Line 2: Product description.
Avail	The available quantity at the shipping warehouse.
Usage	The usage at the shipping warehouse.
On Hand	The onhand quantity at the receiving warehouse.
Comm	The committed quantity at the receiving warehouse.
Onord	The on order quantity at the ship-to warehouse.
Avail	The available quantity at the shipping warehouse.
Cls	The product's class.
Sea	Indicates if the item is seasonal: <ul style="list-style-type: none"> • N - Not seasonal. • Y - Seasonal.
Month 1&4	Line 1: Last month's usage at the receiving warehouse. Line 2: Usage at the receiving warehouse from 4 months ago.
Month 2&5	Line 1: Usage at the receiving warehouse from 2 months ago. Line 2: Usage at the receiving warehouse from 5 months ago.
Month 3&6	Line1: Usage at the receiving warehouse from 3 months ago. Line 2: Usage at the receiving warehouse from 6 months ago.
Usage	The product's usage at the receiving warehouse.
Op/Min	The minimum or order point. When the available quantity at the receiving warehouse falls below this number, a stock transfer is recommended.
RBQ	The product's recommended buy quantity.
PKG	The package quantity of the product.
Unit Cost	The cost of one unit of the item.
Extension	The extended dollar value of the recommended transfer quantity.

Sample Report

Prelude Demo Customer
 Recommended Stock Transfer Report As Of 09:08:03 On 05/04/04
 No Selection Criteria Defined
 Buyer: Katy Smith

User Id SEM Page 1

From: Philadelphia Branch To: Atlanta Branch

Transfer	Product Number/Description	--- Avail	From Usage	--- On Hand	Comm/ Onord	Avail	Cls Sea	Month 1&4	Month 2&5	Month 3&6	Usage Op/Min	RBO PKG	Unit-Cost	Extension
10000091	10100 Semi-stiff Cover 9-3/4 X 6 7-1/2 Sheets	125	80	0	0	0	13 N	0 9	11 0	10 0	5 11	22 1/EA	0.300	6.60
	10405 Soft Cover - 3rd Grade - 9 X 7-1/2; 24 Sheets	198	77	0	0	0	13 N	0 0	17 3	15 0	9 16	32 1/EA	0.230	7.36
	11040 B&w Semi-stiff Cover 9-3/4 7-1/2; 50 Sheets	125	79	0	0	0	13 N	0 4	4 0	4 1	2 4	8 1/EA	0.300	2.40
	12518 Birthday Stars Foil Balloo Bulk Printed 2-sides	0	28	0	0	0	3 N	0 8	3 3	11 4	8 1	97 1/EA	8.120	787.64
	14X100 1/4"od X 100' Copper Coil	6	45	8	0	8	3 N	0 15	7 0	17 2	7 15	20 1/EA	26.776	535.52
	14X50 1/4"od X 50' Copper Coil	21	36	0	0	0	3 N	0 10	12 5	17 11	10 2	122 1/EA	12.777	1558.79

Buyer: Jon Smyth From: Tempe Branch To: Los Angeles - Corporate HQ

Transfer	Product Number/Description	--- Avail	From Usage	--- On Hand	Comm/ Onord	Avail	Cls Sea	Month 1&4	Month 2&5	Month 3&6	Usage Op/Min	RBO PKG	Unit-Cost	Extension
	5972744 Accent On Ensembles - John O'reilly Mark Williams - B	42	23	0	0	0	3 N	0 6	0 16	10 14	10 3	123 1/EA	3.900	479.70
	5972751 Accent On Ensembles - John O'reilly Mark Williams - B	42	22	0	0	0	3 N	0 14	11 18	0 10	12 4	148 1/EA	3.900	577.20
	5972752 Accent On Ensembles - John O'reilly Mark Williams - B	42	20	0	0	0	4 N	0 8	14 7	9 0	9 2	110 1/EA	3.900	429.00
	5972753 Accent On Ensembles - John O'reilly Mark Williams - B	42	20	0	0	0	3 N	0 15	1 15	18 5	11 3	135 1/EA	3.900	526.50

3.5.10 Recommended Work Order Report

This report is generated from Nightly Processing and lists the temporary work orders for stock items that need to be built.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Work Order Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse where the work orders are required.

Column Descriptions

Column	Description
W/O#	The number of the recommended work order.
Product Number/ Description	Line 1: The product number. Line 2: The description of the product. Line 3: The second line of the description.
PM	Production multiple - manufacture in multiples of this quantity.
MM	Minimum number of months of inventory to have onhand.
On Hand	The quantity onhand.
Comm	The quantity committed.
Onord	The quantity on order.
Avail	The quantity available to sell (On Hand - Comm).
Cls	The item's inventory class.
Sea	Indicates if the item is seasonal: <ul style="list-style-type: none"> • N - not seasonal. • Y - seasonal.
Month 1+2+3	Quantity used in the last 3 months.
Month 4+5+6	Quantity used in the 3 months prior.
Usage	Average monthly usage.
Op/Min	The item's order point or minimum. When the available quantity falls below this number, a work order is recommended.
Reccmd Qty	The <i>Recommended Qty</i> from Purchasing Parameters.
Cost/Ext	Line 1: The cost of one unit. Line 2: The extended dollar amount of the recommended units to build.
UOM	The unit of measure from the product record.
Bld Qt	The quantity of the item that the system recommends that you build.
Reason	The reasons why the system recommends the W/O: <ul style="list-style-type: none"> • A - EOQ. • B - Min/Max. • C - Increase to OP. • D - Annual Usage.
Days Supply	The number of days supply of inventory is onhand.

Sample Report

Prelude Demo Customer
 Recommended Work Order Report As Of 09:21:22 On 05/04/04
 No Selection Criteria Defined
 Warehouse: Philadelphia Branch
 Planner : 01 Katy Smith

User Id SEM Page 1

A - EOQ C - Increase to OP
 B - Min/Max D - Annual Usage

W/O#	Product Number / Description	PM MM	On Hand	Comm/ Onord	Avail	Cls Sea	Month 1+2+3	Month 4+5+6	Usage/ Op/Min	Reccmd Qty	Cost/Ext	UOM	Bld Qt/ Reason
10000053	99811 Centrifugal Pump Assembly	1 1	1	0	1	2 N	0 5 10	18 2 2	7 1	7	342.480 2397.36	EA	7 A Days Supply: 4
40000033	99811 Centrifugal Pump Assembly	1 1	0	0	0	13 N	0 2 7	14 13 8	8 11	8	342.479 4109.75	EA	12 C Days Supply: 0

Prelude Demo Customer
 Recommended Work Order Report As Of 09:21:22 On 05/04/04
 No Selection Criteria Defined
 Warehouse: Philadelphia Branch
 Planner : 02 Ron Jones

User Id SEM Page 2

A - EOQ C - Increase to OP
 B - Min/Max D - Annual Usage

W/O#	Product Number / Description	PM MM	On Hand	Comm/ Onord	Avail	Cls Sea	Month 1+2+3	Month 4+5+6	Usage/ Op/Min	Reccmd Qty	Cost/Ext	UOM	Bld Qt/ Reason
40000034	AF 24651-BP Fender Washers Bronze Plated 3 X 1-1/4	1	0	18	-18	13 N	0 0 0	0 0 0	0 0 0	0	0.089 1.61	C	18 B Days Supply: 999

3.5.11 Recommended Maintenance Work Order Report

This report lists the temporary work orders for items that require scheduled maintenance. If a piece of equipment requires two maintenance routines, Nightly Processing does not create the second work order until the first one is completed and processed.

A series of checks determine if a piece of equipment requires a temporary work order for scheduled maintenance:

- 1 *Next Date* in Equipment Maintenance for the piece of equipment is checked. If that date is the current system date or earlier, then a temporary work order is built for the scheduled maintenance.
- 2 If the *Next Date* has not passed, the current system date is compared with *Last Date* in Equipment Maintenance. If the difference is greater than or equal to the value in *Days* in Scheduled Maintenance Code Maintenance for the maintenance code, then a temporary work order is built for the scheduled maintenance. This allows you to manually change *Next Date* without disrupting the scheduled maintenance on the piece of equipment.
- 3 If neither of the above conditions are met, the system compares *Current Meter Hours* in Equipment Maintenance with *Last Hours* in the Parts List's Maintenance Dates screen. If the difference is greater than or equal to the value in *Hours* in Scheduled Maintenance Code Maintenance for the maintenance code, then a temporary work order is built for the scheduled maintenance.

Temporary recommended work orders are only generated for products set up as a bill of material and whose *Equipment* flag in Product Maintenance is set to **Y**.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Recommended Maintenance Work Order Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse where the scheduled maintenance work orders are required.

Column Descriptions

Column	Description
W/O#	The number for the recommended work order.
Product Number/ Description	Line 1: The product number. Line 2: Description of the product. Line 3: The second line of the description.
Maint Code	The maintenance code associated with the scheduled work order.
Last Mnt Date	The date on which the last maintenance work order was completed.
Next Mnt Date	The date on which the next maintenance work order should be generated.
Current Meter	The meter reading on the equipment (if applicable).
Last Meter	The meter reading during the last maintenance work order (if applicable).
Maint Days	The number of days between maintenance work orders according to the maintenance code.
Maint Hours	The number of hours between maintenance work orders according to the maintenance code.
Reccmd Qty	Recommended quantity to be maintained.
SN	The product's serial number (if applicable).
EIN	The product's equipment identification number (if applicable).

Sample Report

Recommended Maintenance Work Order Report As Of 09:36:36 On 07/28/04
 WHSE.NUM.RPT = "10"
 Warehouse: DALLAS STORE
 Planner :

W/O#	Product Number / Description	Maint Code	Last Mnt Date	Mnt Next Date	Current .Meter	Last Maint. Meter	Maint Days	Maint Hours	Reccmd Qty
100176	9801 GENERATOR (RENTAL) 5000 WATTS	L1	07/25/03	07/28/03			30	150	1
		SN: AH501			EIN: 0000052				

3.5.12 Low Level Expedite Report

The Low Level Expedite report is generated from Nightly Processing and lists product information from open purchase orders that have reached a low level of expedite requirements. The "High Level Expedite Report" on page 3-63 is also generated for higher levels of expedite requirements. Each product may only appear on one report.

The low levels are:

- Level 1: Safety allowance (lower importance):
 - The safety allowance quantity in Purchasing Parameters is greater than or equal to 5.
 - The current availability is less than or equal to the safety allowance quantity.
- Level 2: Purchase order late (higher importance):
 - The purchase order is late based on the current delivery date minus the value in *P/O Expedite Days Late*.

Once the report prints, the product and purchase order information listed does not appear on the report again until the delivery date is changed on the purchase order, or the purchase order status reaches a higher expedite level.

The following types of purchase orders and products are **Not** included on this report:

- Purchase order types: **02** - Direct Ship, **03** - Will Call, **07** - Capital Assets, and **08** - Non Inventory Expenses.
- Purchase orders not printed, faxed, or emailed to the vendor.
- Products whose delivery date minus the *P/O Expedite Days Late* is still beyond today's date.
- Products already printed on the report for the current expedite level with no changes to the delivery date.
- Products printed on the High Level Expedite Report, bypassing the lower levels because of a more serious expedite level.
- Products located in a central warehouse where Nightly Processing was not run.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Low Level Expedite Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse responsible for material on open purchase orders needing evaluation.
- **Vendor Number.** The vendor(s) to include on the report.
- **Buyer Number.** The buyer(s) responsible for the purchase orders to include on the report.
- **Expedite Level.** Level 1 - for products whose available is below the safety allowance. Level 2 - for products on purchase orders that are considered late as defined by the *P/O Expedite Days Late* flag in Purchasing Parameters.

Column Descriptions

Column	Description
Product Number	Line 1: The product number. Line 2: Description of the product.
Vendor Product #	The vendor's number for the item.
Document Number (unlabeled field)	Document number to which the product is linked. The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer. • W - Work order.
T	Expedite type: <ul style="list-style-type: none"> • 1 - Product is at or below safety allowance level. • 2 - Purchase order is late.
Cls	The product's inventory class.
Safety	The safety allowance quantity for the product.
Avail	The quantity available.
Ldt	Lead time. The average number of days it takes to receive this item once it is ordered.
P/O #	The purchase order number containing the item.
P/O Date	The date the purchase order was created.
Whse	The warehouse assigned to receive the material.
Qty-Opn	Quantity not yet received. If an item was partially shipped, this is the quantity originally ordered minus the quantity received to date.
Del-Date	Date the line item is expected to be delivered. This date defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Day	The number of days the item is past due.
Date Promised	Open space provided for the vendor to fill in the expected delivery date.
Expedite Information	Includes the vendor description, the name of the contact person at the vendor, and his or her phone number.

Sample Report

Low Priority Expedite Report As Of 10:06:16 On 05/04/04

Buyer DREW THE BUYER

Product Number	Type 1 - Safety Allowance
DREW-LOT	Vendor Product#
DREWS LOT TEST PRODUCT	
CABLE PRODUCT	

Type 2 - Purchase Order Late	
T Cls Safety Avail Ldt	P/O # P/O Date Whse Qty-Opn Del-Date Day
2 0 0 269 0	101969 03/25/04 10 3 04/22/04 12

2	Date Promised	101992 03/25/04 10	600 04/22/04	12
---	---------------	--------------------	--------------	----

Drum/Reel 2 Length 300

2	Date Promised	101992 03/25/04 10	1 04/22/04	12
---	---------------	--------------------	------------	----

Drum/Reel 1 Length 1

2	Date Promised	101992 03/25/04 10	800 04/22/04	12
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Drum/Reel 1 Length 800

Date Promised _____

Expedite Information WARNER BROTHERS

Buyer Harry Buyer

Product Number	Type 1 - Safety Allowance
38217	Vendor Product#
MOTO TOOL SANDING DISK	
1/2 INCH DIAMETER DRUM	

Type 2 - Purchase Order Late	
T Cls Safety Avail Ldt	P/O # P/O Date Whse Qty-Opn Del-Date Day
2 0 0 0	200092 03/18/04 20 10 04/17/04 17

Date Promised _____

Expedite Information Hobby Tool Supply

3.5.13 High Level Expedite Report

The High Level Expedite report is generated from Nightly Processing and lists product information from open purchase orders that have reached the highest levels of expedite requirements. The "Low Level Expedite Report" on page 3-59 is also generated for lower levels of expedite requirements. Each product may only appear on one report.

The high levels are:

- Level 3: Stockout with no backorders (lower importance):
 - The product was out of stock for more than 30 days.
 - The product has no current on-hand quantity.
 - No current backorders exist for this product.
 - The purchase order is late based on the current delivery date minus the value in *P/O Expedite Days Late*.
- Level 4: Stockouts with backorders (higher importance):
 - The product has no current on-hand quantity.
 - Open backorders exist for this product.
 - The purchase order is late based on the current delivery date minus the value in *P/O Expedite Days Late*.

Once the report prints, the product and purchase order information listed does not appear on the report again until the delivery date is changed on the purchase order or the purchase order status reaches a higher expedite level.

The following types of purchase orders and products are **NOT** included on this report:

- Purchase order types: **02** - Direct Ship, **03** - Will Call, **07** - Capital Assets, and **08** - Non Inventory Expenses.
- Purchase orders not printed, faxed, or emailed to the vendor.
- Products whose delivery date minus the *P/O Expedite Days Late* is still beyond today's date.
- Products already printed on the report for the current expedite level with no changes to the delivery date.
- Products located in a central warehouse where Nightly Processing was not run.

Menu Path: Purchasing > Reports > Nightly Processing Reports > High Level Expedite Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse responsible for material on open purchase orders needing evaluation.
- **Vendor Number.** The vendor(s) to include on the report.
- **Buyer Number.** The buyer(s) responsible for the purchase orders to include on the report.
- **Expedite Level.** Level 3 - for products that were out of stock for more than 30 days and have no open backorders. Level 4 - for products that are out of stock and have open backorders.

Column Descriptions

Column	Description
Product Number	Line 1: The product number. Line 2: Description of the product. Line 3: Second line of the product description.
Vendor Product #	The vendor's number for the item.
Document Number (unlabeled field)	The linked document number for the product. The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer. • W - Work order.
Cls	The product's inventory class.
Stockout	The date the stockout occurred (if any).
Ldt	Lead time. The average number of days it takes to receive this item.
T	Expedite type: <ul style="list-style-type: none"> • 3 - Stockout with no backorders. • 4 - Stockout with backorders.
P/O #	The purchase order number for the stockout item.
P/O Date	The date the purchase order was created.
Whse	The shipping warehouse for the purchase order.
Qty-Opn	The quantity not yet received. If an item was partially shipped, this is the quantity originally ordered minus the quantity received to date.
Del-Date	Date the line item is expected to be delivered. This date defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Day	The number of days the item is past due.
Date Promised	Open space for the vendor to enter an expected delivery date.

Sample Report

High Priority Expedite Report As Of 13:35:31 On 05/09/04
No Selection Criteria Defined
Buyer: Carole

Type 3 - Stockout W/ No Backorders

Type 4 - Stockout W/ Backorders

Product Number	Vendor Product#	Cls	Stockout	Ldt	T	P/O #	P/O Date	Whse	Qty-Opn	DDel-Flag	Day
FS 7L-836B	836B	13	01/04/03		3	102582	04/30/03	10	1	05/03/03	6
Pet Pillow Blue											
30" Round											

Date Promised _____

Expedite Information Foster & Smith

3.5.14 Work Order Expedite Report

This report lists BOM (bill of material) products with stockouts, backorders, or open work orders.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Work Order Expedite Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse where the BOM items are stocked.
- **Buyer Number.** The buyer(s) responsible for inventory levels on the BOM items.
- **Work Order Status.** The current status of the work order (e.g., Released, Entered, Completed.)

Column Descriptions

Column	Description
Bill Number	The bill of material product name.
Onhand	The quantity of the product onhand.
Commitd	The quantity of the product committed to orders.
Avail	The quantity available to sell.
W/O #	The number of the work order that is late.
Linkage	The document type and number the BOM is linked to (if any). The prefix indicates the quantity type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer.
Status	The status of the work order: <ul style="list-style-type: none"> • ENTERED - the work order has been entered. • RELEASED - the work order has been released for production. • COMPLETED - the work order has been completed.
Fill	Indicates if the work order can be filled: <ul style="list-style-type: none"> • Y - All components are pickable. • N - Not all components are pickable.
Pck Date	The date the pick ticket for the work order printed.
Qty-Ord	The quantity ordered.
Type	Expedite type: <ul style="list-style-type: none"> • 1 - Available. • 2 - Stockout without backorders. • 3 - Stockout with backorders. See <i>For Type 3 Only</i> column for further explanation.
Allc	Indicates if the product was bin allocated.
Pck	Indicates if the product was RF (radio frequency) picked.
C	The BOM product's inventory class.
For Type 3 Only	
Document	The document type and number the BOM is linked to (if any). Document types are: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer.
Id	The customer number for linked sales orders or the warehouse number for linked transfers.
Name	The customer description for linked sales orders or the warehouse description for linked transfers.
Req Date	The required date from the sales order or the pick date from the transfer.
Qty-B/O	The quantity not yet received. For partially shipped items, the quantity originally ordered minus the quantity received to date.

Sample Report

User Id SEM Page 1
 Work Order Expedite Report As Of 10:25:55 On 05/04/04
 No Selection Criteria Defined
 Buyer

Type 1 - Available												Type 2 - Stockout W/No Backorders				Type 3 - Stockout W/ Backorders			
Bill Number	Onhand	Commitd	Avail	W/O #	Linkage	Status	Fill	Pck Date	Qty-Ord	Type	Allc	Pck	C						
TYR 251	1	1	0	100223	S-1100223	ENTERED	Y		1	3									
				100225		ENTERED	Y	04/26/04	1										
				100192		RELEASED	Y	03/22/04	1										
PUMP																			
									Document	Id	Name	Req Date	Qty-B/O						
									S-100187	000010	JME ASSOCIATES	04/10/04	1						
									S-				1						
Totals For Bill Number TYR 251													3						
Totals For Type 3													3						

Type 1 - Available												Type 2 - Stockout W/No Backorders				Type 3 - Stockout W/ Backorders			
Bill Number	Onhand	Commitd	Avail	W/O #	Linkage	Status	Fill	Pck Date	Qty-Ord	Type	Allc	Pck	C						
APD 133	1	0		100141	S-102016	COMPLETED	Y	05/12/03	1	1									
Gingerbread House																			
Totals For Type 1													1						

Type 1 - Available												Type 2 - Stockout W/No Backorders				Type 3 - Stockout W/ Backorders			
Bill Number	Onhand	Commitd	Avail	W/O #	Linkage	Status	Fill	Pck Date	Qty-Ord	Type	Allc	Pck	C						
TAD.MFG		0	0	100180		RELEASED	Y	03/17/04	1	2									
TEST OF A MANUFACTURED PRODUCT																			
Totals For Type 2													1						

3.5.15 Nightly Negative Onhand Report

This report lists products with a negative onhand balance.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Negative Onhand Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Central Warehouse.** The warehouse where the products are stocked.

Column Descriptions

Column	Description
Product Number	The product number.
Description	The product description.
Description Two	The second line of description for the product (if any).
Whse	The warehouse containing the item with the negative onhand balance.
Onhand	The quantity currently onhand.
Bin Number	If bins locations are being used, the bin number with the negative quantity.

Sample Report

Nightly Negative Onhand Report As Of 10:31:29 On 05/04/04
 No Selection Criteria Defined
 Central Whse: DALLAS STORE

Product Number	Description	Description Two	Whse	Onhand	Bin Number
101.1	TEST-3 DIGITS		10	-195	
BVP-1004	Cat Play Toy - Mouse	Toy Mouse	10	-1	
BVP-1106	Side for Dog House	Side Dog House	10	-3	BB0102
BVP-1108	Front of Dog House	Front Dog House	10	-1	BB0103
C-3000	CATALOG PRODUCT 3000		10	-1	A02
DIRECT30	DIRECT PRODUCT 30		10	-5	A10
EC LABOR	LABOR		10	-101	
JRM.KIT.COMP1	Kit Component 1		10	-1	105L
JRM.KIT.COMP2	Kit Component 2		10	-2	105L
KLE 603-6	#3 PHILLIPS SCREWDRIVER		10	-1	A63
PAPER TOWELS			10	-10	
REM400	Oil		10	-10	
RW 120	FLOOR PAN DRAIN COVERS,65-73	SET	10	-2	RW-1
TOR 250R	RIDING MOWER		10	-1	
WTYPROD1	WTY PRODUCT #1		10	-10	A02
WTYPROD2	WTY PRODUCT #2		10	-10	A02
WTYPROD3	WTY PRODUCT #3		10	-10	A02
13CH	ATM Snow Globe		20	-100	A01
KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2		20	-1	A51
LEX 3.5	3.5" 1.44MB FLOPPY DRIVE		20	-2	***
BVP-1004	Cat Play Toy - Mouse	Toy Mouse	30	-4	113Q

3.5.16 Nightly Processing Error Report

This report lists any errors generated during nightly processing.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Nightly Processing Error Report

Selection Criteria:

Use the following criteria to limit the information to print on the report:

- **Port.** The port number where nightly processing was last run.
- **Warehouse Number.** The warehouse where the products are stocked.

Sample Report

Development Company User Id KDL Page 1
Nightly Processing Error Report As Of 13:20:48 On 05/09/04
No Selection Criteria Defined
DALLAS STORE

Message

No Primary Vendor - REPLENISH.P, Product Number: 001!MID 123C!10
No Primary Vendor - REPLENISH.P, Product Number: 001!RM123!10
No Primary Vendor - REPLENISH.P, Product Number: 001!LOT1000!10
No Primary Vendor - REPLENISH.P, Product Number: 001!REG-50-6273!10
No Primary Vendor - REPLENISH.P, Product Number: 001!PAPER TOWEL!10
No Primary Vendor - REPLENISH.P, Product Number: 001!JDM.EXCH!10
No Primary Vendor - REPLENISH.P, Product Number: 001!LAWN BOY!10
No Primary Vendor - REPLENISH.P, Product Number: 001!017-001!10
No Primary Vendor - REPLENISH.P, Product Number: 001!LOT-TEST!10
No Primary Vendor - REPLENISH.P, Product Number: 001!TYR 13048!20
No Primary Vendor - REPLENISH.P, Product Number: 001!TYR 21874!20
No Primary Vendor - REPLENISH.P, Product Number: 001!TYR 11147!20

3.5.17 Pending Override Cancellation Report

This report lists products whose purchasing controls are frozen but will be thawed in the next seven days.

Menu Path: Purchasing > Reports > Nightly Processing Reports > Pending Override Cancellations (Weekly Report)

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse where the products are stocked.

Column Descriptions

Column	Description
Product Number	Line 1: The product number. Line 2: The description of the product.
Thaw Date	The date the product is scheduled to come off of frozen controls.
Monthly Usage	Average monthly usage.
Class Usage	Previous 12 months' usage.
Order Point	
Actual	The system-calculated order point. When the available quantity of the product falls below this number, the product should be reordered.
Override	The new order point if it was manually overridden.
Line Point	
Actual	The system-calculated line point. When the available quantity for any item falls below the order point, the entire vendor line is reviewed for a possible line buy.
Override	The new line point if it was manually overridden.
EOQ Actual	System-calculated economic order quantity.
EOQ Override	The new economic order quantity if it was manually overridden.

Sample Report

Pending Override Cancellation Report As Of 10:40:05 On 05/04/04
No Selection Criteria Defined
Warehouse: DALLAS STORE

Product Number	Thaw Date	Monthly Usage	Class Usage	Order Actual	Point Override	Line Actual	Point Override	EOQ Actual	EOQ Override
A100	04/20/04	963	9139	1348		2311		960	
DRP Product A	GO								



Chapter 4 Buyer Functions

.....

Buyer numbers are set up for each employee in your company who purchases inventory. You can then assign the buyers to a vendor or vendor line to designate purchasing and inventory accountability. Each buyer can then access their buyer queue to address open issues for their vendors, purchase orders, transfers, work orders and stock receipts.

For information on setting up buyer numbers and using the Buyer Queue Inquiry refer to the following sections.

- "Buyer Numbers" on page 4-2.
- "Buyer Queue Inquiry" on page 4-4.

4.1 Buyer Numbers

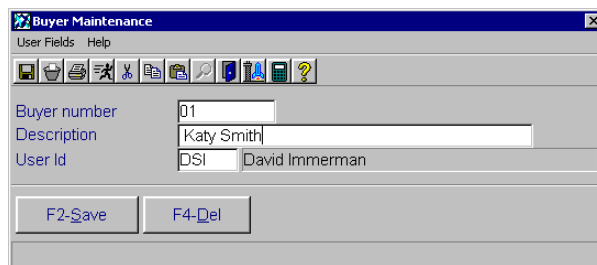
Each employee responsible for purchasing material from vendors is set up with a buyer number. The buyer must first have a User Id from User Identification Maintenance. Once the Buyer Number is set up in Buyer Maintenance you can go back into User Identification Maintenance, enter the *Buyer Number*, then establish whether this buyer number can enter other buyers' numbers in the Buyer Queue Inquiry.

You can then assign the buyer numbers to each vendor "Vendor Maintenance" on page 5-2 or "Vendor Line Maintenance" on page 5-44. All open issues for each vendor are updated in the buyer's work queue in the Buyer Queue Inquiry. See "Buyer Queue Inquiry" on page 4-4.

4.1.1 Creating Buyer Numbers

You can create and maintain buyer numbers in Buyer Maintenance. To set up a buyer number:

- 1 Select **Purchasing > Maintenance > Buyer Maintenance** to access the Buyer Maintenance screen.



The screenshot shows a window titled "Buyer Maintenance" with a menu bar containing "User Fields" and "Help". Below the menu bar is a toolbar with various icons. The main area contains three input fields: "Buyer number" with the value "01", "Description" with the value "Katy Smith", and "User Id" with the value "DSI" and a dropdown menu showing "David Immerman". At the bottom of the form are two buttons: "F2-Save" and "F4-Del".

Figure 4-1: Buyer Maintenance Screen

- 2 Enter the *Buyer number* to create or edit. This number is assigned to vendors to designate purchasing responsibility. You may want to use a number (rather than initials) to accommodate employee turnover easily without having to change each vendor in Vendor Maintenance or Vendor Line Maintenance.
- 3 Enter a *Description* or name of the buyer.
- 4 Enter the *User Id* of this buyer. This Id must be a valid User Id as assigned in User Identification Maintenance.
- 5 Press **F2-Save**.

4.1.2 Buyer Inquiry

The Buyer Inquiry displays the buyer description and User Id for a Buyer number as established in Buyer Maintenance.

Running the Buyer Inquiry

To view the Buyer Inquiry:

- 1 Select **Purchasing > Inquiries > Maintenance Inquiries > Buyer Inquiry** to access the Buyer Inquiry screen.
- 2 Enter the *Buyer number* or press **F3** to search.
- 3 The description and User ID for the buyer are displayed.



Figure 4-2: Buyer Inquiry Screen

Field and Function Key Descriptions

Field/Function Key	Description
Buyer number	The buyer code.
Description	The name assigned to the buyer code.
User Id	The user identification assigned to the buyer from User Identification Maintenance.



To print a list of buyer numbers/names in Buyer Maintenance, select **Purchasing > Listings > Buyer Listings**.

4.2 Buyer Queue Inquiry

Each buyer is responsible for issues regarding the products to which they are assigned in Vendor Maintenance or Vendor Line Maintenance. The Buyer Queue Inquiry displays a list of work queues for a buyer and shows which have open issues. These work queues include recommended purchase orders to convert, backorders to expedite, discrepancies to resolve, purchase orders to release, and emergencies to handle.

You can access each work queue from the Buyer Queue Inquiry or as an individual inquiry.

Using the Buyer Queue Inquiry

To view the Buyer Queue Inquiry:

- 1 Select **Purchasing > Inquiries > Buyer Queue Inquiry** to access the Buyer Queue Inquiry screen.

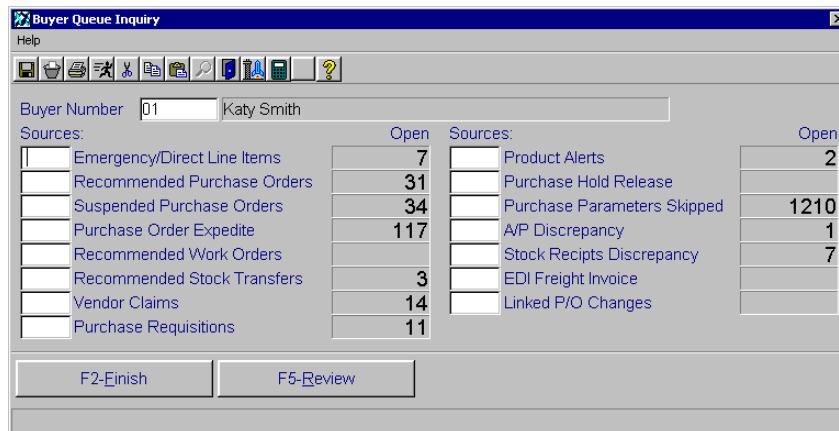


Figure 4-3: Buyer Queue Inquiry Screen

- 2 Enter the *Buyer Number* or press **F3** to search. The number of open items in each work queue for this buyer appears under *Open*.
- 3 To view or edit open activities, place the cursor in front of the desired *Source* and press **F5-Review** to open the appropriate work queue. Refer to the Buyer Queue Source descriptions for more information on each work queue.

Buyer Queue Source Descriptions

Source	Description
"Emergency/Direct Line Items" on page 4-6	Unlinked emergency or direct line items that need immediate attention. This queue is updated immediately after the sales order is entered.
"Recommended Purchase Orders" on page 4-9	Recommended purchase orders created by Daily/Nightly Processing. You can edit and convert the recommended orders into open purchase orders.

Source	Description
"Suspended Purchase Orders" on page 4-14	Suspended purchase order generated in Purchase Order Entry. You can edit and release the orders or merge the orders with other open purchase orders for the same vendor.
"Purchase Order Expedite" on page 4-16	Items that meet the expedite date and were not faxed to the vendor. Updated by Nightly Processing.
"Recommended Work Orders" on page 4-18	Recommended work orders created by Daily/Nightly Processing. You can edit and convert the orders into open work orders.
"Recommended Stock Transfers" on page 4-20	Recommended stock transfers created by Daily/Nightly Processing. You can edit and convert the orders into open transfers.
"Vendor Claims" on page 4-22	Vendor claims created in Vendor Claim Entry, DOE convert , or rules set up in Vendor Maintenance. You can review and edit the claims.
"Purchase Requisitions" on page 4-24	Purchase requisitions entered in Purchase Requisition Entry. You can edit and convert the orders into open purchase orders.
"Product Alerts" on page 4-26	Products whose usage falls above or below the Minimum or Maximum levels set for the product, by the percentage defined in the Spike Exception Min/Max settings in Purchase Parameters Maintenance.
"Purchase Hold Release" on page 4-28	Purchase orders on hold. You can edit and release the orders.
"Purchase Parameters Skipped" on page 4-30	Products skipped during Inventory Control Month End Close and whose Purchase Parameters were not recalculated.
"Accounts Payable Discrepancy Inquiry" on page 4-32	A/P invoices manually placed on hold because of discrepancies in Vendor Invoice Reconciliation Entry.
"Stock Receipts Discrepancy" on page 4-34	Receivers placed on hold for discrepancies in Stock Receipts Entry. You must release these before they can be processed in Vendor Invoice Reconciliation Entry.
"EDI Freight Invoice" on page 4-36	Freight invoices converted though EDI. This is the first level in the EDI freight approval process. Once approved, the invoice goes to the second level manager to approve and set up for payment.
"Linked P/O Changes" on page 4-38	Linked sales orders that were changed in Sales Order Entry and may require a change to the purchase order.

4.2.1 Emergency/Direct Line Items

This work queue contains unlinked emergency or direct line items that require immediate attention. The queue is updated immediately when a sales order with an unlinked item with an E or D supply code is completed. You can review the items and place them on a purchase order.

Generating P/Os for Emergency/Direct Items

To list emergency and direct line items that require immediate attention:

- 1 Select one of the following methods to access the Emergency/Direct Buyer Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Emergency/Direct Line Items* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Emergency/Direct Buyer Inquiry.** Enter the *Buyer Number*.

A list of vendors with emergency or direct purchasing requirements appears.

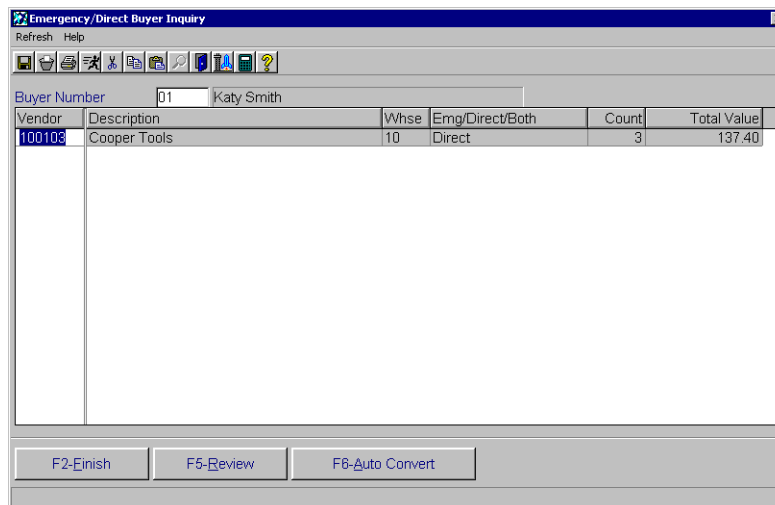


Figure 4-4: Emergency/Direct Buyer Inquiry Screen

- 2 Highlight the vendor to review and press one of the following:
 - **F5-Review** - Opens the Emergency/Direct Buyer Inquiry Review screen for the selected vendor and displays each item on the sales order, work order, or transfer for review. Go to step 3.
 - **F6-Auto Convert** - Opens the Generate Purchase Orders screen. Go to step 6.
- 3 Change the *Cost* if necessary.

- 4 Set the *Buy?* flag to **Y** for each item to be purchased. If the item displays one of the following hold codes under *Buy*, you cannot place it on a purchase order:
 - **H** - Credit hold.
 - **O** - Administrative order hold.
 - **I** - Administrative invoice hold.
 - **M** - Imprint hold.
 - **L** - Locked by another process.
- 5 Press **F2-Save** to open the Generate Purchase Orders screen.

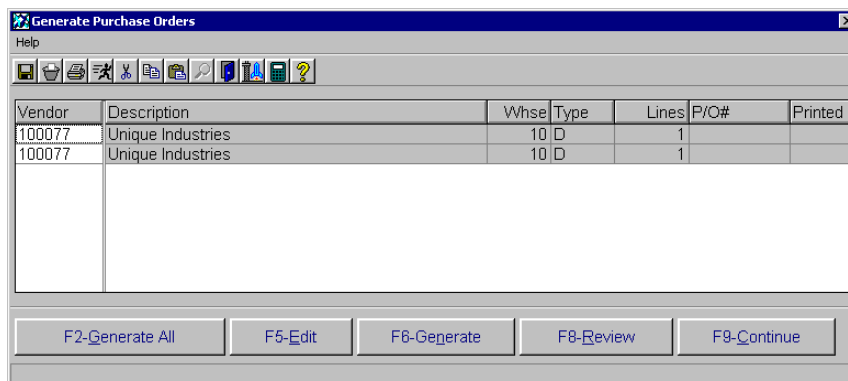


Figure 4-5: Generate Purchase Orders Screen

- 6 To generate purchase orders, choose from the following:
 - **F2- Generate All**: Generates purchase orders for all items with the *Buy* flag set to **Y** for all the vendors listed.
 - **F5-Edit**: Opens the Purchase Order Entry screen to make changes to the highlighted purchase order before generating an order.
 - **F6-Generate**: Generates a purchase order for all items with the *Buy* flag set to **Y**, for just the highlighted order.
 - **F8-Review**: Opens the Purchase Order Display screen for review.
- 7 After you generate the purchase orders, press **F9-Continue** to exit the Generate Purchase Orders screen and to go back to the Emergency/Direct Buyer Inquiry screen.
- 8 After you review and/or generate the required purchase orders, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Vendor	The vendor number.
Description	The description of the vendor.
Whse	The number for the warehouse where the order was placed.
Emg/Direct/Both	Indicates the status of the items: <ul style="list-style-type: none"> • E - Emergency. • D - Direct. • B - Both emergency and direct.
Count	The number of line items to purchase.
Total Value	The total dollar amount of all items to purchase from this vendor.
F2-Finish	Closes the screen.
F5-Review	Displays the Emergency/Direct Buyer Inquiry Review screen. Review each item and enter Y under <i>Buy</i> if it should be placed on a purchase order. If the item displays one of the following hold codes under <i>Buy</i> , it cannot be placed on a purchase order: <ul style="list-style-type: none"> • H - Credit hold. • O - Administrative order hold. • I - Administrative invoice hold. • M - Imprint hold. • L - Locked by another process.
F6-Auto Convert	Displays the Generate Purchase Orders screen to allow you to edit and generate purchase orders for the items with the <i>Buy</i> flag set to Y .

4.2.2 Recommended Purchase Orders

This work queue holds recommended purchase orders created by Daily/Nightly Processing. You can review and edit each order before converting it into an open purchase order.

Converting a Recommended Purchase Order

To list and convert recommended purchase orders:

- 1 Select one of the following methods to access the Recommended P/O Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Recommended Purchase Orders* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Recommended Purchase Orders.** Enter the *Buyer Number*.

The recommended purchase orders created by Daily/Nightly Processing appear.

P/O#	N	Type	Vend#	Description	Emrg	Weight	Units	P/O Amount	Target
10001295		01	100099	Ansel Perfect Fit Glove Company	B	8	42	285.31	N
10001302		01	648200	Dupont Chemical Corp	N	38920	128	35094.32	Y
10001285		01	060000	Fafner Bearing Company	B	84	294	2991.38	Y
10001299		01	100106	The Hartz Mountain Corp	N	664	885	813.00	Y
10001288		01	100058	Ingersoll Rand Corp	N	208	18	18379.40	N
10001294		01	100097	Luxaire [SEASONAL]	N	1540	21	25548.57	N
10001284		01	030000	Milwaukee Electric Tool Company	B	109	546	61123.84	Y
10001297		01	100104	Norton Abrasives	N	34	170	105.06	Y
10001301		01	100114	Parker Power Specialists	B	0	55	69.74	Y
90000620		01	001120	Pet Supply Vendor	B	5	1	25.52	
10001291		01	100078	Pinatas Vendor	B	434	431	10419.26	Y
10001287		01	100042	Porter Cable	B	1326	13	7887.55	N
10001300		01	100111	Shanghi Steel	B	47	25	2.13	N
10001289		01	100060	SpeedAire	B	3100	31	21091.85	N
10001292		01	100089	Symantec	N	55	127	56781.14	Y
10001298		01	100105	Teel Electronics	N	3398	170	47153.28	Y
10001283		01	010000	The Klein Tool Company	B	24	118	517.78	N

Figure 4-6: Recommended P/O Inquiry Screen

- 2 Highlight the purchase order to convert and select one of the following:
 - **F7- Auto Convert** - To convert the recommended purchase order without viewing or editing it. Go to step 6.
 - **F5-Edit** - To view and/or edit the recommended purchase order before converting it. Go to step 3.

- 3 If this is the first time you are viewing the recommended purchase order, the Purchase Order Header screen opens first to allow you to enter or edit the header information. (Refer to "Entering Purchase Order Header Information" on page 2-6). Press **F2-Save** to complete the header and open the Purchase Order Conversion Entry screen. If you want to convert the recommended order directly into an open purchase order without making any changes, go to step 6. To edit and/or review detail product information, continue with step 4.

	Product Number	Description	Whse	N	R	Linkage	B	S	Quantity	U/M	Net Cost
1	217-118	Rim	10				*	S	26	EA	850.000
2	24-5780	Rear Weight Kit 2 35lb Weights	10				*	S	21	EA	148.890
3	253-129	Seal	10				*		136	EA	3.740
4	253-185	Oil Seal	10				*		71	EA	1.640
5	254-72	Brg-cup,tapered ** PPP ** PWP	10				*		99	EA	1.950
6	254-94	Brg-cone, Taper ** Ppp ** Pwp	10				*		115	EA	3.600
7	30569	62" Guardian Deck	10				*		17	EA	3148.000
8	30625	Deluxe Suspension Seat	10				*	S	19	EA	403.000
9	30769	Cushion Seat GM200	10				*		15	EA	232.000
10	76-3000	Axle-rear	10				*	S	17	EA	159.720
11	86-5900	Tire 26 X 12.00 - 12 8 Ply	10				*		12	EA	113.390
12	87-3290	Tire 23 X 10.50 - 12 6 Ply	10				*	S	19	EA	77.390
13	93-3195	LH Spindle Asm	10				*	S	19	EA	63.430
14	95-3304	Filter - Oil	10				*		179	EA	7.020
15	G104-WM	Steel Safety Cage	10				*		26	EA	850.000

Cube	Weight	Units	Amount
0.0000	3210.89	827	96714.40

Figure 4-7: Purchase Order Conversion Entry Screen

- 4 Press **ENTER** on an item to open the P/O Detail Information screen to change quantities or cost before converting it into an open purchase order. Refer to "Entering Products" on page 2-8 for information on line item detail information.
- 5 To further investigate detail purchasing information on any item, highlight the item from the Purchase Order Conversion Entry screen and select one of the following.
 - **F6-Rec Rev** - To view the Recommended P/O Inquiry screen.
 - **F8-Link** - To view linked sales orders, work orders or transfers.
 - **F7-Target** - To view the Target Information screen which compares the total of the purchase order to the targets set up in Vendor Line Maintenance.

From this screen, you can choose one the following to add or change quantities on the recommended purchase order.

