

Chapter 4.06: Vendor Purchase Order System

Introduction

This module allows the user to enter and track purchase orders used by your company for purchased products. It consists of the items shown below:

Purchase Orders

Receive Purchase Orders

Auto Generate PO

Vendor Maintenance

PO Descriptions

PO Setup

Print Purchase Orders

Purchase Order History

Inventory Purchase Summary

Purchase Order Report

Purchase Order Setup

In order to use the Vendor Purchase Order option, you must first create the items discussed in this section.

Vendor Maintenance

Use the following screen to enter information about each of your vendors. This information is required before you use the purchase order system and can be found under *Modules > Purchase Orders > Vendor Maintenance*.

The screenshot shows a window titled "Vendor Maintenance" with a form containing the following fields and values:

- Vendor ID: ACME
- Vendor Name: ACME
- Vendor Address: 3201 Liberty Sq Prkwy
- Vendor City/State: Turlock CA
- Vendor ZIP Code: 95357
- Contact Name: Carl
- Vendor Phone No.: 209-632-1122 Ext. 2
- Vendor Cell Phone #: 209-632-1122
- Vendor Fax No.: 209-632-1144
- Tax Ref. No.: CA0U812
- Vendor E-Mail Address: Support@Advantagers.com
- Vendor Ref Code: 01234567890123456789
- PO Delivery Method: Print
- Expected Production Days: 1
- Transit Days: 1
- Minimum Order Qty: 5
- Only Show Products for This Vendor

Fields:

Vendor ID: A unique ID that will be used to identify the vendor, up to five characters.

Vendor Name: The name of this vendor.

Vendor Address: The vendor's mailing/billing address.

Vendor City/State: The city and state corresponding to this vendor's address.

Vendor ZIP code: The ZIP code corresponding to the city and state.

Contact Name: The name of contact for this vendor.

Vendor Phone Number: The vendor's phone number.

Extension: If the *Vendor Phone Number* has an extension, enter it here.

Vendor Cell Phone Number: The vendor's cellular phone number.

Vendor Fax Number: The vendor's fax number.

Tax Ref No: The vendors tax reference number.

Vendor E-Mail Address: The vendor's e-mail address.

Vendor Ref Code: A reference number for the Vendor.
Not used at this time.

PO Delivery Method: Select the P.O. delivery method that will be used.

Expected Production Days: Set the standard length of time to produce the product.

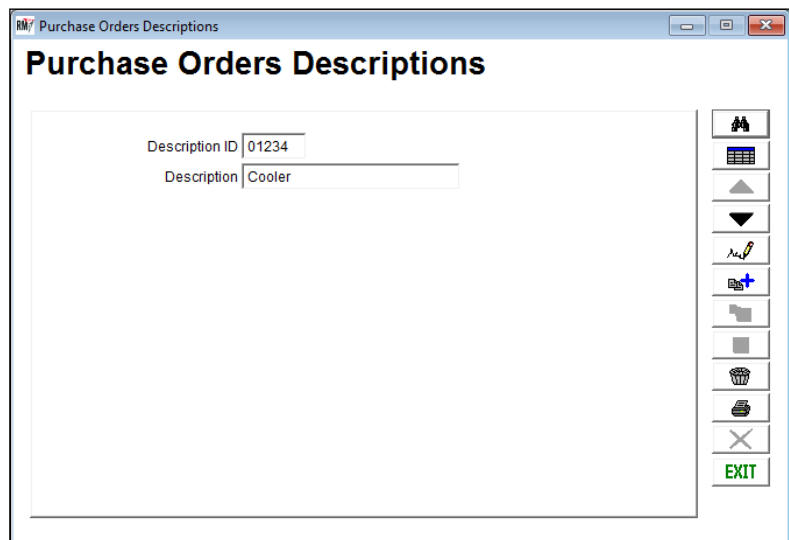
Transit Days: Standard length of time it takes to ship

Minimum Order Qty: The minimum order amount this vendor requires.

Only Show Products for this Vendor: Select this to enable only products available for this vendor when ordering.

Purchase Orders Descriptions

This option allows you to define extended descriptions for the products on your purchase order and can be found under *Modules > Purchase Order > P.O. Descriptions*.



