



SHSI Series V

Accounting Systems

Purchase Order Processing

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Part



1 Welcome to Series 5 Purchase Order Processing



The Series 5 Purchase Order Processing system is one segment of a fully integrated set of Financial Applications. It provides data entry, reporting and inquiry functions for management your company's Purchase Order Processing & Receiving needs.

The Purchase Order Processing system runs in conjunction with the Series 5 Accounts Payable system, and optionally with the Inventory Management and General Ledger systems.

This help is designed both as a course in using the Series 5 Purchase Order Processing and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the [Introduction](#)^[10] and Quick Start Tutorials sections to familiarize yourself with the basics of the application.
- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the [History of Enhancements](#)^[17] for a quick summary of the major changes and where to find the functions you are looking for.
- Even if you are an experienced Purchase Order Processing user, please run through the [Introduction](#)^[10] and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part



2 Introduction

The topics in this section provide some basic information about the Purchase Order Processing system, what it is for and what you can do with it.

2.1 Product Overview

The Purchase Order Processing system basically provides for the on-line entry, maintenance and control of your company's Purchase Orders and the resulting Receiving of ordered goods. Purchase Orders may be entered directly, or be generated from Requisitions which are entered and formally approved. The actual Purchase Orders may be printed, or emailed as PDF files to your suppliers. Purchase Orders may also be issued and tracked in any given currency, with the Landed Cost of items computed at the time they are received in your country's currency. The P/O system works directly with the Accounts Payable system such that when the associated supplier Invoice is entered, keying in the PO # retrieves all applicable information for recording the A/P Voucher and its Expense Distributions. If using the Series 5 Inventory Management system, the P/O system also is used to order new Inventory, and when goods are received, applicable Quantity fields in the Inventory Items are updated.

The Purchase Order system helps ensure that the correct quantity, and quality, of goods received are as ordered. For instance, the Vendor Performance Analysis report helps in identifying which suppliers are reliable to help in reducing the chance of running out of inventory. Extra Costs such as Freight or Brokerage Fees may also be tracked for each purchase order, and when combined with the supplier's costs, an accurate Landed Cost for Inventory is computed. It is the system that offers the following functions:

- Optional Entry of Requisitions to generated RFQs or Candidate POs**
- Optional Approval Process for RFQs and Candidate POs**
- Purchase Order Entry and Management**
- Printing and/or Emailing of Purchase Orders**
- Warehouse Receivings of Purchased Goods**
- Receiving of Multiple POs by Shipment**
- Issuing and Costing of Purchase Orders in Foreign Currency**
- Tracking Extra Costs associated to Taxes, Shipping or Importing**
- Computing of Landed Cost of goods**
- Scheduled Receipts Report for Day-to-Day Expected Delivery of Goods by Item or Supplier**
- Cash Requirement, Receipts History and Vendor Performance**

Reporting

- Interface of Purchasing Information with Accounts Payable**
- Interface with Inventory Management for Ordering Stocked Inventory**
- Historic Purchase Order and/or Received Goods Inquiry**

The Purchase Order Processing system handles the entry of Purchase Orders for a single company, but for an unlimited number of warehouse locations. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each P/O company may be interfaced into it's own G/L, or into a corporate G/L system.

The Purchase Order Processing system requires the use of the Series 5 Accounts Payable system, and optionally, may be used in conjunction with the Series 5 Inventory Management system.

2.2 Purchase Order Processing Features

A brief summary of some of the major features of the Series 5 Purchase Order Processing system!



Purchase Orders Types

The following types of purchase orders may be entered:

❖ Normal Purchase Order	This is the common type of PO. These are entered for items that are to be ordered and shipped to your office or warehouse. After shipping, the order is marked for billing, Tax, Freight and Miscellaneous charges are entered and an Invoice is printed. This type of process is referred to as Two-Step process.
❖ Drop Ship	There are two types: The most usual is when the supplier ships directly to your customer. This type of purchase order would likely be initiated because of a customer's order. The second type of drop ship occurs when you are having some other vendor perform an operation on the item prior to having that item shipped to your warehouse. For example, if you were to buying sheet metal from one vendor and have another vendor perform certain fabrication functions prior to stocking the fabricated parts in you own warehouse.
❖ Blanket PO	These are long-term agreements with the vendor to purchase at some future date or in installments (called releases). Blanket orders are usually contracted to obtain lower prices based on the projected volume of purchases over the life of the order.

	Releases, (also know as supplier releases and blanket order releases), are a special kind of normal order. The difference is that a release pertains to a specific blanket order and, (for the ordinary blanket order), specifies shipment of only those items that were listed on the blanket order. While the blanket order listed only gross quantities and prices, the release lists specific quantities to be delivered along with requested deliver dates..
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Purchase Order Entry

Purchase Orders are entered into the system interactively by an operator, or they may be created when a previously entered Requisition's RFQ or Candidate PO is approved. Manually entered POs end up in a Purchase Order Batch, that can be reviewed and edited prior to actually being posted as active orders. Multiple Purchase Order Batches may reside on the system simultaneously, thus allowing multiple Purchase Order operators at the same time, (perhaps for different Buyers, or different Ship-To warehouses).

There are basically three types of information that may be entered for a given Purchase Order:

❖ PO Header	<p>The Date, Supplier Name and Address, and contact information; the Buyer and Ship-To Location; Shipping information, Terms of Purchase, and if applicable, Tax Rates.</p> <p>Most of the fields associated to the PO Header can have default values assigned. Different sets of defaults may be set up for All PO's, each Buyer, or each Ship-To Location. This feature greatly reduces to amount of data entry required for new POs.</p>
❖ Items to Purchase	<p>Each PO Line Item describe the item being purchased, the Quantity, and the Price. It can be used for the purchase of items maintained by the Series 5 Inventory Management system, or for Non-Inventory Items. If known, the Supplier's Part Code can be entered. Also, the G/L Expense account, or Inventory account is entered, which will follow the PO to the point where the associated supplier Invoice is entered into the Accounts Payable system.</p> <p>For Inventory items, their Quantity On-Hand, Committed, Back Ordered and On-Order are displayed. If known, the prior Supplier's Unit Price is used as the default.</p>
❖ Warehouse and Header Comments	<p>For each PO, you may enter comments directed to the Warehouse, and/or 3 sets of comments associated to the PO in general. Each comment may contain up to 1,000 characters, and is entered in free formatted manner.</p> <p>Note that each PO Line Item provides for two of these types of comments to be entered, that might be used to further describe the item being purchased.</p>

Other functions associated to Purchase Order Entry include the ability to Amend a posted

PO, (either Open Closed or Cancelled ones); and being able to Copy a PO from history to make a new one. When Copying a PO from history, POs may be browsed by PO #, Vendor Code, Supplier's Name or Email, Buyer, Ship-To Code, Requisition Number, or Date.



Multi-Currency

When a PO is entered for a Vendor that has a Currency assigned to it, (that is different from the domestic currency), then amounts in the PO are kept in both. The PO when printed is in the currency of the supplier. Within the PO system reporting applications, amounts are printed in the domestic currency. When the goods are eventually received, the domestic value is recomputed based on current rates. The PO Inquire function displays amounts in both the suppliers and the domestic currency.



Ship-To Multiple Locations

Even small companies can have more than one shipping address. The Purchasing package allows for as many shipping address to be stored on file as you would ever need. Each shipping address is accessed by a six character code.



Requisitions and Authorization

A requisition describes the products that individuals would want to purchase. It lists the items to be ordered, by number (if possible), and name, and gives the desired quantity and desired delivery date. As well, a suggested Vendor, terms for purchase and a reason for purchase may be specified. The information required for entry of a requisition line items is pretty well the same as that for a purchase order.

Line items are grouped to create either Vendor Request for Quotes, or Candidate POs. These may be printed and emailed to selected Vendors, or to individuals in your company that need to approve the purchase. Each Candidate PO or RFQ has both an Originator and an Authorizer. The Originator is the person wishing to purchase the items. The Authorizer is the person within the company that can approve the expense for the purchase. Every Authorizer has a maximum authorization limit. Manager can approve the purchases directly in the software, or by sending an email, which the system then reads to apply the approvals automatically. The authorize process is a user defined option.



Supplier "Request for Quotes"

Items associated to a requisition may be selected to be used to generate a Request for Quote. You may select to have the RFQ printed or emailed to an unlimited number of suppliers. Once an RFQ has been awarded to a given supplier, it will remain on file until it is approved by a manager, and then converted into a formal Purchase Order.



Entry of Matrix Set defined Inventory Items to Purchase Orders

The Purchasing and Inventory Management systems provide support for Matrix Set defined Inventory Items. These are items that are available in assorted variations such as color, material, style or size. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and its Matrix set variations are defined using a 20 character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.

When entering a Purchase Order, when a Matrix defined Inventory Item is selected, a matrix grid display screen is presented. Any of the defined Dimensions may be presented as rows or columns in the table-like display, and relevant Quantity and Cost fields may be displayed and edited directly on the matrix.



PO Extra Costs and Inventory Landed Costs

The system provides for the ability to record "Extra Costs" that might be associated to your purchases. These would typically be things like surcharges, packaging, duty, third party modification to the item, freight, brokerage fees, storage or handling charge, duty or even bribes. When the goods for PO Line Items are received and entered, you may specify these "Extra Costs" either for a set of POs associated to a Shipment, to a specific PO, or for individual PO Line Items. These "Extra Costs", both for the PO and the Line Items are used along with the actual supplier cost to compute the unit "Landed Cost" of the goods received.



Printing or Emailing of Purchase Orders and Request-for-Quotes

Purchase Orders and RFQs are generated as Microsoft Office Word documents, or PDF files. These can be either printed, or they can be automatically emailed to the supplier. Outputting them as MS Word documents allows for templates to be

created that might include your logo, and assorted design elements. The output format may be customized.



Receipt of PO Goods

When shipments for a purchase order are received, they may be either received as part of a Shipment of many POs, or as a single PO. For a shipment, a Shipment Number is assigned, and Freight and Brokerage Fees may be entered, which will be prorated to all applicable PO receipts. Individual PO Transactions are entered into the system using a single Receivings Batch. Once the Shipment has been established, all eligible POs are displayed in a grid screen. Specific POs may be selected and assigned to the Shipment.

Then for the given PO, all items that have not already been received are displayed. Specific items may be marked as received, or you can have all the PO line items automatically selected as being received. In each case, any given item may have the Quantity Received adjusted and the Unit Price, if known, entered.

Once all items of the Shipment have been recorded, the Received Shipment is posted. This may be performed as two steps: The first if the warehouse just deals with quantities, then each PO may be Pre-Posted to Inventory, so that the Inventory System has the correct Quantities On-Hand figures. Then a separate person, can enter the Unit Prices and/or Expense Account prior to the PO being fully received and posted.



Purchase Order Inquiry

After all Purchase Orders have been entered and posted, they are available to be viewed on-line with the Purchase Order Inquiry function. The PO may be amended, re-printed, or even re-emailed from this inquiry function.



Vendor Performance Analysis

Another, more specific means of evaluating vendors is availability. The Vendor Performance Analysis Report bases its evaluation directly from the PO History data.

Relevant statistics include the value of purchases year-to-day and last year, the total number of purchase order lines and the number of lines for which the vendor had late deliveries, the extent to which the vendor has billed the items at a cost different from the price specified on the purchase order, and the vendor's rejection rate.

Perhaps the most powerful feature of this application is the capability it provides of showing vendors that fall within a range of performance characteristics that you specify. For instance, you can show all vendors that have less than 10% lines late, less than 5% cost variance and less than a 7% rejection rate. You could also focus upon undesirable vendors by specifying that only those with a rejection rate of 20% and a cost variance percentage of greater than 10% be printed.



Cash Requirement Projections

Cash required for the payment of vendors can be calculated as soon as purchase orders have been printed. The system knows how much was ordered, at what price, and when to expect the vendor invoice, (at about the same times as the receiving). Using the vendor's terms, and anticipating receipt of the invoice, it is a simple matter to determine what cash payments will be required as of any particular date.

This report may be generated for up to 8 periods, by day, week, or month; and grouped by Project, A/P Job, CER, Buyer, Ship-To, Vendor Type or Expense Account Department. As well, the Cash Required is broken down by the Accounts Payable's Bank Codes, as determined by a property for each Vendor, and where applicable reported in the associated currency.



Scheduled Receipts Report

The Scheduled Receipts report provides an estimate of what goods will be received in a specified date range, based on the purchase orders' expected receipt date. This report will be useful in that it will let you know what items you'll be receiving and what value they have. It may be generated either for a specified period date range, or on a day-to-day basis. The report will also flag those items that are overdue by a threshold that you can set.



Interface with Series 5 Accounts Payable System

When a PO is entered, the supplier may be selected as one of the A/P Vendors. When an Invoice is entered in the Accounts Payable system, the associated PO # is entered and validated to the Purchase Order system. Each line item of the PO becomes the default Expense Distribution to that A/P Invoice. At this point, the A/P entry clerk can also verify that the invoice amounts match that which was expected by the PO. Each PO line item record is updated indicating the dollar amount it was invoiced for. The Purchasing package considers a purchase order to be Eligible to Close when all of its lines have been fully received and fully invoiced, so this billing information is important to those who monitor the status of purchase orders.



Interface with Series 5 Inventory Management System

Files within the Inventory Management system are accessed for a variety of reasons throughout the Purchasing package. For instance, during the entry of a line on the purchase order, it is validated to the Master Inventory files. If found, the description and cost fields as used as default values.

When a purchase order is posted, the Quantity-on-Order for each inventory item is updated. When goods are received against a PO, the Quantity-on-Order field is reduced and the Qty-On-Hand updated. When Receivings are posted, these are recorded as transactions within the Inventory Management system's Receipts Entry operation.

The Inventory Management's Purchasing Advise report offers the option to automatically generate Requisitions, with the items building either "Request for

Quotes" or "Candidate POs". These are in effect RFQ that are ready to be emailed to suppliers or POs that are ready to be approved by a manager to be issued. A number of different RFQ and PO creation options are available when the post function is chosen.



Using the Series 5 Purchase Order Processing can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Purchase Order Processing system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

New and Different – Enhancements and Fixes in P/O

For 2014

▣ **Alternate Requisition Approvers in Requisition Entry**

The Requisition Entry function has been enhanced to deal with the case where a designated Approver has been flagged as absent or on holidays. When a Requisition's Candidate PO or RFQ is generated, the system will test to see if the originally assigned Approver is absent. If this is the case then the operator will be displayed a message, and confirm to have the "Alternate Approver" assigned. The test for an Alternate Approver is also performed when a new Requisition User is selected and when an RFQ or Candidate PO is selected to be emailed to the approval manager. *(February-20-2014)*

▣ **Alternate Requisition Approver**

The Requisition Users' Maintenance function has been enhanced to provide for the entry of an "Alternate Approver". If a specific individual who was designated to be the approver of requisitions is on holiday or away for a specific period of time, you may now specify an Alternate Requisition User as the temporary Approver. You may enter the starting and ending dates which the original user will be absent for. *(February-20-2014)*

▣ **Receivings History, Active PO Inquiry and Vendor Items Grid Display Screens**

The Receiving History Inquiry, the Active PO Inquiry and the Vendor's Items Maintenance applications are displayed to the screen in a grid structure. These windows may now be re-sized to display more lines of items and the grids will be populated as needed. *(January-10-2014)*

▣ **Historic PO Receipts Inquiry**

The Historic PO Receipts Inquiry function has been enhanced to offer the ability to filter items listed, or reported, by specifying one or two keyword strings that would be found

in the items that were purchased description fields. Only those items that had been purchased whose description field contains either, or both, the sub-string filters are presented. These new filters are offered for the grid inquiry, the totaling function and the Receipts History report. *(January-7-2014)*

 For 2013

Requisition's RFQs and Candidate POs Approval by Email

The option exists to require RFQs and Candidate POs to be approved by a designated manager before they can be converted into a formal PO. The managers are sent an email, with the information about the items to be purchased as a PDF document, (referred to as a Requisition for Approval). Previously, the manager had to sign on to the Series 5 PO system, and manually select those Requisitions that they are responsible for approving, and invoke the Approval function. The sub-documents are approved by entering the Approving Managers Authorization password.

A new operation has been introduced that now can read emails that are sent from the approving managers. The managers need only to reply to the emails that were sent from the system asking them to approve a given document. Within the subject of the "reply" emails the manager must enter the text **APPROVE, REVIEW or REFUSE**, depending on whether they approve of the purchase or not. When the new Load Manager Approval Emails operation is selected, the system will read the emails from an Outlook Inbox named **S5 PO Approvals**, retrieve the associated sub-document and record the approval status. If the manager approved the purchase, the selected sub-document will be automatically converted into a formal PO. Depending on the type of approval, the emails will be moved to other Outlook Inbox folders located in the **S5 PO Approvals** folder.

This new operation may also be selected to execute in the Series 5 Background Batch Processor. It can then be scheduled to automatically execute hourly, or daily. *(December-05-2013)*

PO System Reporting

All reporting function applications have been enhanced to provide for the option to sort, or group, POs or PO Line Items by the new PO Department code. *(November-21-2013)*

PO Supplier Product Codes

You may now record Supplier Products information for use within the PO system. For a given Vendor, record the inventory items that you would typically purchase from them. For each item, the following properties fields may be entered:

- Vendor's Product Code
- Minimum Order Quantity
- Product UPC Code
- Maximum Order Quantity
- 4 x 30 character Lines of Description
- Unit Price
- Unit of Measure
- Manufacturer's Name
- New Unit Price with Effective Date

- Manufacturer's Product Code

When entering a Requisition or PO, you may now choose to select a Supplier's Product from a "Lookup" window. The price, and descriptions will be automatically loaded. *(November-15-2013)*

☐ **PO System User Access Control**

For users of the Series 5 PO system, a new security access rule has been introduced. Previously, as an option, a given user was restricted to accessing POs and Requisitions for a particular Ship-To Location. Now, the access options have been enhanced so that you may restrict a Requisition User to entering or viewing all Requisitions and POs for a specified Ship-To, or Department, or to those that he/she was designated as the Originator. A given user may also be given access to enter or edit all Requisitions and POs in the system. *(November-7-2013)*

☐ **Purchase Orders and Requisitions Entry**

The PO system has been enhanced to provide the ability to specify a Department Code when entering a Purchase Order, or Requisition. A Department will belong to a given Ship-To, or Branch, location. When entering POs or Requisitions, instead of entering a Ship-To Code, you will now enter a Department Code. The Ship-To associated to the entered Department will also be displayed. *(November-7-2013)*

☐ **PO Requisition Users**

The PO system has been enhanced to provide the ability to specify a Department Code when entering a Purchase Order, or Requisition. Previously, Requisition Users belonged to a specific Ship-To. Now instead, you will specify which Department the User belongs to. *(November-7-2013)*

☐ **PO Departments**

The PO system has been enhanced to provide the ability to specify a Department Code when entering a Purchase Order, or Requisition. As a new function provided under Codes Maintenance, Department Code Maintenance allows you to define your Departments along with their associated properties. In particular, a Department belongs to a given Ship-To. As well, each Department also has a designated Approving Manager. *(November-7-2013)*

☐ **Shipment/Receivings Waybill Number and/or Pack Slip Number**

When recording a Shipment of Receivings you may now enter a Waybill or Pack Slip Number or Code. For each PO that is then received, this will be recorded with the PO. Should you need to record a different Waybill/Pack Slip Number for individual POs, that field also is now presented on the PO Receivings Line Item grid screen. *(July-12-2013)*

☐ **Requisition / Request-for Quote Processing**

The processing of Requisitions has been enhanced. A Requisition is now comprised of a number of items that are to be purchased. These may consist of different items to be purchased from different suppliers, Ship-To locations, Buyers and/or Reorder Managers. The operator may now select specific items that are to be assigned to a given "Candidate PO", (CPO), or to a "Request-for-Quote", (RFQ), that is to be printed

or emailed. You can easily replicate an RFQ to be distributed to multiple suppliers. RFQs can be printed as PDF or MS Word documents or automatically emailed to suppliers. As an option before converting RFQs and CPOs to a formal Purchase Order, they can be printed as PDF or MS Word documents and emailed to individuals in your company requesting them to be approved. Once approved, they can be selected to be converted into a formal Purchase Order. *(Apr-28-2013)*

☐ **Blanket Purchase Orders**

The processing of Blanket Purchase Orders has been enhanced. When entering a Blanket Purchase Order, an Initially Approved Total Dollar amount may now be entered. As subsequent released POs are issued against the Blanket PO, a running total is kept. When the Initially Approved Amount is reached, no further POs may be issued. Both the Purchase Order Inquiry, and the Purchase Order Entry function display screens show the Initially Approved amount, the Total Previously Order amount, and the Remaining amount. The Purchase Order Inquiry screen also displays the Highest Release # issued, and it's date. *(Jan-28-2013)*

For 2012

☐ **Purchase Order Receiving Function**

The operational routine to record the receivings of Purchase Orders has been enhanced to have an email sent to the PO's designated Buyer advising them of receipt of the goods. Only those PO's that had been originally so flagged, will cause emails to be generated. The body of the email message, is loaded from the file named **BuyerNotify_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in the Company System's designated reports directory. *(Nov-08-2012)*

☐ **Print Requisition Function**

The routine to print Requisitions has been enhanced to have a copy of those Requisitions, that had been so flagged, emailed to the designated individual who is to approve it. They are sent as a PDF attachment. The body of the email message, is loaded from the file named **Requisition_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in the Company System's designated reports directory. *(Nov-08-2012)*

☐ **Purchase Order Entry**

A new check-box field has been introduced to the Purchase Order Entry screen. It is used used to indicate that the designated Buyer is to be emailed a message when the PO's goods are received. *(Nov-08-2012)*

☐ **Requisition Entry**

Two new check-box fields have been introduced to the Requisition Entry screen. One is used to indicate that a printed copy of the Requisition is to be emailed to the designated Requisition User who is to approve the Requisition. The 2nd one is used to indicate that the designated Buyer is to be emailed a message when the PO's goods are received. *(Nov-08-2012)*

☐ **Buyer and Requisition User Codes Maintenance**

In both the Buyer Code properties, and the Requisition User Code properties, a new field has been introduced to record the individual's email address. These fields are used so emails can be sent to the Buyer notifying when a PO's goods are received; or to the Requisition User to request a requisition to be approved. *(Nov-08-2012)*

For 2011

☐ **Stand Alone Series 5 Purchasing System**

The Series 5 Purchase Order Processing system has been revised to execute as a "stand alone", system. If used without the Series 5 Inventory system, the PO and Requisition Entry functions will not longer attempt to invite the operator to select whether the item being purchased is a Non-Inventory or not. It will always set the flag to indicate Non-Inventory items are being entered. *(Sept-08-2011)*

☐ **New Feature to Attach Supporting Documents to Purchase Orders and Requisitions**

You may now attach a variety of different documents to Purchase Orders and Requisitions. Up to 15 separate documents may be selected, and attached and viewed from the PO Entry and Requisitions Entry functions. These documents may also be added and viewed from the PO Inquiry functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

☐ **Requisition Entry, Purchase Order Entry and Vendor Inventory Codes Maintenance**

The operational functions to enter Requisitions and Purchase Orders, and the maintenance of Vendor's Inventory Codes, have been enhanced to handle those Inventory items that have been defined with a Matrix Set. When a Matrix Set Item is selected to be entered for a Purchase Order or Requisition, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Cost information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated PO Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated PO Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis. *(Mar-20-2011)*

☐ **Support for Matrix Set Inventory Items**

The Purchase Order Processing system has been enhanced to provide support for the Inventory Systems' implementation of Matrix Set defined Inventory Items. These are items that have variations in color or size, for example clothing. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and it's Matrix set variations are defined using a 23 character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.
- When an Inventory Item defined with a Matrix Set is selected by the PO or Requisition Entry functions, a matrix grid display screen is presented, on which the different variants of the item may be presented in alternative display options. Quantities to be ordered and the unit prices may be edited directly on the matrix.

All Inquiry functions and reporting functions available to the Purchase Order Processing system have been revised accordingly. *(Mar-20-2011)*

☐ **Integrated context sensitive Help**

Help has been introduced to the Purchase Order Processing system. As well, manuals are available. *(Jan-10-2011)*

 For 2010

☐ **The PO system is Converted to Series 5 from it's equivalent Series 4 "green screen" Version**

The Purchase Order Processing system has been re-engineered for operation as a full-blown graphical application. *(Nov-01-2010)*

[New and Different – Enhancements and Fixes in all Series 5 Systems](#)

 For 2014

☐ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

▣ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

For 2013

▣ **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters) *(July-03-2013)*

▣ **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.

Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there). *(Jun-27-2013)*

▣ **Series 5 Outlook Email Reading**

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook. Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

 For 2012

 **Series 5 Import/Export Functions**

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. (Nov-12-2012)

 **Series 5 Import/Export Functions**

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. (Sept-18-2012)

 **Series 5 Launching Microsoft Calendar**

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **mslocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5UTIL** . (June 25-2012)

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

 **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded,

or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.

- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be programmatically customized. Contact Sentinel Hill Software Inc., for more information. further details. (Apr-24-2012) *HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

☐ All Series 5 Applications offering Export Functions

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. (March-09-2012)

☐ Using Windows' Logon Usernames

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. ***(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)***

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to "Repeat User's Logon", found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

☐ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. *(Feb-28-2012)*

Upper Case Bitmap Files

On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

☐ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. *(Jan-30-2012)*

☐ **Series 5 Directory/Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other than a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

☐ **"Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. *(Jan-10-2012)*

☐ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

 For 2011

☐ **Series 5 Import/Export Routine**

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/allow quotes around character strings. *(Dec-12-2011)*

☐ **"CALLEREQ" Program**

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. (Nov-11-2011)

☐ **Interfacing with MS Office Excel and Word**

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office \Office** . (Oct-03-2011)

☐ **Series 5 Email Generation**

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.

The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client or FAT client
- Emails may now be sent with copies going to Cc users and Bcc
- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files **MUST BE LOCATED** in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

☐ **Importing \$ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing \$ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. (July-25-2011)

☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. (June-14-2011)

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. *(June-14-2011)*

☐ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddyy*", "*mmddyyyy*", "*mm/dd/yy*", or "*mm/dd/yyyy*", depending on the mood of the operator. *(May-02-2011)*

☐ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)
- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

☐ **Printing to Windows Spooler**

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

☐ **System Captured Windows Maintenance**

The Series 5 provides for the definition of Printer Queues. As a property to each

Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. (Feb-09-2011)

For 2010

Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer	17 - To Disk as an MS Word 2003 document
2 - Archived	26 - To Disk as an MS Word 2007 document
3 - Both the Printer and Archived	35 - To Disk as a PDF document
4 - To be just Browsed	

Note that if the applicable application already determined the target output, these defaults will NOT be used. (Oct-13-2010)

Data File "Properties" function

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). (Sept-01-2010)

Using the Mouse Wheel to navigate Series 5 Grid Screens

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384

and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 (July 27-2010)

☐ **MS Excel System Error Recovery**

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).
- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). (May-31-2010)

☐ **Compiling with INTEL Native mode**

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE==intel** command with **set NATIVE=** command. (May-21-2010)

☐ **Generating Standard Forms as MS Word Documents**

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- WORD2007
- PRINT&WORD2003
- PRINT&WORD2007
- ARCHIVE&WORD2003
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. (May-21-2010)

☐ **MS Word System Error Recovery**

The Series 5 printing routines had the ability to generate output as an MS Word

document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.
- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.
- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). (May-21-2010)

▣ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. (May-20-2010)

▣ **Automatic Sending of Emails**

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "LN:" or "Ln:", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "**DOS_MAIL_CMD**", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable % **ATTACHMENT2%** will be replaced with the full path to a 2nd attachment, if applicable. (May-03-2010)

▣ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the

operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. *(May-03-2010)*

☐ **Import/Export Functions**

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. *(Mar-24-2010)*

☐ **Generating Sub-Documents as MS Word or PDF Files**

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting document with watermarks and headers and footers. *(Mar-15-2010)*

☐ **Import functions from Excel Spreadsheets**

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging). *(Mar-03-2010)*

☐ **Printing of Report as PDF Documents**

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list. *(Feb-23-2010)*

☐ **Browsing to Select Files and/or Directories Functions**

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem. *(Jan-28-2010)*

☐ **Encryption/Decryption Function**

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted. (Jan-24-2010)

→ For 2009

▣ **Printing of Reports in Series 5**

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies**. You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. (Dec-22-2009)

▣ **Export functions to Office 2007 Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. (Dec-16-2009)

▣ **Exporting to Excel Spreadsheets functions**

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right

- Have a data column formatted for "Currency", (where \$ signs will be displayed with 2 decimal places)
 - For Office 2003 Excel negative numbers are displayed with parenthesis around them
 - For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. *(Dec-10-2009)*

☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

☐ **Selecting Dates from Lookup Calendars**

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

☐ **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

☐ **User Logon Passwords**

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. *(Oct-22-2009)*

☐ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

☐ **Outputting Reports and Invoices as MS Word Documents**

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. For users

with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

☐ **Main Menu User Logon**

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

☐ **Encryption/Decryption Function**

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

☐ **Series 5 Grid Management Screens**

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. *(Feb-03-2009)*

For 2008

☐ **Using AcuGT Rev 8.1**

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbi.bat** must be edited to have the variable NATIVE set to nothing. *(Nov-15-2008)*

☐ **User Logon Passwords**

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at least one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. *(Oct-7-2008)*

☐ **Import and Export and User Interface Applications**

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote"" character in front of the string before inserting to the cell. (Oct-7-2008)

☐ **User Access Maintenance**

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (Sept-24-2008)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.
- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.
- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like function)
- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.
- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

☐ **User Access Maintenance**

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. (Sept-10-2008)

☐ **Print Manager and Browser**

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. (Aug-25-2008)

☐ **Import and Export and User Interface Applications**

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. (Aug-25-2008)

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the *.XLSX extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. (Aug-25-2008)

☐ **On-Line Help**

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) (Aug-10-2008)

☐ **Broadcast Messages**

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. (Aug-10-2008)

☐ **Application User Access Analysis Export**

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. (July-15-2008)

☐ **User Access Logging**

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. (June-15-2008)

Major P/O Features not Found in Series 4

☐ **Generic Vendor, PO Inventory selections for Reports**

All reporting functions now have a generic Vendors and/or Inventory selection filter screens. It allows you to randomly select different Items and Vendors to be reported.

☐ **Purchase Orders are now Generated as MS Word or PDF documents**

PO's are generated as PDF or MS Word documents. Custom templates may be designed to enhance the appearance of the PO forms.

☐ **Emailing of Purchase Orders may now be automatically Emailed to Suppliers**

Purchase Orders may now be automatically emailed to suppliers.

2.4 Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Purchase Order Processing.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

– Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.
- Most screens will have a **Help** button that displays relevant information when clicked.



- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line Help** .

– Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.
- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

– Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at [Series 5 Fixes and Enhancements](#).

Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

 <u>Accounts Payable</u>	 <u>Miscellaneous Invoicing</u>
 <u>Accounts Receivable</u>	 <u>Fixed Assets</u>
 <u>Customer Order Processing</u>	 <u>Web Access Management</u>
 <u>Inventory Management</u>	 <u>Series 5 Systems Manager</u>
 <u>Purchase Order Processing</u>	 <u>Professional Invoicing</u>

Part



3 The Basic User Interface

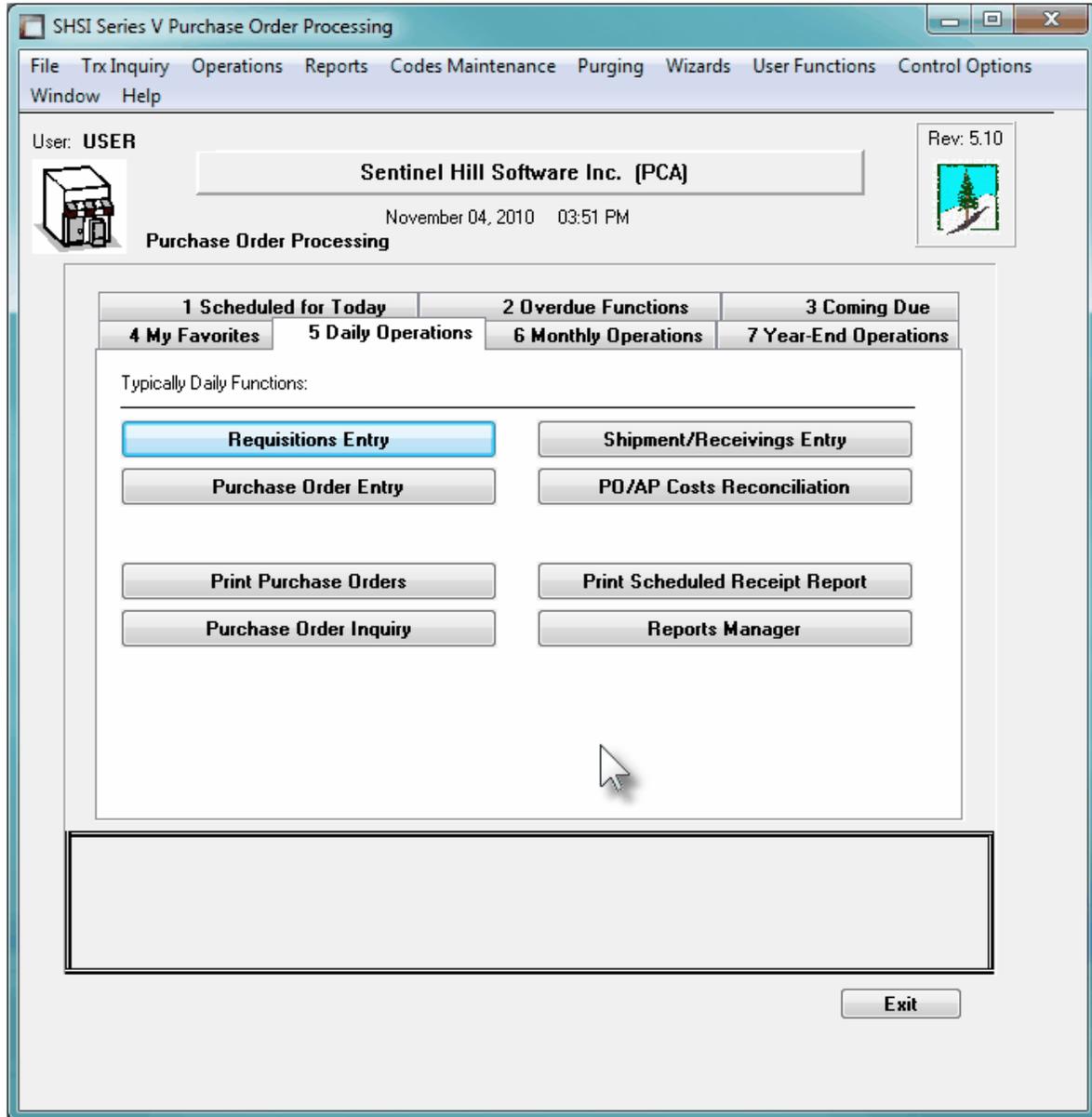
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Purchase Order Processing Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

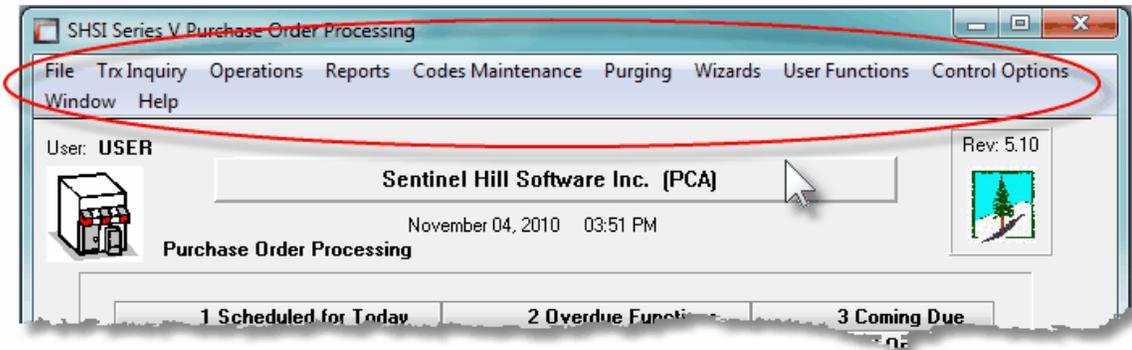
The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the [Purchase Order Processing Menu Functions](#)¹⁵⁶ and [The P/O Menu](#)¹⁵⁶ chapters.

Here is the P/O menu that will be used to identify the different functions available.



— Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.



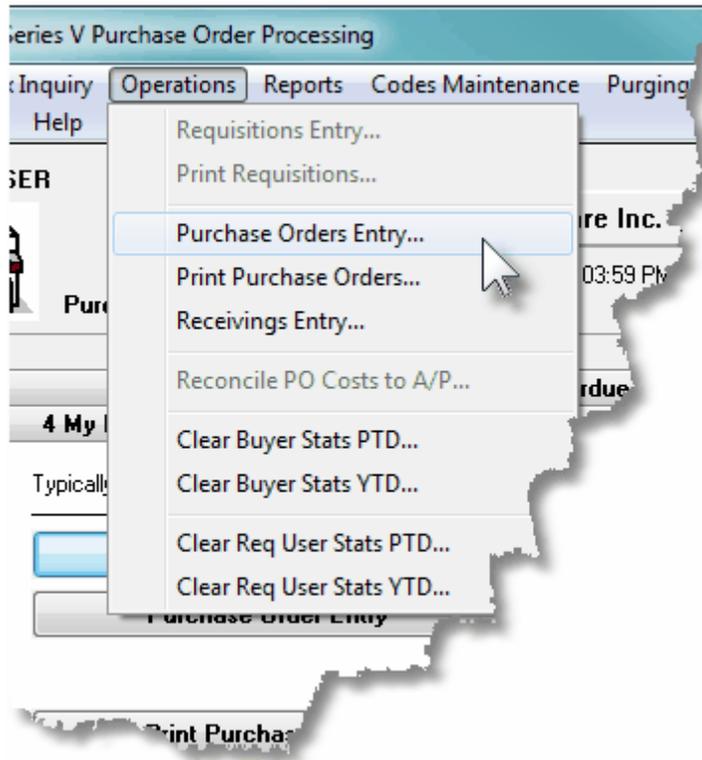
Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Requisition and Purchase Order Entry, Receivings Entry, Printing Purchase Orders, and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Purchase Order Processing system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Purchase Order Entry Operation function:

1. Click **Operations** in the menu bar.

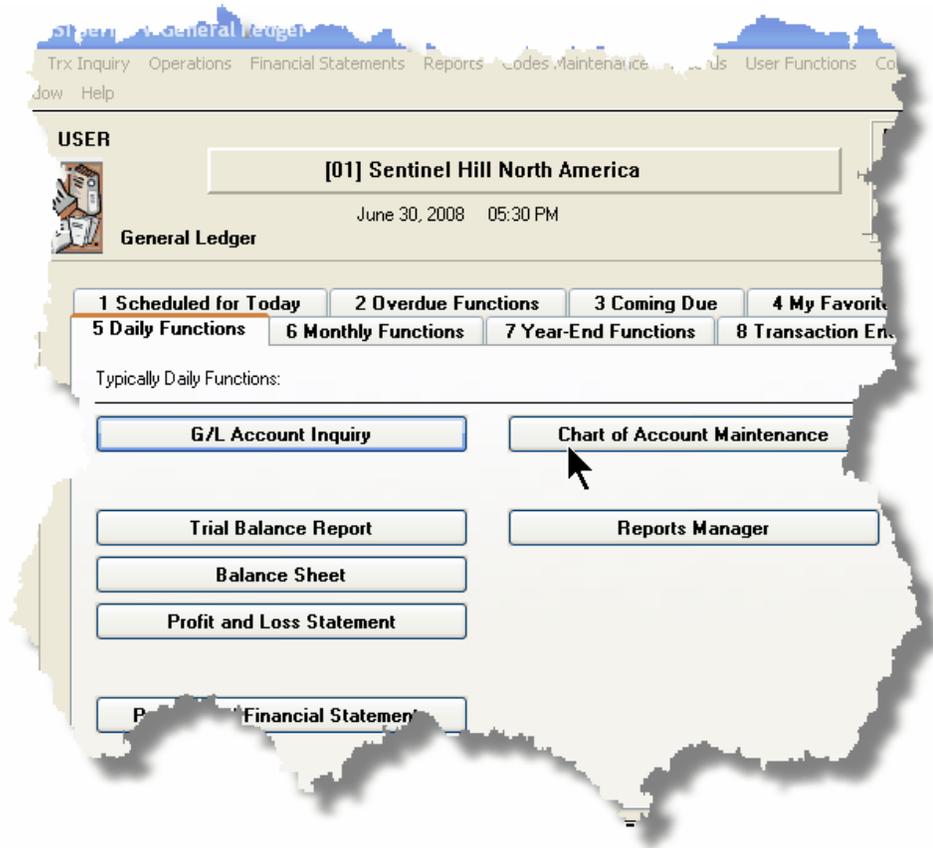


2. Select **Purchase Orders Entry...** from the drop-down menu and the PO Batch Selection/Entry screen will be displayed.

– Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provided on the application menus that offer common types of functions. Each of the application menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:



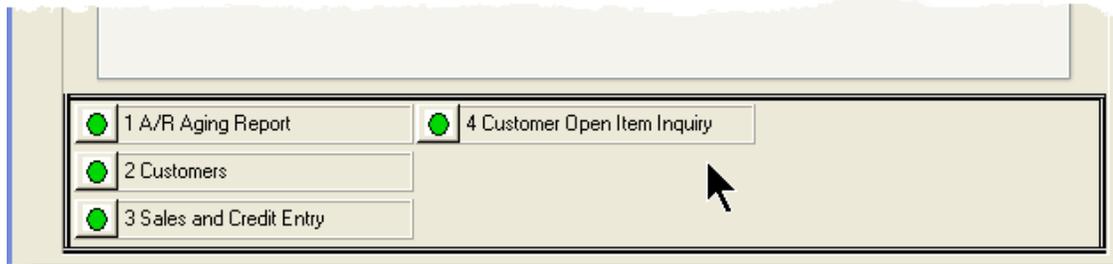
1. Click on the applications' **Daily Functions** tab.
2. Click on the desired function push button.

3.1.1 Multi-Threaded Windows

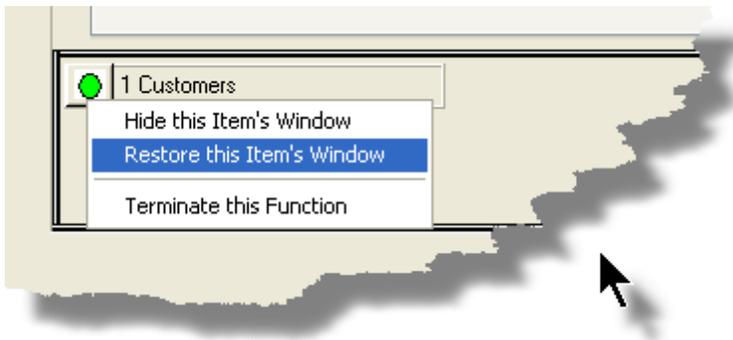
The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.

 Execute multiple functions from the Applications' menu simultaneously

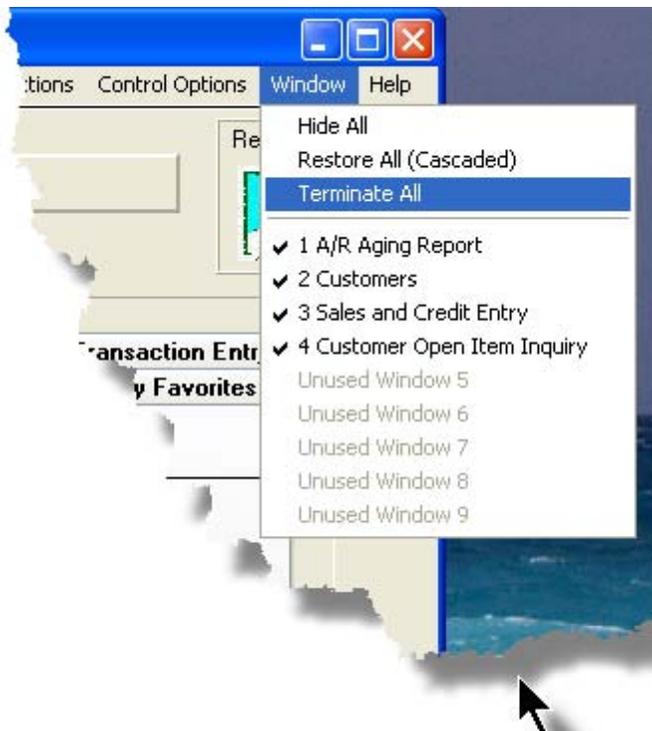
- The functions that have been launched are displayed in the frame at the bottom on the application menu



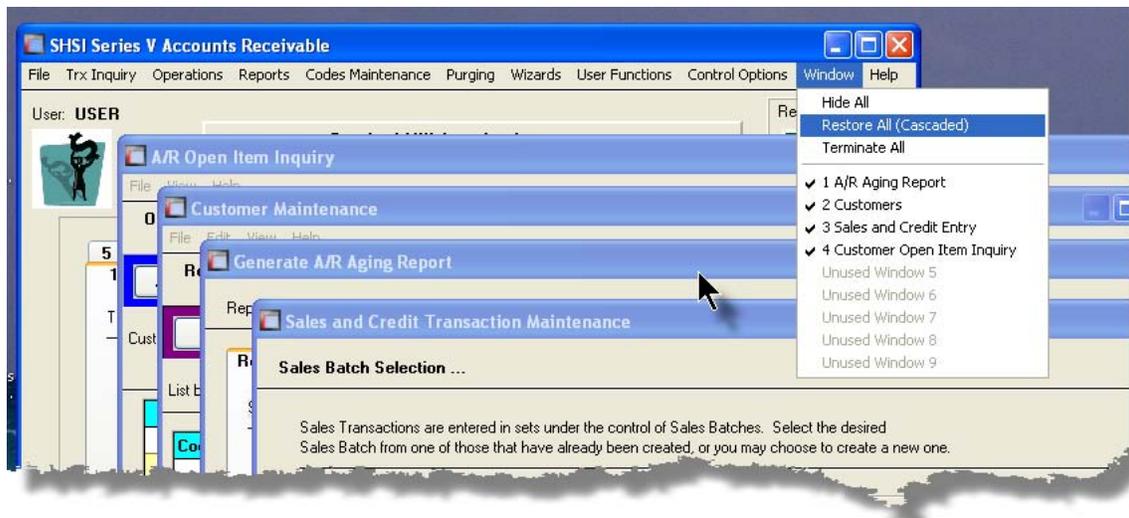
- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.



- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu



- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu



- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

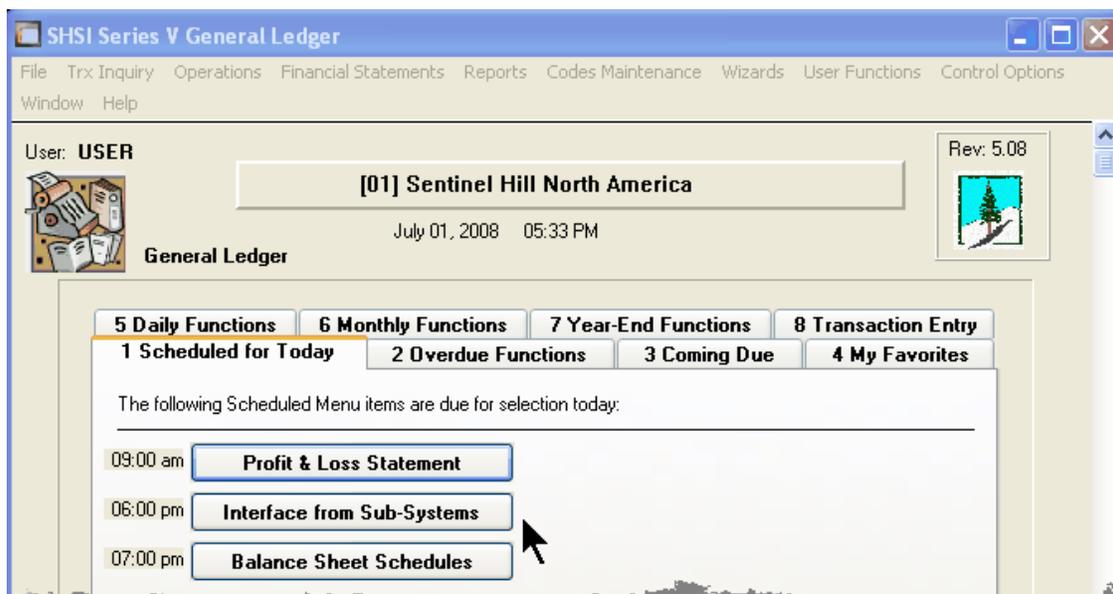
3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

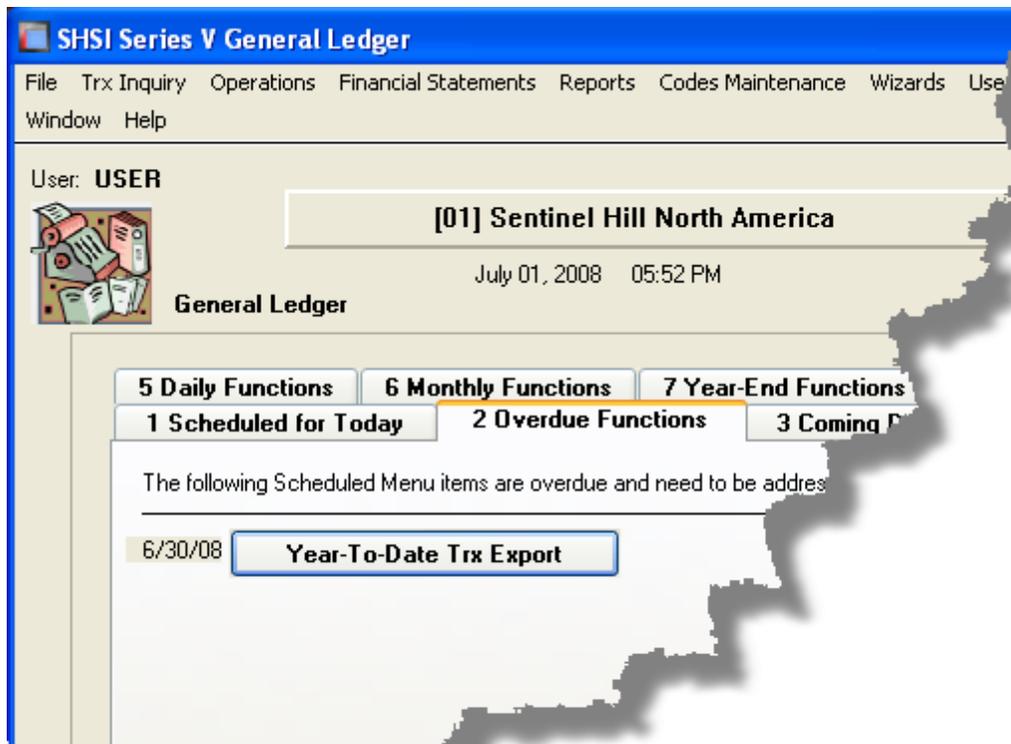
Refer to the section on [Users Scheduled Menu Functions](#)¹⁴³ under the [User Access Management](#)¹³⁴ Chapter for the steps to set up the Scheduled functions.

— Scheduled Menu Sub-Screen Examples

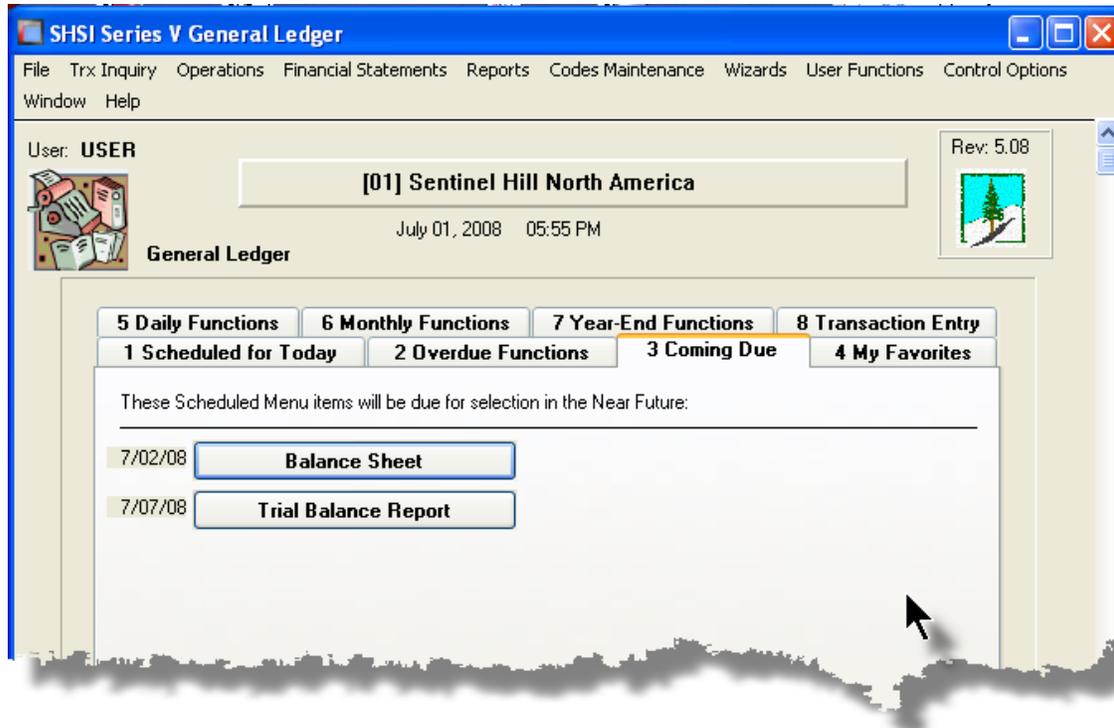
- For menu functions that are scheduled to be launched today:



- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

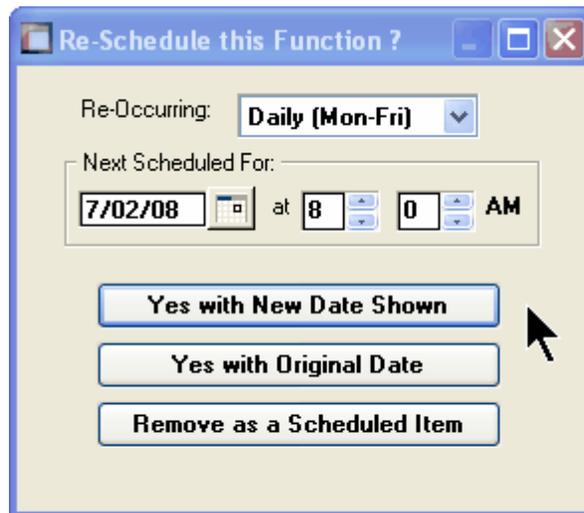


- For menu functions that are scheduled, but for a date in the future:



— Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.



1. The fields will default so the function will be scheduled as defined.
2. You may have the item rescheduled using one of the following intervals:



3. Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.

The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:

- Master Code Maintenance routines
- Transaction Entry routines
- Data Inquiry routines
- Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed).*

Standard Journal Transaction Entry

File Edit View Help

Standard Journal Transaction Entry Session: APACCR

Menu Bar of applicable functions

Select to add, modify, delete, or print an Edit List. To have the transactions recorded on the ledger, select the "Post" function.

Coloured frame of Push Buttons of major functions that can be performed

Click to Exit

Click to hide the Window

New Modify Delete Print Full Edit List Print Exception Edit List Post

List by: Journal ID # Go To Trxs with JID #: Refresh Transaction Ledger Date: 2/29/08 Transaction Document Date: 2/29/08

JID #	G/L Account #	S/L Project	Trx Date	Debit	Credit	Ref Batch	Ref Doc #	Ref Date	Acct	Aut	CtB
1	064-3222-040	MESSENG	2/29/08	300.00							
15	064-3222-040	ES-BULK	2/29/08						DATA & IMAGE PURCHASE		Y
17	064-3310-040	UCC ON DEMAND CORR FEE	2/29/08	22,500.00					MICS CORRESPONDENT INV ACCRUAL		Y
18	064-3310-040	DIRECT ACCESS-GROSS CHAF	2/29/08	6,603.60					CHARLES JONES LLC HUVALTY ACCRUAL		Y
23	064-4910-060	CONSULTANT FEES IT	2/29/08						CONSULTANT FEE-IT HOUSTON		Y
27	021-2690-100	ACCRUED EXPENSES UDS - A	2/29/08		83,759.29				CONSULTANT FEE-IT GLENDALE		Y
									TRADE ACCOUNTS PAYABLE ACCRUAL		Y
Control Totals:				8	of	Transactions.	Total Debits: \$	83,759.29	Total Credits: \$	83,759.29	

Refresh the grid display with the record of the key that is entered here

Click to Refresh the grid display to the 1st record satisfying and filters and update any applicable status fields

List By drop-down list to have the items displayed sorted in different orders

Click to display a search window to enter a search string search

Grid Navigation Push Buttons to position to the next/prior Item or Screen or to the Start/End of the list

Double click any given row to have the associated record edited

Right click a field in any given row to have a pop-up menu displayed offering applicable functions that can be executed

Totals applicable to the items displayed in the grid

Status bar displays the Sort Option, and the current Search Field and String

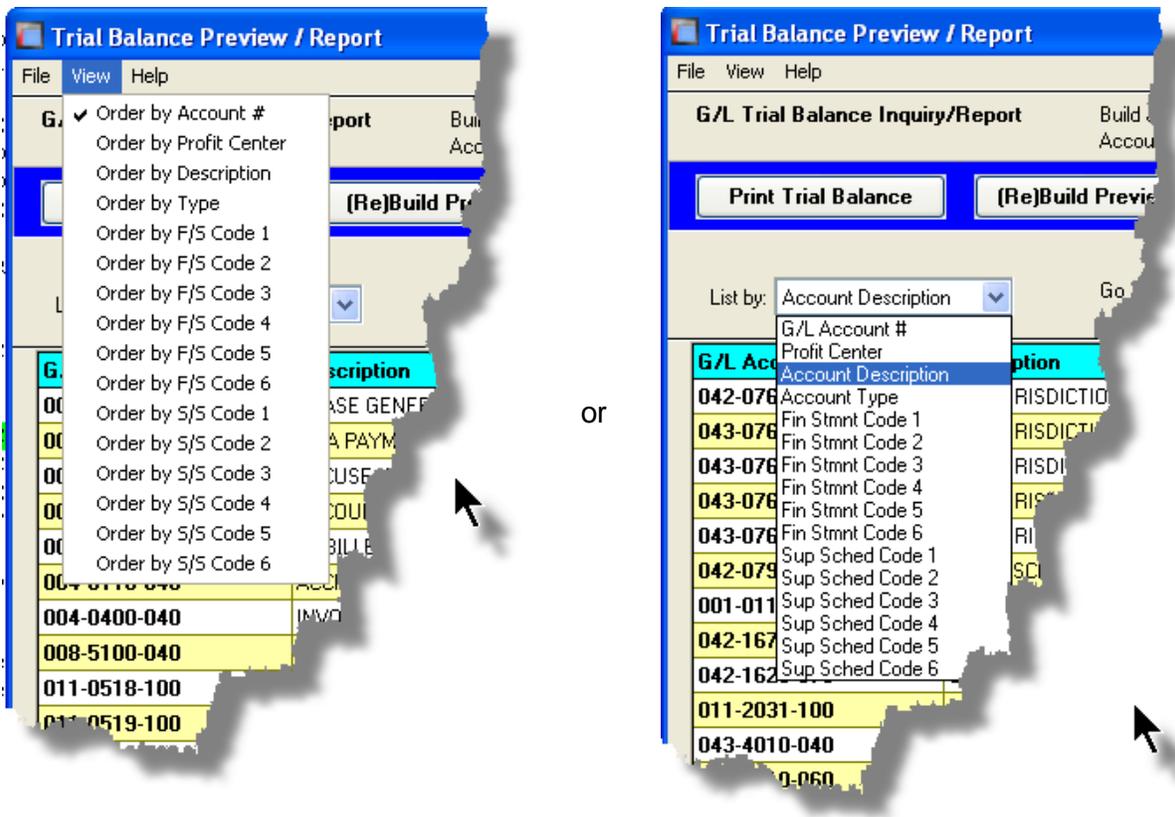
WARNING: The Ledger and Document Dates assigned to these Transactions have not been updated since the last time this Standard Trx Set was Posted

Edit and Update Session and Trx Dates Now

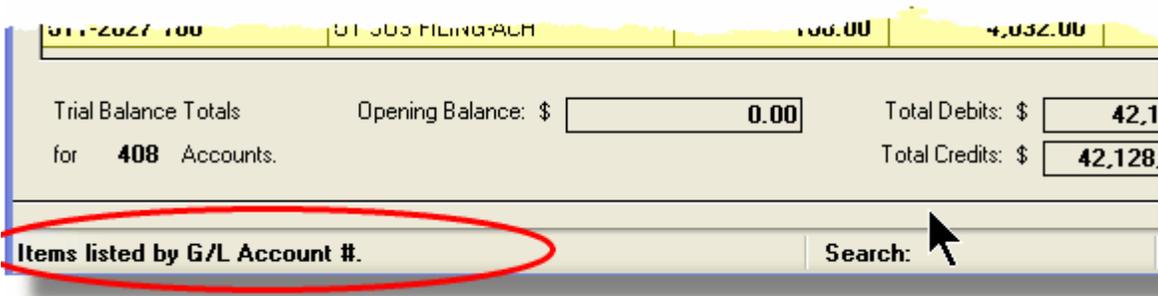
Items are listed by JID # (order entered). Search: for:

List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.