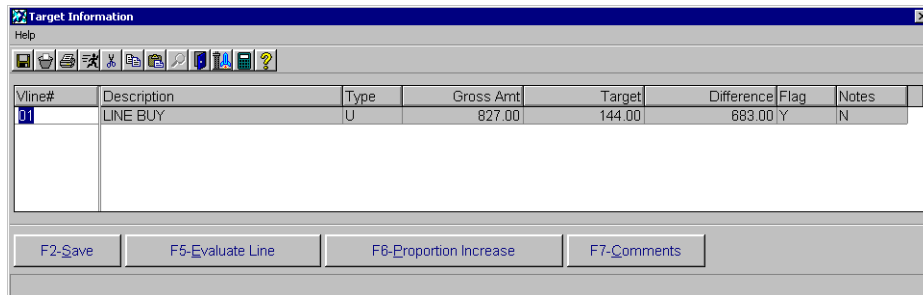


Figure 4-8: Target Information Screen

- **F6-Proportion Increase** - To proportionally increase all items on the purchase order to try to meet the target amount.
- **F5-Evaluate Line** - To open the P/O Vendor Line Evaluation screen to view products not included on the recommended purchase order because they do not meet target requirements for the product line as set up in the Vendor Line Target Parameters Screen. You can enter a *Quantity* for each line item to add to the recommended purchase order. Press **F2-Save** twice to get back to the Purchase Order Conversion Entry screen.

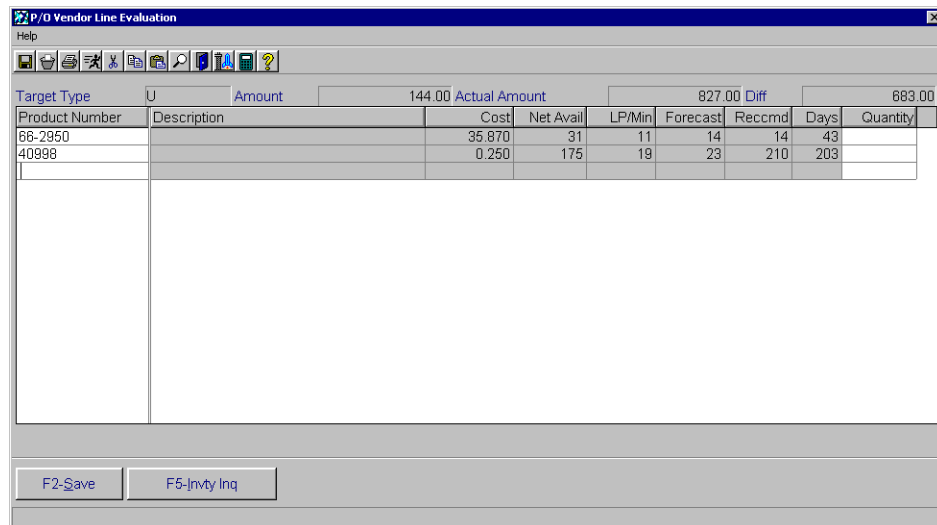


Figure 4-9: P/O Vendor Line Evaluation Screen

- 6 Once you are ready to convert the recommended order into a purchase order, press **F2-Save** from the Purchase Order Conversion Entry screen and the following prompt appears:

Do You Wish To Convert This Temporary P/O into A.....

Choose one of the following:

- **Purchase Order:** Automatically converts the recommended order into a purchase order and allows you to choose the method to notify the vendor (e.g., print, email, or fax).
 - **Vendor RFQ:** Automatically creates a vendor request for quote with the line items defined on the recommended P/O. See "Entering a Vendor RFQ" on page 7-2.
 - **Return** - Brings you back to the Purchase Order Conversion screen.
 - **No Conversion** - The purchase order is not converted and remains in your queue.
- 7 After all the purchase orders are reviewed and/or converted, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
P/O #	The temporary purchase order number generated by Nightly/Daily Processing.
N	An asterisk (*) indicates that notes exist on the purchase order.
Type	Purchase order type. See "Identifying Purchase Order Types" on page 2-2.
Vend #	The vendor number for this purchase order.
Description	The vendor description.
Emg	Indicates if any product on the recommended purchase order has open backorders or is marked as an emergency: <ul style="list-style-type: none"> • E - Emergency order. • B - Backordered item. • N - Not an emergency or a backorder.
Weight	The total weight of the purchase order.
Units	The number of units on this purchase order.
P/O Amount	The total dollar amount of this recommended purchase order.
Target	Indicates if the recommended purchase order meets the target amount set up for the vendor line: <ul style="list-style-type: none"> • Y - The order meets the vendor line target amount. • N - The order does not meet the vendor line target amount.
F2-Finish	Closes the screen.
F5-Edit	Accesses the Purchase Order Conversion Entry screen to allow you to review and edit the order before converting it into an open purchase order. You can also change the vendor number by selecting P/O Func > Change Vendor Number from the Action Bar.
F6-Enter P/O	Prompts for a purchase order number and allows you direct access to a purchase order if there are several pages of orders to scroll through.
F7-Auto Convert	Automatically converts a temporary purchase order into an open purchase order.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), or T (top).
Action Bar	
Action > Sort Options	Resorts the listed purchase orders by one of the following: <ul style="list-style-type: none"> • Vendor number. • Vendor description. • Purchase order type. • Dollar amount.
Alt Buyer	Opens the Alternate Buyer Assignment Screen to allow you to send the product to another buyer's queue for review.

4.2.3 Suspended Purchase Orders

This work queue holds purchase orders suspended in Purchase Order Entry. You can edit or merge these orders with other open purchase orders for the same vendor. See "Merging With a Suspended Purchase Order" on page 2-15.

Suspended purchase orders only appear in this queue if:

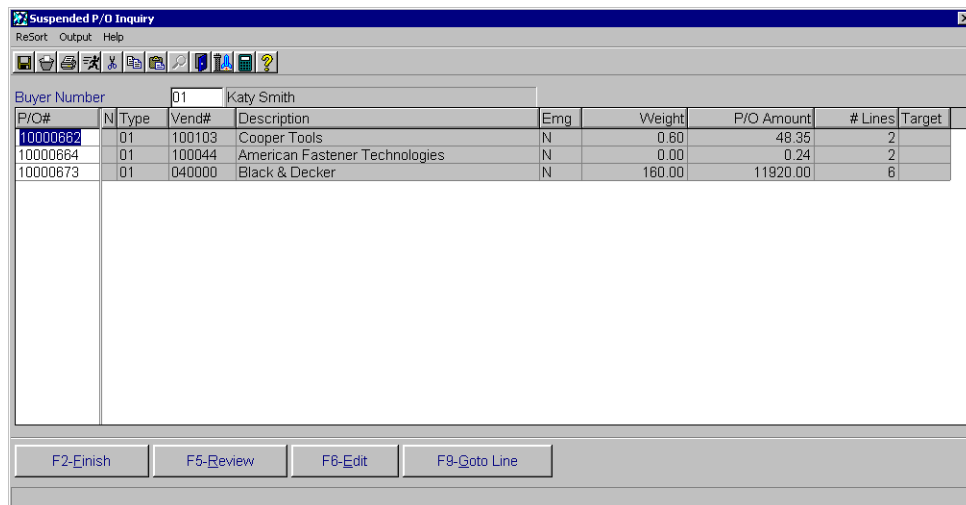
- *Maintain Suspended P/O's* is set to **Y** in Purchasing Parameters.
- The person placing the purchase order selects **Yes** when prompted to track the suspended purchase order.

Editing and Releasing Suspended Purchase Orders

To list and release suspended purchase orders:

- 1 Select one of the following to access the Suspended P/O Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Suspended Purchase Orders* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Suspended Purchase Orders.** Enter the *Buyer Number*.

Suspended purchase orders appear.



The screenshot shows a window titled "Suspended P/O Inquiry" with a menu bar (ReSort, Output, Help) and a toolbar. Below the toolbar, there are input fields for "Buyer Number" (01) and "Katy Smith". The main area contains a table with the following data:

P/O#	N	Type	Vend#	Description	Emg	Weight	P/O Amount	# Lines	Target
10000682		01	100103	Cooper Tools	N	0.60	48.35	2	
10000664		01	100044	American Fastener Technologies	N	0.00	0.24	2	
10000673		01	040000	Black & Decker	N	180.00	11920.00	6	

At the bottom of the window, there are four buttons: F2-Finish, F5-Review, F6-Edit, and F9-Goto Line.

Figure 4-10: Suspended P/O Inquiry Screen

- 2 Highlight the purchase order to edit and press **F6-Edit**. The Purchase Order Entry screen opens to allow you to edit and release the purchase order. Refer to "Entering Products" on page 2-8 and "Completing a Purchase Order" on page 2-18 for more information on entering line items and completing a purchase order.
- 3 After reviewing and/or editing all suspended purchase orders, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
P/O #	The suspended purchase order number.
N	An asterisk (*) indicates that notes exist in the purchase order header.
Type	Purchase order type. Refer to "Identifying Purchase Order Types" on page 2-2.
Vend #	The vendor number for this purchase order.
Description	The vendor description.
Emg	Indicates if any product on the recommended purchase order has any open backorders or is marked as an emergency: <ul style="list-style-type: none"> • E - Emergency order. • B - Backordered item. • N - Not an emergency or a backorder.
Weight	The total weight of the order if weights are used.
P/O Amount	The total dollar amount of this purchase order.
#Lines	The number of lines items on the purchase order.
Target	Indicates if the recommended purchase order meets the target amount set up for the vendor line: <ul style="list-style-type: none"> • Y - The order meets the vendor line target amount. • N - The order does not meet the vendor line target amount.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen. Information regarding the header, linked items, credit information, and freight is also accessible from this screen.
F6-Edit	Opens the Purchase Order Entry screen to allow you to edit and complete the order.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), or T (top).
Action Bar	
ReSort	Resorts purchase orders by one of the following: <ul style="list-style-type: none"> • Vendor number. • Vendor description. • Purchase order type. • Dollar amount.

4.2.4 Purchase Order Expedite

This work queue displays high and low level purchase order expedite items for the buyer. Refer to the "Low Level Expedite Report" on page 3-59 and the "High Level Expedite Report" on page 3-63 for an explanation of how Nightly Processing determines the items that require expediting.

You can review items for each vendor and then fax or email directly from this screen. For a purchase order to appear in this inquiry, it must be printed/emailed/faxed before Nightly/Daily Processing is run.

Expediting Purchase Order Items

To list and expedite overdue items:

- 1 Select one of the following methods to access the Purchase Order Expedite Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Purchase Order Expedite Items* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Purchase Order Expedite Items.** Enter the *Buyer Number*.

The items to expedite display.

Vendor	Description	Contact	Phone Number	Types	Cnt
100101	Whizard Protective Wear Ltd. (DRP)	Gary Payton	800.922.0099	4	16
100031	Cerro Copper Tube	Charles Perez	800.735.8041	2	4

Figure 4-11: Purchase Order Expedite Inquiry Screen

- 2 Highlight the vendor number you wish to send an expedite report to and choose one of the following:
 - **F6-Fax** - Faxes the expedite report to the vendor. The fax information screen for this vendor appears. You can modify the subject line or enter cover page notes. The fax and phone number are pulled from the warehouse that ordered the product. If more than one warehouse is listed, the first one is used.

- **F7-Email** - Emails the expedite report to the vendor. The Email Information screen for this vendor appears. You can modify the subject line or enter any cover page notes.
- **F8-Print** - Prints the expedite report for the vendor.
- **F9-Screen** - Displays the expedite items for review.

After you print, email or fax the report, the following question appears:

Do You Wish To Update Purchase Order Line Items? Answering 'Yes' Will Flag The Line Items To Not Be Presented Again At This Expedite Level Until The Delivery Date Is Changed Or Expediting Reaches A More Severe Level.

- 3 Choose from the following:
 - **Yes** - The line items are updated as reviewed. The line items are removed from the buyer's queue and the total count of Purchase Order Expedite Items in the Buyer Queue Inquiry decreases.
 - **No** - The line items are not updated as reviewed. The line items are not removed from the buyer's queue and the total count for Purchase Order Expedite Items in the Buyer Queue Inquiry remains the same.
- 4 Once all expedite items are reviewed and/or expedited, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Vendor	The vendor number.
Description	The vendor description.
Contact	The name of the vendor's contact person.
Phone Number	The vendor contact's phone number.
Types	The level of expediting required: <ul style="list-style-type: none"> • 1 - Product is at or below the safety allowance level. • 2 - Purchase order is late. • 3 - Stockout with no backorders. • 4 - Stockout with backorders.
Cnt	Displays the total count of the purchase order expedite items for each vendor. For example; if the vendor has three line items with past due delivery dates, a 3 displays.
F2-Finish	Closes the screen.
F6-Fax	Faxes the expedite report to the vendor.
F7-Email	Emails the expedite report to the vendor.
F8-Print	Prints the expedite report for the vendor.
F9-Screen	Displays the expedite items for review.
Action Bar	
Refresh	Refreshes the screen.

4.2.5 Recommended Work Orders

This work queue holds recommended work orders created by Daily/Nightly Processing. You can review and edit each work order before converting it to an open order.

Converting and Releasing Recommended Work Orders

To list and convert the recommended work orders:

- 1 Select one of the following to access the Recommended W/O Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Recommended Work Orders* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Recommended Work Orders.** Enter the *Buyer Number*.

The recommended work orders created by Daily/Nightly Processing appear.

W/O#	Whse	Bill Number	Emg	Req-Date	Qty-Ord	Linkage	Days
10000026		AF 24851-BP	N	06/25/04	100		999
10000125	10	AF 24851-BP	N	06/25/04	100		999

Figure 4-12: Recommended W/O Inquiry Screen

- 2 Highlight the work order you want to convert and choose one of the following methods for conversion:
 - **F5- Edit** - Opens the Work Order Entry screen to make changes before converting it into an open work order.
 - **F7- AutoConv** - Automatically converts the temporary work order into an open work order.
 - **F8- MassConv** - Displays the Mass W/O Conversion screen to convert a selected group of temporary work orders into open work orders without editing.

- 3 If you chose **F5-Edit** or **F7-Auto Convert**, the following prompt appears:

Do You Want To Release For Production?

Choose one of the following:

- **No** - The work order is not converted and must be released for production later.
 - **Yes** - The work order is released and a pick ticket prints to begin production.
 - **Return** - Goes back to the Recommended W/O Inquiry Screen.
- 4 After reviewing and/or converting all of the open work orders, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field/ Function	Description
W/O#	The recommended work order number.
Whse	The warehouse associated with the work order.
Bill Number	The bill of material number to be assembled on this work order.
Emg	Indicates if the item is an emergency or backordered item: <ul style="list-style-type: none"> • E - This is an emergency order. • B - This is a backordered item. • N - This is not an emergency or a backorder.
Req-Date	The date the work order must be completed. Calculated from the entry date plus the assembly days in BOM Maintenance.
Qty-Ord	The quantity of the parent item that is recommended.
Linkage	The document number if the work order is a special order for a linked order or transfer.
Days	The number of days' supply on hand.
F2-Finish	Closes the screen.
F5-Edit	Opens the Work Order Entry screen to review and edit the work order before releasing.
F6-Enter W/O	Allows you to enter a work order number for direct access.
F7-AutoConv	Converts the recommended work order into an open work order without editing.
F8-MassConv	Displays the Mass W/O Conversion screen to convert a selected group of temporary work orders into open work orders without editing.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), or T (top).

4.2.6 Recommended Stock Transfers

This work queue holds recommended stock transfers created by Daily/Nightly Processing. You can convert each recommended transfer into an open transfer and make changes as necessary.

Converting and Releasing Recommended Stock Transfers

To list and convert the recommended stock transfers:

- 1 Select one of the following to access the Recommended T/R Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Recommended Stock Transfers* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Recommended Stock Transfers.** Enter the *Buyer Number*.

Recommended Stock Transfers created by Daily/Nightly Processing appear.

T/R#	From	Description	To	Description	Volume	Weight	T/R Amount
10000175			80		0	0	1004479.93
10000182	10	Philadelphia Branch	20	Atlanta Branch	0	0	712519.36
10000183	10	Philadelphia Branch	80	Toronto Branch	0	0	1004479.93

Figure 4-13: Recommended T/R Inquiry Screen

- 2 Highlight the transfer you want to convert and press **F6-Convert**. The following prompt appears:

Do you wish to exclude backordered items during conversion?

- 3 Choose from the following:
 - **No** - Backorders are included on the transfers. The message "Backorders Exist, Supply codes set to Appropriate Default" displays.
 - **Yes** - Any backordered items are removed from the transfer.
- 4 The Stock Transfer Header screen appears and you can edit and complete the stock transfer as usual.

- 5 After reviewing and/or converting the transfers, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field/ Function	Description
T/R#	The stock transfer number.
From	The number of the warehouse shipping the material.
Description	The description of the warehouse shipping the material.
To	The number of the warehouse receiving the material.
Description	The description of the warehouse receiving the material.
Volume	The volume of each item on the transfer if volume is stored in the product record.
Weight	The weight of each item on the transfer if weight is stored in the product record.
Transfer Amount	The extended dollar amount of each item on the transfer.
F2-Finish	Closes the Recommended T/R inquiry screen.
F6-Convert	Opens the Stock Transfer Header screen to allow you to edit and generate the stock transfer.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), T (top).
Action Bar	
Refresh	Refreshes the screen.
Alt Buyer	Opens the Alternate Buyer Assignment Screen to allow you to send the product to another buyer's queue for review.

4.2.7 Vendor Claims

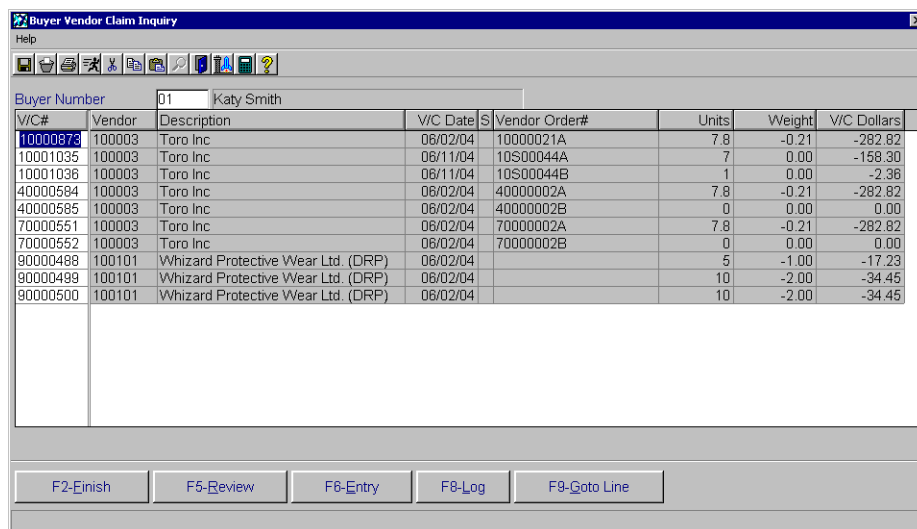
This work queue holds open vendor claims created through Vendor Claim Entry, through DOE conversion, or automatically created based on rules in **Vendor Maintenance > F5-Add Info > Warranty > F5-Rules** . You can review and edit the claims but they remain in the queue until the vendor claims are updated.

Editing a Vendor Claim

To view and edit open vendor claims:

- 1 Select one of the following to access the Buyer Vendor Claim Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry**. Place the cursor in front of *Vendor Claims* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Vendor Claims**. Enter the *Buyer Number*.

A list of open vendor claims appears.



The screenshot shows a window titled "Buyer Vendor Claim Inquiry" with a menu bar (Help) and a toolbar. Below the toolbar, there is a field for "Buyer Number" with the value "01" and the name "Katy Smith". The main area contains a table with the following columns: V/C#, Vendor, Description, V/C Date, Vendor Order#, Units, Weight, and V/C Dollars. The table lists several vendor claims, with the first one highlighted in blue.

V/C#	Vendor	Description	V/C Date	Vendor Order#	Units	Weight	V/C Dollars
10000878	100003	Toro Inc	06/02/04	10000021A	7.8	-0.21	-282.82
10001035	100003	Toro Inc	06/11/04	10S00044A	7	0.00	-158.30
10001036	100003	Toro Inc	06/11/04	10S00044B	1	0.00	-2.36
40000584	100003	Toro Inc	06/02/04	40000002A	7.8	-0.21	-282.82
40000585	100003	Toro Inc	06/02/04	40000002B	0	0.00	0.00
70000551	100003	Toro Inc	06/02/04	70000002A	7.8	-0.21	-282.82
70000552	100003	Toro Inc	06/02/04	70000002B	0	0.00	0.00
90000488	100101	Whizard Protective Wear Ltd. (DRP)	06/02/04		5	-1.00	-17.23
90000499	100101	Whizard Protective Wear Ltd. (DRP)	06/02/04		10	-2.00	-34.45
90000500	100101	Whizard Protective Wear Ltd. (DRP)	06/02/04		10	-2.00	-34.45

At the bottom of the window, there are five buttons: F2-Finish, F5-Review, F6-Entry, F8-Log, and F9-Goto Line.

Figure 4-14: Buyer Vendor Claim Inquiry Screen

- 2 Highlight the vendor claim to review and choose one of the following:
 - **F5-Review** to open the Vendor Claim Display screen to review the information on the vendor claim.
 - **F6-Entry** to open the Vendor Claim Entry screen to update the vendor claim.
- 3 After reviewing and/or editing each claim, press **F2-Finish** to close the screen.

Once the vendor claim is updated, it is removed from the inquiry.

Field & Function Key Descriptions

Field / Function	Description
V/C#	The vendor claim number.
Vendor	The vendor number.
Description	The description of the vendor.
V/C Date	The date the vendor claim was entered or generated by the system.
S	Identifies how the claim was sent to the vendor: <ul style="list-style-type: none"> • B - Printed and faxed. • E - Emailed . • M - Printed and emailed. • N - Printed. • Y - Faxed.
Vendor Order #	The vendor's order number at the time the claim was entered. No order number appears if the vendor claim was created through DOE conversion.
Units	The number of units on the vendor claim.
Weight	The total weight of the vendor claim.
V/C Dollars	The total dollar amount of the vendor claim.
F2-Finish	Closes the screen.
F5-Review	Opens the Vendor Claim Display screen to view the claim.
F6-Entry	Opens the Vendor Claim Entry screen to edit and process the vendor claim.
F8 - Log	Opens the Vendor Claim Log Inquiry screen to view the history of transactions for the claim.
F9-Go-to Line	Allows you to enter a reference number for direct access. Valid codes are order number, page number, line number, B (bottom), or T (top).

4.2.8 Purchase Requisitions

This work queue holds purchase requests entered in Purchase Requisition Entry. You can review and edit each request before converting it into a purchase order. See "Entering a Purchase Requisition" on page 2-37.

Converting a Purchase Requisition

To list and convert purchase requisitions:

- 1 Select one of the following to access the Purchase Requisition Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Purchase Requisitions* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Purchase Requisitions.** Enter the *Buyer Number*.

Open purchase requisitions appear.

P/O Req#	Vendor	Req Date	Whse	P/O Amount	#Lines	User
100014	Powers Fasteners (EOQ)	05/19/04	10	498810.00	1	SEM
100020	The Klein Tool Company	05/26/04	10	49.88	1	SEM
100026	American Fastener Technologies	06/04/04	10	0.35	1	SEM
100027	American Fastener Technologies	06/04/04		0.00	0	SEM
100029	American Fastener Technologies	06/04/04		0.00	0	SEM
100032	Shanghi Steel	06/08/04		0.00	0	SEM
100033	Shanghi Steel	06/08/04	10	49.88	1	SEM
100034	Cooper Tools	06/14/04	10	10.00	1	DK
100036	Verizon	06/17/04	10	4.99	1	AMH
400000	Cerro Copper Tube	06/09/04	40	49.88	1	SEM

Buyer Number: 01 Katy Smith

F2-Enish F5-Review Requisition F6-Enter Requisition # F8-Goto Line

Figure 4-15: Purchase Requisition Inquiry Screen

- 2 Highlight the purchase requisition to convert and press **5-Review Requisition** to open the Purchase Requisition Entry screen.
- 3 Review and edit the purchase requisition. Refer to "Entering a Purchase Requisition" on page 2-37 for more information.
- 4 Press **F2-Save** and the following prompt appears:

Do you Wish To Convert This Temporary P/O into A.....

- 5 Choose from the following:
- **Purchase Order:** Automatically converts the requisition into a purchase order and assigns a new purchase order number. You can print, email or fax the order.
 - **Vendor RFQ:** Opens the Vendor RFQ Header screen. See "Entering a Vendor RFQ" on page 7-2.
 - **Return** - Brings you back to the Purchase Requisition Entry screen.
 - **No Conversion** - Brings you back to the Buyer Requisition Review screen. The purchase requisition is not converted.
- 6 After you review and/or convert all of the purchase requisitions, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Requisition#	The requisition number.
Vendor	The vendor description.
Req Date	The date the requisition was entered.
Whse	The warehouse requiring the material.
P/O Amount	The total dollar amount of the purchase requisition.
#Lines	The number of lines entered on the purchase requisition.
User	The User Id of the person who entered the requisition.
F2-Finish	Closes the screen.
F5-Review Requisition	Opens the Purchase Requisition Entry screen to allow you to review, edit, and convert the purchase requisition into an open purchase order.
F6-Enter Requisition #	Allows you to enter a requisition number for direct access if there is a long list of requisition numbers.
F9-Goto Line	Allows you to enter a reference number for direct access. Valid codes are requisition number, page number, line number, B (bottom), or T (top).

4.2.9 Product Alerts

This work queue alerts the buyer of products whose Purchasing Parameters should be reviewed and adjusted for the following reasons:

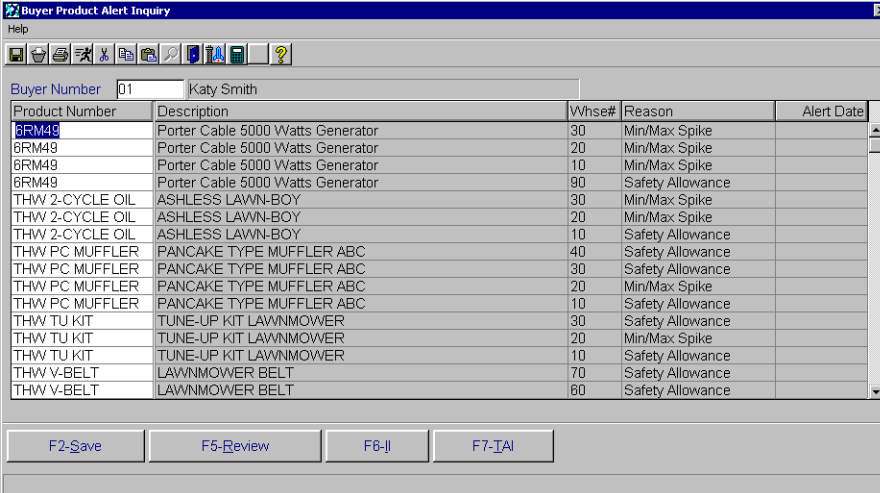
- If the product's usage falls above or below the minimum or maximum levels set for the product by the percentage defined in *Spike Exception - Min/Max* set in **Purchasing Parameters Maintenance > F5-Forecasting** for your company.
- If the available quantity of the product falls below the *Safety Allowance* defined in Purchasing Parameters.

Reviewing and Adjusting Purchasing Parameters

To review and adjust purchasing parameters for products on alert:

- 1 Select one of the following methods to access the Buyer Product Alert Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Product Alerts* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Product Alerts.** Enter the *Buyer Number*.

The items on product alert appear.



The screenshot shows a window titled "Buyer Product Alert Inquiry" with a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar, there are fields for "Buyer Number" (01) and "Katy Smith". The main area contains a table with the following data:

Product Number	Description	Whse#	Reason	Alert Date
6RM49	Porter Cable 5000 Watts Generator	30	Min/Max Spike	
6RM49	Porter Cable 5000 Watts Generator	20	Min/Max Spike	
6RM49	Porter Cable 5000 Watts Generator	10	Min/Max Spike	
6RM49	Porter Cable 5000 Watts Generator	90	Safety Allowance	
THW 2-CYCLE OIL	ASHLESS LAWN-BOY	30	Min/Max Spike	
THW 2-CYCLE OIL	ASHLESS LAWN-BOY	20	Min/Max Spike	
THW 2-CYCLE OIL	ASHLESS LAWN-BOY	10	Safety Allowance	
THW PC MUFFLER	PANCAKE TYPE MUFFLER ABC	40	Safety Allowance	
THW PC MUFFLER	PANCAKE TYPE MUFFLER ABC	30	Safety Allowance	
THW PC MUFFLER	PANCAKE TYPE MUFFLER ABC	20	Min/Max Spike	
THW PC MUFFLER	PANCAKE TYPE MUFFLER ABC	10	Safety Allowance	
THW TU KIT	TUNE-UP KIT LAWNMOWER	30	Safety Allowance	
THW TU KIT	TUNE-UP KIT LAWNMOWER	20	Min/Max Spike	
THW TU KIT	TUNE-UP KIT LAWNMOWER	10	Safety Allowance	
THW V-BELT	LAWN MOWER BELT	70	Safety Allowance	
THW V-BELT	LAWN MOWER BELT	60	Safety Allowance	

At the bottom of the window, there are four buttons: F2-Save, F5-Review, F6-Il, and F7-IAI.

Figure 4-16: Buyer Product Alert Inquiry

- 2 Highlight the item to review and select **F5-Review** to open the Purchasing Parameters screen. Refer to "Defining Product Level Purchasing Parameters" on page 3-3.
- 3 If necessary, you can adjust the *Minimum*, *Maximum*, and *Safety Allowance* values to better match the actual usage of the item.
- 4 Press **F2-Save** to save any changes in Purchasing Parameters. You then have the option to remove the item from the work queue.

- 5 After reviewing and adjusting all the items on alert, press **F2-Save** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Product #	The product number on alert whose Product Parameters should be reviewed.
Description	The description of the product number.
Warehouse #	The number for the warehouse where the item's Product Parameters should be reviewed.
Reason	The reason why the product is on alert: <ul style="list-style-type: none"> • Min/Max Spike - The product's usage falls above or below the Minimum or Maximum levels set for the product by the percentage defined in <i>Spike Exception - Min/Max</i> set in Purchasing Parameters Maintenance > F5-Forecasting for your company. • Safety Allowance - The quantity of the item is below the safety allowance setting for the item.
Alert Date	The date the item went on alert.
F2-Save	Closes the Buyer Product Alert Inquiry screen.
F5-Review	Opens the Purchasing Parameters screen for the product to allow you to adjust the <i>Minimum</i> , <i>Maximum</i> , or <i>Safety Allowance</i> quantity for the item.
F6-II	Opens the Inventory Inquiry screen to allow you to view the inventory status of the item.
F7-TAI	Opens the Transaction Audit Inquiry screen for the item to allow you to view transactions involving the item.

4.2.10 Purchase Hold Release

This work queue holds purchase orders placed on hold for the following reasons:

- The buyer's *P/O limit* in User Identification Maintenance is exceeded.
- The vendor's minimum order requirement is not met.
- The vendor is always on hold (*Purchase Hold?* flag set to **Y** in Vendor Maintenance).

When an order goes on hold in Purchase Order Entry, the system prompts with a message and allows you to enter notes to the purchasing manager. You must be set up as a purchasing manager in User Id Maintenance to release orders from purchase hold.

Releasing a Purchase Order on Hold

To list and release orders on purchase hold:

- 1 Select one of the following methods to access the Purchase Hold Release Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Purchase Hold Release Inquiry* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Purchase Hold Release Inquiry.** Enter the *Purchasing Manager ID*.

The orders on purchase hold appear.

P/O Number	N	Vend#	Description	User	P/O Date	P/O Amount	Reason	Reviewed
20000012	*	100113	Sierra Pacific Power	EMH	06/15/04	4.26		N
20000013		100111	Shanghi Steel	EMH	06/15/04	8.53		N
20000014	*	100113	Sierra Pacific Power	EMH	06/15/04	8.68	H	Y
20000015		100113	Sierra Pacific Power	EMH	06/16/04	8.53	V	N
20000016		100113	Sierra Pacific Power	EMH	06/16/04	8.53	JV	N
20000017	*	100113	Sierra Pacific Power	EMH	06/16/04	12.78	J	N
20000018		100113	Sierra Pacific Power	EMH	06/16/04	8.53	V	N

Figure 4-17: Purchase Hold Release Inquiry Screen

- 2 Highlight the purchase order to release and choose from the following:
 - Press **F5-Review** to open the Purchase Order Display screen to review the order.
 - Press **F6-P/O Entry** to open the Purchase Order Entry screen to edit and release the purchase order for printing. See "Purchase Order Entry" on page 2-2 for more information on purchase orders.
- 3 After you review and release the purchase orders from hold, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
P/O Number	The purchase order number on hold.
N	An asterisk (*) indicates that notes were entered by the buyer. Use the <i>Notes</i> option on the Action Bar to review the notes.
Vend#	The vendor number.
Description	The vendor description.
User	The User Id of the person who entered the purchase order.
P/O Date	The date the purchase order was entered.
P/O Amount	The total dollar amount of the purchase order.
Reason	The reason code to indicate why the purchase order went on hold: <ul style="list-style-type: none"> • J - The purchase order limit for the buyer was exceeded. • V - The vendor's minimum order requirement was not met. • H - This vendor is always on hold (<i>Purchase Hold?</i> flag set to Y in Vendor Maintenance).
Reviewed	Indicates if the purchase order was reviewed. <ul style="list-style-type: none"> • Y - The purchase order was reviewed but not yet released. • N - The purchase order has not been reviewed.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen to review the purchase order.
F6-P/O Entry	Opens the Purchase Order Entry screen to review, edit, and release the order for printing.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), T (top).
Action Bar	
Refresh	Refreshes the screen to only display purchase orders still on hold.
Alt Manager	Allows you to send the product to another purchasing manager's queue for review.
Notes	Opens the Alternate Manager Assignment screen to allow you to send the product to another manager's queue for review.

4.2.11 Purchase Parameters Skipped

This work queue holds the products with usage exceptions for which purchasing parameters were not recalculated during the Inventory Control Month End Close. These items are added to the Product Parameters Calc Skipped Auto Report. If a product is skipped, purchasing parameters are not calculated until they are overridden. Purchasing Parameters are not calculated if:

- Monthly usage was greater than the total of the last 5 months combined usage.
- A product is out of stock for 2 weeks or more in one month.

Maintaining Items with Purchase Parameters Skipped.

To view and maintain items that were skipped during Inventory Control Month End Close:

- 1 Select one of the following to access the Purchase Parameters Skipped Maintenance screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Purchase Parameters Skipped Items* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Purchase Parameters Skipped Items.** Enter the *Buyer Number*.

A list of warehouses containing items whose Purchase Parameters were skipped appear.

Whse	Description	# Items
10	Philadelphia Branch	18
20	Atlanta Branch	306
30	Chicago Branch	262
50	Los Angeles - Corporate HQ	205
60	Seattle Branch	215
80	Toronto Branch	227

Figure 4-18: Purchase Parameters Skipped Maintenance Screen

- 2 Highlight the warehouse number to view and press **F5-Perform Maintenance**. The Warehouse Usage Maintenance screen for the first item appears.

- 3 View and override product usage for this item for each month. The override is used for any subsequent purchasing calculation. If you change product usage, the following question appears:

Changes Were Detected! Would You Like To Recalculate
Purchase Parameters With New Usage Overrides?

- 4 Choose from the following:
- **Y** - Recalculates Purchase Parameters. The product is removed from the work queue.
 - **N** - Purchase parameters are not recalculated but the product is removed from the work queue.
- 5 Press **F2- Save** after reviewing each item and the next item with skipped Purchase Parameters appears.
- 6 After reviewing each warehouse, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Whse	The number for the warehouse that contains the skipped items.
Description	The description/name of the warehouse location.
#Items	The number of items skipped during month end close that did not have their purchasing parameters recalculated.
F2-Finish	Closes the screen.
F5-Perform Maintenance	Displays the Warehouse Usage Maintenance screen and allows you to view and override product usage values.

4.2.12 Accounts Payable Discrepancy Inquiry

This work queue lists receivers that Accounts Payable manually placed on hold in Vendor Invoice Reconciliation Entry for cost or quantity discrepancies. You can review any notes from Accounts Payable, adjust the cost, or place it in another buyer's queue for review. Once you release the receiver, it is routed back to Accounts Payable for final release and payment to the vendor.

Releasing an Accounts Payable Receiver from Hold

To list and release A/P receivers on hold:

- 1 Select one of the following methods to access the Accounts Payable Discrepancy Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *A/P Discrepancy Inquiry* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > A/P Discrepancy Inquiry.** Enter the *Buyer Number*.

The accounts payable receivers on hold appear.

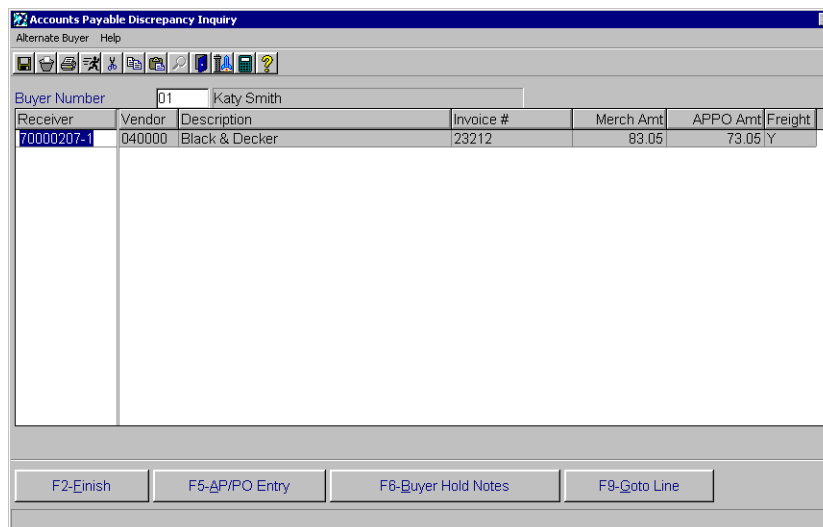


Figure 4-19: Accounts Payable Discrepancy Inquiry Screen

- 2 Highlight the receiver to review and/or release.
- 3 If you want to review and/or recost a receiver, press **F5-AP/PO Entry** to display the AP/PO Cost Adjustments screen. You can change and/or review the header screen and any notes from Accounts Payable.
- 4 After reviewing and/or recosting the receiver, press **F2-Save**.

The following question appears:

Do You Wish To Release This Receiver For
Accounts Payable Processing?

- 5 Choose from the following:
- **No** - The receiver remains on hold.
 - **Yes** - The receiver is released to Accounts Payable for processing.
- 6 After you review and/or release the receivers, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Receiver	The receiver number on hold.
Vendor	The vendor to be paid.
Description	The description of the vendor.
Invoice #	The vendor's invoice number.
Merch Amt	The dollar amount billed by the vendor for the merchandise.
APPO Amt	The dollar amount received for the receiver.
Freight	The freight flag from the purchase order: <ul style="list-style-type: none"> • Y - You are responsible for freight if freight charges are billed on this purchase order. • N - You are not responsible for any freight charges billed on this purchase order. This is the default on recommended purchase orders created by Nightly Processing that meet the <i>Frst Paid Amount</i> in the Vendor Line Target Parameters Screen.
F2-Finish	Closes the screen.
F5-AP/PO Entry	Opens the AP/PO Cost Adjustments screen and enables you to recost and or release the receiver.
F6-Buyer Hold Notes	Allows you to review any notes entered by Account Payable regarding the receiver.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are receiver number, page number, line number, B (bottom), T (top).
Action Bar	
Alternate Buyer	Opens the Alternate Buyer Screen to allow you to send the receiver to another buyer's queue for review and release.

4.2.13 Stock Receipts Discrepancy

This work queue lists products on receivers placed on hold for price or quantity discrepancies in Stock Receipts Entry. The receiver cannot be processed in Vendor Invoice Reconciliation Entry until you release each product from hold.

Releasing a Stock Receiver from Hold

To list and release stock receivers on hold:

- 1 Select one of the of the following methods to access the Stock Receipts Discrepancy Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Stock Receipts Discrepancy Inquiry* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Stock Receipts Discrepancy Inquiry.** Enter the *Buyer Number*.

The stock receiver discrepancy items on hold appear.

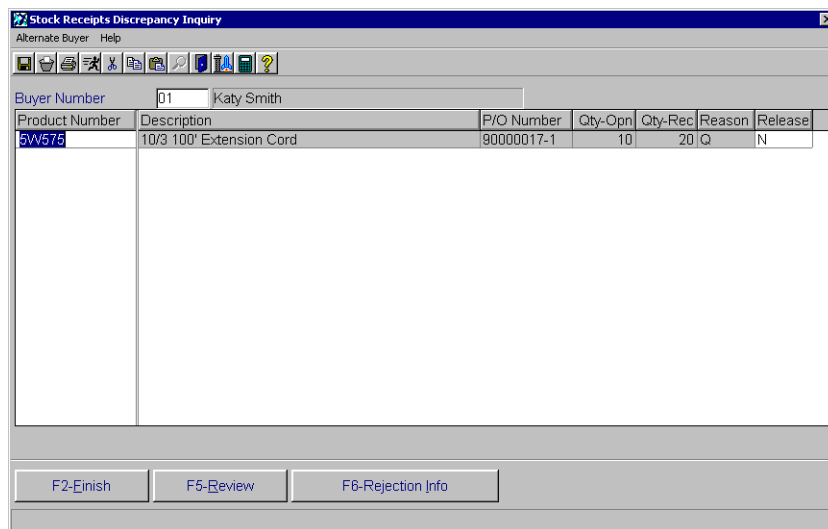


Figure 4-20: Stock Receipts Discrepancy Inquiry screen

- 2 Highlight the product number to review and/or release and select one of the following:
 - **F5-Review** to open the Purchase Order History Display screen to view detail information for received items.
 - **F6-Rejection Info** to open the Line Item Quality Control screen to review the rejection reason and any notes entered.
- 3 Release the order by entering a **Y** in *Release*.
- 4 After you review and release the receivers, press **F2- Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
Product Number	The product number on hold.
Description	The description of the product.
P/O Number	The purchase order number and release that is on hold.
Qty-Opn	The quantity remaining on the purchase order that was not received.
Qty-Rec	The quantity received on this receiver.
Reason	Displays the rejection reason code: <ul style="list-style-type: none"> • Q - Percent over or under received. • C - Percent cost change. • M - Manual hold. • Rejection reason code.
Release	Allows you to release the product. <ul style="list-style-type: none"> • Y - To release the product. • N - To not release the product.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order History Display screen to allow you to review the purchase order.
F6-Rejection Into	Opens the Line Item Quality Control screen to display the rejection reason, quantity, warranty information and any notes.
Action Bar	
Alternate Buyer	Opens the Alternate Buyer Screen to allow you to send the discrepancy to another buyer's work queue.

4.2.14 EDI Freight Invoice

This work queue contains freight invoices converted through EDI and is the first level in the EDI freight invoice approval process. Once you release the invoice, it goes to the second level manager to set it up for payment. Refer to EDI Freight Invoice Second Level Inquiry on the Accounts Payable menu.

Releasing an EDI Freight Invoice

To list and release freight invoices to the second level freight manager for approval:

- 1 Select one of the following to access the EDI Freight Invoice First Level Approval Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *EDI Freight Invoice Inquiry* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > EDI Freight Invoice Inquiry.** Enter the *Buyer Number*.

Freight invoices on hold that were converted through EDI appear.

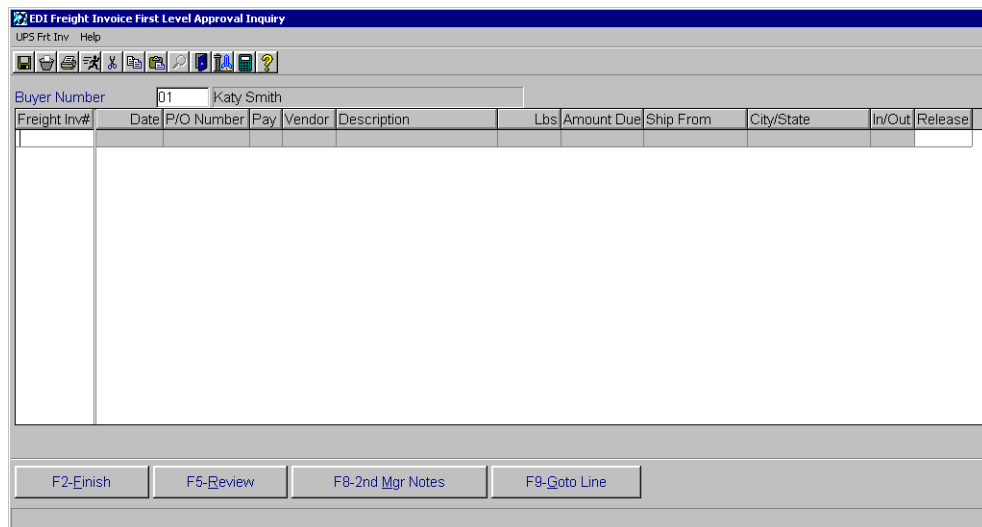


Figure 4-21: EDI Freight Invoice First Level Approval Inquiry Screen

- 2 Highlight the freight invoice number to release.
- 3 If you want to review detail information for the invoice, press **F5-Review** to bring up the Freight Invoice Detail Inquiry screen.
- 4 If you want to send any notes to the second level freight manager press **F8-2nd Mgr Notes**.
- 5 Enter a **Y** in *Release* to release the invoice to the second level freight manager.
- 6 After reviewing and releasing all the freight invoices, press **F2-Finish** to close the screen.