Fields:

Description ID: A unique description ID, up to five characters.

Description: The purchase order item description that corresponds with the description ID, up to 20 characters.

Purchase Order Setup

This option allows you to define setup items required for Purchase Orders and can be found *under Modules > Purchase Order > P.O. Setup.*

The screenshot shows a software window titled "Purchase Order Setup". The window contains the following fields and controls:

- Shipping Method: Freight
- Shipping Terms: 50% FOB
- Payment Terms: Net 30
- Next PO #: 24
- Delivery Warehouse Name/Address section:
 - Warehouse: A
 - Address Line 1:
 - Address Line 2:
 - Address Line 3:
 - Address Line 4:
- Conditions section:
 - General information

On the right side of the window, there are three buttons: a "Save" button (with a floppy disk icon), a "Cancel" button (with an 'X' icon), and an "EXIT" button.

Fields:

Shipping Method: Enter your preferred shipping method.

Shipping Terms: Enter your preferred shipping terms.

Payment Terms: Enter your preferred payment terms.

Next PO #: This is the next PO # number available for your system.

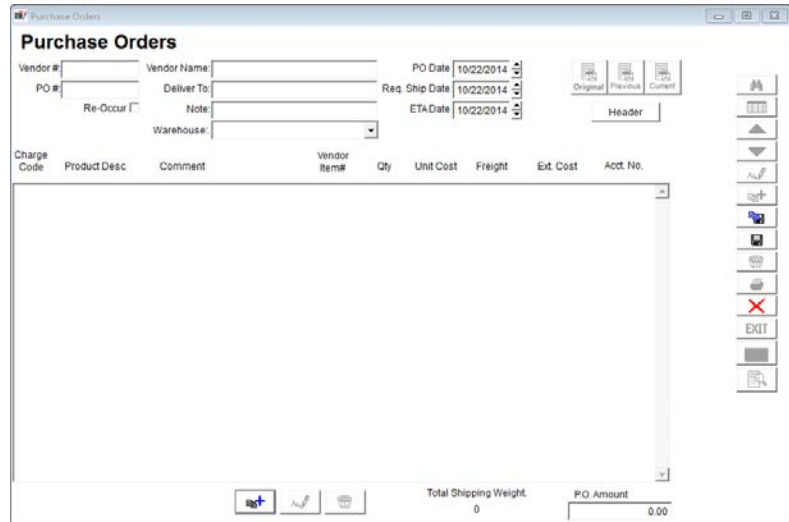
Warehouse: Select the preferred warehouse

NOTE: Warehouses must be setup, see supplemental guide 3-10 for more information on Warehouse Setup and Inventory.

Conditions: Enter general information for the purchase orders.

Purchase Orders Screen

Use the following screen to view current Purchase Orders. This is where you can enter a new purchase order and can be found under *Modules > Purchase Orders > Purchase Orders*.



Fields:

Vendor Number: The identifying number of the vendor supplying the products being purchased. You can set up your vendor file in the vendor maintenance program.

PO Number: The current purchase order number.

Re-Occur: This designates whether the PO will remain in the system after the verification is complete.

Vendor Name: The name associated with the vendor number shown.

Deliver To: This field is to specify who will receive the order.

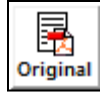
Note: Enter a note (up to 60-Characters)

Warehouse: Select the warehouse this P.O. will go to.

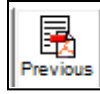
PO Date: Select the date of the purchase order.

Req. Ship Date: Select the date the purchase order must be shipped by.

ETA Date: Select the estimated time of arrival for the P.O.



Original: Select this option to view the original purchase order.



Previous: Select this option to view the previous purchase order



Current: Select this option to view the current purchase order.



Header: Select this to change the header information on the P.O.

Product Field: This is the area that will display all products added to the purchase order. The following are the fields that show:

Charge Code: The charge code of the specified line item.

Product Description: The description of this line item.

Comment: Enter additional information.

Vendor Item #: Enter the vendor's item number.

Qty: The quantity ordered.

Unit Cost: The cost per unit

Freight: The cost of freight for the item.

Ext. Cost: Extended Costs for the items.

Account No: The account number.



Add: This button adds a line item to the purchase order.



Modify: This button modifies a line item on the purchase order.