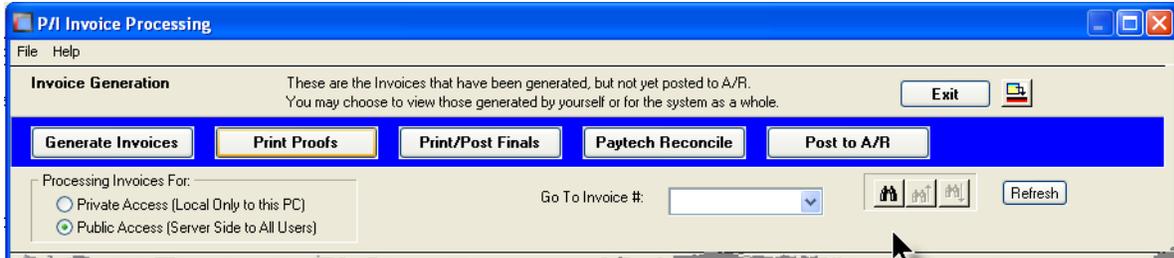


A description of the sort order is displayed in the status bar at the bottom of the screen.



- "Fast Button" Frame Tasks Push Buttons

In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.



Or for another example:



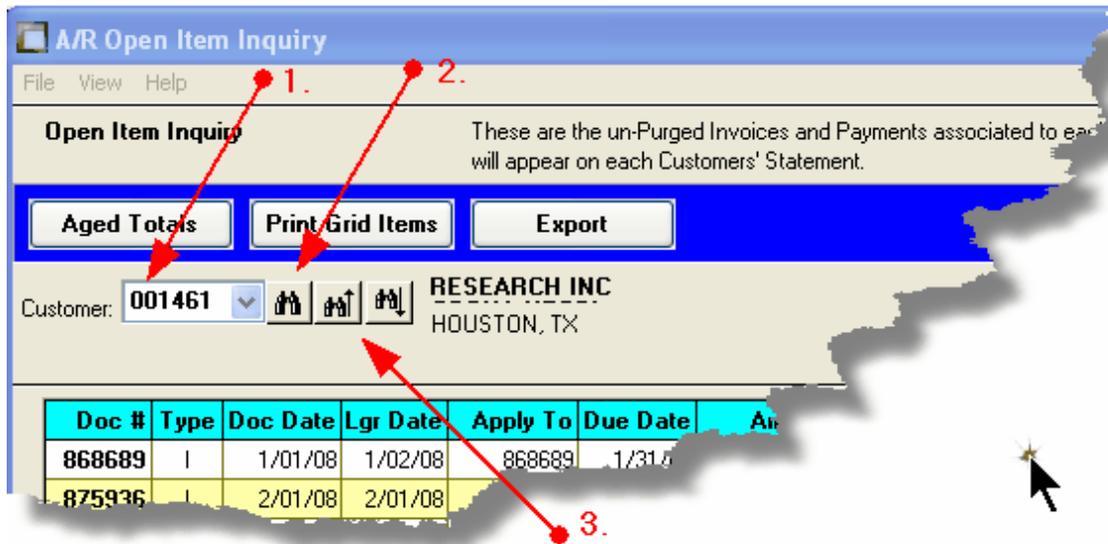
Note that different types of functions have different frame background colors.

■ - Blue	Active data Inquiry or Analysis
■ - Burgundy	Codes Maintenance
■ - Olive Green	Archived transaction Inquiry
■ - Aqua-Marine Green	Transaction Entry

— Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.



In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.
2. Click on the  icon to have the Customer "Lookup" window displayed and select the desired customer.
3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

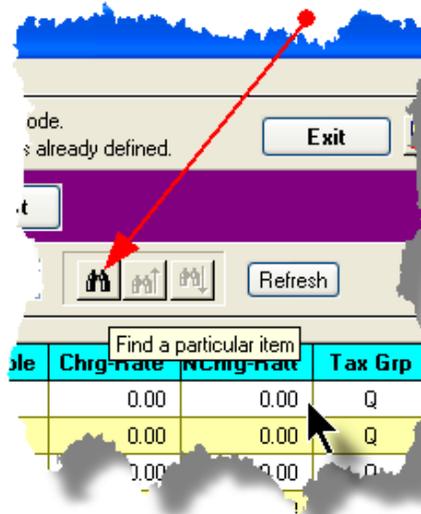
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

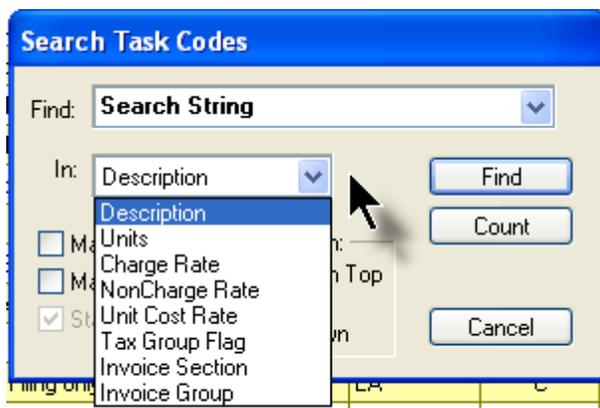
Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.



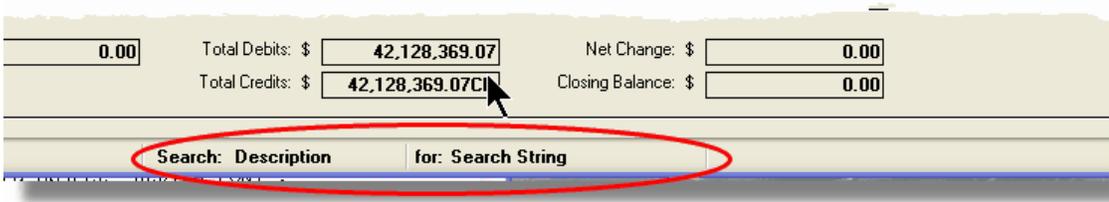
- The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.



- Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button)
- If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.



- 5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.



- Grid Navigation Buttons

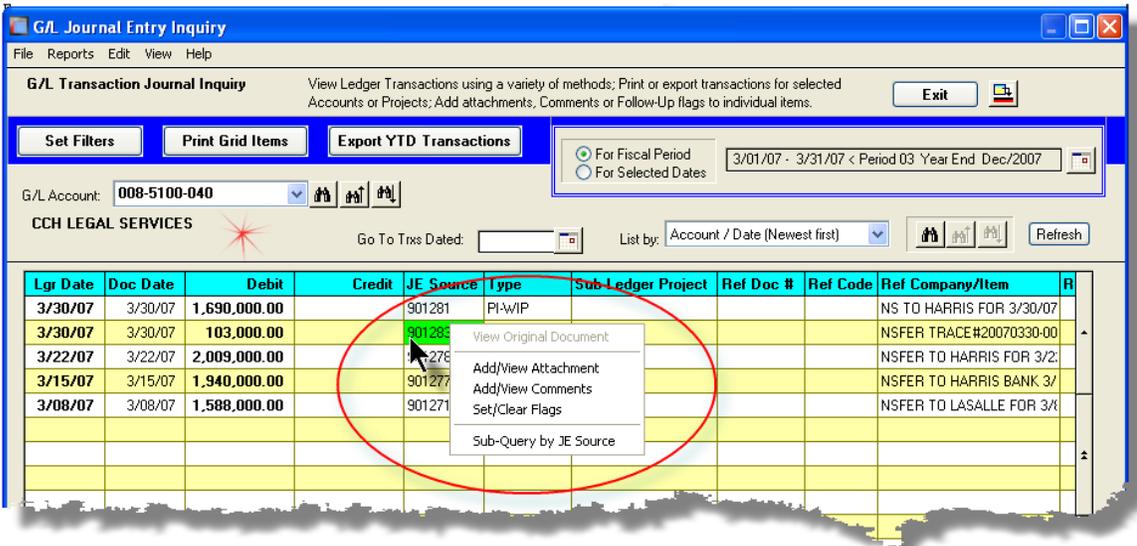
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you	

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you		 <p>The screenshot shows a software window with a title bar containing 'Exit' and a printer icon. Below the title bar is a date field: '31/07 < Period 03 Year End Dec/2007'. There are navigation icons and a 'Refresh' button. The main area is a table with columns 'Code' and 'Ref Company/Item'. The table contains the following rows:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Ref Company/Item</th> </tr> </thead> <tbody> <tr><td>0017</td><td>JPMC/BNY AMENDMENT PR</td></tr> <tr><td>5</td><td>CROWN CREDIT COMPANY</td></tr> <tr><td>1</td><td>THE REYNOLDS & REYNOLC</td></tr> <tr><td>01</td><td>WESTOVER FINANCIAL INC</td></tr> <tr><td>3</td><td>AZTEC FINANCIAL, INC.</td></tr> <tr><td>9</td><td>MED ONE CAPITAL, INC</td></tr> <tr><td>08</td><td>GREAT AMERICA LEASING</td></tr> <tr><td>2</td><td>RAYMOND LEASING CORP</td></tr> <tr><td>03</td><td>BB & T</td></tr> <tr><td>4</td><td>BB & T</td></tr> <tr><td>03</td><td>BB & T</td></tr> <tr><td>01</td><td>WELLS FARGO FINANCIAL L</td></tr> <tr><td>3</td><td>CITICAPITAL</td></tr> <tr><td>0</td><td>PATTERSON DENTAL COMF</td></tr> <tr><td>32</td><td>LEASE CORPORATION OF AI</td></tr> <tr><td>036</td><td>LANDMARK FINANCIAL CORP</td></tr> <tr><td>014</td><td>SOLARCOM</td></tr> <tr><td>011</td><td>BANK OF AMERICA CB OPS F</td></tr> <tr><td>37</td><td>CITICAPITAL(BTF MAHWAH)</td></tr> </tbody> </table> <p>At the bottom of the window, there is a 'Net Change: \$' field with the value '15,104.00CR'.</p>	Code	Ref Company/Item	0017	JPMC/BNY AMENDMENT PR	5	CROWN CREDIT COMPANY	1	THE REYNOLDS & REYNOLC	01	WESTOVER FINANCIAL INC	3	AZTEC FINANCIAL, INC.	9	MED ONE CAPITAL, INC	08	GREAT AMERICA LEASING	2	RAYMOND LEASING CORP	03	BB & T	4	BB & T	03	BB & T	01	WELLS FARGO FINANCIAL L	3	CITICAPITAL	0	PATTERSON DENTAL COMF	32	LEASE CORPORATION OF AI	036	LANDMARK FINANCIAL CORP	014	SOLARCOM	011	BANK OF AMERICA CB OPS F	37	CITICAPITAL(BTF MAHWAH)
Code	Ref Company/Item																																										
0017	JPMC/BNY AMENDMENT PR																																										
5	CROWN CREDIT COMPANY																																										
1	THE REYNOLDS & REYNOLC																																										
01	WESTOVER FINANCIAL INC																																										
3	AZTEC FINANCIAL, INC.																																										
9	MED ONE CAPITAL, INC																																										
08	GREAT AMERICA LEASING																																										
2	RAYMOND LEASING CORP																																										
03	BB & T																																										
4	BB & T																																										
03	BB & T																																										
01	WELLS FARGO FINANCIAL L																																										
3	CITICAPITAL																																										
0	PATTERSON DENTAL COMF																																										
32	LEASE CORPORATION OF AI																																										
036	LANDMARK FINANCIAL CORP																																										
014	SOLARCOM																																										
011	BANK OF AMERICA CB OPS F																																										
37	CITICAPITAL(BTF MAHWAH)																																										
The prior grid row	Cursor-Up Key or rotate the mouse wheel away																																										
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away																																										
The 1st row of the next screen	Click bottom down button																																										
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button																																										
The last row of the next screen	Page-Down key, or click the lower dbl-down button																																										
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button																																										
The 1st record on file	Hold the shift key and click the top up button																																										
The last record on file	Hold the shift key and click the bottom down button																																										

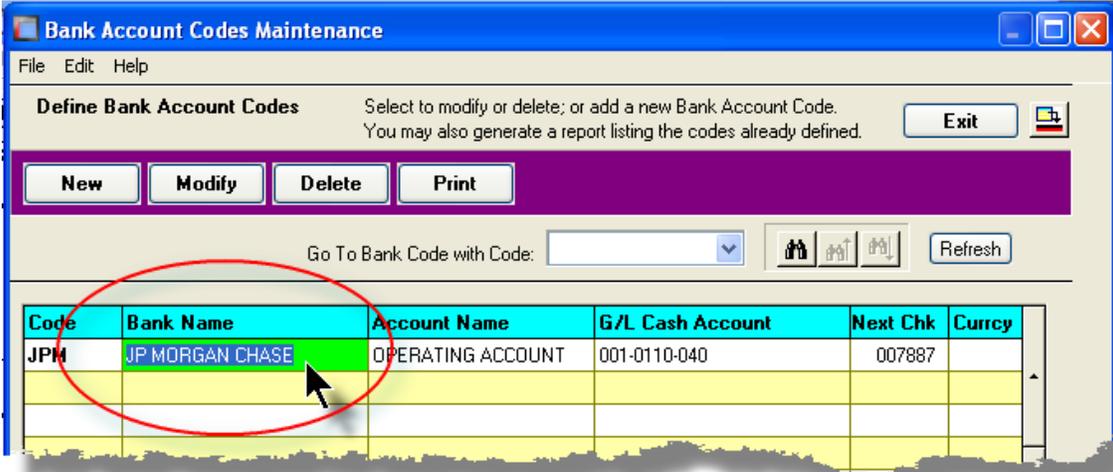
Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.



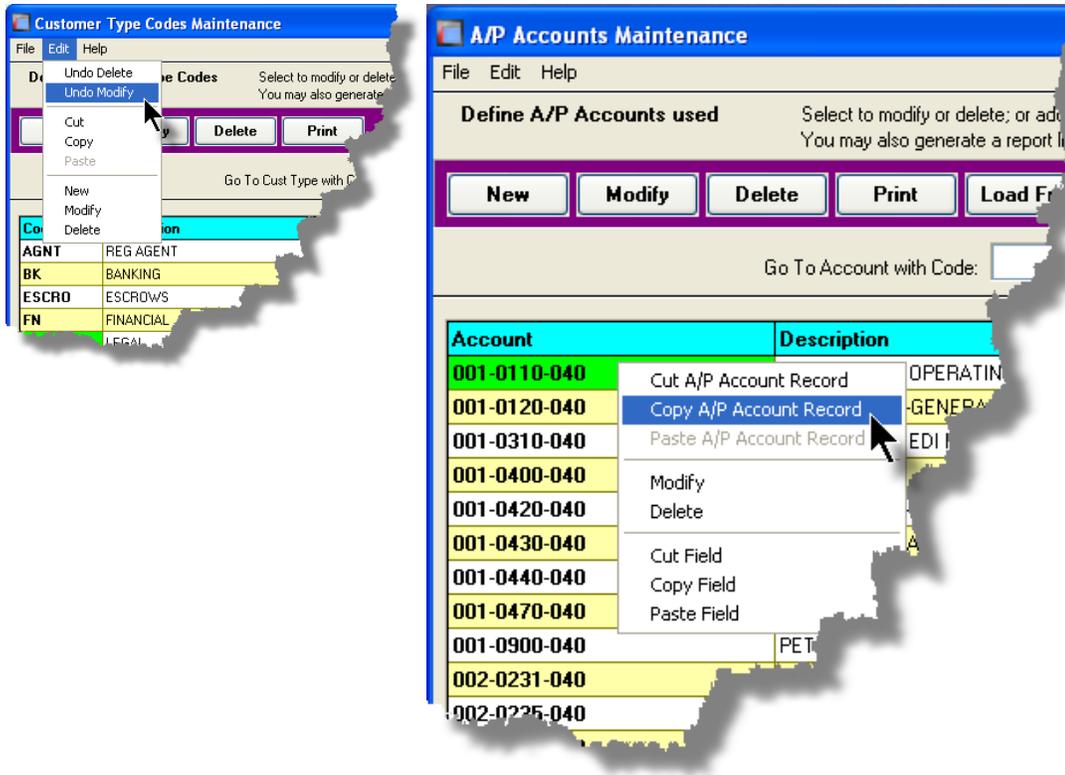
Editing Cell Contents Directly on the Grid

In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.



Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. *(In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).*



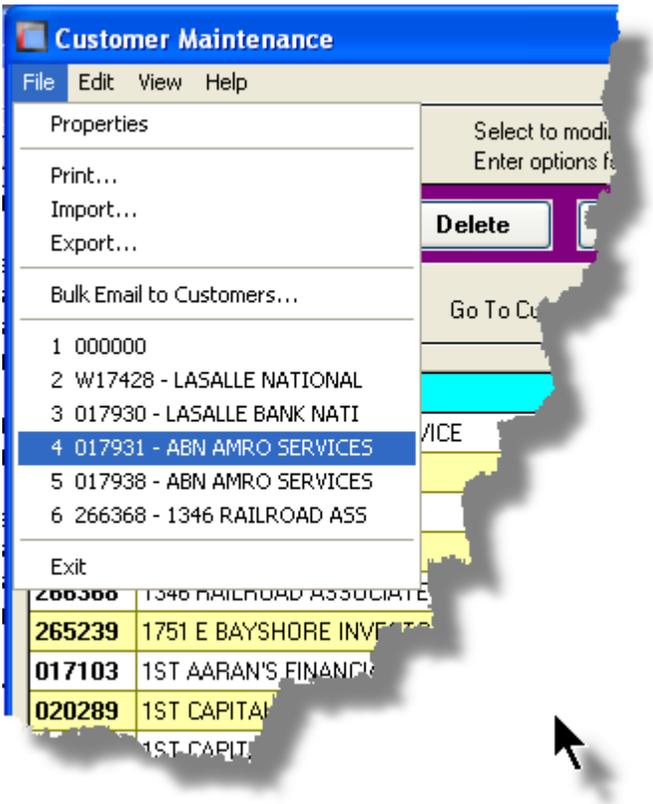
Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu

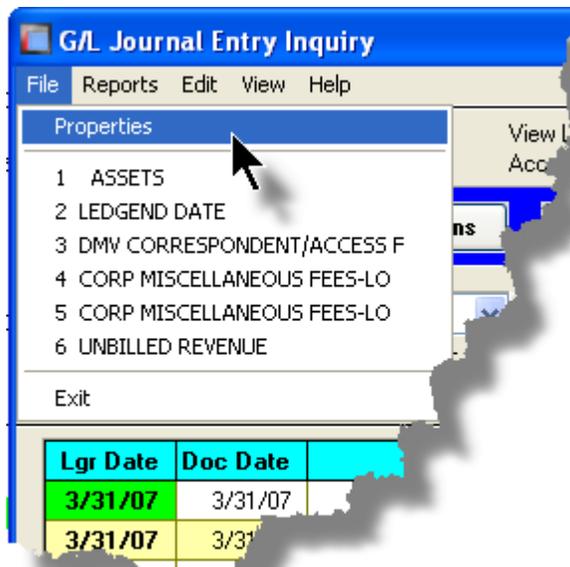
In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the

last 6 items that were added or edited . You can click on any one these to position to it.

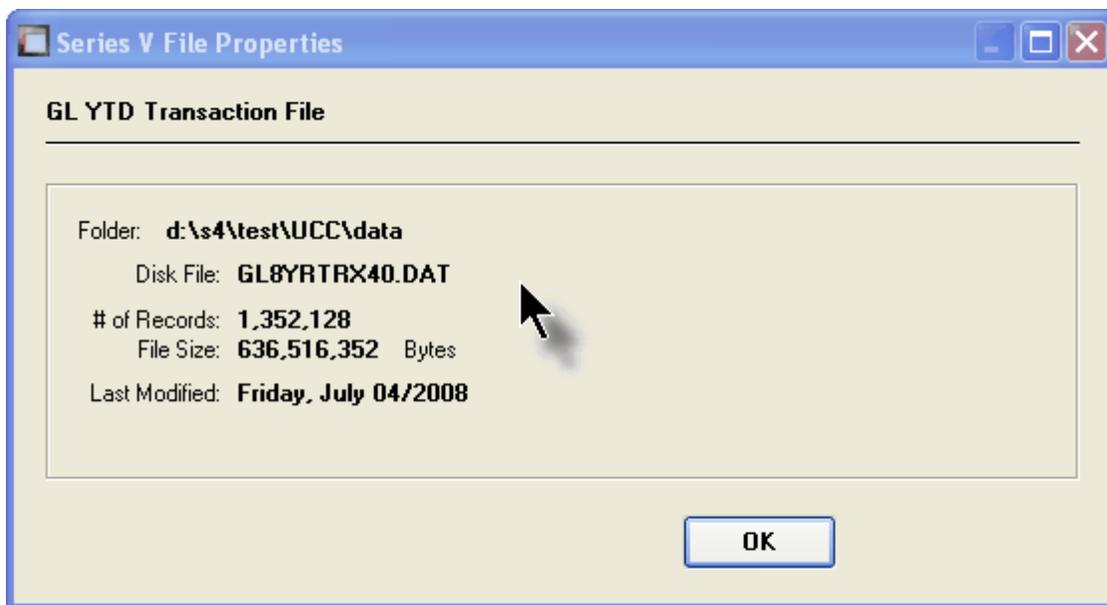


- Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found in the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.



The Properties Screen displayed shows the names of the files, the # of records, and the size.



— Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view

the hidden columns of data.

If there is an  icon in the lower right corner of the screen, clicking on this will expand the screen laterally to its full size. (You will need to have a wide screen for this to be effective).

A/R Period Analysis Inquiry and/or Report

Build and preview summary totals by selected Periods for Customers, A/R Accounts, Customer Types Sales Reps and Sub-Ledger Projects. From the display, generate either a report or a spreadsheet.

Print Analysis Report (Re)Build Preview Print Preview Export

Show Totals for: A/R Accounts Refresh

Go to Main Account #:

A/R Account	Type	Description	YrEnd 12/31/06	YrEnd 12/31/07	YrEnd 12/31/08	YrEnd 12/31/09	YrEnd 12/31/10	YrEnd 12/31/11
000-1010-100	CshRcp	*** ACCOUNT NOT ON FILE **	0.00	0.00	140.00	0.00	0.00	0.00
000-1020-100	CshRcp	*** ACCOUNT NOT ON FILE **	802.48	1,405.56	242.98	0.00	0.00	0.00
001-0110-040	CshRcp	CHASE BANK GENERAL ACCO	1,065.00	4,029.95	140.00	0.00	0.00	0.00
001-0110-040	NonARC	CHASE BANK GENERAL ACCO	152,594.86	221,305.21	346,083.58	0.00	0.00	0.00
001-0200-040	PPayPm	VISA Paymentech Clearing Acc	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	Invoice	ACCOUNTS RECEIVABLE	0.00	0.00	11,250.88	0.00	0.00	0.00
003-0100-040	Prepay	ACCOUNTS RECEIVABLE	0.00	0.00	101.00	0.00	0.00	0.00
003-0100-040	CshRcp	ACCOUNTS RECEIVABLE	44,436.00	6,972.00	0.00	0.00	0.00	0.00
003-0100-040	PPayPm	ACCOUNTS RECEIVABLE	9,996.00	0.00	101.00	0.00	0.00	0.00
004-0400-040	AR-Rev	INVOICED REVENUE CONTRC	9,996.00	0.00	11,250.88	0.00	0.00	0.00
011-0661-060	CshRcp	FIRST UNION BANK - DFS	93,701.10	61,305.14	256,576.59	0.00	0.00	0.00
011-0698-040	NonARC	DEPOSITS - iLien	1,000.00	0.00	0.00	0.00	0.00	0.00
011-2042-100	NonARC	WA FIL e-FILING DISB	1,065.00	0.00	0.00	0.00	0.00	0.00
011-2057-100	NonARC	PA-SOS FILING-DEPOSIT	44,436.00	6,972.00	0.00	0.00	0.00	0.00
013-1524-040	NonARC	iLien CL. DEPOSITS DN ACCO	500.00	0.00	0.00	0.00	0.00	0.00
013-2002-040	NonARC	ALLOWANCE - BAD DEBT	145.00	3,920.42	6,662.07	0.00	0.00	0.00
015-1090-100	NonARC	REAL PROPERTY DISBURSEM	0.00	40.00	0.00	0.00	0.00	0.00
015-1091-060	NonARC	DFS DISBURSEMENTS	61,594.67	63,837.91	32,956.30	0.00	0.00	0.00

Period Total used for display last accumulated 3/31/08 based on Ledger Date.

Items listed by A/R Account. Search: for:

3.3 Code "Lookup" Window

Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon  of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.

Project Maintenance

Project: **10086 CITY BANK - FORNEY**

Description Notes Billing G/L Accounts Deposits

Enter the Project Code, Description
(This project belongs to the Local Government)

Project Code:

Client Code:  **CITY BANK - FORNEY**
PO BOX 5
FORNEY, TX

PO Number:

Project Type:

Regular Master Sub-Ordinate M...

Partner-In-Charge:  R G THOMSON

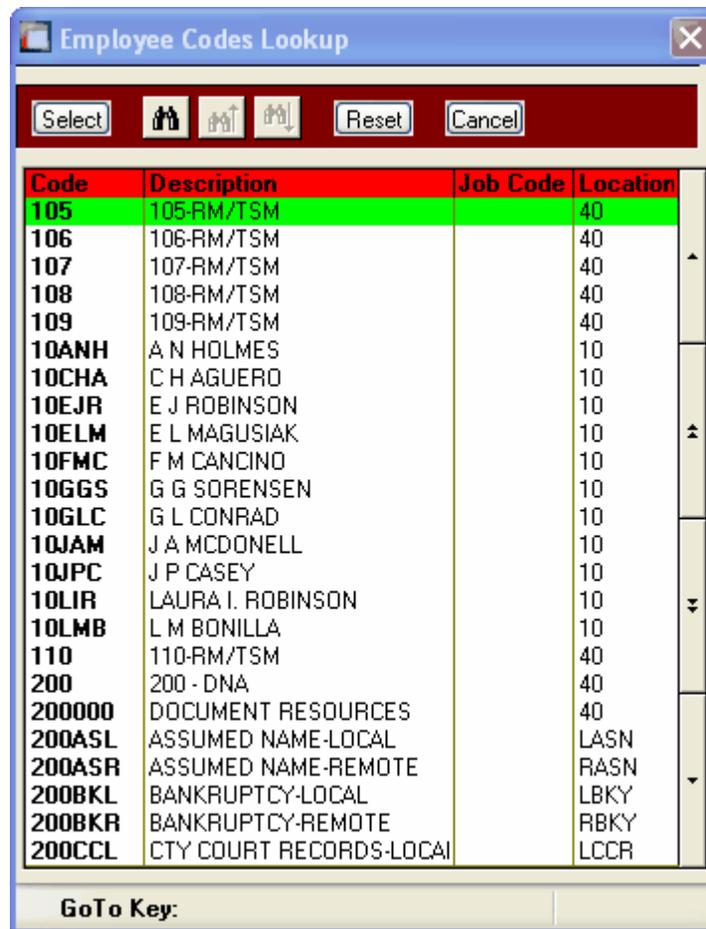
Project Leader:  006-TSM

Required Fields

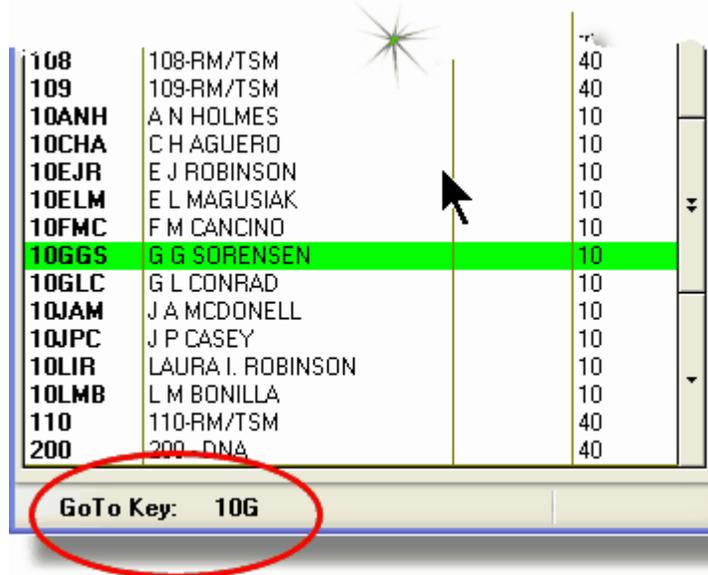
Print

- Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.



- ❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

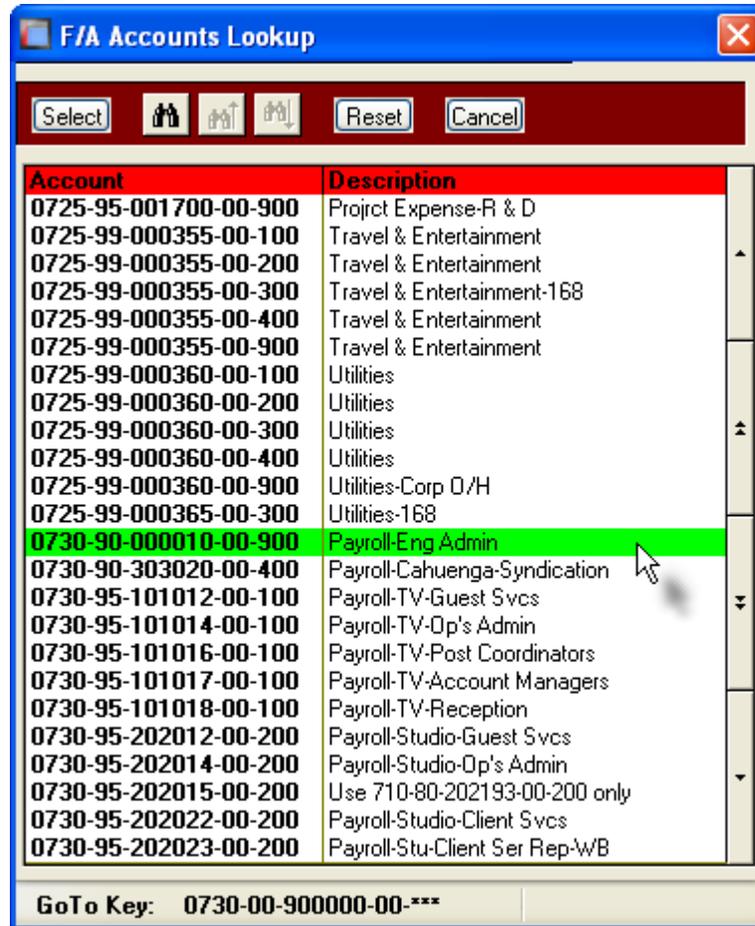


108	108-RM/TSM	40
109	109-RM/TSM	40
10ANH	A N HOLMES	10
10CHA	C H AGUERO	10
10EJR	E J ROBINSON	10
10ELM	E L MAGUSIAK	10
10FMC	F M CANCINO	10
10GGS	G G SORENSEN	10
10GLC	G L CONRAD	10
10JAM	J A MCDONELL	10
10JPC	J P CASEY	10
10LIR	LAURA I. ROBINSON	10
10LMB	L M BONILLA	10
110	110-RM/TSM	40
200	200 DNA	40

GoTo Key: 10G

- G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.



The main difference is the entry of the GoTo Key:

- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account
- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment
- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion
- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown
- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

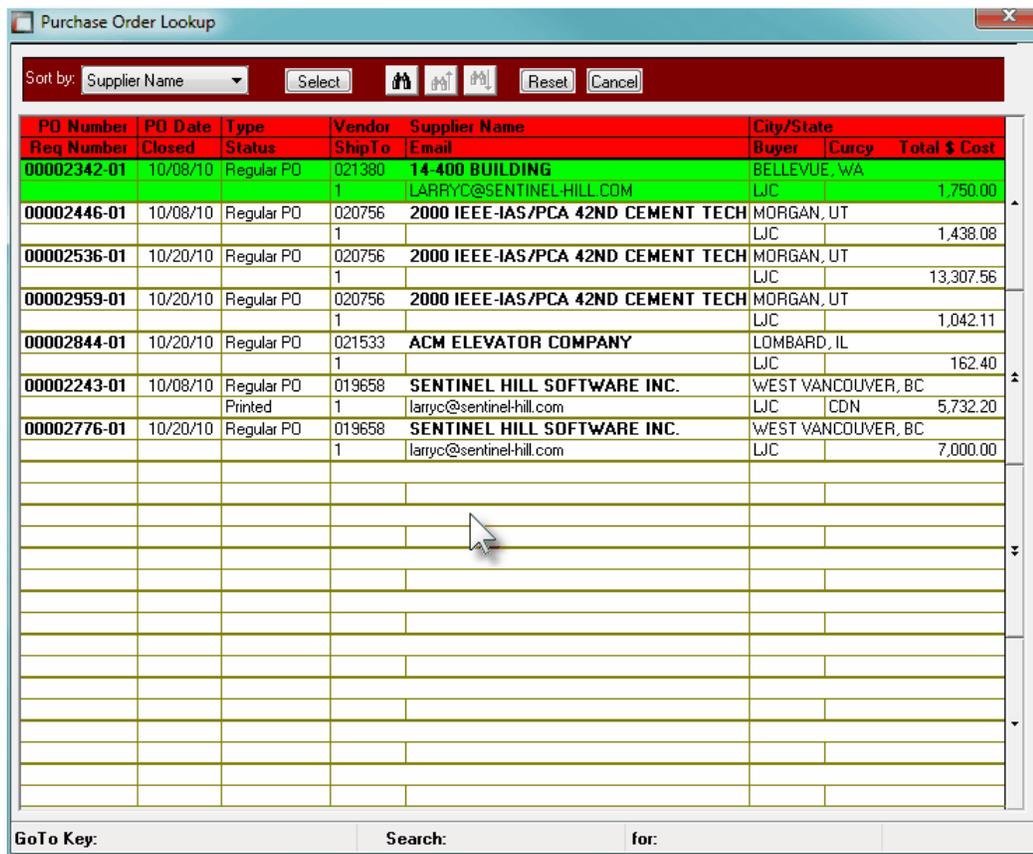
3.4 Purchase Order "Lookup" Window

The Purchase Order "Lookup" window provides the ability to list, and select a Purchase Order from history. (It offers the same capability as all other Series 5 "Lookup" windows except it offers the ability to list the items sorted in various ways.

This "Lookup" is presented when the operator wishes to Copy a PO from history.

Purchase Order "Lookup" Window

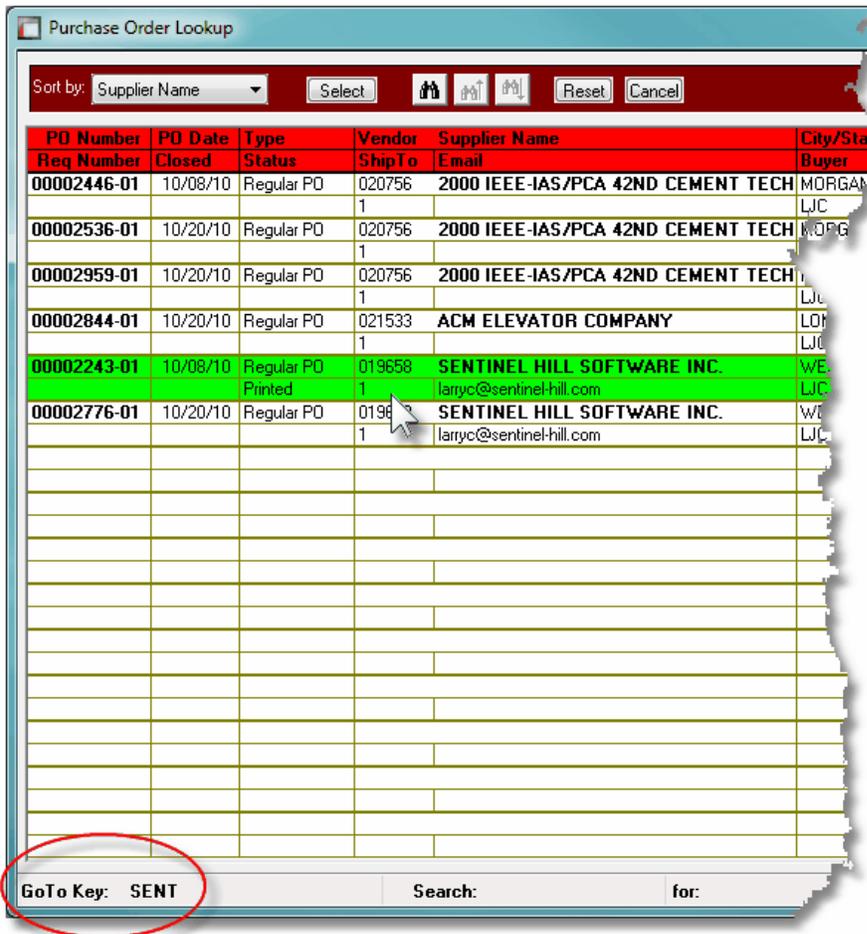
The Purchase Order Lookup window is displayed as follows:



PD Number	PD Date	Type	Vendor	Supplier Name	City/State	Buyer	Curcy	Total \$ Cost
00002342-01	10/08/10	Regular PO	021380	14-400 BUILDING	BELLEVUE, WA	LJC		1,750.00
00002446-01	10/08/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		1,438.08
00002536-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		13,307.56
00002959-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		1,042.11
00002844-01	10/20/10	Regular PO	021533	ACM ELEVATOR COMPANY	LOMBARD, IL	LJC		162.40
00002243-01	10/08/10	Regular PO	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC	LJC	CDN	5,732.20
00002776-01	10/20/10	Regular PO	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC	LJC		7,000.00

- ❖ Select a particular PO by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To have the Purchase Orders listed, sorted in a different order, click on the Sort by: drop-down list, and choose the desired order.
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.

❖ For the selected Sort By display order, if you know the 1st few letters of the code you are wanting, (and that items are sorted by), you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).



3.5 Inventory "Lookup" Window

The Inventory Items "Lookup" window provides the ability to list, and select an Inventory item. (It offers the same capability as all other Series 5 "Lookup" windows except it offers the ability to view Inventory items based on it's Descriptions' keywords.

Inventory Code "Lookup" Window

The Inventory Lookup window is displayed as follows:

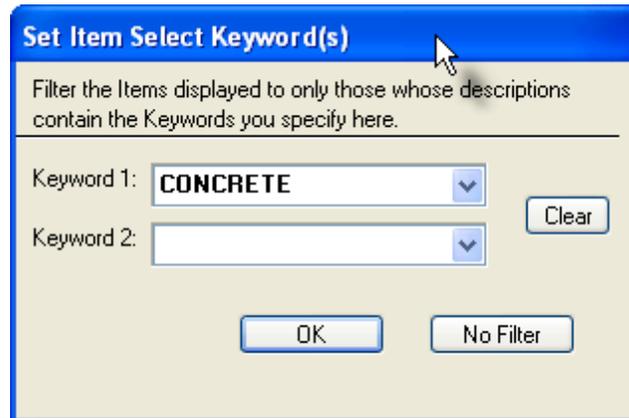
Item Code	Unit	Description	Category	Stat-Acty
			UserCode	Supplier
CD074	EA	PROCEEDINGS FO THE 29TH INTL CONF ON CEMENT MICROSCOPY	604	A
CD077	EA	PROCEEDINGS OF THE 12TH INTL CONGRESS ON CHEMISTRY OF	604	A
CD078		HPC 2008 Concrete Bridge Conf Proceedings	356	A
CD079		PROCEEDINGS OF THE 30TH INTL CONF ON CEMENT MICROSCOPY	604	A
CD080		2008 IEEE CEMENT INDUSTRY TECH CONFERENCE	604	A
CD082	EACH	ACI318-08 AND PCA NOTES ON CD	353	A
			02/24/09	ACI
CD100	EA	DESIGN AND CONTROL OF CONCRETE MIXTURES -CD	603	Y A
			12/15/08	
CD101	EA	DESIGN & CONTROL OF CONCRETE MIXTURES/DOSAGE ET CONTROLE	603	A
			08/13/08	
CD201	EA	DISENO Y CONTROL DE MEZCLAS DE CONCRETO - SPANISH CD100	603	Y A
			06/07/04	NEWSTR
CD334	EA	REINFORCED CONCRETE DESIGN TEACHING AIDS	353	A
			04/17/07	PCA

Keyword Filters: **CONCRETE**

Order by Inventory Code GoTo Key:

- ❖ Select a particular Inventory Item by navigating to it in the window and double clicking the row, or clicking the **Select** push button
- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button
- ❖ A Search window may be activated by clicking on the  binoculars icon
- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.
- ❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, or click the **Reset** pushbutton).

- ❖ If you don't know the item, but you know at least one of the key words that was used in the Description of the item, you can look up items based on keywords. Click the  Keyword icon at the top of the screen; enter the keyword, and inventory items that have that word in their description are displayed in the grid. For example, in the screen following, the keyword CONCRETE was entered:



Set Item Select Keyword(s)

Filter the Items displayed to only those whose descriptions contain the Keywords you specify here.

Keyword 1:

Keyword 2:

Clear

OK No Filter

And the following items are displayed in the grid:

Inventory Lookup

Sort by: Desc. Keywords

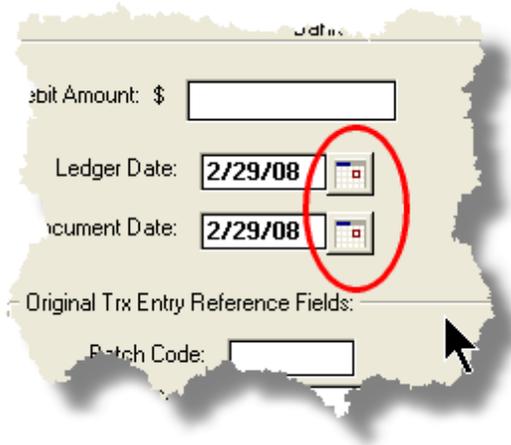
Item Code	Description	Category	Stat-Acty
Key Word	Unit	UserCode	Supplier
EC0106	AGGRE & CHEMICAL ADMIXTURES	610	A
CONCRETE	FOR USE IN CONCRETE	09/24/07	
EC0209	CEMENT & CONCRETE OVERVIEW	610	A
CONCRETE		09/24/07	
FLRIND	TROUBLESHOOTING CONCRETE	610	A
CONCRETE	FLOORS ON GOUND 5/7/09	02/09/09	
FLRSAN	TROUBLESHOOTING CONCRETE	610	A
CONCRETE	FLOORS ON GROUND 4/7/09	2/9/09	
IS003	RECTANGULAR CONCRETE TANKS	353	Y A
CONCRETE	EA	07/20/07	eDoc
IS061P	DESIGN & CONSTRUCTION OF	395	Y A
CONCRETE	EA JOINTS FOR CONCRETE STREETS	02/20/04	JNR
IS072	CIRCULAR CONCRETE TANKS	353	Y A
CONCRETE	EA WITHOUT PRESTRESSING	02/04/93	RDR
IS112	AN ENGINEEREING GUIDE TO	353	A
CONCRETE	PK50 OPENINGS IN CONCRETE FLOOR SLA	03/07/06	3E
IS133	GUIDELINES FOR CONCRETE RAIL-	356	Y A
CONCRETE	EA WAY PLATFORMS	04/01/98	3 E
IS144	RESURFACING CONCRETE FLOORS	603	Y A
CONCRETE	EA	01/01/00	GLG

Keyword Filters: **CONCRETE**

Order by Keywords - Selected: GoTo Key:

3.6 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon  of a calendar located to the right of the field.



If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

– Date entry "Lookup" Window

Here is the "Date Lookup" window.

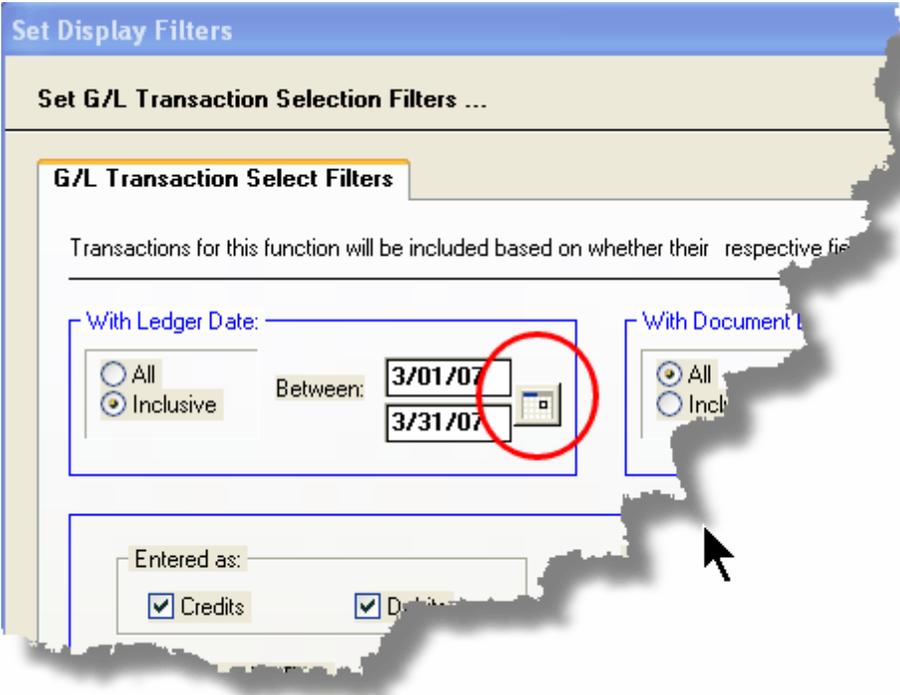


- ❖ Select a particular date by double-clicking it on the calendar
- ❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields
- ❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom
- ❖ Exit without selecting a date by clicking on the **Cancel** push button

3.7 Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon  of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

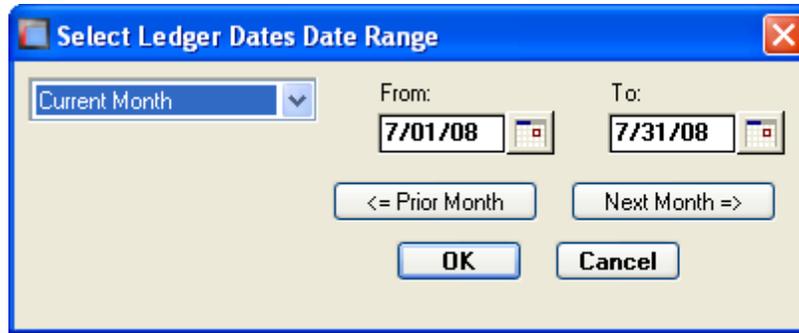


The screenshot shows a software window titled "Set Display Filters" with a sub-header "Set G/L Transaction Selection Filters ...". Inside, there is a section "G/L Transaction Select Filters" with a descriptive line: "Transactions for this function will be included based on whether their respective fi...". Below this, there are two main filter sections. The first is "With Ledger Date:" which includes radio buttons for "All" and "Inclusive" (selected), and a "Between:" field with two date inputs: "3/01/07" and "3/31/07". A red circle highlights a small calendar icon to the right of the second date input. The second section is "With Document" with radio buttons for "All" (selected) and "Incl". At the bottom, there is an "Entered as:" section with checkboxes for "Credits" and "Debits", both of which are checked. A mouse cursor is visible near the bottom right of the window.

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.

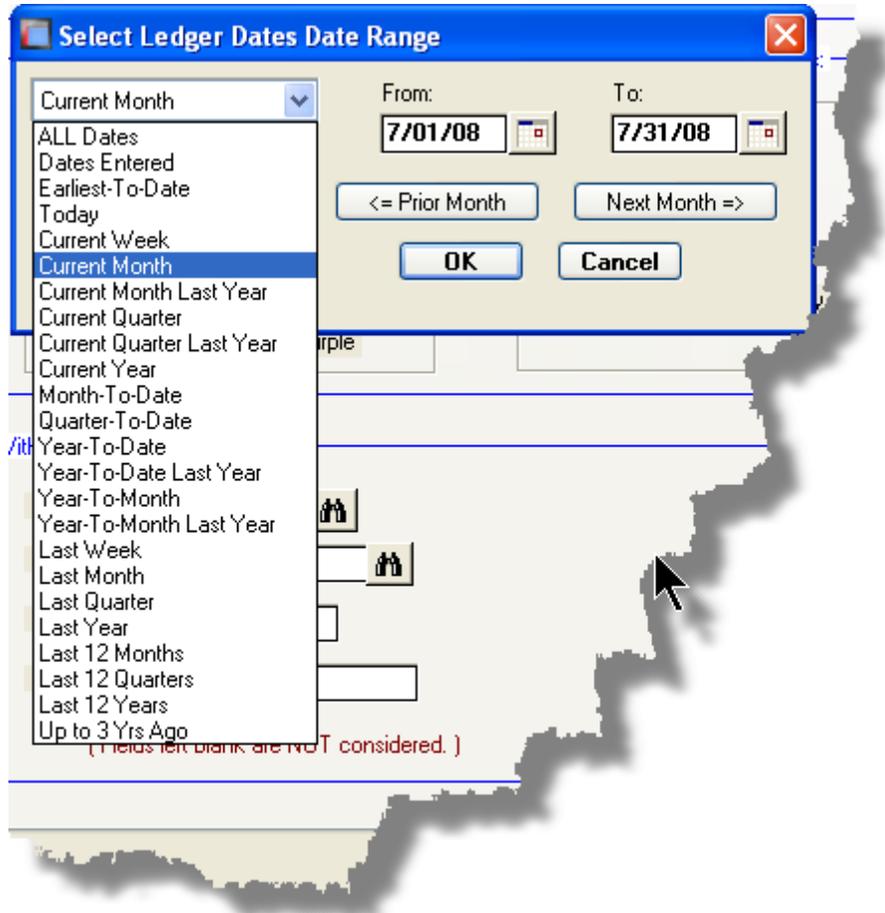
– Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

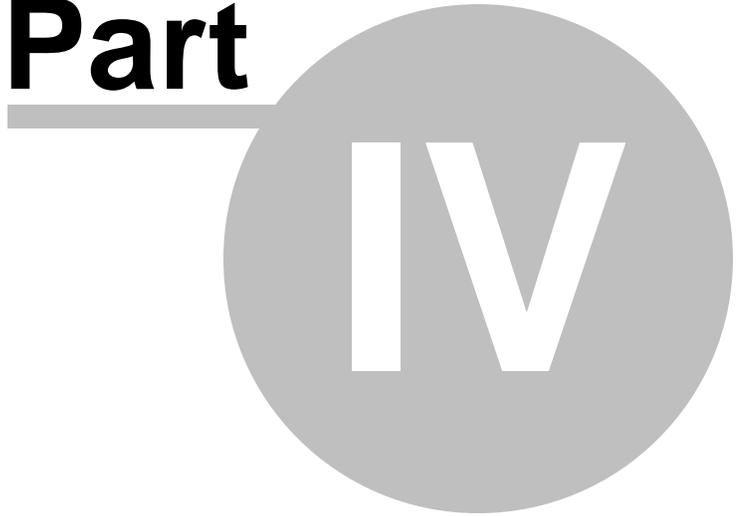


You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields
- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen
- ❖ Click on the **Prior ...** or **Next ...** push buttons to adjust the dates accordingly
- ❖ Choose a particular date range from the drop down list



Part



4 Starting and Using the P/O System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password.
2. Select the Company System that is to be processed. (If only one Company system is defined, then this step is not required).



3. From the Main Menu screen, click the Purchase Order Processing icon.

4.1 User Logon

Each user must first log in to use any of the Series 5 applications.

Key Information

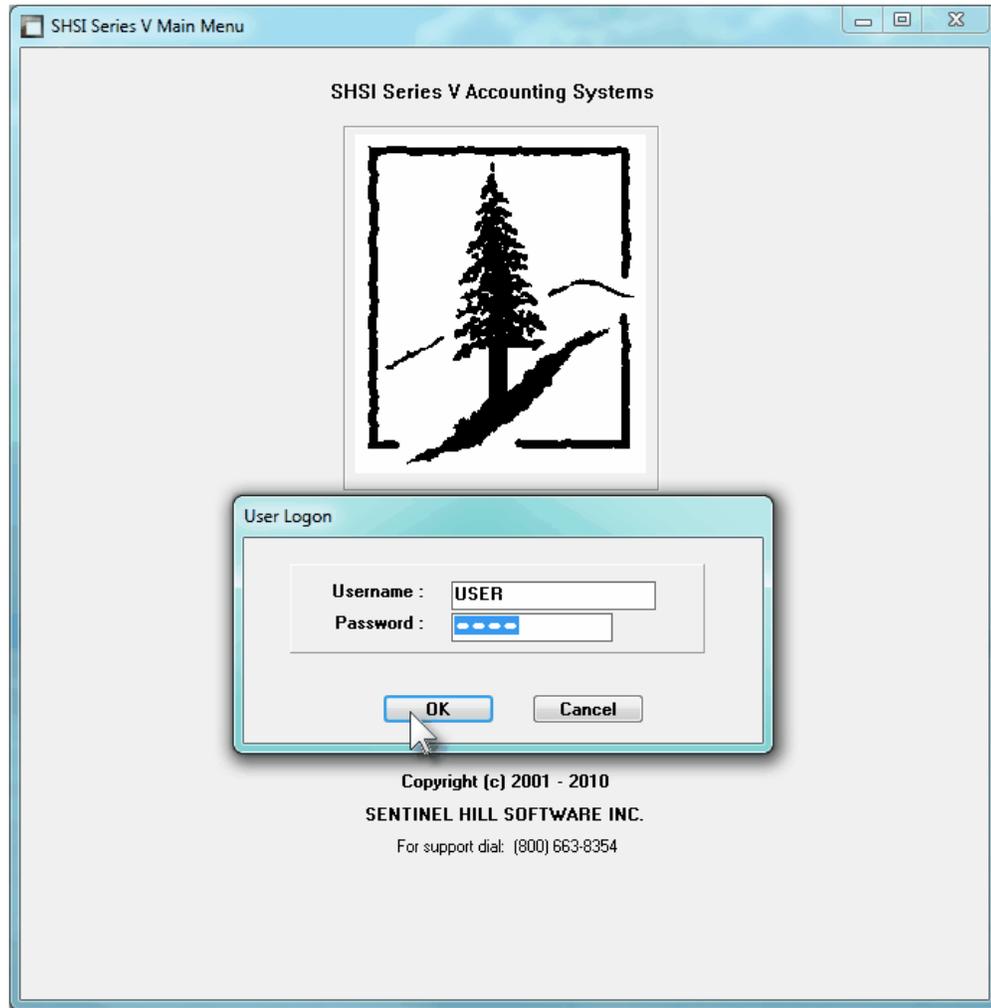
Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

User Logon Screens

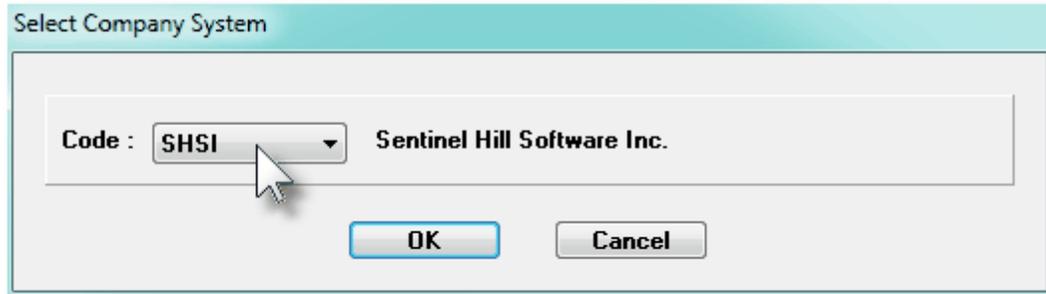
1. Click on the Series 5 application icon that has been set up on your desktop.



2. Enter your User Code and Password. If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.



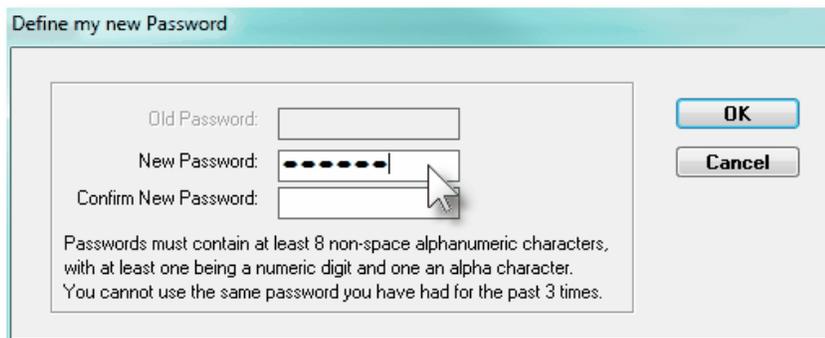
- You must enter the correct password to get into the system.
 - You will have five attempts at entering the correct Username and Password combination
 - Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.
3. If you have defined more than one Company System, select the company to be worked with:



— Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:



2. Enter your old password
3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:
 - ✓ The password must contain at least 8 non-space characters
 - ✓ The password must contain at least 1 numeric digit and 1 alpha character
 - ✓ You cannot use the same password that you have used for the last 3 times
 - ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)
 - ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.

4. Click **OK** to proceed.

4.2 Series 5 Main Menu

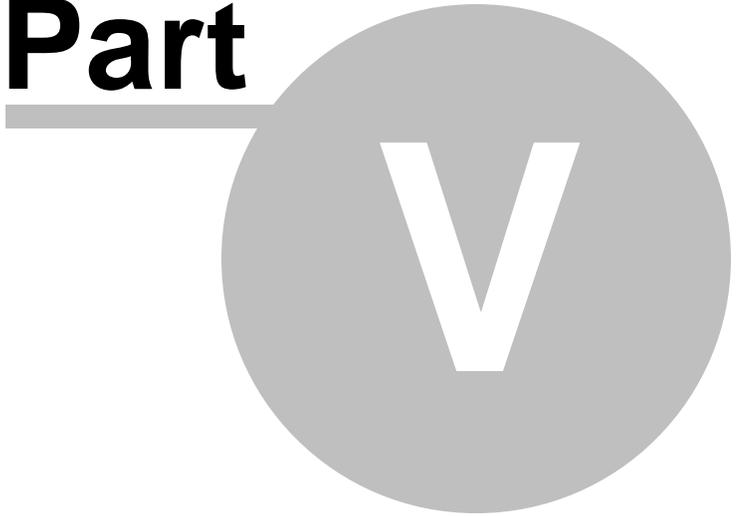
The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

Series 5 Main Menu



Launch the P/O application by clicking it's associated graphic.

Part



5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and its related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

- **Jobs may be queued to one of 5 different Job Queues**
- **Jobs may be queued with different Priorities**
- **Jobs may be queued to execute after a specified time of day (for Night Processing)**
- **Jobs may be defined as "Re-Occurring" at a variety of time intervals**
- **A Batch Job Manager can control and/or change individual jobs waiting to be executed**
- **Each Job has a Parameter Control file that can be edited**
- **Each completed Job has an Execute Audit Log file that may be viewed**
- **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation **MUST** be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.

5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.

Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*

Report: **ARAGING.RPT** Print an A/R Aging Report ...

Report Options Good/Bad Customers Customer Selects Demographic Selects **Print Options**

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser Archive to Reports Manager

Print Queue: WPRINT1 Lines/Page 60

Save to: C:\Documents and Settings\My Documents\SHS\UCC

Save as: MS WORD Document Browse

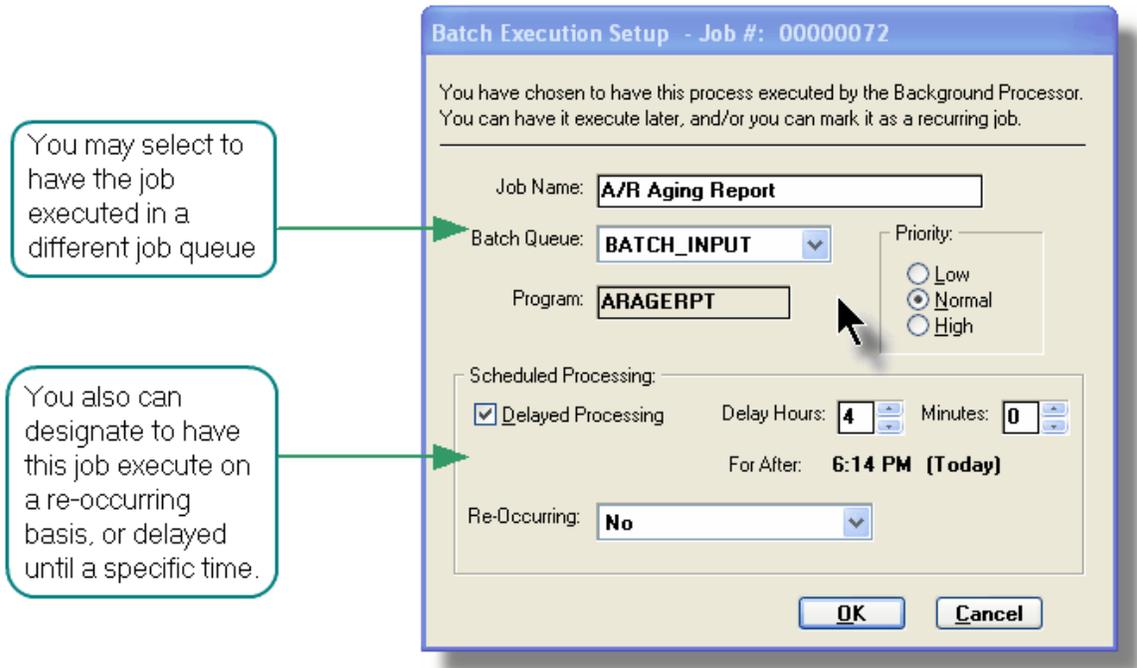
Send a copy to E-Mail Recipient

Report Header User Note:

(This text will appear at the top of the 1st page and may be used so you can personalize your report).