Field & Function Key Descriptions

Field Function	Description
Freight Inv# (Frt Inv#)	The freight invoice number.
Date/	The date of the freight invoice.
P/O Number	The purchase order number associated with the freight invoice.
Pay	The payment method.
Vendor	The vendor that shipped the material.
Description	The vendor description.
Lbs	The total weight of the order for calculating freight charges.
Amount Due	The total amount of the freight invoice.
Ship From	The name of the company that physically shipped the material.
City/State	The city and state of the company that physically shipped the material.
In/Out	Indicates if the freight charge is for incoming or outgoing material: <ul style="list-style-type: none"> • I - Inbound. • O - Outbound.
Release	Indicates if you want to release the invoice to the second level manager: <ul style="list-style-type: none"> • Y - Releases the invoice to the second level manager for payment. • N - The invoice is not released to the second level manager.
F2-Finish	Closes the screen.
F5-Review	Accesses the Freight Invoice Detail Inquiry screen to review the detail information for the invoice.
F8-2nd Mgr Notes	Allows you to enter notes to the second level freight manager regarding the invoice.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), or T (top).

4.2.15 Linked P/O Changes

This work queue is updated when someone changes a sales order that is linked to a purchase order. The change on the sales order may or may not require a change to the purchase order. The change on the sales order does not stop the purchase order or sales order from further processing.

Reason codes set up in Linkage Queue Reason Code Maintenance and Linkage Queue Parameters Maintenance in System Parameters determine the types of sales order changes that cause it to appear in this queue.

The Linked Purchase Order Inquiry displays changes to the sales order and any notes entered from the salesperson. You can also review the linked sales order and send notes to the salesperson regarding the change.

Reviewing a Linked Purchase Order

To review a linked purchase order:

- 1 Select one of the following to access the Linked Purchase Order Inquiry screen:
 - **Purchasing > Inquiries > Buyer Queue Inquiry.** Place the cursor in front of *Linked Purchase Order Inquiry* and press **F5-Review**.
 - **Purchasing > Inquiries > Buyer Queue Inquiries > Linked Purchase Order Inquiry.** Enter the *Buyer Number*.

The purchase orders with linked sales orders appear.

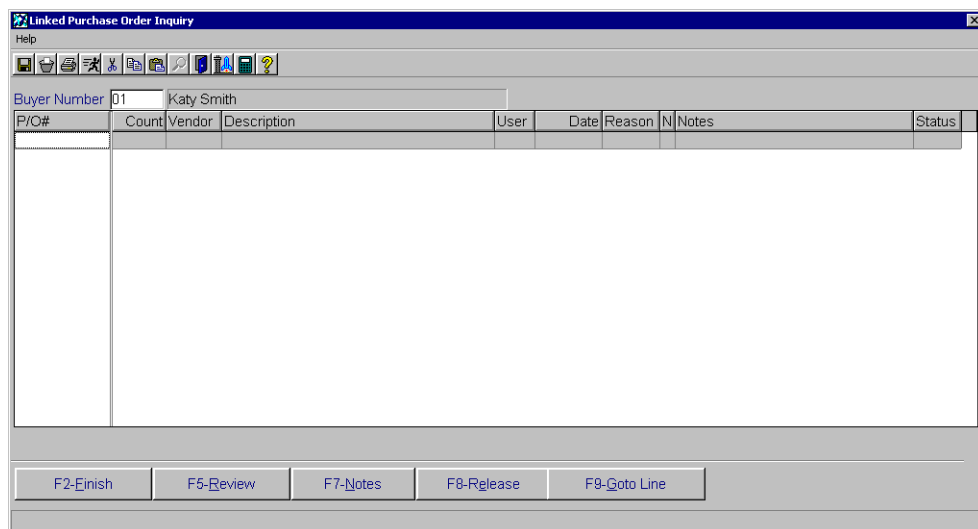


Figure 4-22: Linked Purchase Order Inquiry Screen

- 2 Highlight the purchase order number to release.
- 3 If you want to review detail information for the purchase order, press **F5-Review** to open the Purchase Order Display screen. Once you close this screen, you can mark the order as reviewed to remove it from this work queue.

- 4 To review any notes entered and to add more notes press **F7- Notes**.
- 5 After you review the order and make the necessary changes, press **F8- Release** to release the purchase order. The following question appears.

Would You Like To Mark This Order As reviewed?

- 6 Enter a **Y** to release the purchase order and remove it from this queue.
- 7 After you review and/or release the linked purchase orders, press **F2- Finish** to close the screen.

Field & Function Key Descriptions

Field / Function	Description
P/O#	The purchase order number that is linked to a sales order.
Count	The number of lines on the order.
Vendor	The vendor for the purchase order.
Description	The description of the vendor.
User	The User Id of the person who entered the order.
Date	The purchase order date.
Reason	The reason code for why the order was changed.
Notes	The notes that were entered when this purchase order was reviewed.
Status	Identifies if the order was reviewed: <ul style="list-style-type: none"> • N - Not reviewed. • R - Reviewed.
F2-Finish	Closes the screen.
F5-Review	Opens the Purchase Order Display screen to allow you to review the purchase order. From this screen you can mark the item as reviewed to remove it from this work queue.
F7-Notes	Allows you to review previously entered notes.
F9-Goto Line	Allows you to enter a reference number for quick access. Valid codes are order number, page number, line number, B (bottom), or T (top).



Chapter 5 Vendors

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In ADS, you can set up a vendor record for each vendor to control purchasing, accounts payable, and inventory requirements. You can also use vendor lines to group products together to receive quantity discounts or to meet minimum order requirements. Refer to the following sections for information on vendors:

- "Vendor Maintenance" on page 5-2.
- "Vendor Ship-From Maintenance" on page 5-41.
- "Vendor Ship-To Maintenance" on page 5-43.
- "Vendor Line Maintenance" on page 5-44.
- "Vendor Line Comments Inquiry" on page 5-53.
- "Creating and Assigning Vendor Type Codes" on page 5-54.
- "Creating and Assigning Vendor Product Types" on page 5-55.
- "Creating and Assigning Vendor Discount Codes" on page 5-56.
- "Maintaining Vendor Keywords" on page 5-60.
- "Maintaining Import Cost Factors" on page 5-61.
- "Tracking Vendor Performance" on page 5-62.

5.1 Vendor Maintenance

Vendor Maintenance stores information for each vendor including multiple addresses and contacts, purchasing options, accounts payable information, warranty information, and other vital pieces of data regarding how the vendor operates.

You can access and edit the following information screens within Vendor Maintenance:

- "Vendor Maintenance Screen" on page 5-3.
- "Additional Information Screen" on page 5-6.
- "Additional Keywords Screen" on page 5-12.
- "Warranty Information Screen" on page 5-13.
- "Vendor Return Rules Screen" on page 5-15.
- "Import Information Screen" on page 5-17.
- "Vendor Currency Screen" on page 5-19.
- "A/P Information Screen" on page 5-20.
- "Vendor G/L Information Screen" on page 5-23.
- "Cash Discount G/L Information Screen" on page 5-25.
- "Current Year 1099 Information Screen" on page 5-26.
- "Previous Year 1099 Information Screen" on page 5-28.
- "Vendor Contacts Screen" on page 5-29.
- "Vendor Additional Contacts Screen" on page 5-31.
- "Vendor Statistics Screen" on page 5-33.
- "Contact Vendor Entry screen" on page 5-34.
- "Label Information Screen" on page 5-35.
- "Vendor Product Types Screen" on page 5-37.
- "Bank Information Screen" on page 5-38.
- "Instructions Screen" on page 5-39.



The information in the Vendor Inquiry screen (**Purchasing > Inquiries > Maintenance Inquiries > Vendor Inquiry**) is the same as the information in Vendor Maintenance.



The following listings are available to print information established in Vendor Maintenance. Select **Purchasing > Listings > Vendor Listings**:

- All Information Listing
- Contact Information Listing
- Purchase History Listing
- A/P Payments History Listing

5.1.1 Vendor Maintenance Screen

The main screen in Vendor Maintenance holds the basic name and address information for a vendor. You can access the additional vendor information screens from here.

Menu Path: Purchasing > Maintenance > Vendor Maintenance

Figure 5-1: Vendor Maintenance Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Number	An 8-digit alphanumeric number identification.
Description	The vendor's company name, which appears on screens, reports, and purchase orders for the vendor.
Desc. (To Sort By)	The description to sort by if the name of the vendor's company is not useful for sorting. For example, if the <i>Description</i> is "The Supply Company", ADS sorts on the first word "The". If you want ADS to sort on a different word (e.g., "Supply"), enter it here.
Address One	The first line of the vendor's address. This address is for Accounts Payable. To enter a different address for purchasing functions, press F7-Contacts (refer to the "Vendor Contacts Screen" on page 5-29). If accounts payable and purchasing address information is the same, you can use this screen for both.
Address Two	The second line of the vendor's address.
Address Three	The third line of the vendor's address.
Country	The vendor's country.

Field/Function Key	Description
Geographic Code	The vendor's geographic code if using Vertex. You can assign the city, state, zip code and country of the vendor's address based on the address cross-reference setup in Geo Codes/Zip Codes Maintenance.
City	The vendor's city.
State	The vendor's state.
Zip	The vendor's zip code.
County	The vendor's county.
Contact	The name of the vendor's Accounts Payable contact person.
Email Address	The Accounts Payable email address for emailing Accounts Payable documents such as debit memos.
Phone Number	The Accounts Payable contact's phone number. This phone number is also used as a keyword when looking up a vendor, both with or without the area code and dashes.
Fax Number	The Accounts Payable contact's fax number used for faxing Accounts Payable documents such as debit memos.
Other Phone#	The Accounts Payable contact's additional phone number.
Terms Code	The Accounts Payable terms code as set up in A/P Terms Maintenance. Used as the default terms codes on purchase orders and manual invoices to this vendor.
Buyer Number	The buyer number to determine who is responsible for inventory for this vendor. You can override this number at the vendor line level, refer to "Vendor Line Maintenance" on page 5-44.
Ship Via Code	The method the vendor uses to ship material to your warehouse. Used for the default on purchase orders to this vendor.
F2-Save	Saves changes to the vendor record.
F4-Delete	Deletes the vendor record. You cannot delete a vendor record if open documents exist (e.g., purchase orders, vendor claims, receivers) or if open accounts payable balances exist for this vendor.
F5-Add Info	Opens the "Additional Information Screen" on page 5-6, which includes settings for purchasing and inventory controls for this vendor.
F6-A/P	Opens the "A/P Information Screen" on page 5-20, which includes payment and discount information.
F7-Contacts	Opens the "Vendor Contacts Screen" on page 5-29 to allow you to enter purchasing contacts.
F8-Statistics	Opens the "Vendor Statistics Screen" on page 5-33 to display statistical information captured by month over the last 3 years.
Action Bar	

Field/Function Key	Description
Notes	<p>You can enter or edit notes to appear in the following areas in the system:</p> <ul style="list-style-type: none"> • Vendor Notes: Reference notes pertaining to the vendor. • Purchasing Comments: Notes to appear when this vendor is entered in Purchase Order Entry. • A/P Comments: Notes to appear when this vendor is entered in Vendor Invoice Reconciliation Entry or Manual Invoice Entry. • Warranty Comments: Notes to appear when this vendor is entered in Vendor Claim Entry.
Contacts	<p>Opens the "Contact Vendor Entry screen" on page 5-34 to add or edit contacts for the vendor. These contacts can be accessed in Purchase Order Entry in the Purchase Order Header screen by pressing F3 in <i>Contact</i>.</p>
Add'l Options	<p>Opens the following screens:</p> <ul style="list-style-type: none"> • "Label Information Screen" on page 5-35. • "Vendor Product Types Screen" on page 5-37. • "Bank Information Screen" on page 5-38. • "Instructions Screen" on page 5-39. • "E-Commerce Information Screen" on page 5-40.
Images	<p>If your company is using imaging, you can access the following documents:</p> <ul style="list-style-type: none"> • Invoices. • Letter of credit. • Shipping documents. • P/O documents. • Other.

5.1.2 Additional Information Screen

The Vendor Maintenance Additional Information screen includes document options, rounding options, vendor line settings, P/O information, keywords, warranty information, importing information, and currency.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info.

Figure 5-2: Additional Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Fax Expedite Flag	<p>Determines if the vendor is faxed an expedite report for past due items. Only applies if the <i>Fax Vendor Expedite Reports</i> flag in Nightly Processing is set to Y:</p> <ul style="list-style-type: none"> • Y - To automatically fax a report to the vendor when purchase order line items are past due. • N - To not fax a report to the vendor. The information goes into the buyer's queue and on the Nightly Processing reports for expediting.
Accept Backorders	<p>Indicates if the vendor accepts backordered quantities:</p> <ul style="list-style-type: none"> • Y - Backordered quantities remain on the purchase order when stock receipts are updated. • N - Backorders are deleted when stock receipts are updated. The Purchase Order Log Inquiry displays the LBC code when a line item is deleted due to a backordered quantity.

Field/Function Key	Description
Charge Duty	Indicates if duty is charged on products purchased from this vendor. Typically used for imported merchandise: <ul style="list-style-type: none"> • Y - Duty is charged. • N - Duty is not charged.
Direct Shipments Allowed	Determines if direct shipments are allowed from this vendor: <ul style="list-style-type: none"> • Y - Direct shipments are allowed from this vendor. • N - Direct shipments are not allowed from this vendor for Purchase Order Entry, recommended purchase order conversion, or Sales Order Entry.
V/C RMA# Required?	Determines if you must enter a Return Materials Authorization (RMA) number when entering a vendor claim for this vendor: <ul style="list-style-type: none"> • Y - The vendor requires an RMA number on vendor claims. • N - The vendor does not require an RMA number on vendor claims.
Price Tape Obsolete	Determines if a product is flagged as obsolete if it is not on the current price tape for this vendor: <ul style="list-style-type: none"> • Y - The product is flagged a obsolete if it is not on the current price tape. • N - The product is not flagged as obsolete if it is not on the current price tape.
Purchase Hold?	Determines if all purchase orders for this vendor should go on purchase hold for manager approval: <ul style="list-style-type: none"> • Y - All purchase orders to this vendor go on purchase hold. • N - Purchase orders do not automatically go on purchase hold unless another setting forces the hold. Refer to "Purchase Hold Release" on page 4-28.
Add.P/O Per Dir Whse	Indicates if purchase orders for this vendor are split into separate orders when products are flagged as direct warehouse replenishment (e.g., D replenishment methods). Only applies to purchase orders created by Daily/Nightly Processing: <ul style="list-style-type: none"> • Y - Split direct warehouse replenishment purchase orders into separate orders. • N - Do not split direct warehouse replenishment purchase orders into separate orders.
Add.P/O Per Vline	Indicates if different vendor lines are placed on one purchase order or split onto separate purchase orders. Only applies to purchase orders created by Daily/Nightly Processing: <ul style="list-style-type: none"> • N - Neither. Create one purchase order for all vendor lines. • R - Regular. Create one purchase order for each vendor line for normal stock orders. • D - Direct. Create a purchase order for each vendor line on direct-ship purchase orders. • B - Both. Create a purchase order for each vendor line for normal stock and direct ship orders.

Field/Function Key	Description
Std. Discount%	The standard discount percent to apply for all products purchased from this vendor. Expressed as a discount percentage from the gross price to determine the net price of the merchandise. You can override this value at the vendor line level. Refer to the <i>Std.Discount%</i> field in "Vendor Line Maintenance" on page 5-44.
Vend Security Access	The code to control access to this vendor in screens and inquiries throughout Vendor Maintenance. You must have a matching code in your User Id to access the vendor information. If blank, all users have access to this vendor.
Imprint Mgr	Override manager ID for imprinting requirements for products requested on sales orders purchased from this vendor. This ID overrides the manager ID at the warehouse level.
Purchasing Manager	Override manager ID for purchase hold conditions for this vendor. This ID overrides the ID at the warehouse level.
Cage Code	Allows you to assign a code to print on the DD250 form (block 16) immediately following the product number. The vendor number must be the product's primary vendor.
Freight Terms Code	Provides a default for purchase orders entered for this vendor. Integrates to a freight clearinghouse module for auditing third party freight consolidators. Refer to "Entering Freight Terms Codes" on page 6-10.
P/O Document Option	The default to determine how purchase orders, blanket purchase orders, debit memos, and vendor requests for quotes are sent to the vendor. You can override the default for each of these while entering each transaction type, except for debit memos: <ul style="list-style-type: none"> • B - Print and fax. • E - Email only. • M - Print and email. • N - Print only. • Y - Fax only.
Claims Doc Option	The default to determine how vendor claims are sent to the vendor. You can override the default at the completion of Vendor Claim Entry: <ul style="list-style-type: none"> • B - Print and fax. • E - Email only. • M - Print and email. • N - Print only. • Y - Fax only.
Warranty Tag Type Default	The default to use in Inventory Adjustments Entry and Sales Order Entry for warranty items returned to this vendor. You can override the value entered here at the product level: <ul style="list-style-type: none"> • R - Return. • S - Scrap. • Null.

Field/Function Key	Description
Does Vendor Barcode	Defines barcoding options: <ul style="list-style-type: none"> • Y - The vendor barcodes but no barcodes print on any documents. • N - The vendor does not barcode and the barcode prints on all documents. • L - The vendor does not barcode and barcodes print during stock receipts. Barcodes only print on receiving documents.
Language Indicator	Identifies the default language of the vendor. Only affects the external documents sent to the vendor (e.g., purchase orders) if using Optio: <ul style="list-style-type: none"> • 1 - English. • 2 - French. • 3 - Spanish. • 4 - Portuguese.
Def Qty Type For Credit	Default inventory bucket for credit memos on items returned from customers for this vendor: <ul style="list-style-type: none"> • D - Damaged. • R - Return to stock. • S - Scrapped. • W - Warranty.
Round Pack Qty	Determines rounding options for recommended purchase quantities in Nightly Processing. Only applies if the vendor is the primary vendor in Product Vendor Maintenance for a product, and a package quantity is established. See "Assigning a Primary Vendor" on page 3-9: <ul style="list-style-type: none"> • N - Rounds to the nearest standard package quantity if possible. The quantity is not rounded if the amount is less than one whole package quantity or it exceeds annual usage. • Y - Rounds up to the nearest package quantity. Recommends at least one package quantity if the quantity exceeds annual usage. • U - Rounds up to the nearest package quantity. This option could exceed annual usage and always rounds up to the next standard package quantity. • B - Does not round to the nearest package quantity.

Field/Function Key	Description
ISO Qualified	<p>You can indicate if this vendor is included in the ISO Qualified preference:</p> <ul style="list-style-type: none"> • Y - To include this vendor in the ISO qualified preference as qualified. <i>Inspection Required</i> in the purchase order P/O Detail Information screen is set to N. The Vendor ISO Information screen appears to allow you to enter the <i>Date Qualified</i> and the <i>Qualified By User Id</i>. • P - To include the vendor in the ISO qualified preference as Non-Preferred. <i>Inspection Required</i> in the purchase order P/O Detail Information screen is set to Y. Enter the <i>Date Qualified</i> and the <i>Qualified By User Id</i>. • N - To include the vendor in the ISO Qualified preference as Disqualified. <i>Inspection Required</i> for the purchase order is set to N.
Floor Plan Vendor	<p>Determines if the vendor uses the A/P floor plan system. With A/P floor planning, your company acts as a dealer and receives material financed through the vendor for an agreed amount of time and conditions:</p> <ul style="list-style-type: none"> • Y - The vendor is an A/P floor plan vendor. • N - The vendor is not an A/P floor plan vendor.
Vendor Type	<p>The vendor type code that defines valid purchase order types for this vendor. Leave blank to accept all P/O types. This field is checked by Nightly Processing to determine the P/O type to recommend for the Recommended Purchase Order Action Report. Refer to "Creating and Assigning Vendor Type Codes" on page 5-54.</p>
P/O Minimum	<p>The minimum dollar amount required for purchase orders to this vendor. If you enter a purchase order that does not meet this minimum, a warning displays and the purchase order goes on hold.</p>
Direct P/O Minimum	<p>The minimum dollar amount required for direct purchase orders to this vendor. If you enter a direct purchase order that does not meet this minimum, a warning displays and the purchase order goes on hold.</p>
Manufacturer Code	<p>The Manufacturer Code to default in the <i>MFG#</i> field on the Lot Number Information screen in Stock Receipts Entry for lot-controlled items.</p>
F2-Save	<p>Saves the additional information for this vendor.</p>
F5-Keywords	<p>Opens the "Additional Keywords Screen" on page 5-12 to allow you to assign keywords to use as cross references to help in vendor searches.</p>
F6-Warranty	<p>Opens the "Warranty Information Screen" on page 5-13 to enter warranty information for defective merchandise returns to the vendor.</p>

Field/Function Key	Description
F7-Importing	Opens the "Import Information Screen" on page 5-17 to allow you to enter the import factors established in Import Cost Factors Maintenance. Refer to "Maintaining Import Cost Factors" on page 5-61.
F9-Currency	Opens the "Vendor Currency Screen" on page 5-19 to enter currency information for the vendor.

5.1.3 Additional Keywords Screen

This screen allows you to enter keywords to use as cross references to help in vendor searches. These keywords are added to those already created using the vendor description and all other fields in Vendor Keyword Maintenance. Refer to "Maintaining Vendor Keywords" on page 5-60.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info > F5-Keywords

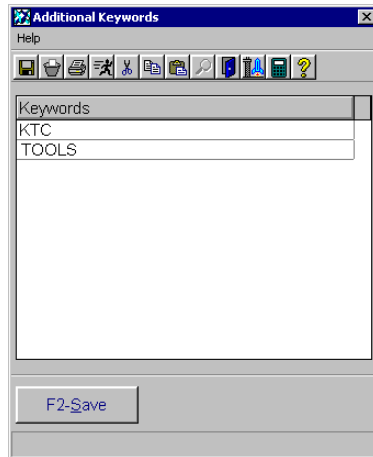


Figure 5-3: Additional Keywords Screen

Field and Function Key Descriptions

Field/Function Key	Description
Keywords	Additional keywords to assist you when searching for this vendor. For example, if the vendor changed their name, you can enter their old name as a keyword. Or, you can enter the products sold by the vendor as keywords.
F2-Save	Saves the additional keywords for the vendor.

5.1.4 Warranty Information Screen

This screen allows you to enter warranty information for merchandise returned to the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info > F6-Warranty

The screenshot shows a window titled "Warranty Information" with a standard Windows-style toolbar. The form contains the following fields and values:

- Attention: TOM SMART
- Address Line One: 3499 PINE STREET
- Address Line Two: (empty)
- Address Line Three: (empty)
- City: SAN ANTONIA
- State: TX
- Zip: 76338
- Phone Number: 512-550-3392
- Fax Number: (empty)
- Contact: TOM SMART
- Email Address: (empty)
- Buyer Number: 01 (with a dropdown arrow) and Katy Smith
- Months: (empty)
- Prior Auth. Req: Yes (with a dropdown arrow)
- Warranty Po: No (with a dropdown arrow)
- Warranty Direct: No (with a dropdown arrow)
- Return Indicator: Receive Credit (with a dropdown arrow)

At the bottom of the form, there are two buttons: "F2-Save" and "F5-Rules".

Figure 5-4: Warranty Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Attention	The name of the person who receives the merchandise at the vendor.
Address Line One	The first line of the vendor's address. The default address used when returning merchandise to the vendor in Vendor Claim Entry. If left blank, the address from Purchase Order Entry is used.
Address Line Two	The second line of the vendor's address.
Address Line Three	The third line of the vendor's address.
City	The vendor's city.
State	The vendor's state.
Zip	The vendor's zip code.
Phone Number	The vendor's phone number.
Fax Number	The vendor's fax number.
Contact	Enter the contact name for warranty returns. This information is used in the Rules Vendor Claim Creation Process.
Email Address	The warranty return contact's email address used when emailing vendor claim documents.
Buyer Number	The buyer code assigned to the person responsible for warranty returns to this vendor. Refer to "Buyer Numbers" on page 4-2.

Field/Function Key	Description
Months	The number of months this vendor warrants the majority of their products. Null or zero indicates that this vendor does not have a warranty period.
Prior Auth. Req	Determines if the vendor requires authorization before you can return merchandise: <ul style="list-style-type: none"> • Y - The vendor requires a return authorization number before you can return the merchandise. • N - The vendor does not require a return authorization number before you can return the merchandise.
Warranty Po	Determines if the vendor requires a copy of the purchase order for returned merchandise: <ul style="list-style-type: none"> • Y - The vendor requires a copy of the purchase order when you return merchandise. • N - The vendor does not require a copy of the purchase order when you return merchandise.
Warranty Direct	Indicates if the vendor accepts returns directly from the customer: <ul style="list-style-type: none"> • Y - The vendor accepts returns directly from the customer. • N - The vendor does not accept returns directly from the customer. <p>A warning message appears in RGA Entry if the primary vendor for the item has the <i>Warranty Direct</i> flag set to Y. You can continue or enter another item.</p>
Return Indicator	Indicates if the vendor normally replaces or credits merchandise: <ul style="list-style-type: none"> • R - The vendor normally replaces defective merchandise. • C - The vendor normally credits defective merchandise.
F2-Save	Saves the warranty information for this vendor.
F5-Rules	Opens the "Vendor Return Rules Screen" on page 5-15 to allow you to list any requirements the vendor has for returning defective merchandise.

5.1.5 Vendor Return Rules Screen

This screen allows you to define rules for returning merchandise to the vendor and for automatically creating vendor claims when returning merchandise. Vendor claims are created and updated to the buyer's queue based on the values entered here.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info > F6-Warranty > F5-Rules

Figure 5-5: Vendor Return Rules Screen

Field and Function Key Descriptions

Field/Function Key	Description
Date	The date the following return rules are in effect for this vendor.
Rules	Explanation of the vendor's return policies. Any rules entered here print on the "Vendor Return Rules Report" on page 9-67.
Minimum Value	The minimum total value this vendor allows for a vendor claim. Works with the Vendor Claim Creation From Tags Rules process to automatically create vendor claims based on the rules established here for open warranty tags.
Minimum Qty	The minimum total unit quantity this vendor allows for a vendor claim. Works with the Vendor Claim Creation From Tags Rules process to automatically create vendor claims based on the rules established here for open warranty tags.
Minimum Weight	The minimum total weight this vendor allows for a vendor claim. Works with the Vendor Claim Creation From Tags Rules process to automatically create vendor claims based on the rules established here for open warranty tags.

Field/Function Key	Description
Maximum Days	The maximum number of days to wait for the minimum rules to generate a vendor claim. When this number of days is reached, a vendor claim generates with all products set up in warranty not yet returned to the vendor. Works with the Vendor Claim Creation From Tags Rules process to automatically create vendor claims based on the rules established here for open warranty tags.
F2-Save	Saves the vendor return rules information.

5.1.6 Import Information Screen

This screen allows you to enter the import codes established in Import Cost Factor Maintenance (refer to "Maintaining Import Cost Factors" on page 5-61) for overseas vendors.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info > F7-Importing

Import Code	Description	Currency	Factor
DUTY	Duty	US	2.00
BRK	Brokerage	US	

Figure 5-6: Import Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Overseas Vendor	Determines if the vendor is an overseas vendor: <ul style="list-style-type: none"> • C - The vendor uses On The Water Container Number Tracking. • N - The vendor is not an overseas vendor. • P - The vendor allows On The Water Purchase Order Type creation. • Y - To prompt for cost factors in Purchase Order Entry when importing.
Country	The country code representing the country where the product is manufactured.
Import Code	The import cost code representing the charges incurred when purchasing from this vendor. Refer to "Maintaining Import Cost Factors" on page 5-61 or in On the Water Maintenance. You can override this code in the Purchase Order Header screen. You can define your own import codes in Import Cost Factor Maintenance. The following are examples of commonly used codes: <ul style="list-style-type: none"> • BRK - \$ Dollars - Overseas Brokerage. • CONS - U Units - Overseas Consolidation. • DUTY - \$ Dollars - Overseas Duty. • IF - V Volume - Inland Freight. • LW - V Volume - Overseas Loading and Wharfage.
Description	The description of the import code.

Field/Function Key	Description
Currency	The currency code for expressing import charges. For example, the currency for expressing brokerage fee charges when importing from this vendor.
Factor	You can enter a factor (percentage) to override the factor in Import Cost Factor Maintenance.
F2-Save	Saves the import code information.

5.1.7 Vendor Currency Screen

This screen allows you to enter a currency code and an override exchange rate for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F5-Add Info > F9-Currency

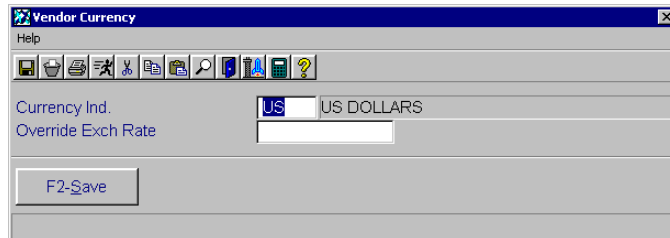


Figure 5-7: Vendor Currency Screen

Field and Function Key Descriptions

Field/Function Key	Description
Currency Ind.	The currency code for the type of currency used by this vendor. If you leave this field blank, native currency is used.
Override Exch Rate	The currency override exchange rate for this vendor if the <i>Currency Ind</i> for the vendor is other than native currency. This rate is the exchange rate negotiated for this vendor and overrides the Daily Exchange Rate or the Currency Rate Table on purchase orders, stock receipts, and accounts payable transactions.
F2-Save	Saves the vendor currency information.

5.1.8 A/P Information Screen

This screen allows you to enter accounts payable information for the vendor regarding processing invoices and updating files.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F6-A/P

The screenshot shows the 'A/P Information' window with the following fields and values:

- Payable Type: 01 Trade Payables
- Payable Method: Regular
- Status (T/H/I): Trade Vendor
- Pay On Receipt?: No
- Include GST/HST?: No
- Update Commissions?: No
- Single Chk Per Inv?: No
- Unearned Disc Days: [Empty]
- VAT Registration #: [Empty]
- Pay To Vendor: [Empty]
- CC Payment Vendor: [Empty]
- Off Discount Code: OFF10 OFF DISCOUNT 10%
- On Discount Codes: [Empty]

Buttons at the bottom: F2-Save, F5-G/L Info, F6-1099 Info

Figure 5-8: A/P Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Payable Type	Classifies the vendor based on your settings in Vendor Payable Type Maintenance (e.g., Inventory, Expense). Payable Types are used to select invoices to pay.
Payable Method	Identifies how the vendor is paid. Sets the default for Vendor Invoice Reconciliation Entry, Vendor Claim Reconciliation Entry, and Manual Invoice Entry. Choose one of the following: <ul style="list-style-type: none"> • R - Regular. • B - Automatic bank deduction. • E - Electronic funds transfer. • C - Credit card.
Status (T/H/I)	Indicates how the vendor is used in ADS. Choose one of the following: <ul style="list-style-type: none"> • T - Trade. The vendor is used for inquires and transactions entries. Payments are processed as usual. • H - Hold. The vendor is used for inquires and transaction entries, but a hold message appears when you access the vendor. • I - Inactive. The vendor is inactive and can only be referenced for inquires and reports.

Field/Function Key	Description
Pay On Receipt?	<p>Indicates if the vendor's invoices should be processed during Stock Receipt Entry or through Vendor Invoice Reconciliation Entry. Choose one of the following:</p> <ul style="list-style-type: none"> • N - The vendor invoices are processed through Vendor Invoice Reconciliation Entry. • A - In Stock Receipts Entry, invoice number, invoice date, and freight amount are required. You must complete the process in Vendor Invoice Reconciliation Entry or Pay On Receipt Vendor APPO Mass Update. • Y - In Stock Receipts Entry, an invoice number, invoice date, and freight amount are required. The invoice is automatically processed and ready for payment.
Include GST/HST?	<p>Indicates if the vendor uses GST/HST (Canadian taxes). Choose one of the following:</p> <ul style="list-style-type: none"> • Y - GST/HST should be included for this vendor. • N - GST/HST should not be included for this vendor.
Update Commissions	<p>Indicates if commissions should be updated if the actual cost on the invoice is different from the cost on the purchase order. Choose one of the following:</p> <ul style="list-style-type: none"> • Y - Update commissions if the cost is different. • N - Do not update commissions if the cost is different.
Single Chk Per Inv?	<p>Indicates if you want to print a single check for each invoice in A/P check processing:</p> <ul style="list-style-type: none"> • Y - A check is printed for each invoice. • N - All invoices for a vendor are combined in one check.
Unearned Disc Days	<p>Specifies the number of days past the discount day (based on your <i>Terms Code</i>) that you will take a discount. Overrides <i>Take Lost Discounts?</i> when printing checks. For example, if the vendor's <i>Unearned Disc Days</i> is 10, the discount is taken for 10 days past the discount day. Therefore, if the discount date on the invoice is October 1, the discount is taken until October 11, even if you enter <i>N</i> for <i>Take Lost Discounts?</i>. If you print checks after October 11, the discount is not taken even if you enter <i>Y</i> for <i>Take Lost Discounts?</i>.</p>
VAT Registration #	The value added tax number if applicable.
Pay To Vendor	References the vendor number to pay when purchasing from this vendor. Both vendors should have the same setting for <i>Pay On Receipt?</i> .
CC Payment Vendor	If <i>Payable Method</i> is C (Credit Card), this field is the credit card vendor (e.g., Visa, MC).
Off Discount Code	If you negotiated a discount with the vendor that is not reflected on your merchandise invoices (e.g. advertising rebates), enter the discount code that represents the discount. Off discount codes are established in Vendor Discount Code Maintenance. Refer to "Creating Off-Discount Codes" on page 5-58.

Field/Function Key	Description
On Discount Codes	If you negotiated an additional discount beyond your normal merchandise amount, and the discount is reflected on your merchandise invoices, enter the on discount code. On discount codes are established in Vendor Discount Code Maintenance. Refer to "Creating On-Discount Codes" on page 5-56.
F2-Save	Saves the Accounts Payable information.
F5-G/L	Opens the "Vendor G/L Information Screen" on page 5-23 to allow you to enter default general ledger accounts to use for manual invoices (e.g., payments for rent or electricity).
F6-1099 Info	Opens the "Current Year 1099 Information Screen" on page 5-26 to allow you to view and edit the vendor's 1099 information.

5.1.9 Vendor G/L Information Screen

This screen allows you to enter default general ledger accounts for the vendor to use for manual invoices (e.g., payments for rent or electricity).

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F6-A/P > F5-G/L

Ln#	Div#	Reg#	Loc#	Dep#	Ccr#	Account#	Description	Distribution%
1	001		50			1200	Inventory	100.00
2								

Figure 5-9: Vendor G/L Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Ln#	The line count for accounting distribution.
Div#	Division number: If your company uses divisions, this represents the highest possible grouping in your company (e.g., Eastern Division, Western Division).
Reg#	Region number: A Subset of Division if Division is used (e.g. Southwestern Region, Northeastern Region).
Loc#	Location number: The warehouse location that represents where the general ledger posting should be posted.
Dep#	Department number: A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
Ccr#	Cost Center number: A subset of Department if Department is used. Typically used to separate expenses within a warehouse or department. (e.g. shipping, receiving, outside sales, inside sales).
Account#	The general ledger account number for distributing the vendor's expenses.
Description	The description of the chosen account number.
Distribution%	The percentage of the invoice amount to be distributed to this G/L account in Manual Invoice Entry.

Field/Function Key	Description
F2-Save	Saves the vendor general ledger information.
F5-Cash Discount G/L	Opens the "Cash Discount G/L Information Screen" on page 5-25 to allow you to assign the correct cash discount proportion and post the discount amount to each general ledger account.

5.1.10 Cash Discount G/L Information Screen

This screen allows you to assign the correct cash discount proportion and post the discount amount to each general ledger account.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F6-A/P > F5-G/L > F5-Cash Discount G/L

Figure 5-10: Cash Discount G/L Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Distribute Cash Discount	Determines if you want the system to automatically calculate the correct cash discount proportion and post the amount to the general ledger account: <ul style="list-style-type: none"> • Y - The discount proportions are automatically calculated and posted to the correct general ledger account. You can use this option in place of the single cash discount general ledger account. In this case you do not have to fill in the <i>Cash Discount G/L information</i> fields. • N - You must manually enter the <i>Cash Discount G/L Information</i>.
Div#	Division number: If your company uses divisions, this represents the highest possible grouping in your company (e.g., Eastern Division, Western Division).
Reg#	Region number: A Subset of Division if Division is used (e.g. Southwestern Region, Northeastern Region).
Loc#	Location number: The warehouse location that represents where the general ledger posting should be posted.
Dep#	Department number: A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
Ccr#	Cost Center number: A subset of Department if Department is used. Typically used to separate expenses within a warehouse or department. (e.g. shipping, receiving, outside sales, inside sales.
Account#	The general ledger account number to use as the default.
F2-Save	Saves the cash discount general ledger information.

5.1.11 Current Year 1099 Information Screen

This screen allows you to view and edit the vendor's 1099 information.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F6-A/P > F6-1099 Info

1099 Category	Payments	Adjustment	Override
R Rents		230.00	

Figure 5-11: Current Year 1099 Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Need 1099?	Determines if the vendor requires a 1099 form: <ul style="list-style-type: none"> • Y - The vendor requires a 1099 form. • N - The vendor does not require a 1099 form.
Fed Id/Social Sec#	The vendor's tax identification number.
Override Name	The name that prints on the 1099 form if different than the name defined for the vendor.
Default Category	The default 1099 category for reporting payments to this vendor. Each invoice paid updates the payment total for this category: <ul style="list-style-type: none"> • A - Ask for category. You must enter a category in Manual Invoice Entry. • D - Dividends. • I - Interest. • N - Non-employee compensation (default). • O - Other income. • R - Rent. • T - Royalties.

Field/Function Key	Description
1099 Category	The type of payment to print on the 1099: <ul style="list-style-type: none">• D - Dividends.• I - Interest.• N - Non employee compensation (default).• O - Other income.• R - Rent.• T- Royalties.
Payments	The information in this field is filled in as checks are written to the vendor.
Adjustment	The positive or negative adjustment to the current payment total for the 1099 category listed.
Override	The override payment amount for the 1099 category listed.
F2-Save	Saves the current year 1099 information.
F5-Previous Year	Opens the "Previous Year 1099 Information Screen" on page 5-28 to view or adjust 1099 information for the previous calendar year.

5.1.12 Previous Year 1099 Information Screen

This screen allows you to view or adjust 1099 information for the previous calendar year for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F6-A/P > F6-1099 Info > F5-Previous Year

1099 Category	Payments	Adjustment	Override
R Rents		230.00	

F2-Save

Figure 5-12: Previous Year 1099 Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
1099 Category	The type of payment to print on the 1099: <ul style="list-style-type: none"> • D - Dividends. • I - Interest. • N - Non-employee compensation (default). • O - Other income. • R - Rent. • T- Royalties.
Payments	The information in this field is filled in as checks are written to the vendor.
Adjustment	The positive or negative adjustment to the current payment total for the 1099 category listed.
Override	The override payment amount for the 1099 category listed.
F2-Save	Saves the previous year 1099 information.

5.1.13 Vendor Contacts Screen

This screen allows you to enter information for the purchasing contact for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F7-Contacts

The screenshot shows a window titled "Vendor Contacts" with a standard Windows-style toolbar. The form contains the following fields and values:

- Purchasing Name: JOHN KERR
- Purch Address #1: 2360 W JOPPA ROAD
- Purch Address #2: SUITE 211
- Purch Address #3: (empty)
- City: LUTHERVILLE
- State: MD
- Zip: 21093
- E-Mail Address: (empty)
- Purchasing Phone: 301-583-3001
- Purchasing Fax#: (empty)
- Expedite Name: (empty)
- Exp Address #1: (empty)
- Exp Address #2: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- E-Mail Address: (empty)
- Expedite Phone: (empty)
- Expedite Fax#: (empty)
- Primary SIC Code: (empty)
- Secondary Sic Code: (empty)
- Our Customer: (empty)

At the bottom of the form are two buttons: "F2-Save" and "F5-Add. Contacts".

Figure 5-13: Vendor Contacts Screen

Field and Function Key Descriptions

Field/Function Key	Description
Purchasing Name	The person the purchasing department contacts to place orders. The name entered here appears on the Purchase Order Header screen in Purchase Order Entry. The hierarchy for determining which name to use first on the purchase order header is: <ul style="list-style-type: none"> • 1st - <i>Purchasing Name</i> (Vendor Maintenance > F7-Vendor Contacts) • 2nd - <i>Sales Rep Name</i> (Vendor Maintenance > F7-Vendor Contacts > F5-Add. Contacts). • 3rd - <i>Expedite Name</i> (Vendor Maintenance > F7-Vendor Contacts). • 4th - <i>Contact Name</i> (Vendor Maintenance).
Purch Address #1	The first line of the purchasing contact's street address as it is to appear on the purchase order.
Purch Address #2	The second line of the purchasing contact's address.
Purch Address #3	The third line of the purchasing contact's address.
City	The purchasing contact's city.
State	The purchasing contact's state.
Zip	The purchasing contact's zip code.

Field/Function Key	Description
E-Mail Address	The purchasing contact's e-mail address. If <i>Purchasing Name</i> is left blank, then this field is not used.
Purchasing Phone	The purchasing contact's phone number.
Purchasing Fax#	The purchasing contact's fax number.
Expedite Name	The expedite contact's name as it is to appear on the purchasing reports. If no contact name is entered in <i>Purchasing Name</i> , the <i>Expedite Name</i> is used on the purchase order header.
Exp Address #1	The expedite contact person's address, if the address is different than the address for the purchasing contact.
Exp Address #2	The second line of the expedite contact person's address.
City	The expedite contact person's city.
State	The expedite contact person's state.
Zip	The expedite contact person's zip code.
E-Mail Address	The expedite contact person's e-mail address.
Expedite Phone	The expedite contact person's phone number.
Expedite Fax#	The expedite contact person's fax number.
Primary SIC Code	The primary Standard Industrial Classification (SIC) code for the vendor.
Secondary Sic Code	The secondary Standard Industrial Classification (SIC) code for the vendor.
Our Customer	The customer number, if this vendor is also a customer of your company.
F2-Save	Saves the vendor contact information.
F5-Add. Contacts	Opens the "Vendor Additional Contacts Screen" on page 5-31 to allow you to enter Sales Representative information for the vendor.

5.1.14 Vendor Additional Contacts Screen

This screen allows you to enter sales representative information for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F7-Contacts > F5-Add. Contacts

Figure 5-14: Vendor Additional Contacts Screen

Field and Function Key Descriptions

Field/Function Key	Description
Cust Number	The customer number assigned to you by the vendor. You can print this information on the purchase order.
Sales Rep Name	The vendor sales representative's name.
Sales Rep Addr#1	The first line of the vendor sales representative's address.
Sales Rep Addr#2	The second line of the vendor sales representative's address.
City	The vendor sales representative's city.
State	The vendor sales representative's state.
Zip	The vendor sales representative's zip code.
Sales Rep Phone	The vendor sales representative's phone number.
Sales Rep Fax	The vendor sales representative's fax number.
Sales Rep Cellular	The vendor sales representative's cell phone number.
Sales Rep Pager	The vendor sales representative's pager number.
Sales Rep Email Addr	The vendor sales representative's e-mail address.
Pick-Up Address	The address where you can pick up material purchased from the vendor. This address prints on type 03 (Will Call) purchase orders.
Pick-Up City	The city for the pick-up address.
State	The state for the pick-up address.

Field/Function Key	Description
Zip	The zip code for the pick-up address.
F2-Save	Saves the vendor additional contact information.