Delete: This button removes a line item from the purchase order.

Total Shipping Weight: The total shipping weight for the P.O.


P.O. Amount: The amount of the P.O.

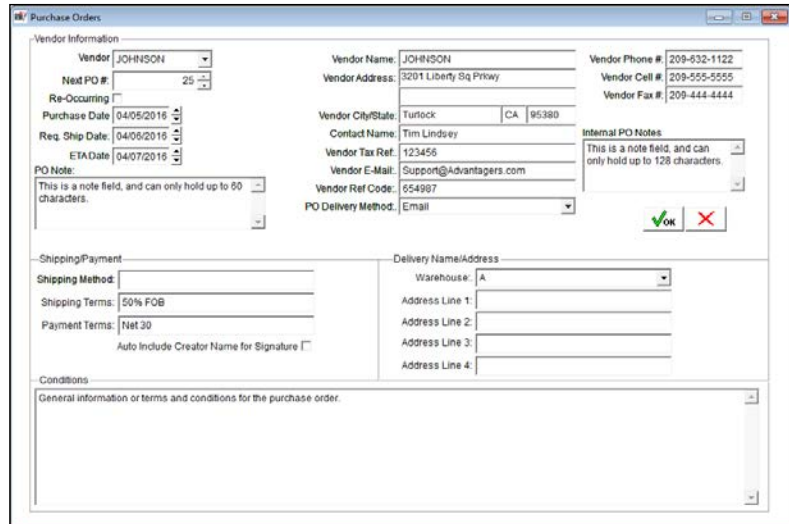
Daily Process

Enter Purchase Order

Entering Vendor Purchase Orders into the program is completed under *Modules > Purchase Orders > Purchase Orders*.

Follow these steps to successfully create a Vendor Purchase Order:

Click Add  which will bring up the Purchase Order Entry screen:




1. Enter the following information:
 - a. Select a Vendor.
 - b. Enter a P.O. Number (up to 16-digits).
 - c. Enter a Purchase Date.
 - d. Enter an ETA date (when you will receive).
 - e. (Optional) Select Re-Occurring (only select if the order should remain in the system after verification).
 - f. Verify remaining fields.
 - g. Enter a PO Note, Internal PO Note, or Conditions if necessary.
 - h. Adjust the Delivery Name/Warehouse if necessary.
 - i. Select the OK button to Proceed.
2. Select the Add Product button at the bottom of the screen to start adding products to the Purchase Order.
3. Enter, Select from the Dropdown or Find the product code you would like to add to the Purchase Order.
 - a. Add a comment about the product if necessary.

- b. Enter a Quantity, Unit Cost, Freight Cost and Order Date.
 - c. If this product is to be applied to a specific account, enter the account # as well.
 - d. If necessary, you may override the New Price manually. NOTE: If the Cost or Price does not match what is currently in the system, you will be asked whether or not you would like to update the existing costs/price in the system with the newer values.
 - e. Select the Save button to finish adding products or the Save & More button to continue adding further products.
4. Once all products are added, select the Save button on the right hand tool bar.

Receive Purchase Orders

Use the following screen to receive purchase orders. This is where you can view purchase orders and can be found under *Modules > Purchase Orders > Receive Purchase Orders*.

Receive the Purchase Order

1. On the Receive PO Screen, locate the Purchase Order you would like to receive either by using Find, Browse, or scrolling through the list of open Purchase Orders.
2. Select the Receive PO button: 
3. Select yes to the prompt to continue to the Receive Product screen.
4. Enter a Receive Date (must be in current period) and Invoice No. (if applicable).

5. Enter a Quantity Received for each product. If all products ordered were you can also choose the Receive All option to automatically fill in all the Quantity Received with the # of units ordered on the Purchase Order.
6. Once complete, select the OK button to proceed.
7. If all products were fully received, the PO will then be completed. Otherwise, you will be prompted to about only partially receiving the PO, and if you'd like to keep the PO open and leave the un-received items as back ordered.