Execute as a Batched Background Job < Back Create Report Cancel

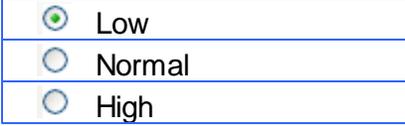
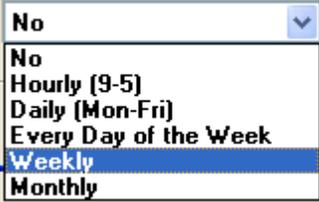
If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:



Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

Batch Execute Setup Field Definitions

Job Name	X(30)
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	
Batch Queue	drop-list
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	
Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	
Priority	radio-buttons

<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
<p>Delayed Processing</p>	<p><i>check-box</i></p>
<p>Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would be executed after 6:00 pm today.</p>	
<p>Re-Occurring</p>	<p><i>drop-list</i></p>
<p>When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	

5.1.2 Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

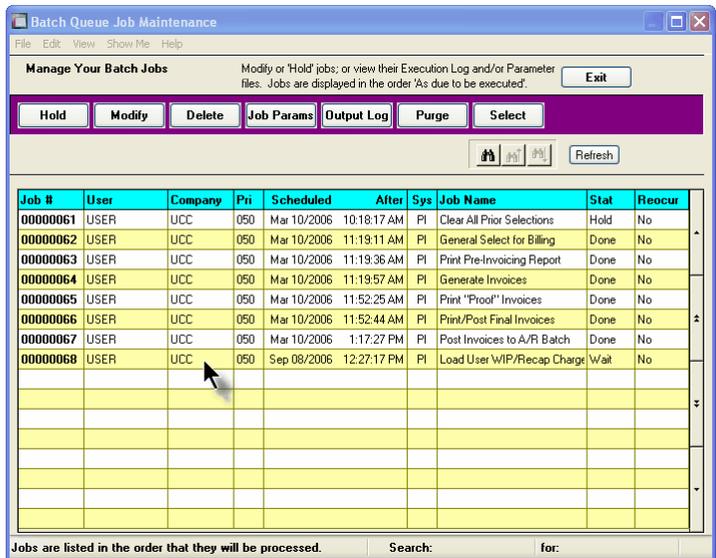
+ Accessing the P/O Batch Job Manager

From either the P/O Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.



Batch Job Queue Manager Grid Screen

Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.



"Fast Buttons"

Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

— Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

Batch Queue Job Maintenance

Job #: 00000062 - Modify the Properties of

Properties **Command Line**

Jobs may be rescheduled to be executed at a different time and priority;
And they may also be marked as Re-Occurring.

Job Name: **General Select for Billing** System: **PI**
Submitted By: **USER** Company: **UCC**
Program: **BILLSELECT**

Batch Queue: **BATCH_INPUT** Priority: Low Normal High

Re-Occurring: **No**

Queued for Execution:
On: **3/10/06** at: **11 19 AM** Reset Status to 'WAITING'

Last Executed:
On: **Friday, March 10/2006** at: **1:22:37 PM**

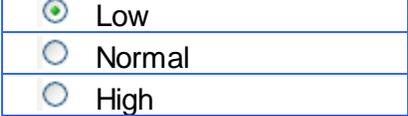
Update **Cancel**

3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.
4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**
5. Click the **Update** push button at the bottom of the screen.

Batch Job Properties Screen Field Definitions

Batch Queue

drop-list

<p>The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.</p>	
<p>Re-Occurring</p>	<p><i>drop-list</i></p>
<p>A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.</p>	
<p>Priority</p>	<p><i>radio-buttons</i></p>
<p>The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.</p>	
<p>Queued for Execution - Date and Time</p>	<p><i>(mm/dd/yy)</i></p>
<p>You can set to have this job execute at some designated time of a particular date.</p>	
<p>Reset Status to "WAITING"</p>	<p><i>check-box</i></p>
<p>If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. <i>(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options).</i></p>	

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the  Search icon.

A search string may be entered for the following fields:

- Job Name
- Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters
3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.

Company System	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Company for which job records are to displayed or processed.	
Batch Execute Queue	radio-buttons & drop down list
Click the All button, or the Selected button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	
Execute Date	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

– Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.
2. Right-click the row to have a drop-down menu displayed, then click **Hold**, or just click on the **Hold** button in the "Fast Button" frame.
3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.
4. The Job's status will be set accordingly.
5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

– Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3 The Batch Job Processor

In order to process any Purchase Order Processing function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.

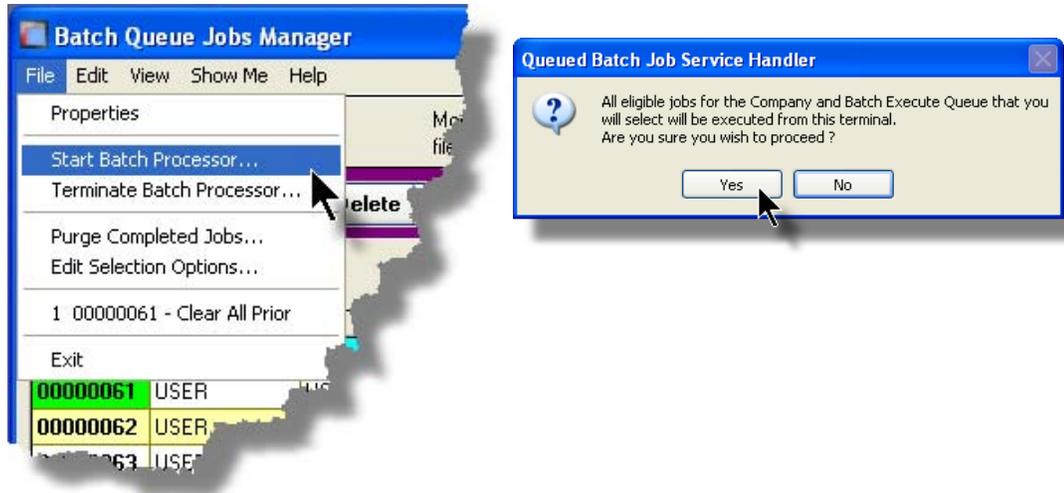
Some of the features of Batch Processor Utility:

- **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**
- **Multiple instances of the Processor Utility may execute at the same time on different client terminals**
- **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**
- **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**
- **Each Processor Utility may be set up to service jobs generated for a particular application**
- **An Execution Log screen is available that displays the last 10 jobs that have executed**
- **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**

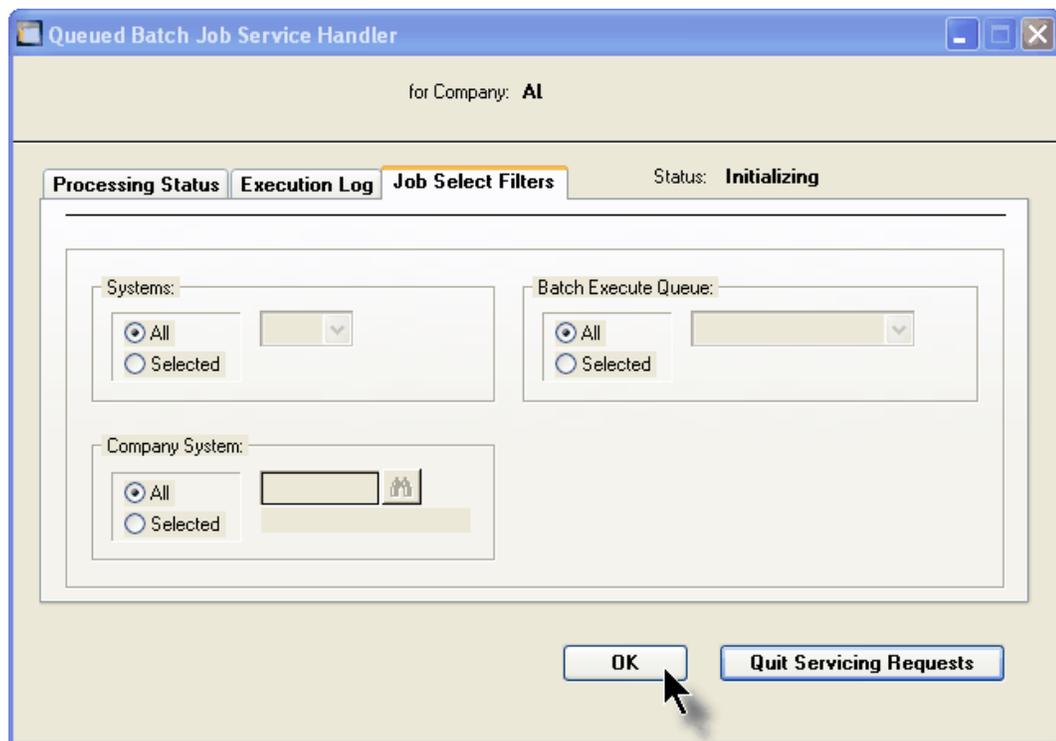
— Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.



- Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*



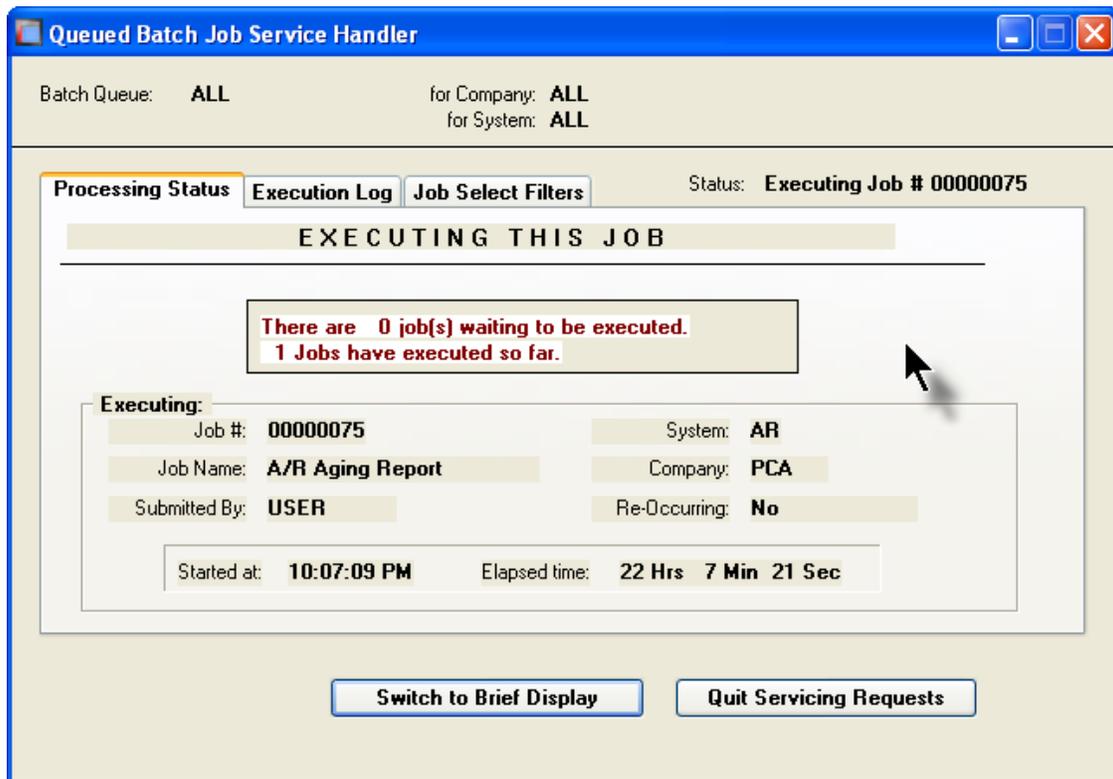
- Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in its own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.

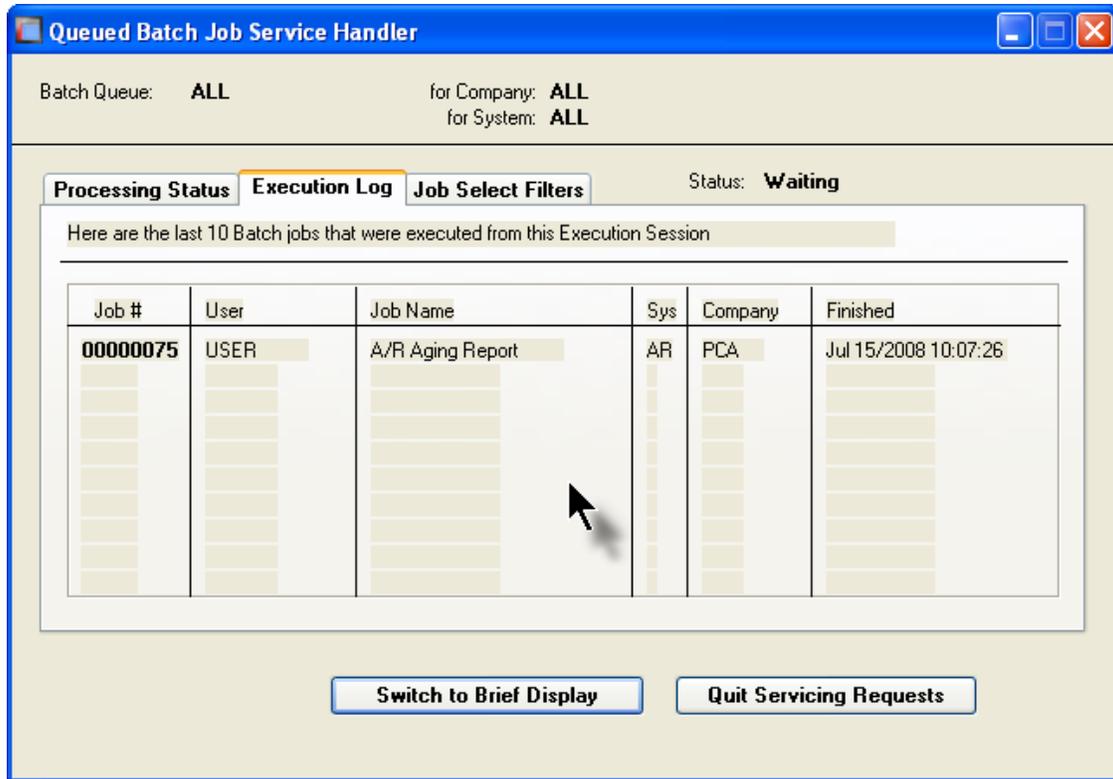
Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.



Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.



Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.



Job Select Filters Screen Field Definitions

Systems

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.

Company System

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.

Batch Execute Queue

radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.

5.2 Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.

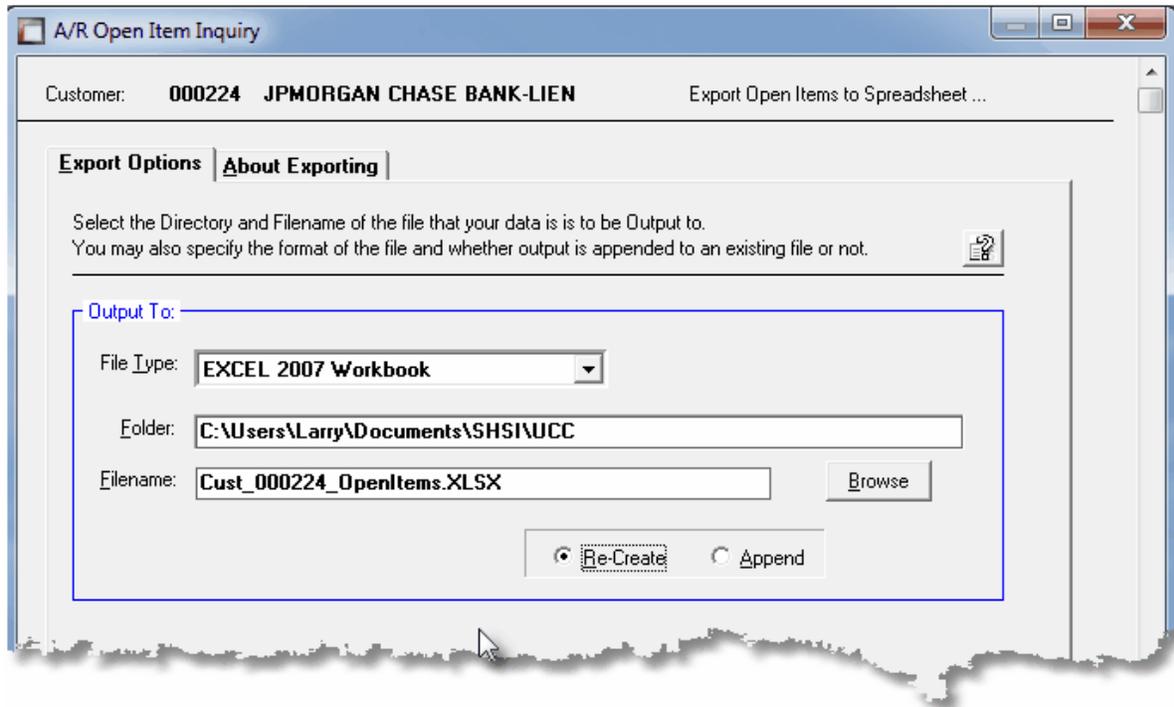
A number of different data formats are supported. These include:

- **MS Excel Workbooks**
- **Tab Delimited Text**
- **Lotus Text (Comma Delimited with quotation marks)**
- **Slash "\" Delimited Text**
- **CSV Text (Comma Delimited)**

5.2.1 Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.

When selected, the following options screen is presented:



— Selecting Export Format Options

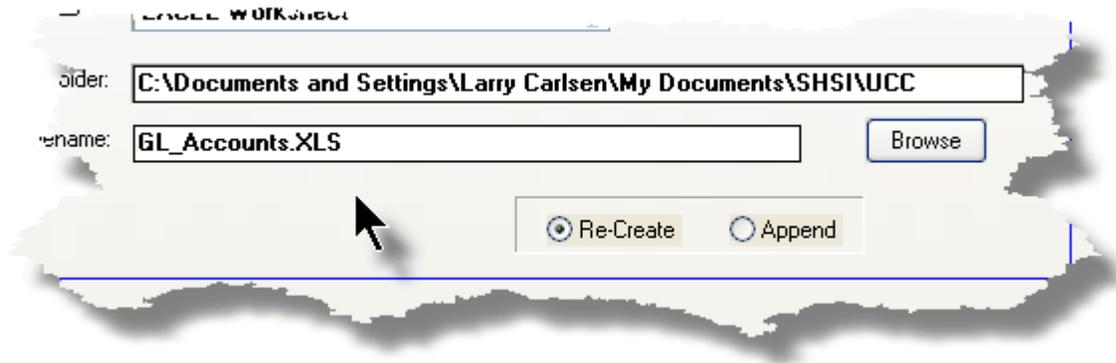
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
⇒ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
⇒ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
⇒ Tab Delimited Text	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
⇒ CSV Comma Delimited Text	The columns of data are output separated with a comma <, > character. Strings are output within the

	double quote, <">, character. A maximum of 99,999 rows may be processed.
⇒ 20/20 Text	Formatted for an older spreadsheet utility.
⇒ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
⇒ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

Field Definitions

File Type:

drop-down list

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:

X(90)

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

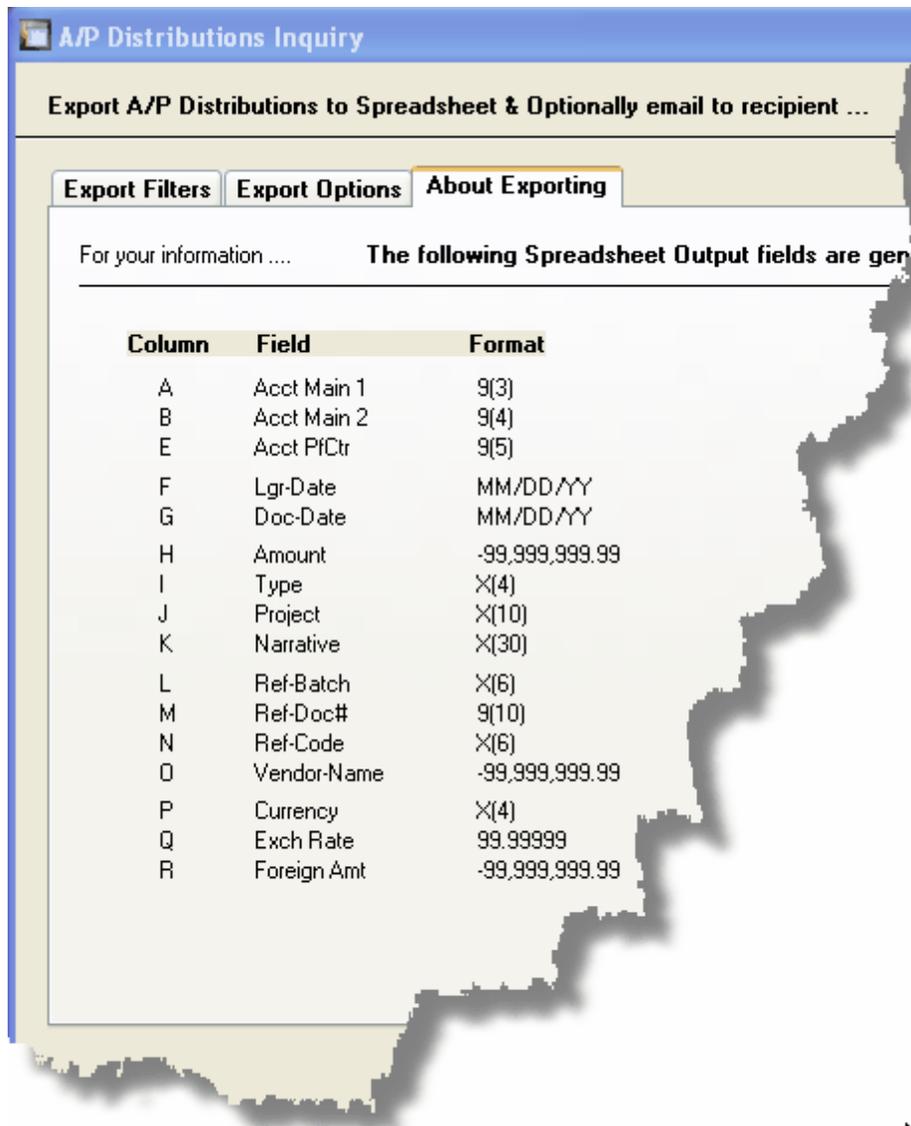
You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: **X(50)**

The filename will default to a name applicable to the type of data. You may change if you so desired.

- About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

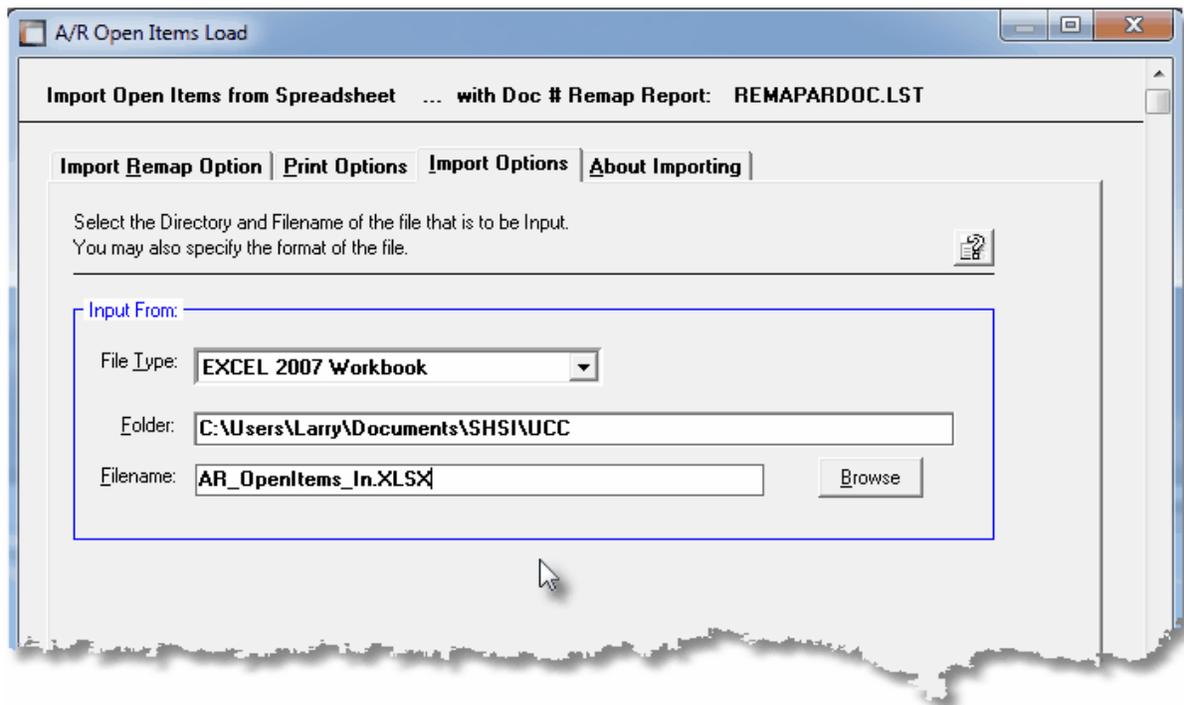
Data Format	Comments
⇒ X(30)	30 character alphanumeric
⇒ 9(6)	6 digit numeric integer
⇒ MM/DD/YY	6 digit date in mm/dd/yy order
⇒ -9,999,999.99	signed numeric amount with 2 decimal places

⇒ 9(8)-9(5)	G/L Account # 99999999999999999999-99999
⇒ S9(9)	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.

When selected, the following options screen is presented:



– Selecting Import Format Options

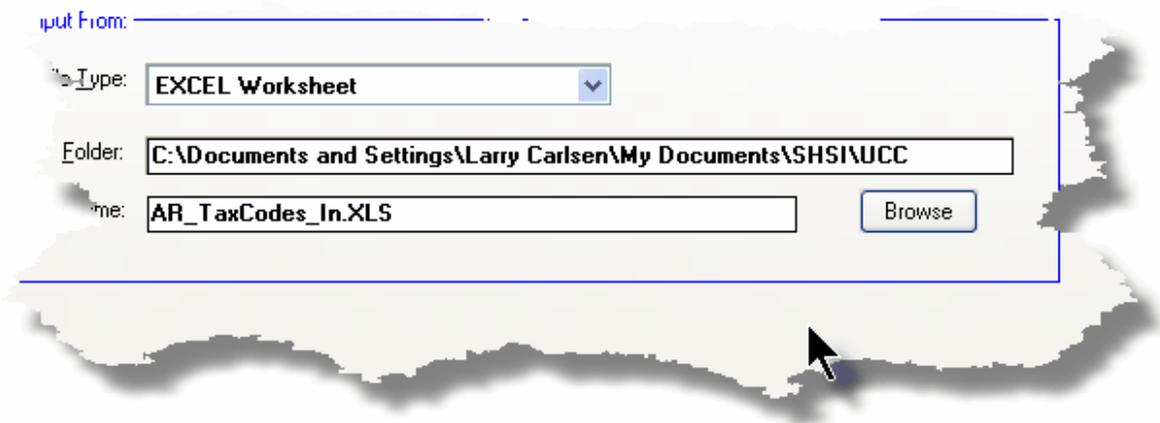
Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	Comments
⇒ EXCEL 2007/2010 Workbook	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
⇒ EXCEL 97-2003 Workbook	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
⇒ Tab Delimited Text	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
⇒ CSV Comma Delimited Text	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
⇒ 20/20 Text	Formatted for an older spreadsheet utility.
⇒ Lotus Text	The columns of data must be comma separated with quotation marks around each field.
⇒ Slash Delimited Text	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the push button to locate or change the location.



Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

into the system).

— Field Definitions

File Type:***drop-down list***

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other than an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder:***X(90)***

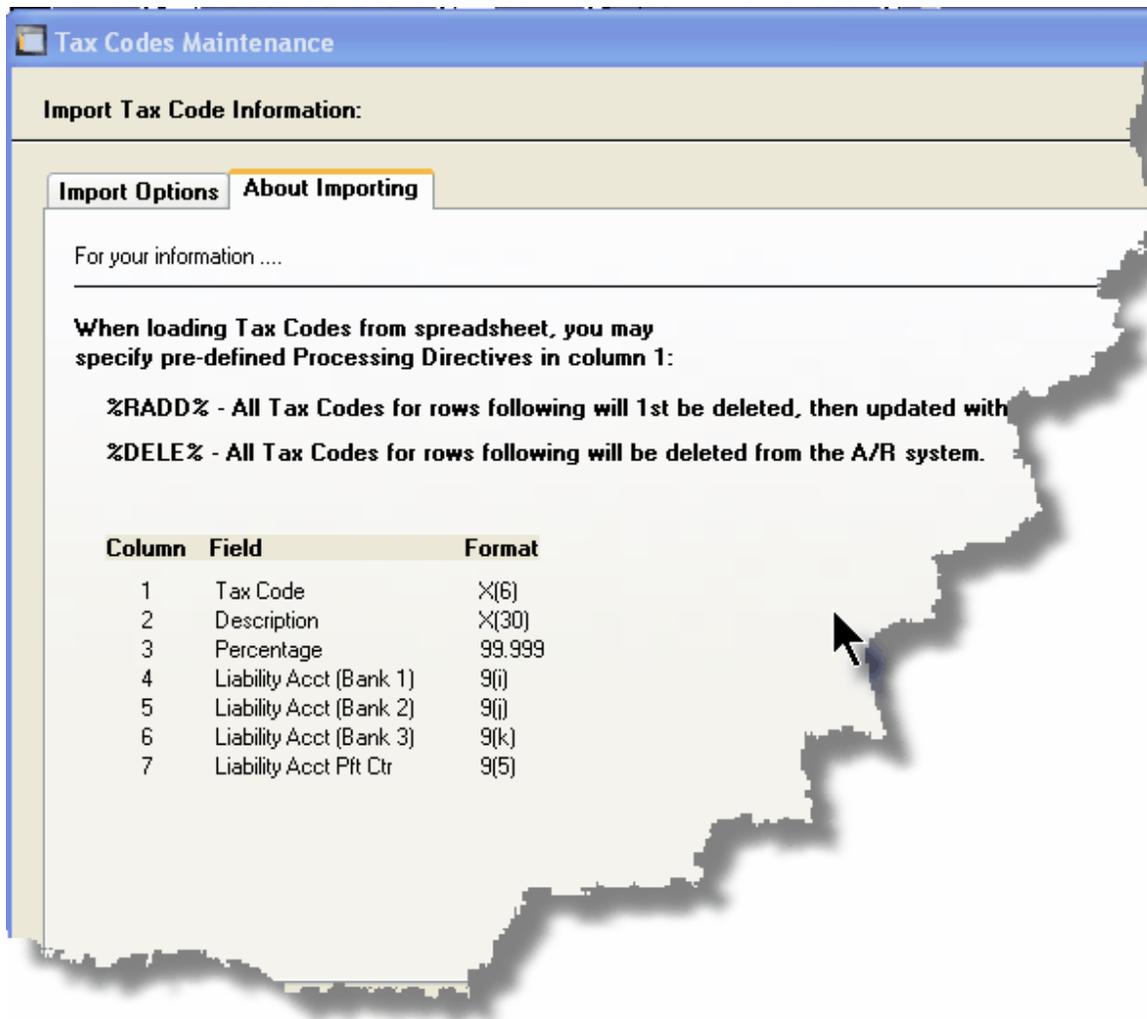
Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename:***X(50)***

The filename will default to a name applicable to the type of data. You may change if you so desired.

— About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).



The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
⇒ X(30)	30 character alphanumeric
⇒ 9(6)	6 digit numeric integer
⇒ MM/DD/YY	6 digit date in mm/dd/yy order
⇒ -9,999,999.99	signed numeric amount with 2 decimal places
⇒ 9(8)-9(5)	G/L Account # 99999999999999999999-99999
⇒ S9(9)	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

<i>Pseudo Command</i>	<i>Comments</i>
⇒ %RADD%	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
⇒ %DELE%	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.

5.3 Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.

These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1 Purchase Order Filters

Most reporting and inquiry functions available in the Purchase Order Processing application, are based on the P/O Header record. These routines provide the operator an opportunity to set filters such that only selected Purchase Orders to be reported or inquired. The following screen is presented where applicable:

In particular, for Buyers, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Purchase Orders Number(s)	radio-buttons
To consider only those Purchase Orders that have PO Numbers that fall within a given range.	
<input checked="" type="radio"/> All	All Purchase Orders are considered regardless of PO #
<input type="radio"/> A Range	Specify a Starting and Ending PO # for the Purchase Orders to be processed
Purchase Orders Dated	radio-buttons with (mmddyy) dates
Select only those Purchase Orders that have been recorded with a date that falls in the	

range entered.

<input checked="" type="radio"/> All	All Purchase Orders are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the POs to be processed

Buyer(s)

radio-buttons

To consider only those Purchase Orders that have been recorded for a particular Buyer, click to include all, a selected or a range of Buyers.

<input checked="" type="radio"/> All	All Purchase Orders are considered regardless of Buyer
<input type="radio"/> Selected	A window is displayed from which specific Buyers may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Buyer Code for a range of items to be processed

Requisition Number(s)

radio-buttons

To consider only those Requisitions that originated from Purchase Orders number that fall within a given range.

<input checked="" type="radio"/> All	All Requisitions are considered regardless of Requisition #
<input type="radio"/> A Range	Specify a Starting and Ending Requisition # for the POs to be processed

Of Type(s)

check-boxes

Click to select or unselect the different types of POs.

With Status of:

check-boxes

Click to select or unselect POs of different status.

That Were Amended

check-boxes

Click to select or unselect those POs that have been Amended, or Not.

That are Printed or Emailed

check-boxes

Select those POs that were printed, and/or emailed.

In Domestic or Foreign Currency	check-boxes
Select those POs that were issued in either your local currency, and/or those that were issued in some other foreign currency.	
with Matching - City	
Select only those POs for which the supplier's City matches the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Country	
Select only those POs for which the supplier's Country matches the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - State or Province	
Select only those POs for which the supplier's State or Province matches the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Ship-To Code	X(6)
Select only those POs that had been assigned a Ship-To Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Department Code	X(6)
Select only those POs that had been assigned a Department Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - FOB Coded	X(6)
Select only those POs that had been assigned an FOB Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Requisition Originator	X(6)
Select only those POs that had originated as a Requisition established by the Requisition User designated as the Originator. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Ship-Via	X(6)

Select only those POs that had been assigned a Ship-Via Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Currency

X(4)

Select only those POs that had been issued in the Currency matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

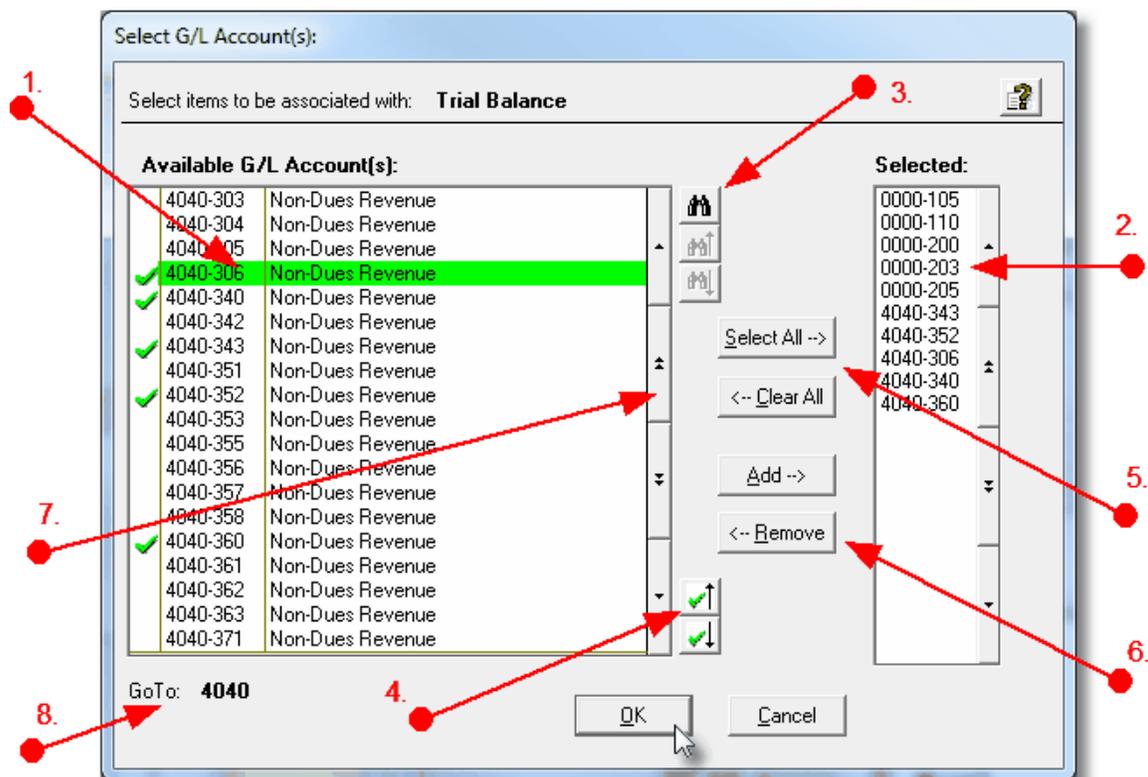
with Matching - Requisition Authorizer

X(6)

Select only those POs that had originated as a Requisition that was authorized by the Requisition User designated as the Authorizer. Leave the field blank if it is NOT to be considered as a filter.

— Selecting Specific Buyers for Reporting

If you clicked to have **Selected** Buyers from the **PO Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2 Vendor Filters

Most reporting and inquiry functions available in the Purchase Order Processing application, are based on the A/P Vendor Master record. These routines provide the operator an opportunity to set filters such that only selected vendors are reported or inquired. The following screen is presented where applicable:

In particular, for Vendors and Vendor Types, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Vendor Status		<i>radio-buttons</i>
To consider only those Vendors whose Status property has been set as listed, click the appropriate radio button.		
<input checked="" type="radio"/> All	All Vendor Status are considered	
<input type="radio"/> Normal	Only those Vendors whose status is normal will be processed.	
<input type="radio"/> On Payment HOLD	Only those Vendors marked as being On-Hold from being paid will be processed.	
<input type="radio"/> On Purchases HOLD	Only those Vendors marked as being On-Hold from making purchases will be processed.	
<input type="radio"/> Always takes a Discount	Only those Vendors marked as "Always to be given a Discount" will be processed	
Remit-To Address		<i>radio-buttons</i>
To consider only those Vendors whose Remit-To Address is defined as listed, click the		

appropriate radio button.

<input checked="" type="radio"/> All	All Vendor are considered
<input type="radio"/> Different Name	Only those Vendors whose Remit-To Company Name is different from it's own name will be processed.
<input type="radio"/> Different Address	Only those Vendors whose Remit-To address is different from it's own address will be processed.
<input type="radio"/> Either	Only those Vendors whose Remit-To name or address is different from it's own I be processed

Has Email

radio-buttons

To consider only those Vendors which have, or have not recorded an email address.

<input checked="" type="radio"/> All	All Vendors are considered
<input type="radio"/> Selected	A widow is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Vendor Code for a range of items to be processed

Vendor(s)

radio-buttons

Click to include all, selected or a range of Vendors that are to be processed.

<input checked="" type="radio"/> All	All Vendors are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Vendor Code for a range of items to be processed

Vendor Type(s)

radio-buttons

Click to include all, selected or a range of Vendor Types, that are to be processed.

<input checked="" type="radio"/> All	All Types are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Vendor Types for a range of items to be processed

with Matching - City

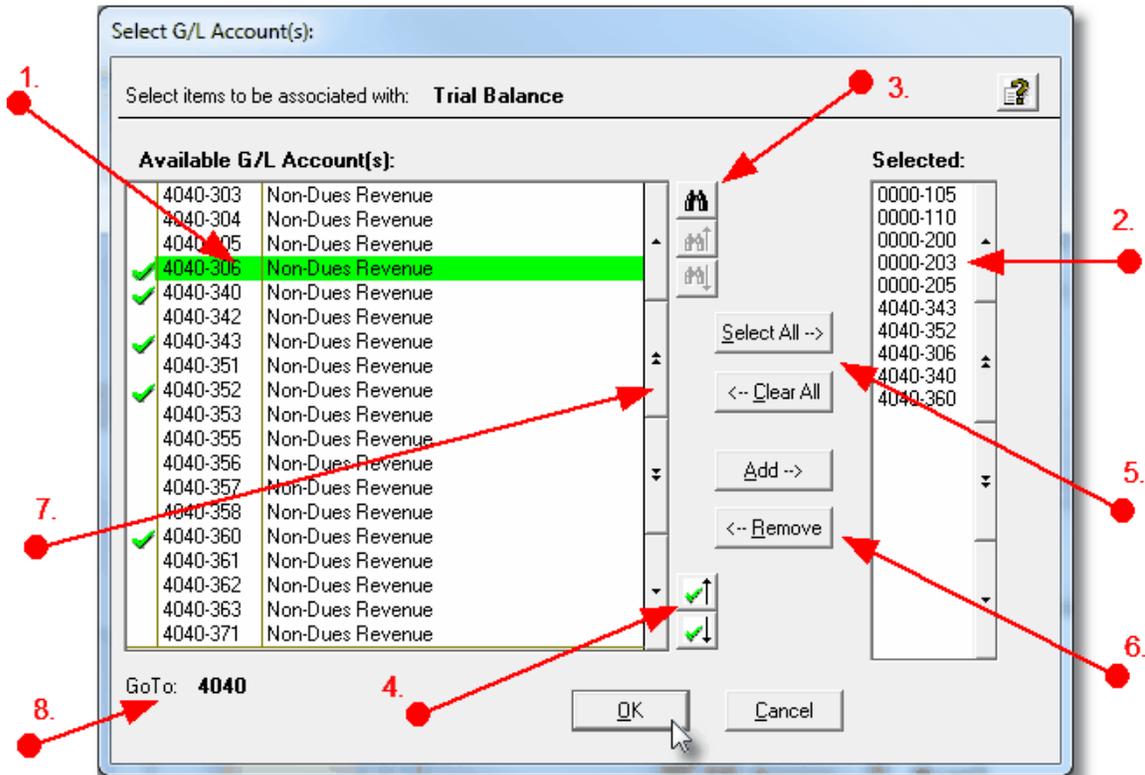
X(25)

Select only those vendors whose City matches that entered. Leave the field blank if it is

NOT to be considered as a filter.	
with Matching - Country	X(20)
Select only those vendors whose Country matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - State/Province	X(5)
Select only those vendors whose State or Province matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Bank Code	X(6)
Vendors may be set up to always be processed using a particular Bank Checking account. Select only those vendors whose Bank Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Currency Code	X(4)
Vendors may be flagged as using a particular Currency. Select only those vendors whose Currency Code matches that entered. Leave the field blank if it is NOT to be considered as a filter. <i>(Note that a Currency Code is required when used with the Series 5 Purchasing system.)</i>	
with Matching - Extra Cost Code	X(6)
Vendors may be flagged as having Extra Costs applied to their invoices. (ie. Customs Brokers fees). Select only those vendors whose Currency Code matches that entered. Leave the field blank if it is NOT to be considered as a filter. <i>(Note that Extra Cost Codes are used only in conjunction with the Series 5 Purchasing system.)</i>	
with Matching - 1099 Category	X(1)
Vendors may be flagged as a particular type of 1099. Select only those vendors whose 1099 Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

— Selecting Specific Vendors for Reporting

If you clicked to have **Selected** Vendors or Vendor Types from the **Vendor Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.3 Inventory Filters

Most reporting and inquiry functions available in the Purchase Order Processing application, are based on the Inventory Master record. These routines provide the operator an opportunity to set filters such that only selected Inventory Items are reported or inquired. The following screen is presented where applicable:

The screenshot shows the 'Inventory Items Maintenance' window with the 'Item Select Filters' tab selected. The window title is 'Inventory Items Maintenance' and the report name is 'INVENTORY.RPT'. The main text reads: 'Inventory for this report or operation will be included based on whether their respective fields match the selections made below.' There are four main filter sections on the left: 'Inventory Item(s)', 'Product Category(s)', 'Product Family(s)', and 'Distribution Channel(s)'. Each section has three radio buttons: 'All' (selected), 'Selected', and 'A Range'. To the right of these are two more filter sections: 'with Stock Status' and 'with Activity Status', each with 'All' and 'Selected' radio buttons. Below these is an 'Include Items Matching:' section with several fields: 'Cross Sell Code', 'Primary Supplier', 'Reorder Manager', 'Royalty Code', 'Duty Code', and 'Matrix Sel Code', each with a small icon to its right. At the bottom of this section are 'Tracking Code 1', 'Tracking Code 2', 'Commission Code', 'User Code', and 'Freight Code' fields. A note at the bottom of the filter section states: '(Fields left blank are NOT considered in the selection process.)'. At the bottom of the window are three buttons: '< Back', 'Next', and 'Cancel'. The 'Next' button is highlighted with a mouse cursor. Two callout boxes with green borders and arrows point to the 'Selected' radio buttons in the 'Inventory Item(s)' and 'Product Category(s)' sections. The first callout box contains the text: 'Click to have a window displayed from which specific Status Codes may be selected.' The second callout box contains the text: 'Click to have a window displayed from which specific Inventory Items, Product Categories, Product Families, or Distribution Channels may be selected.'

In particular, for Inventory Items, Product Categories, Product Families, and Distribution Channels, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. If the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Inventory Item(s)	radio-buttons
Click to include all, selected or a range of Inventory Items that are to be processed.	
<input checked="" type="radio"/> All	All Items are considered
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Inventory Code for a range of items to be processed
Product Category(s)	radio-buttons
To consider only those Inventory Items that have been assigned as being a particular Product Category, click to include all, a selected or a range of Categories.	
<input checked="" type="radio"/> All	All Items are considered regardless of Category
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Product Category for a range of items to be processed
Product Family(s)	radio-buttons
To consider only those Inventory Items that have been assigned to particular Product Family, click to include all, a selected or a range of Families.	
<input checked="" type="radio"/> All	All Items are considered regardless of Family
<input type="radio"/> Selected	A window is displayed from which specific items may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending Product Family Code for a range of items to be processed
Item Stock-Status	radio-buttons
To consider only those Inventory Items that have been assigned a particular Stock Status to them.	
<input checked="" type="radio"/> All	All Items are considered regardless of their Stock Status
<input type="radio"/> Selected	A small window is displayed offering the different Stock Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected
Item Activity-Status	radio-buttons
To consider only those Inventory Items that have been assigned a particular Activity	

Status to them.

<input checked="" type="radio"/> All	All Items are considered regardless of their Activity Status
<input type="radio"/> Selected	A small window is displayed offering the different Activity Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected

with Matching - Cross Sell Code

X(6)

Inventory may be assigned a Cross Sell Code. Select only those Inventory Items whose Cross Sell Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Primary Supplier

X(6)

Select only those Inventory Items whose Primary Supplier Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Reorder Manager

X(6)

Inventory may be assigned a Reorder Manager Code. Select only those Inventory Items whose Reorder Manager Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Royalty Code

X(3)

Inventory may be assigned a Royalty Code. Select only those Inventory Items whose Royalty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Duty Code

X(6)

Inventory may be assigned a Duty Code. Select only those Inventory Items whose Duty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Matrix Set Code

X(6)

Inventory may be assigned a Matrix Set Code. Select only those Inventory Items that have a Matrix Set defined and whose Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

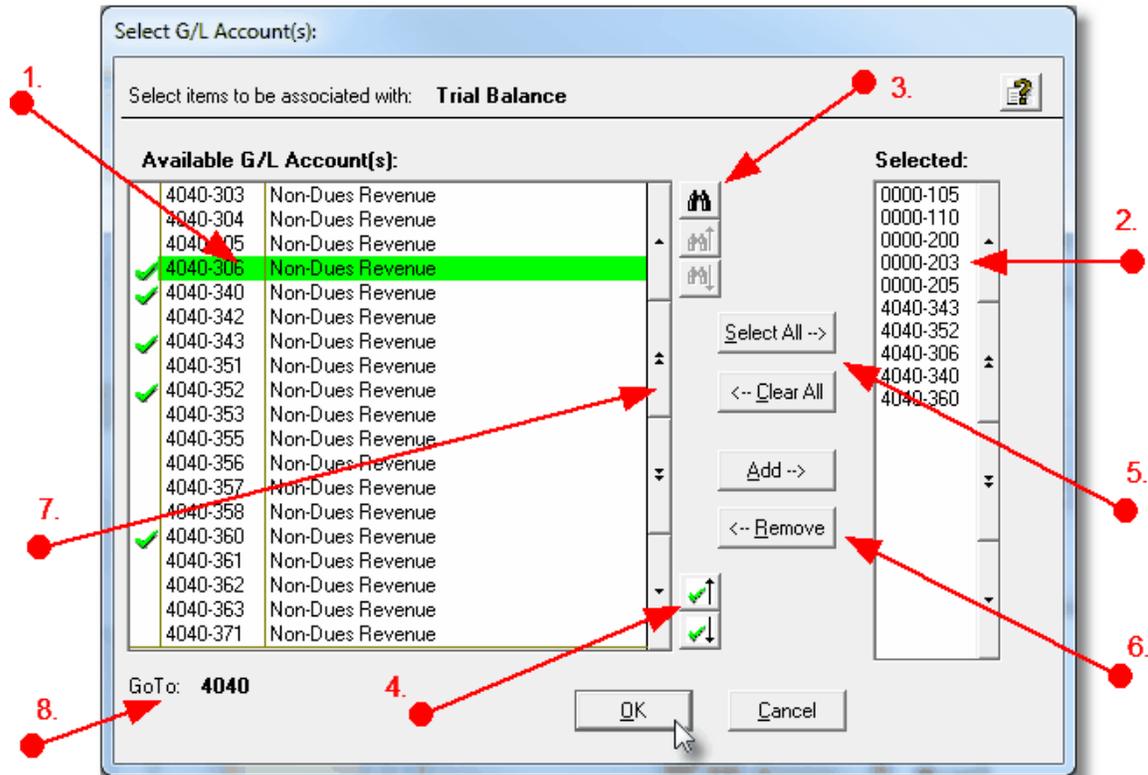
with Matching - Tracking Codes 1 & 2

X(8)

Inventory may be assigned 2 Tracking Codes. Select only those Inventory Items whose Tracking Codes matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - User Code	X(5)
Inventory may be assigned a User Code. Select only those Inventory Items whose User Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Freight Code	X(5)
Inventory may be assigned a Freight Code. Select only those Inventory Items whose Freight Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Commission Code	X(4)
Inventory may be assigned a Commission Code. Select only those Inventory Items whose Commission Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

– Selecting Specific Items, Categories, Families or Distribution Channels for Reporting

If you clicked to have **Selected** Inventory Items, Product Categories, Product Families or Distributions Channels from the **Item Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.



1. Double click an item in the left pane to have it included.
2. The codes of those items that have been chosen are displayed in the right pane.
3. Search for a particular code by clicking on the  binoculars icon.
4. Click on the  push button icons to position to the previous or next item, in the left pane, that has already been selected.
5. Click to have "ALL" items selected or unselected.
6. When a particular previously selected item is highlighted in the right pane, click the  button to have it unselected.
7. Use the grid navigate buttons to move through the list of possible items.
8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4 Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed. Reports may be generated as follows:

- **Viewed by the Series 5 Report Browser**
- **Printed to a selected printer**
- **"Archived" for later reference**
- **Saved as an ASCII text file or MS Word file**
- **Emailed to specified recipients**
- **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on **Defining Series 5 Print Queues** in the Systems Management Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:

Vendor Type Codes Maintenance

Report: **VENDTYPE.LST** Print a list of the Vendor Type Codes currently on file

Print Options

Select where to have this report printed to. You may choose any combination of the possible destinations. Reports that are 'Archived' to the Reports Manager can be browsed or reprinted at a later date.

Direct Generated Document(s) to:

Screen Browser **Archive to Reports Manager**

Print Queue: **WPRINT3** WinPrint (Courier-10 Compress)
Standard Courier 10 pt (Compressed)
PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6 # of Copies: **1**

Save to: **C:\Users\Larry\Documents\SHS\NPCA**

Save as: **MS WORD (Printed)** To Captured Printer: **CanonPortrait**
hp LaserJet 1300 PCL 6

Send a copy to E-Mail Recipient:

Report Header User Note:

A list codes for Rembrandt
(This text will appear at the top of the 1st page and may be used so you can personalize your report).

➔ Selecting Report Generation Options

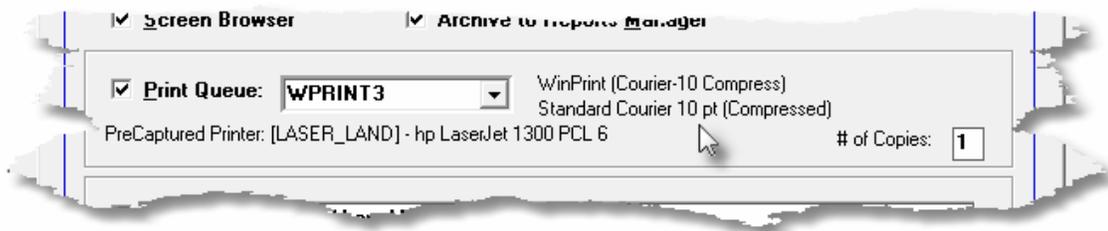
Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:

1. Determine where the generated report is to be directed. Click the appropriate checkbox. You may choose one or more from the following:

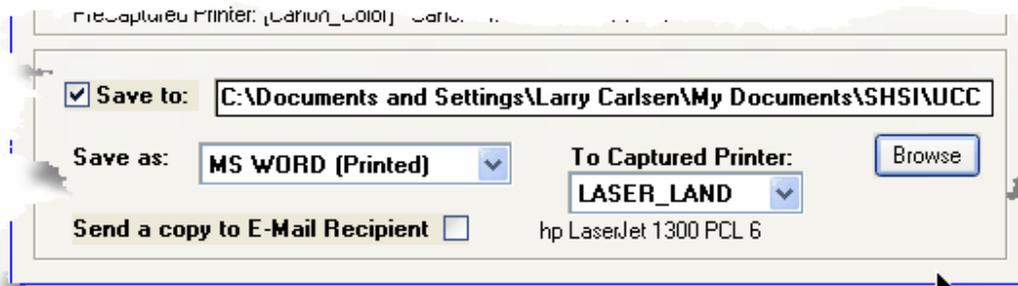
Output To	Comments
<input checked="" type="checkbox"/> Screen Browser	Output is displayed to the screen using the Series 5 Report Browser ¹²⁷ .
<input checked="" type="checkbox"/> Archived to Report Manager	Output is saved as an "Archived" report. It may be viewed and reprinted using the

	Series 5 Report Manager ¹²⁸ . It will remain on the system until purged.
<input checked="" type="checkbox"/> Print Queue	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document	The output is written to an MS Word Document in the specified folder.
<input checked="" type="checkbox"/> Saved to Disk as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
<input checked="" type="checkbox"/> Saved to Disk as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
<input checked="" type="checkbox"/> Saved to Disk as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. (***The list will contain each of the printers that has been assigned to the particular Company System that you are working in.***) When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.



3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the push button to locate or change the folder where the file is to be stored.



4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 Captured Windows Printers** in the Systems Management Help or manuals).

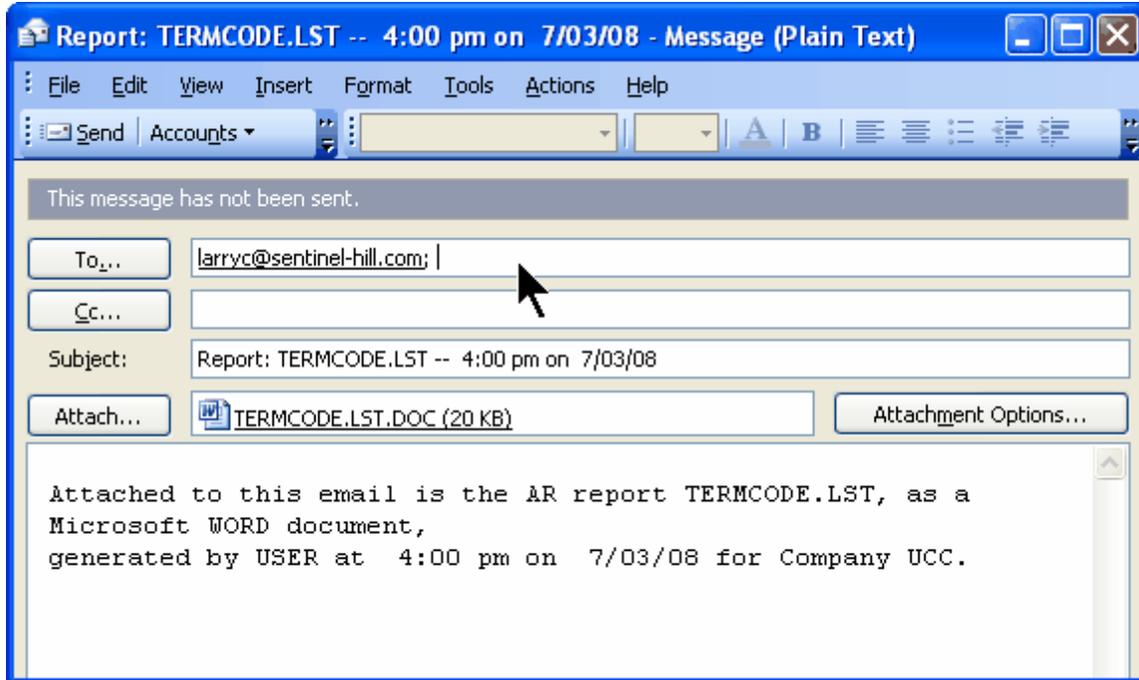
Setup Tip

If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable **MSWORD-DEFAULT-SPECS**. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter **Setting up for MS Word** in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit the text of the message and click the Send button to send the email.



Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

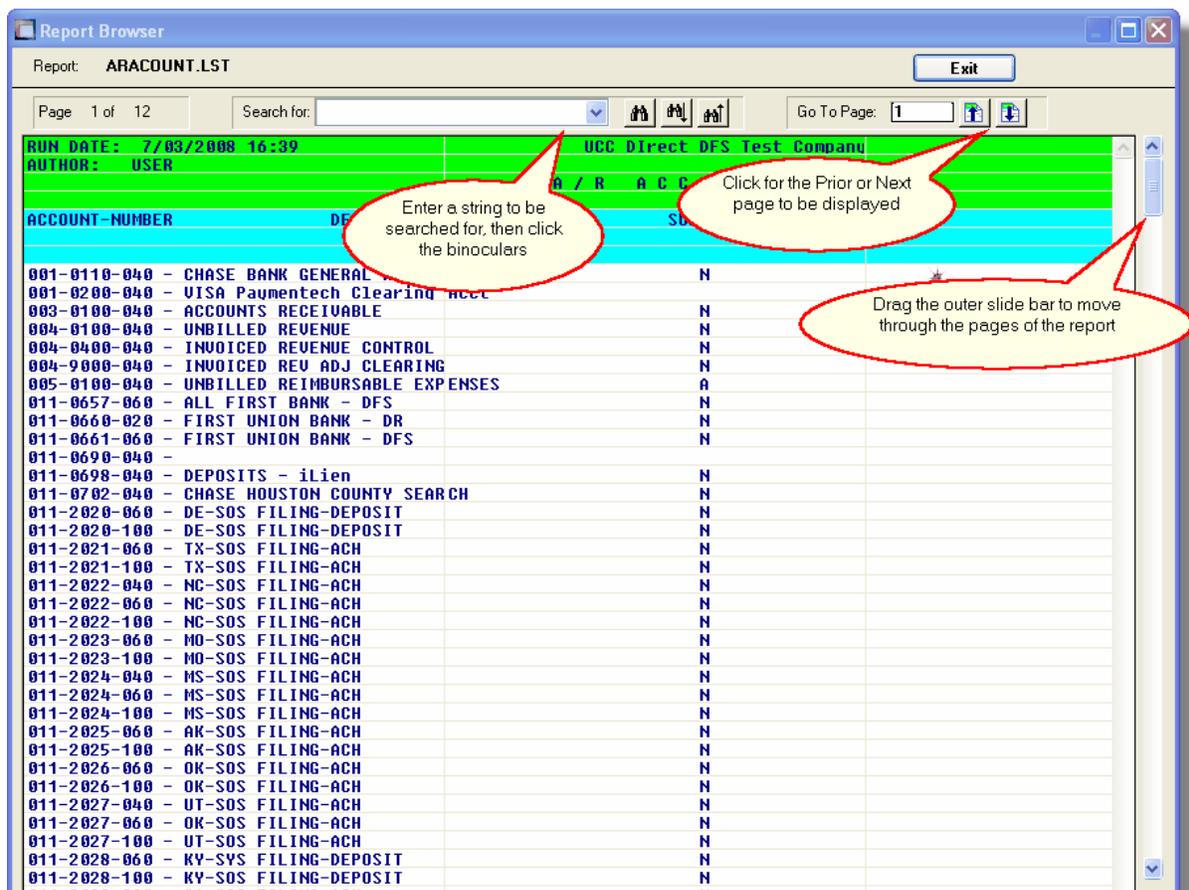
Screen Browser:	<i>check-box</i>
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	
Archive to Reports Manager:	<i>check-box</i>
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	
Print Queue:	<i>check-box</i>
Set the check mark to have the report output to a printer.	

Print Queue:	<i>drop-down list</i>
Select the the Series 5 Printer Queue to which the report is to be output to.	
# of Copies:	9
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VISTA and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	
Save To:	<i>check-box</i>
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	
Save To:	<i>X(90)</i>
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the Browse button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter C:\ in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.	
Save As:	<i>drop-down list</i>
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.	
To Captured Printer:	<i>X(12)</i>
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (<i>Refer to the Systems Management Help if required</i>).	

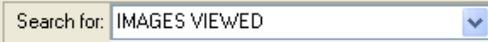
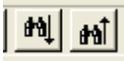
Send a copy to E-Mail Recipient:	<i>check-box</i>
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.	
Report Header User Note:	<i>X(100)</i>
If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.	

5.4.2 Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.



You may navigate around the report in number of ways:

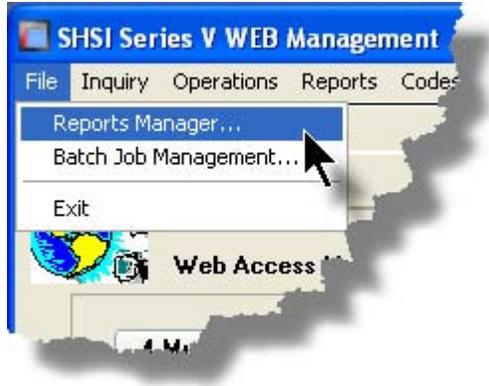
Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
	Search Forward or Backward for the entered search string.
	Display the select Page.
	Display the Prior or Next page of the report.