5.1.15 Vendor Statistics Screen

This screen displays monthly statistical information from the past three years. The information is related to both purchasing and Accounts Payable.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > F8-Statistics.

Month	Dollars	Override	Payments
Dec04			
Nov04			
Oct04			
Sep04			
Aug04			
Jul04			
Jun04			
May04			
Apr04	33311.71		
Mar04	150012.08		151822.67
Feb04			
Jan04			
Total	183323.79	0.00	151822.67

F2-Save

Figure 5-15: Vendor Statistics Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Number	The vendor number and description.
Month	Each month.
Dollars	The dollar amount paid.
Override	An override amount. Typically used for date conversion.
Payment	The dollar amount paid on accounts payable checks to this vendor.
F2-Save	Saves the vendor statistics information.

5.1.16 Contact Vendor Entry screen

The Contact Vendor Entry screen allows you to assign contact numbers to vendor contacts. You can access this screen from both Vendor Maintenance and Vendor Ship-From Maintenance.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Contacts

Cont	Contact Name	Address Line One	City/State/Zip	Phone Number	Ext	Fax Number
	Joe Jackson	12344 East Pine stree	Tyler TX 75889			

F2-Save F5-Contact Mnt

Figure 5-16: Contact Vendor Entry Screen

Field and Function Key Descriptions

Field/Function Key	Description
Cont	The contact number assigned by the system. Enter N to assign the next contact number or press ENTER to exit the current contact. The Contacts Maintenance screen opens to allow you to enter address and phone number information.
Contact Name	The vendor contact's name.
Address Line One	The first line of the vendor contact's address.
City/State/Zip	The city, state and zip code for the vendor contact.
Phone Number	The phone number for the vendor contact.
Ext	The phone extension for the vendor contact.
Fax Number	The fax number for the vendor contact.
F2-Save	Saves the vendor contact information.
F5-Contact Mnt	Opens the Contacts Maintenance screen for the highlighted contact number. You can view or edit the contact address and phone number information.

5.1.17 Label Information Screen

If your company is using the Serial Shipping Container Code (SSCC) identification system, you can use this setup screen to enter label printing and contents tracking information.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Add'l Options > Label Information

Figure 5-17: Vendor Label Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Contents Tracking	Determines if vendor claim serial shipping is required for all material shipped to this vendor: <ul style="list-style-type: none"> • Y - Serial shipping container tracking is required for all material shipped to this vendor. In this case, every vendor claim for the vendor must be itemized and tracked by SSCC. • N - Serial Shipping Container tracking is not required for this vendor.
Ucc Mfg Number	The UCC manufacturer number for this vendor for assigning UCC labels. If left blank, the system uses your company's UCC number.
SSCC Label Program	The custom program name that defines the label required by the vendor. The program is executed from the SSCC entry screen at the execution point defined below, and can print an SSCC label based on the vendor's label layout requirements.
SSCC Label Execution	Determines when SSCC labels print: <ul style="list-style-type: none"> • N - When a new SSCC number is assigned. Only used if the SSCC label only contains shipping address information and does not print product information. • E - At the end of each SSCC entry. • F - At the end of all labels for pick ticket release.
PC Label Program	The custom program name that defines the label required by the vendor. The program is executed from within the SSCC entry screen at the execution point defined below, and can print an SSCC label based on the vendor's label layout requirements. The label details the contents of a package.

Field/Function Key	Description
PC Label Execution	Determines when SSCC labels print: <ul style="list-style-type: none">• E - At the end of each SSCC entry.• F - At the end of all labels for pick ticket release.
F2-Save	Saves the vendor label information.

5.1.18 Vendor Product Types Screen

This screen allows you to enter vendor product type codes to use as keywords when you search for a vendor. Refer to "Creating and Assigning Vendor Product Types" on page 5-55 for information on creating product types.

The product types are a summary of the types of products the vendor sells. This can help you locate another source for acquiring a specific type of product when your normal source cannot fulfill your current delivery requirement.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Add'l Options > Vendor Product Types

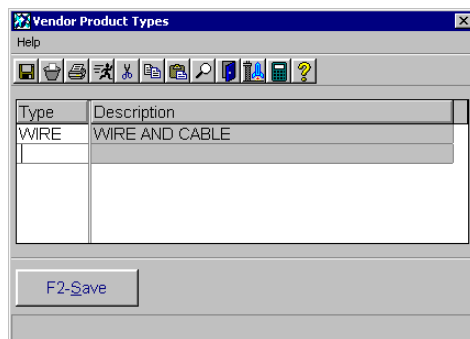


Figure 5-18: Vendor Product Types Screen

Field and Function Key Descriptions

Field/Function Key	Description
Type	The vendor product type code to use as a keyword for this vendor (refer to "Creating and Assigning Vendor Product Types" on page 5-55). Multiple types can be entered for a single vendor.
Description	Description of the product type code.
F2-Save	Saves the vendor product types information.

5.1.19 Bank Information Screen

This screen allows you to enter the vendor's bank account information for EFT (electronic funds transfer) payments.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Add'l Options > Bank Information

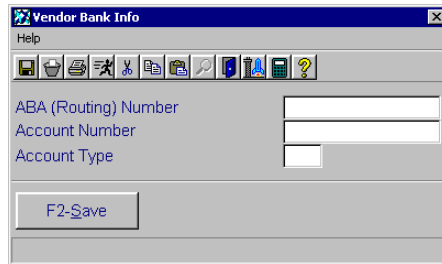


Figure 5-19: Vendor Bank Info Screen

Field and Function Key Descriptions

Field/Function Key	Description
ABA (Routing) Number	The ABA or routing number for the vendor's bank. Used for EFT payments.
Account Number	The vendor's bank account number for EFT payments.
Account Type	Bank account type: <ul style="list-style-type: none"> • C - Checking account. • S - Savings account.
F2-Save	Saves the vendor bank information.

5.1.20 Instructions Screen

This screen allows you to enter instructions for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Add'l Options > Instructions

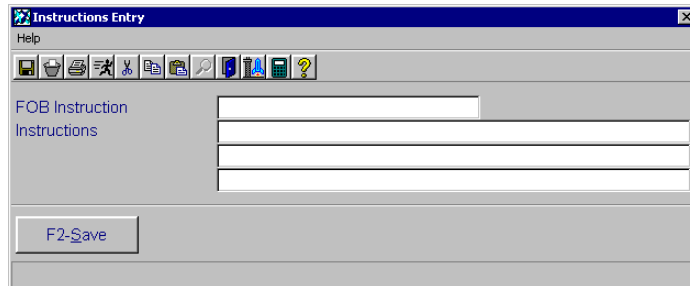


Figure 5-20: Instructions Entry Screen

Field and Function Key Descriptions

Field/Function Key	Description
FOB Instruction	Default Freight On Board instructions displayed in Purchase Order Entry and Purchase Order conversion for this vendor.
Instructions	Instructions to display in Purchase Order Entry and Purchase Order Conversion and to print on purchase orders. If using message codes, enter a valid message code and the three lines of message are pulled into the three lines of instructions. This eliminates the need to type the same instructions on each purchase order.
F2-Save	Saves the vendor instructions information.

5.1.21 E-Commerce Information Screen

This screen allows you to enter e-commerce information for the vendor.

Menu Path: Purchasing > Maintenance > Vendor Maintenance > Action Bar > Add'l Options > E-Commerce Information

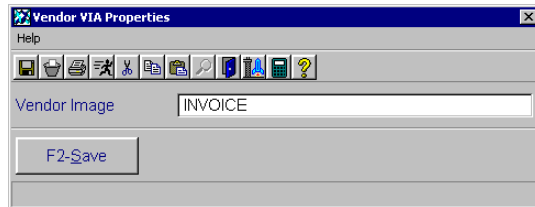


Figure 5-21: Vendor VIA Properties

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Image	The name of the vendor's image to display in VIA. The image must reside on the web server and in the Advertising Image directory.
F2-Save	Saves the vendor VIA Properties information.

5.2 Vendor Ship-From Maintenance

You can set up additional ship-from addresses for each vendor. You can access these addresses from Purchase Order Entry to identify where the material is being shipped from. You can also identify which warehouses are authorized to use each ship-from address. The addresses established here are in addition to the addresses used for purchasing and accounts payable.

When you enter a purchase order:

- If the system does not find a ship-from address for the vendor, then the *Ship-From Number* field in the Purchase Order Header is set to **D** to use the default address established in Vendor Maintenance.
- If one ship-from address is established for the vendor, all purchase orders default to this address.
- If multiple ship-from addresses are available for the vendor, there is no default address in Purchase Order Entry and you must choose a ship-from address.

Menu Path: Purchasing > Maintenance > Vendor Ship-From Maintenance



The information in the Vendor Ship-From Inquiry screen (**Purchasing > Inquiries > Maintenance Inquiries > Vendor Ship-From Inquiry**) is the same as the following information in Vendor Ship-From Maintenance.

To print a list of Vendor Ship-From addresses, select **Purchasing > Listings > Vendor Ship-From Listing**.

Vendor Number	100087 Powers Fasteners (EOQ)		
Ship From Number	01		
Description	POWER FASTENERS INC		
Address Line One	2233 LANGTREE		
Address Line Two			
Address Line Three			
Country	US United States		
City	HOUSTON	State	TX
Zip	77334		
Phone Number	713-334-2299		
Fax Number			
Ship Via			

Figure 5-22: Vendor Ship-From Maintenance Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Number	The vendor number. Refer to "Vendor Maintenance" on page 5-2.
Ship From Number	The ship-from number to identify this address for the vendor. Up to 6 alphanumeric characters.
Description	The vendor ship-from location name to display on purchase orders.
Address Line One	The first line of the ship-from address.
Address Line Two	The second line of the ship-from address.
Address Line Three	The third line of the ship-from address.
County	The country of the ship-from address.
City	The city of the ship-from address.
State	The state of the ship-from address.
Zip	The zip code of the ship-from address.
Phone Number	The phone number of the ship-from address.
Fax Number	The fax number of the ship-from address.
Ship-Via	The default recommended ship via code for this ship-from address. If left blank, the ship via from Vendor Maintenance is used.
F2-Save	Saves the vendor ship-from information.
F4-Del	Deletes this vendor ship-from record.
Action Bar	
Contacts	Opens the "Contact Vendor Entry screen" on page 5-34 to allow you to enter additional vendor contact names for this ship-from address, including address information.
Auth Whses	Opens the Authorized Warehouses screen to allow you to specify which warehouses are allowed to use this ship-from address. If this screen is left blank, all warehouses can use this ship-from address.

5.3 Vendor Ship-To Maintenance

If your company has more than one ship-to location, you may want to set up multiple ship-to addresses for frequently used overrides to your standard ship-to addresses.

Menu Path: Purchasing > Maintenance > Vendor Ship-To Maintenance



To access these ship-to addresses in Purchase Order Entry (refer to "Entering Purchase Order Header Information" on page 2-6), press **F7-Ship-To** to assign a different ship-to address than the standard address established for your company. You can also modify the address.

Figure 5-23: Vendor Ship-To Maintenance Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Ship-To Code	The code to identify this ship-to address. The code can be up to 6 alphanumeric characters.
Description	The description of the ship-to address.
Address Line one	The first line of the ship-to address.
Address Line Two	The second line of the ship-to address.
Address Line Three	The third line of the ship-to address.
Country	The country for the ship-to address.
City	The city of the ship-to address.
State	The state of the ship-to address.
Zip	The zip code of the ship-to address.
F2-Save	Saves the vendor ship-to information.
F4-Del	Deletes the vendor ship-to record.

5.4 Vendor Line Maintenance

Each vendor may supply different categories of products. Vendor lines allow you to set different buying frequencies and targets as defined by the vendor. These could be targets for receiving, freight paid or buying restrictions related to weight, dollars, units, or cube. The settings are evaluated when generating recommended purchase orders during Daily/Nightly Processing.

The following screens are available in Vendor Line Maintenance:

- "Vendor Line Maintenance Screen" on page 5-44.
- "Vendor Line Target Parameters Screen" on page 5-47.
- "Vendor Line Targets Additional Information Screen" on page 5-50.
- "Vendor Line Statistics Screen" on page 5-52.



The information in the Vendor Line Inquiry screen (**Purchasing > Inquiries > Maintenance Inquiries > Vendor Line Inquiry**) is the same as the information in Vendor Line Maintenance.



The following listings are available to print information established in Vendor Line Maintenance. Select **Purchasing > Listings > Vendor Line Listings**

- All Information
- Target Parameters
- Purchase History
- Vendor Line/Buyer

5.4.1 Vendor Line Maintenance Screen

The Vendor Line Maintenance screen allows you to enter discount and buying information for a vendor line. The Target Parameters and Statistics screens are also accessible from here.

Menu Path: Purchasing > Maintenance > Vendor Line Maintenance

Vendor Number	100044 American Fastener Technologies
Warehouse Number	90 Denver Distribution Center (dc)
Vendor Line Number	01
Description	LINE BUY
Buyer Number	09 Joe Joe Littlejohn
Std. Discount%	0.00
Seasonal Flag	No
Rev Cycle Target Type	\$
Rev Cycle Target Amt	100
Pur Ov. Lead Time	

F2-Save F4-Del F5-Targets F8-Statistics

Figure 5-24: Vendor Line Maintenance Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Number	The vendor number associated with the vendor line.
Warehouse Number	The warehouse number where this vendor line is used.
Vendor Line Number	The vendor line name or number to identify the group of products within the vendor. Vendor lines can be used to group products for discounting or forecasting. The vendor line number can consist of up to 6 alphanumeric characters.
Description	The extended description of the vendor line.
Buyer Number	The buyer number for the person responsible for purchasing products within this vendor line. If left blank, the buyer number assigned in Vendor Maintenance is used.
Std. Discount %	The standard discount percent that applies to all products purchased in this vendor line. Expressed as a discount percentage from the gross price to determine the net price of the merchandise. If left blank the discount percentage from Vendor Maintenance is used. Refer to <i>Std. Discount</i> in Vendor Maintenance in the "Additional Information Screen" on page 5-6. The percentage defined is added to any additional discount calculated from the target established at the vendor line level.
Seasonal Flag	Determines if the vendor line is a seasonal, meaning a peak in sales during certain months of the year (e.g., Christmas, summer): <ul style="list-style-type: none"> • Y - The vendor line is seasonal. • N - The vendor line is not seasonal.
Rev Cycle Target Type	The review cycle target type that identifies how the <i>Rev Cycle Target Amt</i> (following field) is displayed: <ul style="list-style-type: none"> • \$ - Dollars. • # - Pounds. • U - Units. • O - Other. This type allows you to enter any type of purchase target to calculate the review cycle days. It can define the volume of products such as a truckload or an overseas shipping container.
Rev Cycle Target Amt	The amount used to calculate the <i>Review Cycle Days</i> for the vendor line. For example, if you enter \$ in the <i>Rev Cycle Target Type</i> field, enter a dollar amount in this field.
Pur Ov. Lead Time	The purchasing override lead-time number of days to calculate order controls. The number of days you enter here overrides the average lead-time calculated for each product within each warehouse for this vendor. Provides the easiest way to establish a new lead-time for all products from this vendor within this vendor line, regardless of past lead-time calculations.
F2-Save	Saves the vendor line information.
F4-Del	Deletes the vendor line record.
F5-Targets	Opens the "Vendor Line Target Parameters Screen" on page 5-47 to allow you to establish purchasing parameters for a vendor line.

Field/Function Key	Description
F6-Statistics	Opens the "Vendor Line Statistics Screen" on page 5-52 to display purchasing information in dollars, units, pounds, and other amounts for this vendor line. You can enter override values.

5.4.2 Vendor Line Target Parameters Screen

This screen allows you to set up target requirements and discount opportunities provided by the vendor for products within this vendor line. Refer to "Using Discount Tables in Vendor Line Maintenance" on page 2-32 and "Recosting Purchase Orders" on page 2-34.

Menu Path: Purchasing > Maintenance > Vendor Line Maintenance > F5-Targets

Figure 5-25: Vendor Line Target Parameters Screen

Field and Function Key Descriptions

Field/Function Key	Description
Min Ord Type	The method to express the <i>Min Ord Amount</i> : <ul style="list-style-type: none"> • \$ - Dollars. • # - Pounds. • U - Units. • O - Other. A predetermined method you define to reach a minimum for purchasing (e.g., volume or cube). Enter a description in the next field.
Description (unlabeled)	Only accessible if O is entered in <i>Min Ord Type</i> . Enter a description of the <i>Other</i> method used to define the minimum order amount. This description prints on Daily/Nightly Processing Reports.
Min Ord Amount	The minimum target amount of <i>Min Ord Type</i> that this vendor has set for ordering merchandise. For example, if \$ is entered in <i>Min Ord Type</i> , enter a dollar amount here.
Frt Paid Type	The freight paid type to calculate the <i>Frt Paid Amount</i> : <ul style="list-style-type: none"> • \$ - Dollars. • # - Pounds. • U - Units. • O - Other. A predetermined method you define to reach a minimum for purchasing (e.g., volume or cube). Enter a description in the next field.

Field/Function Key	Description
Description (unlabeled)	Only accessible if O is entered in the previous field. Enter a description of the <i>Other</i> method used to define the minimum order amount. Traditionally used for defining cubes. This description prints on Daily/Nightly Processing reports.
Frt Paid Amount	The freight paid amount of the <i>Frt Paid Type</i> that you must order for the vendor to pay the freight. For example, if \$ is entered in <i>Frt Paid Type</i> , enter a dollar amount.
Review Cycle Days	The calculated review cycle for this vendor line. Represents the frequency with which you typically place a purchase order with the vendor. The field is calculated using the <i>Rev Cycle Target Type</i> and <i>Rev Cycle Target Amount</i> compared to the statistics captured for this type over the last 12 months. For example, if the <i>Rev Cycle Target Type</i> is defined as \$, <i>Rev Cycle Target Amount</i> is \$1000, you purchased \$24,000 in the last year, and you placed a purchase order every 2 weeks of the year; your <i>Review Cycle Days</i> is 14.
Rev Cyc Override	An override to the <i>Review Cycle Days</i> for Nightly Processing. Press F6-Recalc Product Parameters to recalculate the purchasing parameters for all products in this product line.
Next Cycle Review	The date when this vendor line should be reviewed again. This date is updated when you convert a recommended purchase order.
Target Type - Ov	The purchasing target override type to calculate the target amount: <ul style="list-style-type: none"> • \$ - Dollars. • # - Pounds. • U - Units. • O - Other. A predetermined method you define to reach a minimum for purchasing (e.g., volume or cube). Enter a description in the next field.
Description (unlabeled)	Only accessible if O is entered in the previous field. Enter a description of the target type.
Target Amount - Ov	The purchasing target override for <i>Target Type – Ov</i> value. For example, if you enter \$ in <i>Target Type – Ov</i> , enter a dollar amount.
Turn Target	The number of turns you would like to have for the vendor line. The system uses this value to compare against actual turns on the "Vendor Line Turns Report" on page 9-53.

Field/Function Key	Description
Discount Type	<p>The discount type that defines how the system determines break levels. You can enter a discount table to calculate discounts in the (unlabeled) <i>Discount Break Table Number</i> field or you can manually enter the discount amount and percentage in <i>Disc Amt/Disc%</i>. Refer to "Using Discount Tables in Vendor Line Maintenance" on page 2-32 for more information. Choose from:</p> <ul style="list-style-type: none"> • \$ - Dollars. • # - Pounds. • U - Units. • O - Other. A predetermined method you define to reach a minimum for purchasing (e.g., volume or cube). Enter a description in the next field.
Description (unlabeled)	<p>Only accessible if O is entered in <i>Discount Type</i>. Enter a description of the method defined for the discount table amount. This description prints as the column heading on the "Recommended Purchase Order Action Report" on page 3-40.</p>
Discount Break Table Number (unlabeled)	<p>The discount break table number to use for vendor discounts (refer to "Setting up Discount Break Tables" on page 2-28). If left blank, you can define the discount break tables below in <i>Disc Amt/Disc%</i>.</p>
Disc Amt/Disc%	
Target Amount	<p>If no Discount Break Table number is entered, this is the quantity break level you must reach to receive a discount. Nightly Processing attempts to reach this amount when recommending a purchase order.</p>
Discount%	<p>The discount percent of cost that you will receive when the <i>Target Amount</i> is met on a purchase order.</p>
F2-Save	<p>Saves the vendor line target parameter information.</p>
F5-Add Info	<p>Opens the "Vendor Line Targets Additional Information Screen" on page 5-50 to enter lead-time defaults, new product defaults and forecasting information.</p>
F6-Recalc Product Parameters	<p>Recalculates the product parameters using the new information and any overrides entered.</p>
F8-Comments	<p>Allows you to enter comments regarding the vendor line. The comments print on the "Recommended Purchase Order Action Report" on page 3-40. To view vendor line comments, refer to "Vendor Line Comments Inquiry" on page 5-53.</p>

5.4.3 Vendor Line Targets Additional Information Screen

This screen allows you to enter lead-time defaults, new product defaults and forecasting information.

Menu Path: Purchasing > Maintenance > Vendor Line Maintenance > F5-Targets > F5-Add Info

Figure 5-26: Additional Information Screen

Field and Function Key Descriptions

Field/Function Key	Description
Lead Time Defaults: Lead time is the number of days between the time the purchase order is entered to the time the material is received. The information is calculated and stored in the system each time a stock item is received. If you do not want lead time calculated for products on a purchase order, change the <i>Unusual Delivery</i> or <i>Emergency P/O</i> flags to Y in the Purchase Order Header screen.	
Emergency P/O'S	The default lead time for emergency purchase orders generated for the vendor line. Only used for products that do not yet have a lead-time established from historical receipts.
Purchase Orders	The default lead time for regular purchase orders generated for the vendor line. Only used if individual products have not calculated a lead time yet.
Stock Transfers	The default lead time for stock transfers generated for the vendor line.
Work Orders	The default lead time for work orders generated for the vendor line.
New Product Defaults: You can set up default replenishment methods for new products that are added to the vendor line.	

Field/Function Key	Description
Replenish Method	<p>The default replenishment method for new products in the vendor line:</p> <ul style="list-style-type: none"> • P - Purchase. Nightly Processing creates a recommended purchase order for the primary vendor when replenishment is required. • D - Direct. The product is purchased centrally and shipped direct to another warehouse. Nightly Processing creates the recommended purchase order at the buying warehouse when replenishment is required. • T - Transfer. Nightly Processing creates a recommended transfer when replenishment is required. • M - Manufacture. The product is manufactured internally through work orders.
Replenish Warehouse	If D , T or M is chosen as the <i>Replenish Method</i> , choose a warehouse to replenish from.
Status Code	<p>The default stocking status code for new products in the vendor line:</p> <ul style="list-style-type: none"> • S - Stock. You stock the material. • N - Non-stock. You do not stock the material but will special order it when ordered by a customer. • C - Consignment. You do not stock the material but will pay for it when sold. Consignment is a special arrangement with the vendor.
Month's Usage Overrides	
Forecast Formula	The forecast formula to calculate usage for non-seasonal products in this vendor line.
Forecast Formula - Sea	The forecast formula to calculate usage for seasonal products in this vendor line.
Freight Rate	<p>The freight rate for the vendor line. All new products in this vendor line are subject to this rate. The rate established here overrides the rate established in Freight Matrix Maintenance (refer to "Entering a Freight Rate Matrix For a Product Line" on page 6-7), but can be overridden if a freight rate is established in Product Warehouse Maintenance.</p> <p>Note: This rate is used as a default for the freight rate at the product level.</p>
F-2-Save	Saves the additional information.

5.4.4 Vendor Line Statistics Screen

This screen displays monthly statistical information products from the last 3 years. The statistics are defined in dollars, units, weight, or other established methods and are used to calculate *Review Cycle Days* if *Review Cycle Targets* are defined. You can override the values, then press **F6-Recalc** (in the Vendor Line Target Parameters Screen) to recalculate the Review Cycle Days.

Menu Path: Purchasing > Maintenance > Vendor Line Maintenance > F6-Statistics

Month	Dollars	Override	Units	Override	Pounds	Override	Other	Override
Dec04								
Nov04								
Oct04								
Sep04								
Aug04								
Jul04								
Jun04								
May04								
Apr04	26348.73		804		724		0	
Mar04	22678.84		488		437		0	
Feb04								
Jan04								
Total	49027.57	0.00	1290	0	1161	0	0	0

Figure 5-27: Vendor Line Statistics Screen

Field and Function Key Descriptions

Field/Function Key	Description
Month	The months of the year.
Dollars	The dollar amount received from the vendor line in the corresponding month.
Override	An override dollar amount to calculate the <i>Review Cycle Days</i> .
Units	The number of units received in this vendor line for the corresponding month.
Override	An override number of units received to calculate the <i>Review Cycle Days</i> .
Pounds	The pounds received in this vendor line for the corresponding month.
Override	An override weight to calculate the <i>Review Cycle Days</i> .
Other	The quantity if any other type of purchase order type was defined.
Override	An override quantity if any other type of purchase target was defined. Used to calculate the <i>Review Cycle Days</i> .
F2-Save	Saves the Vendor Lines Statistics information.

5.5 Vendor Line Comments Inquiry

The Vendor Line Comments Inquiry screen displays vendor line comments established for the vendor line in **Vendor Line Maintenance > F5-Targets > F8-Comments**.

Running the Vendor Line Comments Inquiry

To view the Vendor Line Comments:

- 1 Choose **Purchasing > Inquiries > Maintenance Inquiries > Vendor Line Comments Inquiry**.
- 2 Enter the *Vendor Number* or press **F3** to search.
- 3 Enter the *Warehouse Number*.
- 4 Enter the *Vendor Line Number* or press **F3** to search.

Comments established for the vendor line appear.

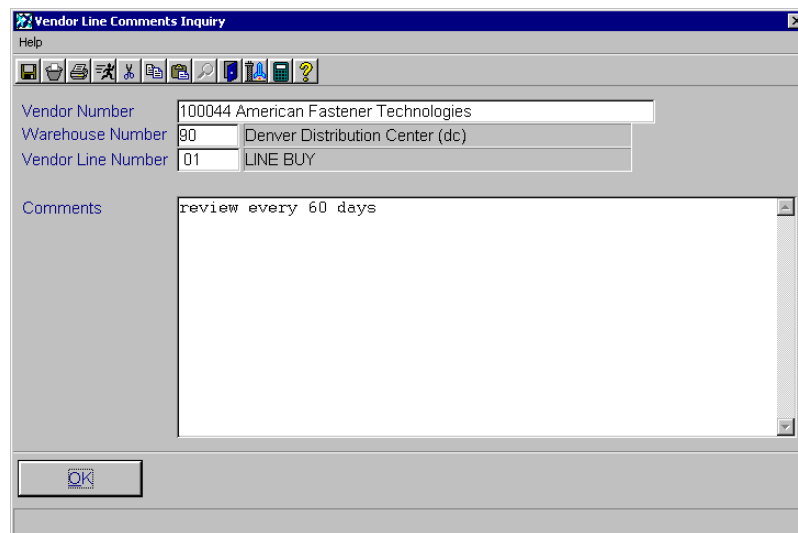


Figure 5-28: Vendor Line Comments Inquiry Screen

Field and Function Key Descriptions

Field/Function Key	Description
Vendor Number	The vendor number and description.
Warehouse Number	The warehouse assigned in Vendor Line Maintenance.
Vendor Line Number	The vendor line number assigned in Vendor Line Maintenance.
Comments	Comments entered in Vendor Line Maintenance.

5.6 Creating and Assigning Vendor Type Codes

A vendor type code defines valid purchase order types for a vendor. You can set up each vendor type code to contain a list of valid purchase order types then use the *Vendor Type Code* in Vendor Maintenance to define valid types of purchase orders that can be entered for this vendor in Purchase Order Entry.

To create a vendor type code:

- 1 Select **Purchasing > Maintenance > Vendor Type Code Maintenance** to access the Vendor Type Code Maintenance screen.

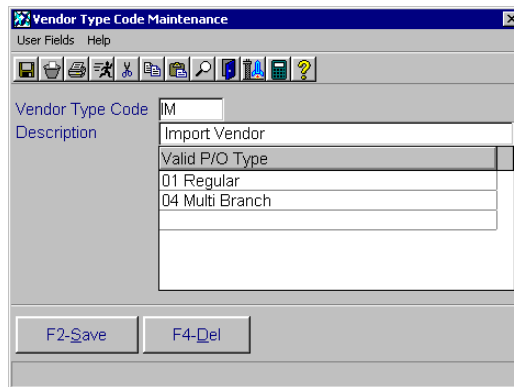


Figure 5-29: Vendor Type Codes Maintenance Screen

- 2 Enter a *Vendor Type Code* (up to 2 alphanumeric characters).
- 3 Enter a *Description* of the type code.
- 4 Enter the *Valid P/O Types* that are allowed for vendors with this type code in Vendor Maintenance. Refer to "Identifying Purchase Order Types" on page 2-2 for a list of P/O types. The description of the P/O type displays as you enter each P/O type code.
- 5 Press **F2-Save** to complete the Vendor Type Code.

To assign the vendor type code to a vendor record:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Enter the *Vendor Number* then press **F5-Add Info** to access the Additional Information Screen.
- 3 Enter the Vendor Type Code in *Vendor Type*. Multiple types can be entered for a vendor.
- 4 Press **F2-Save** to save the vendor type code information. This vendor is now limited to the purchase order types established for this Vendor Type Code.



If a Vendor Type Code is not entered in Vendor Maintenance, you can enter any type of purchase order for the vendor.

5.7 Creating and Assigning Vendor Product Types

A vendor product type code functions as a keyword when searching for a vendor. Throughout ADS, when you search for a vendor, you can press **F5-Vendor Product Type Keyword** to search for the vendor by the product type code. You can create a product keyword to identify the types of products that a vendor sells. Multiple product keywords can be set up for each vendor. Once the product types codes are established, you can assign them to a vendor in Vendor Maintenance.

To create a vendor product type code:

- 1 Select **Purchasing > Maintenance > Vendor Product Types Maintenance** to access the Vendor Product Types Maintenance screen.

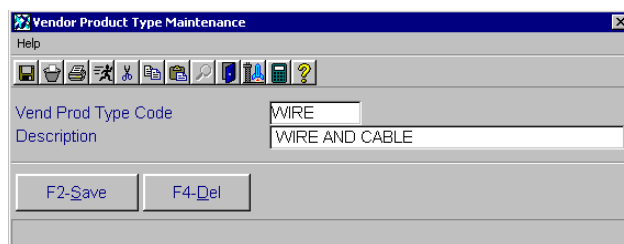


Figure 5-30: Vendor Product Type Maintenance Screen

- 2 Enter a *Vend Prod Type Code* (up to 6 alphanumeric characters). For example, to set up a type code for Batteries, you could enter BATT as the vendor product type code to use in the vendor search screens.
- 3 Enter a *Description* of this vendor product type code. For example, Batteries.
- 4 Press **F2-Save** to save the Vendor Product Type Code information.

To assign the vendor product type code to a vendor:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Enter the *Vendor Number*.
- 3 From the Action Bar select **Add'l Options > Vendor Product Type** to access the Vendor Product Types Screen.
- 4 For *Type*, enter the product type code established in Vendor Product Types Maintenance. The description of the type code displays. You can enter multiple product type codes for each vendor.
- 5 Press **F2-Save** twice to save the product type codes for the vendor.

5.8 Creating and Assigning Vendor Discount Codes

Vendor discount codes reflect a discount amount from the vendor. On-discount codes reflect a negotiated discount amount from a vendor that appears on the invoice. Off-discount codes reflect a negotiated amount from the vendor that is not reflected in the invoice amount.

For information on setting up vendor discount codes, refer to the following:

- "Creating On-Discount Codes" on page 5-56.
- "Creating Off-Discount Codes" on page 5-58.

5.8.1 Creating On-Discount Codes

On-discount codes reflect a negotiated discount amount from a vendor that appears on the invoice. If an on-discount code is established for a vendor, the discount amount is reflected in *Misc Amt* In Vendor Invoice Reconciliation Entry. General Ledger accounts are offset for the discount code.



The *Misc Detail G/L in APPO* flag in Account Payable Option Parameters must be set to **Y** to prompt for detail general ledger information in *Misc Amt* in Vendor Reconciliation Entry.

To create a vendor on-discount code:

- 1 Select **Purchasing > Maintenance > Vendor Discount Code Maintenance** to access the Vendor Discount Code Maintenance screen.

Ln#	Div#	Reg#	Loc#	Dep#	Ccr#	Account#	Description	Percent
1	001		50			1200	Inventory	100.00

Figure 5-31: Vendor Discount Code Maintenance Screen

- 2 Enter a *Discount Code* that identifies this on-discount amount - up to 6 alphanumeric characters.
- 3 Enter a *Description* for this discount code.

- 4 Enter the *Discount%* to reflect the percentage discount this code represents.
- 5 Enter the *Div#*, (Division), that represents the highest possible grouping in your company, if applicable.
- 6 Enter the *Reg#* (Region) which is a subset of Division if Division is used.
- 7 Enter the *Loc#* (Location), which is the physical location or warehouse.
- 8 Enter the *Dep#* (Department), which is a subset of warehouse. Typically used to separate expenses within a warehouse.
- 9 Enter the *Ccr#* (Cost Center), which is a subset of Department if Department is used.
- 10 Enter the *G/L Account#* to use for the on discount. The description of the account appears.
- 11 Enter the *Pct*, which is the percentage of the discount to apply to this G/L account number.
- 12 Repeat steps 5-11 for each account. Once the total distribution of the discount equals 100%, press **F2-Save** to complete this discount code.

To assign an on-discount code to a vendor:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Enter the *Vendor Number*, then press **F6-A/P** to access the A/P Information Screen.
- 3 In *On Discount Codes*, enter the on-discounts code(s) from Vendor Discount Code Maintenance.
- 4 Press **F2-Save** twice to save the discount information for this vendor.



Purchase Order Entry: The *On Discount Code* in the Purchase Order Header > F5-Add Info screen defaults to the on-discount code entered for the vendor in Vendor Maintenance, but can be overridden.



Vendor Invoice Reconciliation Entry: When you enter an invoice for a vendor with an on-discount in Vendor Maintenance, a warning message appears and the discount is applied. The discount amount displays in the *Misc Amt* field. Press **ENTER** to display the G/L accounts set up for this discount code.

5.8.2 Creating Off-Discount Codes

Off-discount codes reflect a negotiated amount from the vendor that is not reflected in the invoice amount. Vendor Invoice Reconciliation Entry creates 2 invoices - an original invoice and a credit invoice to reflect the discount percent.

To create a vendor off-discount code:

- 1 Select **Purchasing > Maintenance > Vendor Discount Code Maintenance** to access the Vendor Discount Code Maintenance screen.

Ln#	Div#	Reg#	Loc#	Dep#	Ccr#	Account#	Description	Percent
1	001		60			1200	Inventory	100.00
2								

Total G/L Dist Percentage 100.00

Figure 5-32: Vendor Discount Code Maintenance Screen

- 2 Enter a *Discount Code* that identifies this off-discount amount (up to 6 alphanumeric characters).
- 3 Enter a *Description* for this discount code.
- 4 Enter the *Discount%* to reflect the percentage discount this code represents. This percentage calculates the amount of the credit memo to the vendor.
- 5 Enter the *Div #*, (Division) that represents the highest possible grouping in your company, if applicable.
- 6 Enter the *Reg#* (Region), which is a subset of Division if Division is used.
- 7 Enter the *Loc#* (Location), which is the physical location or warehouse.
- 8 Enter the *Dep#* (Department), which is a subset of Warehouse. Typically used to separate expenses within a Warehouse.
- 9 Enter the *Cc#* (Cost Center), which is a subset of Department if Department is used.
- 10 Enter the *G/L Account #* to use for the off-discount. The description of the account appears.
- 11 Enter the *Pct*, which is the percentage of the discount to apply to this G/L account number.

- 12 Repeat steps 5-11 for each account. Once the total distribution of the discount equals 100%, press **F2-Save** to complete this discount code.

To assign an off-discount code to a vendor:

- 1 Select **Purchasing > Maintenance > Vendor Maintenance**.
- 2 Enter the *Vendor Number*, then press **F6-A/P** to access the *A/P Information Screen*.
- 3 In the *Off Discount Code* field, enter the off-discount code from *Vendor Discount Code Maintenance*.
- 4 Press **F2-Save** twice to save the discount information for this vendor.



Vendor Invoice Reconciliation Entry: When you enter an invoice for a vendor with an off-discount established in *Vendor Maintenance*, warning message appears and the off-discount is applied. Press **F6-Credit Memo** to review the off-discount amount calculated for the credit memo. When the vendor is paid, a credit memo generates along with the invoice to reflect the discount amount.

5.9 Maintaining Vendor Keywords

Vendor keywords help you search for a vendor in ADS. The vendor description (name) is already used as a keyword, but you may set up additional keywords to help you search for a vendor.



You can also create vendor keywords in **Vendor Maintenance > F5-Add. Info > F5-Keywords**.

To create a vendor keyword:

- 1 Select **Purchasing > Maintenance > Vendor Keyword Maintenance** to access the Vendor Keyword Maintenance screen.

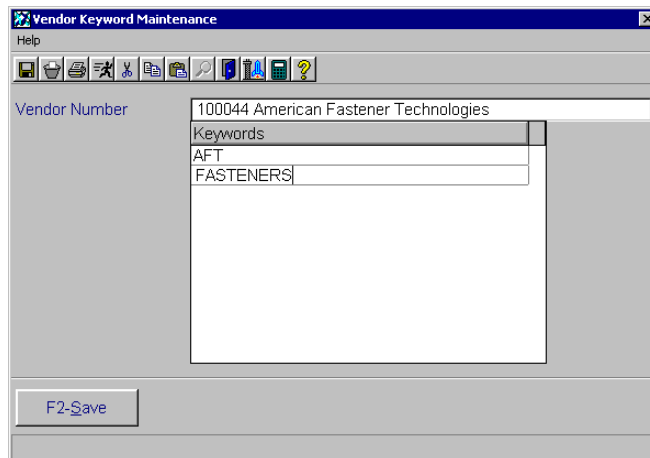


Figure 5-33: Vendor Keyword Maintenance Screen

- 2 Enter the *Vendor Number* or press **F3** to search.
- 3 Enter any *Keywords* to help search for this vendor.
- 4 Press **F2-Save** to save the vendor keyword information.

5.10 Maintaining Import Cost Factors

To account for extra importing costs for overseas vendors, you can create Import Cost Factor Codes. These codes are assigned to each vendor in Vendor Maintenance (refer to the "Import Information Screen" on page 5-17), but can be overridden in the Import Codes screen accessed in Purchase Order Entry in the Purchase Order Header by pressing **F5-Add Info > F5-Import Factors**.

To create or maintain an import cost factor:

- 1 Select **Purchasing > Maintenance > Import Cost Factor Maintenance** to access the Import Cost Factor Maintenance screen.

Div#	Reg#	Loc#	Dep#	Ccr#	Account#	Description
X	X	X			5542	

Figure 5-34: Import Cost Factor Maintenance Screen

- 2 Enter the *Import Code*, defined by your company, to create or maintain.
- 3 Enter the *Description* of the code to display.
- 4 Enter the *Alloc Method* to determine how the cost factor is allocated to products on purchase orders. Choose from the following:
 - # - Pounds.
 - \$ - Dollars.
 - U - Units.
 - V - Volume.
- 5 Enter the *Factor* or percentage used to calculate the charge.
- 6 Enter the *Div#*, (division number), *Reg #* (region number), *Loc#* (location number), *Dep#* (department number) and *Ccr#* (cost center number) to use when posting import costs to this account.
- 7 Enter the general ledger *Account#*. When the vendor invoice is reconciled, the amount is posted to this clearing account.
- 8 Press **F2-Save** when the cost factor information is complete.

5.11 Tracking Vendor Performance

This procedure recalculates the current inventory value and number of products in your inventory. It also ranks vendors by late and incomplete shipments. You can rebuild these statistics as needed or as part of the Inventory End of Month Calendar Close process.

For information on vendor performance, refer to the following sections:

- "Rebuilding Vendor Performance Statistics" on page 5-62.
- "Vendor Performance Inquiry" on page 5-63.
- "Vendor Cost/Delivery Comparison Inquiry" on page 5-65.

5.11.1 Rebuilding Vendor Performance Statistics

The vendor performance statistics use the *Delivery Date* and the *Promise Date* from the Purchase Order Header to rank vendors with incomplete shipments for the year.



If you rebuild vendor statistics during month end procedures, the *Exec Ven Performance Rebuild* flag in Inventory End Of Month Calendar Close must be set to **Y**.

To manually rebuild vendor performance statistics:

- 1 Select **Purchasing > Processes > Build Vendor Performance** to access the Vendor Performance Rebuild screen.
- 2 For *Do You Wish To Rank By (P)revious or (C)urrent Year?*, choose one of the following:
 - **P** - To rank the vendors for the previous year.
 - **C** - To rank the vendors for the current year.
- 3 Press **ENTER** to rebuild the data.

The "Vendor Performance Inquiry" on page 5-63 allows you to view the vendor performance statistics created by the rebuild process.

5.11.2 Vendor Performance Inquiry

The Vendor Performance Inquiry screen displays performance statistics and current merchandise levels for a vendor.

Viewing the Vendor Performance Inquiry

To view vendor performance statistics:

- 1 Choose **Purchasing > Inquiries > Vendor Performance Inquiry**.
- 2 Enter the *Vendor Number* or press **F3** to search.
- 3 Enter the *Warehouse Number*.

Vendor performance statistics appear.

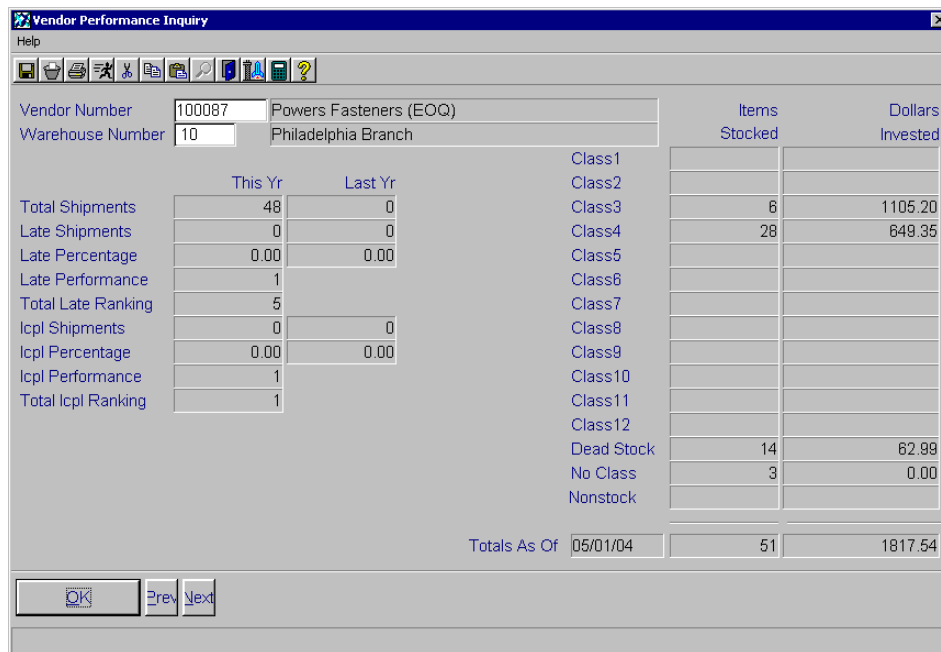


Figure 5-35: Vendor Performance Inquiry Screen

Field Descriptions

Field	Description
This Yr	
Total Shipments	The total number of shipments received from the vendor this year.
Late Shipments	The number of shipments received late from the vendor this year.
Late Percentage	The percentage of shipments received late from the vendor this year.
Late Performance	Reflects a ranking for a vendor compared to other vendors with late shipments. All vendors with the same number of late shipments are ranked equally by the Rebuild Procedure. Refer to "Rebuilding Vendor Performance Statistics" on page 5-62.