Update Cost

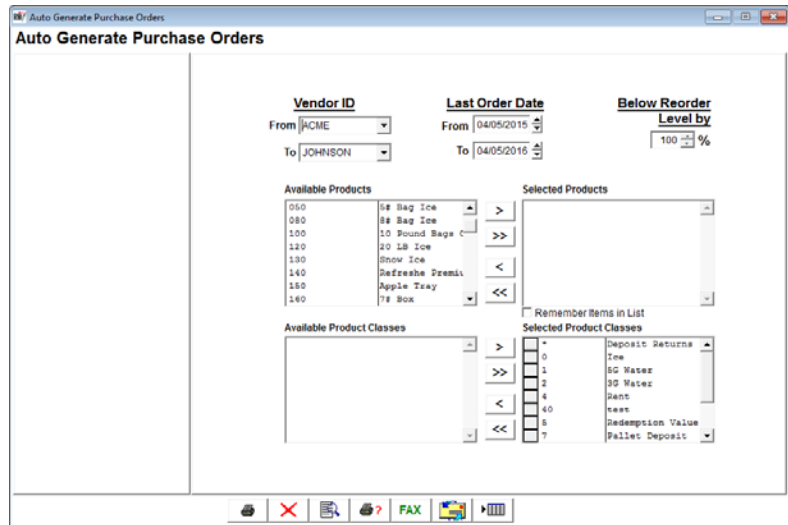
If the Cost or Price entered differs from the current Cost or Price of the products, you will be prompted to update them with the newer values. Select Yes to confirm the cost update, select No to cancel.

After receiving the Purchase Order, the product will be added to the system inventory.

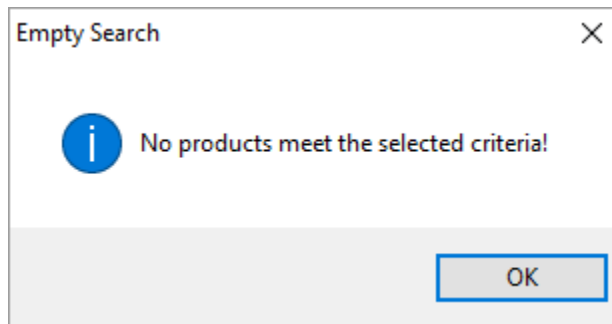
Auto Generate PO

Use the following screen to Auto Generate Purchase Orders. This is where you can select criteria for products that are needed and can be found under *Modules > Purchase Orders > Auto Generate PO*.

NOTE: This feature will use the Quantity on Hand, ReOrder Level, Max Level and Suggested ReOrder quantity to calculate what products will need to have Purchase Orders created for them. These values will need to be entered on the Product Charge Code > Stock tab prior to utilizing the Auto Generate PO feature.



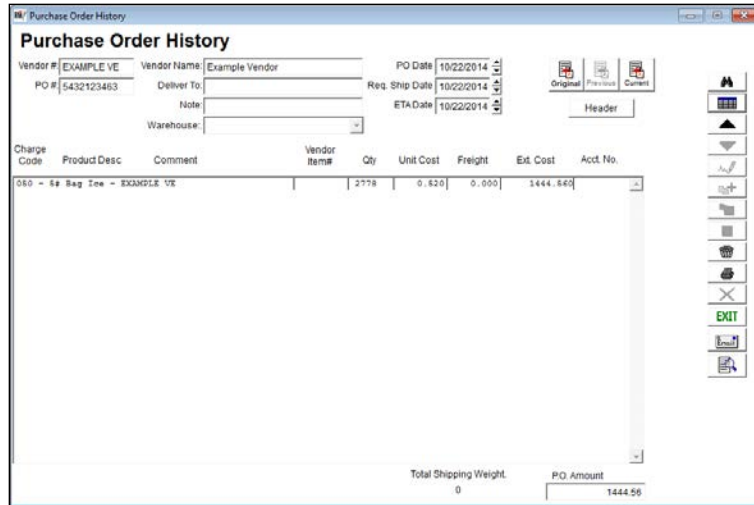
NOTE: Select the criteria to generate the purchase order. If nothing meets your criteria, a prompt will show notifying you of no items available to generate.



Review Purchase Order

If products matched your criteria, this screen will allow you to review the auto generated purchase orders before generating them.

to Modules > Purchase Orders > Purchase Order History.