5.4.3 Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.

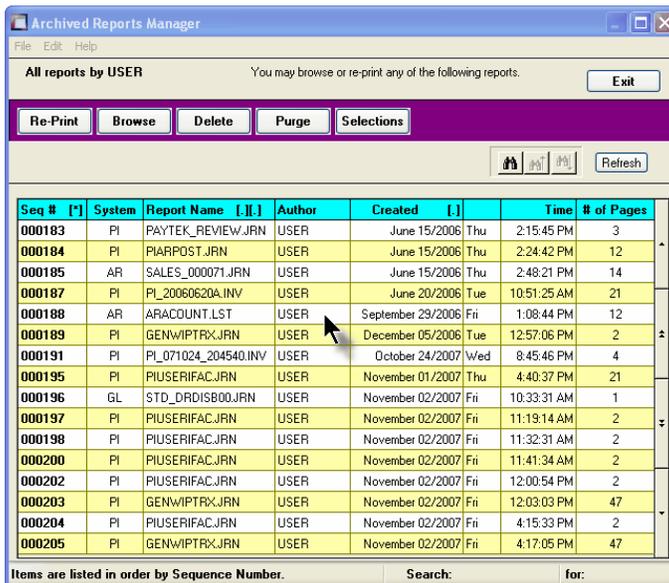
+ Accessing the P/O Reports Manager

From either the P/O Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.



➔ Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.



"Fast Buttons"	
Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

– Viewing an Archived Report

1. In the grid, navigate to the row listing the report that is to be viewed.
2. Double-click the row.
3. The [Report Browser](#) window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.
2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.

The screenshot shows the "Archived Reports Manager" window. The title bar reads "Archived Reports Manager". The window content shows a report titled "6 page Archived AR Report: ARDIST.RPT" created on "Thursday, June 15/2006" at "9:38 AM". The "Re-Print Options" section is active, displaying instructions: "Select where to have this report Re-printed to. You may choose any combination of the possible destinations. You may also select a range of pages, and have the Archived Report deleted afterwards." The "Direct Generated Document(s) to:" section includes checkboxes for "Screen Browser" (unchecked) and "Archive to Reports Manager" (unchecked). The "Print Queue:" is set to "WPRINT3" (checked), with a dropdown menu showing "WinPrint (Courier-10 Compress)" and "Standard Courier 10 pt (Compressed)". Below this, it says "PreCaptured Printer: [LASER_LAND] - hp LaserJet 1300 PCL 6". The "Save to:" field is set to "C:\Documents and Settings\Larry Carlsen\My Documents\SHS\UCC" (unchecked). The "Save as:" field is set to "MS WORD Document" (unchecked), with a "Browse" button. There is also a checkbox for "Send a copy to E-Mail Recipient" (unchecked). The "Re-Print Options:" section shows "Re-Print from page:" set to "1" and "to:" set to "6". Below this is a checkbox for "Delete the Archived Report after being printed ?" (unchecked). At the bottom right, there are two buttons: "Reprint Report" and "Cancel".

3. Enter the reprint options. Basically you can either print the report, or save it to disk as

an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

- Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.



Click on the Search icon.

A search string may be entered for the following fields:

- Sequence #
- Report Name

Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:

- Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.

Seq # [.]	System	Report Name [.]	Author	Created [*]	Time	# of Pages
000513	AR	STATEMENT.STI	USER	May 31/2008	Sat 2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008	Wed 2:38:55 PM	5
000		56_000043.JRN		1-23-2008	Wed 1:52:53 PM	2

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

The screenshot shows a window titled "Archived Reports Manager" with the subtitle "Archived Reports Inquiry Selection Parameters:". Below the subtitle is a message: "You may specify selected parameters to limit the list of Archived Reports that are displayed." The main area contains four filter sections:

- Systems:** Radio buttons for "All" and "Selected" (selected). A dropdown menu shows "GL".
- Users:** Radio buttons for "All" (selected) and "Selected". A dropdown menu shows "USER".
- Report Types:** Radio buttons for "All" and "Selected" (selected). A dropdown menu shows "JRN".
- Date Generated:** Radio buttons for "All" and "Selected" (selected). "From:" is "4/01/08" and "To:" is "6/30/08".

At the bottom, there is a text input field for "Report Name(s) Matching Template:" with a help text: "(Enter the name of report(s) to be selected where '\$' matches any character and a single '*' may be placed before and/or after the '\$' to match any string. I.e., CASH*.JRN *110507.JRN or CASH_\$\$\$04.*)". At the bottom right are "OK" and "Cancel" buttons.

2. Set the applicable filters
3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the All button, or the Selected button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	
Report Types	radio-buttons & drop down list
Click the All button, or the Selected button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that	

which was selected will be listed.	
Users	radio-buttons & drop down list
Click the All button, or the Selected button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	
Date Generated	radio-buttons & (mm/dd/yy) entry fields
Click the All button, or the Selected button with a date range. Only those reports generated within the range of dates entered will be listed.	
Report Name Template	X(20)
Enter a template to be used to match the report names to be listed. The "\$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

– Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.
2. Right-click the row to have a drop-down menu displayed, then click **Delete**, or just click on the **Delete** button in the "Fast Button" frame.
3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.
4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

– Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.
2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).
3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5 User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

	Data	Accessed From	Comments
1.	User Logon Profile Record	The main menu's System Maintenance drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The P/O menu's Control Options drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Purchase Order Processing systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

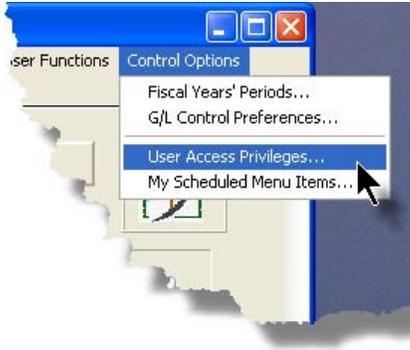
Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on [Scheduled Menu Functions](#)^[48] under the [Purchase Order Processing Application Menu](#)^[41] Chapter for further information and the topic following.

— Accessing P/O Users' Access Maintenance Function

From the P/O menu, select **User Access Privileges** from the **Control Options** drop-down menu.

Processing Tip

If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System



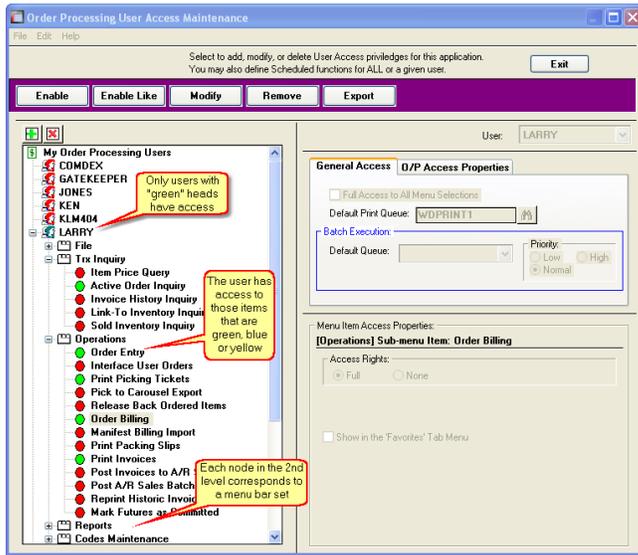
Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.

5.5.1 Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

P/O User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.



"Fast Buttons"	
Enable	Setup to give the highlighted "Green Head" user access to the highlighted menu item.
Enable Like	Select a "Red Head" user that has been enabled just like or already enabled "Green Head" user's access rights. The down list will present those users that already been enabled.
Modify	Modify the General Access Properties of the highlighted "Green Head" user.
Remove	Remove all access rights for the highlighted "Green Head" user.
Export	Generate a spreadsheet showing Users in column and the application menu items in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.
- Click on the  next to the green heads to expand the tree to display the applications' menu bar topics.
- Click on the  next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

-  - All users always have access
-  - Full access
-  - Restricted access
-  - No access

- The top right pane of the screen is used to edit the properties associated to the user.
- The bottom right pane of the screen is used to assign the access rights to the selected menu item
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the



icons.

— Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a  red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on **Defining Series 5 User Logon Profiles** in the Systems Management Help or manuals).
2. You can Enable the User using one of four methods:
 - I. Double click the  red head, or
 - II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or
 - III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, or
 - IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

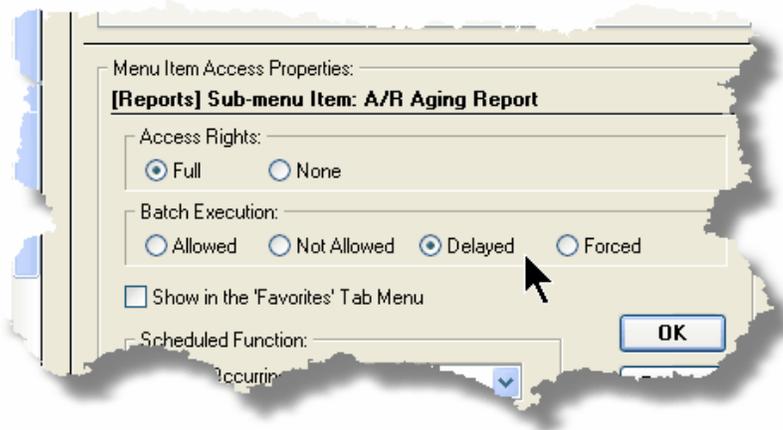
- If the user is to have access to all menu items, set the **Full-Access** check-box
 - Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.
 - Click on the **Add It** push button
3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.
- Expand the tree of the newly added user by clicking on the  icon next to his now  green head
 - Expand the tree of each of the application's menu bar topics
 - Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - Click the applicable **Access Rights** radio-button
 - If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:
- Highlight the read head of the User that you wish to enable access for
 - Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu
 - Select the User Code of the currently enabled user that you want the new user to have the same access privileges.
 - Click on the **Select User** push button
 - Keep the same access rights values, or change them as required.
 - Click on the **Add It** push button again
 - The new user is now set up with the copied user's access rights

- You may now go ahead and change any of the Access Rights of the menu items as needed

– Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

- ❖ Allowed - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor
- ❖ Not Allowed - The user may not select to execute the job using the Job Processor
- ❖ Forced - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed
- ❖ Delayed - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.



– Modifying Access for a User

1. Highlight the  green head of the User to modified
2. If you wish to modify the General Access properties
 - Click **Modify** in the "Fast Button" frame, or right-click and click on **Modify**

- in the pop-up-menu
- The right pane of the window will be activated
 - Make the necessary changes and click the **Update** push-button
3. If you wish to change the Access properties of a particular menu item
- Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.
 - The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window
 - Make the necessary changes and click the **OK** push-button.
4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner
- Highlight the menu item of interest, and right-click to display the pop-up menu.
 - You can either give full access, or remove access totally, depending on the already assigned access
 - Make the necessary changes and click the **OK** push-button.

– Removing Access for a User

1. Highlight the  green head of the User to removed.
2. Click **Remove** in the "Fast Button" frame, or right-click and click on **Remove** in the pop-up-menu:
3. Click the Yes push-button in the prompt.

– General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	<i>check-box</i>
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	<i>X(20)</i>

Select the Series 5 Printer Queue that this user would typically be using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. (*Refer to the Systems Management Help if required*).

Batch Execution - Default Queue**drop down list**

Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue

Batch Execution - Priority**radio-buttons**

Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority

— Menu Item Access Property sub-screen Field Definitions

Access Rights**radio-buttons**

Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.

Show in the 'Favorites' Tab Menu**check-box**

If checked, the corresponding menu item will be displayed as a push-button on the Purchase Order Processing application's menu on the **My Favorites** tabbed sub-screen.

Scheduled Function - Re-Occurring**drop down list**

To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Purchase Order Processing application's menu.



Scheduled Function - Next Scheduled For	(mm/dd/yy)
Enter the date and time at which this particular scheduled function is to be executed.	

Special Access Rights for P/O Users

A second tab sub-screen is provided for P/O user's profiles. There are a number of privileges associated to the entry of Requisitions and Purchase Orders. In particular, you may restrict users to adding or editing documents associated to a particular Ship-To Branch, to a particular Department, or to only those where they are the originator.

You may also assign a user "Super Requisition" rights. This user may then specify who the Originator is for Requisitions added to the system, and they may also mark requisition sub-documents as "Approved". (When marking documents "Approved", they would still have to know and enter the approver's password).

User: **USER** Access Rights

General Access **P/O Access Properties**

For Users entering Requisitions:

Requisition User Code: **IMADVC**

Is a "Super Requisition User" (Can enter Requisitions for other Originators, can approve Requisitions to be converted into POs; and print them for their allowed Ship-To)

User's initials to be recorded when Receiving goods for PO's: **LJC**

This user may ONLY enter "Un-Released" POs

When "Amending" POs, this user is restricted from editing pertinent fields

Limit access to enter, edit, view or report Requisitions and POs:

Full Access

For Ship-To Branch

For Department

To those Originated

Ship-To Branch: **1**

Sentinel Hill Software Inc.

Update **Cancel**

Special P/O User Access Properties Tab Screen - Field Definitions

Requisition User Code	X(6)
------------------------------	-------------

For those users that are either entering or approving Requisitions, they need to have a Requisition User code established, and assigned. When requisitions are entered or approved, this code is recorded as the "Originator" of the Requisition or PO.

The Requisition User Codes are maintained using the [Requisition User Codes Maintenance](#) ⁴⁵⁴ function. One of the property fields for Requisition Users is a password, that needs to be entered when a Requisition is authorized to become a Purchase Order.

"Super" Requisition User ?

check-box

A "Super" Requisition User is a special privileged user that can select other Requisition Users' and assign them as the Originator for a new requisition. They may also approve ANY requisitions to have them converted into Purchase Orders, (as long as they know and enter the assigned Approver's password).

User's Initials when Receiving Goods

X(3)

If this user executes the PO Receivings application, this code will be assigned to the Receiver field, and the user will not be able to change it. This would typically be the operator's initials. If this field is left blank, then any code may be entered as the Receiver at the time goods are received.

User May ONLY enter Un-Released POs

check-box

Set the check-box if this user is only allows to enter Un-Released Purchase Orders. Unreleased POs will remain in the PO Entry Batch when posted. A PO must be marked Released to be eligible to post.

Restricted PO Amend Rights

check-box

When "Amending" a PO, if the check-box is set, this user will be allowed to change all pertinent fields. These include the PO Type, Date, Vendor, Taxable Status, and the Item Product code or description fields. Also, if set, they would be able to Amend a Closed or Cancelled PO.

Limiting Access to Requisitions and POs

radio-buttons

If you have multiple Ship-To locations and multiple Departments in each Location, (which is in effect multiple offices where goods can be shipped to), then if you wish to be able to restrict different individuals to have access only to those Requisitions and POs for a particular Ship-To or Department, select the applicable radio-button. If you wish the user to have access to all POs and Requisitions, click the "Full Access" button. Should you wish a user to only have access to those Requisitions and POs that they were the Originator for, click the "To those Originated" button.

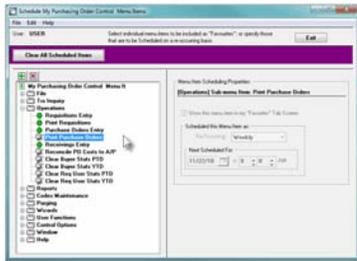
Note that this rule applies also applies to a "Super" Requisition user.

5.5.2 Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Purchase Order Processing menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.



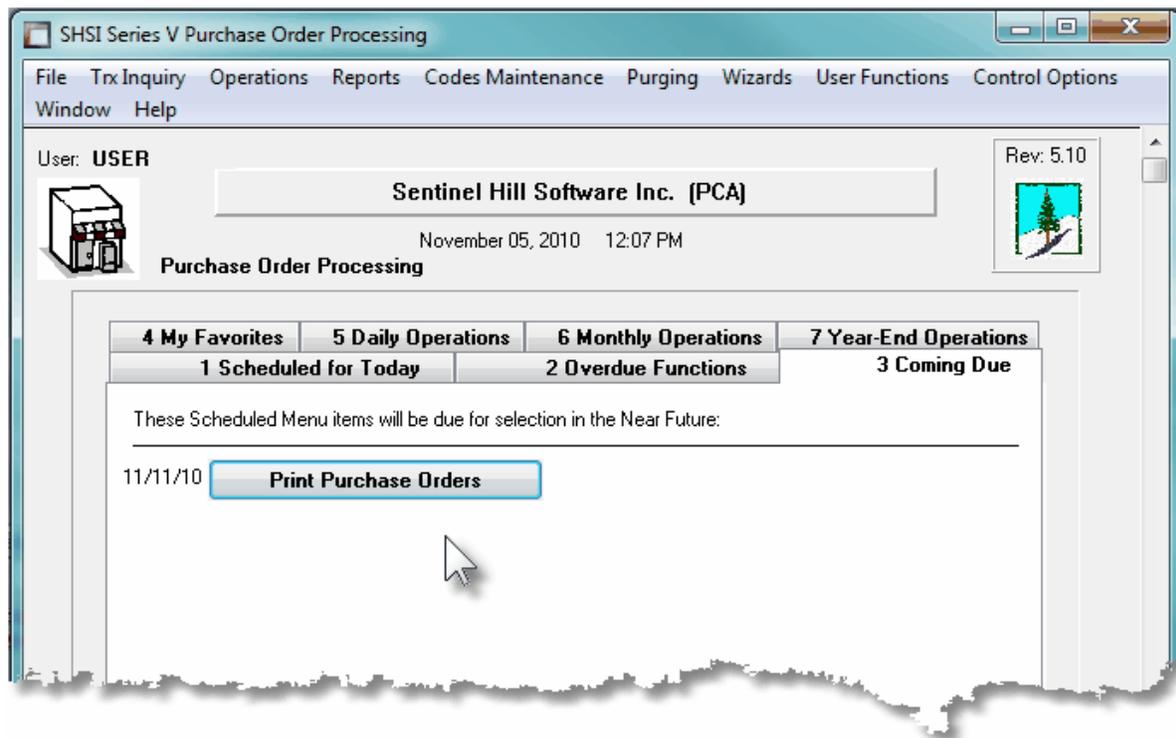
Characteristics of the screen to note:

- Click on the  next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the  icon can be scheduled.
- The right pane of the screen is used to edit the properties associated to the scheduled item.
- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.
- Expand or collapse the sub-trees of all Users with access by clicking the   icons

Defining a Scheduled Menu Item

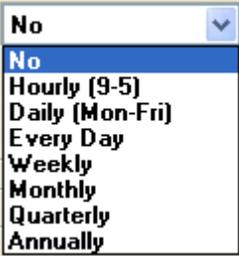
1. When the screen is displayed, click on the green "Plus-sign" of the   icons to expand the tree structure to show each menu item.
2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.

- If this menu item is to be shown in the User's Favorites sub-screen, set the check-box
 - Select the desired **Re-Occurring** frequency and set an initial scheduled date
 - Click the **OK** push button
 - Repeat for the next menu item
3. The menu item will appear on the applicable Purchase Order Processing tabbed sub-screen when next refreshed displayed.



– Menu Item Access Property sub-screen Field Definitions

Show in the 'Favorites' Tab Menu	check-box
If checked, the corresponding menu item will be displayed as a push-button on the Purchase Order Processing application's menu on the My Favorites tabbed sub-screen.	
Scheduled Function - Re-Occurring	drop down list

<p>To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Purchase Order Processing application's menu.</p>	
<p>Scheduled Function - Next Scheduled For</p>	<p>(mm/dd/yy)</p>
<p>Enter the date and time at which this particular scheduled function is to be executed.</p>	

5.6 Wizard Management

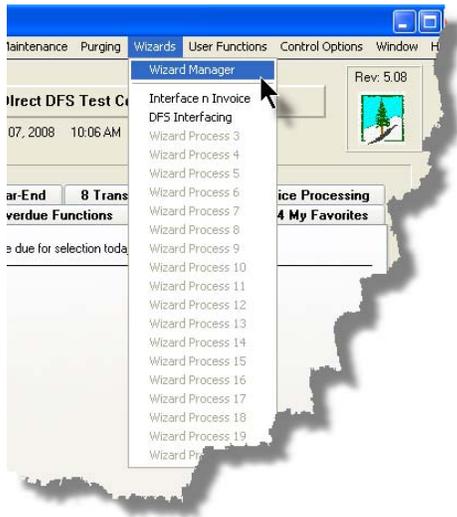
Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.

Basic properties and features of a Wizard:

- ❖ Wizards are user defined
- ❖ Define up to 20 Wizards for each application
- ❖ Each Wizard can be created with up to 10 menu functions
- ❖ Wizards can be launched from the applications' menu
- ❖ As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

— Accessing the P/O Wizard Functions

From the P/O menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.



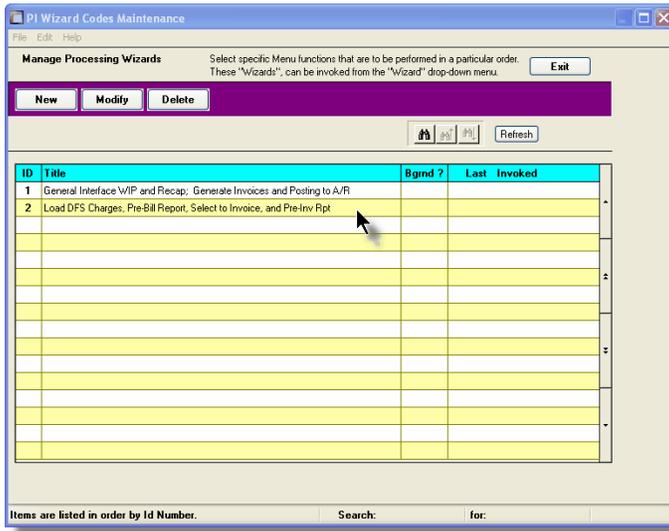
Processing Tip

If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.

5.6.1 Maintaining Your Wizards

Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.



"Fast Buttons"	
New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly,

define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.
2. The **Properties** screen will be displayed.
3. Enter a Wizard #, description, and any instructions to be displayed when it executes.
4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.
5. The **Processing Steps** grid screen will be displayed.
6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.
7. Select the item from the list and click the **OK** button. Each item selected will be displayed in the **Processing Steps** grid.

– Modify an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

– Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.
2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, or click on the **Modify** button in the "Fast Button" frame.
3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

– Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

– Wizard Properties Screen Field Definitions

Wizard # **9(2)**

This is a unique # used to identify the wizard.

Menu Bar Description **X(25)**

This is the description that will be displayed on the applications menu.

Title **X(70)**

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions **4 lines of X(90)**

These instructions are displayed on the Wizard's execution screen

Background Execution**check-box**

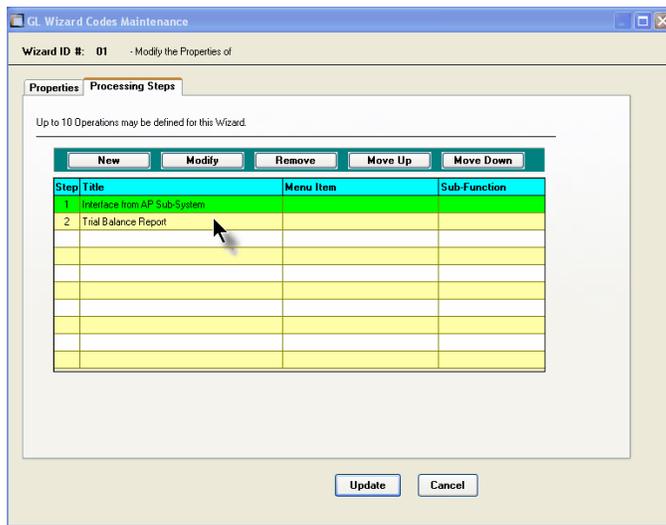
Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*

Confirmation Email**check-box and X(40)**

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.

**"Fast Buttons"**

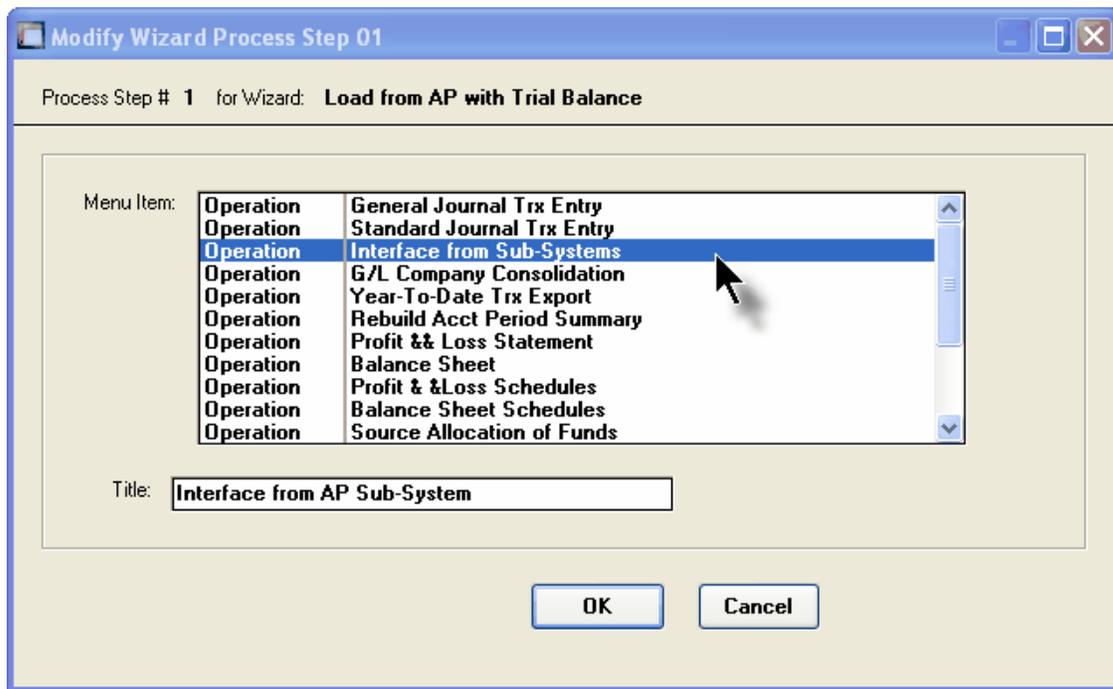
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

The following functions are provided for using the push-buttons:

- New - To add a new step to the table
- Modify - To change the currently selected grid item
- Remove - To delete the currently selected grid item

- Move Up - To move the currently selected grid item up in the table
- Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those P/O system menu items that have been configured to be executed using the Wizard.



Wizard Steps Screen Field Definitions

Menu Item

list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title

X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.



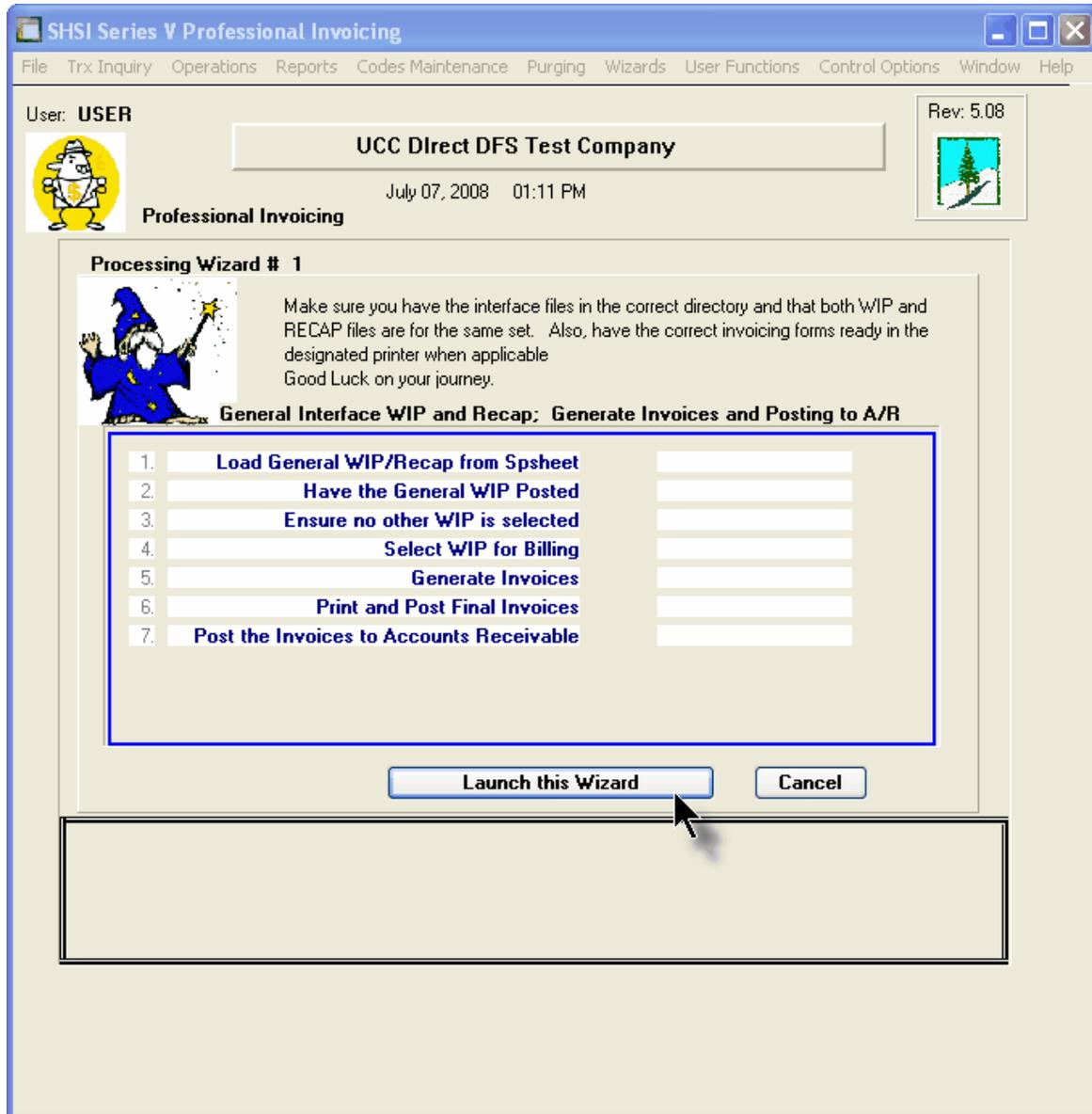
Click on the Search icon.

A search string may be entered for the following fields:

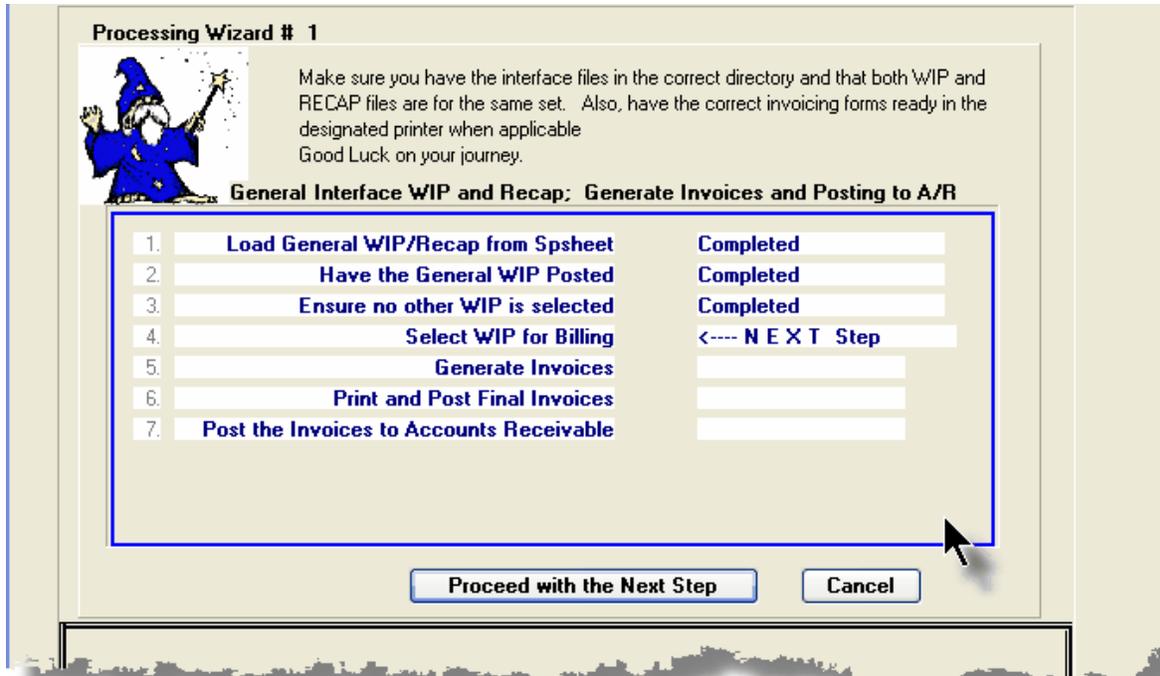
- Title
- Wizard ID #

5.6.2 Wizard Execution Screen

When a Wizard is launched from a given applications' menu, the following screen is displayed.



Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.

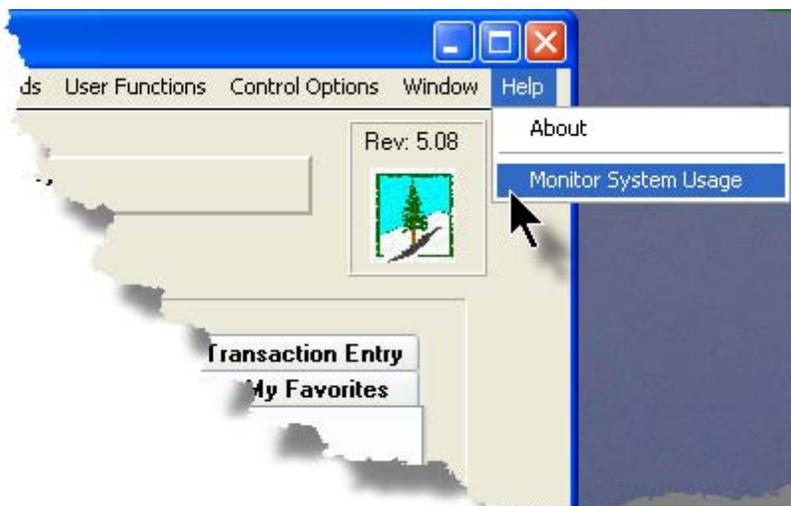


As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.

5.7 Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.

This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.



The following is an example of the Monitor display screen:

System Access Monitor									
These are the users currently accessing the system as of 10:35:08 am									
PID	Username	Company System	Sys	Function	GL Company	Started		Elapsed Time	Access Code
101-0	SHS14.LARRY	PCA	IM	IM Menu		10:33:42	7/04/08	0:01:26	0
101-1	SHS14.LARRY	PCA	IM	Inventory Item Master		10:33:45	7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38	7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01	7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06	7/04/08	0:02:02	1
351-0	SHS14.LARRY	UCC	GL	GL Menu	40	10:34:21	7/04/08	0:00:47	0
351-1	SHS14.LARRY	UCC	GL	Trial Balance Report	40	10:34:26	7/04/08	0:00:42	1
351-2	SHS14.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31	7/04/08	0:00:37	1

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part



6 Purchase Order Processing Menu Functions

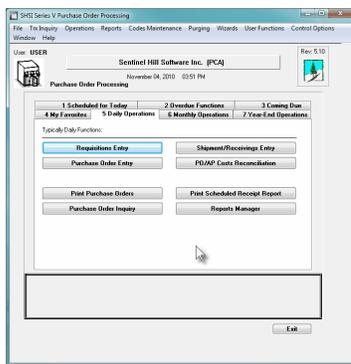
All functions for the P/O system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The P/O Menu

The Purchase Order Processing & Receiving Menu screen provides your access to all functions offered in the P/O system.

Purchase Order Processing Main Menu



- All functions associated to the Series 5 Purchase Order Processing system are available from this screen
- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function
- A number of tab sub-screens are available from which associated functions may be selected
- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**
- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper
- You can select up to 9 menu item functions at a time, each executing in their own window
- Access to specific menu items may be granted or denied from the User Access privileges function. **(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)**

– Menu Bar Headings

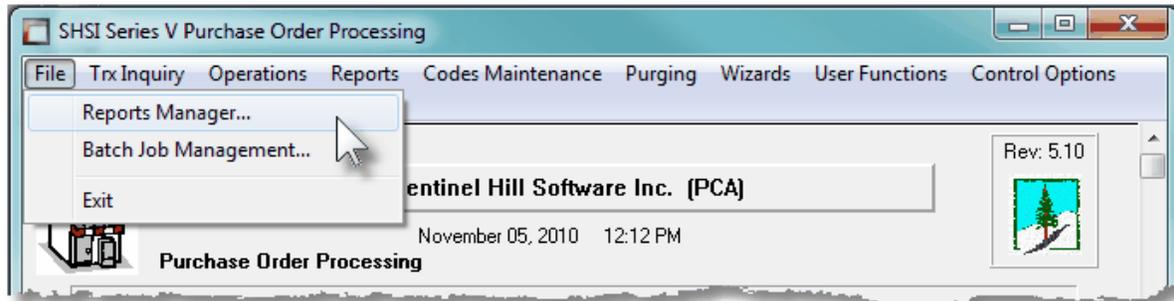
The menu bar is divided into major categories of functions. (Follow the link in each item below for further information on each function).

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry  158	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations  183	For those menu items that provide basic operational functions.
Reports  390	For generating all the reports associated to the Purchase Order Processing system.
Codes Maintenance  425	Those menu items for maintaining the assorted master codes used in the Purchase Order Processing system.
Purging  470	Those menu items for Purging outdated historical transaction records used in the Purchase Order Processing system.
Wizards  145	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options  477	For setting up control preferences and User Access rights to the Purchase Order Processing system.
Window  45	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2 File Management

The topics in this chapter describe functions and procedures that are available under the **File** drop down menu on the Purchase Order Processing menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

These functions are available from the P/O Menu Bar as shown:



6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are available under the **Trx Inquiry Options** drop down menu on the Purchase Order Processing menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query Purchase Orders, and the Historic Received Items are found here.

These functions are available from the P/O Menu Bar as shown:



6.3.1 Purchase Order Inquiry

After Purchase Orders are entered and posted into the system, they remain on file until they are purged. Up until that time, they may have their Status changed, be Amended, Cancelled, or have their associated goods received. This Inquiry function provides access to all Purchase Orders that have not yet been purged, offering assorted relevant functions that may be performed.

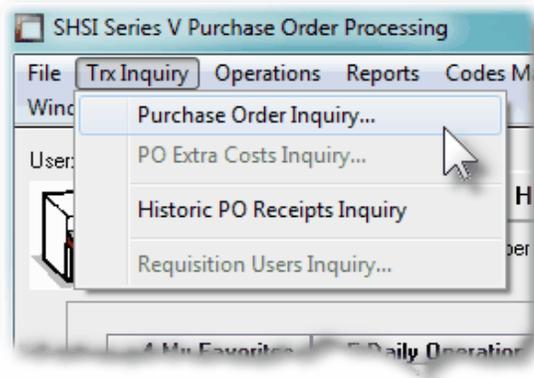
The operator can easily bring up and display the PO for a given supplier, buyer or ship-to location and perform a number of different functions on them. These include the following:

- Inquiry – All the details associated to the PO, including the individual items ordered, may be viewed
- Amending – a selected PO can be amended
- Reprint the PO – the PO can be reprinted
- Email the PO – the PO form itself may be regenerated and emailed if necessary

Some of the features of the Inquiry function are as follows:

- In the grid display, Purchase Orders may be listed for a selected Vendor, for a selected Buyer, for a selected Ship-To Location, or show all POs by PO #, supplier's Company Name, supplier's Email Address, or Date. If the PO originated from a Requisition, they may also be listed by Requisition Number.
- A function is provided that will compute totals for each of the types of Purchase Orders on file, and of different Status, using a variety of selection filters
- A function is provided that will generate a summary PO Status report. This is basically the [Purchase Order Status Report](#)³⁹⁴.

The Purchase Order Inquiry function is launched from the P/O Menu's **Trx Inquiry** drop-down menu.



6.3.1.1 PO Inquiry Grid Screen

Purchase Orders are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction. Orders may be displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters, and generate a PO Status Summary Report.

 Purchase Order Inquiry Grid

Purchase Order Inquiry

File Edit View Help

PO Inquiry These are all the Purchase Orders that have been entered and posted, and are waiting to be Printed and/or have goods Received; or that have been Cancelled. Exit

Show PO Set Filters Show Totals PO Status Report

Ship-To: 1 Home Print Refresh Sentinel Hill Software Inc. List by: Ship-To Code Home Print Refresh

Go To Purchase Order #: _____

PO Number	Type	Date	Vendor	Company Name	Phone #	Buyer	Department	Ship-To	\$ Amount	Currency	Req #	Status
00000075-00	Normal	10/30/12	020869	AAB BUILDING SYSTEMS INC.		LJC - LARRY CARLSEN		1	1,144.64		00001052	Ready To Close
00000076-00	Normal	10/30/12	020377	15TH SOLID WASTE CONFERENCE		SLP - SHERRY PARROTT		1	49.28		00001053	Ready To Close
00000079-00	Normal	10/30/12	024278	ABM JANITORIAL SERVICES	604-925-6101	SLP - SHERRY PARROTT	ADMINI	1	268.80			Ready To Print
00000080-00	Normal	10/30/12	022116	2004 IEEE IAS/PCA		LJC - LARRY CARLSEN		1	627.20		00001054	Printed
00000081-00	Normal	11/08/12	022646	2004 SEADC CONVENTION		LJC - LARRY CARLSEN		1	604.80		00001056	PartlyReceived
00000082-00	Normal	10/30/12	022116	2004 IEEE IAS/PCA		SLP - SHERRY PARROTT		1	212.80			Ready To Close
00000083-00	Normal	10/30/12	019356	10th ICC, Congrex Goteborg AB		LJC - LARRY CARLSEN		1	24.64			Printed
00000085-00	Normal	12/03/12	020723	11TH ICAAR		BARB - *** BUYER NOT ON FI		1	3,780.00		00001061	Printed
00000086-00	Normal	12/03/12	016819	AIR & WASTE MANAGEMENT		BARB - *** BUYER NOT ON FI		1	1,470.00		00001063	Printed
00000087-00	Normal	12/03/12	017531	ADT SECURITY SYSTEMS		BARB - *** BUYER NOT ON FI		1	2,520.00		00001064	Printed
00000088-00	Normal	12/03/12	024449	AMERICAN EXPRESS		LJC - LARRY CARLSEN		1	315.00		00001065	Ready To Close
00000089-00	Normal	1/28/13	021640	A. DICKSON WOOD		SLP - SHERRY PARROTT		1	1,102.50		00001067	Ready To Close
00000091-00	Normal	1/29/13	019426	HOME DEPOT	604-999-1234	BARB - *** BUYER NOT ON FI		1	1,720.00		00001074	Ready To Close
00000092-00	Normal	1/30/13	019658	SENTINEL HILL SOFTWARE INC.	(800) 663-8354	LJC - LARRY CARLSEN		1	651.08	CDN	00001081	Ready To Close
00000093-00	Normal	12/03/12	019658	SENTINEL HILL SOFTWARE INC.	(800) 663-8354	LJC - LARRY CARLSEN		1	1,320.00			Printed
00000094-00	Normal	2/19/13	022915	A & J SEWER SERVICE		LJC - LARRY CARLSEN		1	30.06			Printed
00000096-01	Blankt	3/22/13	021380	14-400 BUILDING		SLP - SHERRY PARROTT		1	224.00			Ready To Print
00000096-01	Normal	4/22/13	021380	14-400 BUILDING		SLP - SHERRY PARROTT		1	448.00			Printed
00000096-04	Normal	3/28/13	021380	14-400 BUILDING		SLP - SHERRY PARROTT		1	224.00			Printed
00000098-00	Blankt	3/22/13	022983	ACPA/ COLORADO WYOMING CHAPTEF		LJC - LARRY CARLSEN		1	203.84			Ready To Print

For selected Ship-To, items listed by PO Number. Search: for:

"Fast Buttons"

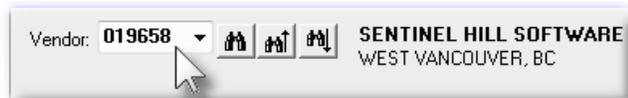
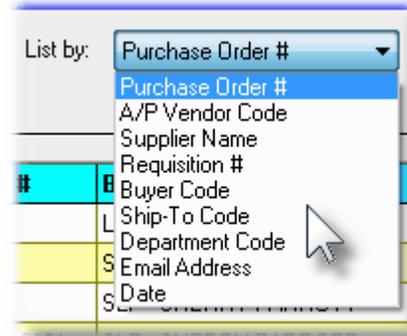
Show PO	To have the current highlighted purchase order in the grid displayed in detail. A new screen is displayed. All information pertaining to the PO, including the items that were ordered, are displayed. (Double-clicking the particular row of the item, also causes the PO to be displayed).
Set Filters	To have a number of different filters set to limit the purchase orders that are displayed to the grid.
PO Status Report	To have the PO Status Report ³⁹⁴ generated listing selected Purchase Orders grouped by Vendor, Buyer or Ship-To.
Show Totals	To compute totals of the different types of POs in the system. The number of each Type, and of each Status, of POs is displayed, along with the associated dollar amounts.

Some of the special features of this "Inquiry" grid are as follows:

➤ Purchase Orders may be listed for a selected Vendor, for a selected Buyer, for a selected Department, or for a selected Ship-To Location; or show all POs by PO #, supplier's Company Name, supplier's Email Address, or Date. If the PO originated from a Requisition, they may also be listed by Requisition Number.

➤ If listing for a particular Buyer, Ship-To, Department, or Vendor, they may be chosen either by entering their Buyer or Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous one displayed that has PO on file. *(Click the binocular icon with the up/down arrow to display Orders that exist for the prior/next occurrence of that code on file).*

➤ Depending on the **List By** selection, a field will be presented, in which the operator may enter a value for the applicable key of the items of interest to be displayed. The system will attempt to read to the closest purchase order for the data entered and display it in the grid.



6.3.1.2 PO Display Screens

When a particular row in the Purchase Order Inquiry grid screen is double-clicked, a window is displayed showing the detail for that PO.

Some of the features associated to the display of the PO are as follows:

- Within the screen displayed, a number of tabbed sub-screens may be clicked to show different fields associated to the PO.

- The Previous or Next PO on file may be easily navigated to by clicking the   icons at the right top of the window.

A number of different functions may be launched, associated to the PO, using the displayed push-buttons at the bottom of the window.

Amend this PO – If you need to amend any portion of the order, you may do so.

Reprint this PO – If the order has already had its Purchase Order printed, if so needed, you may have it reprinted, or re-emailed, whichever the case may be.

Put PO ON-HOLD – If for what ever reason, this purchase order should not be sent out, it may be placed ON-HOLD. Once an order is ON-HOLD, the same inquiry function may be used to remove the ON-HOLD status.

Purchase Order Inquiry – Supplier / Ship-To tabbed Screen

The following sub-screen is displayed when the Supplier / Ship-To tab is clicked. It shows the suppliers name and address, and the Ship-To name and address with estimated Shipping and Delivery Dates for the PO's goods:

Purchase Order Inquiry

Purchase Order #: 00000135 - 00 for Vendor: 020377 15TH SOLID WASTE CONFERENCE

PURCHASE ORDER

PO #: 00000135 - 00 Date: 11/25/13 [Ready to Print]
 Req #: 00001162 Printed:
 CPO #: 00000069 Approved: 11/25/13 Last Received:

15TH SOLID WASTE CONFERENCE Contact:
 Type: Terms: Email:

Supplier / Ship-To Properties PO Line Items Totals

Supplier: (020377)

15TH SOLID WASTE CONFERENCE
 WIDENER UNIVERSITY
 ONE UNIVERSITY PLACE
 CHESTER, PA 19013-5792

Ship-To: (1)

Sentinel Hill Software Inc.
 West Vancouver, BC V7T 1R7

Department: **Accounting & Administration (ADMIN1)**

Estimated to Ship:
 Ship-Via: Federal Express Air

Estimated Delivery:
 1st Shipment Receipt:

Confirm Shipment:
 No Yes Been Confirmed

Ship Goods:
 Collect Prepaid N/A

Shipping Waybill/Pack Slip Number(s):

Cost of Goods: 25,000.00 Tax 1: 0.00 TOTAL: \$ 25,000.00
 Tax 2: 0.00

Add/View Attached Document(s) Amend this PO Reprint this PO OK Put PO On HOLD

Note that only for an original Blanket Purchase Order, the Initially Approved, Previously Ordered and Available amounts are displayed along with the Last Release # and it's Date.

Purchase Order Inquiry – Properties tabbed Screen

The following sub-screen is displayed when the Properties tab is clicked. It shows assorted properties associated to the purchase order:

Purchase Order Inquiry

Purchase Order #: 00003256 - 01 for Vendor: 021533 ACM ELEVATOR COMPANY

PURCHASE ORDER PO #: 00003256 - 01 Date: 11/09/10 [Ready to Print]
Printed: Last Received:

Vendor: 021533 ACM ELEVATOR COMPANY Contact:
Type: Terms: Email:

Supplier / Ship-To Properties **PO Line Items** Totals Warehouse Comments

Goods are for Resale ?
 Goods are Taxable ?
 PO is to be Printed ?
 PO is to be Emailed ?

Method of Payment: _____
 Charged On Account
 Prepay by Letter-of-Credit
 Prepay by Wire Transfer

Acknowledge Receipt of PO:-
 Not Required
 Yes Please
 Ack Received

Brief Header Comments:

FOB: 2 Freight-on-Board Destination
 OK to Partially Ship Goods ? OK To Back Order Goods ?

Entered: _____
 PO Entry Batch: 000020 11/09/10
 By: USER 18:06:11

For PO's Derived from a Requisition: _____
 Requisition #: Originator:
 Authorizer: ()

Cost of Goods: 645.00 Tax 1: 77.40 **TOTAL: \$ 722.40**
 Tax 2: 0.00

Amend this PO Reprint this PO Put PO On HOLD OK

➔ Purchase Order Inquiry – PO Line Items tabbed Screen

The following sub-screen is displayed when the PO Line Items tab is clicked. It shows a sub-grid listing all the individual items that were ordered:

Purchase Order Inquiry

Purchase Order #: 00002243 - 01 for Vendor: 019658 SENTINEL HILL SOFTWARE INC.

PURCHASE ORDER

PO #: 00002243 - 01 Date: 10/08/10 [Printed]
 Printed: 10/23/10 Amended: 10/22/10
 Last Received: 10/07/10

Vendor: 019658 SENTINEL HILL SOFTWARE INC. Contact: Larry Carlsen (800) 663-8354
 Type: Terms: No Terms Email: larryc@sentinel-hill.com

Supplier / Ship-To Properties PO Line Items Totals Warehouse Comments Header Comments 1 Vendor Notes

\$US Currency \$Cdn @ 0.9000

Extended Costs:	\$ 4,611.78	5,124.20
Discounts:	5.54	6.16
Sub-Total:	4,606.24	5,118.04
12.0 % Tax 1:	0.34	614.16
% Tax 2:	0.00	0.00
PO Total Cost:	\$ 5,158.99	5,732.20
Extra Costs:	247.12	
Total LANDED COSTS:	\$ 5,406.11	

Goods are priced and billed for this PO in Canadian Dollars

Cost of Goods: 5,118.04 Tax 1: 614.16 Tax 2: 0.00

TOTAL: 5,732.20 \$Cdn
 Domestic: 5,158.99 \$US

Amend this PO Reprint this PO OK

➔ Purchase Order Inquiry – Warehouse Comments Properties tabbed Screen

The following sub-screen is displayed when the Warehouse Comments tab is clicked. It shows any Warehouse comments that were entered with the purchase order that are meant to be directed to warehouse staff when goods are received:

Purchase Order Inquiry

Purchase Order #: 00002243 - 01 for Vendor: 019658 SENTINEL HILL SOFTWARE INC.

PURCHASE ORDER

PO #: 00002243 - 01 Date: 10/08/10 [Printed]
Printed: 10/23/10 Amended: 10/22/10
Last Received: 10/07/10

Vendor: 019658 SENTINEL HILL SOFTWARE INC. Contact: Larry Carlsen (800) 663-8354
Type: Terms: No Terms Email: larryc@sentinel-hill.com

Supplier / Ship-To Properties PO Line Items Totals Warehouse Comments Header Comments 1 Vendor Notes

Warehouse Comments: [*****]
WHEN THIS ITEM IS RECEIVED, HAVE IT STORED IN THE BACK OFFICE UNTIL NOTIFIED

Goods are priced and billed for this PO in Canadian Dollars	Cost of Goods:	5,118.04	Tax 1:	614.16	TOTAL:	5,732.20	\$Cdn
			Tax 2:	0.00	Domestic:	5,158.99	\$US

Amend this PO Reprint this PO OK

➔ Purchase Order Inquiry – Header Comments Properties tabbed Screen

The following sub-screen is displayed when either of the Header Comments tabs are clicked. It shows any comments that were entered with the purchase order that are to be associated to the PO in general, and are printed at the beginning of the the PO's Line Items body area :

Purchase Order Inquiry

Purchase Order #: 00002243 - 01 for Vendor: 019658 SENTINEL HILL SOFTWARE INC.

PURCHASE ORDER

PO #: 00002243 - 01 Date: 10/08/10 [Printed]
Printed: 10/23/10 Amended: 10/22/10
Last Received: 10/07/10

Vendor: 019658 SENTINEL HILL SOFTWARE INC. Contact: Larry Carlsen (800) 663-8354
Type: No Terms Terms: No Terms Email: larryc@sentinel-hill.com

Supplier / Ship-To Properties PO Line Items Totals Warehouse Comments Header Comments 1 Vendor Notes

PO Header Comments 1: (PDROPS)

Goods associated to this purchase order must be shipped insured by the Vendor. In the event part of the cargo is dropped or damaged, the carrier will be held responsible.

Goods are priced and billed for this PO in Canadian Dollars	Cost of Goods:	5,118.04	Tax 1:	614.16	TOTAL:	5,732.20	\$Cdn
			Tax 2:	0.00	Domestic:	5,158.99	\$US

Amend this PO Reprint this PO OK

6.3.1.3 Amending a PO

In the event that you have created a Purchase Order in error, or you realize that an item was missing or incorrect, you may select that Purchase Order to have it amended. If the PO has already had its goods fully received, is Closed, or is ON HOLD, you cannot amend it. (Note that for fully received, or Closed POs, they may be copied using a function offered from the [Purchase Order Entry](#)²⁹⁶ function).

You may also amend a purchase order to accomplish the following tasks:

- Have the PO Cancelled
- Have a previously Cancelled PO re-activated
- Change the Supplier
- Add or remove items to be purchased

Re-Printing Purchase Orders for Amended POs

If the purchase order being amended has already had its PO printed, it may be Amended, but to have its revised PO printed, you must select Print Purchase Orders functions from the Operations sub-menu.

As an option when Printing the Purchase Orders, you may choose to have ONLY those POs that

have been Amended printed.

Refer to the topics on [Purchase Order Entry Data Screens](#)³¹⁷ for further details on particular fields of the Purchase Order's data entry screens.

6.3.1.4 PO Inquiry Filters Screen

The following functions may be executed from the Purchase Order Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

Print PO Status Report — Generate a summary report of Purchase Orders on the system. This could be referred to as an PO Status Report. It's basically just a list of those POs that satisfy an assortment of selection criteria. For example you could obtain a list of POs that were On-Hold, or those that have their goods received.

Display Totals of PO Transactions Tally and display totals of the different Types of
— Purchase Orders and of different Status.

The following screen is displayed for setting an assortment of filters for those POs that are displayed in the grid:

(Note that this screen is NOT displayed when accumulating Totals, or when generating the PO-Status Report)

When generating the report or accumulating the Totals for display, the operator is presented with the standard [PO Select Filters screen](#)¹⁰⁶. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)¹¹¹ is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

– Display Filter Options Screen - Definitions

Purchase Orders Number(s)	radio-buttons
To consider only those Purchase Orders that have PO Numbers that fall within a given range.	
<input checked="" type="radio"/> All	All Purchase Orders are considered regardless of PO #
<input type="radio"/> A Range	Specify a Starting and Ending PO # for the Purchase Orders to be processed
Purchase Orders Dated	radio-buttons with (mmddyy) dates

Select only those Purchase Orders that have been recorded with a date that falls in the range entered.

<input checked="" type="radio"/> All	All Purchase Orders are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the POs to be processed

Of Type(s)*check-boxes*

Click to select or unselect the different types of POs.

With Status of:*check-boxes*

Click to select or unselect POs of different status.

That are Printed or Emailed*check-boxes*

Select those POs that were printed, and/or emailed.

In Domestic or Foreign Currency*check-boxes*

Select those POs that were issued in either your local currency, and/or those that were issued in some other foreign currency.

with Matching - Ship-Via*X(6)*

Select only those POs that had been assigned a Ship-Via Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Currency*X(4)*

Select only those POs that had been issued in the Currency matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

6.3.1.5 PO Totals Screen

This function accumulates totals of each of the types of Purchase Orders on file in the P/O system. It displays the number of each type of PO and each Status of POs, with a break down of the dollar amounts contributing to the values of the POs for those satisfying the filters selected.

The following screen is displayed:

	Normal POs	Blanket POs	Issued POs	On Hold	Eligible to Close	Closed POs	Cancelled POs
# of POs:	9	0	8	1	0	0	0
Extended	29,795	0	29,785	9	0	0	0
Discounts:	5	0	5	0	0	0	0
Net Costs:	29,789	0	29,779	9	0	0	0
Tax 1:	250	0	249	1	0	0	0
Tax 2:	0	0	0	0	0	0	0
PO Total:	30,592	0	30,581	10	0	0	0
Extra Costs:	0	0	0	0	0	0	0
Landed	30,592	0	30,581	10	0	0	0

When accumulating the Totals for display, the operator is presented with the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)^[111] is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

6.3.2 Historic PO Receipts Inquiry

After the goods associated to Purchase Orders are received, each line item is recorded to a history file. These records provide a history of all items that have been purchased. This Inquiry function provides access to all those Historic Purchase Order items. It may be used to easily determine what items have been purchased from a given supplier or by a given Buyer; to summarize the goods associated to a selected CER, Department, Expense Account or Shipment; or to view a list of those suppliers a given Inventory Item has been purchased from.

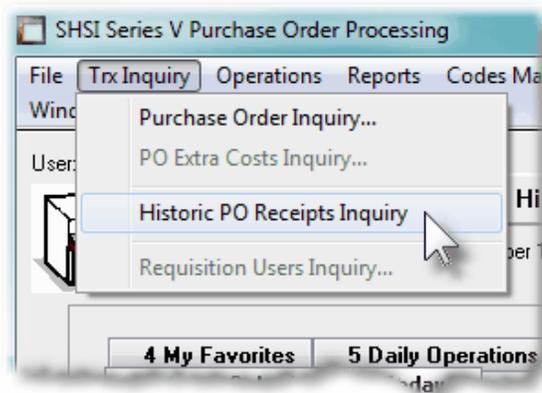
Some of the features of the Inquiry function are as follows:

- In the grid display, items may be listed for a selected Vendor, Buyer, CER, Expense Account, Department, or for a selected Inventory Item. Also, regardless of given selection, POs may be listed sorted by PO #, Supplier Name, Description of Item, Receipt Shipment # or Date.
- A Receipts History report may be generated that can group and sort items in a variety of different ways.
- A Totalling function is offered that accumulates totals of goods received, for Domestic and Foreign goods, and Inventory and Non-Inventory goods.
- A function is provided that will that will purge Historic Invoices records

Purging the PO Receipts History files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 5 years worth of data. This will ensure that the assorted Analysis can be executed effectively.

The Historic PO Receipts Inquiry function is launched from the P/O Menu's **Trx Inquiry** drop-down menu.

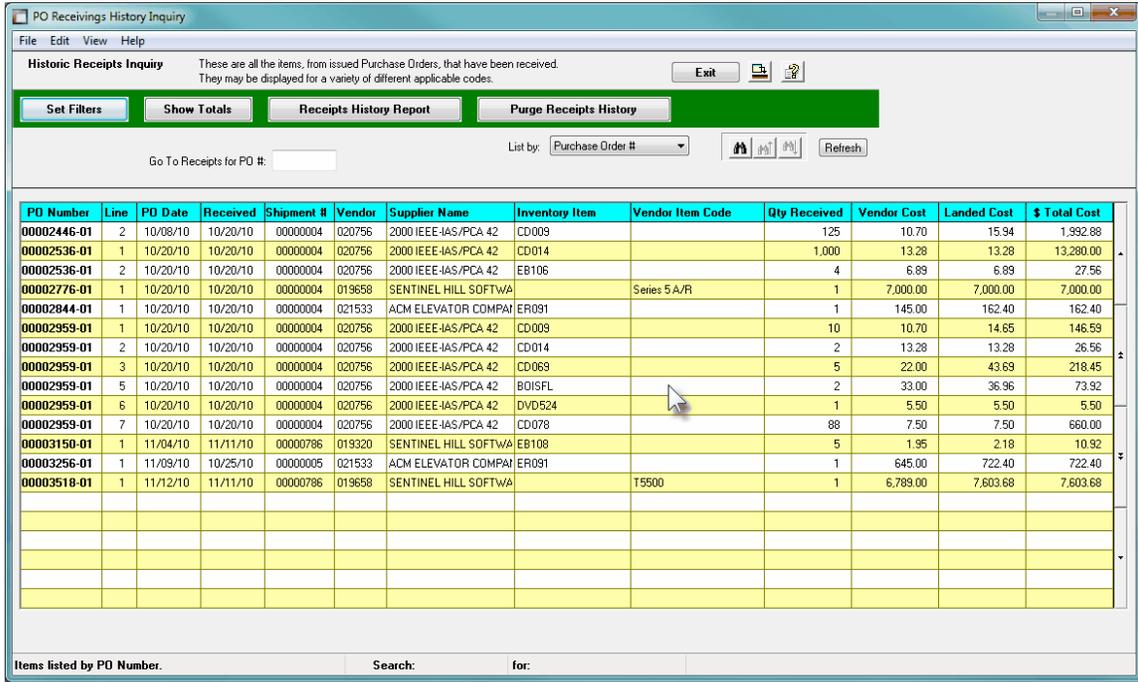


6.3.2.1 Historic Receipts Inquiry Screens

Historic Receipts are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters and have items Purged.