Field	Description
Total Late Ranking	The total number of rankings assigned in <i>Late Performance</i> . This field shows how many total rankings were issued and where the vendor ranks compared to other vendors for late shipments.
Icpl Shipments	Incomplete shipments from the vendor this year.
Icpl Percentage	The percentage of incomplete shipments from the vendor this year.
Icpl Performance	The ranking for a vendor compared to other vendors with incomplete shipments. All vendors with the same number of incomplete shipments are ranked equally.
Total Icpl Ranking	The total number of rankings assigned in the <i>Icpl Performance</i> field. This field shows how many total rankings were issued and where the vendor ranks in the total list for their incomplete shipments versus other vendors.
Last Yr	
Total Shipments	The total number of shipments received from the vendor last year.
Late Shipments	The number of shipments received late from the vendor last year.
Late Percentage	The percentage of shipments received late from the vendor last year.
Icpl Shipments	Incomplete shipments from the vendor last year.
Icpl Percentage	The percentage of incomplete shipments from the vendor last year.
Items Stocked	
Class 1 through Class 12	The number of items stocked for the vendor, broken down by classification.
Dead Stock	The number of products classified as dead stock (sales are less than dead stock value in Purchasing Parameters).
No Class	The number of products that do not have enough history to qualify for a classification.
Nonstock	The number of nonstock products from this vendor.
Dollars Invested	
Class 1 through Class 12	The dollar amount of the inventory invested for the vendor, broken down by classification.
Dead Stock	The dollar amount of inventory classified as dead stock, (sales are less than dead stock value in Purchasing Parameters).
No Class	The dollar amount of the products that do not have enough history to qualify for a classification.
Nonstock	The dollar amount of nonstock items for the vendor.
Totals As Of	The number of items and total dollars invested as of today's date.
OK	Clears the statistics information for the vendor.



To print vendor performance statistics for a warehouse or vendor, select **Purchasing > Listings > Vendor Listings.> Performance Listing.**

5.11.3 Vendor Cost/Delivery Comparison Inquiry

This inquiry screen displays a comparative analysis for a product when multiple vendor sources are available. You might use this for commodity products or products with a distant primary source and a local, more expensive source.

Viewing the Vendor Cost/Delivery Inquiry

To view vendor cost and delivery information:

- 1 Choose **Purchasing > Inquiries > Vendor Cost/Delivery Comparison Inquiry**.
- 2 Enter the *Product Number* or press **F3** to search.
- 3 Enter the *Warehouse Number*.

Vendor delivery and cost information appears.

Vendor	Description	Currency	Vendor Part Number	Avg Lt	Last Lt	Next Lt	Vendor Cost	F
100044	American Fastener Technologies	US						
040000	Black & Decker	US						
010000	The Klein Tool Company	US						
100087	Powers Fasteners (EOG)	US	POWAF 18772					
100111	Shanghai Steel	US	SHAAF 18772	123	122	123	0.010	

Figure 5-36: Vendor Cost/Delivery Comparison Inquiry Screen

Field & Function Key Descriptions

Field / Function Key	Description
Vendor	The vendor number.
Description	Description of the vendor.
Currency	The currency used by the vendor.
Vendor Part Number	The vendor's part number from Product Vendor Maintenance.
Avg Lt	The average lead time for the product. Calculated in Product Vendor Maintenance.
Last Lt	The lead time from the last time the item was received.
Next Lt	The next-to-last lead time.
Vendor Cost	The current cost published by the vendor.
F	Displays an asterisk (*) if the vendor has a future price.

Field / Function Key	Description
F2-Finish	Closes the screen.
F5-Product Vendor Inquiry	Opens the Product Vendor Inquiry screen to view detailed cost and lead time information for the product for the selected vendor.



Chapter 6 Freight

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In many cases, you may want to add inbound freight cost to the cost of your inventory. You can maintain freight rates to calculate estimated freight during Stock Receipts Entry. When you enter the actual freight during Vendor Invoice Reconciliation Entry, it overrides the estimated cost to apply to the cost of inventory.

You can maintain estimated freights at the product level, the vendor line level, or the product line level.

For information on freight charges refer to the following sections.

- "Allocating Inbound Freight to Average Cost" on page 6-2.
- "Entering Freight Rates" on page 6-5.
- "Freight Matrix Inquiry" on page 6-8.
- "Entering Freight Terms Codes" on page 6-10.

6.1 Allocating Inbound Freight to Average Cost

ADS allows you to estimate inbound freight and allocate it to the cost of each item on a purchase order when the material is received. If the actual freight on the vendor's invoice is different than the estimated cost, then Vendor Invoice Reconciliation Entry automatically adjusts to compensate for the difference.

You can set system flags Company Maintenance to allocate freight to the average cost of inventory items when transfers and purchase orders are received. For information on estimating and allocating inbound freight to average cost, refer to the following sections:

- "Estimating Average Cost for Freight Charges" on page 6-2.
- "Applying Estimated Freight to P/Os and Receivers" on page 6-3.

6.1.1 Estimating Average Cost for Freight Charges

Since actual freight charges are not known when stock is received, you can estimate the freight amount by product line to calculate average cost. The allocation method set in Product Line Maintenance works with the freight rate (refer to "Entering Freight Rates" on page 6-5).

To set the method used for calculating the estimated freight:

- 1 Select **Inventory > Maintenance > Product Control Files > Product Line** to access the Product Line Maintenance screen.
- 2 Enter a *Product Line* number.
- 3 Select one of the following for *Freight Allocation*:
 - **\$** - Allocate freight charges based on dollars (dollar amount of receipt).
 - **#** - Allocate freight charges based on pounds (weight set in Product Vendor Maintenance).
 - **U** - Allocate freight charges based on units (units from P/O).
 - **V** - Allocate freight based on volume (volume set in Product Maintenance).
 - Leave blank to not allocate freight.
- 4 Press **F2-Save** to save changes.

6.1.2 Applying Estimated Freight to P/Os and Receivers

To estimate freight on a purchase order:

- 1 For *Freight Flag* on the Purchase Order Header screen (refer to "Entering Purchase Order Header Information" on page 2-6), choose one of the following:
 - **Y** - The system calculates an estimated freight amount and notifies Accounts Payable that you are responsible for any freight charges on the purchase order.
 - **N** - The system bypasses freight estimation and notifies Accounts Payable that you are not responsible for freight charges for the purchase order.



Freight is estimated at the purchase order and stock receipts level and is based on the freight allocation method in the product's product line (pound, dollar, unit, or volume). See "Estimating Average Cost for Freight Charges" on page 6-2.

If the *Freight Allocation-P/O* flag is set to **Y**, the system checks for a rate from either Product Warehouse Maintenance or from a freight matrix. See "Entering Freight Rates" on page 6-5.

- 2 When you receive the material in Stock Receipt Entry and save the receiver, if the system finds a rate in the product line, the estimated freight amount is calculated and displayed in the Freight Closeout screen.

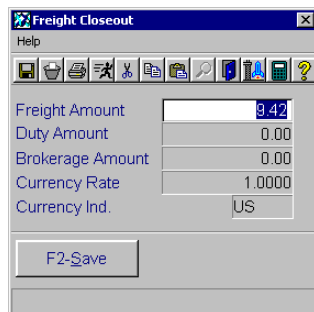


Figure 6-1: Freight Closeout Screen.

- 3 Accept the estimated *Freight Amount* or enter another amount.
- 4 Press **F2-Save**.

When you save the Freight Closeout screen, the system determines the percentage of freight allocated to each line item received on the purchase order by dividing each line item's extended dollars, units, pounds or volume by the total purchase order amount. See step 1 in the following example.

The system calculates the freight amount for each line item by multiplying the total freight amount by each line item's percentage of freight. See step 2 in the following example.

Once the system determines the freight amount to allocate to each line item, the amount is added to the line item's extended total and divided by the quantity received to determine the cost for each individual unit. The adjusted cost then determines the new average cost for the product. See step 3 in the example below.

Example:

A purchase order contains 2 line items for a total cost of \$150.00:

- Product A: 10 (Qty) x 6.00 (cost) = \$60.00
- Product B: 10 (Qty) x 9.00 (cost) = \$90.00

The freight charged by the vendor is \$12.00 and the *Freight Allocation* method is \$.

- 1 Calculate the freight percentage per line:
 - Product A % of freight = $\$60.00 / \$150.00 = 40\%$
 - Product B % of freight = $\$90.00 / \$150.00 = 60\%$
- 2 Calculate freight amount per line:
 - Product A freight \$ = $\$12.00 \times 40\% = \4.80
 - Product B freight \$ = $\$12.00 \times 60\% = \7.20
- 3 Adjusted cost per unit:
 - Product A adjusted cost \$ = $(\$60.00 + 4.80) / 10 = \6.48
 - Product B adjusted cost \$ = $(\$90.00 + 7.20) / 10 = \9.72



Serialized Items

Stock receipts captures the estimated freight amount per serialized item. The system divides the freight between the line items and adds it to the landed cost. If the item is a serialized product, the freight amount per serial number is captured. For example, stock is received on a purchase order containing one line item for 2 pieces of a serialized product. The product's cost is 10.00 and the estimated freight is 6.00. The system proportions the freight between the two products giving each a landed cost of 13.00 and a freight amount of 3.00 per serial number.

Vendor Invoice Reconciliation Entry captures the actual freight amount per serialized item. The actual freight replaces the estimated freight captured at stock receipts time.



Core Products

Core products are exempt from this process when the exchange product is also on the purchase order. The freight is allocated to the exchange product instead of the core product. If a core item is on a purchase order and the exchange product is not, freight is allocated to the cost of the core product.

6.2 Entering Freight Rates

You can maintain the percentage rate for calculating estimated freight at three levels in the system. The hierarchy to determine which *Freight Rate* level to use first is:

- 1 **Product Warehouse** - See "Entering a Freight Rate for a Product" on page 6-5.
- 2 **Vendor Line** - See "Entering a Freight Rate for a Vendor Line" on page 6-6.
- 3 **Product Line** - See "Entering a Freight Rate Matrix For a Product Line" on page 6-7.

6.2.1 Entering a Freight Rate for a Product

If the rate used to calculate freight varies by product within a product line, you can define the rate by product in the product's warehouse record:

- 1 Select **Inventory > Maintenance > Product Maintenance > Product Warehouse Maintenance** to access the product's warehouse record.

The screenshot shows the 'Warehouse Maintenance' window for Product Number 4A833. The product name is 'Klein 9-1/4" Pliers Side Cut Ne-type W/fish Tape Puller'. The Warehouse Number is 10, Philadelphia Branch. The Freight Rate is set to 3.00, indicated by a black arrow. Other fields include Status Code S, Product Price Group, Taxable Y, and various dates.

Product Number	4A833	Klein 9-1/4" Pliers Side Cut Ne-type W/fish Tape Puller
Warehouse Number	10	Philadelphia Branch
Primary Bin Number		
Second Bin Number		
Primary Case Bin		
Primary Case Qty		
Status Code	S	
Product Price Group		
Freight Rate	3.00	
Taxable	Y	
Product Tax Group		
Qual Insp Required		
Date Established	03/11/02	
Date Of Last Sale	04/14/04	
Date Of Last Purch.	05/19/04	
Default WIP Bin		
Print Barcode Label		

Figure 6-2: Product Warehouse Maintenance Screen

- 2 Enter the *Product Number* and the *Warehouse Number*.
- 3 Enter the *Freight Rate* per pound, dollar, unit, or volume depending on the freight allocation method defined in the product's product line (refer to "Estimating Average Cost for Freight Charges" on page 6-2).



The *Freight Rate* established here overrides the *Freight Rates* established in Vendor Line Maintenance and Freight Matrix Maintenance.

6.2.2 Entering a Freight Rate for a Vendor Line

Each vendor may have multiple vendor lines. Each vendor line can have a *Freight Rate* that applies to all products in the vendor line (each product's vendor line is established in Product Vendor Maintenance).

To set a freight rate by vendor line:

- 1 Select **Purchasing > Maintenance > Vendor Line Maintenance**.
- 2 Enter the *Vendor Number*, *Warehouse Number*, and *Vendor Line Number*.
- 3 Press **F5-Targets > F5-Add Info** to access the Additional Information screen.

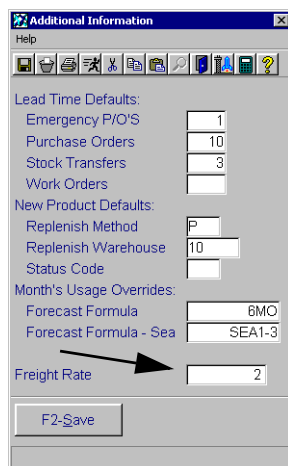


Figure 6-3: Vendor Line Targets Additional Information Screen

- 4 Enter the *Freight Rate* per pound, dollar, unit, or volume for this vendor line.
- 5 Press **F2-Save** three times to save any changes.



This freight rate overrides the rate in Freight Matrix Maintenance, but is overridden if a freight rate exists in Product Warehouse Maintenance.

6.2.3 Entering a Freight Rate Matrix For a Product Line

If the rate is consistent throughout a product line, you can assign a freight matrix to define the percentage used to calculate estimated freight. The freight allocation method is defined in the product's product line (pound, dollar, unit, or volume). Refer to "Estimating Average Cost for Freight Charges" on page 6-2.

You can use these matrices for merchandise received from vendors and for products shipped between branches. To calculate freight on branch transfers, set up a freight matrix for each shipping and receiving warehouse combination.

To enter a freight matrix for a product line:

- 1 Select **Purchasing > Maintenance > Freight Matrix Maintenance** to access the Freight Matrix Maintenance screen.

Figure 6-4: Freight Matrix Maintenance Screen

- 2 For *From Warehouse*, select one of the following:
 - For stock transfers, enter the shipping warehouse where estimated freight is calculated.
 - For stock receipts, enter **REC** to calculate estimated freight on purchase orders.
- 3 Enter the *To Warehouse* where the merchandise is being received.
- 4 For *Product Line* select one of the following:
 - Enter **ALL** to indicate that this matrix is for all product lines.
 - Enter a single product line if this matrix is just for one line. A matrix for a single product line is used first over a matrix for all product lines.
- 5 Enter the *Freight Rate* to calculate the estimated freight amount. For example, if you wish to estimate freight at 2.25% of the merchandise amount, set this field to 2.25.
- 6 Press **F2-Save** to save the matrix.



You can override the product line freight rate established in Vendor Line Maintenance (refer to the Vendor Line Parameters "Vendor Line Targets Additional Information Screen" on page 5-50) and Product Warehouse Maintenance.

6.3 Freight Matrix Inquiry

The Freight Matrix Inquiry screen displays the freight matrix information from Freight Matrix Maintenance.

Running the Freight Matrix Inquiry

To view the Freight Matrix Inquiry:

- 1 Choose **Purchasing > Inquiries > Maintenance Inquiries > Freight Matrix Inquiry**.
- 2 For *From Warehouse* enter one of the following:
 - For stock transfers, enter the warehouse where estimated freight is calculated.
 - For stock receipts, enter **REC** to calculate the estimated freight on purchase orders.
- 3 Enter the *To Warehouse* receiving the merchandise from the vendor or transferring warehouse.
- 4 Enter the *Product Line* number or **ALL** to indicate that this matrix is for all product lines. A matrix for a specific product line is considered first over a matrix for all product lines.

The *Freight Rate* for this warehouse/product line combination displays.

The screenshot shows a window titled "Freight Matrix Inquiry" with a menu bar containing "User fields" and "Help". Below the menu bar is a toolbar with various icons. The main area contains four input fields:

From Warehouse	REC	
To Warehouse	10	Philadelphia Branch
Product Line	10003	Hand Tools - Pliers
Freight Rate	2.25	

At the bottom of the window are two buttons: "OK" and "F4-Del".

Figure 6-5: Freight Matrix Inquiry Screen



To print a list of freight matrixes established for each warehouse in Freight Matrix Maintenance, select **Purchasing > Listings > Freight Matrix Listing**.

Field and Function Key Descriptions

Field/Function Key	Description
From Warehouse	Indicates how the freight is calculated: <ul style="list-style-type: none">• For stock transfers, enter the shipping warehouse where estimated freight is calculated.• For stock receipts, enter REC to calculate estimated freight on purchase orders.
To Warehouse	The warehouse where the merchandise is received.
Product Line	Indicates if the matrix is for one product line or for all product lines: <ul style="list-style-type: none">• Enter ALL to indicate that the matrix is for all product lines.• Enter a single product line if the matrix is for just one line. A matrix for a single product line is used before a matrix for all product lines.
Freight Rate	Displays the rate to calculate the estimated freight amount. Used with the <i>Freight Allocation</i> method from Product Line Maintenance.
F2-Save	Saves the freight matrix.

6.4 Entering Freight Terms Codes

Freight terms codes identify freight consolidators. The freight consolidator pays your freight charges and then bills you one consolidated invoice.

To create a freight terms code:

- 1 Select **Purchasing > Maintenance > Freight Terms Code Maintenance** to access the Freight Terms Code Maintenance screen.

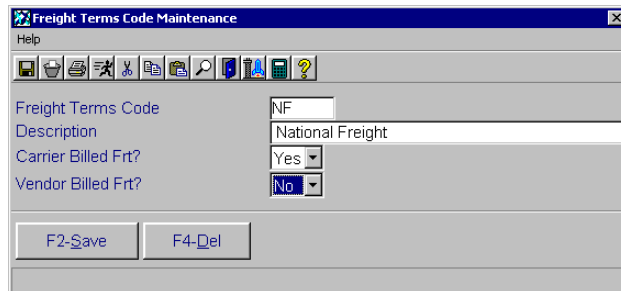


Figure 6-6: Freight Terms Code Maintenance Screen

- 2 Enter the *Freight Terms Code* to identify the freight consolidator (one or two alphanumeric characters).
- 3 Enter a *Description* of the freight consolidator.
- 4 For *Carrier Billed Frt?*, enter **Y** if the carrier is to be billed for freight charges.
- 5 For *Vendor Billed Frt?*, enter **Y** if the vendor is to be billed for freight charges.
- 6 Press **F2-Save** to save the Freight Terms Code.



Chapter 7

Vendor Request for Quote Subsystem

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The Vendor RFQ (Request for Quote) Subsystem provides a streamlined method to submit requests for quotes to vendors, compare prices from multiple vendors, then generate purchase orders directly from the quotes. You can enter a request for quote either directly in Vendor RFQ Entry, or you can first enter a sales quote for a customer and then convert it into a request to a vendor.

Once the vendors respond to the quote requests, you can use either of the following methods to convert the quote into a purchase order:

- Enter the responses from the vendors in Vendor RFQ Response Entry and then run the Vendor RFQ Comparison Report to compare prices. You can then convert the vendor RFQ into one or more purchase orders in Vendor RFQ Conversion.
- Convert the vendor RFQ directly into a purchase order in Vendor RFQ Conversion without entering the responses and running the comparison report.

To create or convert a Vendor RFQ, refer to the following sections:

- "Entering a Vendor RFQ" on page 7-2.
- "Printing a Vendor RFQ" on page 7-9.
- "Entering Responses from Vendor RFQs" on page 7-10.
- "Using the Vendor RFQ Comparison Report to Compare Costs" on page 7-13.
- "Converting a Vendor RFQ to a Purchase Order" on page 7-15.
- "Creating a Vendor RFQ From a Sales Quote" on page 7-19.
- "Vendor RFQ Inquiries" on page 7-23.

7.1 Entering a Vendor RFQ

Vendor RFQs enable you to request quotes from multiple vendors to compare prices. You can also access and modify any RFQs created in Quote Order Entry or from a recommended purchase order.

The following procedures explain how to enter a vendor RFQ:

- "Starting or Editing a Vendor RFQ" on page 7-2.
- "Entering Products" on page 7-4.
- "Generating a Vendor Release" on page 7-6.

7.1.1 Starting or Editing a Vendor RFQ

To begin a vendor request for quote:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Entry** to access the Vendor Request For Quote screen.



If you have access to more than one warehouse, the Location Retrieval screen appears first. Enter the appropriate *Selling Warehouse*, *Department Number* and/or *Cost Center Number*.

- 2 To enter an *RFQ Number*, choose one of the following:
 - To start a new RFQ press **ENTER** to assign a new RFQ number and display the VRFQ Header Information screen. Go to step 3.
 - To edit an existing quote, enter the RFQ number or press **F3** to search by Vendor RFQ number. This takes you directly to the Vendor Request for Quote screen to add or edit items. Go to "Entering Products" on page 7-4.

RFQ Date	06/16/04
Expiration Date	06/23/04
Response Req Date	06/21/04
Delivery Date	07/16/04
Reference Number	K9945
Written By	SEM
Document Number	
Customer Number	

Vendor	Description	Frnt Rate
000422	Boston Wire & Cable Co	
100031	Cerro Copper Tube	
100108	Aerial Specialists, Inc.	

Figure 7-1: VRFQ Header Information Screen

- 3 Enter the *Expiration Date* of this vendor RFQ.

- 4 Enter the *Response Req Date*, which is the date by which you would like for the vendors to reply.
- 5 Enter the *Delivery Date*, which is the date that the material needs to be delivered to your warehouse.
- 6 If applicable, enter a *Reference Number* for this request.



If the RFQ was generated in Quote Order Entry, the original quote number and customer number display in the *Document Number* and *Customer Number* fields.

- 7 Under the *Vendor* column, enter the vendor names or numbers to include in the RFQ.
- 8 If freight is to be considered in the quote, enter the *Frst Rate*.
- 9 Press **F2-Save** to save the header information and to start entering Products. See "Entering Products" on page 7-4.

Duplicating a Vendor RFQ

To copy the detail information from an existing RFQ onto a new RFQ, press **F5-Dup From History** when the cursor is on *RFQ Date* in the header screen. You can only duplicate the RFQ after you convert it into a purchase order or manually move it to the history file in Purchase Order Conversion Entry. Refer to "Converting a Vendor RFQ to a Purchase Order" on page 7-15.

7.1.2 Entering Products

Once the header information is entered, the Vendor Request For Quote screen appears to allow you to enter or edit part numbers.

	Product Number	Description	N	Whse	Quantity	U/M
1	12X100	1/2"od X 100' Copper Coil		10	1000	EA
2	12X50	1/2"od X 50' Copper Coil		10	1000	EA
3	18X100	1/8"od X 100' Copper Coil		10	2000	EA
4						

Figure 7-2: Vendor Request For Quote Screen

- For *Product Number*, enter one of the following:
 - The exact product number to bring up the VRFQ Detail Information screen.
 - Part of the product number or description and press **ENTER** to search for the part number. The Product Tagging Lookup screen appears. Highlight the desired product number and press **F2-Save** to open the VRFQ Detail Information screen.

Ln#	Qty-Opn	U/M	A	Req-Date
1	1000	C	N	06/30/04

Figure 7-3: VRFQ Detail Information Screen

- In *Qty-Opn*, enter the quantity you want the vendor to quote.

- 3 For A (Accept), choose one of the following:
 - **Y** - If everything else in this screen is correct. This brings you back to the Vendor Request for Quote screen to continue adding items.
 - **N** - If you want to change the *Req-Date* or the *Qty-Opn*. Press **F2-Save** to go back to the Vendor Request for Quote screen to continue adding items.
- 4 Press **F5-Add'l Qty** to open the Add'l Qty screen to obtain prices for an additional quantity of the product. After entering any additional quantities, press **F2-Save** twice to get back to the Vendor Request for Quote screen. The additional quantities are added as new line items on the RFQ.
- 5 Press **F6-Addit Info** to open the VRFQ Additional Information screen. The vendors that you entered on the quote are listed. You can add or delete vendors by using the back slash key. Press **F2-Save** twice to go back to the Vendor Request for Quote screen.

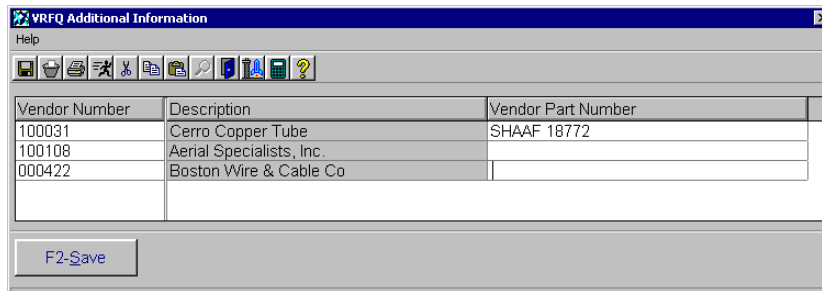


Figure 7-4: VRFQ Additional Information Screen.

- 6 After you finish entering products, press **F2-Save** to generate a vendor release. See "Generating a Vendor Release" on page 7-6.

7.1.3 Generating a Vendor Release

After you enter the products on the vendor RFQ (refer to "Entering Products" on page 7-4), you can generate releases to send to each vendor on the Vendor RFQ to request pricing. You have the option to fax, print, or email each vendor separately.

To generate a release to the vendor(s):

- 1 After the products and vendors are entered, press **F2-Save** to generate the RFQ to send it to the designated vendor(s). Depending on whether or not you have already generated a release, one of the following messages appears:

- If this is the first time to generate a release for this RFQ, the following question appears:

Do You Wish to Generate Vendor Releases?

Choose from the following:

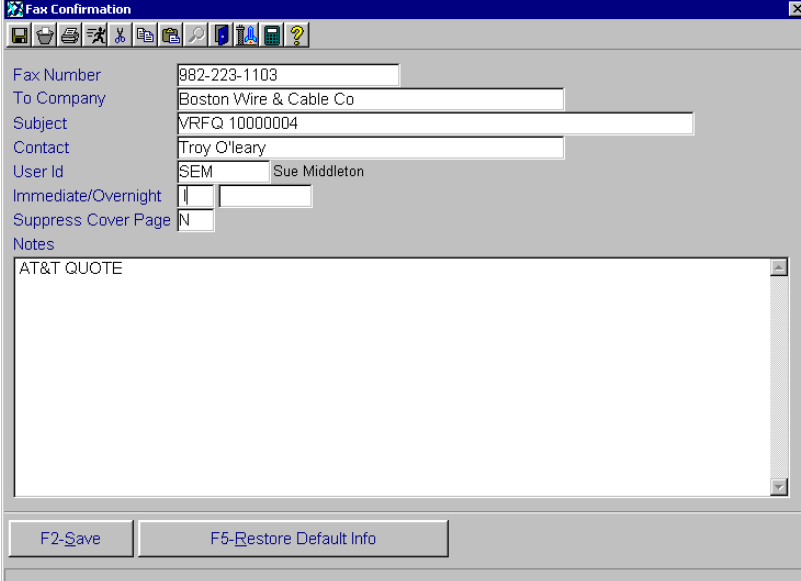
- **No** - The vendor RFQ is not released but can be viewed, edited and released at a later time.
- **Yes** - Releases are generated for all of the vendors included on the Vendor RFQ. A separate release is generated for each vendor.
For example: If the vendor RFQ number is 10000 and it is going to vendors A and B, the release to vendor A is 10000-1 and the release to vendor B is 10000-2.
- If releases were already generated, the following warning appears:

Warning! Vendor Releases Exists, Do You
Want To Delete And Regenerate All Releases
Or Generate Only New Vendor Releases Or
Abort?

Choose from the following:

- **Regenerate** - Deletes existing releases and generates new ones. Any response information (cost and delivery dates) you have already entered will be lost.
- **Generate** - Generates new releases in addition to the existing ones.
- **Abort** - Exits out of the vendor RFQ without generating a release.

- 2 Once you choose to generate a release, the following options appear:
- **Print:** If your company uses continuous printing, the releases automatically print.
 - **Fax:** Displays the Fax Confirmation screen. If the vendor is not set up for faxing, a warning message displays. Enter or edit the fax information as necessary and press **F2-Save** to fax the vendor RFQ release. If using continuous printing for vendor RFQs, it is automatically faxed.



Fax Confirmation

Fax Number 982-223-1103

To Company Boston Wire & Cable Co

Subject VRFQ 10000004

Contact Troy O'leary

User Id SEM Sue Middleton

Immediate/Overnight

Suppress Cover Page N

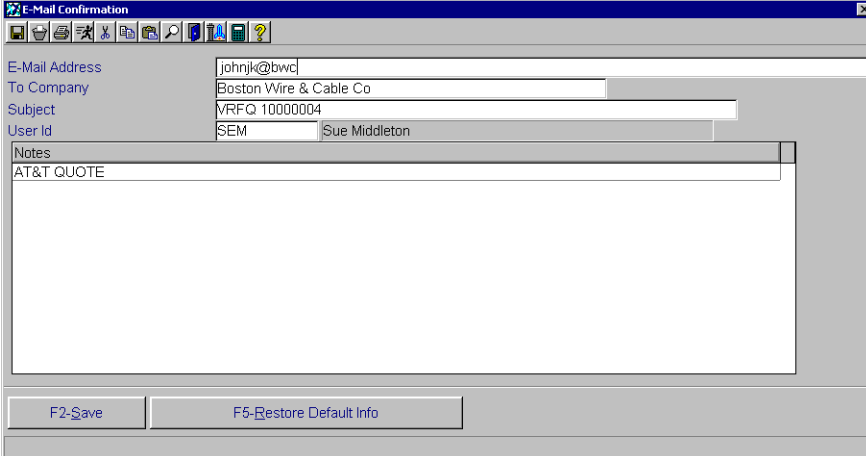
Notes

AT&T QUOTE

F2-Save F5-Restore Default Info

Figure 7-5: Fax Confirmation Screen

- **Print/Fax:** Prints and faxes the vendor RFQs. The same rules apply.
- **E-Mail:** Displays the Email Confirmation screen. If the vendor is not set up to email, a warning message displays. Enter or edit the email information as necessary and press **F2-Save** to email the release. If using continuous printing for RFQs, it is automatically emailed.



E-Mail Confirmation

E-Mail Address johnjk@bwc

To Company Boston Wire & Cable Co

Subject VRFQ 10000004

User Id SEM Sue Middleton

Notes

AT&T QUOTE

F2-Save F5-Restore Default Info

Figure 7-6: E-Mail Confirmation Screen

- **Suspend:** Suspends the RFQ until you go back in and choose to print, email or fax the order.
- **Return:** Brings you back into the RFQ.



If your company is not using continuous printing, the vendor RFQ releases must be printed, faxed, emailed in the batch mode. Refer to "Printing a Vendor RFQ" on page 7-9 for more information.

7.2 Printing a Vendor RFQ

If your warehouse is not set up to continuously print, email, or fax vendor RFQ releases, upon completion of the order, they must be processed in batch mode. The batch print process holds all vendor RFQ releases in a queue until you print the RFQs.

To batch print, email, or fax vendor RFQs:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Printing** to access the Vendor RFQ Printing screen.

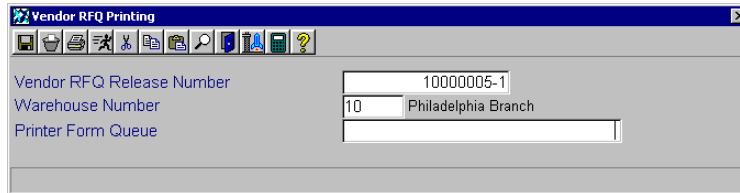


Figure 7-7: Vendor RFQ Printing Screen

- 2 Enter the *Vendor RFQ Release Number* or leave blank to print all vendor RFQ releases.
- 3 Enter the *Warehouse Number* or leave blank to print vendor RFQ releases for all warehouses.
- 4 Enter the *Printer Form Queue* to indicate where the releases are to print.
- 5 Press **ENTER** and choose one of the following:
 - **Print Vendor RFQ:** Prints emails or faxes selected releases.
 - **Mask Print Test:** Prints a mask of the releases to make sure the paper is aligned (not necessary if using a laser printer). After the forms are correctly aligned select **Print Vendor RFQ**.
 - **Abort Printing:** No vendor RFQ releases are printed.
- 6 After you select **Print Vendor RFQ**, choose one of the following options:
 - **Process:** To tell the system that the releases printed successfully.
 - **Reprint All:** To reprint all of the releases. This option is useful if only a couple of releases printed successfully from a large print job. The system reprints the releases and this prompt appears again.
 - **Single Reprint:** To reprint releases individually. This option is useful if only a couple of releases jammed in the printer. Enter the vendor RFQ release numbers to reprint.
 - **Abort:** To cancel the vendor RFQ release print process.
- 7 Once you select **Process**, choose from the following options:
 - **Reprompt:** To keep this dialog box open.
 - **Yes:** To complete the Vendor RFQ Printing Process.
 - **No:** To return to step 6.

7.3 Entering Responses from Vendor RFQs

If an RFQ for an item went out to more than one vendor, you can enter the costs and delivery dates quoted by each vendor in Vendor RFQ Response Entry. You can then run the Vendor RFQ Comparison Report to compare costs from each vendor.

To enter a vendor RFQ response:

- 1 Selecting **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Response Entry** to access the Vendor RFQ Response Entry screen.
- 2 To enter a *Release Number* choose from the following:
 - Enter the exact release number (e.g., 100000-1 for vendor A) to display the VRFQ Release Header screen.
 - Press **F3** to search for the release number by warehouse and vendor number.

Figure 7-8: VRFQ Release Header Screen

- 3 Enter the *Response Received Date* and add or change any of the other information on the header as necessary.



If the RFQ was generated in Quote Order Entry, the original quote number and customer number display in *Document Number* and *Customer Number*.

- 4 When everything on the header is correct, press **F2-Save** to save the header information. The Vendor RFQ Response Entry screen appears including the products entered in Vendor RFQ Entry for this vendor.

	Product Number	Description	N	Qty-Opn	U/M	Cost	Delivery Date
1	12X100	1/2"od X 100' Copper Coil		10000	EA	46.000	07/18/04
2	12X50	1/2"od X 50' Copper Coil		20000	EA	32.000	07/18/04
3							

Figure 7-9: Vendor RFQ Response Entry Screen

- 5 To enter response information, highlight each item and press **ENTER**. The VRFQ Response Detail Information screen appears.

Ln#	Qty-Opn	U/M	A	Cost	Del-Date	T
1	1000	EA		46.000	06/04/04	F

Tariff	Rate	Duty
	0.00	0.000

Frnt-Cost	Landed Cost	Extension
0.000	46.000	46000.00

Figure 7-10: VRFQ Response Detail Information Screen

- 6 Verify or change the *Qty-Opn* (quantity open on the quote) and the *U/M* (unit of measure).
- 7 Enter the *Cost* quoted by this vendor.
- 8 Verify or change the *Del-Date* according to the delivery date quoted by the vendor.

- 9** For *T*, enter a cost type of the product. This is a free form field for information purposes only.
 - 10** Once everything is correct, press **F2-Save**.
 - 11** Repeat steps 5-10 for each item.
 - 12** After the cost for each item on the response is entered, press **F2-Save** to complete the response entry for this vendor.
 - 13** Repeat steps 2 -13 for each vendor that responded to the vendor RFQ.
- After entering responses from all of the vendors, run the Vendor RFQ comparison report to compare prices from each vendor. See "Using the Vendor RFQ Comparison Report to Compare Costs" on page 7-13.

7.4 Using the Vendor RFQ Comparison Report to Compare Costs

You can use this report to compare prices from vendors once you enter the vendor responses (refer to "Entering Responses from Vendor RFQs" on page 7-10). The report helps you to determine the best overall price for an entire quote or to compare each line item.

Menu Path: Purchasing > Vendor RFQ Subsystem > Vendor RFQ Comparison Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Rfq Number.** The vendor RFQ number to view. Press **F3** to search for existing vendor RFQs.
- **Vendor Number.** The vendor number(s) on the RFQ to view.

Column Descriptions

Column	Description
Product Number/ Description	Line 1: Product number. Line 2: Description of the product.
Vendor	The vendor number.
Delivery Date	The date this vendor can deliver the item.
Quantity	The quantity this vendor can supply.
Cost	The cost quoted by this vendor.
Landed Cost	The cost including the freight rate.
Extension	The extended dollar value of the quantity quoted for the vendor with the best price.
% Diff	The percent difference between the new <i>Landed Cost</i> and the <i>Last NLC</i> in the following field.
Last NLC	The last net landed cost of the item when it was received.
NLC Date	The date the <i>Last NLC</i> item was received.
Vendor/Ref NO	The vendor's reference number for this quote.
Total NLC	The total net landed cost of all best price items.
NOTES:	Displays notes entered in the VRFQ header.
Vendor	The vendor numbers for each vendor on the RFQ.
Freight	The freight amount quoted by each vendor.
Resp-Date	The date the vendor responded to the quote.

Sample Report

Prelude Demo Customer
 Prelude Demo Customer
 Vendor Requisition Comparison Report As Of 11:27:36 On 06/18/04
 [Rfq Number = "10000054"]
 RFQ# : 10000054

User Id SEM Page 1

Product Number Description	Vendor	Delivery Date	Quantity	Cost	Landed Cost	Extension	% Diff
12X100 1/2"od X 100' Copper Coil	000422	07/18/04	1000	46.000	46.000 *	46000.00	-8.44
	100031	07/18/04	1000	47.000	47.000		0.00
	100108	07/18/04	1000	50.000	50.000		0.00
Last NLC: 49.881 NLC Date: 04/14/04 Vendor/Ref No.: 100031							
12X50 1/2"od X 50' Copper Coil	000422	07/18/04	1000	32.000	32.000		0.00
	100031	07/18/04	1000	31.500	31.500		0.00
	100108	07/18/04	1000	30.400	30.400 *	30400.00	22.34
Last NLC: 23.608 NLC Date: 04/14/04 Vendor/Ref No.: 100031							
18X100 1/8"od X 100' Copper Coil	000422	07/18/04	2000	51.500	51.500		0.00
	100031	07/18/04	2000	56.000	56.000		0.00
	100108	07/18/04	2000	49.000	49.000 *	98000.00	58.23
Last NLC: 20.469 NLC Date: 04/14/04 Vendor/Ref No.: 100031							

Total NLC 174400.00

NOTES:

Prelude Demo Customer
 Vendor RFQ Comparison Report As of 11:28:21 JUN 18 2004
 Page: 2

Vendor	Freight	Resp-Date
000422		06/18/04
100031		06/18/04
100108		06/18/04

7.5 Converting a Vendor RFQ to a Purchase Order

You can convert a vendor RFQ into a purchase order regardless of whether you entered vendor responses in Vendor RFQ Response Entry or ran the Vendor RFQ Comparison report.

Once you determine the vendor(s) with the best price for each item or group of items, the Vendor RFQ Conversion process converts a vendor RFQ into a purchase order. You can divide an RFQ into multiple purchase orders to select the best vendor price for each item.

To convert a vendor RFQ into a purchase order:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Conversion** to access the Vendor RFQ Conversion screen.



If you have access to more than one warehouse, the Location Retrieval screen appears first. Enter the appropriate *Selling Warehouse*, *Department Number* and/or *Cost Center Number*.

	Product Number	Description	Recv	Opn	Whse	Quantity	U/M	Selected Vendor	Description
1	12X100	1/2"od X 100' Copper Coil	3	0	10	1000	EA	100031	Cerro Copper Tube
2	12X50	1/2"od X 50' Copper Coil	3	0	10	1000	EA	100108	Aerial Specialists, Inc.
3	18X100	1/8"od X 100' Copper Coil	3	0	10	2000	EA	100108	Aerial Specialists, Inc.

Figure 7-11: Vendor RFQ Conversion Screen

- 2 Enter the *RFQ Number* (not the release number) or press **F3** to search for open RFQs. The items on the vendor RFQ appear. *Recv* displays the number of responses received from vendors, *Opn* displays number of items open (not yet received from the vendor) for each line item on this vendor RFQ.

- 3 Highlight the item to purchase and press **F6-Vendor Detail** to open the Vendor Detail Information screen. You can view the list of vendors who have a response entered for this item. The quoted cost and freight charges display also.

The screenshot shows the 'Vendor Detail Information' window. At the top, there is a title bar and a menu bar. Below that, there are input fields for 'Product Number' (12X100), 'Qty U/M' (1000 EA), and 'Weight' (0.9000). The main area contains a table with the following data:

	Vendor Number	Description	Cost	T	Freight %	Freight Amount	Landed Cost	Duty	Tariff Rate	Price/Lbs	Select
1	000422	Boston Wire & Cable Co	46.000	F	0.00		50.000	0.000	0.00	0.056	
2	100031	Cerro Copper Tube	47.000	F	0.00		47.000	0.000	0.00	0.052	Y
3	100108	Aerial Specialists, Inc.	50.000	F	0.00		50.000	0.000	0.00	0.056	

At the bottom of the window, there are two buttons: 'F2-Save' and 'F5-Notes Inq'.

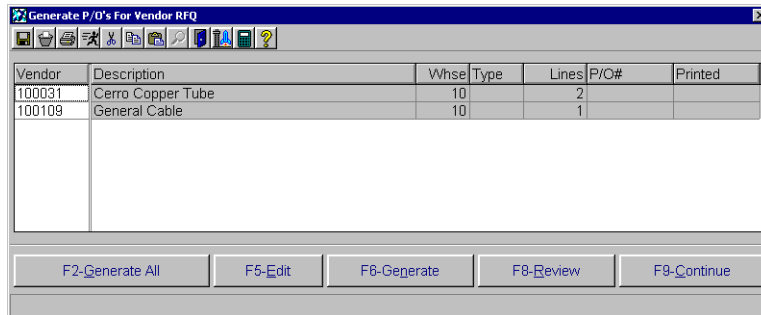
Figure 7-12: Vendor Detail Information Screen

- 4 Highlight the vendor that you want to buy the product from and press **ENTER**.
- 5 Enter a **Y** under **S** to select this vendor.
- 6 Press **F2-Save** to go back to the Vendor RFQ Conversion screen.
- 7 Repeat steps 3-6 for all items on the RFQ you want to purchase.
- 8 Press **F2-Save** when you are finished with all the line items. If the RFQ was linked to a sales quote (See "Creating a Vendor RFQ From a Sales Quote" on page 7-19), the following options appear:
 - **No Update:** To not convert the Vendor RFQ.
 - **Update Quotes:** To only update the sales quote RFQ with the costs chosen for each item. No quote is generated.
 - **Generate P/O:** To convert the vendor RFQ and generate a purchase order. Go to Step 10.
 - **Close:** To move the RFQ to the history files without converting the vendor RFQ.
- 9 Once all of the items are selected for purchase, press **F2-Save** and the following question appears:

Do you Wish to Generate Purchase Orders?

10 Choose from the following:

- **No** - To not generate a purchase order.
- **Yes** - To open the Generate P/O's For Vendor RFQ screen.

**Figure 7-13: Generate P/O's for Vendor RFQ Screen.****11** Choose from the following function keys:

- **F2-Generate All:** Generates purchase orders for all of the vendors listed.
- **F5-Edit:** Opens the Purchase Order Entry screen and allows you to edit or add items to the purchase order. You can generate the purchase order from this screen.
- **F6-Generate:** Generates a purchase order only for the vendor that is highlighted.

12 Once you choose to generate the purchase order(s), choose one of the following print options:

- **Print:** Flags the purchase order to be printed. If your company is using continuous printing, the purchase order automatically prints. Otherwise it must be printed using the batch mode.
- **Fax:** Displays the Fax Confirmation screen. If the vendor is not set up for faxing, a warning message displays. Enter or edit the fax information as necessary and press **F2-Save** to fax the order. If using continuous printing for purchase orders, it is automatically faxed. Otherwise it must be faxed using the batch mode.
- **Print/Fax:** Prints and faxes the purchase order. The same rules above apply.
- **E-Mail:** Displays the Email Confirmation screen. If the vendor is not set up to email, a warning message displays. Enter or edit the email information as necessary and press **F2-Save** to email the order. If using continuous printing for purchase orders, it is automatically emailed. Otherwise it must be emailed using the batch mode.
- **Suspend:** Suspends the purchase order until you go back in and choose to print, email or fax the order.
- **Return:** Brings you back into the Generate P/O's for Vendor RFQ screen.



If your company is not using continuous printing, you must print, fax or email the purchase orders in the batch mode. Refer to "Printing Purchase Orders" on page 2-24 for more information.

13 After you print, fax or email the purchase order, the Generate P/O's For Vendor RFQ screen appears again. Choose from the following:

- **F8-Review:** Opens the Purchase Order Display screen to view the new purchase order along with the new purchase order number.
- **F9-Continue:** Closes the screen.

7.6 Creating a Vendor RFQ From a Sales Quote

You can generate a vendor RFQ from a sales quote entered in Quote Order Entry. Refer to Quotation Order Entry in the Sales Module for instructions on entering a sales quote.

When you enter the sales quote:

- 1 As you enter each item in *Product #/Description*, the Quote Entry Detail screen appears.

Figure 7-14: Quote Entry Detail Screen

- 2 You can create an RFQ and link it to the quote by selecting **Action > Entries > Request for Quote Entry** to open the Request for Quotation Entry screen. All vendors set up for this product are displayed.
- 3 Add or delete vendors to the list as needed.