Purchase Order History

Vendor # EXAMPLE VE Vendor Name Example Vendor PO Date 10/22/2014
 PO # 54321234563 Deliver To: Req. Ship Date 10/22/2014
 Note: ETA Date 10/22/2014
 Warehouse: [Dropdown]

Buttons: Original, Previous, Current, Header

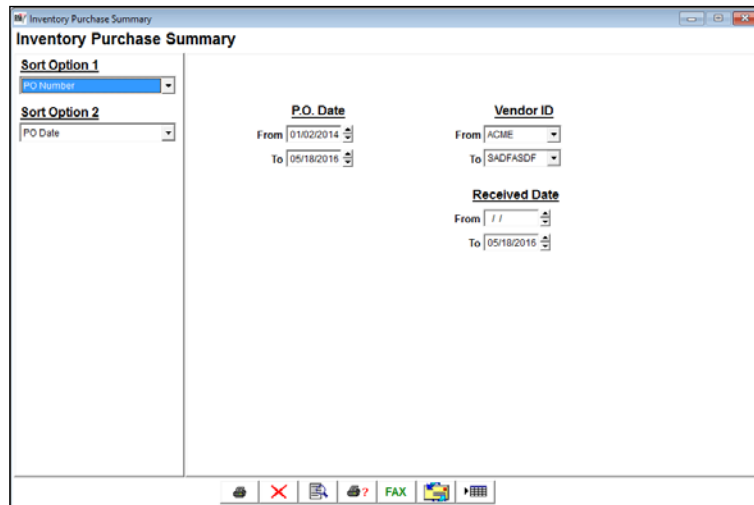
Charge Code	Product Desc	Comment	Vendor Item#	Qty	Unit Cost	Freight	Ext. Cost	Acct. No.
050 - \$	Bag Tee -	EXAMPLE VE		2778	0.520	0.000	1444.840	

Total Shipping Weight: 0 PO Amount: 1444.56

NOTE: For field descriptions, see “Purchase Order Entry” earlier in the chapter.

Inventory Purchase Summary

When you want to know what products you obtained by a certain purchase order, use this report to print out a summary for a date range.



Inventory Purchase Summary

Sort Option 1: PO Number
 Sort Option 2: PO Date

P.O. Date: From 01/02/2014 To 05/18/2016
 Vendor ID: From ACME To SADFASDF
 Received Date: From / / To 05/18/2016

Buttons: Print, Close, Help, FAX, Refresh

Fields:

Primary and Secondary Sort: This report can only be printed with sorting by:

- ▶ PO Number
- ▶ PO Date
- ▶ Vendor ID

PO Date: The range of dates to include in the report.

Vendor ID: The range of vendors to include in the report.

Received Date: The range of numbers to include in the report

Purchase Order Report

Use the following screen to view Purchase Order Report. This is where you can select and view previous purchase orders and can be found under *Modules > Purchase Orders > Purchase Order Report*.

Sort Option 1
PO Number

Sort Option 2
PO Date

P.O. Date
From 01/02/2014
To 05/18/2016

Vendor ID
From ACME
To SADFASDF

P.O. Status
 Open
 Closed
 Partial/Backordered

Received Date
From //
To 05/18/2016

Available Products			Products			Selected products		
Chg. Code	Vendor Item #	Description	Chg. Code	Vendor Item #	Description	Chg. Code	Vendor Item #	Description
			[01]		Test Produc	[01]		Test Produc
			[02]		Test Produc	[02]		Test Produc
			[03]		Test Produc	[03]		Test Produc
			[04]		Test Produc	[04]		Test Produc
			[050]		5# Bag Ice	[050]		5# Bag Ice
			[000]		# Bag Ice	[000]		# Bag Ice
			[100]	[11111111111111111111]	10 Pound Ba	[100]	[11111111111111111111]	10 Pound Ba

Fields

Primary and Secondary Sort: This report can only be printed with sorting by:

- ▶ PO Number
- ▶ PO Date
- ▶ Vendor ID

PO Date: The range of dates to include in the report.

Vendor ID: The range of vendors to include in the report.

P.O. Status: Select open, closed, or partial/backordered

Received Date: The range of numbers to include in the report

Products: The products to view in the report

Summary

Using the modules and procedures describe above will allow you keep track of all purchased items and report this information on a regular basis.

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