 Historic PO Goods Received Inquiry Grid



PO Receptions History Inquiry

Historic Receipts Inquiry These are all the items, from issued Purchase Orders, that have been received. They may be displayed for a variety of different applicable codes.

Set Filters Show Totals Receipts History Report Purge Receipts History

Go To Receipts for PO #: List by: Purchase Order # Refresh

PO Number	Line	PO Date	Received	Shipment #	Vendor	Supplier Name	Inventory Item	Vendor Item Code	Qty Received	Vendor Cost	Landed Cost	\$ Total Cost
00002446-01	2	10/08/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD009		125	10.70	15.94	1,992.88
00002536-01	1	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD014		1,000	13.28	13.28	13,280.00
00002536-01	2	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	EB106		4	6.89	6.89	27.56
00002776-01	1	10/20/10	10/20/10	00000004	019658	SENTINEL HILL SOFTWA		Series 5 A/R	1	7,000.00	7,000.00	7,000.00
00002844-01	1	10/20/10	10/20/10	00000004	021533	ACM ELEVATOR COMPAI	ER091		1	145.00	162.40	162.40
00002959-01	1	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD009		10	10.70	14.65	146.59
00002959-01	2	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD014		2	13.28	13.28	26.56
00002959-01	3	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD069		5	22.00	43.69	218.45
00002959-01	5	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	BDISFL		2	33.00	36.96	73.32
00002959-01	6	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	DVD524		1	5.50	5.50	5.50
00002959-01	7	10/20/10	10/20/10	00000004	020756	2000 IEEH-4AS/PCA 42	CD078		88	7.50	7.50	660.00
00003150-01	1	11/04/10	11/11/10	00000786	019320	SENTINEL HILL SOFTWA	EB108		5	1.95	2.18	10.92
00003256-01	1	11/09/10	10/25/10	00000005	021533	ACM ELEVATOR COMPAI	ER091		1	645.00	722.40	722.40
00003518-01	1	11/12/10	11/11/10	00000786	019658	SENTINEL HILL SOFTWA		T5500	1	6,789.00	7,603.68	7,603.68

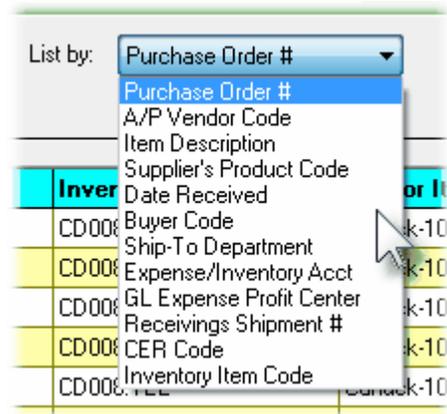
Items listed by PO Number. Search: for:

"Fast Buttons"

Set Filters	To have a number of different filters set to limit the Invoices that are displayed to the grid.
Show Totals	To compute totals of the different types of PO Items that have been purchased and received in the system. The numbers of each for Domestic and Foreign goods, and Inventory and Non-Inventory goods are displayed, along with the associated dollar amounts.
Receipts History Report	To have a report of the historic Line Items generated, in either detail or summary, in a variety of different grouping and sorting options. Refer to the topic titled Receipts History Report ^[417] for more details.
Purge History	To have the Historic Receipt Line Item records purged. A range of dates, Inventory Items, Vendors and other filters may be entered thus purging only selected items up to a specified date.

Some of the special features of this "Inquiry" grid are as follows:

- Received PO Items may be listed for a variety of different codes, including a selected Vendor, CER Code, Buyer, Ship-To Department, Inventory Item, Expense Account or GL Profit Center; and others.
- If listing for a particular Vendor, CER Code, Buyer, Inventory Item, Department, Expense Account or GL Profit Center, they may be chosen either by entering their respective codes, or by choosing it using the Lookup binoculars icon, or by having the next or previous one displayed that has PO on file. *(Click the binocular icon with the up/down arrow to display Orders that exist for the prior/next occurrence of that code on file).*



- Depending on the **List By** selection, a field will be presented, in which the operator may enter a value for the applicable key of the items of interest to be displayed. The system will attempt to read to the closest purchase order for the data entered and display it in the grid.



- If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the selected Item.
- The function to View the original Received Item's Purchase Order is presented in the pop-up menu.



PO Receipts History Inquiry – Pricing tabbed Screen

When a particular row in the Historic Receipts Inquiry grid screen is double-clicked, a window

is displayed showing the detail for that PO item's receipt.

The following sub-screen is displayed when the Landed Costs tab is clicked. It shows the assorted Costs that are used to derive the Landed Cost of the particular item that was received:

PO Line Item: **1** for PO #: **00003518** - **01** Received: **11/11/10** Under Shipment #: **00000786**

Properties associated to the Receipt of this Purchase Order Item ...

Inventory Item, or Item/Service that has been received:

Non-Inventory Item

Supplier's Part: **T5500** **Dell Precision T5500 WorkStatio**
4 Gb Ram, 2-160 Gig Disk Drive

Vendor: **019658 SENTINEL HILL SOFTWARE INC.**

Receivings Quantity(s)	
Ordered:	1
Received:	1
Overshipped:	
Rejected:	
(Reason:)

Received: **11/11/10** by **LJC** Shipped-To: **1** Ship-Via: **FedXAr Federal Express Air**
(Inventory Warehouse **PCA**) Waybill Code:

Pricing **Landed Cost**

Qty Ordered: **1.000** \$US Currency

Qty Received: **1.000** Expected Unit Price: **6,789.0000**

Actual Unit Price: **6,789.0000**

This Item is Taxable

Tax 1 is a non-Recoverable expense

Tax 2 is a non-Recoverable expense

Extended: \$ **6,789.00**

Tax-1: **814.68**

Tax-2:

Total: \$ **7,603.68**

Priced in: \$US ???

OK

➔ PO Receipts History Inquiry – Landed Cost tabbed Screen

The following sub-screen is displayed when the Landed Costs tab is clicked. It shows the assorted Costs that are used to derive the Landed Cost of the particular item that was received:

PO Receptions History Inquiry

PO Line Item: 1 for PO #: 00003518 - 01 Received: 11/11/10 Under Shipment #: 00000786

Properties associated to the Receipt of this Purchase Order Item ...

Inventory Item, or Item/Service that has been received:

Non-Inventory Item

Supplier's Part: T5500 Dell Precision T5500 WorkStatio
4 Gb Ram, 2-160 Gig Disk Drive

Vendor: 019658 SENTINEL HILL SOFTWARE INC.

Received: 11/11/10 by LJC Shipped-To: 1 Ship-Via: FedXAr Federal Express Air
(Inventory Warehouse PCA) Waybill Code:

Receivings Quantity(s)

Ordered: 1
Received: 1
Overshipped:
Rejected:
(Reason:)

Pricing Landed Cost

Supplier's Cost: \$ 6,789.00 (Amounts displayed in \$US Currency)

Non-Recoverable Tax: 814.68 Qty Received: 1.000

Line Item Extra Costs: 0.00 Expected Unit Price: 6,789.0000

Line Item Duty Charges: Actual Unit Price: 6,789.0000

ProRated PO Extra Costs: Landed Unit Cost: 7,603.6800

ProRated Shipment Costs: Total: \$ 7,603.68

CER Code: G/L Expense Account: 6530 -- 310 Sub-Ledger Project Code:
Supplies

OK

6.3.2.2 Receipts Inquiry Filters Screen

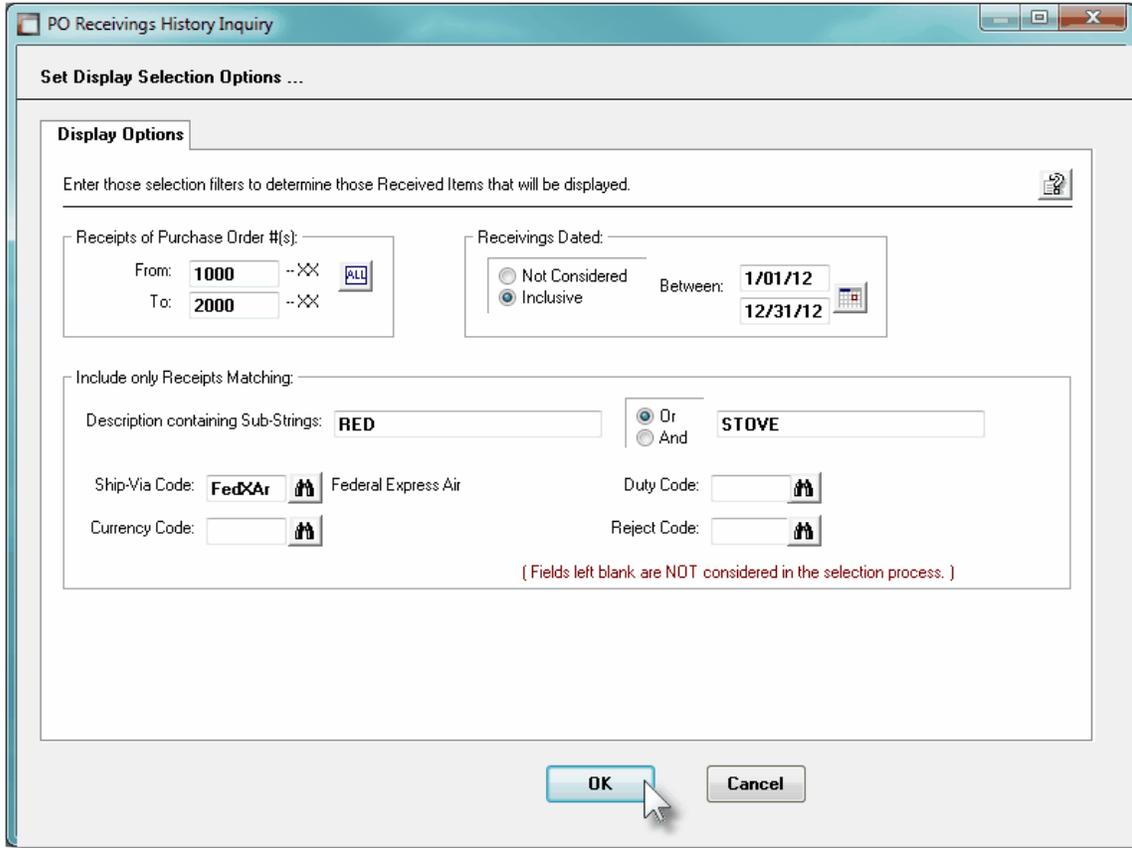
The following functions may be executed from the Historic Receipts Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

Display Totals of Received POTally and display totals of the different types of PO Items — Receipts.

Purge Historic Receipts — Have older Historic PO Receipts Purged from the system.

The following screen is displayed for entry of a number of different filters that may be set to limit the transactions that are displayed to the grid.



Received Items Display Filters Options Screen - Field Definition

<p>Receipts of Purchase Orders Number(s)</p>	<p><i>radio-buttons</i></p>
<p>To consider only those Received Items for Purchase Orders that have PO Numbers that fall within a given range.</p>	
<p><input checked="" type="radio"/> All</p>	<p>All Purchase Orders are considered regardless of PO #</p>
<p><input type="radio"/> A Range</p>	<p>Specify a Starting and Ending PO # for the Purchase Orders to be processed</p>
<p>Receivings Dated</p>	<p><i>radio-buttons with (mmdyy) dates</i></p>
<p>Select only those PO Receipts that had been received with a date that falls in the range entered.</p>	
<p><input checked="" type="radio"/> All</p>	<p>All Receipts are considered regardless of date</p>
<p><input type="radio"/></p>	<p>Specify a Starting and Ending date for the Receipts to be</p>

<input type="checkbox"/> Inclusive	<input type="checkbox"/> processed
with Description Sub-Strings	2 fields of X(20) with radio buttons
Select only those Received PO Items where there Descriptions contain the search sub-strings as entered. Specify whether both sub-strings, or either sub-strings entered must be found to have the associated item included in the report or function. Leave the fields blank if it is NOT to be considered as a filter.	
with Matching - Ship-Via	X(6)
Select only those Received PO Items that had been shipped with a Ship-Via Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Currency	X(4)
Select only those Received PO Items that had been purchased in the Currency matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Duty Code	X(6)
Select only those Received PO Items that had incurred an import Duty charge for the Duty Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Reject Code	X(6)
Select only those Received PO Items that had been recorded to be rejected with a Reject Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	

6.3.2.3 Receipts Inquiry Totals Screen

This function accumulates totals of each of the types of Historic PO Receivings on file in the P/O system. It displays the Quantity Ordered, Received, Overshipped and Rejected, along with a break down of the dollar amounts contributing to the costs of the goods received for those satisfying the filters selected. Totals are reported separately for Foreign and Domestic purchases, and Inventory and Non-Inventory items.

The following screen is displayed:

PO Receptions History Inquiry

Compute Totals for selected Receptions ...

Totals

For the selection criteria entered, the following totals have been tallied for
Purchase Orders Receipts dated from as early as 10/20/10 upto 11/11/10

	Domestic	Foreign	Inventory	Non-Inventory	Total
# of Receipts:	14	0	11	3	14
Qty Ordered:	1,241	0	1,234	7	1,241
Qty Received:	1,246	0	1,239	7	1,246
Qty Overshipped:	5	0	5	0	5
Qty Rejected:	0	0	0	0	0
Extended Price:	30,208	0	16,410	13,798	30,208
Tax 1:	1,071	0	255	815	1,071
Tax 2:	0	0	0	0	0
Duty:	583	0	583	0	583
Shipment Costs:	0	0	0	0	0
PO Extra Costs:	0	0	0	0	0
Line Extra Costs:	67	0	67	0	67
Landed Total:	0	0	0	0	0

OK

When accumulating the Totals for display, the operator is presented with the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)^[111] and standard [Item Select Filters screen](#)^[116] are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

6.3.2.4 Receipts Inquiry Purge Screen

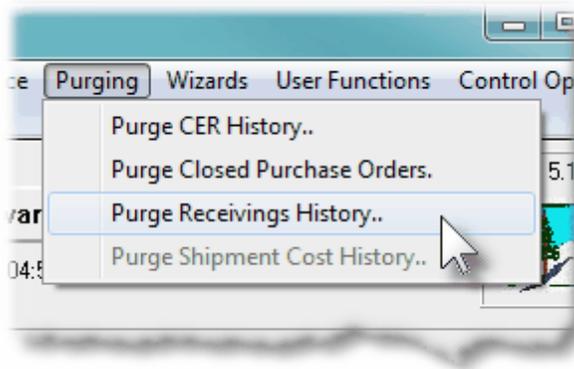
As the goods associated to the Purchase Orders are received, and recorded in the Series 5 P/O system, the associated data records are kept in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Historic Receipt Line Item records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past three years are not deleted.

The operator is presented with the the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of

Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)^[111] and standard [Item Select Filters screen](#)^[116] are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Accessing the function to Purge Receiving History Line Items, can be done either directly from the Historic PO Receipts Inquiry function screen, or from the P/O Menu's **Purging** drop-down menu:



Warning

Once Receipt History records are purged, this information will not be available to any of the P/O Inquiry or reporting functions. Be quite sure of the need to purge this data.

➔ P/O Goods Receipts History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Received Items Purge Filters Options Screen - Field Definition

Receiving's Dated	<i>radio-buttons with (mmdyy) dates</i>
Select only those PO Receipts that had been received with a date that falls in the range entered.	
<input checked="" type="radio"/> All	All Receipts are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Receipts to be processed
with Matching - Duty Code	X(6)
Select only those Received PO Items that had incurred an import Duty charge for the Duty Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Reject Code	X(6)
Select only those Received PO Items that had been received with a Reject Quantity with	

a Reject Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - CER Code

X(6)

Select only those Received PO Items that had a CER Code recorded matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Shipment Number

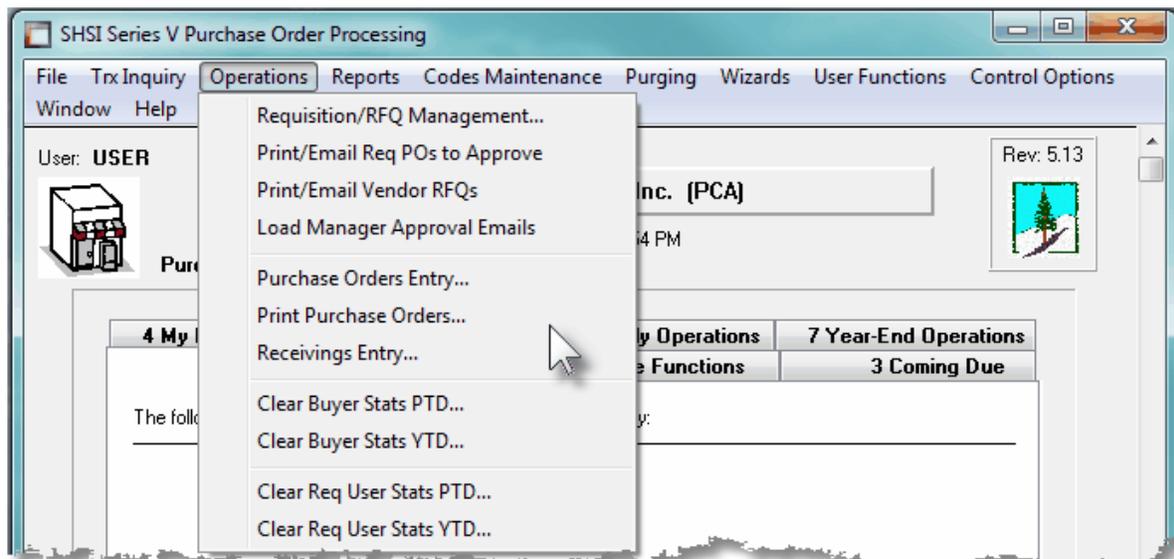
99999999

Select only those PO Line Items that had been received under a specific Shipment #. Leave the field blank if it is NOT to be considered as a filter.

6.4 Operational Functions

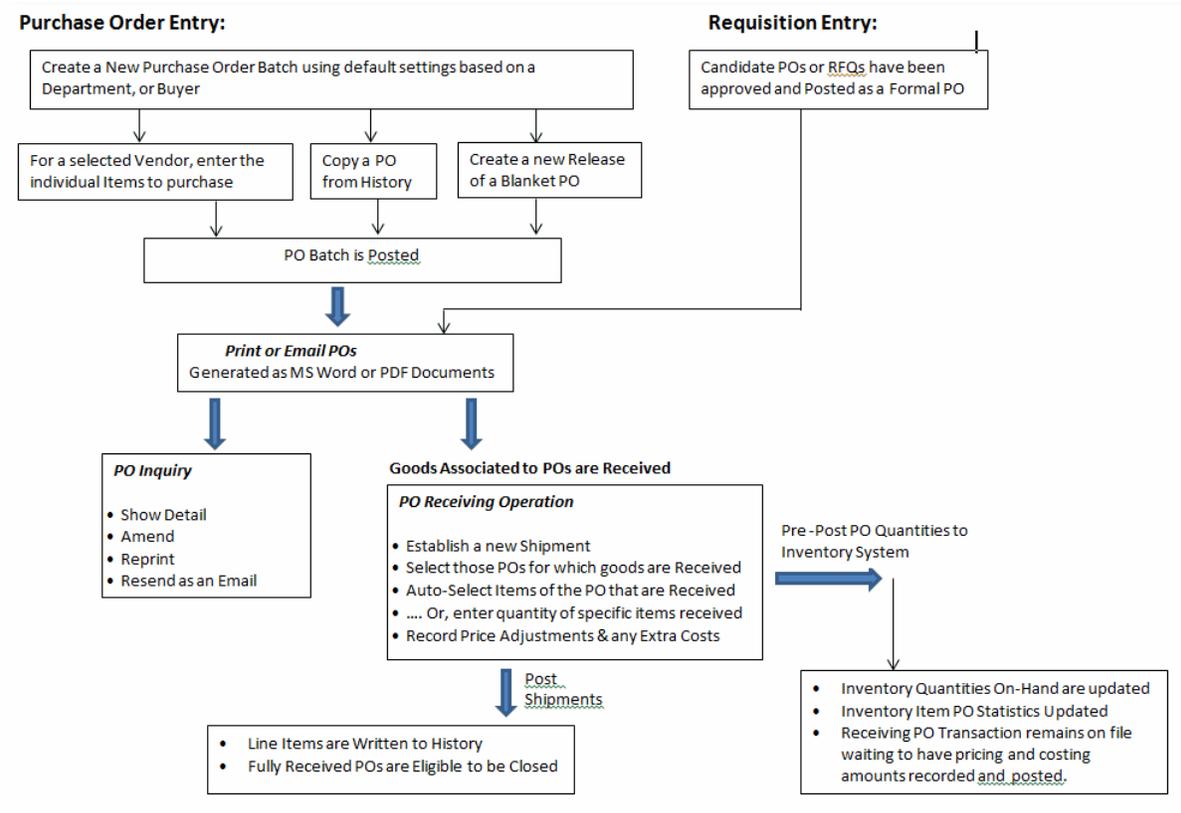
The topics in this chapter describe functions and procedures that are available under the **Operations** drop down menu on the Purchase Order Processing menu. These menu items are used to perform the major processing functions in the Purchase Order Processing system. In particular, the functions for entering your Purchase Orders, Printing POs and recording the PO Receiving are found here.

These functions are available from the P/O Menu Bar as shown:



6.4.1 PO Processing Cycle Flow Diagram

The following diagram shows a flow chart of the steps used in generating Purchase Orders, printing or emailing them, and receipt of their goods. (Another diagram may be seen in the sub-topic [Requisitions to PO Flow Diagram](#)²⁰⁶ in the discussion of Requisition Management).



6.4.2 Requisition/RFQ Management

This Series 5 Purchase Order Processing system primary purpose is to formally manage your company's purchases by generating Requisitions, Request-for-Quotes, (RFQs), and Purchase Order. Purchase Orders may be recorded directly into the system, by your various department managers, or they may be created from Requisitions or RFQs, that have been entered, printed and approved by individuals with assigned purchasing authority. In the case where your company requires that Requisitions be approved, this Purchase Order Processing operation deals with the entry, maintenance and authorization process. (Otherwise if Purchase Orders can be entered directly not requiring pre-authorized Requisitions, refer to the [Purchase Order Entry](#)²⁹⁶ operation).

A Requisition provides the purchasing department a list of the goods that a particular individual or department wishes to purchase. It describes the products to be ordered, by number (if possible) and name, the recommended supplier(s), and states the quantity desired and desired delivery date. As well, the terms of purchase or shipment and a reason for

purchase may be specified with the requisition.

Each requisition entered has a default Originator, and an Authorizer. The Originator is the person wishing to purchase the items on the requisition. Each Originator in their profile has a designated Authorizer. The Authorizer is the person within the company that can approve the expense of the purchase. Every Authorizer has a maximum authorization limit. If the value of the requisition exceeds that limit, then another higher Authorizer must be determined.

Once a requisition has been entered, individual line items may be selected to be used to generate either an RFQ, or a "Candidate PO". The RFQ can be replicated for multiple suppliers, which in turn may be printed and/or emailed to the supplier as a PDF document. Once an RFQ has been awarded to a particular supplier, it becomes eligible to be approved. Awarded RFQs and Candidate PO's may be printed and/or emailed to the designated Authorizer to be approved before being converted into a formal Purchase Order.

Requisition are entered manually. For processing and inquiry, depending on management requirements, they may be grouped by Requisition Number, the Originator, the Approver, Buyer, Reorder Manager, Supplier, Ship-To Locations, or Ship-To Department.

There are a number of features associated to Requisition Entry. These are highlighted under the topic titled [About, Concepts and Features](#)¹⁸⁹ that follows:

- Requisitions are entered under the control of [Requisition Entry Batch Sets](#)¹⁹¹ which are automatically created by the system. Depending on the rights of the operator entering the Requisition, either a Batch for the Requisition User Originator is used, a Batch for the Users default Department is used, a Batch for the Users default Ship-To destination is used, or there is Batch for each Originator.
- Different items to be supplied by different Vendors may be entered for a given Requisitions. For data entry and/or selection for [Request for Quotations, \(RFQs\)](#)²⁰⁰, or [Candidate POs](#)²⁰⁰, these may be displayed sorted by Line Item #, Inventory Item Code, Description, Supplier, Supplier's Inventory Item Code, Approver, Re-Order Manager, Department or Ship-To Warehouse code. When items are listed grouped by Supplier, they may be automatically selected to build an RFQ or a Candidate PO.
- The RFQs or Candidate PO sub-documents are created with an assigned Requisition Approver Code. This is the designated individual who will eventually be asked to approve the purchase of the items on the sub-documents. The Requisition User that enters the Requisition is referred to as the Originator. The Requisition User that approves the Requisition is called the Authorizer.
- RFQs may be copied to be delivered to multiple suppliers. Individual RFQs may be automatically emailed to their selected suppliers. Once a particular supplier has been awarded to supply the goods for a given RFQ, all other RFQs for the same items are deleted.
- Requisition Users have as one of their properties, a \$ Authorization Limit. Basically any Requisition User may approve a Requisition as long as the total value of the resulting Purchase Order would be less than their Authorization Limit. When a requisition is approved by a given user, a password must be entered, to ensure that POs are not being generated by individuals that do not have appropriate buying limits.

- The Series 5 Purchase Order Processing system supports the ability to enter Requisitions and Purchase Orders in any designated [Foreign Currency](#)^[195].
- The system provides for three different [Types of Purchase Orders](#)^[196]. These are normal POs, Drop Ship and Blanket POs.
- For any given Requisition or Purchase Order, there are a number of different fields for associated properties that tend to always have the same values. The Series 5 Purchase Order Processing offers a mechanism to ease the burden of repeatedly having to key in these fields. Sets of [Default PO Headers](#)^[199] may be created, so that once a Buyer or Department is determined, many of the PO Header fields will automatically be assigned default values.
- Vendors can easily be selected by invoking the Series 5 [Vendor Lookup Window](#)^[200]. From there, Vendors defined in the system may be browsed and selected.
- New Vendors can easily be entered into the Accounts Payable system during the entry of the Requisition or Purchase Order, using a ["HotKey" Link to Vendor Maintenance](#)^[201].
- Occasionally, you may need to make a one time purchase from a supplier that is not defined, (and never will be), in the Accounts Payable system. You may choose as the supplier one of the [Miscellaneous Vendors](#)^[200] and enter their company name and address.
- If you have the need to enter a Requisition or Purchase Order that is that same as one of the Purchase Orders that was issued in the past, you may [Copy a Purchase Order from History](#)^[201], and make it into a Requisition or Purchase Order.
- After Requisitions have been entered, the individual line items, for items to be purchased, must be selected to be assigned to an RFQ, or a Candidate PO. These are referred to as Requisition Sub-Documents. A separate RFQ or Candidate PO sub-document is created for each supplier. Candidate POs or RFQs that have been awarded to a particular supplier must be [Approved](#)^[201] by a Requisition User that has an Approval Value that is greater than the total value of the intended purchase order.
- Once a Sub-Document has been approved, it needs to be [Converted into a Purchase Order](#)^[202]. Any user with access to the Requisition Entry operation can then Post and Sub-Document that has been approved, to become a formal PO. They will then be printed, or emailed, the next time the Print Purchase Orders function is executed.
- When Purchase Orders are created from a Requisition, or entered manually, [Purchase Order Numbers are Assigned](#)^[202]. Different sets of PO numbers may be set up depending on how you wish to assign these numbers. Also, a semi-random PO number may be generated.
- Should your company have multiple offices, or warehouse locations, for each Requisition or Purchase Order entered, you may select one of your defined [Ship-To Departments](#)^[443], which is associated to a [Ship-To Location](#)^[458], to assign the address to which goods are to be shipped.
- When entering Series 5 I/M Inventory Items to a Requisition, if an item is defined as

- a "[Matrix Set Inventory Item](#)^[203], then a matrix grid screen is presented on which Quantity and Unit Costs may be entered directly. As well, sets of a given variant may be easily added or removed from the Requisition.
- When entering a Requisition, an Estimated Shipping Date and Estimated Delivery Date may be entered in the header. As well, for each individual PO Line Item that is ordered, [Requested and Promised Delivery Dates](#)^[203] may be entered. These dates are used by the P/O system's Cash Requirements Report to predict what your payables might be in any given period for goods that are purchased. They are also used by the Scheduled Receipts Report that lists what items are expected to be received on any given date. The Vendor Performance Report uses these dates and compares them to the date the goods were actually received.
 - While entering an Requisition, special [Reason to Purchase, Warehouse and PO Header Comments](#)^[204] may be entered.
 - When used with the Series 5 Inventory Management system, when ordering [Stocked Inventory Items](#)^[205], descriptions, prices and the expense account is copied from the Inventory Item's properties. Also it's Quantity-On-Order field is updated when the P/O is eventually generated.
 - When used not having the Series 5 Inventory Management system, or when entering items to purchase that are not Stocked Inventory Items, you may record the Supplier's Product Code along with applicable descriptions. If your major suppliers have provided you with list of their products, these may have been loaded in using the [Supplier Codes Maintenance](#)^[466] function. If this is the case, then you may select these items to purchase using the Supplier Products "Lookup" window. When such an item is selected, it's description, minimum quantity to order, and unit price is automatically assigned.
 - Purchase Orders may be issued whereby the supplier is prepaid using either a Letter-of-Credit or Wire Transfer. In these cases a [Vendor-In-Transit](#)^[205] G/L account will be assigned to the PO so that distributions are generated where the Inventory account is *Debited* and the Inventory-In-Transit account is *Credited*.
 - As an option, for each individual purchased line item, a CER Code, ([Capital Equipment Requisition Code](#)^[205]), and a [G/L Sub-Ledger Project Code](#)^[206] may be recorded. All purchased items with a CER may be reported in a Capital Equipment Requisition report. When a supplier's invoice is entered in the A/P system, the Sub-Ledger code will be recorded with the G/L Account specified as the expense, and carried through to the G/L system.

Before entering the individual requisitions, a Requisition Entry Batch Set will be created the first time a given Requisition User accesses the entry function. Depending on their assigned access privileges, the system will automatically create one for the user, for their Department, or for their default Ship-To. A window will be presented to the operator on which a number of defaults may be entered.

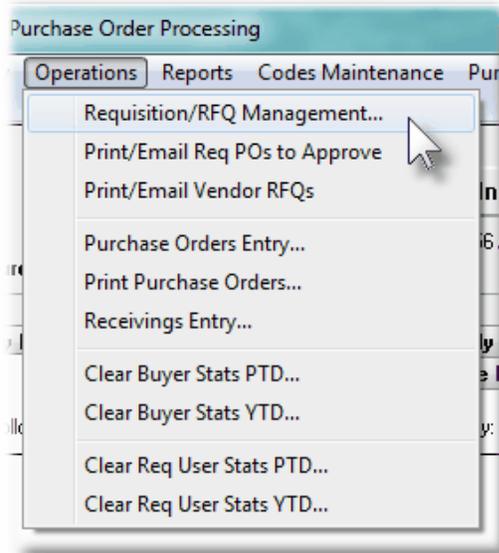


Supplier Requisition Entry

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+ Accessing the P/O Requisition Entry Function

From the P/O Main menu, select Requisition Entry from the Operations drop-down menu.



6.4.2.1 About, Concepts and Features

There are a number of features associated to entry of Requisitions in the Purchase Order Processing system. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

– Requisition Users

In order to enter or approve the Request-for-Quotes, (RFQs), or Candidate POs, (CPOs), created from Requisitions, each user of the Purchase Order System must be defined as a Requisition User. They are assigned a Requisition User Code, an Authorization Limit, and the code of their Higher Authorizer User, (that user in the chain that has a higher Authorization Limit). When the requisition is entered and the Originator is known, the system can automatically search for the Authorizer by reading through the Requisition User Code records. In the case where the value of the requisition is less than the Authorization Limit of the Originator, then the Originator is also the Authorizer. Also, when the Requisition is printed, as an option, a copy can be emailed to the specified Requisition User.

The [Requisition User Maintenance](#)^[454] function is used to define your Requisition Users. Each Series 5 Logon Users or the PO system must also be assigned a Requisition User Code, their access rights for POs and Requisitions, and whether or not they are a "Super" Requisition user using the [P/O User Access Management](#)^[141] function.

Normally those users entering the requisition will be the Originator and those users who convert the requisition to a purchase order will be the Authorizer. In some companies, the individual who is the originator or authorizer may not actually be a user of the computer system. In this case it is possible to define a "Super" Requisition User. This privilege may be granted to users for the whole company, or for users associated to a particular Department, or Ship-To branch office. These "Super" Requisition users are allowed to enter the Originator of a requisition and are allowed to approve requisition sub-documents to become a formal purchase order for the Department, or Ship-To location to which they have access rights for. (To approve the Candidate POs, they still need to enter the Approver's password).

There are four levels of access that may be established for those Series 5 users that have been designated as Requisition Users. These correspond to the four different access rights assigned in the P/O User Access Maintenance. They are described as follows:

Type	Description
Full Access	This user can enter and view all Requisitions and Purchase Orders that have been entered into the system. They may also assign any Department to a Requisition or Purchase Order.
For Ship-To Branch	This user can enter and view all Requisitions and Purchase Orders that have been entered into the system for the Ship-To Branch assigned to them. They may also assign any Department to a Requisition or Purchase Order that belongs to the Ship-To Branch that was assigned to them in their P/O

	User Access properties .
For Department	This user can enter and view all Requisitions and Purchase Orders that have been entered into the system for the Department assigned to them. When entering a new Requisition or PO, the system will automatically set the Department to that which was assigned to them in their P/O User Access properties.
For those Originated	This user can enter and view all Requisitions and Purchase Orders that have been entered into the system for which they have been designated as the "Originator". When entering a new Requisition or PO, the system will automatically set the Department to that which was assigned to them in their Requisition User's properties.

Setting	"Super" Requisition Users
Yes	<p>If the user has been designated as a "Super" Requisition User, when entering or editing a Requisition, they may assign who the "Originator" is and who the "Approver" is. The selected Approver must have an approval limit exceeding the value of the final PO that would be issued.</p> <p>This user may also mark Candidate POs and RFQs as "Approved for Purchase". However, they would need to know, and enter, the assigned Approver's authorization password.</p> <p>They are Super Users because they have super powers to assign the Originator and Approver, and they may perform the function of approving RFQs or Candidate POs that they are not the designated Approver.</p>
No	<p>The Requisition User Code that was assigned to these users is used as the Originator of any Requisition they enter. If the value of the requisition is within their Requisition User's Authorization Limit, they are also assigned as the "Authorizer".</p> <p>This user may also select and mark those Candidate POs and RFQs, that he/she was assigned as the "Approver", as "Approved for Purchase". Of course, they would need to know, and enter their own Approver's authorization password.</p>

– Requisition Entry Batch Sets

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Requisition and Purchase Order Transaction Entry
- Accounts Payable Supplier Invoice Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- 1) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Purchasing Agent or Department Head, designated as Requisition User Originators, will be assigned a different batch set. The requisitions for each user are divided into workable sets of transactions, with each set being allocated to a separate user. Each batch may be entered, and its requisitions approved and converted into Purchase Orders independently from one another.
- 2) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and its transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, requisitions are entered, maintained and processed into groups of batch sets. The system automatically assigns a code to each batch based on either Requisition Users or Ship-To Locations. Each requisition is then entered under that batch set, and prior to posting, is only accessible via that batch set. A Transaction Edit List for the batch may be printed prior to it being posted.

During entry of transactions for a Requisition Batch Set, the system will maintain totals of the # of Requisitions entered, and the number that have been Approved, Printed and that have been flagged On-Hold.

Once all of a Requisition's line items are converted to RFQs and Candidate POs, that are in turn, converted to formal Purchase Orders, it is removed from its associated Batch Set.

To describe how you might effectively make use of the types Requisition Entry Batch Sets, three scenarios are outlined.

Requisitions entered by Individuals associated to different Departments in different Branch Location that require each Department manager to approve their purchases

You decide to give access rights to the Series 5 Purchasing system to all individuals in each Branch of your organization that have wish to make purchases; but that a Department manager must approve those purchases before a Purchase Order may be issued

Assuming you have already set up Ship-To records for each branch and separate Department records for each Department of each Branch, the following steps might be followed:

- For the Branch Manager, assign a Series 5 User Access signon. In their User Access profile limit their access to their own Ship-To Location. You probably should give them "Super" Requisition Rights so that they can enter and approve requisitions for any Originator, and they would be able to approve any PO Candidate if needed. Set their PO Authorization \$ Limit high enough to cover any value of PO, and their PO Department to the one that they are most associated with. If this manager has total approval rights for the Branch, then there is no need to select a Higher Authorizer.
- For each Departmental Manager, assign a Series 5 User Access signon. In their User Access profile limit their access to their own Department. Do not give them "Super" Requisition Rights. In their Requisition User's properties, set their PO Authorization \$ Limit to the amount that they would be allowed to approve purchases for, and their PO Department to the one that they belong to. In the event that a purchase is to be made for an amount that exceeds that managers limit, select and assign the Branch Manager's Requisition User code for the Higher Authorizer User.
- Assign a Series 5 User Access signon to each staff member. And give them access to the Purchasing system. In their User Access profile limit their access to their own Department, or to those that they Originated. Do not give them "Super" Requisition Rights. In each user's Requisition User's properties, set their PO Authorization \$ Limit to ZERO, their PO Department to the one that they belong to, and the Higher Authorizer User to that associated to the manager of the Department.
- Any individual that wishes to make a purchase, selects the Series 5 operation to Enter Requisitions. They proceed to enter the information about the supplier, and the goods to be ordered. Once finished, they may generate either supplier RFQs, or Candidate POs, or an Edit List to verify the information on the requisition is correct.
- At a given time of the day, or as required, the RFQs can be printed or emailed to the designated suppliers; or the Candidate POs printed or emailed to the assigned Approving managers for approval. The managers can either sign the requisitions and pass them back to the Purchasing Department, or they could access the Requisition Entry function, and select the given requisitions, and mark them as Approved. (Assuming their Authorization Limit is higher than the value of those requisitions they hope to approve).

- At a given time of the day, or as required, either the Approver or a "Super" Requisition User can access their Batch Entry Set, and mark the individual candidate POs as approved, and have them posted as formal Purchase Orders.
- At a given time of the day, or as required, the Print Purchase Orders function will be selected and all new Purchase Orders will be printed, and emailed or mailed to the supplier.

Requisitions entered by Individuals associated to different Branch Location, each with a single Department, with each Branch manager to approve their purchases

You decide to give access rights to the Series 5 Purchasing system to all individuals in each Branch of your organization that have wish to make purchases. You don't really have Departments in the branch, but the Branch Manager must approve those purchases before a Purchase Order may be issued

Assuming you have already set up Ship-To records for each branch and at least one default Department record for each Branch, the following steps might be followed:

- For the Branch Manager, assign a Series 5 User Access signon. In their User Access profile limit their access to their own Ship-To Location. You probably should give them "Super" Requisition Rights so that they can enter and approve requisitions for any Originator, and they would be able to approve any PO Candidate if needed. Set their PO Authorization \$ Limit high enough to cover any value of PO, and their PO Department to the default one that was set up for the branch. If this manager has total approval rights for the Branch, then there is no need to select a Higher Authorizer..
- Assign a Series 5 User Access signon to each staff member. And give them access to the Purchasing system. In their User Access profile limit their access to their own Ship-To, or to those that they Originated. Do not give them "Super" Requisition Rights. In each user's Requisition User's properties, set their PO Authorization \$ Limit to ZERO, their PO Department to the default one that was set up for the branch, and the Higher Authorizer User to that associated to the manager of the Branch.
- Any individual that wishes to make a purchase, selects the Series 5 operation to Enter Requisitions. They proceed to enter the information about the supplier, and the goods to be ordered. Once finished, they may generate either supplier RFQs, or Candidate POs, or an Edit List to verify the information on the requisition is correct.
- At a given time of the day, or as required, the RFQs can be printed or

emailed to the designated suppliers; or the Candidate POs printed or emailed to the assigned Approving managers for approval. The managers can either sign the requisitions and pass them back to the Purchasing Department, or they could access the Requisition Entry function, and select the given requisitions, and mark them as Approved. (Assuming their Authorization Limit is higher than the value of those requisitions they hope to approve).

- At a given time of the day, or as required, either the Approver or a "Super" Requisition User can access their Batch Entry Set, and mark the individual candidate POs as approved, and have them posted as formal Purchase Orders.
- At a given time of the day, or as required, the Print Purchase Orders function will be selected and all new Purchase Orders will be printed, and emailed or mailed to the supplier.

Requisitions entered by staff in the Purchasing Department

Now lets say you have staff in the Purchasing Department that are the only individuals that are allowed access to the Series 5 Purchase Order Processing system. Requests for goods to be purchased are submitted by email or paper forms from staff. These requests are entered as line items to a Requisition and processed. RFQs or Candidate POs may be created from the line items associated to the Requisition. These then may be printed and emailed to the supplier(s) and/or authorizing managers for their approval. Once returned, each Candidate PO, or awarded RFQ, in the system is selected and approved by the Purchasing Agent(s). The following steps might be followed:

- For the Purchasing Agent who effectively authorizes each requisition when the signed forms are returned from the department managers, assign a Series 5 User Access signon. In their User Access profile give them "Full" access. You probably should give them "Super" Requisition Rights so that they can enter and approve requisitions for any Originator, and they would be able to approve any PO Candidate if needed. Set their PO Authorization \$ Limit high enough to cover any value of PO, and their PO Department to the one that they are most associated with. If the Purchasing Agent has total approval rights for the company, then there is no need to select a Higher Authorizer.
- Assign a Series 5 User Access signon to each staff in the Purchasing Department. For their P/O Access Properties, give them "Super" Requisition Rights and "Full Access" to Requisitions and POs. In their Requisition User properties, set the Authorization Limit to ZERO.
- The Data Entry clerk enters all the the requisitions for employees wanting

to make purchases. When adding them, they can select an appropriate "Originator", or use their own, as the case may be. (The "Originator" of a requisition is considered to be the person who entered it into the Series 5 system. There is also a separate field to indicate who the Buyer is). They proceed to enter the information about the supplier, and the goods to be ordered. Once finished, they may generate an Edit List to verify the information on the requisition, generate RFQs or Candidate POs as needed.

- At a given time of the day, or as required, RFQs are generated and mailed or emailed; and Candidate POs are generated and emailed to the designated Approvers.
- Once an RFQ is "Awarded", it can then be printed and/or emailed to the approving manager for approval. The managers can sign the requisitions and pass them back to the Purchasing Department.
- The Purchasing Agent can access the Batch Entry Set for all requisitions in the system, and select those sub-documents, (RFQs or Candidate POs), that are to be approved, and mark them authorized.
- At a given time of the day, or as required, either the Purchasing Agent or the data entry clerks can access the Batch Entry Set for which they have access rights to. Any sub-documents that have been approved can be selected and converted into a formal Purchase Order.
- At a given time of the day, or as required, the Print Purchase Orders function will be selected and all new Purchase Orders will be printed, and emailed or mailed to the supplier.

— Purchases in a Foreign Currency

The Series 5 Purchase Order Processing System provides support for purchases made in foreign currencies. A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. When items are entered, the Unit Cost will be entered in the foreign currency. When POs are printed, they are printed in the currency associated to the Vendor. When goods are received, the Actual Unit Cost is entered using the applicable currency. All those fields where amounts may be entered as a foreign currency are maintained also as domestic amounts. When any report or query is performed in the PO system, unless otherwise indicated, the currency will be that of the domestic dollar.

At time of receiving, when goods are received, the Cost of Goods distributions are generated in domestic currency. If Extra Costs are entered for a PO or for specific PO Line Items, they may either be in the domestic currency or the foreign. When the Landed Cost is computed, all foreign currency is converted to domestic.

The applicable currency exchange rate is maintained in the Accounts Payable system. For any given Currency Code, a rate and a display symbol must be provided for. (You do not have to specify a currency for you own domestic dollar.) The exchange rate is used for computing

the domestic values at the time the PO is entered, and again at the time goods are received.

– Requisition for Different Types of Purchase Orders

There are three types of Purchase Orders that may be entered. They are described as follows:

Type	Description
Regular PO	A Regular Order as it's name suggests, is the common purchase order type. These are for goods purchased that are shipped to your office or warehouse. The Buyer selects a vendor, decides which items to order and writes up a requisition or purchase order to be sent to the vendor. The vendor ships according to the dictates of the purchase order.
Drop Shipment	Drop Ship Orders are essentially the same as a Normal PO, but the Ship-To address will be different. There are two types. The most usual is when the supplier ships directly to your customer. This type of purchase order would likely be initiated because of one of your customer's order. The second type of drop ship order occurs when you are having some other vendor perform an operation on the item prior to having that item shipped to your warehouse. For example, if you were buying sheet metal from one vendor and having another vendor perform certain fabrication functions prior to stocking the fabricated parts in your own warehouse.
Blanket Purchase Orders	Blanket Purchase Order are long-term agreements with your vendor to purchase at some future date or in installments (called releases). Blanket orders are usually contracted to obtain lower prices based on the projected volume of purchases over the life of the order.

– Adding New Requisitions

When a new Requisition is created, you are basically entering all the items that are to be purchased. These items may be sourced from different suppliers for different Buyers, Ship-To Locations and Re-Order Managers within your company. You may assign default values for these fields to be assigned to every item entered, or to be just used as defaults thus allowing different values to be recorded.

For each Requisition, there are basically four different screens that are presented for the entry of requisitions. (Not including the Batch Set Summary screen). You must first enter each Line Item for each of the items that are to be purchased. These Line Items may be presented sorted and grouped by a variety of different criteria. Once all items are entered, you then select those items that are to be used to generate either a Request-for-Quote (RFQ), or a

Candidate PO (CPO). The Posting function will then generated a separate RFQ or CPO for each supplier identified with each line item. These RFQs or CPOs may then be edited, as required, to record the assorted properties associated to a final PO.

RFQs may then be replicated to any number of selected Vendors. These can then be printed and/or emailed to each supplier. After a particular supplier has been chosen, the associated RFQ is marked as "Being Awarded". At this point, the same RFQ that was generated for other Vendors are then deleted from the system. The awarded RFQ then may be printed as a Candidate PO to be emailed to the designated Approver. Once approved, it may then be posted as a formal Purchase Order.

Candidate POs, may be printed and/or emailed to the designated Approver and once approved, be posted as a formal Purchase Order.

For the entry and management of Requisitions, the following screens are presented. Each are identified with a tab.



Tabbed sub-Screen	Description
1 - Default Properties	The Requisition Entry Properties screen ²⁴⁴ is used to record default values that may be applied to RFQ or CPO sub-documents created for for the line items entered for the Requisition. These values may be identified to be assigned to each sub-document, or just used as the default. In particular, for the sub-documents created, you may specify which Default PO Header ⁴²⁹ is to be used to populate all the fields associated to the PO header. Also, the Originator and default Approver may be specified.
2 - Unassigned Line Items	The second screen of Requisition Entry is a Series 5 grid screen, provides the means to enter and edit all the individual items that are to be purchased. This scrolling screen offers the operator a summary display of the individual line items to be purchased, showing the Inventory Item, Description, Vendor Code for the preferred supplier, Quantity Ordered and Price of each item. From this grid screen, push-buttons are provided that may be used to add, modify or delete line items to be ordered. (When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens). Also, push-buttons are offered to have the

	different items selected to be used to build RFQs or CPOs.
3 - Request for Quotes	When Line Items are selected and posted as an RFQ, it will be listed within the grid for this tabbed sub-screen. From this scrolling screen, individual RFQs may be edited as needed. Also, push-buttons are provided for applicable functions; and right-clicking a specific item presents the operator with a pop-up menu with applicable functions.
4 - Candidate POs	When Line Items are selected and posted as a Candidate PO, it will be listed within the grid for this tabbed sub-screen. From this scrolling screen, individual CPOs may be edited as needed. Also, push-buttons are provided for applicable functions; and right-clicking a specific item presents the operator with a pop-up menu with applicable functions.

Once the RFQ or CPO sub-document is created, these may be edited using the following seven tabbed sub-screen. Five of these screens are used for the entry of assorted comments and notes that can be recorded with a RFQ or Purchase Order. Each are identified with a tab.



Tabbed sub-Screen	Description
1 - Header Properties	The Candidate PO / RFQ Header Entry Properties screen ²⁴⁴ is used to capture data for the Purchase Order Header information. This is the general information pertaining to the order such as the Dates, the Originator and Authorizer, Supplier of the goods with their address and contact information, the Buyer, Ship-To location and other properties pertaining to the shipment of the goods. Also on this screen are settings associated to any Tax that should be computed, and as to how the goods should be paid for. The Supplier is selected from this screen.
2 - Line Items	The second screen of RFQ or CPO sub-document Entry is a Series 5 grid screen, that displays up to seventeen Line Items ²⁵³ at a time. This scrolling screen offers the

	<p>operator a summary display of the individual line items to be purchased, showing the Inventory Item, Quantity Ordered and Price of each item.</p> <p>From this grid screen, push-buttons are provided that may be used to add, modify or delete line items to be ordered. (When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).</p>
3 - Reasons to Purchase	<p>This screen lets the operator enter Reasons for Purchase²⁶⁸. This is an opportunity to record information about why, or how, the goods on this Requisition sub-document are being purchased. Information about any related agreement may be recorded here. These comments are only available for display by the Purchase Order Inquiry function and do not appear on the printed Purchase Order.</p>
4 - Warehouse Comments	<p>This screen lets the operator enter Warehouse Instructions²⁷⁰ or comments that will be presented on the screens used to record when goods for a Purchase Order are received. This provide an opportunity to give instructions for the individual in the warehouse when the goods are received.</p>
5,6,7 - Header Comments	<p>Three sets of PO Header Comments²⁷⁰ may be entered. These might be used to describe special terms that have been established with the supplier, or to offer extra description of the goods being ordered. These comments do print on the Purchase Order that is delivered to the supplier.</p>

– Default Purchase Order Header Fields

To simplify the process of manually adding new Requisitions or Purchase Orders into the system, you may define different [Default PO Headers](#)⁴²⁹ sets. A Default PO Header is basically a record that contains many of the same fields that are associated to a purchase order. Many of the properties that must be assigned to the header of a purchase order are typically the same. (Especially those associated to a particular Buyer, or for a specific Department destination).

Up to three different types of defaults may be created in the system. One for each Buyer defined, one for each Department, and one that is used otherwise.

When a new Requisition or Purchase Order is added to the system, once the Buyer has been

entered, the system will attempt to default remaining fields with the Default Header associated to that Buyer. If one was not set up, then once the Department has been entered, the system will attempt to default remaining fields with the Default Header associated to that Department. If one was not set up, then the system will attempt to default remaining fields with the Default Header that was created for All Purchase Orders.

– Request for Quotes (RFQs)

Line items entered for a Requisition may be selected to be used to create a Request-For-Quotation, that would be sent to, or emailed to, selected Vendors. A given RFQ can easily be replicated for any number of Vendors defined in the Accounts Payable system. Once a decision is made to award the purchase to a specific supplier, the function to "Award RFQ Purchases to a Supplier" can be executed, and the associated RFQ becomes eligible to be approved to become a formal PO.

– Candidate POs

Line items entered for a Requisition may be selected to be used to create a "Candidate PO". This will contain all the fields associated to a formal PO, but remains on the system until it has been approved. At that point, it then becomes eligible to be become a formal PO.

– Vendors "On Hold"

When a new Requisition or Purchase Order is entered, the system will test to see if the selected A/P Vendor has had it's Status set as been "On-Hold", or if "No Further Purchases are to Be Made". If this is the case then the Requisition can be entered, but it will be put On-Hold. It may not be printed or approved until it's status is changed to that of "For Release".

– Identifying Vendors

When line items for a new Requisition or Purchase Order is entered, you must select a Vendor as the supplier. Generally you will have your Vendor defined in the Accounts Payable system and you probably know the Vendor Code, or the Company name. When the cursor is positioned for entry of the Vendor Code, you may evoke the [Series 5 Vendor "Lookup" function](#) ⁶³. A window will be presented, from which you may browse the A/P Vendors that are on file, and choose one. They may be presented sorted by Company Name or Vendor Code. If you know the approximate name of the supplier, you may start typing it, and the system will redisplay the window of Vendors that match the name being typed.

– Miscellaneous Vendors

When a new Requisition or Purchase Order is entered, you must select a Vendor as the supplier. Generally you will have your vendors defined in the Accounts Payable system. If you are making a purchase from a supplier that you probably will never use again, you can select a Miscellaneous Vendor Code that is used for these Once-in-a lifetime supplier. These miscellaneous vendor codes must be defined with an **[*]** as the first character in the A/P Vendor file. When the order is entered, the system will expect you to enter the supplier's

Name or Company Name along with an address.

– Hot-Key Entry of New Vendors

When entering new purchase orders, you must always select a supplier for the purchase. If you do not have the vendor in your Accounts Payable data base, you can easily add them at the time you are entering the purchase. When the system is waiting for entry of the Vendor Code, you may Hot-Key to add new A/P Vendor by striking the  icon. When you return back to the entry of the purchase order, the new Vendor just added will be used for the purchase order being entered.

– Copying Purchase Orders from History

For Purchase Orders that originated from authorized Requisitions, it will not be possible to have them amended in any way. The purchase order must be canceled, and a new requisition entered and approved. The Requisition Order Maintenance application provides a function to creating a new requisition from a historic purchase order. All information from the purchase order is duplicated, a new requisition number is assigned and the operator may then modify the information as required.

Basically any purchase order that has been printed and issued may be copied. The new requisition or PO is created with all status fields and received quantity fields cleared.

You may want to copy a purchase order because you are in fact re-ordering the same items from the same vendor in the same quantities. Perhaps you might want to use it for a Blanket P/O when you have reached the limit of ninety-nine releases.

– Printing Requisition Edit Lists

At any time, a given Batch Set of Requisitions may be printed as an Edit List. It basically will show all of the information entered by the operator about each requisition. It may be used to confirm that all the requisitions were entered correctly prior to them being approved or converted into purchase orders. As an option, a copy of the Requisition will be emailed to the person who will be approving it.

– Approving a Requisition

A Requisition's sub-document provides a means of granting authority to issue a Purchase Order. It has the same information as a Purchase Order. RFQs or Candidate POs associated to a Requisition will remain on the system until they are marked as Authorized and converted to a Purchase Order. If in the [P/O Control Preferences](#)⁴⁷⁸, the option [**Requisitions required for P/O's ?**] is set, then the only way to enter a Purchase Order is having a Requisition entered. If in the P/O Control Preferences the option [**Requisition Sub-Documents Must be Approved to be Converted to a P/O's ?**] is set, then the RFQs and CPOs must be approved before then can be converted to a P/O.

From the Requisition Entry application, a user can convert a requisition's sub-document to a

P/O only if they are first Approved. Requisitions may be approved only by those Requisition Users that have an Authorization Limit that is higher than the dollar value of the intended Purchase Order. This could be either the "Originator" or one of the designated "Super" Requisition Users whose own Ship-To code matches the Requisition's Ship-To location, and has sufficient Authorization Dollar Limit.

Requisition sub-documents, (RFQs or Candidate POs), can be approved using three different methods.

- 1) First, directly by the assigned Approval Manager by having them sign on to the Series 5 system, selecting the appropriate sub-document using the Requisition/RFQ Management operation, and manually approving it with the applicable function. When approving the document, they must enter their Authorization Password.
- 2) Second, a designated Requisition User may, using the Requisition/RFQ Management operation, select those documents to be approved and approve them using the applicable function. These users must have the "Super Requisition User" property in their User Access set. When approving the document, they must know and enter the Authorization Password associated to the assigned Approval Manager.
- 3) Finally, Approval Managers may be emailed with a PDF Requisition form that contains information about the items that are to be purchased that need their approval. The manager may reply to the email, indicating their approval, or not, in the subject line. By executing one of the sub-functions offered from the the Requisition/RFQ Management operation screen, or by choosing **Load Manager Approval Emails** from the PO system Operations drop-down menu, the system will read a designated email inbox for the replied emails, and mark those related sub-documents as approved, and convert them into formal Purchase Orders.

— Converting Requisitions to Purchase Orders

Requisitions are entered and automatically grouped as Batch Entry Sets either by their Originator, or by the assigned Ship-To Code. RFQ and/or Candidate PO Sub-Documents are created from those Line Items that have been entered associated to the Requisition, for each identified supplier. In order to have the sub-documents converted into purchase orders, they have to be first approved, then Posted. For a given Requisition, each of the sub-documents that have been approved will be converted into a Purchase Order.

— System Assignment of Purchase Order Numbers

As Purchase Orders are entered, or Requisitions converted into Purchase Orders, the system will assign a PO #. The next number to be assigned is obtained from a field defined in the [P/O Control Preferences](#)^[478], or from a field defined in the [PO # Allocation Codes](#)^[426]. (Using PO Allocation Codes lets you assign different ranges of PO #s say to different departments or warehouse locations.).

As an option that is set in the P/O Control Preferences, you may have the system assign Random PO numbers. If this option is chosen, then when the system assigns the next PO number, the following formula is used to compute the PO number where Y will be assigned

number between Zero and 99:

$$\text{Random PO\#} = (\text{Next PO \#} \times 100) + Y$$

You might decide to use Random PO Numbers when using Purchase Orders as a process for approving the issuing of Purchase Orders. The department managers or buyers would not know what the actual PO number would be until the requisition is actually approved and turned into a Purchase Order. (Note that they aren't really totally random. Only the last 2 digits are random. You can figure out what the base sequence of PO# is by dropping off the least significant digits).

– Matrix Inventory Items

The Inventory Management system supports the ability to define "Matrix Set" Inventory Items. These are items that are available in assorted variations such as color, material, style or size. When entering a Requisition, for Matrix Inventory Items the Purchase Order Processing system presents a matrix grid screen. Sets of transactions for a given Dimension Attribute may be quickly added, edited, or removed from the PO.

When a Matrix Set Item is selected to be entered for a PO, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Cost information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated PO Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated PO Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis.

– Estimated Delivery Dates and Line Item Promise Dates

When goods are ordered from your supplier, it's always nice to know when they will be delivered. For each Requisition or Purchase Order, an Estimated Shipping Date and Estimated Delivery Date may be entered. As well, for each individual PO Line Item, Requested and Promised Delivery Dates may be entered.

These dates are used by the following P/O system's reports:

- [Cash Requirements Report](#)^[391] to predict what your payables might be in any given period for goods that are purchased.
- The [Scheduled Receipts Report](#)^[402] that lists what items are expected to be received on any given date.
- The [Vendor Performance Report](#)^[420] uses these dates and compares them to the date the goods were actually received, in determining if the Vendor is considered to be a poor performer, or not.

– Reason to Purchase, Warehouse and PO Header Comments

For each Requisition entered, you will be able to enter up to 1000 characters of comment text that may be used to describe why the goods are being purchased; instructions for the warehouse when the goods are received; or as additional information to the supplier that is printed on the Purchase Order.

These comments are entered as free formatted text that automatically word wrap. They are carried forward to the purchase orders that are created from the requisition and are presented and/or printed in assorted P/O system functions.

– Purchasing Stocked I/M Inventory Items

When an Inventory Item for a line item is entered into an order, a window screen will be displayed showing the Quantity-On-Hand and Quantity-Committed for the item at the given Location. If the quantity available does not satisfy the quantity ordered, a window sub-menu will be displayed providing the operator with a number of possible actions to take. The options available to the operator include the following:

- Shipping the item from another location
- Cancel the item
- Ship what is available and back order the balance
- Back order the quantity ordered
- Override the system and ship the ordered quantity anyway
- Ship a substitute item.

If the operator chooses to ship from an alternate location, the quantities available at each of the other locations will be displayed in a window screen and an alternate location may be specified.

– Purchasing Non-Inventory Goods when using Series 5 I/M

You may, if desired, set up one or more Miscellaneous Inventory items by way of the Inventory Item File Maintenance application. While entering an order, if you have goods that are not actually part of your inventory, you then can select the Miscellaneous Item. Such miscellaneous items are normally used to make it possible for a customer to place an order for an item that is not on file in the Inventory Item file. This may be a new item for the company or may be a specialty, "**one of**" item, not specifically listed in the inventory.

Miscellaneous items are distinguished from other types of items in that their Inventory Item Codes must begin with an [*] character, (followed by any combination of letters and digits).

When a miscellaneous item is entered for an Order, the system will invite the operator to enter two lines of description, the price, the cost, two extra line comments and the G/L Account for which the Sales Revenue would be recorded to.

– Selecting Goods to Purchase from Supplier's Product Lists

Using the Supplier Products Codes Maintenance function, you can define the goods that are normally purchased from each supplier. You may also import a Supplier's Product list, if available, as a spreadsheet, a CSV, or a tab-delimited file. When entering items for a Requisition or PO, you may enter the Supplier's Product Code directly, or launch the Supplier Products "Lookup" window to browse through and select the desired item to be purchased. The description, and unit price will be automatically assigned.

– Ordering Stocked Inventory Items

The Purchase Order Processing system may be used in conjunction with the Series 5 Inventory Management system. When the stocked Inventory Item is to be purchased, and its Inventory Code is entered as a line item, the system will retrieve its description and its last known purchase price. If available, the assigned Inventory G/L Account number will be assigned as the G/L Expense account to be carried with the PO. As well, a portion of the data entry screen will display assorted stocking quantities associated to the item. (ie., Quantity-On-Hand, Quantity Committed, Quantity Back Ordered and Quantity Available to be sold). These figures may be valuable in assisting on the Quantity that is to be ordered on the requisition or purchase order.

When the Purchase Order is created, the Quantity-On-Order field associated to the Inventory Item's Stocking Location is updated to reflect the total quantity of the item that is actually on order. When the goods are eventually received, the Quantity-On-Order is reduced and the Quantity-On-Hand is updated.