Figure 7-15: Request for Quotation Entry Screen

- 4 Highlight the vendor you want to request a quote from and press **ENTER**. The RFQ Detail Information screen appears.

Ln#	Quantity	U/M	A	Rfq Cost	Ldt
1	100	EA			

Vendor Product Number: CER12X100

F2-Save

Figure 7-16: RFQ Detail Information screen

- 5 Change the *Quantity* if necessary.
- 6 For the A (Accept) field choose one of the following:
- **Y** - If everything is correct.
 - **N** - If you want to change one of the following fields or enter vendor responses.
 - *Rfq Cost* - Enter the cost if available.
 - *Ldt* - Enter the lead time number of days if available.
 - *Vendor Product Number* - Enter the Vendor's part number.
- 7 Press **F2 - Save** to close the RFQ Detail Information screen.
- 8 Once the vendors and quantities in the Vendor Request for Quotation Entry screen are correct, press **F2-Save**. The following question appears:

Do You Wish To Print this RFQ?

- 9 Select of the following depending on whether you want to print the RFQ later:
- **Yes** - Prints the RFQ upon completion of the order.
 - **No** - The RFQ does not print.
- 10 Press **F2-Save** after everything in the Quote Entry Detail screen is correct.
- 11 Repeat steps 4 -11 for each item to add to the quote.
- 12 When all of the items on the quote are entered, press **F2-Save**. The following question appears:

Do You Wish to ...

- 13 Select **Suspend** to put the quote on hold until you receive a response from the vendor. The following question appears:

Do you Wish To Convert This Quote RFQ To A
Vendor RFQ?



The above message only displays if *Online Quote RFQ Conversion to Vendor RFQ* in Additional Option Parameters is set to **Y**

14 Select **Yes**. The assigned Vendor RFQ number displays.

15 Press **ENTER** and choose one of the listed methods to transmit the RFQ to the vendor. Go to step 3 on "Generating a Vendor Release" on page 7-6 for options on sending the quote to the vendor.

Once you choose the method of transmittal, the following question appears:

Do You Wish To Continue With Vendor RFQ Entry?

16 Choose from the following:

- **No** - Brings you back to Quote Order Entry to enter another quote. You can access and edit the vendor RFQ later in Vendor RFQ Entry. See "Entering a Vendor RFQ" on page 7-2.
- **Yes** - Brings you into the vendor RFQ that you have just created to add vendors and/or quantities and to generate a release to the vendor. Refer to "Generating a Vendor Release" on page 7-6.

When the vendor responds with a price quote, you can convert the RFQ directly into a purchase order. See the procedures for "Converting a Vendor RFQ to a Purchase Order" on page 7-15.

7.7 Vendor RFQ Inquiries

The following inquiries are available in the Vendor RFQ Subsystem:

- "Open RFQ Inquiry by Product" on page 7-23.
- "RFQ History Inquiry by Product" on page 7-25.
- "Open RFQ Release Inquiry" on page 7-26.
- "RFQ Release History Inquiry" on page 7-28.
- "Vendor RFQ Release By Written By Inquiry" on page 7-30.
- "Vendor RFQ By Buyer Inquiry" on page 7-31.

7.7.1 Open RFQ Inquiry by Product

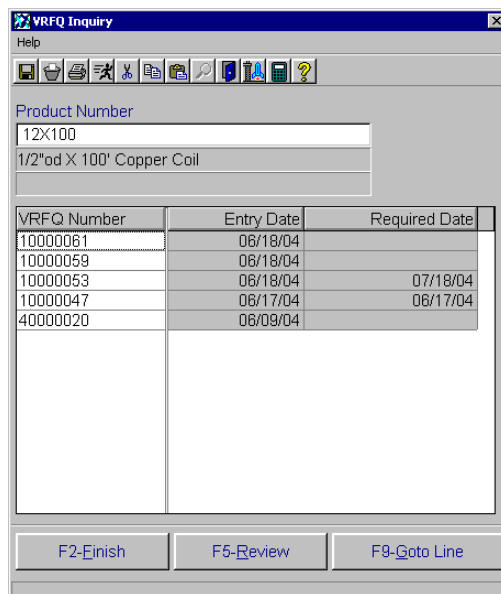
This inquiry displays open vendor RFQs for a product number that were entered but not converted into a purchase order.

Viewing the Open RFQ Inquiry by Product

To view the open RFQs by product number:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > Open RFQ Inquiry by Product**.
- 2 Enter a *Product Number* or press **F3** to search.

Open vendor RFQs for this product appear.



The screenshot shows a window titled "VRFQ Inquiry" with a menu bar (Help) and a toolbar. Below the toolbar, there is a "Product Number" field containing "12X100" and a description "1/2\"od X 100' Copper Coil". A table displays the following data:

VRFQ Number	Entry Date	Required Date
10000061	06/18/04	
10000059	06/18/04	
10000053	06/18/04	07/18/04
10000047	06/17/04	06/17/04
40000020	06/09/04	

At the bottom of the window, there are three buttons: "F2-Enish", "F5-Review", and "F9-Goto Line".

Figure 7-17: VRFQ Inquiry Screen

Field & Function Key Descriptions

Fields/Function Keys	Description
VRFQ Number	Open vendor request for quotes for this product.
Entry Date	The date the request was entered.
Required Date	The date a response is required from the vendor.
F2-Finish	Closes the screen.
F5-Review	Accesses the Vendor Detail Information screen to show package, cost and freight information for this vendor RFQ.
F9-Goto Line	Allows you to enter a line number, page number or reference number for quick access.

7.7.2 RFQ History Inquiry by Product

This inquiry displays vendor RFQs for a product number that were converted into purchase orders, including RFQ's that were moved to history without generating a purchase order.

Viewing the RFQ History Inquiry by Product

To view the history of RFQs by product number:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > RFQ History Inquiry by Product.**
- 2 Enter a *Product Number* or press **F3** to search.

Converted vendor RFQs for this product appear.

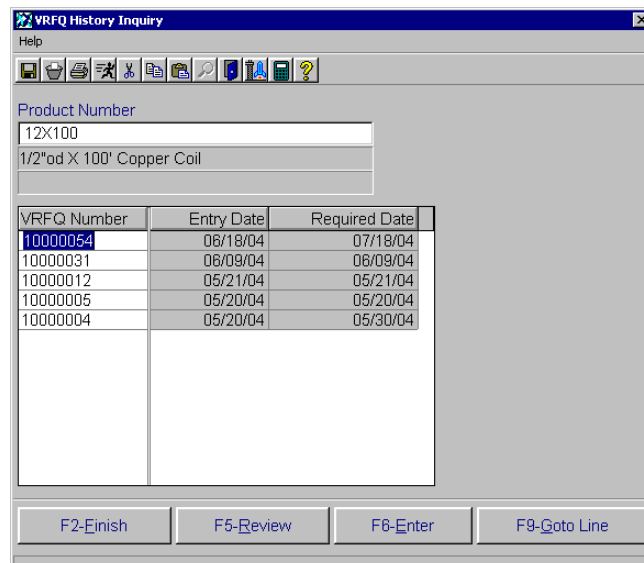


Figure 7-18: VRFQ History Inquiry Screen

Field & Function Key Descriptions

Fields/Function Keys	Description
VRFQ Number	Converted vendor request for quotes for this product.
Entry Date	The date the RFQ was entered.
Required Date	The date a response was required from the vendor.
F2-Finish	Closes the screen.
F5-Review	Accesses the Vendor History Detail Information screen to show package, cost, and freight information for this vendor RFQ.
F6-Enter	Allows you to enter a vendor RFQ number for direct access.
F9-Goto Line	Allows you to enter a line number, page number, or reference number for quick access.

7.7.3 Open RFQ Release Inquiry

This inquiry displays open vendor RFQs for a vendor number that were released to the vendor but not converted into a purchase order.

Viewing the Open RFQ Release Inquiry

To view open released RFQs:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > Open RFQ Release Inquiry**.
- 2 Enter a *Vend#* or press **F3** to search.

The open vendor RFQs that were released for this vendor appear.

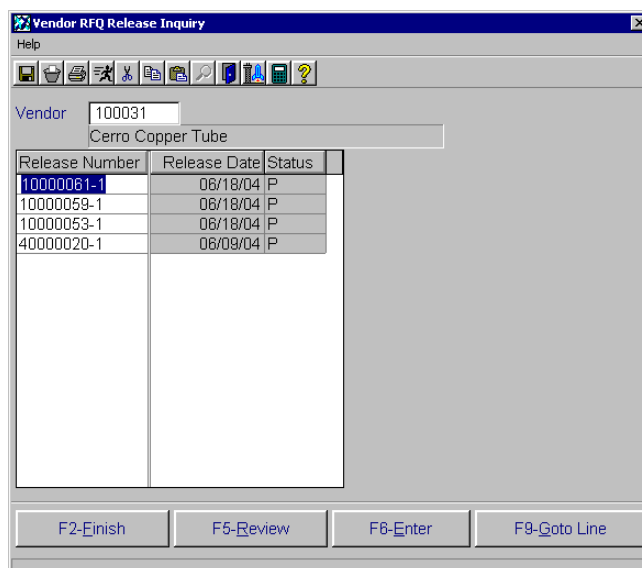


Figure 7-19: Vendor RFQ Release Inquiry Screen

Field & Function Key Descriptions

Fields/Function Keys	Description
Release Number	Open RFQ releases for this vendor.
Release Date	The date the release was sent to the vendor.
Status	Print Status. Indicates how the release was sent to the vendor. <ul style="list-style-type: none">• P - Printed.• M - E-mailed.• F - Faxed.
F2-Finish	Closes the screen.
F5-Review	Accesses the Request for Quote Inquiry screen to show product and cost information for this vendor RFQ.
F6-Enter	Allows you to enter an RFQ release number for quick access.
F9-Goto Line	Allows you to enter a line number, page number or reference number for quick access.

7.7.4 RFQ Release History Inquiry

This inquiry displays vendor Request for Quotes for a vendor that were released and converted into a purchase order, including RFQs that were moved to history without generating a purchase order.

Viewing the RFQ Release History Inquiry

To view RFQs that were released and converted into P/Os:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > RFQ Release History Inquiry**.
- 2 Enter a *Vend#* or press **F3** to search.

The converted RFQ releases for this vendor appear.

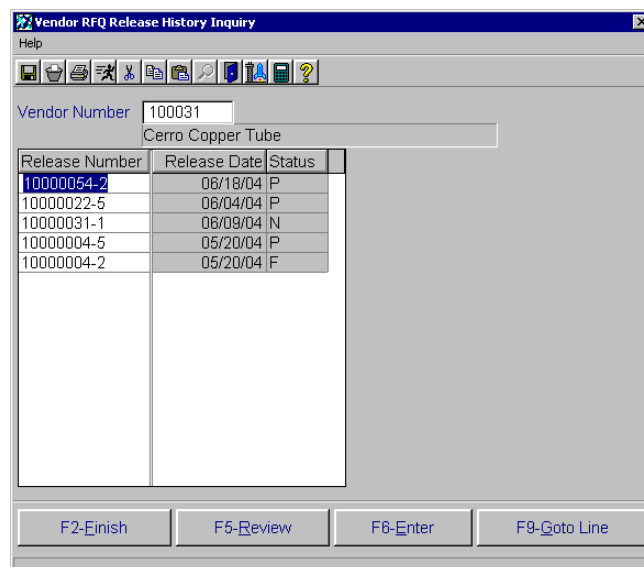


Figure 7-20: Vendor RFQ Release History Inquiry screen

Field & Function Key Descriptions

Fields/Function Keys	Description
Release Number	Converted vendor RFQs released for this vendor.
Release Date	The date the vendor RFQ was released.
Status	Print Status. Indicates how the release was sent to the vendor. <ul style="list-style-type: none">• P - Printed.• M - E-mailed.• F - Faxed.
F2-Finish	Closes the screen.
F5-Review	Accesses the VRFQ Release History Inquiry screen to show product and cost information for this vendor RFQ release.
F6-Enter	Allows you to enter a vendor RFQ number for direct access.
F9-Goto Line	Allows you to enter a line number, page number, or reference number for quick access.

7.7.5 Vendor RFQ Release By Written By Inquiry

This inquiry displays open Vendor Request for Quotes for a User Id that were released to the Vendor.

Viewing the Vendor RFQ Release By Written Inquiry

To view the Vendor RFQ Release By Written By Inquiry:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > Vendor RFQ Release By Written By Inquiry.**
- 2 Enter the *Written By* User Id number or press **F3** to search.

The RFQ releases entered by this User Id appear.

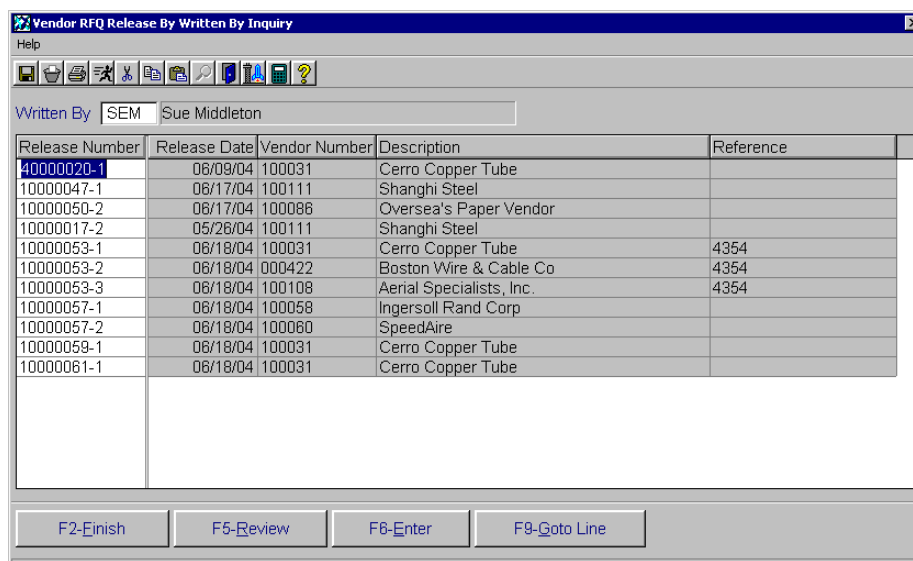


Figure 7-21: Vendor RFQ Release By Written By Inquiry Screen

Field & Function Key Descriptions

Fields/Function Keys	Description
Release#	RFQ releases for this User Id.
Rel-Date	The date the vendor RFQ was released.
Vend #	The vendor number for this release.
Description	The vendor description.
Reference#	The reference number from the vendor RFQ.
F5-Review Release	Accesses the Request for Quote Inquiry screen to show product and cost information for this vendor RFQ release.
F6-Enter Release	Allows you to enter a vendor RFQ number for direct access.
F9-Goto Line	Allows you to enter a line number, page number, or reference number for quick access.

7.7.6 Vendor RFQ By Buyer Inquiry

This inquiry displays open vendor RFQs for a buyer number.

Running the Vendor RFQ By Buyer Inquiry

To view the Vendor RFQ By Buyer Inquiry:

- 1 Select **Purchasing > Vendor RFQ Subsystem > Vendor RFQ Inquiries > Vendor RFQ By Buyer Inquiry**.
- 2 Enter the *Buyer Number* or press **F3** to search.

The open vendor RFQs assigned to this buyer appear.

VRFQ Number	Vendor Number	Description	VRFQ Date	Response Date
10000023-1	100102	Dewalt Industrial Tool Co	06/04/04	06/04/04
10000025-3	100044	American Fastener Technologies	06/08/04	06/08/04
10000025-4	100087	Powers Fasteners (EOQ)	06/08/04	06/08/04
40000020-1	100031	Cerro Copper Tube	06/09/04	
10000047-1	100111	Shanghi Steel	06/17/04	
10000050-2	100086	Oversea's Paper Vendor	06/17/04	
10000051-2	001120	Pet Supply Vendor	06/18/04	06/18/04
10000017-2	100111	Shanghi Steel	05/26/04	
10000059-1	100031	Cerro Copper Tube	06/18/04	06/18/04
10000053-2	000422	Boston Wire & Cable Co	06/18/04	06/18/04
10000053-3	100108	Aerial Specialists, Inc.	06/18/04	
10000057-1	100058	Ingersoll Rand Corp	06/18/04	
10000057-2	100060	SpeedAire	06/18/04	
10000059-1	100031	Cerro Copper Tube	06/18/04	
10000061-1	100031	Cerro Copper Tube	06/18/04	

Figure 7-22: VRFQ Inquiry by Buyer Screen

Field & Function Key Descriptions

Fields/Function Keys	Description
VRFQ#	Vendor RFQ numbers assigned to this buyer number.
Vendor Number	The vendor number for this release.
Description	The vendor description.
VRFQ Date	The date the RFQ was entered.
Response Date	The date a response from this vendor was entered for this RFQ.
F5-Review	Accesses the Request for Quote Inquiry screen to show product and cost information for this vendor RFQ release.
F6-Enter	Allows you to enter a vendor RFQ number for direct access.
F9-Goto Line	Allows you to enter a line number, page number or reference number for quick access.



Chapter 8

Blanket Purchase Order Subsystem

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The Blanket Purchase Order Subsystem provides a method to record guaranteed pricing with your vendors. The blanket orders are not actual purchase orders, but rather a record of a quote or contract pricing with a vendor for a period of time. If you have multiple blanket purchase orders for a vendor for the same item at different costs, you can choose which blanket P/O to use. Blanket P/Os remain on the system until you delete them.

When you enter a quoted product on a purchase order in Purchase Order Entry, the system informs you that a blanket purchase order exists for the item. You can then source, or pull, the item from the blanket P/O using the quoted price. The quantity on the blanket P/O is reduced by the amount entered on the purchase order.

Nightly Processing checks for existing blanket purchase orders when recommending a purchase order. The lowest blanket price on file is retrieved for the recommended purchase order. Blanket purchase orders that have not reached their beginning date are excluded. The "Recommended Purchase Order Report" on page 3-46 displays all blanket purchase orders for the product so you can choose if you want to release material off of a different blanket purchase order than the one recommended.



System Parameters

Set the *Blanket PO at Product* flag in Option Parameters to determine if blanket purchase orders are available at the product level (for the entire company) or product warehouse level (for individual warehouses).

For information on the Blanket Purchase Order Subsystem, refer to the following sections:

- "Blanket Purchase Order Entry" on page 8-2.
- "Printing Blanket Purchase Orders" on page 8-7.
- "Using Blanket P/Os in Purchase Order Entry" on page 8-9.
- "Blanket Purchase Order Reports" on page 8-11.
- "Blanket Purchase Order Inquiry" on page 8-18.

8.1 Blanket Purchase Order Entry

A blanket purchase order is a record of guaranteed pricing with a vendor for products for a period of time. Pricing for an item may be honored at one location, multiple locations, or all locations. You can source from an expired blanket purchase order or from an order that is completely released (the total quantity has been purchased). If the blanket purchase order is completely released and you source a purchase order from it, the *Remaining Quantity* becomes negative.

The following procedures explain how to enter or duplicate a blanket purchase order

- "Starting or Editing a Blanket P/O" on page 8-2.
- "Entering Blanket Purchase Order Header Information" on page 8-3.
- "Entering Products" on page 8-4.
- "Duplicating a Blanket Purchase Order" on page 8-6.

8.1.1 Starting or Editing a Blanket P/O

To start a blanket purchase order:

- 1** Select **Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Entry** to access the Blanket Purchase Order Entry screen.
- 2** To enter a *P/O Number*, choose one of the following:
 - To start a new blanket purchase order press **ENTER** to assign a new blanket P/O number.
 - To edit an existing order, enter the blanket P/O number or press **F3** to search for the P/O by vendor or vendor order number. The Blanket Purchase Order Entry screen opens so that you can add or edit items. Go to "Entering Products" on page 8-4.
- 3** To select a *Vendor Number*, choose one of the following:
 - Enter the vendor's number.
 - Enter a vendor keyword and press **ENTER**.
 - Press **F3** and enter search criteria.
- 4** Depending on your system settings, the Vendor Verification screen may appear. The address from Vendor Maintenance is displayed. If this is the correct address, enter **Y** in for *Is This The correct Vendor?*. If not, enter **N** and select another vendor.

Refer to "Entering Blanket Purchase Order Header Information" on page 8-3 to continue with the order.

8.1.2 Entering Blanket Purchase Order Header Information

The Blanket P/O Header screen appears after you select a vendor. For information on selecting a vendor refer to "Starting or Editing a Blanket P/O" on page 8-2.

The screenshot shows a software window titled "Blanket P/O Header". It contains a list of fields with corresponding input boxes. The fields and their values are: Vendor Quote# (B-102104), Ship-From Number (D, Shanghai Steel), Fax Number (930-328-3338), E-Mail Address (empty), Written By (SEM), Buyer Number (01, Katy Smith), Contact (William Wang), Type (empty), Beginning Date (08/08/04), Expiration Date (09/22/05), and Comment (FOR CUSTOMER #007500). At the bottom of the window, there are three buttons: "F2-Save", "F5-New Vendor", and "F8-Ship-From".

Figure 8-1: Blanket P/O Header Screen

- 1 Enter the *Vendor Quote#*, which is the vendor's reference number for this quote or contract.
- 2 Verify the *Ship-From Number*. Choices are:
 - Enter a **D** to use the default address from Vendor Maintenance.
 - Enter an **M** to manually enter a ship-from address in the Ship-From Address screen.
 - Press **F3** to search for a list of valid ship-from numbers for this vendor.
- 3 Enter the *Beginning Date*, which is the default beginning date for all of the items on the blanket P/O. If you change this date in the header when open line items exist on the order, the system prompts you to update all existing lines with the new date.
- 4 Enter the *Expiration Date*, which is the default ending date for all of the items on the blanket P/O. If you change this date in the header when open line items exist, the system prompts you to update all existing lines with the new date.
- 5 Verify or enter any other required information for this blanket P/O.
- 6 Once the header screen information is correct, press **F2-Save** to save the header information and to start entering or editing product numbers. Refer to "Entering Products" on page 8-4.

8.1.3 Entering Products

After the header information is complete (refer to "Entering Blanket Purchase Order Header Information" on page 8-3), you can enter products in the Blanket Purchase Order Entry screen.

	Product Number	Description	Whse	N	Quantity	U/M	Blanket Cost
1	AF 18772	Flat Washers Stainless Steel 1/4 Diameter (in.)	10		10000	C	4.880
2	AF 21986	Lock Washers Zinc Plated 3/4 Diameter (in.)	10		10000	C	3.020
3	AF 30111	Stainless Steel Nylon Insert X Locknuts 3/4 10	10		10000	C	48.000
4	AF 30510	Stainless Steel Nylon Insert X Locknuts 1/4 20	10		200000	C	6.100
5							

Units: 230000 Amount: 17890.00

Figure 8-2: Blanket Purchase Order Entry Screen

- In *Product/Description*, enter one of the following:
 - The exact product number. The Blanket P/O Detail Information screen appears.
 - Part of the product number or description and press **ENTER** to search for the part number. The Product Tagging Lookup screen displays. Highlight the desired product number and press **F2-Save** to open the Blanket P/O Detail Information screen.

Ln#	Blk-Qty	U/M	Accept	Net-Cost	S
1	100000	C	Y	4.880	S

Beg-Date: 06/16/04 Exp-Date: 06/16/05 Rel-Qty: Rem-Qty: 100000

Comments:

F2-Save

Figure 8-3: Blanket P/O Detail Information Screen

- For *Blk-Qty* enter or verify the quantity that the vendor's blanket P/O price is valid for.

- 3 Enter the *Net-Cost*, which is the cost quoted by the vendor. This cost is used when sourcing a purchase order from this blanket P/O.
- 4 Enter the *Beg-Date*, which is the date the quote goes into effect. The default is the date entered in the header screen. Nightly Processing ignores a blanket P/O whose beginning date has not arrived when determining the price for a recommended P/O. Purchase Order Entry warns you about the date but does not prevent you from using the blanket P/O.
- 5 Enter the *Exp-Date*, which is the date the quote expires. Purchase Order Entry allows you to enter an expired blanket P/O but warns you that it is expired.



Rel-Qty is the quantity released to purchase orders. Once the line item is sourced on a purchase order, this field is updated to reflect the total quantity released.
Rem-Qty is the quantity of the current line item still available for sourcing in Purchase Order Entry. This field is updated each time a purchase order sources a quantity from the blanket purchase order.

- 6 If applicable, enter any *Comments* pertaining to the line item. These comments print on reports and display in the sourcing and inquiry screens.
- 7 In the *Accept (A)* field, enter one of the following:
 - **Y** - If everything else in this screen is correct.
 - **N** - If you need to change any of the fields.
- 8 Repeat steps 1-7 to add the next item to the blanket P/O.
- 9 Press **F2-Save** when finished entering items.

Refer to "Completing a Purchase Order" on page 2-18 for information on faxing, emailing, or printing a purchase order.

8.1.4 Duplicating a Blanket Purchase Order

Duplicating an order prevents you from having to re-enter a list of part numbers and prices. You can enter a blanket purchase order for one warehouse and then copy it to other warehouses using the Duplicate feature. You can also duplicate a blanket purchase order to another vendor number.

To duplicate a blanket P/O:

- 1 Select **Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Entry** to access the Blanket Purchase Order Entry screen.
- 2 For *P/O Number*, press **ENTER** to assign a new blanket P/O number.
- 3 From the Action Bar select **P/O Func > Duplicate Purchase Order** to access the Duplicate Blanket P/O screen.

Figure 8-4: Duplicate Blanket P/O Screen

- 4 In *Duplicate P/O#* enter the blanket P/O number that you wish to duplicate or press **F3** to search for blanket P/Os by vendor. The *Vendor Number* from that blanket P/O displays in *Vendor Number*.
- 5 For *Vendor Number* choose one of the following:
 - Leave blank if the new blanket P/O is for the same vendor as the original.
 - Enter the vendor number if the new blanket P/O is for a different vendor than the original vendor.
- 6 Enter the ship-to warehouse number in *New Warehouse*.
- 7 Enter the *New Beginning Date* and the *New Expiration Date* for the new blanket P/O.
- 8 Press **F2-Save** to complete the duplicate blanket P/O. The Blanket Purchase Order Entry screen appears with the new blanket P/O number and all of the products from the original blanket P/O. You can review, edit, and complete the order as usual.

8.2 Printing Blanket Purchase Orders

If your warehouse is not set up to continuously print, email, or fax blanket purchase orders, you must process them in the batch mode. The batch print process holds all orders in a queue until you generate them.

To batch print, email, or fax blanket purchase orders:

- 1 Select **Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Printing** to access the Blanket Purchase Order Print screen.

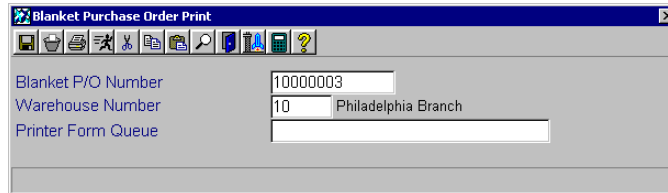


Figure 8-5: Blanket Purchase Order Print Screen

- 2 Enter the *Blanket P/O Number* or leave this field blank to print all blanket P/Os.
- 3 Enter the *Warehouse Number* or leave this field blank to print blanket P/Os for all warehouses.
- 4 Enter the *Printer Form Queue* where the P/Os should print. The following message appears:

Load Blanket Purchase Order Forms in
Printer & Align Visually

- 5 Choose one of the following:
 - **Print Blanket P/O's:** Prints, faxes or emails selected blanket P/Os.
 - **Mask Print Test:** Prints a mask of the blanket P/O to make sure the paper is aligned (not necessary if using a laser printer). After the forms are correctly aligned, select **Print Blanket P/Os**.
 - **Abort Printing:** No blanket P/Os are printed.

After you select **Print Blanket P/Os**, the job number displays and the following message appears:

Purchase Order Printing Complete...

- 6 Choose one of the following:
 - **Process:** To tell the system that the blanket purchase orders printed successfully.
 - **Reprint All:** To reprint all of the orders if none printed successfully. This option is also useful if only a couple of orders printed successfully from a large print job. The system reprints the blanket purchase orders and this prompt appears again.

- **Single Reprint:** To reprint orders individually. This option is useful if only a couple of orders jammed in the printer. Enter the blanket purchase order numbers to reprint.
- **Abort:** To cancel the blanket P/O print process.

Once you select **Process**, the following question appears:

Are You Sure You Want To Process?

- 7 Select one of the following:
- **Yes** - To complete the blanket purchase order printing process.
 - **No** - To return to step 6.

8.3 Using Blanket P/Os in Purchase Order Entry

As you enter line items on a regular purchase order, you can source line items from blanket purchase orders to use the special pricing quoted by the vendor. The system reminds you to source from the blanket P/O each time you enter an item that exists on a blanket P/O.

To use blanket P/O pricing on a purchase order:

- 1 When you enter a product that exists on a blanket P/O in Purchase Order Entry (See "Purchase Order Entry" on page 2-2 for information on entering a purchase order), the following prompt appears:

Blanket Purchase Orders Exist For This Product.
Source From Blanket?

- 2 Choose from the following:
 - **Yes** - The Blanket P/O Availability screen displays, allowing you to pick which blanket purchase order to source from. Only blanket purchase orders for the entered product are listed. The beginning and expiration dates display along with the cost, the original quantity, and the quantity remaining of the blanket P/O.
 - **No** - The system continues as usual into the line item detail screen, allowing you to enter the quantity and price for the product.

Blanket P/O#	Vendor	Comment	Exp Date	Beg Date	Blanket	Cost	Remaining	Quantity
10000001	100111	FOR CUST #007500	07/19/05	07/19/04	100	13,460	100	

F2-Save

Figure 8-6: Blanket P/O Availability Screen:

- 3 Highlight the blanket P/O number you wish to source from and press **ENTER**.
- 4 Enter the *Quantity* you want to source from the blanket purchase order.



Expired: A warning appears if the blanket P/O order selected is expired. You can continue with the expired blanket P/O or to return to the Blanket P/O Availability screen to select another blanket P/O.

Quantity Exceeded: A warning displays if the quantity you enter is greater than the quantity remaining. You can use the entered quantity or change it.

Once you enter the quantity, press **ENTER** and the P/O Detail Information screen appears with the *Quantity* and *Net-Cost* automatically filled in. **BLK** in the *Src* field indicates that the cost is from a blanket P/O.

Ln#	Qty-Opn	U/M	Whse	Accept	Qty-B/O	Del-Date	Promised
1	500	C	10		500	06/29/04	

Gross: 4.880 Disc%: 5.00 Net-Cost: 4.880 Src: BLK

Vendor Product#: SHAAF 18772

F2-Save F5-Add Info F7-Notes

Figure 8-7: P/O Detail Information Screen

Continue entering line items on the purchase order as usual. See "Completing a Purchase Order" on page 2-18.



On the sourced blanket P/O, the *Remaining Qty* is reduced and the *Release Qty* is increased by the quantity entered.



Purchase orders created through Sales Order Entry cannot be used with blanket purchase orders. If you wish to source a linked line item from a blanket purchase order, you must link the sales order to the purchase order in Purchase Order Entry using **F6-Link**. Refer to "Manually Linking an Item" on page 2-11.

8.4 Blanket Purchase Order Reports

The following reports are available in the Blanket Purchase Order Subsystem:

- "Blanket Purchase Order Detail Report" on page 8-11.
- "Blanket Purchase Order Summary Report" on page 8-14.
- "Blanket Purchase Order Expiration Report" on page 8-16.

8.4.1 Blanket Purchase Order Detail Report

This report displays detailed information on blanket purchase orders including cost, released quantity and remaining quantity.

Menu Path: Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Reports > Blanket Purchase Order Detail Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The receiving warehouse for the items on the blanket purchase order.
- **Vendor Number.** The vendor number(s) for which you want to display blanket purchase order information.
- **Blanket Purchase Order #.** The blanket purchase order number(s) to view.

Field & Function Key Descriptions

Column	Description
Vendor Quote #	The vendor's reference number for the quoted material on this blanket purchase order.
Prod#/ Exp Date	Line 1: Product number. Line 2: Expiration date for this blanket purchase order.
Vendor#	The vendor's number.
Description	Line 1: Description of the product. Line 2: Extended description of the product, if available.
NOTE:	Comment linked to the previous line item on the blanket purchase order.
Blk-Qty	The quantity of the product approved by the vendor for this quote.
Rel-Qty	The quantity of this line item already released to purchase orders.
Release	The release number for the quantity already released to purchase orders.
Rel-Date	The date the quantity was released.
Cost	The unit cost of the item as entered on the blanket purchase order.
Ext Cost	The total dollar amount of the original quantity quoted by the vendor for this item.

Column	Description
QtyBal	The quantity remaining on the blanket purchase order.
Ext Bal	The total dollar amount of the quantity that has not yet been released to purchase orders.

Sample Report

Prelude Demo Customer
 Blanket Purchase Order Detail Report As Of 09:10:03 On 05/05/04
 WHSE.NUM = "10"

User ID: SEM Page: 1

Prod#/Exp Date	Vendor#	Description	Blk-Qty	Rel-Qty	Release	Rel-Date	Cost	Ext Cost	QtyBal	Ext Bal
Vendor Quote # BD001										
15-252	040000	Saw Reverse Handle Black 10"	1							
15500	040000	60 Hex Blk Flo Dlx Hood Combo	50							
Totals For Blanket P/O 10000002								6505.00		6505.00
Totals For Vendor 040000								6505.00		6505.00
Vendor Quote # C-234										
4CP16	100031	Cooper Xcelite Hard Wire 4"	1000							
Totals For Blanket P/O 10000003								20000.00		20000.00
Totals For Vendor 100031								20000.00		20000.00
Vendor Quote # N-993										
SYMA0066-MPC	100104	Norton Utilities 2002 Cd For	1000							
Totals For Blanket P/O 10000004								8000.00		8000.00
Totals For Vendor 100104								8000.00		8000.00
Vendor Quote # 455K										
1VN90	100108	Speedaire 1 1/2 HP Elec. Air	100							
Totals For Blanket P/O 10000001								40000.00		40000.00
Totals For Vendor 100108								40000.00		40000.00
Totals For Warehouse 10 Philadelphia Branch								74505.00		74505.00
Grand Totals								74505.00		74505.00

8.4.2 Blanket Purchase Order Summary Report

This report displays summary information on blanket purchase orders including cost, released quantity, and remaining quantity.

Menu Path: Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Reports > Blanket Purchase Order Summary Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The receiving warehouse for the items on the blanket purchase order.
- **Vendor Number.** The vendor number(s) for which you want to display blanket purchase order information.
- **Blanket Purchase Order #.** The blanket purchase order number(s) to view.

Column Descriptions

Column	Description
Vendor#	The vendor's number and description.
Product #	The product number.
Description	Description of the product.
Exp-Date	The expiration date for the quoted prices on the blanket purchase order.
Blk-Qty	The quantity of the product approved by the vendor for this quote.
Net-Cost	The cost per item as quoted by the vendor for this blanket purchase order.
Ext Cost	The total dollar amount of the original quantity quoted by the vendor for this item.
S	Stock status: <ul style="list-style-type: none"> • S - Stock item. • N - Nonstock item. • C - Consignment.
Comments	The comment line linked to this line item.
Blanket #	The blanket purchase order number.
Release on Blanket PO	The release number for the blanket P/O.
Vendor Quote #	The vendor's reference number for the quoted material on this blanket purchase order.

Sample Report

Prelude Demo Customer
 Blanket Purchase Order Summary Report As Of 09:16:30 On 05/05/04
 WHSE.NUM = "10"
 Vendor# 040000 Black & Decker

User ID: SEM Page: 1

Product #	Description	Exp-Date	Blk-Qty	Net-Cost	Ext Cost	S	Comments
Blanket # 10000002 Release On Blanket PO 10000002							
Vendor Quote # BD001							
15-252	Saw Reverse Handle Black 10"	06/09/05	1	5.000	5.00	N	CHECK FOR AVAILABILITY
15500	60 Hex Blk Flo Dlx Hood Combo	06/09/05	50	130.000	6500.00	S	CHECK FOR AVAILABILITY
Blanket # 10000003 Release On Blanket PO 10000003							
Vendor Quote # C-234							
4CP16	Cooper Xcelite Hard Wire 4" Cutter Cushion Handle	08/13/04	1000	20.000	20000.00	S	
Blanket # 10000004 Release On Blanket PO 10000004							
Vendor Quote # N-993							
SYMA0066-MPC	Norton Utilities 2002 Cd For Windows	03/01/05	1000	8.000	8000.00	S	
Blanket # 10000001 Release On Blanket PO 10000001							
Vendor Quote # 455K							
1VN90	Speedaire 1 1/2 HP Elec. Air Barrel Compressor	05/05/05	100	400.000	40000.00	S	

8.4.3 Blanket Purchase Order Expiration Report

This report displays expiration dates for blanket purchase orders.

Menu Path: Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Reports > Blanket Purchase Order Expiration Date Report

Selection Criteria

Use the following criteria to limit the information to print on the report.

- **Warehouse Number.** The receiving warehouse for the items on the blanket purchase orders.
- **Vend Number.** The vendor number(s) for which you want to display expiration date information.
- **Expiration Date.** The expiration date for which you want to view all blanket purchase orders that expire on or before this date.

Column Descriptions

Column	Description
Exp-Date	The expiration date for the quoted prices on the blanket purchase order.
P/O#	The blanket purchase order number.
Product/ Comments	The products entered on the blanket purchase order and any comments linked to the line item.
Description	Description of the product.
Vend#	The vendor number.
Blk Qty	The quantity of the product approved by the vendor for this quote.
Rel Qty	The quantity of this product already released to purchase orders.

Sample Report

Prelude Demo Customer
Blanket Purchase Order Expiration Report As Of 09:33:54 On 05/05/04
WHSE.NUM = "10" AND EXP.DATE <= "06/09/05"

User ID: SEM Page: 1

Exp-Date	P/O#	Product/Comments	Description	Vend#	Blk Qty	Rel Qty
08/13/04	10000003	4CP16	Cooper Xcelite Hard Wire 4"	100031	1000	
03/01/05	10000004	SYMA0066-MPC	Norton Utilities 2002 Cd For	100104	1000	
05/05/05	10000001	1VN90	Speedaire 1 1/2 HP Elec. Air	100108	100	
06/09/05	10000002	15-252	Saw Reverse Handle Black 10"	040000		1
06/09/05	10000002	15500	60 Hex Blk Flo Dlx Hood Combo	040000		50

8.5 Blanket Purchase Order Inquiry

The Blanket Purchase Order Inquiry displays blanket purchase orders for a product/warehouse combination. This screen is similar to the Blanket P/O Availability screen within Purchase Order Entry.

Running the Blanket Purchase Order Inquiry

To view the Blanket Purchase Order Inquiry:

- 1 Select **Purchasing > Blanket Purchase Order Subsystem > Blanket Purchase Order Inquiries > Blanket Purchase Order Inquiry**.
- 2 Enter the *Product Number* or press **F3** to search.
- 3 Enter the *Warehouse* or press **F3** to search.

Blanket P/O information for this product appears.

Product Number: 1VWF62 Ingersoll Rand 15 HP 175 PSI
Warehouse: 10 Philadelphia Branch Gas Air Compressor 30 Gal Tank

Blanket P/O#	Vend#	R	Comment	Beg Date	Exp Date	Blk Qty	Cost	Rem Qty	Vend Quote#
10000020	100044	*		06/09/04	06/29/04	100	825.000	99	2
10000023	100058			08/08/04	07/14/05	100	855.000	100	IR-3324

F2-Save F6-Release Info

Figure 8-8: Blanket Purchase Order Inquiry Screen

Field & Function Key Descriptions

Fields Function Keys	Description
Blanket P/O Number	Blanket purchase orders containing this product.
Vend#	The vendor number associated with the blanket P/O.
R	An asterisk (*) displays if a quantity was released from the blanket P/O.
Comment	Comments entered on the blanket P/O header.
Beg Date	The date the price on the blanket P/O becomes effective.
Exp Date	The date the price on the blanket P/O order expires.
Blk Qty	The quantity of the product approved by the vendor for this quote.
Cost	The cost of the item as quoted by the vendor for this quote.
Rem-Qty	The quantity remaining on the purchase order, which is the quantity available for sourcing.
Vend Quote#	The vendor's quote number for the blanket P/O.
F2-Save	Closes the inquiry.
F5-Release Info	Opens the Blanket P/O Release Inq screen to display release information for each blanket P/O. All purchase orders sourced from the blanket purchase order display along with the quantity sourced.



Chapter 9 Purchasing Reports

The following purchasing reports are available in ADS:

- "Company Wide Product Analysis Report" on page 9-2.
- "Confirmed/Expedite Date Exception Report" on page 9-4.
- "Deleted Purchase Orders Report" on page 9-6.
- "Emergency Purchasing Requirements Report" on page 9-8.
- Fill Rates at Order Entry Reports:
 - "Fill Rate Summary Report by Buyer/Planner" on page 9-11.
 - "Fill Rate Detail Report" on page 9-13.
- "Frozen Control Thaw Date Report" on page 9-15.
- "Inventory Analysis Report" on page 9-17.
- "Lead Time Trends Report" on page 9-19.
- "Nightly Processing Reports" on page 3-31.
- "Open On The Water Purchase Order Detail Report" on page 9-21.
- "Open Purchase Order Detail Report" on page 9-24.
- "Overdue Purchase Order Report" on page 9-28.
- "P/O Vendor Exception Report" on page 9-31.
- "Purchase Order / Vendor Report" on page 9-33.
- "Purchase Order Log Report" on page 9-36.
- "Service Level Measurement Report" on page 9-40.
- Surplus Reports:
 - "Surplus Report" on page 9-42.
 - "Surplus Audit Report" on page 9-44.
 - "Sourcing Variance Report" on page 9-47.
 - "Surplus Report with On Order Merchandise" on page 9-50.
- Turns Reports:
 - "Vendor Line Turns Report" on page 9-53.
 - "Vendor Line Turn By Buyer Report" on page 9-55.
 - "Turns Report By Warehouse" on page 9-57.
 - "Turns Report By Product Line/Warehouse" on page 9-59.
 - "Turns Report By Vendor/Warehouse" on page 9-61.
- Vendor Audit Reports:
 - "Vendor Maintenance Audit Report by User Id" on page 9-63.
 - "Vendor Maintenance Audit Report by Vendor" on page 9-65.
- "Vendor Return Rules Report" on page 9-67.

9.1 Company Wide Product Analysis Report

This report provides a company-wide view of inventory position, usage, and sales hits. You can use this information for purchasing, product, and import analysis.

Menu Path: Purchasing > Reports > P/O Reports > Company Wide Product Analysis Report.

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Product Line Number.** The product line(s) to include for the company wide analysis.
- **Primary Vendor.** Only include products with these primary vendors assigned in Product Vendor Maintenance for the selected warehouses.
- **Specific Warehouse Number.** Warehouse(s) to include on the report. The report combines product usage and sales hits for the selected warehouses for an overall analysis.
- **# Of Months Usage to Total.** The number of month's usage and sales hits to accumulate for the selected warehouses.
- **Total Usage Dollars.** The total dollar value to evaluate for each product.

Column Descriptions

Column Heading	Description
Product#	The product number to be analyzed.
Description	Description of the product.
Onhand	The quantity of the product currently on hand for the combined warehouses.
Onorder	The quantity of the product on order for the combined warehouses.
Cmtd	The quantity of the product committed to transactions for the combined warehouses.
Avail	The quantity available to sell for the combined warehouses.
Slshts	The number of transactions on which the product was sold in the number of months selected for the combined warehouses.
Usage	The total usage quantity of the product for the number of months specified for the combined warehouses.
Cost	The replacement cost of the item.

Sample Report

Prelude Demo Customer
 Company Wide Product Analysis Report As Of 15:41:33 On 04/20/04
 PLINE.NUM = "10000" [# /Months Usage/Hits To Total = "6"]

User Id SEM Page 1

Product#	Description	Onhand	Onorder	Cmtd	Avail	SlsHits	Usage	Cost
DX0425TVN312	14" Grancut III Premium Blade Segemented Diamond	465	0	0	465	18	705	149.000
DX0425TVR312	14" Grancut III Premium Blade Segemented Diamond	286	26	26	286	18	625	149.000
DX0728TVN312	16" Grancut III Premium Blade Segemented Diamond	243	0	0	243	18	454	149.000
DX0728TVR312	16" Grancut III Premium Blade Segemented Diamond	349	0	0	349	18	713	149.000
DX0728TVS312	16" Grancut III Premium Blade Segemented Diamond S Core	389	0	0	389	18	587	149.000
DX0932TVN312	18" Grancut III Premium Blade Segemented Diamond R Core	83	0	0	83	18	719	149.000
DX0932TVR312	18" Grancut III Premium Blade Segemented Diamond Retipped	108	24	24	108	18	587	149.000
DX0932TVS312	18" Grancut III Premium Blade Segemented Diamond S Core	115	0	0	115	18	727	149.000

9.2 Confirmed/Expedite Date Exception Report

This report displays purchase orders that contain items with a confirmed delivery date (*Del-Date* on the P/O Detail Information screen) later than the expected date. You can use this information to help analyze vendor performance.