– Vendor Pre-Paid Goods In-Transit Account

The PO system, at the time of receiving goods, typically will generate a G/L Debit to the applicable Inventory account, and Credit the Unvouchered Payables account. The Vendor's invoice would eventually be entered into the A/P to produce a Credit to A/P and a Debit to Unvouchered Payables. For some suppliers in the case where shipment of goods for a PO had to have been prepaid by way of a Letter of Credit, or a Wire Transfer, the Vendor's Invoice would already have been entered with a Credit to Cash and a Debit to Inventory In-Transit. When the receipt of goods is entered, a Debit to the Inventory account and a Credit to the In-Transit account will be made.

These Vendor-In-Transit accounts are defined using the [Vendor-In-Transit Account Maintenance](#) ⁴⁶⁴ function.

– Capital Equipment Requisitions (CER)

A Capital Equipment Requisition code may be entered with any specific PO Line Item. This must be a valid code that has been defined by the [CER Codes Maintenance](#) ⁴³⁸ function.

Associated to the CER Code is the G/L Expense account, and optional Sub-Ledger Project, that is to be used to record the purchased item(s) as an expense in the G/L. When the

Purchase Order is generated, a CER transaction History record is recorded, and available to the [Capital Equipment Purchased Items report](#)⁴⁰⁶.

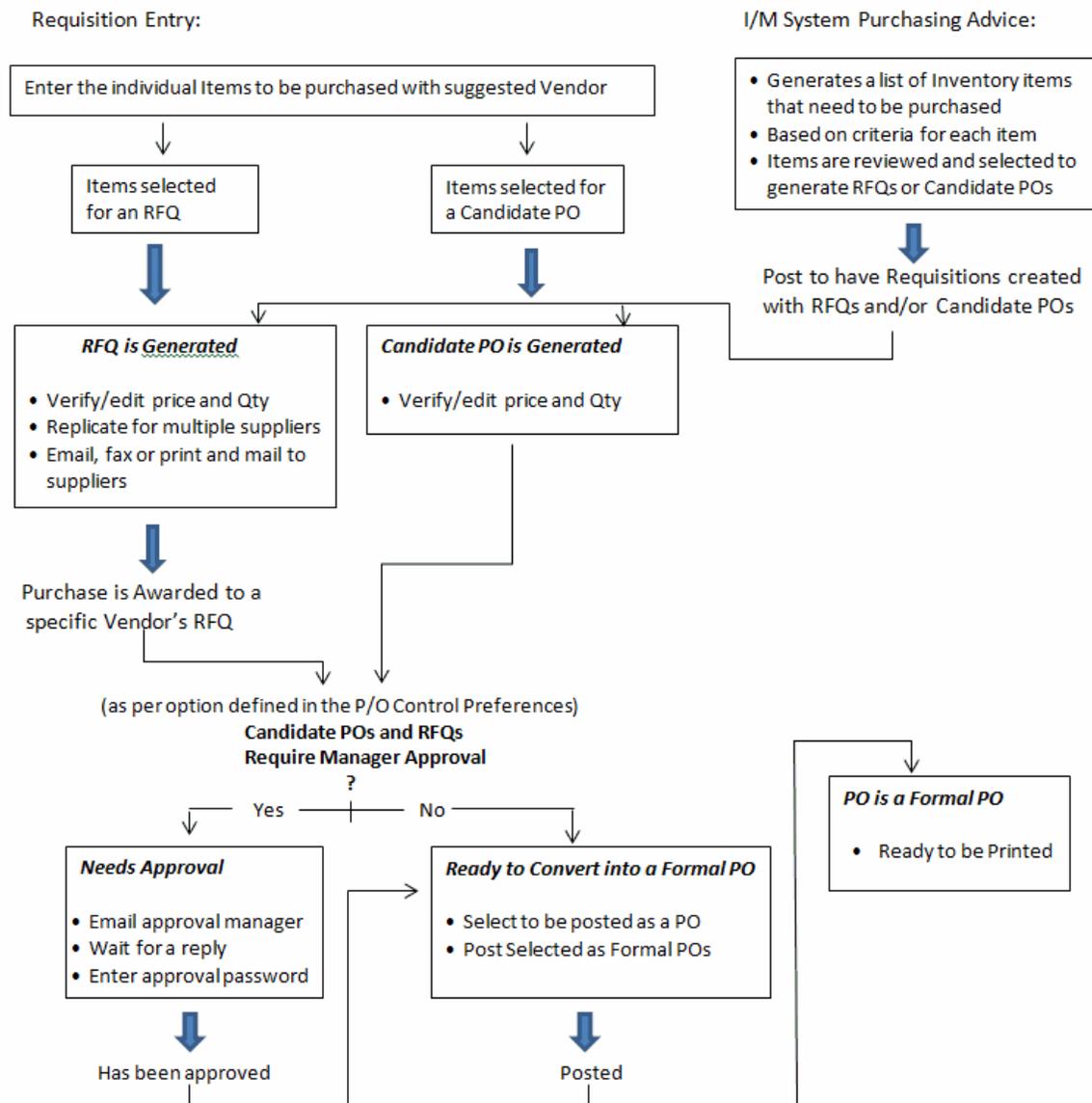
— Sub-Ledger Projects

A Sub-Ledger Project code may be entered with any specific ordered PO Line Item. This must be a valid General Ledger defined Project Code.

If the revenue account is flagged as Always or Optional usage with a Sub-Ledger Project and the account is valid for the Project, when the goods are received and the supplier's Invoice entered, that Sub-Ledger code will be recorded to the account. The entry will eventually end up in the General Ledger with the Sub-Ledger code.

6.4.2.2 Requisition to PO Flow Diagram

The following diagram shows a flow chart of the steps to follow from the point a requisition of items to be purchased is entered, to when a formal PO is generated. It also shows how items to be purchased are generated from the Inventory Management system's Purchasing Advice Processing operation.

Requisition => Formal PO Flow Diagram**6.4.2.3 Requisition Batch Set Properties**

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Requisition and Purchase Order Entry
- Accounts Payable Supplier Invoice Entry

Batching was introduced as a concept to the Series 5 family of applications for three main

reasons:

- 1) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Logical Batches are established for each Requisition Originator, each Department, or each Ship-To Branch, or for the whole company. Depending of each Requisition User's access privilege, the system automatically assigns them to one of these batch sets. This approach provides the ability to set up different levels of security to ensure that individuals from different departments or branch offices would not be able to view requisitions from other departments or branches. Each batch may be entered, and it's requisitions approved and converted into Purchase Orders independently from one another.
- 2) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, a transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, requisitions are entered, maintained and processed into groups of batch sets. The system automatically assigns a code to each batch based on either Requisition Users, Departments or Ship-To Locations. Each requisition is then entered under that batch set, and prior to posting, is only accessible via that batch set. A Transaction Edit List for the batch may be printed prior to it being posted.

During entry of transactions for a Requisition Batch Set, the system will maintain totals of the # of Requisitions entered, and the number that have been Approved, Printed and that have been flagged On-Hold.

Once a Requisition is converted to a Purchase Order, it is removed from it's associated Batch Set.

Requisition Entry Batch Set - Properties Screen

The properties for each Requisition Entry Batch are defined with the following screen:

In this case, its for a Batch Set that is defined for a particular Ship-To.

Operational Tip

You can edit or view the properties for the batch while executing the Requisition Entry function. From the Requisition Entry grid screen, on the menu bar, click **Edit**, then from the drop down menu, click on **Edit Batch Set Properties**.

Field Definitions

Ship-To Code	X(6)
<p>This field identifies this Requisition Batch Set as being used to maintain requisitions that have a Ship-To that which is shown. The system automatically creates this Batch Set the first time a given user attempts to enter requisitions when that user is restricted to adding or editing requisitions for a specified Ship-To. See the section Special Access Rights for PO Users ¹⁴¹ in the topic titled <i>Defining User Access Rights</i>.</p>	

Department Code	X(6)
<p>This field identifies this Requisition Batch Set as being used to maintain requisitions that have a Department that which is shown. The system automatically creates this Batch Set the first time a given user attempts to enter requisitions when that user is restricted to adding or editing requisitions for a specified Department. See the section Special Access Rights for PO Users^[141] in the topic titled <i>Defining User Access Rights</i>.</p>	
Requisition User Code	X(6)
<p>This field identifies this Requisition Batch Set as being used to maintain requisitions that have been entered by the Requisition User which is shown. The system automatically creates this Batch Set the first time this user attempts to enter requisitions when that user is restricted to adding or editing requisitions originated by themselves. See the section Special Access Rights for PO Users^[141] in the topic titled <i>Defining User Access Rights</i>.</p>	
Next PO #s are Assigned from	radio-buttons
<p>As Purchase Orders are created from Requisitions, the system automatically assigns a new unique PO number. The PO #s may be assigned from either the Next PO # defined in the P/O Control Preferences, or from the Next PO # that is defined from a given PO Allocation Code definition.</p> <p>Select whether the POs that are generated from the Requisitions associated to this Batch Set have their PO # assigned from the Control Preferences, or from an Allocation Code.</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input checked="" type="radio"/> PO Control Preferences <input type="radio"/> PO Allocation Code </div>	
PO Allocation Code	9(3)
<p>PO Allocation Codes are used by the Series 5 Purchasing system as a means of assigning different ranges of PO Numbers to different departments or warehouse locations, perhaps from different countries, or what ever suits your fancy. When POs are entered, instead of using the Next PO # as determined by the PO Preferences, the operator would specify to use a PO Allocation Code.</p> <p>Select the Allocation Code that is to be used for Requisitions that are converted to Purchase Orders from this Batch Set.</p>	
Default Buyer	X(6)
<p>When a Requisition is entered for this Batch Set, this is the Buyer Code that will be automatically assigned. When Purchase Orders are generated, the total value of the PO will be recorded in this Buyers Period-to-Date, Year-to-Date and Life-to-Date statistics.</p>	

Default Department	X(6)
<p>When a Requisition is entered for the Batch Set, this is the PO Department that will be automatically assigned. Each Department belongs to a particular Ship-To. The Purchase Order when generated, will have the associated address printed as the Ship-To address.</p> <p>This field is only offered to Batch Sets defined for a users with "All" access or "Ship-To" access.</p>	
Batch Set Summary Statistics	
<p>As requisitions are entered and processed, the system will maintain these totals. Note that for a given Batch Set, these totals are computed every time an Edit List is generated.</p>	

6.4.2.4 Requisition Entry Grid

Requisitions are entered and managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or go directly to a specific requisition by entering its Requisition Number. Depending on the access rights of the user, existing requisitions may be displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to Add a new Requisition, Delete a Requisition, or Print a Requisition Sub-Documents Status report. The selected function will be applied to the Requisitions associated to the selected Batch Entry Set being displayed at the time.

Requisition Entry & Processing Maintenance Grid

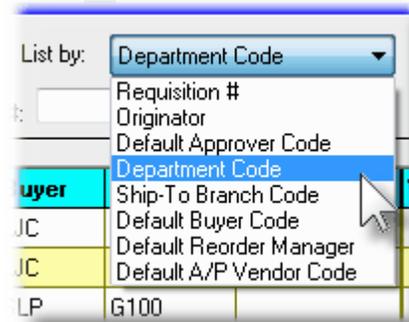
Req #	Date	Sys	Originator	Default Approver	Department	Ship-To	Buyer	Reord Mgr	Dist Channel	Vendor	# Items	# POs	# PO Items	# RFQs	# RFQ Items	Last Edited
00001151	6/14/13	P/O	LJC100	LJC100 LAWRENCE J CA	ADMIN1	1	LJC	HMOORE	SOFTW	021533	594	3	33	5	1	11/07/13
00001155	6/17/13	P/O	ROMART	LJC100	ADMIN1	1	LJC	PAPER					1	1		11/07/13
00001162	6/26/13	P/O	LJC100	LJC100	SOFTD1	1	LJC							8	1	7/22/13
00001196	7/10/13	I/M	IMADVC	SHEENA Elenor Rigby	ADMIN1	1	SLP	HMOORE				1				
00001197	7/11/13	I/M	IMADVC	SHEENA	ADMIN1	1	LJC	HMOORE					2			
00001200	7/11/13	I/M	IMADVC	LJC100 LAWRENCE J CA	ADMIN1	1	LJC	G100					3	1		
00001201	7/11/13	I/M	IMADVC	SHEENA Elenor Rigby	ADMIN1	1	LJC	HMOORE					5			7/22/13
00001202	7/11/13	I/M	IMADVC	SHEENA	ADMIN1	1	LJC	PAPER					2			8/01/13
00001203	7/11/13	I/M	IMADVC	SHEENA	ADMIN1	1	LJC	SLC10					3			
00001204	7/11/13	I/M	IMADVC	SHEENA	ADMIN1	1	LJC	HMOORE					1			7/22/13
00001229	8/01/13	I/M	IMADVC	SETH Seth Taylor	ADMIN1	1	LJC	HMOORE					2			8/01/13
00001231	8/01/13	I/M	IMADVC	CHAST Cathy Hasting	ADMIN1	1	LJC	DPEQ					4			8/01/13
00001232	8/01/13	I/M	IMADVC	CHAST	ADMIN1	1	LJC	G100					3			8/01/13
00001233	8/01/13	I/M	IMADVC	SETH Seth Taylor	ADMIN1	1	LJC	HMOORE					5			8/01/13
00001234	8/01/13	I/M	IMADVC	CHAST Cathy Hasting	ADMIN1	1	LJC	PAPER					1			8/01/13
00001235	8/01/13	I/M	IMADVC	LJC100 LAWRENCE J CA	ADMIN1	1	LJC	SLC10					3			10/24/13
00001236	8/01/13	I/M	IMADVC	SETH Seth Taylor	ADMIN1	1	LJC	HMOORE					1	1		10/29/13

"Fast Buttons"	
New	Add a new Requisition
Modify	Modify the Requisition highlighted in the grid
Delete	Delete the Requisition highlighted in the grid
Print SubDocument Report	Print an Edit List showing the details of each Requisition on file associated to the Batch Entry Set being displayed. Note that the totals associated to the Batch Set are also recomputed.
Auto-Approve Manager Emails	Approval Managers may be emailed with a PDF Requisition form that contains information about the items that are to be purchased that need their approval. The manager may reply to the email, indicating their approval, or not, in the subject line. Click this push-button to have the system launch the Load Manager Approval Emails function to read those emails from a designated email inbox, and mark those related sub-documents as approved, and convert them into formal Purchase Orders.

Some of the special features of this "Inquiry" grid are as follows:

- Requisitions may be listed sorted by a number of different criteria.
- If listing for a particular Originator, Approver, Buyer, Ship-To, Department, Reorder Manager or Vendor, a given code may be chosen either by entering their respective codes, choosing it using the Lookup binoculars icon, or by having the next or previous code displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file.*

Note that depending on the user's access rights, they may ONLY able to select different codes when listing by Ship-To, Department or Requisition Users.



- Depending on the **List By** selection, a field may be presented, in which the operator may key in a Requisition #. The system will attempt to read to the closest transaction for the number entered and display it in the grid.



6.4.2.5 Requisition Properties Entry Screen

The first screen is used to capture data for the Requisition Header information. This is the general information pertaining to the requisition, and purchase order, such as the Date, suggested supplier, the Buyer, the Ship-To information about how the goods are to be shipped, and about sales tax and method of payment. The supplier is selected from this screen; and the Requisition Users defined as the Originator and the Authorizer are found here too.

Requisition Entry - Properties Tab Screen

Some points to note when adding a new Requisition:

- The Requisition number is automatically assigned by the system. The Next Requisition Number is kept in the Purchase Order Processing Control Preferences.
- All requisitions have an Originator and an Authorizer. The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is entering the Requisition, by default, will have their Requisition User Code assigned as the Originator of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may change the Originator of the requisition.
- The Authorizer is assigned when the **Approve Subdocument** function is invoked for RFQ that have been awarded, or Candidate POs. If the total value of the sub-document is less than the Approval \$ Limit of the Originator, then they also become the Authorizer. If not, then the system will attempt to identify the Requisition User that does have an Approval Limit that is higher than the value of the Requisition. (One of the properties associated to each Requisition User is their Next Higher Authorizer User. The system just reads through the users until an adequate Limit is reached).
- To simplify the process of manually adding new Requisitions or Purchase Orders into the system, you may define different [Default PO Headers](#)⁴²⁹ sets. A Default PO Header is basically a record that contains many of the same fields that are associated to a purchase order. Many of the properties that must be assigned to the header of a purchase order are typically the same. (Especially those associated to a particular Buyer, a particular Department, or for a specific Ship-To destination). Up to four different types of defaults may be created in the system. One for each Buyer defined, one for each Department, one for each Ship-To, and one that is used otherwise. Once the Buyer has been entered, the system will attempt to default remaining fields with the Default Header associated to that Buyer. If one was not set up, then once the Department has been entered, the system will attempt to default remaining fields with the Default Header associated to that Department, or to its designated Ship-To. If one was not set up, then the system will attempt to default remaining fields with the Default Header that was created for All Requisitions.
- If all the line items recorded with the requisition are to be supplied by the same Vendor, and the A/P Vendor Code is known, enter it into the Supplier field and click the **To**

Assign radio-button. If it is not known, you may click the "Lookup" icon, and the Vendor Lookup Window will be presented from which you can select the Vendor.

The following screen is displayed for the Requisition's Default Properties tab:

Requisition/RFQ Management

Requisition #: **00001155** - Modify this Requisition
For Ship-To Batch Set: **1** Sentinel Hill Software Inc.

1 Default Properties 2 Unassigned Items to be Purchased 3 Request-for-Quote Trxs 4 Candidate Purchase Orders

Requisition #: **00001155** Originator: **ROMART** **Roland Martin** (S)
Date: **6/17/13** Default PO Approver: **LJC100** **LAWRENCE J CARLSEN**

Codes To Assign, or Use as the Default, for goods to be Purchased:

Buyer:
 To Assign **LJC** **LARRY CARLSEN**
 Use as the Default

Reorder Manager:
 To Assign
 Use as the Default

Ship-To Department:
 To Assign **ADMIN1** **Accounting & Administration**
 Use as the Default Ship-To: **1** **Sentinel Hill Software Inc.**

Distribution Channel:
 To Assign **HARD** **Computer Hardware**
 Use as the Default

Supplier:
 To Assign
 Use as the Default

Summary Totals:

Items to Purchase:	RFQs:	Candidate POs:	POs Issued:
# UnAssigned Items: 591	# Remaining: 1	# Remaining:	From RFQs: 1
Value of UnAssigned: \$ 163,238.00	# Issued: 1	# On-Hold:	From Candidate POs: 1
# Assigned to POs: 1	# of POs Awarded:	Value On-Hold: \$	Valued: \$ 21,000.00
# Assigned to RFQs:	Value of Awarded: \$	# of POs Approved:	Last PO # Posted: 00000113 - 00
		Value of Approved: \$	Dated: 15/96/02

Add/View Attached Document(s) Update Cancel

Line Items listed by Line Sequence Number.

Requisition Entry Properties Tab Screen - Field Definitions

Requisition Number

9(8)

The Requisition number is automatically assigned by the system. The Next Requisition Number is kept in the Purchase Order Processing Control Preferences. This is a unique number assigned to the Requisition which is used to access it when required.

Requisition Date

(mmddyy)

This is the recorded date which the Requisition is entered into the system. It will default to

the date the Requisition is being entered.	
Originator	X(6)
<p>The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is entering the Requisition, by default, will have their Requisition User Code assigned as the Originator of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may change the Originator of the requisition.</p>	
Default PO Approver	X(6)
<p>The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is authorizing the Requisition, by default, will have their Requisition User Code assigned as the "Approver" of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may select a different Requisition User as the Approver of the requisition.</p> <p>When an RFQ or Candidate PO is created the "Approver" specified will be assigned as the default. Once selected to be approved, an alternate Approver may be selected.</p>	
Buyer Code – Assigned or Default	X(6)
<p>When RFQs or Candidate POs are created for this Requisition, the Buyer Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.</p> <p>The Buyer is the person requesting to purchase the goods entered on the purchase order that will be created from this Requisition.</p> <p>If there is a Default PO Header defined for the selected Buyer, those specified default values will be assigned to the applicable remaining header fields of the RFQ or Candidate POs.</p> <p>When the goods associated to this requisition's purchase order are received, the Buyer's properties' Period-to-Date, Year-to-Date and Life-to-Date statistics for total PO purchases will be updated. Also, the Buyer will be emailed advising them of receipt of the ordered goods.</p>	
Ship-To Department – Assigned or Default	X(6)
<p>When Unassigned Line Items are entered for this Requisition, the Department Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.</p> <p>Enter the Department associated to the Ship-To for the warehouse or receiving location</p>	

where the merchandise on the purchase order should be shipped to. The Department must be a valid code that is defined by the PO Department Codes Maintenance. (Note that based on the selected Department, the Ship-To is automatically assigned. This IS NOT the Location Code that you may have defined in the Series 5 Inventory Management System).

Series 5 Inventory Management Locations

When defining the PO Ship-To Codes, one of the properties is the Warehouse Location. When the PO system is used with the Inventory Management system, when goods are ordered and received, it is this I/M Location Code's warehouse where the inventory items are stored; and it is the I/M Location Code that is used when inventory Quantity-on-Order and Quantity-on-Hand fields are updated.

If there is a Default PO Header defined for the selected Department, or to it's associated Ship-To Code, those specified default values will be assigned to the applicable remaining header fields of this Requisition.

Supplier – Assigned or Default

X(6)

When RFQs or Candidate POs are created for this Requisition, the Vendor Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.

If all items on the Requisition are known to be supplied by a single Vendor, then enter that Vendor code here. Otherwise you may leave this field blank, and when the individual line items are entered, you will be able to select a Vendor then.

Reorder Manager – Assigned or Default

X(6)

When RFQs or Candidate POs are created for this Requisition, the Reorder Manager Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.

The Reorder Manager may be used for system that utilize the Series 5 Inventory Management System. Individual Inventory items may be assigned to a Reorder Manager. It's possible that you may wish to generate separate POs for all Inventory Items associated to a given Reorder Manager.

Distribution Channel – Assigned or Default

X(6)

When RFQs or Candidate POs are created for this Requisition, the Distribution Channel Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.

The Distribution Channel may be used for system that utilize the Series 5 Inventory Management System. Individual Inventory items may be assigned to a Distribution Channel. It's possible that you may wish to generate separate POs for all Inventory Items

associated to a given Distribution Channel.

Vendor – Assigned or Default**X(6)**

When Unassigned Line Items are entered for this Requisition, the Vendor Code specified here will be assigned. It will either be assigned as the default or as the one to be used depending on the radio-button selected.

6.4.2.6 Unassigned Items to Purchase Screens

The second screen of Requisition Entry is a Series 5 grid screen, that displays up to twenty line items at a time. This scrolling screen offers the operator a summary display of the individual line items to be purchased belonging to the requisition. Each row of the grid represents an item to be purchased. It displays the Inventory Item (for systems with I/M), the preferred Supplier, the Supplier's Product Code if provided, a Description, the Quantity Ordered and the Unit Price, and the Extended Price of each item.

From this grid screen, push-buttons are provided that may be used to add, insert, modify or delete items to be purchased; and to copy items from history, select items to be assigned to an RFQ or Candidate PO . *(When adding or editing line items, a new window is displayed with it's own set of tabbed sub-screens).*

The properties associated to each item wanting to be purchased are maintained using a Series 5 grid processing screen.

Requisition Entry — To Be Ordered Line Items Grid Tab Screen

Requisition #: 00001151 - Modify this Requisition
For Ship-To: 1

1 Default Properties 2 Unassigned/Unapproved Items to Purchase 3 Request-for-Quote Trxs 4 Candidate Purchase Orders

Requisition 00001151 Buyer: LJC for Ship-To: 1 LAWRENCE J CARLSEN
Originator: LJC100 default Reorder: HMOORE default Approver: LJC100

New Insert Modify Delete Select All for RFQs Select All for POs Post Selections
Copy PO Lines from History Un-Select All for RFQs Un-Select All for POs

List by: Line #

Line	Inventory Item	Description	Vendor (Preferred)	Vendor Item Code	Ordered	Unit Price	Tax	Disc	Total	Select
1	A300	GARDEN SHEERS	019658 SENTINEL HILL SOFTW		4	77.000	Y		344.96	
3	EB106	DESIGN OF CONCRETE BEAMS	023281 AMSTEP PRODUCTS LL		2	6.890	Y		15.43	
5	IS327	SOIL CEMENT TECHNOLOGY F	020377 15TH SOLID WASTE CO		3	5.320	Y		17.88	
9	CD008:BLK	Ladies "Canucks" Team Scarf	022123 S. NEVADA CONCRETE		5	5.000	Y		28.00	
9	CD008:BLU	Ladies "Canucks" Team Scarf	022123 S. NEVADA CONCRETE		5	5.000	Y		28.00	
9	CD008:GRN	Ladies "Canucks" Team Scarf	022123 S. NEVADA CONCRETE		5	5.000	Y		28.00	
9	CD008:RED	Ladies "Canucks" Team Scarf	022123 S. NEVADA CONCRETE		5	5.000	Y		28.00	
9	CD008:YEL	Ladies "Canucks" Team Scarf	022123 S. NEVADA CONCRETE		5	5.000	Y		28.00	
Totals for 8 Line Item(s):									518.27	

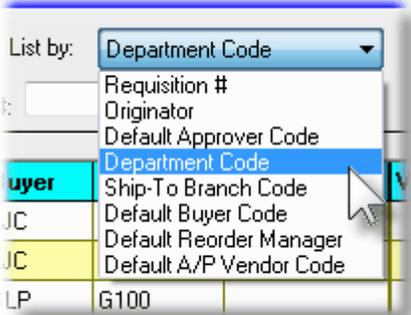
Update Cancel

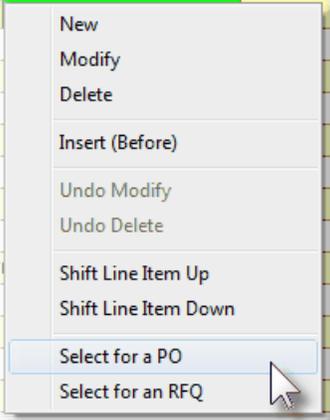
Line Items listed by Inventory Item Code.

"Fast Buttons"	
New	Add a new Line Item
Insert	Insert a new Line Item just in-front-of the currently highlighted row in the grid
Modify	Modify the Line Item highlighted in the grid
Delete	Delete the Line Item highlighted in the grid
Copy from History	To select a particular Purchase Order from history, and have it's line items copied in as Unassigned items, or items belonging to the currently selected RFQ or Candidate PO.
Select All for RFQs	All unselected Line Items will be selected to be used to create Request for Quotes. (When the Post Selections button is clicked, a separate RFQ will be created for each Vendor)

Un-Select All for RFQs	De-Select any Line Items that had been selected to be used for RFQs generation.
Select All for POs	All unselected Line Items will be selected to be used to create Candidate POs. (When the Post Selections button is clicked, a separate Candidate PO will be created for each Vendor)
Un-Select All for POs	De-Select any Line Items that had been selected to be used for Candidate PO generation.
Post Selections	All those Line Items that had been selected for an RFQ or a Candidate PO will be grouped by Vendor. Then for each Vendor, an RFQ or Candidate PO subdocument will be created. The Line Items are deleted from the grid, and will be presented when the Line Items tabbed sub-screen is displayed when the respective RFQ or Candidate PO is chosen.
Post Vendor Selections	For the selected Vendor an RFQ and/or Candidate PO subdocument will be created with all those Line Items that had been flagged for an RFQ or a Candidate. The Line Items are deleted from the grid, and will be presented when the Line Items tabbed sub-screen is displayed when the respective RFQ or Candidate PO is chosen.

Some of the special features of this "Inquiry" grid are as follows:

<ul style="list-style-type: none"> ➤ The items to be purchased may be listed sorted by a number of different criteria. ➤ If listing for a particular Supplier, Approver, Department, Ship-To or Reorder Manager a given code may be chosen either by entering their respective codes, choosing it using the Lookup binoculars icon, or by having the next or previous code displayed that has items on file. <i>(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file.</i> 	
<ul style="list-style-type: none"> ➤ Right-click a given row, and a pop-up menu will be displayed. In particular, the 	

<p>functions to Select or Un-select the item to be assigned to an RFQ, or Candidate PO is shown.</p> <p><i>Only when items are listed by Line #, are the Shift Up/Down functions enabled.</i></p>	
<p>➤ When individual items are selected to be assigned to an RFQ, or Candidate PO, an appropriate icon graphic will be displayed in the rightmost "Select" column.</p>	

Requisition Line Items - Item Ordered Tab Sub-Screen

Some points to note about adding or editing the items that are to be purchased associated to the requisition:

- When selecting a stocked Inventory Item to be purchased, the Description, Unit of Measure, UPC Code, Unit Cost, and if available, the Suppliers Part Code fields are initialized from the corresponding Inventory Management system part record.
- For stocked Inventory Items, if Primary or Alternate Vendors had been defined, then these will be presented to be selected as the preferred Supplier, along with the Last Vendor that the items was purchased from. In the event a different supplier is wanted, the opportunity to select a different Vendor is offered.
- The **Quantity to Order** field will default to a value of 1. If for an Inventory Item, on it's Usage Control tabbed sub-screen, an **Order Qty Multiples** value is set, this will be used as the default for the Quantity to Order on the requisition.
- If a Vendor's Item Code has been established, (using the Purchasing System's Vendor Item Codes Maintenance function), the Quantity to Order, and Unit Price fields will be set from the values defined there.
- Inventory Items have as one of their properties an Activity Status setting. This setting determines whether or not the given item may be bought or sold. If the selected Inventory Item is flagged with it's **Buy Status** set to **No**, then it may not be entered on the requisition as an item to be purchased.

- Inventory Items have G/L Inventory Accounts assigned to them based on the Product Category that they have been assigned to. When an Inventory Item is selected to be purchased, the system will retrieve its G/L Inventory Account and assign it to the requisition line item's G/L Expense Account.
- If a CER Code is entered, the G/L Expense Account and the Sub-Ledger Project Code that was assigned to the CER's properties will be assigned to the Line Item's G/L Account and Project.
- If after entering the Items Ordered screen of a requisition's item, the **Add and More** button is clicked, the system displays the first screen to have the next item to be ordered entered. The, Non-Inventory flag, Requested Delivery Date, Promised Date, CER Code, G/L Expense and Sub-Ledger Project fields will each be defaulted to the same as was entered for the previous line item.
- If the Inventory Item being entered is defined with a Matrix Set, then a number of options are available. These include the following:
 - ✓ You may choose to have the system automatically order all variations of that item for a specified Quantity and Unit Cost
 - ✓ A Matrix grid screen is presented listing the available Dimensions, or Variation Types, as rows or columns. From this screen Quantity-to-Order or Unit Cost amounts may be entered directly.
 - ✓ From the Matrix grid screen, you may assign a given Quantity to a whole row, or column, which causes the system to automatically add Requisition Line Items for the associated Item variants.

The control properties associated to each Requisition's Line Items to be purchased, and not yet assigned to an RFQ or Candidate PO, are maintained by the following screen:

Modify Unassigned Line Item

Line Item # 12 for Unassigned Line Item of Requisition #: 00001151

Item Ordered | Line Item Comments 1 | Line Item Comments 2

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Inventory Item Code:

(Supplier's Product Code:)

Ship To Department:

Ship To Branch: 1 - Sentinel Hill Software Inc (Warehouse: PCA)

Inventory Quantities for PCA

On-Hand: 1,000.0
Committed:
Future Commit:
Back Ordered:
On-Order:
Available: 1,000.0

Identify the Supplier this Item is to be Purchased From:

Item's Primary ----- 011530 DOUBLETREE HOTEL CONFERENCE CENTER - SKOKIE, IL 847/679-7000

Item's Alternate ---- n/a

Last Purchased From -- n/a

Other 011530

Select this Item:

Not Yet
 For ON-HOLD
 For a PO
 For an RFQ

Qty to Order: Units: EACH Extended: \$

Unit Price: % Discount: % Tax-1:

Allowable Price Variance: % % Tax-2:

Total: \$

Capital Equipment Request Code (CER):

Requested Delivery:

Promised Delivery:

When Delivered, Notify or Email:

G/L Expense Account:

Default Expense/Inventory Acct

The above screen is for specifying the purchase of inventory items. The current Quantity amounts from the Inventory Management system are displayed to assist if making ad-hoc decision as to the Quantity to be ordered.

For Non-Inventory Items, you need only to enter the Supplier's part number, along with appropriate descriptions.

Item Ordered | Line Item Comments 1 | Line Item Comments 2

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Supplier's Part Code:

To be Shipped To: 1 Sentinel Hill Software Inc.

Identify the Supplier this Item is to be Purchased From: _____

Select this Item: _____

The following screen is displayed to enter the details associated to selecting to purchase an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled [Matrix Set Item\(s\) Quantity](#)¹⁷⁹, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :

Modify Unassigned Line Item

Line Item # 9 for Unassigned Line Item of Requisition #: 00001151

Matrix Item Ordered Matrix Set Item(s) Quantity

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Matrix Inventory Item: Ladies "Canucks" Team Scarf

Supplier's Part Code: _____

To be Shipped To: 1 Sentinel Hill Software Inc.

Inventory Quantities for PCA	
On-Hand:	1,979.0
Committed:	35.0-
Future Commit:	
Back Ordered:	
On-Order:	4.0-
Available:	2,014.0

When Adding an Inventory Item that has been defined with a Matrix Set, once the Quantity-to-Order, and Unit Price, and other fields have been entered, the operator will be prompted if they wish to have all variations of the item ordered with the given settings. Clicking Yes will cause a Requisition Line Item record to be generated for each possible combination of Dimension Attributes for the selected Matrix Item.

SHSI Series V Purchase Order Processing

Do you wish to have all variations of this Matrix Set Inventory Item automatically added to this Requisition with the Quantity, Price and other properties that you have entered ?

Yes No

A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as its Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.

Qty to Order: <input type="text" value="1.000"/>	Units: <input type="text" value="LIC"/>	Extended: \$	<input type="text" value="6,000.00"/>	\$Cdn @ 0.9000	\$US Currency	<input type="text" value="5,400.00"/>
Unit Price: <input type="text" value="6,000.0000"/>	<input type="radio"/> \$US	% Discount: <input type="text"/>				
	<input checked="" type="radio"/> \$Cdn	12.0 % Tax-1:	<input type="text" value="720.00"/>			<input type="text" value="648.00"/>
Allowable Price Variance: <input type="text"/> %		0.0 % Tax-2:	<input type="text"/>			<input type="text"/>
		Total: \$	<input type="text" value="6,720.00"/>			<input type="text" value="6,048.00"/>
Requested Delivery: <input type="text" value="12/05/10"/>	Promised Delivery: <input type="text" value="12/05/10"/>	Notify when Delivered:	<input type="text"/>			

Line Item Ordered Tab Sub-Screen - Field Definitions

Non-Inventory Item	check-box
If the particular item that is to be ordered is NOT a stocked Inventory Item, defined by the Series 5 Inventory Management system, then set this check mark.	
Inventory Item	X(20)
Enter the Inventory Item's Part Number assigned by the Inventory Management system. Should you wish to browse the inventory files for the desired item, click the binoculars,  , icon and the Inventory Item Lookup ⁶⁹ screen window will be displayed. (One of the nifty features is it's ability to display inventory items based on the Item's Description keywords. That is, a table is kept on file indexing all inventory by each word in the items Description).	
For example, if the Keyword "Lookup" mode was chosen, and RED was entered as the keyword, the grid would list all inventory items that had the word RED within it's description.	
Supplier's Part Code	X(20)
This field is used to record the supplier's part number for the item being ordered. If there had been a Vendor Item Code defined for the Inventory Item, then it will be automatically assigned. It may be changed as required. When the requisition is converted into a purchase order, if a Vendor Item is supplied, and if a Vendor Item code was defined in the PO system, then it will be updated with the Vendor Part Code supplied, long with whatever Unit Price was entered.	
Description	4 x X(30)
These fields are used to describe the item being purchased. They will be printed on the purchase order.	

Ship To Department	X(6)
<p>Enter the Department Code for which the item is to be charged or delivered to. Once selected, the Ship-To Code to which the selected Department belongs to is displayed. Once the final PO is generated, the address associated to this Ship-To is where the supplier will deliver his goods. Both the Department and it's Ship-To must be valid codes that are defined by the PO system. (Note that the Ship-To IS NOT the Location Code that you may have defined in the Series 5 Inventory Management System).</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Series 5 Inventory Management Locations</p> <p>When defining the PO Ship-To Codes, one of the properties is the Warehouse Location. When the PO system is used with the Inventory Management system, when goods are ordered and received, it is this I/M Location Code's warehouse where the inventory items are stored; and it is the I/M Location Code that is used when inventory Quantity-on-Order and Quantity-on-Hand fields are updated.</p> </div>	
<p>If a Department was defined for the Requisition "To be Assigned" to it's sub-documents, then this field will be set to that value, and the field may not be edited. Also, if the operator access privilege was set such that only a specific Department may be used, then that Department will be assigned, (and the field may not be edited). Also, if the operator access privilege was set sub that only a specific Ship-To may be used, then if the selected Department does not belong to that Ship-To, the system will not allow it to be entered.</p>	
Identify the Supplier to be Purchased From	radio-buttons
<p>For stocked Inventory Items, if Primary or Alternate Vendors had been defined, then these will be presented to be selected as the preferred Supplier, along with the Last Vendor that the items was purchased from. In the event a different supplier is wanted, the opportunity to select a different Vendor is offered.</p> <p><i>Once an RFQ or Candidate PO has been generated, you will not be able to select a different Supplier. When this screen is presented for items associated to a sub-document, this field is provided for information purposes only.</i></p>	
Item Selection Status	radio-buttons
<p>This set of radio buttons may be used to select how the line item is to be dealt with. You may select it to be put On-Hold, selected to be used to generate a Candidate PO; or selected to be used to generate a Request-for-Quote. (All of these selection may also be performed from the pop-up menu presented on the Line Item's grid screen when a particular Line item is right-clicked).</p> <div style="border: 1px solid black; padding: 5px;"> <p>a Hint</p> <p>If on the Line Items grid screen, any particular function in the pop-up menu is not enabled, (due to the status as a result of prior functions that have been performed), you may click the "On-Hold" button to clear the status. Then Un-Hold the item. You would then be able to perform any</p> </div>	

desired function).

This field is not presented on the Line Items screen for items associated to a sub-document.

Quantity to Order

999,999.999-

Enter the Quantity of the item that is to be purchased. This will default to 1 item, If for an Inventory Item, on it's Usage Control tabbed sub-screen, an **Order Qty Multiples** value is set, this will be used as the default for the Quantity to Order on the requisition.

When this value is edited, the Extended, Taxes and Total amount will be recomputed and redisplayed.

Units

X(4)

This field is used to describe the Units of the item being purchased. This will default to that defined by the Inventory Item.

Unit Price

\$ 9,999,999.9999

Enter the item's Unit Cost that you would expect to be charged by the supplier. This value will by default be set to the Last Vendor's Unit Cost that is maintained in the Inventory Management system's Item Location record.

If the actual price that is charged varies from this amount that it is entered, the difference becomes the basis for the Price Variance statistic that is used to evaluate the vendor's performance by the [Vendor Performance Report](#)⁴²⁰ function.

Currency Selection

radio-buttons

A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as it's Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. It is possible that certain items will be priced using your base currency. Both the base currency, and the foreign currency will be presented so the operator may choose which is applicable. Regardless of the selection, totals for the item are displayed in both currencies.

\$ US
 \$ Cdn

Extended Amount

\$ 99,999,999.99

This is the result of the (Quantity-to-Order x Unit-Price). This field may not be altered.

Discount Percentage

999 %

If the supplier is offering a Discount at the time the requisition is being put together, you may record it. (Thus the basic Unit Cost will be maintained, but the price offered is also recorded. When a Discount % is entered, the Discount Amount, any Taxes and the Total will be recomputed and redisplayed.

Tax-1 and Tax-2 Amounts**\$ 99,999.99**

If the goods associated to the requisition are taxable, and Sales Tax Rates have been established, the Tax Amounts will be computed. These amount may also be manually entered. For Canadian users GST, HST and/or PST tax amounts may be recorded.

Allowable Price Variance**999.99 %**

The price variance is a percentage which will be used to determine a plus or minus variance of the charges of the item that is used in the entry of the Accounts Payable invoice. The amount entered in A/P cannot exceed the upper variance or be less than the lower variance.

Requested Delivery Date**(mmddyy)**

This is the date that you have advised the supplier that you hope to receive the item being purchased. If a Promised Date is NOT recorded, then the Request Date will be used as the anticipated delivery date for both the Cash Requirement and the Scheduled Receipts reports.

Promised Delivery Date**(mmddyy)**

This is the date that the supplier has given you as the expected delivery date. The Promise Date is basically a negotiated request date. If the vendor is unable to meet the request date for the delivery of the item, he will propose a different date that they feel can be met. You should enter that date as the promise date leaving the request date as it was originally entered. Doing so will enable you to see how late the shipment was compared to the original request date.

Cash Requirement and Scheduled Receipts Reports

When these reports are executed analyzing the goods that are purchased as to their projected receipt date, the Promised Delivery Date is used. If that date is not given, then the Requested Delivery Date is used.

The [Cash Requirement Report](#)³⁹¹, for a selected reporting period, attempts to predict your required cash flow for making payments to your suppliers for goods purchased. The [Scheduled Receipts Report](#)⁴⁰², provides a breakdown of what ordered goods are expected to be received on a range of dates, or for particular period.

Notify When Delivered	X(40)
<p>This is the name, or email, of the individual that should be notified by the warehouse staff when this particular item is received. (It's basically up to the discretion of the receiver, or the operator that records the receipt of the goods in the Receiving Entry³⁵² operation, whether or not the person is notified or not).</p>	
Capital Equipment Requisition (CER) Code	X(6)
<p>Capital Equipment Requisitions, (CERs), are used by the Series 5 Purchasing system as a means of grouping purchases at the line item level. They may be used to group purchases that all pertain to a single larger requisition. They may also be used as a method of giving approval for large capital expenditures by management before the purchase orders are actually processed.</p> <p>When line items are being entered for a Requisition, a CER Code may be specified. When the associated PO is generated, an entry will be written to the CER transaction file for each item with a CER code. The Capital Equipment Requisition Report⁴⁰⁶ will list all line items found in the CER transaction file by the code along with their expected and actual costs.</p>	
G/L Expense Account	9(18) - 9(5)
<p>For Inventory Items, this account will default to that defined by the Product Category Location Account from the Inventory Management system. For non-Inventory items, enter the G/L Expense account to which the purchase of this line item will be recorded when the supplier's invoice is processed in the Accounts Payable system.</p> <p>To enter an account, click on the icon displayed to the left of the displayed account number field, and a window will be displayed on which you may enter the account number, or launch the A/P Account "Lookup" function. The account that is finally entered must be defined as a valid account in the A/P system.</p> <p>If a CER Code was entered, the G/L Expense Account that was assigned to the CER's properties will be used as the default value for the G/L Account.</p>	
<div style="border: 1px solid black; padding: 10px;"> <p>Optional Expense Account Entry</p> <p>If you do not require the user's entering Requisitions or Purchase Orders to have to enter the Expense Account, an option in the PO Control Preferences⁴⁷⁸ may be set, or cleared accordingly. If an expense account is entered, when the associated Vendor Invoice is entered in the AP system, the Expense Distribution will be automatically recorded with this account.</p> </div>	
Sub-Ledger Project	X(6), X(8), X(4)-X(4), or X(4)-99-99
<p>If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. Enter the Project Code to which this expense is associated to.</p>	

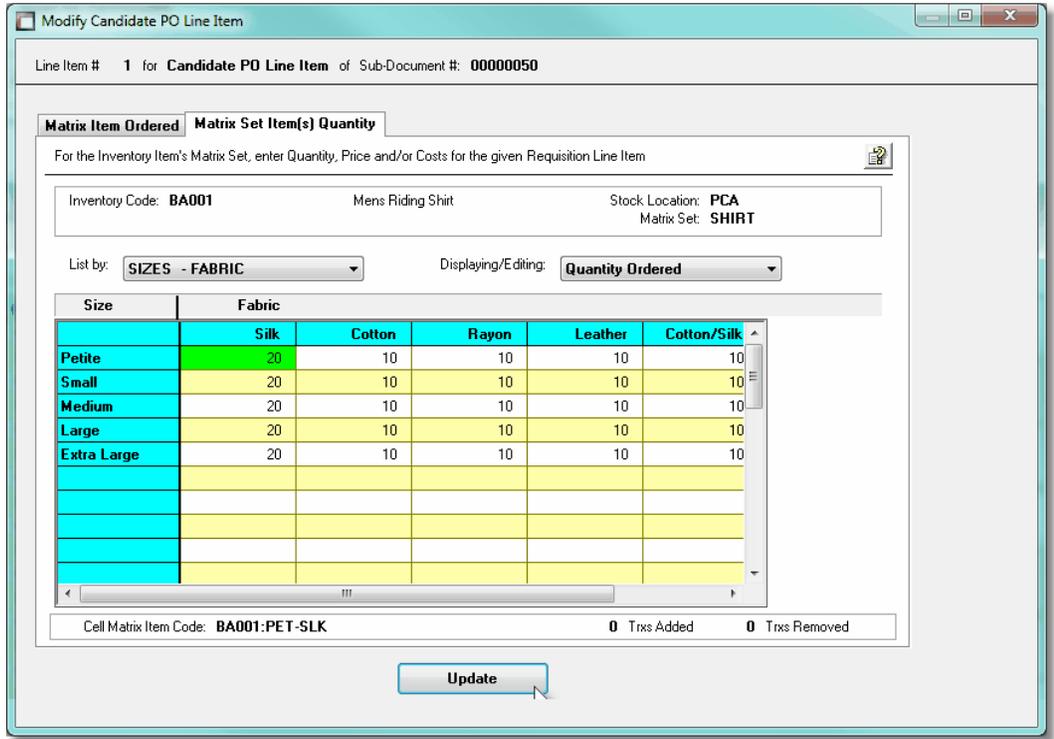
When the suppliers Invoice is entered into the Accounts Payable system, the Project Code entered here will be used as the default for the Expense Distribution associated to this line item.

If a CER Code was entered, the Sub-Ledger Project Code that was assigned to the CER's properties will be used as the default value for the Sub-Ledger Project.

Ordering Matrix Set Inventory Items - Properties Tab Screen

When adding or editing a Requisition item for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily order sets of transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Unit Costs that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Requisition Line Item transactions are automatically created or deleted when the "Quantity Ordered" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column



A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions

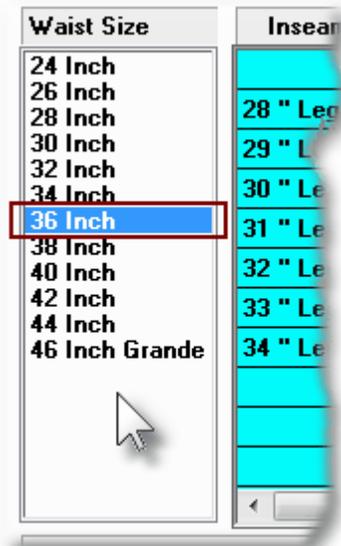
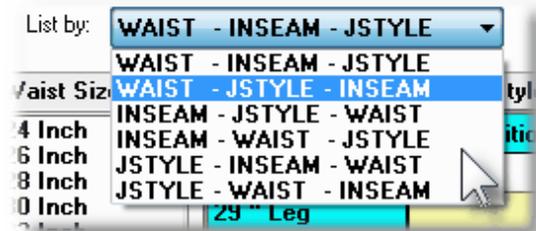
Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, a Requisition Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to	The value in the selected cell will be applied to each item in the current column. If editing a transaction's

Column	Quantity Ordered, then if the value being replaced was Zero, a Requisition Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. <i>Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.</i>
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Delete All Matrix Set Transactions	All Matrix Set Variant Ordered Item transactions for the displayed Inventory item will be deleted.

Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Requisition Line Item Entry/Editing" grid screen are as follows:

<p>➤ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and may be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.</p>	
--	--

	
<p>➤ A List By drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.</p>	
<p>➤ For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen. The Line Item Tax and Total fields are available as "Display Only" fields.</p>	

Recording New Requisition Line Item Transactions

A new transaction is automatically written when a Quantity Ordered field in the matrix is set to a Non-Zero value. That new record will have all of it's other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial Requisition Line Item Maintenance grid screen.

For Requisition Line Items for the given Inventory Item, (where no transaction for a Variant has

been added yet), any Costs, Quantities and properties are assigned as if the base Inventory Item was being ordered.

Costs and Expense Accounts are automatically assigned using the base Inventory code.

Line Item Comments Tab Sub-Screen

Two Line Item Comments may be entered for each item ordered. These might be used to describe special handling instructions, or to offer extra description of the item being shipped.

Some points to note about the fields on this screen when adding a Line Item:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are printed on both the Requisition and the Purchase Order

The text printed is entered by the following screen:

Modify PO Line Item

Line Item: 1 for Requisition #: 00001027 Vendor: 015025 Radio Shack

Item Ordered Line Item Comments 1 Line Item Comments 2

These comments will be printed with the Line Item for this PO.

Additional Line Item Comments ? Pre-Defined Comments Enter Comments

Goods associated to this purchase order must be shipped insured by the Vendor. In the event part of the cargo is dropped or damaged, the carrier will be held responsible.

Update Cancel

– Line Item Comments 1 & 2 Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance ⁴⁴¹ application.	
Edit the Comment Code's Text	<i>check-box</i>
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	
Comments	<i>X(1,000)</i>
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.2.7 RFQ Sub-Documents Entry Grid

The Request for Quotes, (RFQs), associated to Requisitions are entered and managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or have them displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to have those RFQs that have been selected to be posted as Formal Purchase Orders; just have all the Line Items from all the Sub-Documents DeSelected and reset back to Unassigned Line Items; or automatically email the RFQs, as PDFs, to those that have been selected.



Requisition/RFQ Management

Requisition #: 00001151 - Modify this Requisition
For Ship-To Batch Set: 1 Sentinel Hill Software Inc.

1 Default Properties 2 Unassigned Items to be Purchased 3 Request-for-Quote Trxs 4 Candidate Purchase Orders

Requisition 00001151
Buyer: LJC for Department: ADMIN1 default Supplier: 021533 ACM ELEVATOR COMPANY
Originator: LJC100 default Reorder Mgr.: HMOORE default Approver: LJC100 LAWRENCE J CARLSEN

Post Selected as Formal POs DeSelect All Items from All Print/Email Selected RFQs for Suppliers

List by: Supplier Code

RFQ #	Vendor	Company Name	City/State	# Items	Total \$ Value	To be	Approved By	Status	Approved	Dept.	Ship-To	Buyer	Reord Mgr.
00000047	010987	HOBART CORP	P.O. Box, IL	32	3,505.60	CHAST	Cathy Hastings	On-Hold		SOFTD1	1	LJC	HMOORE
00000056	016632	Vulcan Materials Co.	Birmingham, AL	1	344.96	LJC100	LAWRENCE J CARLSEN	Issued	6/25/13	ADMIN1	1	LJC	HMOORE
00000056	019658	SENTINEL HILL SOFTWA	WEST VANCOUVER, BC	1	344.96	LJC100	LAWRENCE J CARLSEN	Ready	6/25/13	ADMIN1	1	LJC	HMOORE
00000056	020588	T. SKORMAN PRODUCTIO	ORLANDO, FL	1	344.96	LJC100	LAWRENCE J CARLSEN	Ready	6/25/13	ADMIN1	1	LJC	HMOORE
00000056	020812	M & B EMBROIDERY	LAWTON, OK	1	344.96	LJC100	LAWRENCE J CARLSEN	Ready	6/25/13	ADMIN1	1	LJC	HMOORE

5 RFQs on file for this Requisition 1 Issued to Suppliers 0 Approved and Ready to be Posted as POs
0 Awarded and Waiting to be Approved 0 Posted as Formal POs

Update Cancel

RFQs listed by Vendor Code.

"Fast Buttons"

Post Selected as Formal POs

One function offered from the pop-up menu is to have the associated RFQ selected to be Posted as a Formal PO.

This Push button will read through the RFQs and automatically convert all those that have been selected into a formal Purchase Order.

DeSelect All Items from All

This function will read through each RFQ associated to the current Requisition and remove each Line Item, moving them back as Unassigned Items to be Purchased. Each RFQ is then deleted.

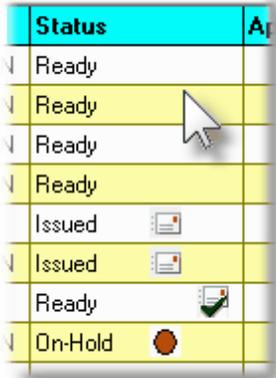
Print/Email Selected RFQs

One function offered from the pop-up menu is to have the associated RFQ selected to be emailed to it's targeted Supplier, (or printed if the email option for the RFQ is not selected)

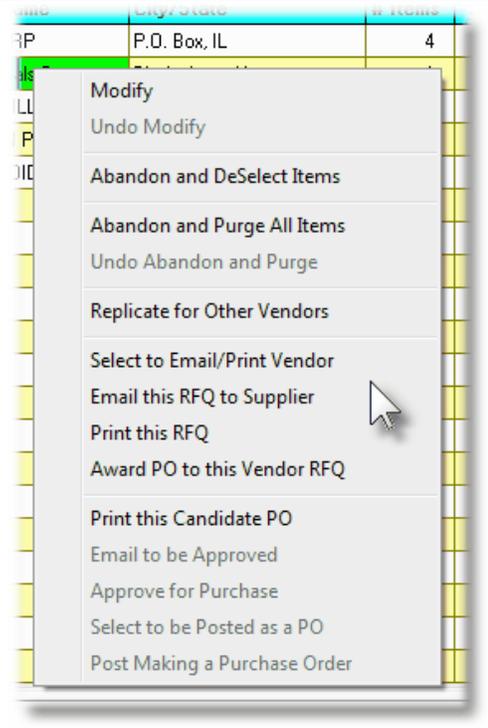
This Push button will read through the RFQs

and automatically email or print each one as a PDF.

Some of the special features of this "Inquiry" grid are as follows:

<p>➤ RFQs may be listed sorted by Supplier Code, Sub-Document # or the designated Approver.</p>	
<p>➤ Depending on the Status of any given RFQ shown in the grid, the following icons are displayed in the center of the Status column:</p> <ul style="list-style-type: none">  - Has been emailed or printed  - Is waiting to be Approved  - Has been Approved  - RFQ has been Awarded  - Is On-Hold <p>➤ Depending on whether any given RFQ shown in the grid has been selected for action, the following icons are displayed in the right side of the Status column:</p> <ul style="list-style-type: none">  - Is Selected to be Emailed to  - Is Selected to convert to a 	
<p>➤ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the RFQ.</p> <p>➤ In particular, the functions to have the RFQ duplicated for other Vendors, emailed to the supplier, and awarded to one of the Vendors, can be found here.</p>	

- Also, once awarded, if approval is needed, the functions to email the RFQ to be approved, and to actually have it approved, are presented here.



When a Requisition is selected to be emailed to the supplier, the PDF copy of the Requisition will be automatically emailed to the supplier. The body of this message, which you can edit to your liking, must be set up in a text file named **PO_RFQ_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME%%	The Name of the Vendor's Contact specified in the RFQ
%%RECIPIENT-EMAIL%%	The Email address for the Vendor's Contact specified in the RFQ
%%COMPANY-CODE%%	The Vendor Code of the Supplier being emailed
%%COMPANY-NAME%%	The Vendor's Company Name to whom the RFQ is being emailed
%%DOC-NUMBER%%	The Requisition # to which the RFQ is defined as a Sub-Document
%%MY-STRING-1%%	The Series 5 RFQ number (the Requisition's Sub-Document #)

%%MY-STRING-2%%	The name of the Buyer in your purchasing department
%%MY-STRING-3%%	The name of the Originator of the Requisition
%%MY-STRING-4%%	The name of the Contact at the Vendor's company
%%MY-STRING-5%%	Your company name

Selecting Alternate Vendors for an RFQ

The pop-up menu on the RFQ grid screen offers a function to **Replicate for Other Vendors** a given RFQ to be delivered to multiple suppliers. Some points to not when duplicating an RFQ to multiple Vendors:

- When evoked, the screen below is presented. It provides for the selection of 8 Vendors as alternate candidates to be the supplier of the items associated to the selected RFQ. (Should you wish to define more Vendors, merely reselect the Replicate function again).
- The Vendors to be selected must already be defined in the Series 5 Accounts Payable system.
- When a Vendor is selected, their contact person, phone number and email will be loaded. You may edit the contact and email address fields as needed. (If an email address is provided, then the RFQ may be automatically emailed to the supplier).
- Once the Vendors are entered, the Header screen of the selected RFQ is displayed for operator verification to proceed.
- Each RFQ that is generated for the one being replicated is created using the same RFQ Sub-document #. When any of the selected suppliers contact you about the RFQ, they will have to quote the respective RFQ # and their Vendor Code. Once you have selected a vendor to award the contract to, you must select that Vendor's RFQ, and from the pop-up menu click on the **Award PO to this Vendor RFQ** function. All other RFQs with the same number will be deleted from the system.

The following screen is presented for the entry of Vendors to which a given RFQ will be replicated:

Replicate RFQ # 00000060 for Requisition # 00001162

Requisition #: 00001162 - Replicate the selected RFQ
 Sub-Document RFQ #: 00000060 for Vendor: 020588 T. SKORMAN PRODUCTIONS, INC.

Select Alternate Suppliers for this RFQ

Request for Quote for: **T. SKORMAN PRODUCTIONS, INC.** Vendor: 020588
 ORLANDO, FL Vendor Type:
 Buyer: LARRY CARLSEN Terms:

Select alternate Candidate Suppliers to whom this RFQ will also be sent or emailed:

Vendor	Contact - Phone / Email	Email / Print ?
024048 DALHOUSIE UNIVERSITY HALIFAX, NOVA SCOTIA,	Larry Carlsen 604-925-6101 larryc@sentinel-hill.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
017158 GENERAL BINDING CORP. CHICAGO, IL	Simon Carlsen 604-925-6102 simonc@sentinel-hill.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
022916 SCHNABEL ENGINEERING ENGLEWOOD, CO	Duncan Joseph duncanj@sentinel-hill.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

Continue Cancel

Requisition Line Item Ordered Tab Sub-Screen - Field Definitions

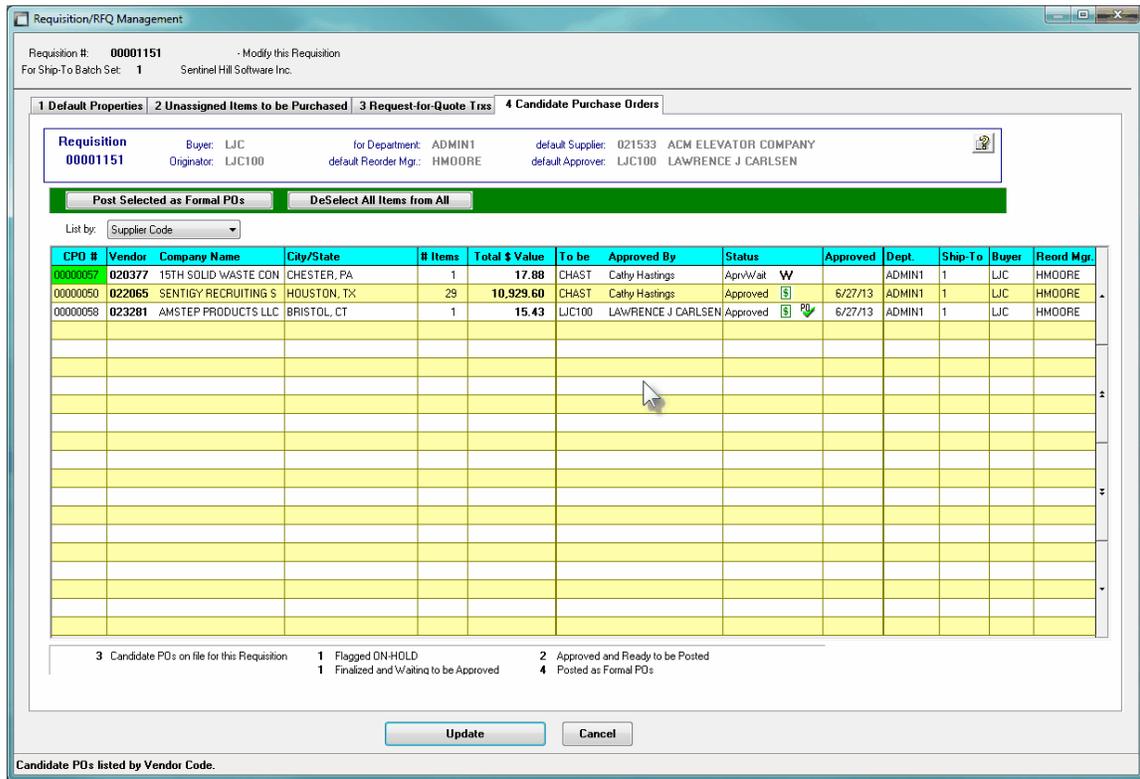
Vendor	X(6)
Enter the A/P Vendor code of the supplier for which a copy of the RFQ is to be generated for.	
Contact - Phone / Email	X(20) - X(20) - X(60)
Enter the person to who the RFQ should be directed to, along with their phone # and email address. If an email address is entered, then the RFQ will be eligible to be automatically emailed to that individual. Otherwise, the RFQ can be printed and mailed.	
Email / Print	check-boxes
This field is used to indicate whether the RFQ is to be emailed, or just printed, when it is to be delivered to the supplier.	

6.4.2.8 Candidate PO Sub-Documents Entry Grid

The Candidate POs associated to Requisitions are entered and managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or have them displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to have those Candidate POs that have been selected to be posted as Formal Purchase Orders, of just have all the Line Items from all the Sub-Documents DeSelected and reset back to Unassigned Line Items.

 Candidate PO Sub-Document Maintenance Grid



Requisition/RFQ Management

Requisition #: 00001151 - Modify this Requisition
For Ship-To Batch Set: 1 Sentinel Hill Software Inc.

1 Default Properties | 2 Unassigned Items to be Purchased | 3 Request-for-Quote Trxs | 4 Candidate Purchase Orders

Requisition: 00001151
Buyer: LJC for Department: ADMIN1 default Supplier: 021533 ACM ELEVATOR COMPANY
Originator: LJC100 default Reorder Mgr.: HMOORE default Approver: LJC100 LAWRENCE J CARLSEN

Post Selected as Formal POs DeSelect All Items from All

List by: Supplier Code

CPO #	Vendor	Company Name	City/State	# Items	Total \$ Value	To be	Approved By	Status	Approved	Dept.	Ship-To	Buyer	Record Mgr.
00000057	020377	15TH SOLID WASTE CON	CHESTER, PA	1	17.88	CHAST	Cathy Hastings	Apr/Wait	W			LJC	HMOORE
00000050	022065	SENTIGY RECRUITING S	HOUSTON, TX	29	10,929.60	CHAST	Cathy Hastings	Approved	S	6/27/13		LJC	HMOORE
00000058	023281	AMSTEP PRODUCTS LLC	BRISTOL, CT	1	15.43	LJC100	LAWRENCE J CARLSEN	Approved	S	6/27/13		LJC	HMOORE

3 Candidate POs on file for this Requisition
1 Flagged ON-HOLD
1 Finalized and Waiting to be Approved
2 Approved and Ready to be Posted
4 Posted as Formal POs

Update Cancel

Candidate POs listed by Vendor Code.

"Fast Buttons"

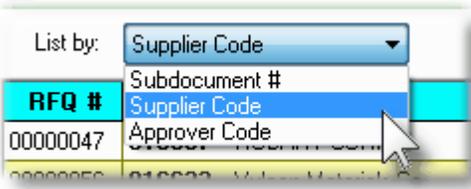
Post Selected as Formal POs

One function offered from the pop-up menu is to have the associated Candidate PO, (CPO), selected to be Posted as a Formal PO.

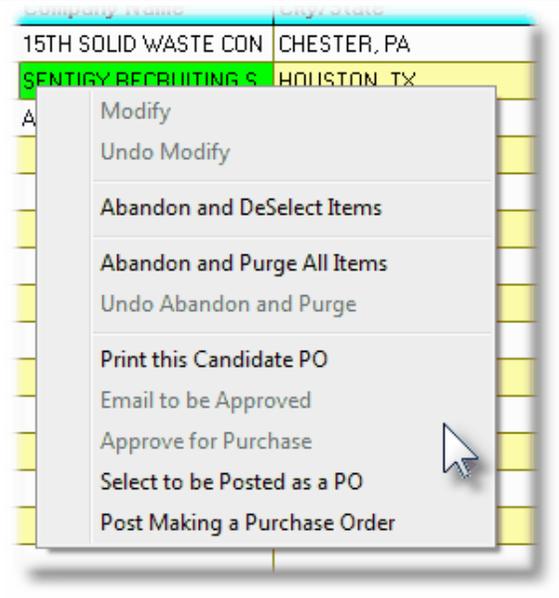
This Push button will read through the CPOs

	and automatically convert all those that have been selected into a formal Purchase Order.
DeSelect All Items from All	This function will read through each CPO associated to the current Requisition and remove each Line Item, moving them back as Unassigned Items to be Purchased. Each CPO is then deleted.

Some of the special features of this "Inquiry" grid are as follows:

<p>➤ Candidate POs may be listed sorted by Supplier Code, Sub-Document # or the designated Approver.</p>	
<p>➤ Depending on the Status of any given Candidate PO shown in the grid, the following icons are displayed in the center of the Status column:</p> <ul style="list-style-type: none">  - Has been emailed for  - Is waiting to be Appro  - Has been Approved  - Is On-Hold <p>➤ Depending on whether any given Candidate PO shown in the grid has been selected for action, the following icon is displayed in the right side of the Status column:</p> <ul style="list-style-type: none">  - Is Selected to conver 	
<p>➤ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the CPO.</p>	

➤ In particular, If the PO system is configured to require that the candidate POs be approved before being turned into a Purchase Order, the functions to have the CPO information emailed to the approval manager, and to actually have it approved, are presented here.



When a Candidate PO, (CPO), is selected to be "Emailed to be Approved", a PDF copy of the CPO will be automatically emailed to the specified Approval Manager. The body of this message, which you can edit to your liking, must be set up in a text file named **Requisition_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more than 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME%% %%	The Name of the Approval Manager
%%RECIPIENT-EMAIL%% %%	The Email address for the Approval Manager
%%COMPANY-CODE%% %	The Vendor Code of the suggested supplier or the Candidate PO
%%COMPANY-NAME%% %	The Vendor's Company Name of the suggested supplier
%%DOC-NUMBER%%	The Series 5 RFQ number (the Requisition's Sub-Document #)
%%MY-STRING-1%%	The Requisition # to which the RFQ is defined as a Sub-Document
%%MY-STRING-2%%	The name of the Buyer in your purchasing department
%%MY-STRING-3%%	The name of the Originator of the Requisition
%%MY-STRING-4%%	The name of the Approval Manager

6.4.2.9 Sub-Document Entry Data Screens

There are seven different screens that are presented for the entry of requisitions. (Not including the Batch Set Summary screen). Five of these screens are used for the entry of assorted comments and notes that can be recorded with a requisition, and Purchase Order. Each are identified with a tab.





Requisition Sub-Documents Tab Sub-Screens

- [Header Properties](#)  244
- [Line Items to be Ordered](#)  253
- [Reasons to Purchase Comments](#)  268
- [Warehouse Comments](#)  270
- [Header Comments 1, 2 and 3](#)  270

6.4.2.9.1 RFQ & Candidate PO Properties Screen

The first screen is used to capture data for the RFQ or Candidate PO Header information. This is the general information pertaining to each of the purchase order that would be generated for the requisition. This would include Date, suggested supplier, the Buyer, the Ship-To information about how the goods are to be shipped, and about sales tax and method of payment. The specific Originator and Authorizer is also presented on this screen. For RFQs, a Deadline Date and a Binding Date fields are displayed for dates to be entered.

RFQ and Candidate PO Entry - Properties Tab Screen

Some points to note for the Sub-Documents associated to a Requisition:

- The Sub-Document number is automatically assigned by the system. The Next Sub-Document Number is kept in the Purchase Order Processing Control Preferences.
- All sub-documents have an Originator and an Authorizer. The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is entering the Requisition, by default, will have their Requisition User Code assigned as the Originator of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may change the Originator of the requisition.
- The Authorizer is assigned, by default, from a property assigned to the Requisition.

When the Approve for Purchase function is executed, a different Approver may be selected. If the total value of the potential PO is less than the Approval \$ Limit of the Originator, then they also become the Authorizer. If not, then the system will attempt to identify the Requisition User that does have an Approval Limit that is higher than the value of the Candidate PO. (One of the properties associated to each Requisition User is their Next Higher Authorizer User. The system just reads through the users until an adequate Limit is reached).

- Once an RFQ or Candidate PO is generated from selected Requisition Line Items the Vendor Code cannot be changed. If this is necessary, then select the **Abandon and Deselect** function to reinstate the line items as Unassigned Items. You may then reselect a Vendor for each item, and re-build a new Candidate PO. For RFQs, you need only have to select the **Replicate for Other Vendors** functions.
- You may, however, edit the Supplier's Address and Contact information.
- A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as it's Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.
- Once the Vendor is selected, the system will check the Status of the Vendor. If it has been set to **"Hold All Payments"**, or **"No Further Purchases"**, a message will be displayed, and the Status will be set to **ON HOLD**.

Putting Requisition On-Hold

If after an RFQ or Candidate PO has been generated, if you wish to ensure that it does not get posted and converted into a Purchase Order, you may set the Status to **On-Hold**. Sub-Document On-Hold can only be Deselected or Printed. To remove the On-Hold status, click one of the other Select radio-buttons.

- The system will attempt to default the tax percentage values for the two sales taxes that might be charged. If within the A/P Control Preferences, the **Automatic Generation of Canadian GST/HST Distributions** is set, and for the Vendor the **Canadian GST/HST Tax** setting is **"Fully Recoverable GST/HST"**, then the tax percentages from the A/P Control Preferences will be assigned.

Canadian GST/HST

The Series 5 system provides support for accounting for multiple companies. One of the properties associated to each Company System is it's **Base Currency**. If the Base Currency is selected as Canadian, then Tax-1 and Tax-2 fields will have the labels of **GST/HST** and **PST** respectively.

- It's important to choose the applicable setting for each Tax's Non-Recoverable check-box. If checked then the associated computed tax amount will be included when the

Landed Cost of the goods being ordered are computed. If not checked, then it is not included, and the tax amounts will be recorded to the appropriate G/L expense account when the supplier's invoice is entered in the Accounts Payable system.

The following screen is displayed for the RFQs and Candidate POs Properties tab:

The screenshot shows a software window titled "Modify 'Candidate PO' for Requisition # 00001151". The window contains several sections:

- Header Properties:** Sub-Document CPD #: 00000050, Requisition #: 00001151.
- Candidate Purchase Order:** Status: APPROVED AS A FORMAL PO 6/27/13. Sub-Document #: 00000050. Issue Date: 6/14/13. Originator: LJC100 (LAWRENCE J CARLSEN). Was Approved: CHAST (Cathy Hastings).
- Supplier:** 022065 SENTIGY RECRUITING SOLUTIONS. Vendor Type: [blank]. Address: THREE WAY MAIN AVE, SUITE 1430. Contact: SHERRY PARROTT. Email: SLP@SENTINEL-HILL.COM. City: BURNABY. State/Prov: BC. Phone: 800-663-8354. Postal/Zip: 8181818. Terms: NET 30.
- PO Properties:** Type of PO: Normal PO. Ship To Department: ADMIN1 (Accounting_Administration). Buyer: LJC (LARRY CARLSEN). Ship To Branch: 1 - Sentinel Hill Software Inc. Ship Via: FedEx Air. Requested Delivery: 11/04/13. Promised Delivery: 11/11/13. Ship Goods: Not Applicable. Confirm Shipment: No. Goods are Taxable? (checked). Method of Payment: Charged On Account. Acknowledge Receipt of PO: Not Required. Brief Header Comments: [blank].

Buttons at the bottom: Add/View Attached Document(s), Update, Cancel.

RFQ and Candidate PO Entry Properties Tab Screen - Field Definitions

Sub-Document Number

9(8)

The RFQ or Candidate PO number is automatically assigned by the system. The Next Number is kept in the Purchase Order Processing Control Preferences. This is a unique number assigned to each RFQ and Candidate PO which is used to access it when required, and is printed on the PDF documents delivered to the Suppliers and to the Managers for approval.

Issue Date	(mmddyy)
This is the recorded date which the Sub-Document is entered into the system. It will default to the date the Requisition is being entered.	
Deadline Date	(mmddyy)
This is the date that the supplier must reply by with their quote. It will be printed on the RFQ. <i>This field is only presented on the RFQ sub-documents screen.</i>	
Binding End Date	(mmddyy)
This is the Binding Date associated to the RFQ. It's basically the date that, prior to which, a formal PO will be issued for the purchase of the specified goods, should the suppliers quote be awarded. <i>This field is only presented on the RFQ sub-documents screen.</i>	
Originator	X(6)
The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is entering the Requisition, by default, will have their Requisition User Code assigned as the Originator of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may change the Originator of the requisition.	
For Approval By / Was Approved By	X(6)
<p>The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Requisition User Code. The operator who is authorizing the Requisition, by default, will have their Requisition User Code assigned as the "Approver" of the requisition. If that operator's Logon User profile was set up as a "Super" Requisition User, they may select a different Requisition User as the Approver of the requisition.</p> <p>In order to be a candidate as an "Approver" of the requisition, the Requisition User must have an Authorization Limit that exceeds the total dollar value of the Requisition; must be either the "Originator" of the Requisition or a "Super" Requisition User; and must have Ship-To access rights for the Ship-To assigned to the Requisition.</p> <p>Once a given Requisition User is selected as the "Approver", the operator must enter that user's Authorization Password.</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Approving a Requisition</p> <p>Once a Requisition has been approved, no further changes, additions or deletions may be done that will affect the overall price of the goods associated to the resulting purchase order. You will, however, be able to change most of the fields found on the Properties tab associated to the Shipment of the goods.</p> </div>	

<input type="text"/>	
Select this RFQ/Candidate PO	radio-buttons
<p>A number of different functions may be performed on the RFQ or Candidate PO. These selection options may be set using these radio-button. Normally, these settings can be set using functions offered from the pop-up menu on the RFQ or Candidate PO grid screens.</p> <p>Note that you can reset the status of an RFQ or Candidate PO that has entered the "approval" process by setting it <i>On-Hold</i>. You may then click the <i>Not Yet</i> select radio-button to return it back to its original "<i>Waiting to be Dealt With</i>" status.</p>	
Email a copy of Proposed PO to the Approver ?	check-box
<p>If the individual designated to Approve the Requisition is to be emailed a copy of the RFQ or Candidate PO for approval, set this field. This field will be automatically set if an email address had been assigned in the selected Approver's Requisition User properties.</p>	
Email the RFQ to the Supplier ?	check-box
<p>If the contact individual associated to the RFQ's Vendor is to be emailed a PDF version of the RFQ, set this field. This field will be automatically set if an email address had been assigned in the selected Vendor's properties.</p>	
Suggested Supplier – Vendor Code	X(6)
<p>Once an RFQ or Candidate PO is generated from selected Requisition Line Items the Vendor Code cannot be changed. You may, however, edit the address and contact information.</p>	
Suggested Supplier – Address, City, State, Postal	3 x X(30), X(20) & X(5)
<p>These fields will default for the A/P Vendor that is selected. This address will be printed on the Purchase Order.</p>	
Suggested Supplier – Contact	X(20)
<p>Enter the name of the sales person or contact at the supplier from who the information</p>	

about the goods being purchased was obtained. If the resulting Purchase Order is to be emailed, this name will be used in the email.

Suggested Supplier – Phone, FAX & Email Address

X(20) & X(20) & X(80)

Enter the phone number, FAX and/or the email address of the sales person or contact for the supplier of the goods being purchased. If the resulting Purchase Order is to be emailed, the email address entered here will be used.

Suggested Supplier – Terms

X(15)

Enter the description of the Terms of Sale associated to the PO. The terms entered here will print on the purchase order to advise the vendor of the terms you want. It will default to the terms found in the Vendor file.

Buyer Code

X(6)

The Buyer is the person requesting to purchase the goods entered on the purchase order that will be created from this Requisition.

If there is a Default PO Header defined for the selected Buyer, those specified default values will be assigned to the applicable remaining header fields of this Requisition.

When the goods associated to this requisition's purchase order are received, the Buyer's properties' Period-to-Date, Year-to-Date and Life-to-Date statistics for total PO purchases will be updated.

Email the Buyer when the Goods are Received ?

check-box

If the Buyer is to be sent an email message when the goods for the PO are received, set this field. This field will be automatically set if an email address had been assigned in the selected Buyer's properties.

Ship-To Department Code

X(6)

Enter the Department Code for which the resulting Purchase Order is to be charged or delivered to. Once selected, the Ship-To Code to which the selected Department belongs to is displayed. Once the final PO is generated, the address associated to this Ship-To is where the supplier will deliver his goods. Both the Department and its Ship-To must be valid codes that are defined by the PO system. (Note that the Ship-To IS NOT the Location Code that you may have defined in the Series 5 Inventory Management System).

Series 5 Inventory Management Locations

When defining the PO Ship-To Codes, one of the properties is the Warehouse Location. When the PO system is used with the Inventory Management system, when goods are ordered and received, it is this I/M Location Code's warehouse where the inventory items are stored; and it is the I/M Location Code that is used when inventory Quantity-on-Order and Quantity-on-Hand fields are updated.

If a Department was defined for the Requisition "To be Assigned" to it's sub-documents, then this field will be set to that value, and the field may not be edited. Also, if the operator access privilege was set such that only a specific Department may be used, then that Department will be assigned, (and the field may not be edited). Also, if the operator access privilege was set sub that only a specific Ship-To may be used, then if the selected Department does not belong to that Ship-To, the system will not allow it to be entered.

Purchase Order Type

drop-down list

When the Requisition is approved and converted into a Purchase Order, this is the Type of PO that it will become.

Normal PO
Blanket PO
Drop Ship

PO is to be Printed ?

check-box

Normally Purchase Orders will be printed and sent to the supplier. If you don't ever intend to print the PO, or if it is just to be emailed, then make sure this field is un-checked. For processing by other purchase order applications that require the purchase order to have been printed, it will be processed as if it was. You may change this setting at any time prior to converting the Requisition to a Purchase Order.

PO is to be Emailed ?

check-box

The Series 5 system provides the option of either printing Purchase Orders, or having them emailed, or both. Set this check-box to have it emailed. You must make sure that the email address supplied earlier on this screen is correct.

The purchase orders are emailed when the Print Purchase Orders operation is executed.

Ship-Via Code

X(6)

The Ship Via Code indicates the method by which the order will be shipped from the supplier. This information is printed on the Purchase Order delivered to the supplier.

FOB Code

X(6)

When freight or express charges are involved in the purchase of merchandise, it is

important that the buyer and seller understand which party is responsible for the transportation costs.

FOB factory means free on board, or loaded on board, the means of transportation at the factory free of loading charges, and the buyer pays transportation costs from there. Likewise, FOB destination means the seller will pay transportation costs to the destination of the goods.

Select the applicable FOB code. This information is printed on the Purchase Order delivered to the supplier.

OK to Partially Ship Goods ?

check-box

Indicate whether or not goods that are ordered are to be fully shipped or not. That is, if the supplier can't ship the entire quantity of goods ordered, then should it be shipped at all. This information is printed on the Purchase Order delivered to the supplier.

OK to Back Order Goods ?

check-box

Indicate whether or not if goods that are ordered can't be shipped if they are to be Back Ordered, and shipped at a later date. This information is printed on the Purchase Order delivered to the supplier.

Requested Delivery Date

(mddy)

Record the date which you want the goods to be delivered by.

Promised Delivery Date

(mddy)

If you have already been in contact with the suggested supplier, and they gave a date which the goods should be delivered by, enter that date into this field.

Ship Goods

radio-buttons

Indicate how the shipping costs associated to the goods are to be dealt with. Either to be paid Collect when they arrive, or Prepaid by the supplier. This information is printed on the Purchase Order delivered to the supplier.

- Collect
- Prepaid
- Not Applicable

Confirm Shipment

radio-buttons

Indicate whether or not you want the supplier to notify you when the goods are actually shipped. This information is printed on the Purchase Order delivered to the supplier.

- No
- Yes
- Confirmed

Goods are Taxable ?	<i>check-box</i>
If sales tax is to be computed on the goods ordered, set the check-box.	
Tax-1 and Tax-2 Percentages	99.999 %
Enter the Sales Tax to be computed on the goods that are ordered. The system will attempt to default the tax percentage values for the two sales taxes that might be charged. If within the A/P Control Preferences, the Automatic Generation of Canadian GST/HST Distributions is set, and for the Vendor the Canadian GST/HST Tax setting is "Fully Recoverable GST/HST" , then the tax percentages from the A/P Control Preferences will be assigned.	
Tax-1 and Tax-2 Non-Recoverable flags	<i>check-box</i>
It's important to choose the applicable setting for each Tax's Non-Recoverable check-box. If checked then the associated computed tax amount will be included when the Landed Cost of the goods being ordered are computed. If not checked, then it is not included, and the tax amounts will be recorded to the appropriate G/L expense account when the supplier's invoice is entered in the Accounts Payable system.	
Method of Payment	<i>radio-buttons</i>
This field is used to indicate the method of payment that will be used for the goods purchased. Normally, you would accept the default <i>Charged On Account</i> . For certain suppliers, you may be required to prepay for the goods before they are shipped to you. In this case you would select either of the two <i>Prepay</i> settings. In these two cases, when the goods are actually received, because they were already paid for, distributions are generated such that Inventory is <i>Debited</i> and the Inventory-In-Transit account is <i>Credited</i> .	
	<input checked="" type="radio"/> Charged On Account <input type="radio"/> Prepay by Letter-of-Credit <input type="radio"/> Prepay by Wire Transfer
Acknowledge Receipt of PO	<i>radio-buttons</i>
Specify whether or not you wish the supplier to acknowledge receipt of the purchase order. Once you receive acknowledgement you can set the <i>Ack Received</i> button. An applicable directive will print at the bottom of the purchase order	
	<input checked="" type="radio"/> Not Required <input type="radio"/> Yes Please <input type="radio"/> Ack Received
Brief Header Comments	3 x X(30)
Three Brief Comment field lines may be entered for the PO. These might be for ad-hoc	

comments, that you don't wish to have defined as a Comment Code. These comments will print at the bottom of each page of the Purchase Order.

Goods are for Resale ?***check-box***

If goods being ordered are for Resale, set the check-box. This field is for information purposes only.

6.4.2.9.2 RFQ & Candidate PO Line Items Grid

The second screen of the RFQ or Candidate PO Entry is a Series 5 grid screen, that displays up to twenty line items at a time. This scrolling screen offers the operator a summary display of the individual line items being purchased belonging to the sub-document. Each row of the grid displays the Inventory Item, a Description, the Vendor's Part Number, the Quantity Ordered and the Unit Price, and the Extended Price of each item.

From this grid screen, push-buttons are provided that may be used to add, insert, modify or delete items to be purchased. *(When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).*

The properties associated to each item wanting to be purchased are maintained using a Series 5 grid processing screen.

RFQ and Candidate PO Entry — To be Ordered Line Items Grid Tab Screen

Modify "Request for Quote" for Requisition # 00001151

Sub-Document RFQ # : 00000047 Modify this Sub-Document
Requisition #: 00001151

1 Header Properties 2 Line Items 3 Reason to Purchase 4 Warehouse Comment 5 Header Comment-1 6 Header Comment-2 7 Header Comment-3

Request for Quote for: **HOBART CORP** Vendor: 010987
P. O. Box,IL Vendor Type:
Buyer: LARRY CARLSEN Terms:

New Insert Modify Delete

Copy PO Lines from History

List by: Line #

Line	Inventory Item	Description	Vendor Item Code	Ordered	Unit Price	Tax	Disc	Total	Approved	By
1	A110	Rubber Garden Hip Waders		4	45.000	Y		201.60		LJC100
8	A100	Toro Class 1 Lawn Mower	5HP Motor with assisted Dr	1	200.000	Y		224.00		LJC100
9	BA001:LRG-BLD	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:LRG-COT	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:LRG-LTH	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:LRG-RYN	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:LRG-SLK	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:MED-BLD	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:MED-COT	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:MED-LTH	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:MED-RYN	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:MED-SLK	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:PET-BLD	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:PET-COT	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:PET-LTH	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:PET-RYN	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:PET-SLK	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:SML-BLD	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:SML-COT	Mens Riding Shirt		5	22.000	Y		123.20		LJC100
9	BA001:SML-LTH	Mens Riding Shirt		5	22.000	Y		123.20		LJC100

Totals for 27 Line Item(s): Qty to be Ordered: 130 \$ 3,505.60

Update Cancel

"Fast Buttons"

New	Add a new Line Item
Insert	Insert a new Line Item just in-front-of the currently highlighted row in the grid
Modify	Modify the Line Item highlighted in the grid
Delete	Delete the Line Item highlighted in the grid
Copy PO Lines from History	To select a particular Purchase Order from history, and have it's line items copied in as Unassigned items, or items belonging to the currently selected RFQ or Candidate PO.

 RFQ and Candidate PO Line Items - Item Ordered Tab Sub-Screen

Some points to note about adding or editing the items that are to be purchased associated to RFQ or Candidate PO sub-documents:

- When selecting a stocked Inventory Item to be purchased, the Description, Unit of Measure, UPC Code, Unit Cost, and if available, the Suppliers Part Code fields are initialized from the corresponding Inventory Management system part record.
- For stocked Inventory Items, if Primary or Alternate Vendors had been defined, then these will be presented to be selected as the preferred Supplier, along with the Last Vendor that the items was purchased from. In the event a different supplier is wanted, the opportunity to select a different Vendor is offered.
- The **Quantity to Order** field will default to a value of 1. If for an Inventory Item, on it's Usage Control tabbed sub-screen, an **Order Qty Multiples** value is set, this will be used as the default for the Quantity to Order on the requisition.
- If a Vendor's Item Code has been established, (using the Purchasing System's Vendor Item Codes Maintenance function), the Quantity to Order, and Unit Price fields will be set from the values defined there.
- Inventory Items have as one of their properties an Activity Status setting. This setting determines whether or not the given item may be bought or sold. If the selected Inventory Item is flagged with it's **Buy Status** set to **No**, then it may not be entered on the requisition as an item to be purchased.
- Inventory Items have G/L Inventory Accounts assigned to them based on the Product Category that they have been assigned to. When an Inventory Item is selected to be purchased, the system will retrieve it's G/L Inventory Account and assign it to the requisition line items G/L Expense Account.
- If a CER Code is entered, the G/L Expense Account and the Sub-Ledger Project Code that was assigned to the CER's properties will be assigned to the Line Items' G/L Account and Project.
- If after entering the Items Ordered screen of a requisition's item, the **Add and More** button is clicked, the system displays the first screen to have the next item to be ordered entered. The, Non-Inventory flag, Requested Delivery Date, Promised Date, CER Code, G/L Expense and Sub-Ledger Project fields will each be defaulted to the same as was entered for the previous line item.
- If the Inventory Item being entered is defined with a Matrix Set, then a number options are available. These include the following:
 - ✓ You may choose to have the system automatically order all variations of that item for a specified Quantity and Unit Cost

- ✓ A Matrix grid screen is presented listing the available Dimensions, or Variation Types, as rows or columns. From this screen Quantity-to-Order or Unit Cost amounts may be entered directly.
- ✓ From the Matrix grid screen, you may assign a given Quantity to a whole row, or column, which causes the system to automatically add Requisition Line Items for the associated Item variants.

The control properties associated to each Requisition's Line Items to be purchased, associated to an RFQ or Candidate PO, are maintained by the following screen:

The above screen is for specifying the purchase of inventory items. The current Quantity amounts from the Inventory Management system are displayed to assist if making ad-hoc decision as to the Quantity to be ordered.

For Non-Inventory Items, you need only to enter the Supplier's part number, along with

appropriate descriptions.

Item Ordered | Line Item Comments 1 | Line Item Comments 2

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Supplier's Part Code:

To be Shipped To: Sentinel Hill Software Inc.

Dell Server System
8 MegRam with 2 - 512 Gig Disk
and 2 24 Inch Monitors

The following screen is displayed to enter the details associated to selecting to purchase an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled [Matrix Set Item\(s\) Quantity](#)¹⁷⁹, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :

Modify Unassigned Line Item

Line Item # 9 for Unassigned Line Item of Requisition #: 00001151

Matrix Item Ordered | Matrix Set Item(s) Quantity

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Matrix Inventory Item:

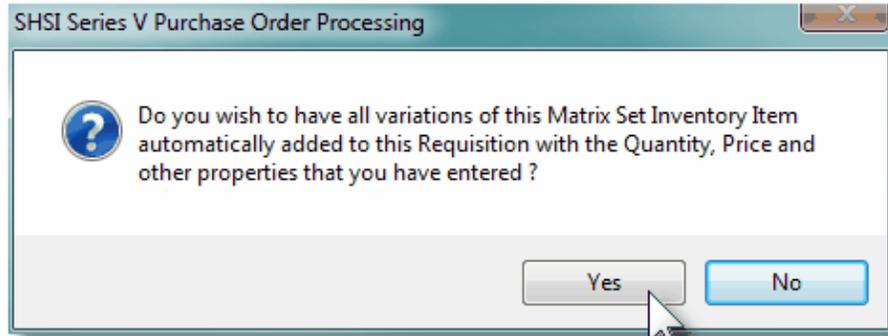
Supplier's Part Code:

To be Shipped To: Sentinel Hill Software Inc.

Ladies "Canucks" Team Scarf

Inventory Quantities for PCA	
On-Hand:	1,979.0
Committed:	35.0-
Future Commit:	
Back Ordered:	
On-Order:	4.0-
Available:	2,014.0

When Adding an Inventory Item that has been defined with a Matrix Set, once the Quantity-to-Order, and Unit Price, and other fields have been entered, the operator will be prompted if they wish to have all variations of the item ordered with the given settings. Clicking Yes will cause a Requisition Line Item record to be generated for each possible combination of Dimension Attributes for the selected Matrix Item.



A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as its Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.

	\$Cdn @ 0.9000	\$US Currency
Qty to Order:	1.000	
Unit Price:	6,000.0000	
Extended: \$	6,000.00	5,400.00
% Discount:		
Tax-1:	12.0 %	720.00
Tax-2:	0.0 %	
Total: \$	6,720.00	6,048.00

Requested Delivery: 12/05/10 Promised Delivery: 12/05/10 Notify when Delivered:

— Line Item Ordered Tab Sub-Screen - Field Definitions

Non-Inventory Item	check-box
If the particular item that is to be ordered is NOT a stocked Inventory Item, defined by the Series 5 Inventory Management system, then set this check mark.	
Inventory Item	X(20)
Enter the Inventory Item's Part Number assigned by the Inventory Management system.	
Should you wish to browse the inventory files for the desired item, click the binoculars,  , icon and the Inventory Item Lookup ⁶⁹ screen window will be displayed. (One of the nifty features is its ability to display inventory items based on the Item's Description keywords. That is, a table is kept on file indexing all inventory by each word in the items Description).	
For example, if the Keyword "Lookup" mode was chosen, and RED was entered as the keyword, the grid would list all inventory items that had the word RED within its	

description.	
Supplier's Part Code	<i>X(20)</i>
<p>This field is used to record the supplier's part number for the item being ordered. If there had been a Vendor Item Code defined for the Inventory Item, then it will be automatically assigned. It may be changed as required.</p> <p>When the requisition is converted into a purchase order, if a Vendor Item is supplied, and if a Vendor Item code was defined in the PO system, then it will be updated with the Vendor Part Code supplied, long with whatever Unit Price was entered.</p>	
Description	<i>4 x X(30)</i>
<p>These fields are used to describe the item being purchased. They will be printed on the purchase order.</p>	
Ship To Department	<i>X(6)</i>
<p>Enter the Department Code for which the item is to be charged or delivered to. Once selected, the Ship-To Code to which the selected Department belongs to is displayed. Once the final PO is generated, the address associated to this Ship-To is where the supplier will deliver his goods. Both the Department and it's Ship-To must be valid codes that are defined by the PO system. (Note that the Ship-To IS NOT the Location Code that you may have defined in the Series 5 Inventory Management System).</p> <div data-bbox="357 1113 1409 1348" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Series 5 Inventory Management Locations</p> <p>When defining the PO Ship-To Codes, one of the properties is the Warehouse Location. When the PO system is used with the Inventory Management system, when goods are ordered and received, it is this I/M Location Code's warehouse where the inventory items are stored; and it is the I/M Location Code that is used when inventory Quantity-on-Order and Quantity-on-Hand fields are updated.</p> </div> <p>If a Department was defined for the Requisition "To be Assigned" to it's sub-documents, then this field will be set to that value, and the field may not be edited. Also, if the operator access privilege was set such that only a specific Department may be used, then that Department will be assigned, (and the field may not be edited). Also, if the operator access privilege was set sub that only a specific Ship-To may be used, then if the selected Department does not belong to that Ship-To, the system will not allow it to be entered.</p>	
Identify the Supplier to be Purchased From	<i>radio-buttons</i>
<p>For stocked Inventory Items, if Primary or Alternate Vendors had been defined, then these will be presented to be selected as the preferred Supplier, along with the Last Vendor that the items was purchased from. In the event a different supplier is wanted, the opportunity to select a different Vendor is offered.</p>	

Once an RFQ or Candidate PO has been generated, you will not be able to select a different Supplier. When this screen is presented for items associated to a sub-document, this field is provided for information purposes only.

Item Selection Status

radio-buttons

This set of radio buttons may be used to select how the line item is to be dealt with. You may select it to be put On-Hold, selected to be used to generate a Candidate PO; or selected to be used to generate a Request-for-Quote. (All of these selection may also be performed from the pop-up menu presented on the Line Item's grid screen when a particular Line item is right-clicked).

a Hint

If on the Line Items grid screen, any particular function in the pop-up menu is not enabled, (due to the status as a result of prior functions that have been performed), you may click the "On-Hold" button to clear the status. Then Un-Hold the item. You would then be able to perform any desired function).

This field is not presented on the Line Items screen for items associated to a sub-document.

Quantity to Order

999,999.999-

Enter the Quantity of the item that is to be purchased. This will default to 1 item, If for an Inventory Item, on it's Usage Control tabbed sub-screen, an **Order Qty Multiples** value is set, this will be used as the default for the Quantity to Order on the requisition.

When this value is edited, the Extended, Taxes and Total amount will be recomputed and redisplayed.

Units

X(4)

This field is used to describe the Units of the item being purchased. This will default to that defined by the Inventory Item.

Unit Price

\$ 9,999,999.9999

Enter the item's Unit Cost that you would expect to be charged by the supplier. This value will by default be set to the Last Vendor's Unit Cost that is maintained in the Inventory Management system's Item Location record.

If the actual price that is charged varies from this amount that it is entered, the difference becomes the basis for the Price Variance statistic that is used to evaluate the vendor's performance by the [Vendor Performance Report](#)⁴²⁰ function.

Currency Selection

radio-buttons

A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as it's Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. It is possible that certain items will be priced using your base currency. Both the base currency, and the foreign currency will be presented so the operator may choose which is applicable. Regardless of the selection, totals for the item are displayed in both currencies.

<input checked="" type="radio"/>	\$ US
<input type="radio"/>	\$ Cdn

Extended Amount**\$ 99,999,999.99**

This is the result of the (Quantity-to-Order x Unit-Price). This field may not be altered.

Discount Percentage**999 %**

If the supplier is offering a Discount at the time the requisition is being put together, you may record it. (Thus the basic Unit Cost will be maintained, but the price offered is also recorded. When a Discount % is entered, the Discount Amount, any Taxes and the Total will be recomputed and redisplayed.

Tax-1 and Tax-2 Amounts**\$ 99,999.99**

If the goods associated to the requisition are taxable, and Sales Tax Rates have been established, the Tax Amounts will be computed. These amount may also be manually entered. For Canadian users GST, HST and/or PST tax amounts may be recorded.

Allowable Price Variance**999.99 %**

The price variance is a percentage which will be used to determine a plus or minus variance of the charges of the item that is used in the entry of the Accounts Payable invoice. The amount entered in A/P cannot exceed the upper variance or be less than the lower variance.

Requested Delivery Date**(mmddyy)**

This is the date that you have advised the supplier that you hope to receive the item being purchased. If a Promised Date is NOT recorded, then the Request Date will be used as the anticipated delivery date for both the Cash Requirement and the Scheduled Receipts reports.

Promised Delivery Date**(mmddyy)**

This is the date that the supplier has given you as the expected delivery date. The Promise Date is basically a negotiated request date. If the vendor is unable to meet the

request date for the delivery of the item, he will propose a different date that they feel can be met. You should enter that date as the promise date leaving the request date as it was originally entered. Doing so will enable you to see how late the shipment was compared to the original request date.

Cash Requirement and Scheduled Receipts Reports

When these reports are executed analyzing the goods that are purchased as to their projected receipt date, the Promised Delivery Date is used. If that date is not given, then the Requested Delivery Date is used.

The [Cash Requirement Report](#)^[391], for a selected reporting period, attempts to predict your required cash flow for making payments to your suppliers for goods purchased. The [Scheduled Receipts Report](#)^[402], provides a breakdown of what ordered goods are expected to be received on a range of dates, or for particular period.

Notify When Delivered

X(40)

This is the name, or email, of the individual that should be notified by the warehouse staff when this particular item is received. (It's basically up to the discretion of the receiver, or the operator that records the receipt of the goods in the [Receiving Entry](#)^[352] operation, whether or not the person is notified or not).

Capital Equipment Requisition (CER) Code

X(6)

Capital Equipment Requisitions, (CERs), are used by the Series 5 Purchasing system as a means of grouping purchases at the line item level. They may be used to group purchases that all pertain to a single larger requisition. They may also be used as a method of giving approval for large capital expenditures by management before the purchase orders are actually processed.

When line items are being entered for a Requisition, a CER Code may be specified. When the associated PO is generated, an entry will be written to the CER transaction file for each item with a CER code. The [Capital Equipment Requisition Report](#)^[406] will list all line items found in the CER transaction file by the code along with their expected and actual costs.

G/L Expense Account

9(18) - 9(5)

For Inventory Items, this account will default to that defined by the Product Category Location Account from the Inventory Management system. For non-Inventory items, enter the G/L Expense account to which the purchase of this line item will be recorded when the supplier's invoice is processed in the Accounts Payable system.

To enter an account, click on the icon displayed to the left of the displayed account number field, and a window will be displayed on which you may enter the account number, or launch the AP Account "Lookup" function. The account that is finally entered

must be defined as a valid account in the A/P system.

If a CER Code was entered, the G/L Expense Account that was assigned to the CER's properties will be used as the default value for the G/L Account.

Optional Expense Account Entry

If you do not require the user's entering Requisitions or Purchase Orders to have to enter the Expense Account, an option in the [PO Control Preferences](#) ^[478] may be set, or cleared accordingly. If an expense account is entered, when the associated Vendor Invoice is entered in the A/P system, the Expense Distribution will be automatically recorded with this account.

Sub-Ledger Project

X(6), X(8), X(4)-X(4), or X(4)-99-99

If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. Enter the Project Code to which this expense is associated to.

When the suppliers Invoice is entered into the Accounts Payable system, the Project Code entered here will be used as the default for the Expense Distribution associated to this line item.

If a CER Code was entered, the Sub-Ledger Project Code that was assigned to the CER's properties will be used as the default value for the Sub-Ledger Project.

Ordering Matrix Set Inventory Items - Properties Tab Screen

When adding or editing a Requisition item for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily order sets of transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Unit Costs that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Requisition Line Item transactions are automatically created or deleted when the "Quantity Ordered" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column

Modify Candidate PO Line Item

Line Item # 1 for Candidate PO Line Item of Sub-Document #: 0000050

Matrix Item Ordered | **Matrix Set Item(s) Quantity**

For the Inventory Item's Matrix Set, enter Quantity, Price and/or Costs for the given Requisition Line Item

Inventory Code: BA001 Mens Riding Shirt Stock Location: PCA
Matrix Set: SHIRT

List by: SIZES - FABRIC Displaying/Editing: Quantity Ordered

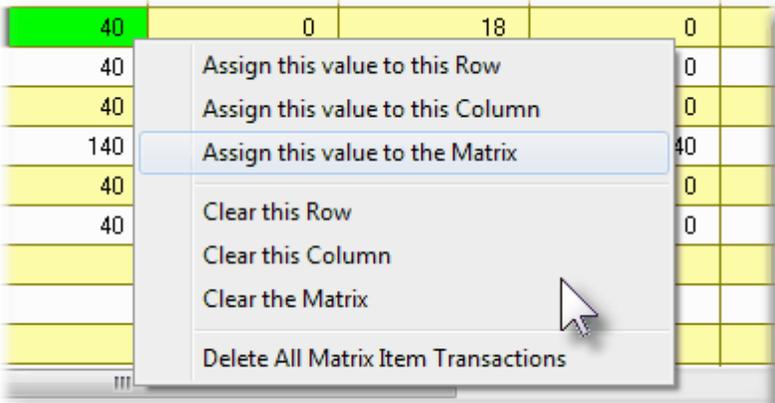
Size	Fabric				
	Silk	Cotton	Rayon	Leather	Cotton/Silk
Petite	20	10	10	10	10
Small	20	10	10	10	10
Medium	20	10	10	10	10
Large	20	10	10	10	10
Extra Large	20	10	10	10	10

Cell Matrix Item Code: BA001:PET-SLK 0 Trxs Added 0 Trxs Removed

Update

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions



40	0	18	0
40			0
40			0
140			40
40			0
40			0

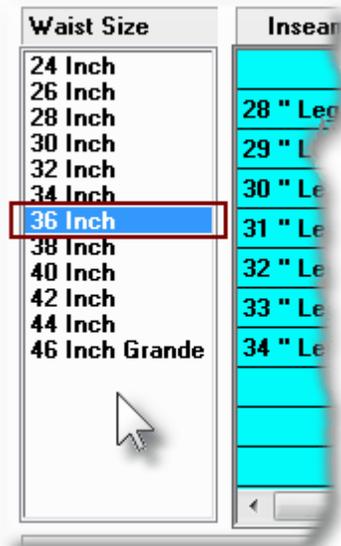
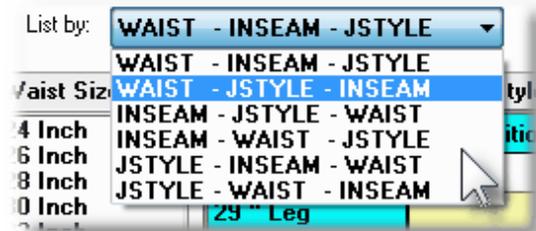
Function	Description
Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, a Requisition Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.

Assign value to Column	The value in the selected cell will be applied to each item in the current column. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, a Requisition Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. <i>Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.</i>
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Delete All Matrix Set Transactions	All Matrix Set Variant Ordered Item transactions for the displayed Inventory item will be deleted.

Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Requisition Line Item Entry/Editing" grid screen are as follows:

<p>➤ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and may be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.</p>	
--	--

	
<p>➤ A List By drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.</p>	
<p>➤ For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen. The Line Item Tax and Total fields are available as "Display Only" fields.</p>	

Recording New Requisition Line Item Transactions

A new transaction is automatically written when a Quantity Ordered field in the matrix is set to a Non-Zero value. That new record will have all of it's other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial Requisition Line Item Maintenance grid screen.

For Requisition Line Items for the given Inventory Item, (where no transaction for a Variant has

been added yet), any Costs, Quantities and properties are assigned as if the base Inventory Item was being ordered.

Costs and Expense Accounts are automatically assigned using the base Inventory code.

Line Item Comments Tab Sub-Screen

Two Line Item Comments may be entered for each item ordered. These might be used to describe special handling instructions, or to offer extra description of the item being shipped.

Some points to note about the fields on this screen when adding a Line Item:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are printed on both the Requisition and the Purchase Order

The text printed is entered by the following screen:

Modify PO Line Item

Line Item: 1 for Requisition #: 00001027 Vendor: 015025 Radio Shack

Item Ordered Line Item Comments 1 Line Item Comments 2

These comments will be printed with the Line Item for this PO.

Additional Line Item Comments ? Pre-Defined Comments Enter Comments

Goods associated to this purchase order must be shipped insured by the Vendor. In the event part of the cargo is dropped or damaged, the carrier will be held responsible.

Update Cancel

– Line Item Comments 1 & 2 Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance application.	
Edit the Comment Code's Text	<i>check-box</i>
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	
Comments	<i>X(1,000)</i>
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.2.9.4 Requisition Reasons to Purchase Screen

A Reason to Purchase comment may be entered for the Requisition sub-document. These might be used to describe exactly why the items are being purchased, or how they are to be used.

Some points to note about the fields on this screen when adding a Requisition:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item

- These comments are printed on the Requisition and are available to the Purchase Order Inquiry function

The comment text is entered by the following screen:

Reasons to Purchase Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are	

set-up, assigned a code, and maintained using the Comment Code Maintenance application.	
Edit the Comment Code's Text	<i>check-box</i>
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	
Comments	<i>X(1,000)</i>
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.2.9.5 PO Warehouse & Header Comments

For each Purchase Order that is maintained in the system, special comments may be entered. When entered for the Requisition they are carried through to belong to the associated Purchase Order.

Two types of comments are provided for.

1. One comment is used to provide special handling information to the warehouse when the goods arrive. These comments are displayed to the operator that records the receipt of the goods. (They are not printed on the Purchase Order itself).
2. Two additional Header Comments are available to provided addition general description of the goods to be purchased. These comments are printed in the body of the Purchase Order. They may be used to describe agreed upon payment plans, handling instructions, or shipping details.

Some points to note about the fields on this screen when adding a Requisition:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are made available to the Purchase Order Inquiry function

The comment text is entered by the following screen:

Warehouse & PO Header Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance ⁴⁴¹ application.	
Edit the Comment Code's Text	<i>check-box</i>

The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.

Comments

X(1,000)

Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.

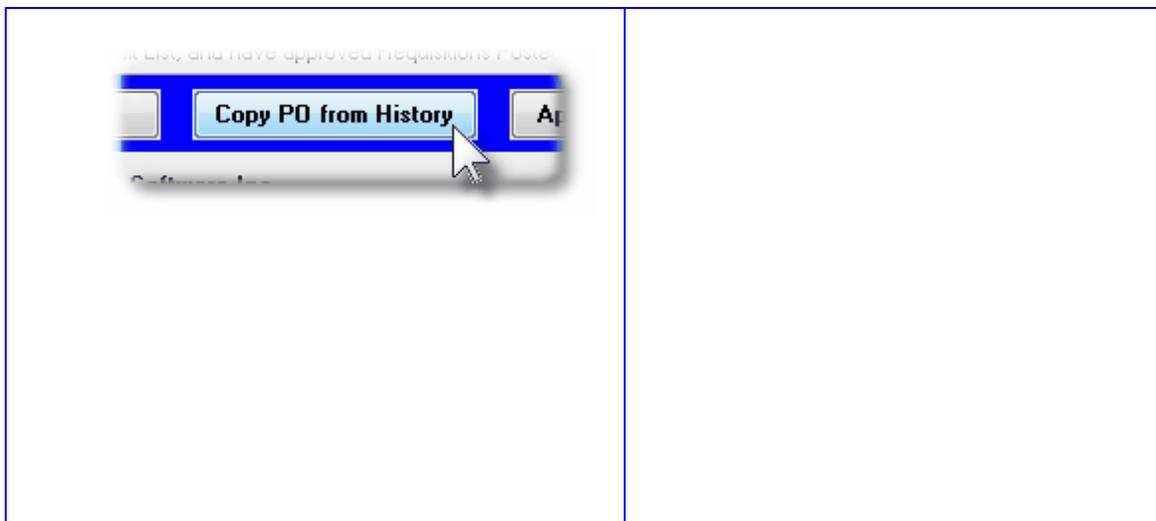
6.4.2.10 Copying a PO from History

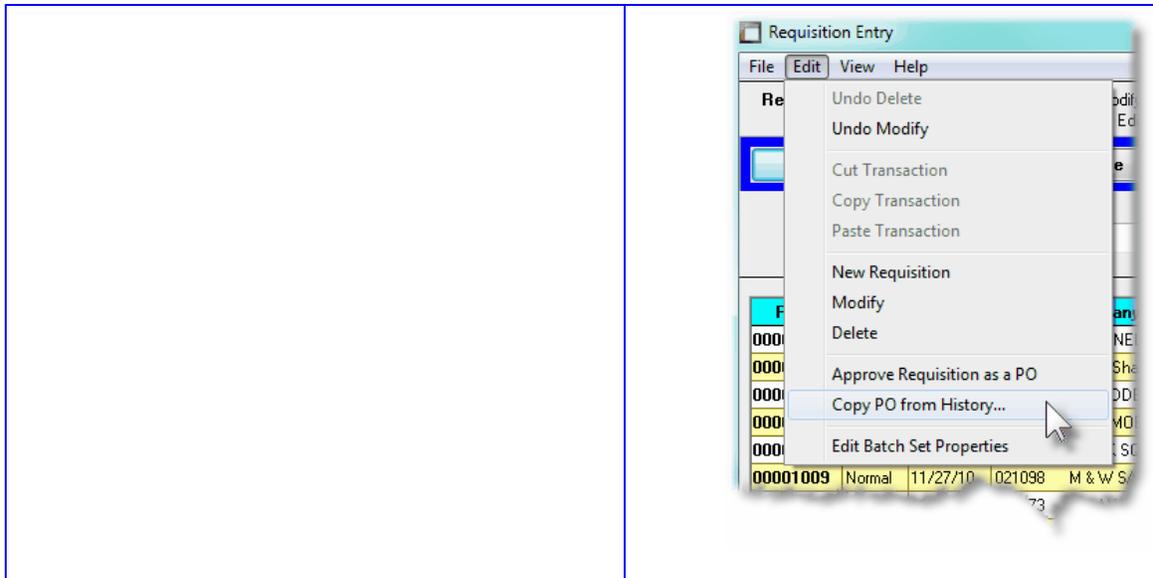
For Purchase Orders that originated from authorized Requisitions, it will not be possible to have them amended in any way. The purchase order must be canceled, and a new requisition entered and approved. The Requisition Maintenance application provides a function to creating a new requisition from a historic purchase order. All information from the purchase order is duplicated, a new requisition number is assigned and the operator may then modify the information as required.

Basically any purchase order that has been printed and issued may be copied. The new requisition or PO is created with all status fields and received quantity fields cleared.

You may want to copy a purchase order because you are in fact re-ordering the same items from the same vendor in the same quantities. Perhaps you might want to use it for a Blanket P/O when you have reached the limit of ninety-nine releases.

To have a PO copied, invoke this function by either clicking on the **Copy PO from History** "fast button" at the top of the Requisition Entry grid screen, or select it from the menu-bar's Edit drop-down menu.





When the **Copy PO from History** function is selected, the [Purchase Order Lookup Window](#) is displayed. You may browse through the POs listing them based on a variety of different criteria. When one is selected, it is copied as a new Requisition.

The Purchase Order Lookup window is displayed as follows:

The screenshot shows the 'Purchase Order Lookup' window. At the top, there is a 'Sort by:' dropdown menu set to 'Supplier Name', and buttons for 'Select', 'Reset', and 'Cancel'. Below this is a table with the following data:

PO Number	PO Date	Type	Vendor	Supplier Name	City/State	Buyer	Curcy	Total \$	Cost
00002342-01	10/08/10	Regular PO	021380	14-400 BUILDING	BELLEVUE, WA	LJC		1,750.00	
00002446-01	10/08/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		1,438.08	
00002536-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		13,307.56	
00002959-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT	LJC		1,042.11	
00002844-01	10/20/10	Regular PO	021533	ACM ELEVATOR COMPANY	LOMBARD, IL	LJC		162.40	
00002243-01	10/08/10	Regular PO Printed	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC	LJC	CDN	5,732.20	
00002776-01	10/20/10	Regular PO	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC	LJC		7,000.00	

At the bottom of the window, there are fields for 'GoTo Key:', 'Search:', and 'for:'.

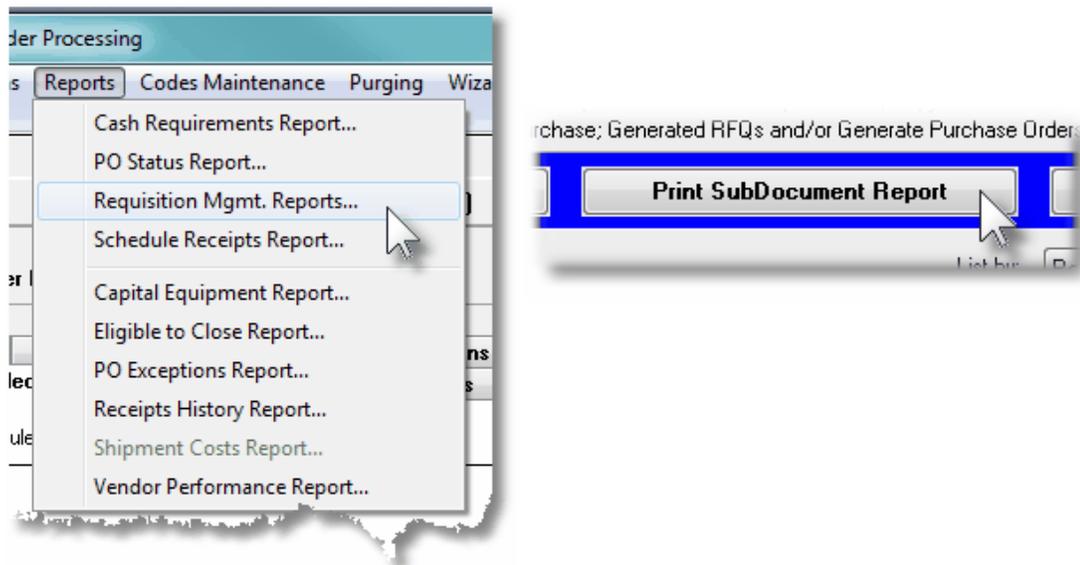
6.4.2.11 Subdocument Status Reports

This function offers a variety of different reports that may be generated relating to the the PO Requisitions, and their associated Sub-Documents, that have been entered into to the system. Variations of the same report are available in detail or summary, for all sub-documents or just RFQs. There is also a report that is meant to be used as a "tickler" producing a list of those managers that need to be reminded of their need to approve some requisitions.

The reports list Requisitions grouped by Originator, Approver, Buyer, Department, Ship-To, Vendor or I/M Reorder Manager, with sub-totals. These items then may be listed sorted by Document #, Approver or Supplier. A number of other filters may be set, depending on the type of information you are wanting to list on the different reports.

These report would be useful in providing a summary or those Requisitions that have not yet been converted into formal Purchase Orders. And in particular, identifying which Approval Managers need to be prodded to approve the Candidate POs and RFQs to which they have been assigned, so they may be converted and issued as a formal Purchase Order.

From the P/O Main menu, select **Requisition Sub-Documents Reports** from the **Reports** drop-down menu; or from the Requisitions/RFQ Management operation, on the "fast Button" bar, click on the **Print SubDocument Report** push button.



The following variations of this report may be generated:

- Requisition Summary Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it. Unassigned Line Items are NOT listed. (Only the number of unassigned items are listed).
- Requisition Detail Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it, along with their respective Line Items that are to be purchased. The Unassigned Line Items are listed ONLY is the

related filter option is checked.

- Sub-Document Status Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it. No line item detail is listed and none of the Unassigned Line Items are listed.
- RFQ Status Report — For each Requisition listed only any RFQs associated to it are listed. No line item detail is listed.
- Approval Tickler Report — For each Requisition listed only those Candidate POs, and RFQs that are waiting to be approved are listed.

Some points to note when generating these Reports:

- The report lists ONLY those Requisitions and Sub-Documents that the user has access rights to view or edit. (ie., If the user is only allowed to view PO documents for a specific Department, then only those RFQs or PO Candidates that are for that Department are listed.
- When reporting on each Requisition, a new page is started. (Information for the Requisition is listed in the heading of the report).

Requisition Reports - Options Screen

The following screen is presented when generating the Requisition reports:

The Requisition Report generated, if archived, will be catalogued with a report name depending on the Type of Report as follows:

- Requisition Summary Report — **REQSUMMRY.RPT**
- Requisition Detail Report — **REQDETAIL.RPT**
- Sub-Document Status Report — **REQSUBDOCSTATUS.RPT**
- RFQ Status Report — **REQISSUEDRFQ.RPT**
- Approval Tickler Report — **REQAPPROVALWAIT.RPT**

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

Requisition Reports Screen - Field Definitions

Report Type	<i>drop-down list</i>
Select the type of report to be generated. Depending on your selection different filters will be set. (See above).	Requisition Summary Report Requisition Detail Report Sub-Document Status Report RFQ Status Report Approval Tickler Report
Requisitions Numbered	
Select only those Requisitions with Requisition Numbers that falls in the range entered.	
<input checked="" type="radio"/> All	All Requisitions are considered regardless of it's document number
<input type="radio"/> A Range	Specify a Starting and Ending Requisition Number
Requisitions Dated	<i>radio-buttons with (mmddy) dates</i>
Select only those Requisitions dated that fall in the range entered.	
<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Expected Receipt Date
Grouped By	<i>drop-down list</i>
When the report is printed, Requisitions are sorted and grouped with sub-totals by a variety of applicable codes. none Originator Approver Buyer Department Ship-To Vendor Reorder Manager
List Items NOT YET Assigned to an RFQ or Candidate PO	<i>check-box</i>
Set the check-box as desired.	
List Candidate POs ?	<i>check-box</i>
Set the check-box as desired.	

List RFQs ?	<i>check-box</i>
Set the check-box as desired.	
Select ONLY Sub-Documents Waiting to be Approved ?	<i>check-box</i>
Set the check-box as desired.	
Select ONLY RFQ's Sent out Waiting for Supplier Quote ?	<i>check-box</i>
Set the check-box as desired.	
Requisition Sub-Documents Sort	<i>drop-down list</i>
When the report is printed, for each Requisition, it's sub-documents may be listed sorted by Sub-Document #, the assigned Approver, or the assigned Vendor.	
	
Include ONLY Sub-Documents for - Originator Code	X(6)
Sub-Documents are assigned to an Originator. Select only those with an Originator code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs that they were the Originator for, then their Originator Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Approver Code	X(6)
Sub-Documents are assigned to an Approver. Select only those with an Approver code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	
Include ONLY Sub-Documents for - Buyer Code	X(6)
Sub-Documents are assigned to a Buyer. Select only those with a Buyer code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	

Include ONLY Sub-Documents for - Reorder Manager Code	X(6)
Sub-Documents are assigned to an I/M system Reorder Manager. Select only those with a Reorder Manager code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. (This field is only presented if the PO system is used in conjunction with the Series 5 I/M system).	
Include ONLY Sub-Documents for - Department Code	X(6)
Sub-Documents are assigned to a Department. Select only those with a Department code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs belonging to a particular Department, then that Department Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Ship-To Code	X(6)
Sub-Documents are assigned to a Ship-To Location. Select only those with a Ship-To code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs for a particular Ship-To, then that Ship-To Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Vendor Code	X(6)
Sub-Documents are assigned to a Vendor. Select only those with a Vendor code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	

6.4.3 Print/Email Candidate POs to Approve

This Purchase Order Processing function is used to generate and print a formal Requisition, as a PDF, that is to be distributed or emailed to the appropriate department manager, or individual, who is responsible for approving Requisitions before they can be converted into Purchase Orders. **Note that each Candidate PO, (CPO), associated to a Requisition is printed as a separate document.**

The Requisition contains a great deal of information. It is your written contract that itemizes what exactly it is that you wish to purchase from the supplier. Options that you selected are printed in labeled blocks at the top of the form, and detail about the items are printed within the body of the form. If there are more items ordered than what will fit on a single page, as many additional pages are printed as required.

It is also possible that you may wish to Reprint a Requisition. The system will do this only if

you specify that you wish to Include Previously Printed Requisitions.

Some points to note when generating the Requisitions:

- The Requisitions may be printed sorted by a variety of different codes. These include the Requisition #, the Originator, the suggested Approver, Vendor Code, the Buyer, the Department and the Ship-To. Depending on how they are to be distributed, select the applicable method.
- Those Requisitions that have had their status set to be On-Hold will not be printed.
- Those Requisitions that had been designated to have a copy sent to the individual designated to approve them, will be emailed as an attachment.
- In order to access the Print Requisitions function, the given Series 5 Logon User must be defined with a valid Requisition User code. Also, if they have been assigned access to only a single PO Department or Ship-To Location, then they may only print requisitions for that Department or Ship-To.
- The formatting and layout of the Requisitions may be customized. (**Contact Sentinel Hill for further details**).
- For those Requisitions that are to be emailed to the approving individual, the body of the email message, is loaded from the file named **Requisition_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in each Company System's designated reports directory. This text file may be either a plain ASCII text, or an HTML file and contain up to 8192 characters.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word or PDF documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Requisitions are generated as an MS Word document using such a template.

MS Word Templates for Requisitions

As Requisitions are generated as MS Word documents, you must define a page template. Use MS Word to build your template. Make sure that the text of the Requisition aligns correctly. (You should use a test form when constructing the template).

The template must be stored on each user's PC that will actually generate the statements. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 or 8 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a **xxxx.dot** extension. For users of Office 2007 or later, the file must be named with a **xxxx.dotx** extension.

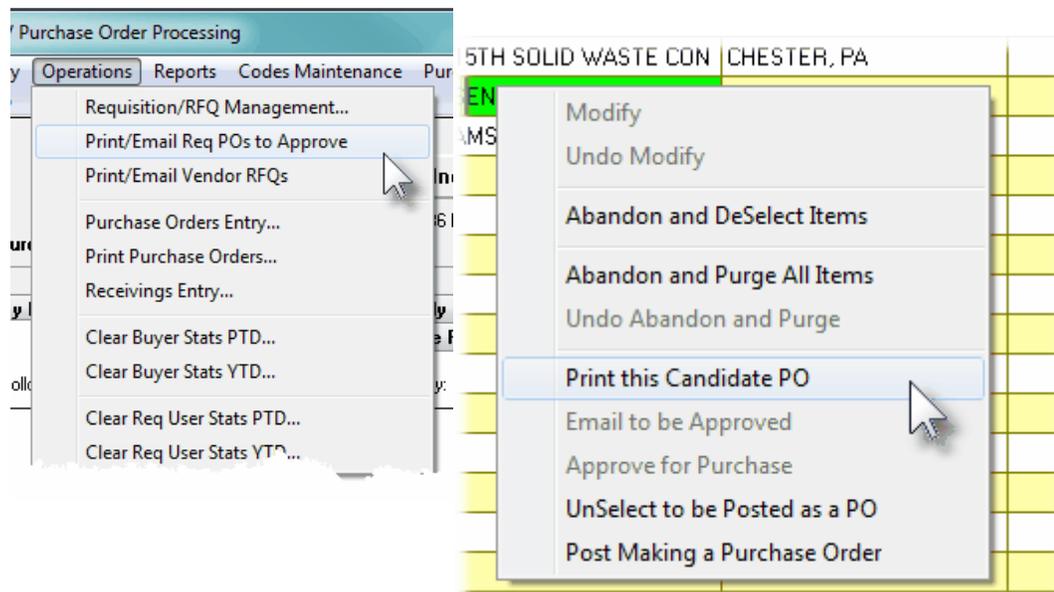
Additionally, a variable must be added to the [Runtime Configuration file](#)⁴⁸⁸ that specifies the name of the template. It needs to be defined as follows:

MSWORD-PO-APPROVAL-SPECS PORTRAIT "Courier New" 10 "My-Req-Template"

Sentinel Hill does supply a sample template named *Series5-PO-Requisition.dotx* that is designed to print all information correctly. It may be modified as required, by your company. Contact your system or accounting manager to have this capability set up.