Menu Path: Purchasing > Reports > Confirmed/Expedite Date Exception

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse assigned to receive the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) for which you want to display late delivery dates.

Column Descriptions

Column Heading	Description
Vend/Name	Line 1: Vendor number. Line 2: Vendor description.
Expedite Contact/Phone	The expedite contact person's name and phone number.
P/O#	The purchase order number.
Product Number/Description	Line 1: Products to be expedited. Line 2: Description of the product.
Qty-Opn	The quantity not yet received. If an item was partially shipped, this is the quantity originally ordered minus the quantity received to date.
U/M	The unit of measure for the product as entered on the purchase order.
Org-Date	The original date that the order was expected to be delivered.
Del-Date	The date the line item is expected to be delivered. Defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.

Sample Report

Prelude Demo Customer
 Confirmed/Expedite Date Exception Report As Of 15:46:35 On 04/20/04
 No Selection Criteria Defined

User Id SEM Page 1

Vend/Name	Expedite Contact/Phone	P/O#	Product Number/Description	Qty-Opn	U/M	Org-Date	Del-Date
100031 Cerro Copper Tube		40000355	12X100 1/2"od X 100' Copper Coil	10	EA	04/08/04	03/19/04C
100031 Cerro Copper Tube		40000355	12X20 1/2"od X 20' Copper Tubing L Type	10	FT	04/08/04	03/19/04C
100031 Cerro Copper Tube		40000355	12X50 1/2"od X 50' Copper Coil	10	EA	04/09/04	03/19/04C
100031 Cerro Copper Tube		40000355	14X100 1/4"od X 100' Copper Coil	10	EA	04/08/04	03/19/04C

9.3 Deleted Purchase Orders Report

This report displays deleted purchase orders for a P/O deletion reason code and date. Once the report is run, you can purge the data.

This information is only tracked if the *Keep Deleted Purchase Orders* flag in File Update Parameters is set to **Y**.

Menu Path: Purchasing > Reports > P/O Reports > Deleted Purchase Orders

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Reason Code.** The reason code(s) indicating why the purchase orders were deleted.
- **Deleted Date.** Include deleted purchase orders with a deletion date on or before this date.

Column Descriptions

Column Heading	Description
Vend#/Name	Line 1: Vendor number. Line 2: Vendor description.
Del-Date	The date the purchase order was deleted.
P/O #	The purchase order number that was deleted.
DRsn	The deleted reason code. Set up in P/O Deletion Reason Code Maintenance.
Product Number	A list of the products that were on the deleted purchase order.
Description	The description of the product.
Qty-Opn	The quantity of the product that was deleted.
U/M	The unit of measure for the product as entered on this purchase order.
Price/ Ext.	Line 1: Price per unit of measure. Line 2: Extended dollar value of the deleted quantity. Line 3: Total dollar value of deleted items on the purchase order.

Sample Report

Prelude Demo Customer
 Deleted Purchase Orders Report As Of 15:49:50 On 04/20/04
 PO.RSN.DATE <= "04/20/04"

User Id SEM Page 1

Vend#/Name	Del-Date	P/O#	DRsn	Product Number	Description	Qty-Opn	U/M	Price/Ext.
100020 Dayton Electric Mft.	02/19/04	10000208	01	3LW64	Dayton 10,000 Watts Generator	2	EA	1816.750 3633.50 ----- 3633.50
100042 Porter Cable	02/11/04	90000003	01	6RM48	Porter Cable 2200 Watts Genera	2	EA	324.350 648.70
				6RM49	Porter Cable 5000 Watts Genera	2	EA	369.850 739.70
				6RM52	Porter Cable 6000 Watts Genera	2	EA	649.350 1298.70
				6RM51	Porter Cable 8000 Watts Genera	2	EA	844.350 1688.70 ----- 4375.80
100020 Dayton Electric Mft.	02/11/04	10000003	02	3W735	Dayton 2200 Watts Sport and Ho	3	EA	735.332 2206.00
				3W736	Dayton 4000 Watts Generator	3	EA	945.750 2837.25
				3W737	Dayton 5000 Watts Generator	3	EA	1052.350 3157.05
				5U936	Dayton 5000 Watts Generator	3	EA	1314.950 3944.85
				3W738	Dayton 6000 Watts Generator	3	EA	1191.450 3574.35 ----- 20582.80
100042 Porter Cable	02/11/04	10000005	02	6RM48	Porter Cable 2200 Watts Genera	3	EA	324.350 973.05
				6RM49	Porter Cable 5000 Watts Genera	3	EA	369.850 1109.55
				6RM52	Porter Cable 6000 Watts Genera	3	EA	649.350 1948.05
				6RM51	Porter Cable 8000 Watts Genera	3	EA	844.350 2533.05 ----- 6563.70 =====

9.4 Emergency Purchasing Requirements Report

This report lists emergency sales order line items that are not placed on a purchase order. The *Ship Via* from the sales order displays also.

Menu Path: Purchasing > Reports > Emergency Purchasing Requirements Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse assigned to receive the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) for which you want to display emergency sales order items that are ordered.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.

Column Descriptions

Column Heading	Description
Vend/Description	Line 1: Vendor number. Line 2: Vendor description.
Req-Date	The date the material is required to ship to the customer. Defaults from the header but can be overridden at the line item level.
Document#	Document that the product is linked to. The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales Order. • T - Transfer. • W - Work order.
Line#	Line number on the sales order.
Ty	Sales order type: <ul style="list-style-type: none"> • 01 - Regular. • 02 - Ship Complete. • 03 - Tag & Hold. • 04 - Direct Ship. • 05 - Counter Invoice. • 06 - Confirmation. • 07 - Regular Consignment. • 08 - Confirmation Consignment. • 09 - Return Goods. • 10 - Repair Orders. • 11 - Lease Orders. • 12 - Invoice When Complete. • 13 - Ship Backorder Complete. • 14 - Ship Line Item Complete. • 15 - Show Order. • 16 - Order Projection. • 17 - Manufacturer Rep. • 18 - Crib Replenishment.
Product/Description	Line 1: Products to be ordered. Line 2: Description of the product. Additional lines: If comments were entered, they appear below the product description.
Via	Ship via code from the sales order.
Description	Description of the ship via code.
Qty	Emergency quantity to be ordered.
U/M	The unit of measure for this product from the sales order.
Cost/Ext.	Line 1: Cost per unit. Line 2: Extended dollar value of the quantity to be ordered.

Sample Report

Development Company
 Emergency Purchasing Requirements Report As Of 14:52:37 On 01/15/04
 No Selection Criteria Defined
 Warehouse DALLAS STORE

User Id SEM Page 1

Vend/Description	Req-Date	Document#	Line#	Ty	Product/Description	Via Description	Qty	U/M	Cost/Ext.
000APW	12/24/03	S-104199	1	01	AGG002	01 OUR TRUCK	1	EA	5.000
Adam's Supply House					Canvas Fold-up Chair				5.00
Totals For Vendor Adam's Supply House									5.00
000BTM	11/08/03	S-102605	1	01	REM1100	01 OUR TRUCK	1	EA	200.000
Outdoor World					Remington 1100				200.00
Totals For Vendor Outdoor World									200.00
Totals For Warehouse DALLAS STORE									205.00
Grand Totals									205.00

9.5 Fill Rate Summary Report by Buyer/Planner

This report shows the percent of stock items and sales dollars that were filled on sales orders for products assigned to a buyer.

Menu Path: Purchasing > Reports > Fill Rates at Order Entry Reports > Fill Rate Summary Report by Buyer/Planner

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Buyer Number.** Typically the buyer assigned to the primary vendor. The buyer number can be overridden in Purchase Order Entry.
- **Entry Date Range.** The date range to include for orders filled between these dates.

Column Descriptions

Column Heading	Description
Buyer/Planner	The buyer number.
Entry Date	The date the sales order was entered.
Lines Reviewed	The total number of lines reviewed to determine fill rate (stock items only).
Lines Filled	The number of lines that were filled.
Lines Fill Rate	The number of lines on the order that are 100% pickable, divided by the number of lines on the order. Does not include items added to the order after it was originally entered.
Sales \$ Reviewed	The total amount of sales dollars reviewed to determine fill rate.
Sales \$ Filled	The total sales dollar amount of the lines that were filled.
Sales \$ Fill Rate	The percent of sales dollars that were able to fill orders.

Sample Report

Prelude Demo Customer
 Fill Rate Summary Report at Order Entry By Buyer/Planner As Of 14:05:17 On 06/04/04
 BUYER.NUM = "01" AND ENT.DATE >= "08/09/03" AND ENT.DATE <= "06/04/04"

User Id SEM Page 1

Buyer / Planner	Entry Date	Lines Reviewed	Lines Filled	Lines Fill Rate	Sales \$ Reviewed	Sales \$ Filled	Sales \$ Fill Rate
01 Katy Smith	05/17/04	18	17	94	972.81	722.83	74
	05/18/04	10	9	90	2112.87	2112.55	100
	05/19/04	6	5	83	232.90	128.40	55
	05/20/04	9	9	100	806.85	806.85	100
	05/21/04	10	6	60	635.18	165.58	26
	05/24/04	11	8	73	1065.32	904.40	85
	05/25/04	11	9	82	22131.76	22103.08	100
	05/26/04	5	2	40	63.43	8.08	13
	05/27/04	9	8	89	924.39	888.53	96
	05/28/04	15	9	60	2040.82	100.42	5
	06/01/04	3	3	100	42.95	42.95	100
	06/02/04	6	4	67	3701.30	16.00	0
	06/03/04	11	11	100	328.11	328.11	100
	06/04/04	7	5	71	360.49	260.61	72
Total For Katy Smith		131	105	80	35419.18	28588.39	81
Grand Totals		131	105	80	35419.18	28588.39	81

9.6 Fill Rate Detail Report

This report shows the number and percent of stock items that were filled on sales orders. You can run the report by product line and/or by warehouse.

Menu Path: Purchasing > Reports > Fill Rates at Order Entry Reports > Fill Rate Detail Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse.** The warehouse where the orders were filled.
- **Order Date Range.** The date range to include for orders filled between these dates.
- **Product Line.** The product lines to include in the report.

Column Descriptions

Column Heading	Description
Ship Loc	The warehouse that shipped the items.
Order Date	The date the sales order was entered.
Order Number	The sales order number that contains the product(s).
Product Line	The product line number.
Product Number	The product number.
Product Description	The description of the product.
Order Qty	The quantity originally ordered on the sales order.
Picked Qty	The quantity of the item that was available for picking.
# Of Lines	The number of lines on the sales order that contain the corresponding product number.
Lines Filled	The number of lines on the sales order that were able to be filled with the corresponding product.
Percent	The fill rate, or percent of items on the sales order that were picked.

Sample Report

Prelude Demo Customer
 Fill Rate Detail Report at Order Entry As Of 14:07:53 On 06/04/04
 WHSE.NUM = "10" AND ORD.DATE >= "08/09/03" AND ORD.DATE <= "06/04/04"

User Id SEM Page 1

Ship Loc	Order Date	Order Number	Product Line	Product Number	Product Description	Order Qty	Picked Qty	# Of Lines	Lines Filled	Percent
10	05/17/04	10000217	60000	Air Conditioning	HBA-F030S	Luxaire R22 3-ton Condensing	1	1	1	100
		10000218	17002	Lawn Equipment -	24-5780	Rear Weight Kit 2 35lb Weights	1	0	1	0
		17002		Lawn Equipment -	40998	Seat-Gasket	1	1	1	100
		10000220	23004	Imported Flat was	AF 18773	Flat Washers Stainless Steel	5	5	1	100
		23004		Imported Flat was	AF 18779	Flat Washers Stainless Steel	5	5	1	100
		10000225	10001	Hand Tools - Scre	4A844	Klein 1/4" Slotted Screwdriver	2	2	2	100
		10000228	50000	Pet Supplies	54156	Red Star Plastic Cat Id Tag	1	1	1	100
		10000236	10001	Hand Tools - Scre	4A844	Klein 1/4" Slotted Screwdriver	1	1	1	100
		10000237	10001	Hand Tools - Scre	4A844	Klein 1/4" Slotted Screwdriver	1	1	1	100
	05/18/04	10000238	23004	Imported Flat was	AF 18781	Bulk Flat Washers Stainless	2	2	1	100
		10000239	23004	Imported Flat was	AF 18777	Flat Washers Stainless Steel	5	5	1	100
		10000240	20000	Paper Products	10060	B&w Semi-stiff Cover 9-3/4 X	1	1	1	100
	05/19/04	10000252	10003	Hand Tools - Plie	4CP16	Cooper Xcelite Hard Wire 4"	2	2	1	100
		10000261	10003	Hand Tools - Plie	4A833	Klein 9-1/4" Pliers Side Cut	1	1	1	100
		10000262	10003	Hand Tools - Plie	4A833	Klein 9-1/4" Pliers Side Cut	1	1	1	100
		10000265	10001	Hand Tools - Scre	4A844	Klein 1/4" Slotted Screwdriver	1	1	1	100
		10000266	50000	Pet Supplies	14004	Replacement Handle Brown	5	5	1	100
		15001		Work gloves	2A217	Whizard Cut S	5	0	1	0
	05/20/04	10000279	23004	Imported Flat was	AF 18772	Flat Washers Stainless Steel	5	5	1	100
	05/21/04	10000286	10003	Hand Tools - Plie	5LL72	Klein Tool Solid Joint Pliers	3	3	1	100
		10000287	10003	Hand Tools - Plie	5LL72	Klein Tool Solid Joint Pliers	3	3	1	100
	05/24/04	10000301	13001	Pumps - Centrifug	2P688	Teel Centrifugal Pump 1/3 Hp	1	1	1	100
		10000302	17002	Lawn Equipment -	253-165	Oil Seal	3	3	1	100
			17002	Lawn Equipment -	86-5900	Tire 26 X 12.00 - 12 8 Ply	1	1	1	100
		10000304	13001	Pumps - Centrifug	1L730	D-Type Universal Joints Shaft	2	0	1	0
		10000305	11003	Power Tool - Cord	3MH88	Dewalt Pistol Grip Corded 3/8	2	2	1	100
	05/25/04	10000315	50000	Pet Supplies	54156	Red Star Plastic Cat Id Tag	1	1	1	100
		10000317	20110	Concert Band - Co	5941620	Accent On Ensembles - John And	2	2	1	100
		10000319	23001	Fasteners - Nuts	AF 22773	Grade-8 Hex Nuts Zinc Gold 1/4	2	2	1	100
	05/26/04	10000323	10001	Hand Tools - Scre	4A844	Klein 1/4" Slotted Screwdriver	1	1	1	100
		10000325	91001	Balloons	5230	Ruby Red 5" Balloons, Bulk 720	1	1	1	100
			91001	Balloons	52304	Ruby Red 3" Balloons, 72 Count	1	0	1	0
			91001	Balloons	52305	Ruby Red 5" Balloons, 72 Count	1	0	1	0
			50000	Pet Supplies	54620	3/8 Sassy Clr 8' Red	25	1	1	0
	05/27/04	10000335	20102	Concert & Contest	2438823	Apollo Sings The Blues - W.	10	10	2	100
		10000339	20110	Concert Band - Co	59415588	Accent On Ensembles - John And	1	1	1	100
			20110	Concert Band - Co	59415670	Accent On Ensembles - John And	2	2	1	100
	06/01/04	10000378	1000		KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	1	1	1	100
		10000379	23003	Fasteners - Beari	FAF 203K	Fafner 203k Ball Bearings	1	1	1	100
	06/02/04	10000383	1000		KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	1	1	1	100
		10000384	1000		KLE 600-1	HD SQ SHK SCREWDRIVER 1-1/2	1	1	1	100
		10000388	23004	Imported Flat was	AF 18772	Flat Washers Stainless Steel	1000	0	1	0
		10000390	10003	Hand Tools - Plie	4CP16	Cooper Xcelite Hard Wire 4"	100	8	1	0
	06/03/04	10000396	10003	Hand Tools - Plie	4CP33	Cooper Tools Short Chain Nose	4	4	1	100
		10000397	10003	Hand Tools - Plie	4CP33	Cooper Tools Short Chain Nose	4	4	1	100
		10000399	10003	Hand Tools - Plie	4CP33	Cooper Tools Short Chain Nose	4	4	1	100
Total For Warehouse 10						12725	1580	131	106	81
Grand Totals						12725	1580	131	106	81

9.7 Frozen Control Thaw Date Report

This report displays products with frozen controls and is sorted by thaw date. You can use this information to determine if the products should be left frozen, or released to let the system calculate purchasing requirements.

Menu Path: Purchasing > Reports > Frozen Control Date Thaw

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse containing the products.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Primary Vendor Number.** The primary vendor(s) for the products to include on the report.
- **Frozen Control Thaw Date.** The date to include all products with a frozen control cancellation date up to or on this date.

Column Descriptions

Column Heading	Description
Product Number	Line 1: The product number. Line 2: The product description.
Vend#	The vendor number.
Description	The vendor description.
Type	Purchase Method.
Minimum	Minimum quantity to keep in stock as set in Product Warehouse Maintenance.
Maximum	Maximum quantity to keep in stock as set in Product Warehouse Maintenance.
Forecast	The forecasted quantity calculated by the system.
Order Pt	The order point calculated by the system.
Line Pt	The line point calculated by the system.
Rec Qty	The recommended buy quantity recommended by the system.
Thaw Dte	The frozen control thaw date (cancellation date) for this product.

Sample Report

Prelude Demo Customer
 Frozen Control Thaw Report As Of 09:04:01 On 07/09/04
 THAW.DATE <= "08/13/05"
 Warehouse Philadelphia Branch

User Id SEM Page 1

Product Number	Vend#	Description	Type	Minimum	Maximum	Forecst	OrderPt	Line	Pt	Rec	Qty	Thaw	Dte
4M310	100058	Ingersoll Rand Corp	EOQ			1	0			1	1	10/07/04	
Ingersoll Rand 7.5 HP Two Air Stage Compressor Type 30													
EX4LYA			EOQ	0	0	0	0			0	0	08/18/04	
NEW EXT HARNESS 4M													
ZEX4LYA			EOQ	0	0	0	0			0	0	08/18/04	
NEW EXT HARNESS 4M													

9.8 Inventory Analysis Report

This report ranks products by cost of goods sold. The cumulative percent of sales and percent of inventory for each product displays. You can use this information to analyze the most important products based on cost of sales, and determine the percent of inventory that accounts for the most sales and the percent of inventory does not generate any sales.

When running this report, you are prompted to run the Current Product Classifications Rebuild Execution before executing the report.

Menu Path: Purchasing > Reports > Inventory Analysis

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse containing products to be ranked.

Column Descriptions

Column Heading	Description
Product Number	The product numbers ranked by cost of goods sold.
Description	The description of the products.
Usage Per Year	The quantity of the product sold per year.
Weighted Usage Cost	The average cost per unit.
Usage Extension	The extended dollar amount of the product used per year.
Cum %	The cumulative percent of sales.
Current On-Hand	The quantity of the product currently on-hand.
Current Cost Ext	The extended dollar amount of the product on hand,
Cum %	The cumulative percent of cost.
IC	The inventory class.

Sample Report

Prelude Demo Customer
 Inventory Analysis Report As Of 16:19:21 On 04/20/04
 WHSE.NUM = "10"
 Warehouse: Philadelphia Branch

User Id SEM Page 1

Product Number	Description	Usage Per Year	Weighted Usage Cost	Usage Extension	Cum %	Current On-Hand	Current Cost Ext	Cum %	IC
AF 18781	Bulk Flat Washers Stainless Steel	158927	20010.300	1801769.48	54.452	633	126665.20	11.828	1
MKT40DT	MarkLift 40' 4X4 Diesel Boom Tele	236	18200.000	4295200.00	61.806	5	91000.00	20.325	1
SIT60DT	Simon 60' 4x4 Diesel Boom Lift Te	181	20800.000	3764800.00	68.253	3	62400.00	26.152	1
SIT60G	Simon 60' 4x4 Gas Telescopic Boom	196	18850.000	3694600.00	74.579	5	94250.00	34.953	1
SIT60DA	Simon 60' 4x4 Diesel Boom Lift Ar	160	20800.000	3328000.00	80.277	5	104000.00	44.665	1
MKT40DA	MarkLift 40' 4X4 Diesel Boom Arti	115	16250.000	1868750.00	83.477	5	81250.00	52.252	1
30569	62" Guardian Deck	205	3148.000	645340.00	84.582	5	15740.00	53.721	1
INSP005-CDBL75	Inspiration Version 7 - - The Lab	274	1400.000	383600.00	85.238	15	21000.00	55.682	1
INSP005-CDBL50	Inspiration Version 7 - - The Lab	342	1099.000	375858.00	85.882	18	19782.00	57.530	1
INSP3000-SL50	Kidspiration - Lab(50) - The Prem	321	1018.000	326778.00	86.441	19	19342.00	59.336	1
R22-1750	Refrigerant 1750lb Container	224	1358.053	304203.87	86.962	4	5432.21	59.843	1
12518-PACKS	Birthday Stars Foil Balloons Prin	336	877.000	294672.00	87.467	17	14909.00	61.235	1
INSP005-CDBL25	Inspiration Version 7 - - The Lab	348	766.000	266568.00	87.923	20	15320.00	62.666	1
INSP3000-SL25	Kidspiration - Lab(25) - The Prem	313	713.000	223169.00	88.305	20	14260.00	63.997	1
R22-1000	Refrigerant 1000lb Container	222	861.053	191153.77	88.633	5	4305.27	64.399	1
5ZL80	Ingersoll Rand 25 HP Full Air Pac	36	4455.985	160415.46	88.907	2	8911.97	65.232	1
G104-WM	Steel Safety Cage	246	650.000	159900.00	89.181	12	7800.00	65.960	1
5Z598	Speedaire 1/2 HP Oil-Less Air Com	35	4419.350	154677.25	89.446	3	13258.05	67.198	1
5ZL82	Ingersoll Rand 30 HP Full Air Pac	32	4455.990	142591.68	89.690	1	4455.99	67.614	1
4RH74	Teel Centrifugal Pump 1.5Hp Type	287	465.000	133455.00	89.919	2	930.00	67.701	1
1N048	Nine (9) Peice Insulated Screwdri	711	170.975	121563.23	90.127		0.00	67.701	1
5ZL78	Ingersoll Rand 20 HP Full Air Pac	27	4292.140	115887.78	90.325	0	0.00	67.701	1
KALB015ECAV	Compressor	45	2500.660	112529.70	90.518	0	0.00	67.701	1
4R778	Ingersoll Rand 15 HP Two Stage Ai	36	2736.250	98505.00	90.687	1	2736.25	67.956	1
15502	60 Hex Oak Flo Dlx Hood Combo	615	152.565	93827.48	90.847	82	12510.33	69.125	1
2P691	Teel Centrifugal Pump 1 Hp Type T	200	450.000	90000.00	91.001	1	450.00	69.167	1
3P962	Teel Centrifugal Pump 2 Hp Motor	179	500.000	89500.00	91.155	1	500.00	69.213	1
4YJ65	Milwaukee Cordless Drill 18.0 Vol	507	174.850	88648.95	91.306	0	0.00	69.213	1
15500	60 Hex Blk Flo Dlx Hood Combo	536	148.166	79416.98	91.442	79	11705.11	70.306	1
6XF99	Milwaukee Cordless Drill 18.0 Vol	496	155.350	77053.60	91.574	0	0.00	70.306	1
2P692	Teel Centrifugal Pump 1.5 Hp = Mo	153	500.000	76500.00	91.705	2	1000.00	70.400	1
4RH73	Teel Centrifugal Pump 3/4Hp Type	217	350.000	75950.00	91.835	2	700.00	70.465	1
30625	Deluxe Suspension Seat	188	403.000	75764.00	91.965	4	1612.00	70.616	1
2P689	Teel Centrifugal Pump 1/2 HP Moto	261	282.750	73797.75	92.091	2	565.50	70.668	1
188X100	1-1/8"od X 100' Copper Coil	432	170.813	73791.22	92.218	18	3074.63	70.955	1
4RH71	Teel Centrifugal Pump Noryl Hp 1/	245	300.000	73500.00	92.344	3	900.00	71.039	1
AF 18779	Flat Washers Stainless Steel 7/8	161621	44.990	72713.29	92.468	633	284.79	71.066	1

9.9 Lead Time Trends Report

This report displays lead time trend information for a receipt date, vendor number, and product number. You can use this information to analyze vendor performance.

The report **excludes** leadtimes for products if:

- Stock was received after the first stock receipt.
- The *Unusual Delivery flag* is set to **Y** on the P/O Header.
- The *Emergency P/O* flag is set to **Y** on the P/O Header.
- The *Purchase Order Type* is 03 and the lead time is less than 0.
- The *Lead Time* is greater than the *Cutoff Days for Lead Times* in Purchasing Parameters.

Menu Path: Purchasing > Reports > Lead Time Trend Report.

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Receipt Date.** The receipt cutoff date. All stock received on or after this date.
- **Vendor Number.** The vendor corresponding to the product number.
- **Product Number.** The product number for which you wish to display lead time trend information.
- **Date Sort.** The sorting method for the report: **A** - ascending P/O receipt date; **D** - descending P/O receipt date.

Column Descriptions

Column Heading	Description
Product#/ Description	Line 1: Product number. Line 2: Description of the product. Line 3: 2nd line of description of the product.
Whse	Warehouse assigned to receive the material.
P/O #	Purchase order and release number for the received item.
P/O Date	Date the purchase order was entered.
Rec-Date	Date the item was received into the warehouse.
LeadTime	The lead time calculated from Purchasing Parameters.
Qty-Ord	Quantity of the item originally ordered on this purchase order.
Qty-Rec	Quantity of the item received on this purchase order.
Cost	Replacement cost of the product.

Sample Report

Prelude Demo Customer
Lead Time Trends Report As Of 16:24:54 On 04/20/04
REC.DATE >= "04/20/04" [Date Sort = "A"]
Vendor 100099 Ansel Perfect Fit Glove Compan

User ID SEM Page 1

Product#/Description	Whse	P/O #	P/O Date	Rec-Date	LeadTime	Qty-Ord	Qty-Rec	Cost
4JF48 Ansell Perfect Fit Gloves Triple Strand Steel Knit Size	10	100000	05/10/04	05/10/04	0	100	100	13.312
4JF48 Ansell Perfect Fit Gloves Triple Strand Steel Knit Size	10	100000	05/10/04	05/10/04	0	1	1	13.312

9.10 Open On The Water Purchase Order Detail Report

This report lists information for open On The Water (types 12 and 13) purchase orders. To view all other purchase order types refer to the "Open Purchase Order Detail Report" on page 9-24.

Menu Path: Purchasing > Reports > P/O Reports > Open On The Water Purchase Order Detail

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that is to receive the material on the open purchase orders.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Purchase Order Number.** Purchase order numbers to include on the report.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in purchase order entry.
- **Vendor Number.** Vendor(s) for which you want to display open purchase orders.
- **P/O Date.** Include all purchase orders entered on before this date.
- **Vendor Order Number.** The vendor's order number that corresponds to the purchase order number.
- **Currency.** Currency codes to include for the selected vendors.

Column Descriptions

Column Heading	Description
Vend#	Line 1: Vendor number. Line 2 (unlabeled): Vendor description.
P/O #	Purchase order number.
P/O-Date	The date the purchase order was created.
Byr	The buyer assigned to the purchase order.

Column Heading	Description
Tp	The Purchase order type: <ul style="list-style-type: none"> • 12 - OTW Stock. • 13 - OTW Direct.
Vendor Order Number (unlabeled)	The vendor's order number that corresponds to the purchase order number (if applicable).
Product Number	Line 1: Products still open on the purchase order. Line 2: Description of the product. Additional lines: If comments were entered, they appear below the product description.
Vendor Product#	The vendor's product number for the item.
Whse	The warehouse assigned to receive the material.
Promised	The date the vendor promised to deliver the item based on their acknowledgement. This date is used to calculate vendor performance statistics. Defaults from the header but can be overridden at the line item level.
Del-Date	Date the line item is expected to be delivered. Defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Linked document (Unlabeled)	Document that the product is linked to (if applicable). The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer. • W - Work order.
Qty-Opn	Quantity not yet received. If an item was partially shipped; the quantity originally ordered minus the quantity received to date.
Blanket P/O (unlabeled)	Reference to a blanket purchase order number (if applicable).
U/M	The unit of measure for the product as entered on this purchase order.
Cost/Ext	Line 1: Cost per unit. Line 2: Extended dollar value of the quantity remaining on the purchase order.
Notes (Unlabeled)	Displays notes entered on the purchase order.

Sample Report

Open On The Water P/O Detail Report As Of 11:13:41 On 03/18/04
 WHSE.LIST = "20" AND PO.DATE <= "03/18/04"

Vend#	P/O #	P/O-Date	Byr Tp	Product Number	Vendor Product#	Whse	Promised	Del-Date	Qty-Opn	U/M	Cost/Ext
000101	200088	03/18/04	RLW 12	86-5900		20	03/28/04	03/28/04	5	EA	152.158
TDK AUTO BODY SUPPLY - C 545489238 Tire 26 X 12.00 - 12 8 Ply											760.79
Totals For Purchase Order 200088											760.79
Ship Date: 03/16/04											
# Containers: 1											
Vendor Inv#: 1484844723											
Bill of Lading#: 29498472733											
Totals For Vendor 000101 TDK AUTO BODY SUPPLY - CANADA											760.79
Totals For Currency CAN CANADIAN											760.79
=====											
000039	200092	03/18/04	HPL 12	38217		20	04/17/04	04/17/04	10	EA	4.000
Hobby Tool Supply 229494484 MOTO TOOL SANDING DISK 1/2 INCH DIAMETER DRUM											40.00
B-200500											40.00
Totals For Purchase Order 200092											40.00
Ship Date: 03/17/04											
# Containers: 2											
Vendor Inv#: 1894829834											
Bill of Lading#: 24004928323											
Totals For Vendor 000039 Hobby Tool Supply											40.00
=====											
090000	200090	03/18/04	BM 13	LEX 386-40		20	06/01/04	06/01/04	10	EA	600.000
LEXIS COMPUTERS 443832783 386 PC 2MB MM 40MB DRIVE											6000.00
LEX 552											157.938
LEXIS COMPUTERS 443832783 VGA COLOR MONITOR 600LR											3158.76
S-200039											9158.76
Totals For Purchase Order 200090											9158.76
Ship Date: 03/18/04											
# Containers: 2											
Vendor Inv#: 1444482834											
Bill of Lading#: 29409283432											
Totals For Vendor 090000 LEXIS COMPUTERS											9158.76
=====											
100003	200084	03/18/04	01 12	30769	TOR30769	20	05/22/04	05/22/04	20	EA	232.000
Toro Inc 322398424 Cushion Seat GM200											4640.00
76-3000											159.720
Axle-rear											3993.00
Totals For Purchase Order 200084											8633.00
Ship Date: 03/18/04											
# Containers: 2											
Vendor Inv#: 11223932984392390432											
Bill of Lading#: 33328923894432394823											
Totals For Vendor 100003 Toro Inc											8633.00
Totals For Currency US US DOLLARS											17102.86
=====											

9.11 Open Purchase Order Detail Report

This report displays detail information on open purchase orders except P/O types 12 and 13. To view a report for types 12 and 13 refer to the "Open On The Water Purchase Order Detail Report" on page 9-21.

Menu Path: Purchasing > Reports > P/O Reports > Open Purchase Order Detail

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that is to receive the material on the open purchase orders.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Purchase Order Number.** Purchase order number(s) to include on the report.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.
- **Vendor Number.** Vendor(s) for which you want to display open purchase orders.
- **Purchase Order Date.** Include all purchase orders entered on or before this date.
- **Purchase Order Type.** Purchase orders types to **exclude** from the report.
- **Vendor Order Number.** The vendor's sales order number that corresponds to the purchase order number.
- **Currency.** Currency codes to include for the selected vendors.

Column Descriptions

Column Heading	Description
Vend#	Line 1: Vendor number. Line 2 (unlabeled): Vendor description.
P/O #	Purchase order number.
P/O-Date	The date the purchase order was created.
Byr	Buyer assigned to the purchase order.
Tp	The purchase order type: <ul style="list-style-type: none"> • 01 - Regular. • 02 - Direct Ship. • 03 - Will Call. • 04 - Multi Branch. • 05 - Special. • 07 - Capital Assets. • 08 - Non Inventory Expenses. • 09 - Future Purchase Order. • 10 - Consigned. • 11 - Recurring Billing.
Vendor Order Number (unlabeled)	The vendor's order number that corresponds to the purchase order number (if applicable).
Product Number	Line 1: Products still open on the purchase order. Line 2: Description of the product. Additional lines: If comments were entered, they appear below the product description.
Vendor Product#	The vendor's product number for the item.
Whse	Warehouse assigned to receive the material.
Promised	The date the vendor promised to deliver the item based on their acknowledgement. This date is used to calculate vendor performance statistics. Defaults from the header but can be overridden at the line item level.
Del-Date	Date the line item is expected to be delivered. Defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Linked document (Unlabeled)	Document that the product is linked to (if applicable). The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T - Transfer. • W - Work order.

Column Heading	Description
Qty-Opn	Quantity not yet received. If an item was partially shipped, this is the quantity originally ordered minus the quantity received to date.
Blanket P/O (unlabeled)	Reference to a blanket purchase order number (if applicable).
U/M	The unit of measure for the product as entered on this purchase order.
Cost/Ext	Line 1: Cost per unit. Line 2: Extended dollar value of the quantity remaining on the purchase order.

Sample Report

Open Purchase Order Detail Report As Of 10:35:20 On 03/18/04
 WHSE.LIST = "20" AND PO.DATE <= "03/18/04"

Vend#	P/O #	P/O-Date	Byr Tp	Product Number	Vendor	Product#	Whse	Promised	Del-Date	Qty-Opn	U/M	Cost/Ext
000101	200080	03/10/04	RLW 01	COM 324-5123-201			20	04/05/04	03/20/04	15	EA	53.260
TDK AUTO BODY SUPPLY - C 998384848 SECT 2 BOLT "B"												
TYR 5476												
3/4 BOLT												

Totals For Purchase Order 200080											799.07	
=====												
Totals For Vendor 000101 TDK AUTO BODY SUPPLY - CANADA												877.82
Totals For Currency CAN CANADIAN												877.82
=====												
000001	200010	08/12/97	DK 01	WIL CART-4			20	08/13/97		1	EA	1750.000
Wilson Accessories Inc. Wilson Golf Cart - 4 Wheel Gas Operated												
S-100170												

Totals For Purchase Order 200010											1750.00	
=====												
Totals For Vendor 000001 Wilson Accessories Inc.												1750.00
000039	200077	03/10/04	TAS 01	38217			20	04/22/04	04/07/04	25	EA	4.000
Hobby Tool Supply 748489283 MOTO TOOL SANDING DISK 1/2 INCH DIAMETER DRUM												
B-200500												

Totals For Purchase Order 200077											100.00	
000039	200078	03/18/04	BM 01	38217			20	03/26/04	03/24/04	25	EA	4.000
Hobby Tool Supply 334844838 MOTO TOOL SANDING DISK 1/2 INCH DIAMETER DRUM												
B-200500												

Totals For Purchase Order 200078											100.00	
=====												
Totals For Vendor 000039 Hobby Tool Supply												200.00
001029	200072	03/10/04	KAH 01	5915P11B43			20	03/21/04	03/19/04C	10	EA	10.000
INDUSTRIAL SUPPLIES 999388832 BAND PASS FILTER, 10.7 MHZ, 60 KHZ. P/N 11B43 MCCOY												
5919P11B43												
20 03/22/04 03/19/04E 15 EA 9.500												
BAND PASS FILTER, 10.7 MHZ AEROSPACE MODEL TCR-144												

Totals For Purchase Order 200072											242.50	
=====												
Totals For Vendor 001029 INDUSTRIAL SUPPLIES												242.50
Totals For Currency US US DOLLARS												2192.50

9.12 Overdue Purchase Order Report

This report displays information on overdue purchase orders. You can generate the report by warehouse, vendor, delivery date, or P/O type.

Menu Path: Purchasing > Reports > P/O Reports > Overdue Purchase Order

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that is to receive the material on the overdue purchase orders.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.
- **Vendor Number.** Vendor(s) for which you want to display overdue purchase orders.
- **Delivery Date.** The date by which the P/Os will be considered late if not received.
- **P/O Type Range.** Range of purchase order types to include on the report.

Column Descriptions

Column Heading	Description
Vendor/Name	Line one: Vendor number. Line two: Vendor description.
P/O #	Purchase order number.
P/O Date	Date the purchase order was entered.
Product Number	Products on the purchase order considered to be overdue.
Description	Description of the product.
Whse	The warehouse assigned to receive the material.
Del-Date	Date the line item is expected to be delivered. This date defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Qty-Opn	Quantity not yet received. If an item was partially shipped; the quantity originally ordered minus the quantity received to date
U/M	The unit of measure for the product as entered on this purchase order.
Extension	Extended dollar value of the quantity remaining on the purchase order.

Sample Report

Prelude Demo Customer
 Overdue Purchase Order Report As Of 08:45:57 On 04/22/04
 DEL.DATE <= "04/22/04"

User Id SEM Page 1

Vendor/Name	P/O #	P/O Date	Product Number	Description	Whse	Del-Date	Qty-Opn	U/M	Extension	
100099	90000232	03/07/04	4JF53	Ansell Perfect Fit Gloves Knit Double Strand Steel Size S	90	03/17/04	22	EA	215.51	
Vendor Order Number		03/07/04	4JF54	Ansell Perfect Fit Gloves Knit Double Strand Sleeve Size 11	90	03/17/04	19	EA	257.26	
Vendor Order Number									----- 472.77	
Totals For Vendor 100099									=====	
									472.77	
040000	90000220	03/07/04	AF 30513	Stainless Steel Nylon Insert 8 Locknuts X 32	90	03/17/04	4902	C	219.41	
Vendor Order Number									-----	219.41
Totals For Vendor 040000									=====	
									219.41	
100102	90000234	03/07/04	3MH92	Dewalt Pistol Grip Corded 3/8 Drill Model# Dw106 Ck 5.4a	90	03/17/04	12	EA	512.86	
Vendor Order Number		03/07/04	4LF69	Dewalt Pistol Grip Corded 3/8 Drill Model# Dw222 Chuck; 6.7a	90	03/17/04	9	EA	604.31	
Vendor Order Number		03/07/04	4LF70	Dewalt Pistol Grip Corded 3/8 Drill Model# Dw223g Ck 7.0a	90	03/17/04	9	EA	696.15	
Vendor Order Number		03/07/04	4LF76	Dewalt Pistol Grip Corded 1/2 Drill # Dw245 Chuck; 7.8amp;	90	03/17/04	9	EA	851.18	
Vendor Order Number		03/07/04	4LF77	Dewalt Pistol Grip Corded 7.8a Drill Model# Dw246 Chuck	90	03/17/04	9	EA	909.68	
Vendor Order Number		03/07/04	4WM30	Dewalt Pistol Grip Corded 3/8 Drill Model# Dw106k Ck 5.4 amp	90	03/17/04	12	EA	514.80	
Vendor Order Number		03/07/04	6RM76	DeWatl 7.2 Volt Cordless Case Screwdriver	90	03/17/04	9	EA	618.64	

									5230.22	
Totals For Vendor 100102									=====	
									5230.22	

9.13 P/O Vendor Exception Report

This report displays products that were purchased from a vendor other than the product's primary vendor.

After running the report, you have the option to purge the data.

This information is only tracked if the *Keep Primary Purchase Vendor* flag in File Update Parameters is set to **Y**.

Menu Path: Purchasing > Reports > P/O Reports > P/O Vendor Exception

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Warehouse Number.** The warehouse for which the material was purchased.
- **Vendor Number.** Vendor number to select for the report. The vendor that the products were bought from, not the primary vendor.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.

Column Descriptions

Column Heading	Description
P/O #	Purchase order number.
P/O Date	Date the purchase order was entered.
P/O Vendor / Description	Line 1: Number of the vendor where the product was purchased from. Line 2: Description of the vendor where the product was purchased from.
Buyer	Buyer assigned to this purchase order.
Whse	The warehouse assigned to receive the material.
Product # / Description	Line 1: Products on the purchase order. Line 2: Description of the product.
P/O Qty	Total quantity of the product purchased on this purchase order.
Primary Vendor / Description	Line 1: Primary vendor number for this product as set up in the Product/Warehouse record. Line 2: Description of the product's primary vendor.

Sample Report

Prelude Demo Customer
 P/O Vendor Exception Report As Of 09:01:37 On 04/22/04
 No Selection Criteria Defined

Page : 1

P/O #	P/O Date	P/O Vendor / Description	Buyer	Whse	Product # / Description	P/O Qty	Primary Vendor / Description
10000231	06/11/03	100103 Cooper Tools	01	10	5MC39 Cooper Tools 6 Pc. Electronics Pliers Kit	45	100104 Norton Abrasives
10000224	06/11/03	100104 Norton Abrasives	01	10	4CP63 Cooper Tools Long Nose Side 5" Cutter Pliers Cushion/spring	110	100103 Cooper Tools
10000224	06/11/03	100104 Norton Abrasives	01	10	4CP64 Cooper Tools Long Nose Side 5 Cutter Pliers Cushion/spring 1	90	100103 Cooper Tools
40000147	06/19/03	100104 Norton Abrasives	04	40	4CP63 Cooper Tools Long Nose Side 5" Cutter Pliers Cushion/spring	4	100103 Cooper Tools
40000147	06/19/03	100104 Norton Abrasives	04	40	4CP64 Cooper Long Nose Side 5 Cutter Pliers 5 1/4"	55	100103 Cooper Tools

9.14 Purchase Order / Vendor Report

This report displays information on open purchase orders by vendor and/or product line.

Menu Path: Purchasing > Reports > P/O Reports > Purchase Order/
Vendor

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that is to receive the material on the open purchase orders.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) for which you want to display open purchase orders.
- **Order Date Range.** Beginning and ending range for the date the purchase order was created.
- **Product Line.** Product lines to include on the report.

Column Descriptions

Column Heading	Description
P.O. #	The purchase order number.
P/O-Date	The date the order was entered.
Product Number	Products on the purchase orders that are not received.
Description	Description of the product.
Whse	Warehouse assigned to receive the material.
Linked Document (Unlabeled)	The document that the product is linked to (if applicable). The prefix indicates the document type: <ul style="list-style-type: none"> • S - Sales order. • T -Transfer. • W -Work order.
Del-Date	The date the line item is expected to be delivered. Defaults from the header but can be overridden at the line item level. The date may be followed by one of the following status codes: <ul style="list-style-type: none"> • C - Date originally confirmed by vendor. • E - Date confirmed by vendor after expediting. • O - Date overridden by operator. • Blank - Date assigned when the purchase order was entered.
Qty-Opn	Quantity not yet received. If an item was partially shipped; the quantity originally ordered minus the quantity received to date.
U/M	The unit of measure for the product as entered on this purchase order.
Extension	Extended dollar value of the quantity remaining on the purchase order.
Cde	Indicates the type of linked document if applicable: <ul style="list-style-type: none"> • O - Sales order. • T - Transfer. • W - Work Order.

Sample Report

Prelude Demo Customer
 Purchase Order / Vendor Report As Of 09:07:15 On 04/22/04
 No Selection Criteria Defined

User Id SEM Page 1

P.O. #	P/O-Date	Product Number	Description	Whse	Del-Date	Qty-Opn	U/M	Extension	Cde
90000219	04/01/04	1Y125	Milwaukee Cordless Screwdriver 2.4 Volt Adjustable Clutch	90	03/17/04	10	EA	623.68	
		4YJ65	Milwaukee Cordless Drill 18.0 Volt; 1/2 Chuck T-grip	90	03/17/04	6	EA	1049.10	
		6A716	Milwaukee Cordless Screwdriver 3.6 Volt Automatic Spindle Loc	90	03/17/04	15	EA	391.95	

								2064.73	
								=====	
Totals For Vendor# 030000 Milwaukee Electric Tool Compan								2064.73	
90000220	03/07/04	AF 30513	Stainless Steel Nylon Insert 8 Locknuts X 32	90	03/17/04	4902	C	219.41	
								=====	
Totals For Vendor# 040000 Black & Decker								219.41	
90000221	03/07/04	FAF 203K	Fafner 203k Ball Bearings	90	03/17/04	80	EA	1100.00	
		FAF 203KD	Fafner 203kd Ball Bearings	90	03/17/04	48	EA	554.40	
		FAF 203Q	Fafner 203q Ball Bearings	90	03/17/04	80	EA	560.00	
		FAF 203R	Fafner 203r Ball Bearings	90	03/17/04	80	EA	0.00	

								2214.40	
								=====	
Totals For Vendor# 060000 Fafner Bearing Company								2214.40	
90000222	03/07/04	30241	GroundMaster 228D	90	03/17/04	2	EA	20648.00	
		30242	GroundMaster 228D 4WD	90	03/17/04	2	EA	25030.00	

								45678.00	
								=====	
Totals For Vendor# 100003 Toro Inc								45678.00	
90000224	03/07/04	HUSRO2RV	Husky Coat 50yr Finish Red Oak 2 1/4" Face W. Rustic Grade	90	03/17/04	58	SFT	166.46	
		HUSRO2SV	Husky Coat 50yr Finish Red 2 Oak, 1/4" Face Width, Select	90	03/17/04	58	SFT	166.46	
		RO2SV	Red Oak 2 1/4" Face W Select 3/4 BdThickness Micro Bevel	90	03/17/04	63	SFT	151.83	
		RO4SV	Red Oak 4" Face Width - Select 3/4 Board Thick Micro Bevel	90	03/17/04	63	SFT	151.83	

								636.58	
								=====	
Totals For Vendor# 100074 Mccoy								636.58	

9.15 Purchase Order Log Report

This report displays an audit trail of activities related to a single purchase order number or all purchase orders entered for a vendor.

Menu Path: Purchasing > Reports > P/O Reports > Purchase Order Log

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Vendor Number.** The vendor number for which you want to view an audit trail for each of their purchase orders.
- **Purchase Order Number.** The purchase order number for which you want to view an audit trail.

Column Descriptions

Column Heading	Description
P/O#	Purchase order number.
Vend#	Vendor number.
Description	Vendor description.
Code	Transactions affecting the purchase order. See "Purchase Order Log Inquiry Codes" on page 9-37.
Act Date	Date the transaction occurred.
Time	Time the transaction occurred.
User	User Id of the person who entered the transaction.
Reference	The document associated with the action (e.g., if it is linked to a sales order, the sales order number is displayed.)

Purchase Order Log Inquiry Codes

Code	Description
ACB	Automatic cancellation of backordered items.
ADD	Line Item added.
ADE	Accounts payable receiver deleted.
APH	Accounts payable hold due to invoice amount exceeding user's approval limit or buyer hold.
API	Released from hold in Accounts Payable Release Inquiry.
APS	Accounts payable suspend.
APP	Accounts payable posting.
ARI	Released from hold in Account Payable Release Inquiry.
ASG	Purchase order number assigned.
CHG	Company-tracked changes.
CLN	Original receiver closed by a negative receiver.
CLS	Purchase order completely received and closed.
CNV	Purchase order converted or purchase requisition converted.
DEL	Purchase order deleted.
DOC	DOE conversion.
DUP	Purchase order duplicated through P/O duplication process.
EML	Purchase order emailed.
ENT	Entered into purchase order after the original purchase order was created.
ESC	Escape from purchase order.
FAX	Purchase order faxed.
FFA	Flat file acknowledged.
FFG	Flat file generated.
LBC	Line backorder cancelled.
LDE	Line item deleted.
MOV	Line item moved from another purchase order.
MRG	Receiver merged.
NEG	Negative receiver.
OTW	On the water maintenance performed.
OUT	Outplant receipt.
PLS	Line item split in Purchase Order Entry.
PRT	Purchase order printed.
REC	Stock receipts.
RFS	RF Stock Receipts Entry.
RMV	Line item moved to another purchase order.

Code	Description
SPL	Receiver split.
SRB	Stock receipt batch entry.
SRD	Direct ship stock receipt.
SRH	Stock receipt hold.
SRI	Released from Stock Receipts Discrepancy Inquiry.
850	Sent EDI.

Sample Report

Prelude Demo Customer
Purchase Order Log Report As Of 09:15:12 On 04/22/04
No Selection Criteria Defined

User Id SEM Page 1

P/O#	Vend#	Description	CodeAct	Date	Time	UserPrt	Reference
10000001	100099		ASG	05/10/04	15:28	DEMO 6	
	100099		REC	05/11/04	09:38	DEMO 6	10000001-1
	100099		CLS	05/11/04	09:38	DEMO 6	
	100099		APP	05/11/04	09:39	DEMO 6	10000001-1 Inv# 1288333
	100099		CHG	05/11/04	09:39	DEMO 6	10000001-1
10000002	100099		ASG	05/10/04	15:39	DEMO 7	
	100099		REC	05/10/04	16:14	DEMO 7	
	100099		CLS	05/10/04	16:14	DEMO 7	
10000003	100020		ASG	02/11/04	10:10	KME 6	
	100020		ENT	02/11/04	10:15	KME 6	
	100020		DEL	02/11/04	10:15	KME 6	Del Rsn Code: 02
10000004	100020		ASG	02/11/04	10:17	KME 6	
	100020		REC	02/11/04	10:26	KME 6	10000004-1
	100020		REC	02/11/04	10:27	KME 6	10000004-2
	100020		CLS	02/11/04	10:27	KME 6	
	100020		APP	02/28/04	18:32	DK 28	10000004-1 Inv# 100004
	100020		CHG	02/28/04	18:32	DK 28	10000004-1
	100020		APP	02/28/04	18:32	DK 28	10000004-2 Inv# 100004B
	100020		CHG	02/28/04	18:32	DK 28	10000004-2
10000005	100042		ASG	02/11/04	11:23	KME 6	
	100042		DEL	02/11/04	11:24	KME 6	Del Rsn Code: 02
10000006	100042		ASG	02/11/04	11:24	KME 6	
	100042		CHG	02/11/04	11:25	KME 6	6RM48
	100042		CHG	02/11/04	11:25	KME 6	6RM49
	100042		CHG	02/11/04	11:25	KME 6	6RM52
	100042		CHG	02/11/04	11:26	KME 6	6RM51
	100042		REC	02/11/04	14:05	JNC 18	10000006-1
	100042		CLS	02/11/04	14:05	JNC 18	
	100042		APP	02/28/04	18:33	DK 28	10000006-1 Inv# 100006
	100042		CHG	02/28/04	18:33	DK 28	10000006-1
10000007	100058		ASG	02/11/04	11:32	KME 6	
	100058		REC	02/11/04	14:10	JNC 18	10000007-1
	100058		CLS	02/11/04	14:10	JNC 18	
	100058		APP	02/28/04	18:33	DK 28	10000007-1 Inv# 100007
	100058		CHG	02/28/04	18:33	DK 28	10000007-1
10000008	100060		ASG	02/11/04	11:37	KME 6	
	100060		DEL	02/11/04	11:40	KME 6	Del Rsn Code: 02
10000009	100109		ASG	02/11/04	13:05	KME 17	
	100109		ENT	02/11/04	13:07	KME 17	
	100109		REC	02/11/04	13:12	KME 17	10000009-1
	100109		CLS	02/11/04	13:12	KME 17	
	100109		APP	02/28/04	18:34	DK 28	10000009-1 Inv# 100009
	100109		CHG	02/28/04	18:34	DK 28	10000009-1
10000010	100108		ASG	02/11/04	14:10	KME 17	
	100108		REC	02/19/04	09:51	KME 9	10000010-1
	100108		CLS	02/19/04	09:51	KME 9	
	100108		APP	02/28/04	19:39	DK 28	10000010-1 Inv# 100010
	100108		CHG	02/28/04	19:39	DK 28	10000010-1
10000011	010000	Office Max	CNV	02/11/04	15:49	DSI 21	10000011
	010000		ENT	02/11/04	15:56	DSI 21	
	010000		REC	02/19/04	10:55	JNC 3	10000011-1
	010000		CLS	02/19/04	10:55	JNC 3	
	010000		APP	02/28/04	18:58	DK 28	10000011-1 Inv# 100011
	010000		CHG	02/28/04	18:58	DK 28	10000011-1

9.16 Service Level Measurement Report

This report is broken down by product line and displays the percent of line items ordered that were shipped. You can use this information to determine the percent of customer requirements that were met. Historical statistics are also included to show if the percentage is improving.

Menu Path: Purchasing > Reports > Service Level Measurement

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that shipped the products.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Product Line Number.** The product line for listing surplus inventory.
- **Break By Warehouse?** Determines how you want the report to print: **Y** - To print the report by warehouse and include totals by warehouse: **N** - To combine all warehouses and include a grand total.

Column Descriptions

Column Heading	Description
Prod Line	The product line for grouping products.
Description	The description of the product line.
Incomplete S/O Lines	The number of lines on sales orders containing this product line that were shipped incomplete.
Total S/O Lines	The total number of lines on sales orders for this product line.
Service Level	The percent of line items shipped for line items ordered for this product line.
Historical Months	The service level for this product line for the last 6 months.

Sample Report

Service Level Measurement Report As Of 09:29:33 On 04/22/04
 [Break By Warehouse? = "Y"]
 Warehouse: Philadelphia Branch

Prod Line	Description	Incomplete S/O Lines	Total S/O Lines	Service Level	***** Historical Months *****					
					1	2	3	4	5	6
10000	Diamond Cutting Saw Blades	0	0	0	50.000	100.000				
10001	Hand Tools - Screwdrivers	0	0	0	12.963	73.750				
10003	Hand Tools - Pliers	0	0	0	51.316	86.275				
11002	Power Tools - Cordless Drills	0	0	0	27.397	61.539				
11003	Power Tool - Corded Drill	0	0	0	23.077	64.286				
13001	Pumps - Centrifugal Pumps	0	0	0	35.484	100.000				
15001	Work gloves	0	0	0	35.955	84.000				
20000	Paper Products	0	0	0	47.059	84.211				
20101	Concert & Contest Selections,	0	0	0	94.118	100.000				
20102	Concert & Contest Selections,	0	0	0	86.842	100.000				
20110	Concert Band - Concert Band Me	0	0	0	96.000	100.000				
23001	Fasteners - Nuts	0	0	0	66.667	100.000				
23002	Fasteners - Washers	0	0	0	64.935	100.000				
23003	Fasteners - Bearings	0	0	0	28.571	40.000				
25000	Generators	0	0	0	76.596	100.000				
27001	Lumber - Plywood	0	0	0	50.000	100.000				
30000	Computer Software - Educationa	0	0	0	66.667	100.000				
50000	Pet Supplies	0	0	0	73.585	99.130				
60000	Air Conditioning - Luxaire	0	0	0	0.000	100.000				
66001	Copper Coil	0	0	0	9.375	79.661				
85010	Rental Equipment - Generators	0	0	0		100.000				
91001	Balloons	0	0	0	78.947	100.000				
91002	Pinatas	0	0	0	16.667	87.500				
TOTAL FOR WAREHOUSE 10		0	0	0	50.045	90.756				

9.17 Surplus Report

This report lists the surplus inventory that is greater than the EOQ plus the line point. You can run the report by warehouse and/or product line.

Menu Path: Purchasing > Reports > Surplus Reports > Surplus Inventory

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse for listing surplus inventory.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Product Line Number.** The product line for listing surplus inventory.
- **Sort by Product Line/Vendor.** Determines how you want to sort the report: **P** sorts the data by product; **V** sorts the data by vendor.

Column Descriptions

Column Heading	Description
Whse	The warehouse containing the surplus inventory.
Product Number	Products considered to be surplus. Greater than EOQ plus line point.
Description	Description of the products.
On-Hand	Quantity currently on hand of the product.
Commtd	Quantity committed to open transfers.
Op/Lp	Order point / line point.
Type	Purchase Method for the product set up in Purchasing Parameters.
Max/Rbq	The maximum recommended buy quantity.
Surplus	Surplus quantity of the product on hand.
Cost	Unit cost of the product.
Ext-Surplus	Extended dollar value of the surplus material.
Cl	Product Classification.

Sample Report

Prelude Demo Customer
 Surplus Report As Of 10:04:18 On 04/22/04
 WHSE.NUM = "10" AND PLINE.NUM = "10003" [Sort By Product Line/Vendor = "V"]

User Id SEM Page 1

Whse	Product Number	Description	On-Hand	Commted	Op/Lp	Type	Max/Rbq	Surplus	Cost	Ext-Surplus	C1
Vendor 010000											

10	4A833	Klein 9-1/4" Pliers Side Cu Ne-type W/fish Tape Puller	383	0	72	EOQ	50	261	15.704	4,098.74	2
----	-------	---	-----	---	----	-----	----	-----	--------	----------	---

Candidates To Transfer To:	Whse	Class	On-Hand	Commted	Op/Lp	Type	Max/Rbq	Usage
	80	3	5	0		MAX	148	12
	70	3	77	77	37	EOQ	42	59
	60	3	2	0		MAX	11	2
	40	3	1	2	21	EOQ	32	33
	20	3	4	0		MAX	16	3
	50	4	0	0		MAX	24	7
	30	4	0	0		MAX	14	2

10	4A835	Klein 9-1/2" Pliers Side Cut Ne-type W/crimping Die	463	0	39	EOQ	34	390	18.883	7,364.37	2
----	-------	--	-----	---	----	-----	----	-----	--------	----------	---

Candidates To Transfer To:	Whse	Class	On-Hand	Commted	Op/Lp	Type	Max/Rbq	Usage
	70	2	43	43	44	EOQ	41	66
	40	2	6	10	57	EOQ	47	86
	80	3	2	0		MAX	37	3
	60	3	0	0		MAX	86	7
	50	3	0	0		MAX	123	10
	30	3	0	0		MAX	86	7
	20	3	3	0		MAX	97	8

10	4A836	Klein 8 1/4" Side Cut Plier	487	0	54	EOQ	47	386	14.560	5,620.16	3
----	-------	-----------------------------	-----	---	----	-----	----	-----	--------	----------	---

Candidates To Transfer To:	Whse	Class	On-Hand	Commted	Op/Lp	Type	Max/Rbq	Usage
	70	2	91	91	58	EOQ	54	87
	40	2	0	0	51	EOQ	50	77
	90	3	44	0	20	EOQ	32	32
	80	3	2	0		MAX	111	9
	50	3	0	0		MAX	1	0
	30	3	0	0		MAX	22	5
	20	3	3	0		MAX	16	2

Totals For Warehouse Philadelphia Branch

=====
43,698.08

Grand Totals

=====
43,698.08

9.18 Surplus Audit Report

This report displays Type 1 (surplus inventory) information to determine if products were purchased when surplus inventory for these products existed in other locations. The report includes the warehouse that contained the surplus inventory, the quantity on hand and the surplus quantities at the time the products were purchased.

After running the report, you have the option to purge the data.

The *Keep Surplus Audit* flag in File Update Parameters must be set to **Y** in order for Surplus Inventory data to be tracked.

Menu Path: Purchasing > Reports > Surplus Reports > Surplus Audit

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used. (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse where purchase orders were entered for products that were in surplus supply in other warehouses.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) for which you want to display surplus inventory.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.

Column Descriptions

Column Heading	Description
P/O #	The purchase order number.
P/O Date	The date the purchase order was entered.
P/O Vendor / Description	Line 1: Vendor number. Line 2: Vendor description.
Buyer	The buyer assigned to the purchase order.
Whse	The warehouse that received the material.
Product Description	1st line: Part number. 2nd line: Product description. 3rd line: Extended description for the product.
P/O Qty	The quantity entered on the purchase order.
SWhs	The warehouse where a surplus existed at the time of the order.
Surp Qty	The surplus quantity of the product at the warehouse where the surplus existed.
On Hand	The total quantity on hand of the product at the warehouse where the surplus existed.

Sample Report

Prelude Demo Customer
 Surplus Inventory Audit Report As Of 09:58:39 On 04/22/04

Page : 1

P/O #	P/O Date	P/O Vendor / Description	Buyer	Whse	Product Description	P/O Qty	SWhs	Surp Qty	On Hand
10000343	07/07/03	100031 Cerro Copper Tube	01	10	258X20 2-5/8"od X 20' Copper Tubing L Type	17	40	1	17
10000343	07/07/03	100031 Cerro Copper Tube	01	10	418X20 4-1/8"od X 20' Copper Tubing L Type	11	40	1	10
10000343	07/07/03	100031 Cerro Copper Tube	01	10	518X20 5-1/8"od X 20' Copper Tubing L Type	7	40	1	9
10000343	07/07/03	100031 Cerro Copper Tube	01	10	618X20 6-1/8"od X 20' Copper Tubing L Type	6	40	3	10
10000343	07/07/03	100031 Cerro Copper Tube	01	10	818X20 8-1/8"od X 20' Copper Tubing L Type	5	40 70	4 1	10 5

9.19 Sourcing Variance Report

This report displays information for the following inventory types:

- Type 1 - Surplus inventory.
- Type 2 - Inventory purchased from other than primary vendor.
- Type 3 - T Replenishment Method inventory.

You can use this data to determine if products were obtained from other resources when surplus inventory for these products existed in other warehouses. The report is broken down by surplus type.

After running the report, you have the option to purge the data.

The *Keep Surplus Audit* Flag in File Update Parameters must be set to **Y** to track the surplus inventory data.

Menu Path: Purchasing > Reports > Surplus Reports > Sourcing Variance Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse that received the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) to be included on the report.
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.

Column Descriptions

Column Heading	Description
P/O #	The purchase order number.
P/O Date	The date the purchase order was entered.
P/O Vendor / Description	Line 1: Vendor number. Line 2: Vendor description.
Buyer	The buyer assigned to the purchase order.
Whse	The warehouse that received the material.
Product#/ Description	Line 1: Part number. Line 2: Description of the product.
P/O Qty	The quantity entered on the purchase order.
Columns included for Type 1 - Surplus Inventory	
SWHs	The warehouse where a surplus existed at the time of the order.
Surp Qty	The surplus quantity of the product at the warehouse where the surplus existed.
On Hand	The total quantity on hand of the product at the warehouse where the surplus existed.
Columns included for Type 2 - Purchased From Other Vendor.	
Primary Vendor / Description	The primary vendor number and description for this product in the product/warehouse record.
Columns included for Type 3 - Replenishment method = T	
Meth	The replenishment method.
Whse	The warehouse where the surplus exists.
On Hand	The quantity of the surplus for the corresponding warehouse.

Sample Report

Prelude Demo Customer
 Sourcing Variance Report As Of 15:58:45 On 06/29/04
 WHSE.NUM = "10" AND BUYER.NUM = "01"
 Type 1 - Surplus Inventory

User ID SEM Page 1

P/O #	P/O Date	P/O Vendor / Description	Buyer	Whse	Product # / Description	P/O Qty	SWhs	Surp Qty	On Hand
90000431	05/20/04	000100 Southwestern Bell Telephone	01	10	2438823 Apollo Sings The Blues - W.	1	40	64	44
10001130	06/15/04	000422 Boston Wire & Cable Co	01	10	KDL1 KDL TEST ITEM	20	20	40	40
10001366	06/23/04	000422 Boston Wire & Cable Co	01	10	10120 B&w Semi-stiff Cover 9-3/4 X	200	90	3000	2886

Type 2 - Purchases From Other Than The Primary Vendor

P/O #	P/O Date	P/O Vendor / Description	Buyer	Whse	Product # / Description	P/O Qty	Primary Vendor / Description
90000431	05/20/04	000100 Southwestern Bell Telephone	01	10	2438823 Apollo Sings The Blues - W.	1	100090 Warner Brothers Col
10001130	06/15/04	000422 Boston Wire & Cable Co	01	10	KDL1 KDL TEST ITEM	20	100004 Lenox Saws
10001366	06/23/04	000422 Boston Wire & Cable Co	01	10	10120 B&w Semi-stiff Cover 9-3/4 X	200	100107 Mead/Westvaco

Type 3 - Replenishment Method = "T"

P/O #	P/O Date	P/O Vendor / Description	Buyer	Whse	Product # / Description	P/O Qty	Meth	Whse	On Hand
10001128	06/15/04	001120 Pet Supply Vendor	01	10	FS 7L-836B Pet Pillow Blue	50	T	30	123
10001128	06/15/04	001120 Pet Supply Vendor	01	10	FS 7L-837B Pet Pillow Blue	50	T	30	321
10001159	06/17/04	001120 Pet Supply Vendor	01	10	FS 7L-836B Pet Pillow Blue	10	T	30	123
10001159	06/17/04	001120 Pet Supply Vendor	01	10	FS 7L-837B Pet Pillow Blue	10	T	30	321

9.20 Surplus Report with On Order Merchandise

This report displays items containing surplus inventory **and** a quantity on order. The purchase order, work order, or transfer containing the on order quantity also displays.

Menu Path: Purchasing > Reports > Surplus Reports > Surplus Report with On Order Merchandise

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used. (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse where products are on order that have a surplus quantity in stock.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Product Line Number.** The product line for listing surplus inventory.
- **Sort by Product Line/Vendor.** Determines how the report is sorted: **P** sorts by product line. **V** sorts by vendor.

Column Descriptions

Column Heading	Description
Whse	The warehouse where the products are on order.
Product Number	The product number that is on order and has a surplus quantity.
Description	Description of the product number.
Surplus	Surplus quantity that exists in stock.
Cost	Unit cost of the product.
Ext-Surplus	Extended dollar amount of the surplus quantity in stock.
Cl	Product class.
Ty	Document type that contains the on order quantity: <ul style="list-style-type: none"> • P - Purchase order. • T - Transfer. • W - Work order.
Document #	Document number that contains the on order quantity.
Exp-Date	Expected receipt date of the merchandise on the order.
Quantity	Quantity on order for this document.
2nd Row: Product Line	The product line number for surplus items if the report is run by product line. The vendor number if the report is run by vendor.

Sample Report

Prelude Demo Customer
 Surplus Report with On Order Merchandise As Of 10:16:19 On 04/22/04
 WHSE.NUM = "10" [Sort By Product Line/Vendor = "v"]

User Id SEM Page 1

Whse	Product Number	Description	Surplus	Cost	Ext-Surplus	Cl	Ty	Document#	Exp-Date	Quantity
10	54620	3/8 Sassy Clr 8' Red	21	1.166	24.49	4	T	20000001-1	04/01/04	4
10	54637	3/8 Sassy Clr 10' Purple	37	1.166	43.14	4	T	20000001-1	04/01/04	5

Totals For Vendor The Hartz Mountain Corp

 67.63

Totals For Warehouse Philadelphia Branch

=====
 67.63

Grand Totals

=====
 67.63

9.21 Vendor Line Turns Report

This report lists inventory turnover calculated by vendor and vendor line.

Menu Path: Purchasing > Reports > Vendor Turn Reports > Vendor Line Turn

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division if Division is used (e.g., Southeast Region, Northwestern Region).
- **Selling Warehouse.** The warehouse responsible for selling the material for the selected vendor lines.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Line.** Groups products for purchasing related functions (e.g., minimum order, free freight, quantity discounts).
- **“S”tock, “N”onstock, “B”oth.** Indicate the type of items to print on the report: **S** - Stock, **N** - Nonstock, **B** - Both.

Column Descriptions

Column Heading	Description
VENDOR LINE	The vendor line code.
VENDOR #/NAME	Vendor number and vendor description.
ANNUAL COST OF SALES	Total usage value for the past 12 months.
INVENTORY DOLLARS	Dollar amount of the vendor/vendor line products currently in Inventory.
TARGET	Target sales set up for this vendor/vendor line in Vendor Line Maintenance.
ACTUAL	The number of turns calculated from annual usage divided by inventory dollars.

Sample Report

Prelude Demo Customer
 Vendor Line Turns Report As Of 10:21:40 On 04/22/04
 WHSE.NUM = "10"
 Warehouse: 10

User ID SEM Page 1

VENDOR LINE	VENDOR#/NAME	ANNUAL COST OF SALES	INVENTORY DOLLARS	TARGET	ACTUAL
01	010000 The Klein Tool Company	254,143.19	84,055.40	0.00	3.02
* VENDOR 010000 TOTALS		254,143.19	84,055.40		3.02
01	030000 Milwaukee Electric Tool Compan	760,516.28	125.53	0.00	058.44
* VENDOR 030000 TOTALS		760,516.28	125.53		058.44
01	100003 Toro Inc	1,848,497.04	33,039.96	0.00	55.95
* VENDOR 100003 TOTALS		1,848,497.04	33,039.96		55.95
01	100020 Dayton Electric Mft. Co	2,584,729.52	14,942.23	0.00	172.98
* VENDOR 100020 TOTALS		2,584,729.52	14,942.23		172.98
01	100031 Cerro Copper Tube	577,555.23	16,897.78	0.00	34.18
* VENDOR 100031 TOTALS		577,555.23	16,897.78		34.18
01	100042 Porter Cable	616,836.35	694.20	0.00	888.56
* VENDOR 100042 TOTALS		616,836.35	694.20		888.56
01	100111 Shanghi Steel	32,210,444.59	127,495.21	0.00	252.64
* VENDOR 100111 TOTALS		32,210,444.59	127,495.21		252.64
*** COMPANY TOTALS		37,616,437.12	272,799.81		81.67

9.22 Vendor Line Turn By Buyer Report

This report lists inventory turns calculated by vendor line and buyer.

Menu Path: Purchasing > Reports > Vendor Turn Reports > Vendor Line Turn by Buyer

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Warehouse Number.** The warehouse responsible for selling the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Buyer Number.** Typically the buyer assigned to the vendor. The buyer number can be overridden in Purchase Order Entry.
- **“S”tock, “N”onstock, “B”oth.** Indicate the type of items to print on the report: **S** - Stock, **N** - Nonstock, **B** - Both.

Column Descriptions

Column Heading	Description
V-Line	Vendor line.
Description	Description of the vendor line.
Vend#	Vendor number.
Description	Description of the vendor.
Product Number	The product number.
Description	Description of the product.
Whse	The warehouse where the products were sold.
Turns	Inventory turnover for this product in this warehouse.

Sample Report

Prelude Demo Customer
 Vendor Line Turn By Buyer As Of 10:34:50 On 04/22/04
 WHSE.NUM = "10" AND BUYER.NUM = "01"
 Buyer 01 Katy Smith

User Id SEM Page 1

V-LINE	Description	Vend#	Description	Product Number	Description	Whse	Turns	
01	LINE BUY	01000	The Klein Tool Compa	12201	4 X 4 Concrete Form	10	0.00	
				12202	4 X 6 Concrete Form	10	0.00	
				33538	Custom-Fitted, Highly Durable Case	10	1.08	
				4A838	Klein 8" Diagonal Cut Pliers	10	3.47	
				4A840	Klein 8" Diagonal Cut Pliers "2000 Series"	10	2.86	
				4A844	Klein 1/4" Slotted Screwdriver 1 1/2" Shank	10	6.23	
				4A845	Klein 1/4" Tip Screwdriver 4" Square Shank	10	6.69	
				4A846	Klein 5/16 Tip Screwdriver 6" Square Shank	10	3.79	
				4A847	Klein 3/8 Tip Screwdriver 8" Square Shank	10	4.50	
				4A852	Klein Conduit Fitting 3/8 Round Shank Length 1"	10	5.36	

*** TOTAL FOR VENDOR		010000						3.02
01	LINE BUY	10007	Mccoy	HUSRO2RV	Husky Coat 50yr Finish Red Oak 2 1/4" Face W. Rustic Grade	10	2.75	
				HUSRO2SV	Husky Coat 50yr Finish Red 2 Oak, 1/4" Face Width, Select	10	7.41	
				RO2SV	Red Oak 2 1/4" Face W Select 3/4 BdThickness Micro Bevel	10	7.65	
				RO4SV	Red Oak 4" Face Width - Select 3/4 Board Thick Micro Bevel	10	8.64	
*** TOTAL FOR VENDOR							10007	6.61
*** TOTAL FOR BUYER 01								=====
								4.81

9.23 Turns Report By Warehouse

This report lists inventory turns calculated by warehouse.

Menu Path: Purchasing > Reports > Vendor Turn Reports > Warehouse Turns Report

Selection Criteria:

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Selling Warehouse.** The warehouse responsible for selling the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **“S”tock, “N”onstock, “B”oth.** Indicate the type of items to print on the report: **S** - Stock, **N** - Nonstock, **B** - Both.

Column Descriptions

Column Heading	Description
Whse	The warehouse responsible for selling the material.
Description	The description of the warehouse.
Actual Cost of Sales	The total usage value for the past 12 months.
Inventory Dollars	The dollar amount of inventory currently in the warehouse.
Turns	The number of inventory turns for the warehouse. Calculated from annual usage divided by inventory dollars.

Sample Report

Prelude Demo Customer
Turns Report By Warehouse As Of 10:48:49 On 04/22/04
No Selection Criteria Defined

User Id SEM Page 1

Whse Description	Actual Cost Of Sales	Inventory Dollars	Turns
10 Philadelphia Branch	87,616,437.12	1,072,799.82	81.67
30 Chicago Branch	0.00	0.00	0.00
40 Dallas Branch	124,315,078.05	947,895.33	131.15
50 Los Angeles - Corporate HQ	0.00	0.00	0.00
60 Seattle Branch	0.00	0.00	0.00
70 Tempe Branch	29,543,233.00	973,461.42	30.35
80 Toronto Branch	0.00	0.00	0.00
90 Denver Distribution Center (dc)	7,107,784.34	958,229.03	7.42
Grand Totals	248,582,532.51	3,952,385.60	62.89

9.24 Turns Report By Product Line/Warehouse

This report lists inventory turns calculated by warehouse by product line.

Menu Path: Purchasing > Reports > Vendor Turn Reports > Product Line Turns Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Selling Warehouse.** The warehouse responsible for selling the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Product Line.** Groups products together for sales and purchasing functions.
- **“S”tock, “N”onstock, “B”oth.** Indicate the type of items to print on the report: **S** - Stock, **N** - Nonstock, **B** - Both.

Column Descriptions

Column Heading	Description
Line	The product line.
Description	The description of the product line.
Actual Cost of Sales	The total usage value for the past 12 months.
Inventory Dollars	The dollar amount of inventory for the product line currently in the warehouse.
Turns	The number of inventory turns for the warehouse. Calculated by annual usage divided by inventory dollars.

Sample Report

Prelude Demo Customer
 Turns Report By Product Line/Warehouse As Of 10:55:10 On 04/22/04
 WHSE.NUM = "10"

User Id SEM Page 1

Line	Description	Actual Cost Of Sales	Inventory Dollars	Turns
10000	Diamond Cutting Saw Blades	551,782.43	57,827.10	9.54
10001	Hand Tools - Screwdrivers	414,439.30	27,737.29	14.94
10003	Hand Tools - Pliers	267,401.01	64,245.14	4.16
10004	Hand Tools - Catalog	0.00	0.00	0.00
11002	Power Tools - Cordless Drills	760,516.28	125.53	058.44
11003	Power Tool - Corded Drill	297,889.87	2,250.08	132.39
12002	Abrasives - Sheets	1,773.28	178.01	9.96
13001	Pumps - Centrifugal Pumps	1,413,381.30	10,738.26	131.62
15001	Work gloves	339,788.87	26,724.73	12.71
17002	Lawn Equipment - Parts	1,848,511.66	33,702.70	54.85
20000	Paper Products	2,835.76	991.20	2.86
20101	Concert & Contest Selections, Beginn	71,913.00	1,244.50	57.78
20102	Concert & Contest Selections, Very Eas	149,616.40	4,744.20	31.54
20110	Concert Band - Concert Band Methods	44,290.80	3,361.80	13.17
23001	Fasteners - Nuts	11,720.35	1,469.28	7.98
23002	Fasteners - Washers	4,147.48	335.79	12.35
23003	Fasteners - Bearings	39,336.10	1,339.95	29.36
23004	Imported Flat washers	32,210,444.59	127,495.21	252.64
25000	Generators	13,696,508.40	64,251.00	213.17
26000	Compressors	175.59	81.04	2.17
27000	Hard Wood Flooring	43,878.84	6,092.44	7.20
27001	Lumber - Plywood	205,469.85	10,660.53	19.27
28000	Cable - Fiber Optic	292.21	1,191.78	0.25
28001	Cable - Coaxial Cable	68.54	966.90	0.07
30000	Computer Software - Educational	2,562,800.64	102,370.57	25.03
50000	Pet Supplies	503,433.46	32,138.45	15.66
60000	Air Conditioning - Luxaire	2,007,563.38	10,738.57	186.95
61000	Extension Cords	54,872.48	891.32	61.56
65000	Refrigerant	914,702.65	14,199.68	64.42
66000	Copper Tubing	76,337.11	1,669.90	45.71
66001	Copper Coil	489,504.59	15,227.88	32.15
66002	Copper Fittings	11,713.54	0.00	0.00
82000	Heavy Equipment Sales - Lifts	28,052,050.00	432,900.00	64.80
85020	Rental Equipment - Concrete Forms	0.00	0.00	0.00
91001	Balloons	484,103.34	14,909.00	32.47
91002	Pinatas	83,174.04	0.00	0.00
Totals For 10 Philadelphia Branch		87,616,437.14	1,072,799.83	81.67

9.25 Turns Report By Vendor/Warehouse

This report lists inventory turns calculated by warehouse by vendor.

Menu Path: Purchasing > Reports > Vendor Turn Reports > Vendor Turns Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Division Number.** The highest possible grouping in your company (e.g., Eastern Division, Western Division).
- **Region Number.** A subset of Division - if Division is used (e.g., Southeast Region, Northwestern Region).
- **Selling Warehouse.** The warehouse responsible for selling the material.
- **Department Number.** A subset of warehouse. Typically used to separate expenses within a warehouse (e.g., accounting, sales, warehouse).
- **Cost Center.** A subset of Department - if Department is used. Typically used to separate expenses within a warehouse or department (e.g., shipping, receiving, outside sales, inside sales).
- **Vendor Number.** Vendor(s) for which you want to display inventory turns.
- **“S”tock, “N”onstock, “B”oth.** Indicate the type of items to print on the report: **S** - Stock, **N** - Nonstock, **B** - Both.

Column Descriptions

Column Heading	Description
Num	Vendor number.
Description	Description of the vendor.
Actual Cost of Sales	The total usage value for the past 12 months.
Inventory Dollars	The dollar amount of the vendor's products currently in inventory in the warehouse.
Turns	The number of inventory turns for the vendor/warehouse. Calculated by annual usage divided by inventory dollars.

Sample Report

Prelude Demo Customer
 Turns Report By Vendor/Warehouse As Of 10:57:44 On 04/22/04
 WHSE.NUM = "10"

User Id SEM Page 1

Warehouse: 10 Philadelphia Branch

Num	Description	Actual Cost Of Sales	Inventory Dollars	Target	Actual
010000	The Klein Tool Company	254,143.19	84,055.40	0.00	3.02
030000	Milwaukee Electric Tool Company	760,516.28	125.53	0.00	058.44
060000	Fafner Bearing Company	39,336.10	1,339.95	0.00	29.36
100003	Toro Inc	1,848,497.04	33,039.96	0.00	55.95
100020	Dayton Electric Mft. Co	2,584,729.52	14,942.23	0.00	172.98
100031	Cerro Copper Tube	577,555.23	16,897.78	0.00	34.18
100042	Porter Cable	616,836.35	694.20	0.00	888.56
100058	Ingersoll Rand Corp	8,013,420.73	26,639.81	0.00	300.81
100060	SpeedAire	2,481,697.40	22,055.80	0.00	112.52
100074	Mccoy	43,878.84	6,092.44	0.00	7.20
100077	Unique Industries	484,103.34	14,909.00	0.00	32.47
100078	Pinatas Vendor	83,174.04	0.00	0.00	0.00
100080	Columbia Forest Products	205,469.85	10,660.53	0.00	19.27
100085	Diarex Plant	551,782.43	57,827.10	0.00	9.54
100087	Powers Fasteners (EOQ)	15,867.82	1,805.07	0.00	8.79
100089	Symantec	2,562,800.64	102,370.57	0.00	25.03
100090	Warner Brothers Col	265,820.20	9,350.50	0.00	28.43
100097	Luxaire [SEASONAL]	2,007,563.38	10,738.57	0.00	186.95
100099	Ansel Perfect Fit Glove Company	141,301.88	26,724.73	0.00	5.29
100100	The Stanley Works Company	343,035.68	1,009.19	0.00	339.91
100101	Whizard Protective Wear Ltd. (DRP)	198,486.99	0.00	0.00	0.00
100102	Dewalt Industrial Tool Co	297,889.87	2,250.08	0.00	132.39
100103	Cooper Tools	84,661.44	6,917.83	0.00	12.24
100104	Norton Abrasives	1,773.28	178.01	0.00	9.96
100105	Teel Electronics	1,413,381.30	10,738.26	0.00	131.62
100106	The Hartz Mountain Corp	503,433.46	32,138.45	0.00	15.66
100107	Mead/Westvaco	2,835.76	991.20	0.00	2.86
100108	Aerial Specialists, Inc.	28,052,050.00	432,900.00	0.00	64.80
100109	General Cable	55,233.22	3,049.99	0.00	18.11
100111	Shanghi Steel	32,210,444.59	127,495.21	0.00	252.64
100114	Parker Power Specialists	14.62	662.74	0.00	0.02
648200	Dupont Chemical Corp	914,702.65	14,199.68	0.00	64.42
Totals	For 10 Philadelphia Branch	87,616,437.12	1,072,799.81		81.67

9.26 Vendor Maintenance Audit Report by User Id

This report shows any changes made to a vendor in Vendor Maintenance. The changes display in order by User Id number. Once the report runs, you have the option to purge the data.

This information is only tracked if the *Keep Vendor Maint Audit* flag in File update parameters is set to **Y**.

Menu Path: Purchasing > Reports > Vendor Audit Reports > Vendor Maintenance Audit Reports by User Id

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **User Id.** The identification number for the user responsible for the changed data.
- **Entry Date Range.** The beginning and ending dates for which you want to view changes made to the vendor file.

Column Descriptions

Column	Description
Vendor #/ Description	The vendor number and description.
Ent-Date	The date the change was made.
Ent-Time	The time the change was made.
Description	The field description of the data that was changed.
Before Value	The value of the field before the change.
After Value	The value of the field after the change.

Sample Report

Prelude Demo Customer
 Vendor Maintenance Audit Report As Of 11:03:11 On 04/22/04
 ENT.DATE >= "06/27/03" AND ENT.DATE <= "04/22/04"
 User ID DEM

User ID SEM Page 1

Vendor #/Description	Type	Ent-Date	Ent-Time
010000 The Klein Tool Company	V	09/16/03	12:09:03

Description	Before Value	After Value
Address One	127 West Market Street	7200 McCormick Blvd
City	Chicago	Skokie
Zip	60609	60076
Terms Code	03	01
Phone Number	312.885.5555	800.553.4676
Fax	312.885.5556	972.931.8310
E-Mail Address	Ebrand@aol.com	Ebrand@kleintool.co

Vendor #/Description	Type	Ent-Date	Ent-Time
030000 Milwaukee Electric Tool Compan	V	09/16/03	11:36:48

Description	Before Value	After Value
Fax	972.931.8310	972.403.3150

Vendor #/Description	Type	Ent-Date	Ent-Time
100031 Cerro Copper Tube	V	09/16/03	11:43:46

Description	Before Value	After Value
Address One	345 Penny Lane	PO Box 66800
City	Patterson	St. Louis
State	NJ	MO
Zip	04356	63166-6800
Terms Code	03	02
Contact		Charles Perez

Vendor #/Description	Type	Ent-Date	Ent-Time
100101 Whizard Protective Wear Ltd. (V	08/01/03	10:39:39

Description	Before Value	After Value
Description	Whizard Protective Wear	Whizard Protective Wear Ltd.
Address One	33444 Ohio Blvd	33444 Shearson Crescent
City	Birmingham	Cambridge

v

9.27 Vendor Maintenance Audit Report by Vendor

This report shows any changes made to the vendor files. The changes display in order by vendor. Once the report is run, you have the option to purge the data.

This information is only tracked if the *Keep Vendor Maint Audit* flag in File Update Parameters is set to **Y**.

Menu Path: Purchasing > Reports > Vendor Audit Reports > Vendor Maintenance Audit Reports by Vendor

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Vendor Number.** The number(s) for the vendor(s) for which you want to view changes.
- **Entry Date Range.** The beginning and ending dates for which you want to view any changes made to the vendor file.

Column Descriptions

Column	Description
Vendor #/ Description	The vendor number and description.
Ent-Date	The date of the change.
Ent-Time	The time of the change.
User id	The user identification number of the person who changed the data.
Description	The description of the User Id.
Description (second line)	The field description for the data that was changed on the vendor record.
Before Value	The information in the field before the change.
After Value	The information in the field after the change.

Sample Report

Vendor Maintenance Audit Report As Of 11:18:14 On 04/22/04
 ENT.DATE >= "08/16/03" AND ENT.DATE <= "04/22/04"

Vendor #/Description	Type	Ent-Date	Ent-Time	Userid	Description	
000001	V	09/16/03	16:51:20	JJP	Jack Pilversack	DELETED

Vendor #/Description	Type	Ent-Date	Ent-Time	Userid	Description
000100 Southwestern Bell Telephone	V	09/16/03	11:28:41	DEM	David Immerman

Description	Before Value	After Value
Terms Code	03	10
Payable Method		R
Distribution G/L	!!10!00!00!8900	002!!40!!!8270
	!!20!00!00!8900	002!!30!!!8270
Payable Type	01	02

Vendor #/Description	Type	Ent-Date	Ent-Time	Userid	Description
100020 Dayton Electric Mft. Co	V	09/16/03	10:35:55	DEM	David Immerman

Description	Before Value	After Value
Description		Dayton
Terms Code		01
Buyer Number		01
Status (T/H/I)		T
Need 1099?		N
Std. Discount%		0.00
Add.P/O Per Vline		N
Add.P/O Per Dir Whse		Y
Start Date		09/16/03
Charge Duty		N
Currency Ind.		US
Does Vendor Barcode		N
P/O Document Option		N

Vendor #/Description	Type	Ent-Date	Ent-Time	Userid	Description
100044 American Fastener Technologies	V	09/16/03	15:46:10	JJP	Jack Pilversack

Description	Before Value	After Value
Description	Tetra Inc	American Fastener Technologies
Address One	123 Fish Way	Nine Frontier Dr
City	Shanghi	Gibsonia
State		PA
Zip	12345	15044-7999
Phone Number		800.466.9780
Contact		Fred Jones
Fax		972.403.3150
E-Mail Address		fjones@aft.com

9.28 Vendor Return Rules Report

This report displays the vendor return policies for each vendor. For information on setting up vendor return rules, refer to the "Warranty Information Screen" on page 5-13, in Vendor Maintenance.

Menu Path: Purchasing > Reports > Vendor Return Rules Report

Selection Criteria

Use the following criteria to limit the information to print on the report:

- **Vendor Number.** The vendor(s) to select for the report.
- **Return Date.** The date that return rules are in effect for this vendor.

Column Descriptions

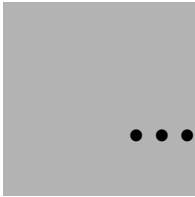
Column Heading	Description
Vend#	Vendor number.
Description	Description of the vendor.
Return-Date	Date that return rules are in effect for the vendor.
Return Rules	Return policy for this vendor.

Sample Report

Development Company
Vendor Return Rules Report As Of 10:50:48 On 04/23/04
RET.DATE <= "04/23/04"

User Id SEM Page 1

Vend#	Description	Ret-Date	Return Rules
000005	DELTA FAUCETS	04/01/04	Must call for an RGA number before returning.
000002	Medicus Inc.	02/02/04	Not accepted if not in original packaging.
000503	TXU ELECTRIC	01/01/04	Vendor Return Rules are as follows: #1 - return only if damaged #2 - return only if incomplete shipment
000001	Wilson Accessories Inc.	04/20/04	REVIEW NOTES TO DETERMINE IF RULES HAVE CHANGED



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