+ Accessing the Print Requisitions Printing function

From the P/O Main menu, select **Print/Email Req POs to Approve** from the **Operations** drop-down menu. You may also have individual Candidate POs printed directly from the Requisitions Entry function Sub-Documents grid by right-clicking a specific CPO, and choosing to **Print This Candidate PO**, or **Email to be Approved**.

**➔ Requisitions Candidate PO for Approval Print - Options Screen**

The following screen is presented when generating and printing the P/O Requisitions for distribution to the managers for approval:

The Series 5 applications provide a variety of different printing options.

Default Requisition Print Output Options

The print options screen is presented when Requisitions are generated. The system may be configured to present the print options screen with the selections that would always apply for when Requisitions are generated.

A variable must be added to the [Runtime Configuration file](#) ⁴⁸⁸ that specifies the default options to be presented as follows:

cccc-PO-REQUISITION-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccc** is the Series 5 Company System

Printer-Queue is the Purchase Order Processing Printer Queue (by default is **S5REQFORMSQ**)

Create-Option would typically always be **RECREATE**

Output-Type designates the target (should be **ARCHIVE&WORD2007**)

Contact your system or accounting manager to have this capability set up.

A Series 5 Printer Queue needs to be defined with a code of **S5REQFORMSQ**. In order to have the PO Forms printed aligned correctly it must be defined with the following margin and fond settings:

Page and Format Options:

Margins:

Use Printer's Defaults

Units: **Inches**

Left: **0.30** Top: **0.35**

Right: **0.25** Bottom: **0.20**

Printer Control Form #: **0**

Lines-Per-Page Override:

Physical (Establish Lines/Inch): (Set to ZERO for the Printer's default)

Maximum # Lines to Print/Page:

Font: **Courier-10**

System Font:

When generating the Requisitions, the operator is presented with the standard [Vendor Select Filters screen](#)^[111]. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Requisitions that are to be printed are generated, if archived, will be catalogued with a report name of **PO_REQS-TO-APPROVE.STM**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

— Candidate PO Print Options Screen - Field Definitions

Print Sub-Documents Sorted By	<i>list-box</i>
<p>When the Candidate POs for the Requisitions are generated and printed, they may be sorted by a variety of different codes associated to the PO.</p>	
Email Sub-Documents, that were flagged, to Designated Approvers	<i>checkbox</i>
<p>For those Candidate POs that were flagged to be emailed to their respective Approver, have them emailed as an PDF attachment.</p> <p><i>Note that if the Requisition User designated as the Approver does not have an email, it will not be emailed.</i></p>	

for Requisitions Number	radio-buttons				
To consider only those Candidate POs associated to Requisitions whose Requisition Number falls within a given range.					
<table border="1"> <tr> <td><input checked="" type="radio"/> All</td> <td>All Requisitions are considered regardless of Requisition #</td> </tr> <tr> <td><input type="radio"/> A Range</td> <td>Specify a Starting and Ending Requisition # to be processed</td> </tr> </table>		<input checked="" type="radio"/> All	All Requisitions are considered regardless of Requisition #	<input type="radio"/> A Range	Specify a Starting and Ending Requisition # to be processed
<input checked="" type="radio"/> All	All Requisitions are considered regardless of Requisition #				
<input type="radio"/> A Range	Specify a Starting and Ending Requisition # to be processed				
for Requisitions Dated	radio-buttons				
Select only those Candidate POs that have been recorded with a date that falls in the range entered.					
<table border="1"> <tr> <td><input checked="" type="radio"/> All</td> <td>All Requisitions are considered regardless of date</td> </tr> <tr> <td><input type="radio"/> Inclusive</td> <td>Specify a Starting and Ending date for the Requisitions to be processed</td> </tr> </table>		<input checked="" type="radio"/> All	All Requisitions are considered regardless of date	<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Requisitions to be processed
<input checked="" type="radio"/> All	All Requisitions are considered regardless of date				
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Requisitions to be processed				
Include Candidate POs – with Ship-To	X(6)				
<p>Select only those Candidate POs that had been assigned a Ship-To Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.</p> <p>This field will initially be set to the default Ship-To code found as a property to the Requisition User that is assigned to the operator's Series 5 Logon User's P/O Access Privileges. Also, if the operator's User Access Privileges has a single Ship-To set up, you will not be able to change the Ship-To.</p>					
Include Candidate POs – Previously Paid	check-box				
If checked, then previously printed requisitions will be reprinted.					
Include Candidate POs. – Where the Approver's Ship-To is the same as the Sub-Document's Ship-To	check-box				
If checked, then those Candidate POs that have as their Ship-To the same code as the default Ship-To for the Requisition User that was designated as the Approver. Basically, list Requisitions that are for goods to be shipped to a particular location, that are approved by a Requisition User that has authority for that location.					
Include Candidate POs – Where the Approver's Ship-To is NOT the same as the Sub-Document's Ship-To	check-box				
If checked, then those Candidate POs that have as their Ship-To a different code from the default Ship-To for the Requisition User that was designated as the Approver. Basically, list Candidate POs that are for goods to be shipped to a particular location, that					

are approved by a Requisition User that has authority for a different location.	
Include Candidate POs – Where the Originator was ALSO the Approver	<i>check-box</i>
If checked, then those Candidate POs that have the same Requisition User assigned for both it's "Originator" and it's "Approver". Basically, list Candidate POs where a given "Originator" approved his own Requisition.	
Include Candidate POs – Where the Originator was NOT the Approver	<i>check-box</i>
If checked, then those Candidate POs that have different Requisition Users assigned for it's "Originator" and it's "Approver". Basically, list Candidate POs where a given "Originator" DID NOT approved his own Requisition.	
Include Candidate POs – with Originator	<i>X(6)</i>
Select only those Candidate POs that had been assigned it's Requisition User "Originator" matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
Include Candidate POs – with Approver	<i>X(6)</i>
Select only those Candidate POs that had been assigned it's Requisition User "Approver" matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
Include Candidate POs – with Buyer	<i>X(6)</i>
Select only those Candidate POs that had been assigned a Buyer Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	

6.4.4 Print/Email Vendor RFQs

This Purchase Order Processing function is used to generate and print a formal Request for Quote, as a PDF, that is to be distributed or emailed to the appropriate supplier. **Note that each Request for Quote, (RFQ), associated to a Requisition is printed as a separate document.**

The RFQ contains a great deal of information. It is your written contract that itemizes what exactly it is that you wish to purchase from the supplier. Options that you selected are printed in labeled blocks at the top of the form, and detail about the items are printed within the body of the form. If there are more items ordered than what will fit on a single page, as many additional pages are printed as required.

It is also possible that you may wish to Reprint an RFQ. The system will do this only if you specify that you wish to Include Previously Printed Requisitions.

Some points to note when printing the RFQs:

- The RFQs may be printed sorted by a variety of different codes. These include the Requisition #, the Originator, the suggested Approver, Vendor Code, the Buyer, the Department and the Ship-To. Depending on how they are to be distributed, select the applicable method.
- Those RFQs that have had their status set to be On-Hold will not be printed.
- Those RFQs that had been designated to have a copy sent to the individual designated to approve them, will be emailed as an attachment.
- In order to access the Print RFQs function, the given Series 5 Logon User must be defined with a valid Requisition User code. Also, if they have been assigned access to only a single PO Department or Ship-To Location, then they may only print requisitions for that Department or Ship-To.
- The formatting and layout of the RFQs may be customized. (**Contact Sentinel Hill for further details**).
- For those RFQs that are to be emailed to the supplier, the body of the email message, is loaded from the file named **PO_RFQ_EmailMessage.TXT** that must be located in the directory named **Email-Templates** located in each Company System's designated reports directory. This text file may be either a plain ASCII text, or an HTML file and contain up to 8192 characters.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word or PDF documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Requisitions are generated as an MS Word document using such a template.

MS Word Templates for RFQs

As RFQs are generated as MS Word documents, you must define a page template. Use MS Word to build your template. Make sure that the text of the RFQ aligns correctly. (You should use a test form when constructing the template).

The template must be stored on each user's PC that will actually generate the statements. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 or 8 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates**

folder.

For users of Office 2003 the file must be named with a **xxxx.dot** extension. For users of Office 2007 or later, the file must be named with a **xxxx.dotx** extension.

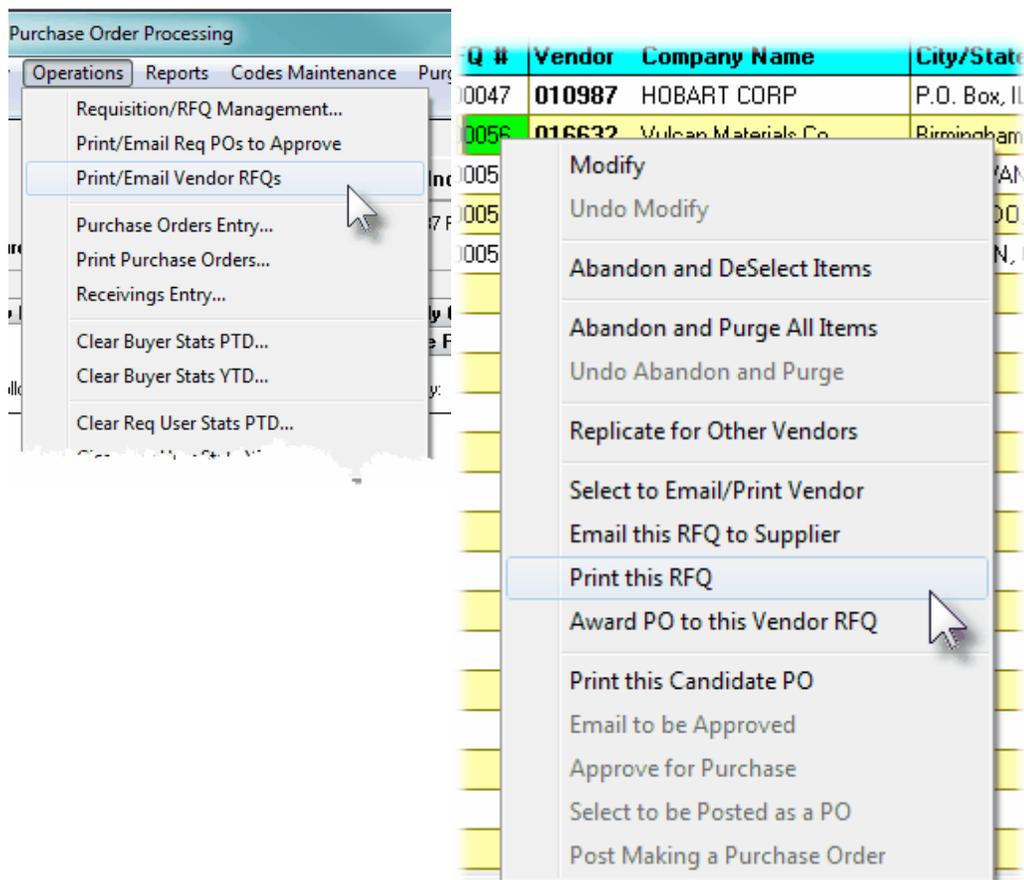
Additionally, a variable must be added to the [Runtime Configuration file](#)⁴⁸⁸ that specifies the name of the template. It needs to be defined as follows:

MSWORD-PO-RFQS-SPECS PORTRAIT "Courier New" 10 "My-RFQ-Template"

Sentinel Hill does supply a sample template named **Series5-PO-Request-for-Quote.dotx** that is designed to print all information correctly. It may be modified as required, by your company. Contact your system or accounting manager to have this capability set up.

+ Accessing the Print RFQ Printing function

From the P/O Main menu, select **Print/Email Vendor RFQs** from the **Operations** drop-down menu. You may also have individual Candidate POs printed directly from the Requisitions Entry function Sub-Documents grid by right-clicking a specific CPO, and choosing to **Print This Candidate PO**, or **Email to be Approved**.



➔ Requisitions RFQs Print - Options Screen

The following screen is presented when generating and printing the P/O RFQs for distribution to the respective supplier:

The Series 5 applications provide a variety of different printing options.

Default RFQ Print Output Options

The print options screen is presented when RFQs are generated. The system may be configured to present the print options screen with the selections that would always apply for when Requisitions are generated.

A variable must be added to the [Runtime Configuration file](#) ^[488] that specifies the default options to be presented as follows:

```
cccc-PO-REQUISITION-Q [Printer-Queue] [Create-Option] [Output-Type]
```

Where: **cccc** is the Series 5 Company System

Printer-Queue is the Purchase Order Processing Printer Queue (by default is **S5REQFORMSQ**)

Create-Option would typically always be **RECREATE**

Output-Type designates the target (should be **ARCHIVE&WORD2007**)

Contact your system or accounting manager to have this capability set up.

A Series 5 Printer Queue needs to be defined with a code of **S5REQFORMSQ**. In order to have the PO Forms printed aligned correctly it must be defined with the following margin and font settings:

Page and Format Options:

Margins:

Use Printer's Defaults

Units: **Inches**

Left: **0.30** Top: **0.35**

Right: **0.25** Bottom: **0.20**

Printer Control Form #: **0**

Lines-Per-Page Override:

Physical (Establish Lines/Inch): (Set to ZERO for the Printer's default)

Maximum # Lines to Print/Page:

Font: **Courier-10**

System Font

When generating the RFQs, the operator is presented with the standard [Vendor Select Filters screen](#)^[111]. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Requisitions that are to be printed are generated, if archived, will be catalogued with a report name of **PO_VENDOR-RFQS.STM**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

RFQ Print Options Screen - Field Definitions

Print Sub-Documents Sorted By	list-box
When the RFQs for the Requisitions are generated and printed, they may be sorted by a variety of different codes associated to the PO.	<div style="border: 1px solid black; padding: 5px;"> Requisition # Req User Originator Req User Approver Buyer's Code Ship-To Location Code Ship-To Department Code Vendor Code Reorder Manager Code </div>
Email Sub-Documents, that were flagged, to Designated Approvers	check-box
For those RFQs that were flagged to be emailed to their respective Approver, have them	

emailed as an PDF attachment.

Note that if the Requisition User designated as the Approver does not have an email, it will not be emailed.

for Requisitions Number

radio-buttons

To consider only those RFQs associated to Requisitions whose Requisition Number falls within a given range.

<input checked="" type="radio"/> All	All Requisitions are considered regardless of Requisition #
<input type="radio"/> A Range	Specify a Starting and Ending Requisition # to be processed

for Requisitions Dated

radio-buttons

Select only those RFQs that have been recorded with a date that falls in the range entered.

<input checked="" type="radio"/> All	All Requisitions are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Requisitions to be processed

Include RFQs – with Ship-To

X(6)

Select only those RFQs that had been assigned a Ship-To Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

This field will initially be set to the default Ship-To code found as a property to the Requisition User that is assigned to the operator's Series 5 Logon User's P/O Access Privileges. Also, if the operator's User Access Privileges has a single Ship-To set up, you will not be able to change the Ship-To.

Include RFQs – Previously Paid

check-box

If checked, then previously printed requisitions will be reprinted.

Include RFQs. – Where the Approver's Ship-To is the same as the Sub-Document's Ship-To

check-box

If checked, then those RFQs that have as their Ship-To **the same** code as the default Ship-To for the Requisition User that was designated as the Approver. Basically, list Requisitions that are for goods to be shipped to a particular location, that are approved by a Requisition User that has authority for that location.

Include RFQs – Where the Approver's Ship-To is NOT the same as the Sub-Document's Ship-To	check-box
If checked, then those RFQs that have as their Ship-To a different code from the default Ship-To for the Requisition User that was designated as the Approver. Basically, list RFQs that are for goods to be shipped to a particular location, that are approved by a Requisition User that has authority for a different location.	
Include RFQs – Where the Originator was ALSO the Approver	check-box
If checked, then those RFQs that have the same Requisition User assigned for both it's "Originator" and it's "Approver". Basically, list RFQs where a given "Originator" approved his own Requisition.	
Include RFQs – Where the Originator was NOT the Approver	check-box
If checked, then those RFQs that have different Requisition Users assigned for it's "Originator" and it's "Approver". Basically, list RFQs where a given "Originator" DID NOT approved his own Requisition.	
Include RFQs – with Originator	X(6)
Select only those RFQs that had been assigned it's Requisition User "Originator" matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
Include RFQs – with Approver	X(6)
Select only those RFQs that had been assigned it's Requisition User "Approver" matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
Include RFQs – with Buyer	X(6)
Select only those RFQs that had been assigned a Buyer Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	

6.4.5 Load PO Manager Approval Emails

A Requisition's sub-document provides a means of granting authority to issue a Purchase Order. It has the same information as a Purchase Order. RFQs or Candidate POs associated to a Requisition will remain on the system until they are marked as Authorized and converted to a Purchase Order. If in the [P/O Control Preferences](#)⁴⁷⁸, the option **[Requisitions required for P/O's ?]** is set, then the only way to enter a Purchase Order is having a Requisition entered. If in the P/O Control Preferences the option **[Requisition Sub-Documents Must be Approved to be Converted to a P/O's ?]** is set, then the RFQs and CPOs must be approved before then can be converted to a P/O.

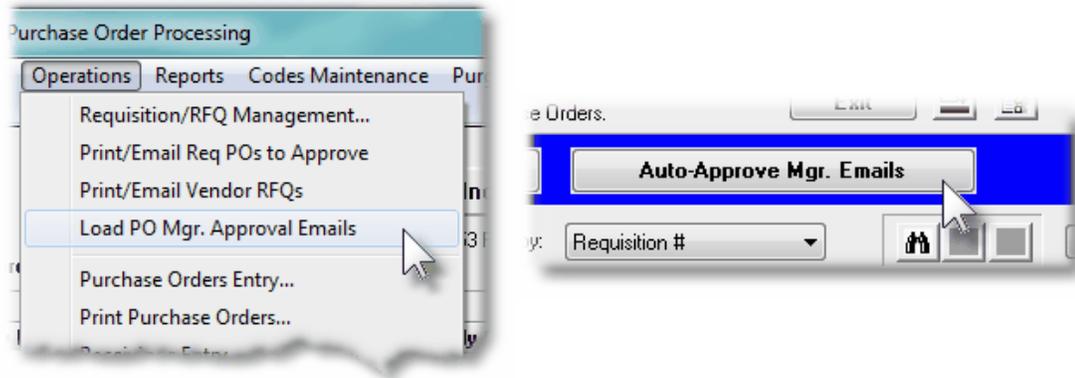
From the Requisition Entry application, a user can convert a requisition's sub-document to a P/O only if they are first Approved. Requisitions may be approved only by those Requisition Users that have an Authorization Limit that is higher than the dollar value of the intended Purchase Order. This could be either the "Originator" or one of the designated "Super" Requisition Users whose own Ship-To code or Department code matches the Requisition's Ship-To location or Department, and has sufficient Authorization Dollar Limit.

Requisition sub-documents, (RFQs or Candidate POs), can be approved using three different methods.

- 1) First, directly by the assigned Approval Manager by having them sign on to the Series 5 system, selecting the appropriate sub-document using the Requisition/RFQ Management operation, and manually approving it with the applicable function. When approving the document, they must enter their Authorization Password.
- 2) Second, a designated Requisition User may, using the Requisition/RFQ Management operation, select those documents to be approved and approve them using the applicable function. These users must have the "Super Requisition User" property in their User Access set. When approving the document, they must know and enter the Authorization Password associated to the assigned Approval Manager.
- 3) Finally, Approval Managers may be emailed with a PDF Requisition form that contains information about the items that are to be purchased that need their approval. The manager may reply to the email, indicating their approval, or not, in the subject line. By executing one of the sub-functions offered from the the Requisition/RFQ Management operation screen, or by choosing **Load PO Manager Approval Emails** from the PO system Operations drop-down menu, the system will read a designated email inbox for the replied emails, and mark those related sub-documents as approved, and convert them into formal Purchase Orders.

This operation is used to launch the function to automatically approve Requisition's RFQs and Candidate POs by reading the manager emails, and to have them converted into formal Purchase Orders.

From the P/O Main menu, select **Load Manager Email Approvals** from the **Operations** drop-down menu; or from the Requisitions/RFQ Management operation, on the "fast Button" bar, click on the **Auto-Approve Mgr. Emails** push button.



Some points to note when Approving Requisition sub-documents from manager emails:

- A report is generated that lists those RFQs or Candidate POs that are approved
- The system will attempt to read the emails, sent from the approval managers, from the sub-folder named **S5 PO Approvals** that must be created in the user's Outlook's Inbox.
- When the system reads the email, the first 18 characters must contain the string **RE: Candidate PO #**. If this is not the case, then the email will be moved to the **Unrecognized PO SubDoc Emails** sub-folder.
- When the approval manager Replies to the emails that were sent to them, they must leave the subject line as it is, and **ONLY** edit the line so that either **[APPROVE]**, **[REFUSE]**, or **[REVIEW]** remains at the end. **If either of these text strings are not present, the sub-document will be flagged to be On-Hold, and moved to the To-Review sub-folder.**
- When approved, the RFQs or Candidate POs will be also converted into formal Purchase Orders. These then are ready to be printed to be mailed, or emailed, to their respective suppliers.
-
- For those RFQs and Candidate POs that are Refused, or To Be Reviewed, their status properties will be set accordingly
- Once an email has been identified, and the associated sub-document approved, or not, the email is moved to a sub-folder within the **S5 PO Approvals** inbox. Depending on how the manager replied, or whether the email was recognized as a Reply from an email sent to request for an approval, the email will be moved to the following sub-folders:

Type of email	Sub-Folder Email is Moved To
Reply was to Approve the PO	Approved
Reply was to Refuse the issuing of the PO	Refused
Reply was to Review the PO	To-Review

The RFQ or Candidate PO referred to in the email was not on file	Unrecognized PO SubDoc Emails
The email was not a Reply to request for approval	Un-Related Emails

- When this function is selected, the only screen presented is the standard Series 5 Print Options screen.

Execution at Night by the Batch Processor

The automatic Approval from PO Manager Emails function has been set up to be executed by the [Series 5 Background Processor](#)⁸³. Managers may have sent their email approvals during the day. Then later in the evening, this function may have been scheduled to execute so all those emails can be read, and formal PO's generated. This job could be scheduled as a reoccurring one every work day evening of the week.

Select to have the job execute by the Batch Processor by setting the check-box at the bottom of the Print Options screen:

Execute as a Batched Background Job

The report generated, if archived, will be catalogued with a report name of **XXXXX_EMAIL-APPROVED.RPT.**, where **XXXXX** will be replaced by the operators Department Code, Ship-To Code, Requisition User Code, or the literal ALL; (depending on the operator's access rights).

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

Outlook's Inbox

In order for this function to operate correctly, you must have created a sub-folder named **S5 PO Approvals** within Outlook's Inbox. The sub-folders used to hold emails that are completed and moved will be created by the system.

As well, you must create an Outlook E-mail Rule that will automatically move the managers' approval reply emails to this new folder. You might name the rule S5 PO Manager Approvals. You must then assign the following settings as shown below, and turn on the rule.

Rules Wizard

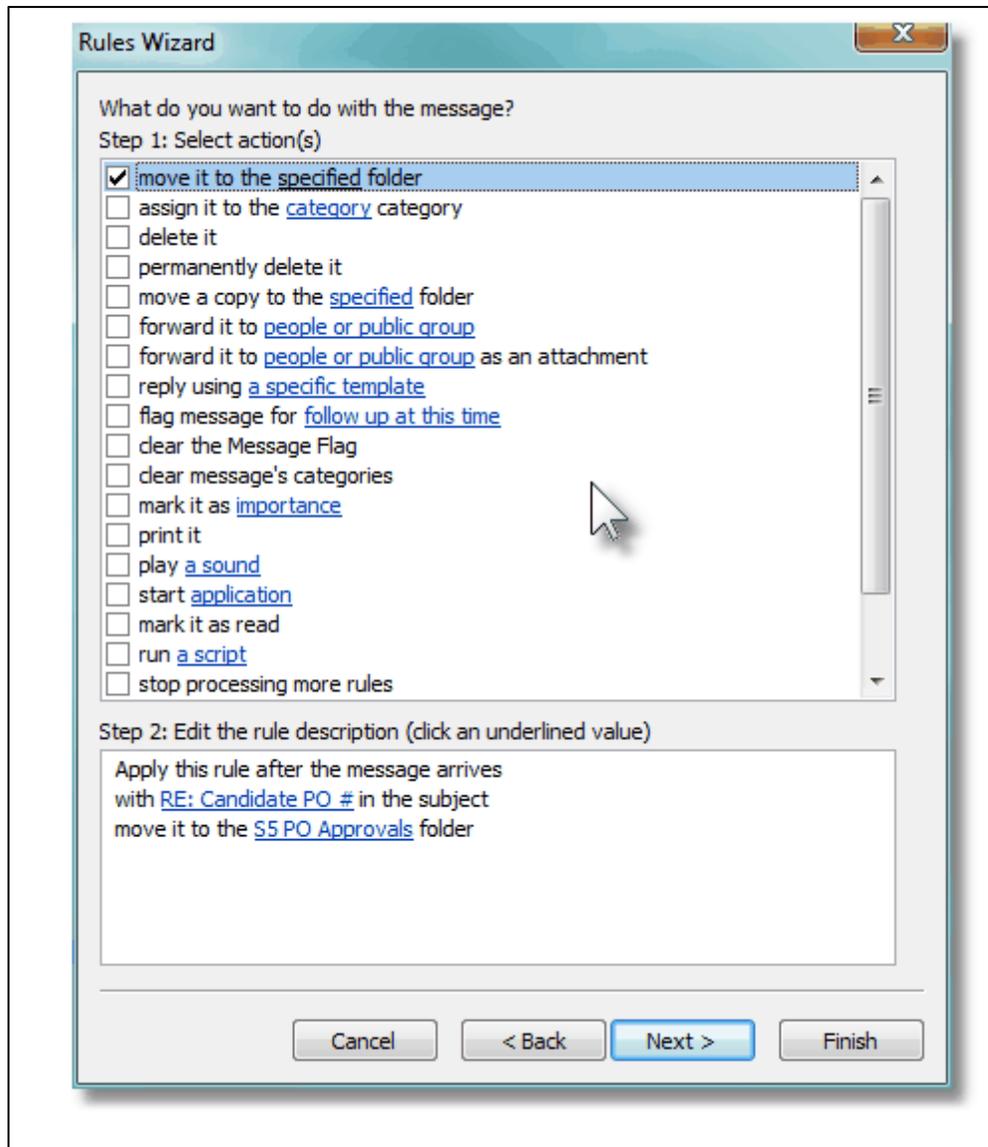
Which condition(s) do you want to check?
Step 1: Select condition(s)

- with specific words in the subject
- from people or public group
- through the specified account
- sent only to me
- where my name is in the To box
- marked as importance
- marked as sensitivity
- flagged for action
- where my name is in the Cc box
- where my name is in the To or Cc box
- where my name is not in the To box
- sent to people or public group
- with specific words in the body
- with specific words in the subject or body
- with specific words in the message header
- with specific words in the recipient's address
- with specific words in the sender's address
- assigned to category category

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with RE: Candidate PO # in the subject
move it to the S5 PO Approvals folder

Cancel < Back Next > Finish



6.4.6 Purchase Order Entry

This Series 5 Purchase Order Processing system primary purpose is to formally manage your company's purchases by generating Purchase Orders. Purchase Orders may be recorded directly into the system, by your various department managers, or they may be created from Requisitions that have been entered, printed and approved by individuals with assigned purchasing authority. (In the case where your company requires Requisitions to be entered and approved before a Purchase Order can be generated, refer to the [Requisition Entry](#)¹⁸⁴ operation).

A Purchase Order is a formal request for the delivery of merchandise or services. It is also a written contract that itemizes what should be delivered, how much it should cost, where it should be delivered to, how it should be shipped, what the payment terms are, etc. This information is printed on a purchase order form by means of the [Print Purchase Orders](#)³⁴⁶ application and is then sent to the vendor. A printed purchase order is a formal commitment to accept delivery of and pay for the goods or services that it lists (except in the case of

blanket orders).

The data entered on a purchase order serves two purposes:

1. Tells the vendor what is ordered
2. Tells the issuer what has been ordered.

For instance, the vendor needs to know what you want, where you want it shipped and when it is supposed to be delivered. The company needs to keep track of the asset or expense accounts that are affected by the purchase; what job the merchandise or services is for; where the merchandise should be transferred once it is received and who should be notified in the event of any problems that arise during receiving or accounts payable voucher entry. Both types of data are entered on the purchase order and are retained until the order is physically deleted from the file.

Purchase Orders are entered manually by an operator or manager grouped in PO Entry Batches.

There are a number of features associated to Purchase Order Entry. These are highlighted under the topic titled About, Concepts and Features that follows:

- Purchase Orders are entered under the control of [PO Entry Batches](#)^[312] as sets of transactions that are entered, validated with an optional Edit List, and Posted as Purchase Orders ready to be printed.
- The system provides for three different [Types of Purchase Orders](#)^[302]. These are normal POs, Drop Ship and Blanket POs.
- The Series 5 Purchase Order Processing system supports the ability to enter Purchase Orders and Purchase Orders in any designated [Foreign Currency](#)^[301].
- For any given Purchase Order, there are a number of different fields for associated properties that tend to always have the same values. The Series 5 Purchase Order Processing offers a mechanism to ease the burden of repeatedly having to key in these fields. Sets of [Default PO Headers](#)^[304] may be created, so that once a Buyer or Ship-To is determined, many of the PO Header fields will automatically be assigned default values.
- Vendors can easily be selected by invoking the Series 5 [Vendor Lookup Window](#)^[306]. From there, Vendors defined in the system may be browsed and selected.
- New Vendors can easily be entered into the Accounts Payable system during the entry of the Purchase Order, using a "[HotKey](#)" [Link to Vendor Maintenance](#)^[306].
- A given posted and printed Purchase Order may be [Amended](#)^[304]; or a given [Closed or Cancelled PO may Reinstated](#)^[306].
- You may [Issue a Cancel Purchase Order](#)^[305] by marking a posted PO Cancelled.
- When issuing a PO that is considered as "Open", or a Blank Purchase Order, you may have new [Releases of the Blank PO](#)^[305] created.
- Occasionally, you may need to make a one time purchase from a supplier that is not defined, (and never will be), in the Accounts Payable system. You may choose as the supplier one of the [Miscellaneous Vendors](#)^[306] and enter their company name

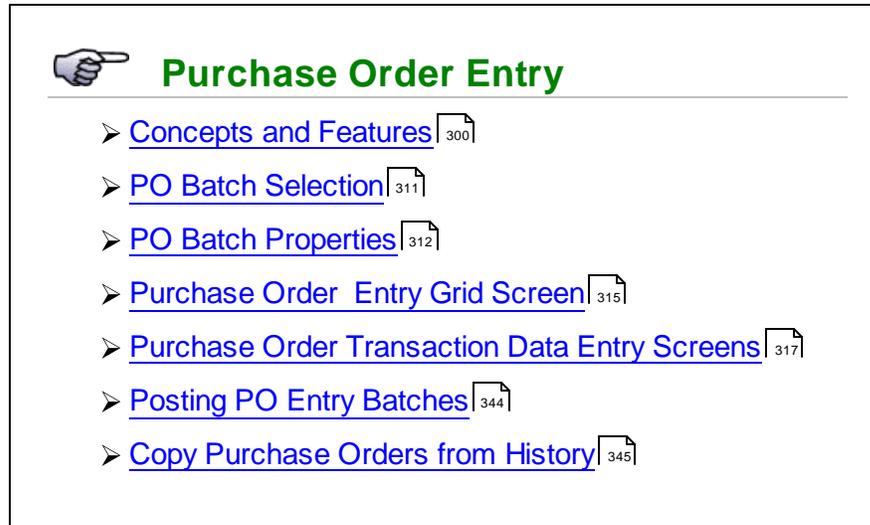
and address.

- If you have the need to enter a Purchase Order that is that same as one of the Purchase Orders that was issued in the past, you may [Copy a Purchase Order from History](#)^[307], and make it into a Requisition or Purchase Order
- When Purchase Orders are added manually, [Purchase Order Numbers are Assigned](#)^[307]. Different sets of PO numbers may be set up depending on how you wish to assign these numbers. Also, a semi-random PO number may be generated.
- Should your company have multiple offices or warehouse locations, for which Purchase Orders are to be issued, you may defined [Ship-To Locations](#)^[458] which are to be assigned to Departments that are set up. (Should you only have 1 office, then you still need to set up a Ship-To and a Department).
- Should your company have different Departments within multiple offices or warehouse locations, for each Purchase Order entered you may select one of your defined [Departments](#)^[443] to assign. From the selected Department, one of the defined [Ship-To Locations](#)^[458] is assign to identify the address to which goods are to be shipped.
- When entering Inventory Items to a Purchase Order, if an item is defined as a "[Matrix Set](#)" [Inventory Item](#)^[307], then a matrix grid screen is presented on which Quantity and Unit Costs may be entered directly. As well, sets of a given variant may be easily added or removed from the PO.
- When entering a Purchase Order, an Estimated Shipping Date and Estimated Delivery Date may be entered in the header. As well, for each individual PO Line Item that is ordered, [Requested and Promised Delivery Dates](#)^[308] may be entered. These dates are used by the P/O system's Cash Requirements Report to predict what your payables might be in any given period for goods that are purchased. They are also used by the Scheduled Receipts Report that lists what items are expected to be received on any given date. The Vendor Performance Report uses these dates and compares them to the date the goods were actually received.
- While entering a Purchase Order, special [Reason to Purchase, Warehouse and PO Header Comments](#)^[308] may be entered.
- When used with the Series 5 Inventory Management system, when ordering [Stocked Inventory Items](#)^[309], descriptions, prices and the expense account is copied from the Inventory Item's properties. Also it's Quantity-On-Order field is updated when the P/O is eventually generated.
- Purchase Orders may be issued whereby the supplier is prepaid using either a Letter-of-Credit or Wire Transfer. In these cases a [Vendor-In-Transit](#)^[310] G/L account will be assigned to the PO so that distributions are generated where the Inventory account is *Debited* and the Inventory-In-Transit account is *Credited*.
- As an option, for each individual purchased line item, a CER Code, ([Capital Equipment Requisition Code](#)^[310]), and a [G/L Sub-Ledger Project Code](#)^[310] may be recorded. All purchased items with a CER may be reported in a Capital Equipment Requisition report. When a supplier's invoice is entered in the A/P system, the Sub-Ledger code will be recorded with the G/L Account specified as the expense, and

carried through to the G/L system.

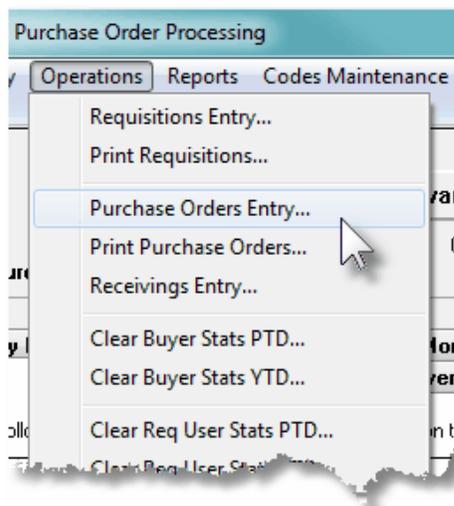
- For a given Purchase Order, or any of its individual line items, [Extra Costs](#)³¹⁰ may be defined. These Extra Costs are entered at the time PO goods are received.

Before entering the individual purchase orders, a Purchase Order Entry Batch must be created. When creating a new Batch window will be presented to the operator on which a number of defaults may be entered.



+ Accessing the P/O Purchase Order Entry Function

From the P/O Main menu, select Purchase Order Entry from the Operations drop-down menu.



6.4.6.1 About, Concepts and Features

There are a number of features associated to the entry of Purchase Orders. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

— Purchase Order Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Supplier Invoice Entry
- Purchase Order Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- 1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Purchase Order Entry clerk may be assigned a different batch. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and its transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever

possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

To describe how you might effectively make use of different Purchase Order Batches, one scenario is outlined.

Example using a PO Entry Batches

Suppose you have Purchase Orders that are to be entered for two different divisions of your company. Or perhaps you wish to assign Purchase Orders for two different building projects to two different operators. The following steps might be followed:

- You are going to have two PO Data Entry Clerks enter the purchase orders into the system. First, divide the pile of purchase using some method pertaining to the Buyer that they represent, or the Ship-To the purchased goods will be delivered to. Determine how many there are in each pile.
- Under Operations, each operator would select Purchase Order Entry. They would create their own PO Entry Batches and choose the Allocation Code for which their given range of PO #s are to be assigned, and enter the appropriate defaults for the Buyer and the Ship-To.
- From the grid screen presented, click on the **New** push button in the "Fast Frame", to enter a new purchase order, and the clerks would proceed to enter their respective piles of orders.
- After all purchase orders are entered satisfactorily, the operator may wish to check that all was entered correctly. Click on the **Print Edit List** push button in the "Fast Frame", and a Purchase Order Edit List may be printed, which will list all the information about each order. This could be checked against the original orders.
- Once the operator is content that everything is correct, they would then click on the **Post** push button. All orders for the selected batch would then be Posted to the active Purchase Order file, ready to be printed and distributed to the suppliers. At this time a Purchase Order Transaction Register is generated, which may be printed, providing a hard copy audit trail of the purchase orders entered.

– Purchases in a Foreign Currency

The Series 5 Purchase Order Processing System provides support for purchases made in foreign currencies. A field in the A/P Vendor master record dictates the currency that will be

used for POs when a purchase is made from that vendor. When items are entered, the Unit Cost will be entered in the foreign currency. When POs are printed, they are printed in the currency associated to the Vendor. When goods are received, the Actual Unit Cost is entered using the applicable currency. All those fields where amounts may be entered as a foreign currency are maintained also as domestic amounts. When any report or query is performed in the PO system, unless otherwise indicated, the currency will be that of the domestic dollar.

At time of receiving, when goods are received, the Cost of Goods distributions are generated in domestic currency. If Extra Costs are entered for a PO or for specific PO Line Items, they may either be in the domestic currency or the foreign. When the Landed Cost is computed, all foreign currency is converted to domestic.

The applicable currency exchange rate is maintained in the Accounts Payable system. For any given Currency Code, a rate and a display symbol must be provided for. (You do not have to specify a currency for you own domestic dollar.) The exchange rate is used for computing the domestic values at the time the PO is entered, and again at the time goods are received.

— Types of Purchase Orders

There are three types of Purchase Orders that may be entered. They are described as follows:

Type	Description
Regular PO	A Regular Order as it's name suggests, is the common purchase order type. These are for goods purchased that are shipped to your office or warehouse. The Buyer selects a vendor, decides which items to order and writes up a requisition or purchase order to be sent to the vendor. The vendor ships according to the dictates of the purchase order.
Drop Shipment	Drop Ship Orders are essentially the same as a Normal PO, but the Ship-To address will be different. There are two types. The most usual is when the supplier ships directly to your customer. This type of purchase order would likely be initiated because of one of your customer's order. The second type of drop ship order occurs when you are having some other vendor perform an operation on the item prior to having that item shipped to your warehouse. For example, if you were buying sheet metal from one vendor and having another vendor perform certain fabrication functions prior to stocking the fabricated parts in your own warehouse.
Blanket Purchase Orders	Blanket Purchase Order are long-term agreements with your vendor to purchase at some future date or in installments (called releases). Blanket orders are usually contracted to obtain lower prices based on the projected volume of purchases over the life of the order. Up to 99 Releases of a Blanket PO may be generated.

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– Adding New Purchase Orders

There are six different screens that are presented for the entry of requisitions. (Not including PO Entry Batch Summary screen). Four of these screens are used for the entry of assorted comments and notes that can be recorded with a Purchase Order. Each are identified with a tab.



Tabbed sub-Screen	Description
1 - Properties	The Purchase Order Entry Properties screen ^[244] is used to capture data for the Purchase Order Header information. This is the general information pertaining to the order such as the Purchase Order #, Dates, the Originator and Authorizer, Supplier of the goods with their address and contact information, the Buyer, Ship-To location and other properties pertaining to the shipment of the goods. Also on this screen are settings associated to any Tax that should be computed, and as to how the goods should be paid for. The Supplier is selected from this screen.
2 - Line Items	The second screen of Purchase Order Entry is a Series 5 grid screen, that displays up to seventeen Purchase Order Line Items ^[253] at a time. This scrolling screen offers the operator a summary display of the individual line items to be purchased, showing the Inventory Item, Quantity Ordered and Price of each item. From this grid screen, push-buttons are provided that may be used to add, modify or delete line items to be ordered. (When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).
3 - Warehouse Comments	This screen lets the operator enter Warehouse Instructions ^[270] or comments that will be presented on the screens used to record when goods for a Purchase Order are received. This provide an opportunity to give

	instructions for the individual in the warehouse when the goods are received.
4,5,6 - Header Comments	Three sets of PO Header Comments ^[270] may be entered. These might be used to describe special terms that have been established with the supplier, or to offer extra description of the goods being ordered. These comments do print on the Purchase Order that is delivered to the supplier.

– Default Purchase Order Header Fields

To simplify the process of manually adding new Purchase Orders into the system, you may define different [Default PO Headers](#) ^[429] sets. A Default PO Header is basically a record that contains many of the same fields that are associated to a purchase order. Many of the properties that must be assigned to the header of a purchase order are typically the same. (Especially those associated to a particular Buyer, or for a specific Ship-To destination).

Up to three different types of defaults may be created in the system. One for each Buyer defined, one for each Ship-To, and one that is used otherwise.

When a new Purchase Order is added to the system, once the Buyer has been entered, the system will attempt to default remaining fields with the Default Header associated to that Buyer. If one was not set up, then once the Ship-To has been entered, the system will attempt to default remaining fields with the Default Header associated to that Ship-To. If one was not set up, then the system will attempt to default remaining fields with the Default Header that was created for All Purchase Orders.

– Amending Posted Purchase Orders

The amending process allows you to change certain aspects of the posted/printed purchase orders. For instance, if an additional item is added to the order or if the quantity of an item on the order changes, it would be pointless to merely make the changes without notifying the vendor.

Consequently, changes of this nature trigger the printing of a Change Order. A change order lists the changes to a previously generated Purchase Order. The changes are labeled as such so that the vendor will not have to examine the entire order in an attempt to figure out what is different from the original order. Change orders, like original orders, are printed by means of the Print Purchase Orders application.

If you happen to change some critical data on an already printed purchase order, thus establishing the necessity to print a change order, change your mind and change the data back to its original state, a change order will, nonetheless, print the next time the Print Purchase Orders application is run (assuming the changed order is included within the range

selected for printing). In this unusual circumstance the change order may indicate no actual changes to the original order so it can safely be discarded.

Normally certain information for the P/O should not be changed. The fields Vendor number and Name, Ship-To, P/O Type, P/O Date and the Taxable Status may not be changed unless this privilege is granted to the specific users via the User Access Maintenance application. Note that if the Ship-To field changes and O/E inventory items are being ordered, the operator will have to change the unit cost, if required, in the event that different costs are anticipated for different locations.

— Issuing Releases for Blanket Purchase Orders

From the **Process Blanket Order Releases** function, you will select the Blanket Order against which a release is to be issued. The system will automatically append the next highest Release Number to the original Blanket PO's number. Order numbers are in the format 99999999-99, where 99999999 is considered to be the PO Number and the -99 is referred to as the Release Number. Releases use the same order number as the blanket order from which they were derived but the release number is unique for each release of a given blanket order. Up to 99 releases may be issued against a single blanket order.

After the release's order number has been assigned, its header information will default to the blanket order's header information. Once the header information has been modified or accepted as appropriate, you will be supplied with a second screen which will contain all the line items that appeared on the original blank release. Line items may be deleted or modified as required. Once the release has been created it will be treated as any other "normal" type order. The idea is that only those items which appeared on the blanket order should appear on a release and that the release should refer back to the blanket order it was issued against so that both you and the vendor will, therefore, know that you are meeting your blanket order commitments.

When entering the header information, you may record what the total Approved Amount would be over the life of the Blanket PO. As new POs are released off this Blanket PO, the total Amount issued is updated and presented. Once the initial approved amount has been reached, no further PO's may be issued.

— Cancel a Purchase Order

This feature is only used for cancelling purchase order that have already been posted and printed. An active purchase order cannot be arbitrarily deleted without notifying the vendor, thus you must cancel a purchase order rather than just deleting it. The system sees to it that a cancellation order is later printed through the Print Purchase Orders application. Once the cancellation order has been printed, the status of the purchase order will automatically change to be canceled and the order will be eligible to be purged.

There are two basic reasons why you would want to cancel an order. You decide you no longer want the items or you are forced to procure the items elsewhere because the vendor has failed to deliver them on time. Whenever you cancel an order a question will display on the screen asking if the cancellation is required because of vendor negligence. If it is, the program will keep track of this information so that the vendor performance statistics can be updated accordingly.

– Reinstating Closed or Cancelled POs

Canceled or Closed purchase orders may be reactivated using the Amend P/O function. In each case when the purchase order is reprinted, the heading **RESTORED P/O** will be printed at the top of the P/O. (After it has been printed, it is considered a Regular P/O).

For a previously Closed P/O, if any items had already been received, the associated P/O line item may be edited, but the quantity received still remains in effect; and contributes to the total value.

In order to reactive a P/O, the user must have the privilege to Amend P/O detail.

– Vendors "On Hold"

When a Purchase Order is entered, the system will test to see if the selected A/P Vendor has had it's Status set as been "On-Hold", or if "No Further Purchases are to Be Made". If this is the case then the Purchase Order can be entered, but it will be put On-Hold. It may not be printed or approved until it's status is changed to that of "For Release".

– Identifying Vendors

When a new Purchase Order is entered, you must select a Vendor as the supplier. Generally you will have your Vendor defined in the Accounts Payable system and you probably know the Vendor Code, or the Company name. When the cursor is positioned for entry of the Vendor Code, you may evoke the Series 5 [Vendor "Lookup" function](#)⁶³. A window will be presented, from which you may browse the A/P Vendors that are on file, and choose one. They may be presented sorted by Company Name or Vendor Code. If you know the approximate name of the supplier, you may start typing it, and the system will redisplay the window of Vendors that match the name being typed.

– Miscellaneous Vendors

When a new Purchase Order is entered, you must select a Vendor as the supplier. Generally you will have your vendors defined in the Accounts Payable system. If you are making a purchase from a supplier that you probably will never use again, you can select a Miscellaneous Vendor Code that is used for these Once-in-a lifetime supplier. These miscellaneous vendor codes must be defined with an [*] as the first character in the A/P Vendor file. When the order is entered, the system will expect you to enter the supplier's Name or Company Name along with an address.

– Hot-Key Entry of New Vendors

When entering new purchase orders, you must always select a supplier for the purchase. If you do not have the vendor in your Accounts Payable data base, you can easily add them at the time you are entering the purchase. When the system is waiting for entry of the Vendor Code, you may Hot-Key to add new A/P Vendor by striking the  icon. When you return

back to the entry of the purchase order, the new Vendor just added will be used for the purchase order being entered.

– Copying Purchase Orders from History

The Purchase Order Maintenance application provides a function for creating a new purchase order from a historic purchase order. All information from the purchase order is duplicated, a new PO number is assigned and the operator may then modify the information as required.

Basically any purchase order that has been printed and issued may be copied. The new PO is created with all status fields and received quantity fields cleared.

You may want to copy a purchase order because you are in fact re-ordering the same items from the same vendor in the same quantities. Perhaps you might want to use it for a Blanket P/O when you have reached the limit of ninety-nine releases.

– Printing Purchase Order Edit Lists

At any time, a given PO Entry Batch may be printed as an Edit List. It basically will show all of the information entered by the operator about each purchase order. It may be used to confirm that all the purchase orders were entered correctly prior to them being posted and printed.

– System Assignment of Purchase Order Numbers

As Purchase Orders are entered, or Purchase Orders converted into Purchase Orders, the system will assign a PO #. The next number to be assigned is obtained from a field defined in the [P/O Control Preferences](#)^[478], or from a field defined in the [PO # Allocation Codes](#)^[426]. (Using PO Allocation Codes lets you assign different ranges of PO #s say to different departments or warehouse locations.).

As an option that is set in the P/O Control Preferences, you may have the system assign Random PO numbers. If this option is chosen, then when the system assigns the next PO number, the following formula is used to compute the PO number where Y will be assigned number between Zero and 99:

$$\text{Random PO\#} = (\text{Next PO \#} \times 100) + Y$$

You might decide to use Random PO Numbers when using Purchase Orders as a process for approving the issuing of Purchase Orders. The department managers or buyers would not know what the actual PO number would be until the requisition is actually approved and turned into a Purchase Order. (Note that they aren't really totally random. Only the last 2 digits are random. You can figure out what the base sequence of PO# is by dropping off the least significant digits).

– Matrix Inventory Items

The Inventory Management system supports the ability to define "Matrix Set" Inventory Items. These are items that are available in assorted variations such as color, material, style or

size. When entering a PO, for Matrix Inventory Items the Purchase Order Processing system presents a matrix grid screen. Sets of transactions for a given Dimension Attribute may be quickly added, edited, or removed from the PO.

When a Matrix Set Item is selected to be entered for a PO, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Cost information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated PO Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated PO Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis.

– Estimated Delivery Dates and Line Item Promise Dates

When goods are ordered from your supplier, it's always nice to know when they will be delivered. For each Purchase Order, an Estimated Shipping Date and Estimated Delivery Date may be entered. As well, for each individual PO Line Item, Requested and Promised Delivery Dates may be entered.

These dates are used by the following P/O system's reports:

- [Cash Requirements Report](#)³⁹¹ to predict what your payables might be in any given period for goods that are purchased.
- The [Scheduled Receipts Report](#)⁴⁰² that lists what items are expected to be received on any given date.
- The [Vendor Performance Report](#)⁴²⁰ uses these dates and compares them to the date the goods were actually received, in determining if the Vendor is considered to be a poor performer, or not.

– Warehouse and PO Header Comments

For each Purchase Order entered, you will be able to enter up to 1000 characters of comment text that may be used as instructions for the warehouse when the goods are received; or as additional information to the supplier that is printed on the Purchase Order.

These comments are entered as free formatted text that automatically word wrap. They are carried forward to the purchase orders that are created from the requisition and are presented and/or printed in assorted P/O system functions.

– Purchasing Stocked Inventory Items

When an Inventory Item for a line item is entered into an order, a window screen will be displayed showing the Quantity-On-Hand and Quantity-Committed for the item at the given Location. If the quantity available does not satisfy the quantity ordered, a window sub-menu will be displayed providing the operator with a number of possible actions to take. The options

available to the operator include the following:

- Shipping the item from another location
- Cancel the item
- Ship what is available and back order the balance
- Back order the quantity ordered
- Override the system and ship the ordered quantity anyway
- Ship a substitute item.

If the operator chooses to ship from an alternate location, the quantities available at each of the other locations will be displayed in a window screen and an alternate location may be specified.

— Purchasing Non-Inventory Goods

You may, if desired, set up one or more Miscellaneous Inventory items by way of the Inventory Item File Maintenance application. While entering an order, if you have goods that are not actually part of your inventory, you then can select the Miscellaneous Item. Such miscellaneous items are normally used to make it possible for a customer to place an order for an item that is not on file in the Inventory Item file. This may be a new item for the company or may be a specialty, "**one of**" item, not specifically listed in the inventory.

Miscellaneous items are distinguished from other types of items in that their Inventory Item Codes must begin with an [*] character, (followed by any combination of letters and digits).

When a miscellaneous item is entered for an Order, the system will invite the operator to enter two lines of description, the price, the cost, two extra line comments and the G/L Account for which the Sales Revenue would be recorded to.

— Ordering Stocked Inventory Items

The Purchase Order Processing system may be used in conjunction with the Series 5 Inventory Management system. When the stocked Inventory Item is to be purchased, and its Inventory Code is entered as a line item, the system will retrieve its description and its last known purchase price. If available, the assigned Inventory G/L Account number will be assigned as the G/L Expense account to be carried with the PO. As well, a portion of the data entry screen will display assorted stocking quantities associated to the item. (ie., Quantity-On-Hand, Quantity Committed, Quantity Back Ordered and Quantity Available to be sold). These figures may be valuable in assisting on the Quantity that is to be ordered on the requisition or purchase order.

When the Purchase Order is created, the Quantity-On-Order field associated to the Inventory Item's Stocking Location is updated to reflect the total quantity of the item that is actually on order. When the goods are eventually received, the Quantity-On-Order is reduced and the Quantity-On-Hand is updated.

– Vendor Pre-Paid Goods In-Transit Account

The PO system, at the time of receiving goods, typically will generate a G/L Debit to the applicable Inventory account, and Credit the Unvouchered Payables account. The Vendor's invoice would eventually be entered into the A/P to produce a Credit to A/P and a Debit to Unvouchered Payables. For some suppliers in the case where shipment of goods for a PO had to have been prepaid by way of a Letter of Credit, or a Wire Transfer, the Vendor's Invoice would already have been entered with a Credit to Cash and a Debit to Inventory In-Transit. When the receipt of goods is entered, a Debit to the Inventory account and a Credit to the In-Transit account will be made.

These Vendor-In-Transit accounts are defined using the [Vendor-In-Transit Account Maintenance](#)⁴⁶⁴ function.

– Capital Equipment Requisitions (CER)

A Capital Equipment Requisition code may be entered with any specific PO Line Item. This must be a valid code that has been defined by the [CER Codes Maintenance](#)⁴³⁸ function.

Associated to the CER Code is the G/L Expense account, and optional Sub-Ledger Project, that is to be used to record the purchased item(s) as an expense in the G/L. When the Purchase Order is generated, a CER transaction History record is recorded, and available to the [Capital Equipment Purchased Items report](#)⁴⁰⁶.

– Sub-Ledger Projects

A Sub-Ledger Project code may be entered with any specific ordered PO Line Item. This must be a valid General Ledger defined Project Code.

If the revenue account is flagged as Always or Optional usage with a Sub-Ledger Project and the account is valid for the Project, when the goods are received and the supplier's Invoice entered, that Sub-Ledger code will be recorded to the account. The entry will eventually end up in the General Ledger with the Sub-Ledger code.

– PO Header and PO Line Item "Extra Costs"

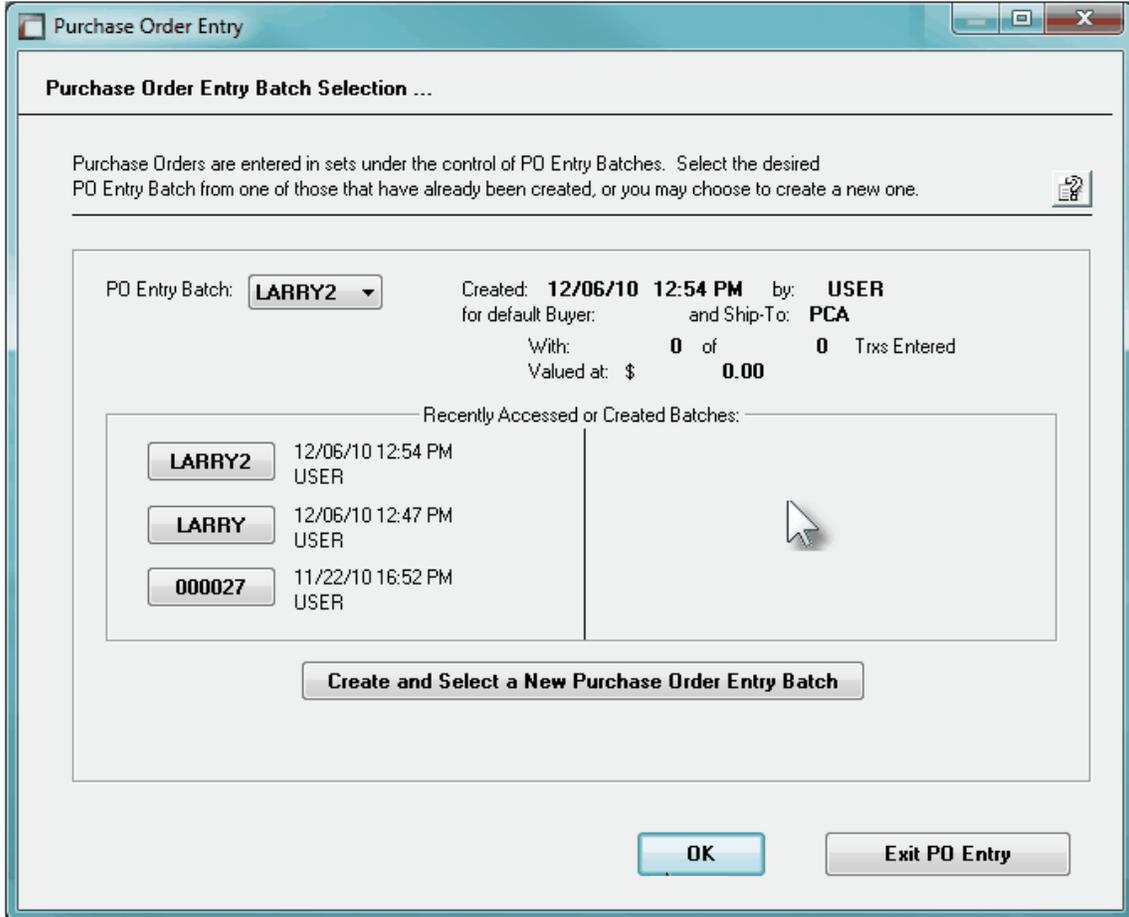
Extra Costs Codes are used to identify those costs associated to the purchase of goods, that are not directly paid to the supplier. These might include charges such as freight, excise tax, tariffs, bribes, or 3rd party handling fees.

When the goods for a PO are recorded as received, these Extra Costs may be recorded associated to a Shipment, a single Purchase Order, or a specific item of a PO. These Extra Costs will contribute to computing the Landed Cost of the goods being received.

6.4.6.2 PO Batch Selection

The first screen that is displayed after selecting the Purchase Order Entry menu item, is one that lets you select an already established Purchase Order Entry Batch, or create a new one. It will display push-buttons of the most recently created or accessed Batches. A given Purchase Order Entry Batch may be selected by clicking on the button, or selecting one from the drop-down list.

Purchase Order Entry Batch Selection Screen Grid



Purchase Order Entry

Purchase Order Entry Batch Selection ...

Purchase Orders are entered in sets under the control of PO Entry Batches. Select the desired PO Entry Batch from one of those that have already been created, or you may choose to create a new one.

PO Entry Batch: **LARRY2** Created: **12/06/10 12:54 PM** by: **USER**
for default Buyer: and Ship-To: **PCA**
With: **0** of **0** Trxs Entered
Valued at: \$ **0.00**

Recently Accessed or Created Batches:

LARRY2	12/06/10 12:54 PM USER
LARRY	12/06/10 12:47 PM USER
000027	11/22/10 16:52 PM USER

Create and Select a New Purchase Order Entry Batch

OK **Exit PO Entry**

If the Purchase Order Entry Batch has not yet been created, you can do so by clicking on the **Create and Select a New Purchase Order Entry Batch** push button.

A Processing Tip

Before setting up a Purchase Order Entry Batch, tally the number of transactions to be entered. This figure can be recorded with the Purchase Order Entry Batch properties.

For further discussion, and detailed description of the screen used for adding a new Purchase Order Entry Batch refer to the topic titled [PO Batch Control Properties](#)³¹² found later in this documentation.

6.4.6.3 PO Batch Control Properties

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- 1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Order Entry clerk may be assigned a different batch. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

Two types of batches are available, Regular and "Quick". Normally, orders are entered in a Regular batch, and they are posted. The batch is deleted when posted. When entering orders in a "Quick" batch, after the order is entered, the system automatically transfers control to the "Quick Post & Pick Print" sub-menu option so the order can be posted with either an Invoice or a Pick Ticket printed immediately. A "Quick" batch should be used for "Point-of-Sale" order entry.



Purchase Order Entry Batch - Properties Screen

The properties for each Purchase Order Entry Batch are defined with the following screen:

Operational Tip

You can edit the properties for the batch while executing the Purchase Order Entry function. From the Purchase Order Entry grid screen, on the menu bar, click **Edit**, then from the drop down menu, click on **Edit PO Batch Properties**.

Field Definitions

Purchase Order Entry Batch Code X(6)

This is the code assigned to the Purchase Order Entry Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, strike the F1 function key.

Assigning Purchase Order Entry Batch Codes

Purchase Order Entry Batch Codes should normally not be re-used. It is possible, and may be necessary, to trace a transaction back to a particular Batch Code. Also, when a batch of orders

is posted, the Batch Code is embedded within the name of the posting journal report.			
Default PO Date	(mmddyy)		
When a Purchase Order is entered for the batch, this date will be automatically assigned as the PO Date.			
Next PO #s are Assigned from	radio-buttons		
<p>As Purchase Orders are entered, the system automatically assigns a new unique PO number. The PO #s may be assigned from either the Next PO # defined in the P/O Control Preferences, or from the Next PO # that is defined from a given PO Allocation Code definition.</p> <p>Select whether the POs that are entered associated to this PO Entry Batch have their PO # assigned from the Control Preferences, or from an Allocation Code.</p>			
<table border="1" style="float: right;"> <tr> <td><input checked="" type="radio"/> PO Control Preferences</td> </tr> <tr> <td><input type="radio"/> PO Allocation Code</td> </tr> </table>		<input checked="" type="radio"/> PO Control Preferences	<input type="radio"/> PO Allocation Code
<input checked="" type="radio"/> PO Control Preferences			
<input type="radio"/> PO Allocation Code			
PO Allocation Code	9(3)		
<p>PO Allocation Codes are used by the Series 5 Purchasing system as a means of assigning different ranges of PO Numbers to different departments or warehouse locations, perhaps from different countries, or what ever suits your fancy. When POs are entered, instead of using the Next PO # as determined by the PO Preferences, the operator would specify to use a PO Allocation Code.</p> <p>Select the Allocation Code that is to be used for Purchase Orders entered for this Entry Batch.</p>			
Default Buyer	X(6)		
When Purchase Orders are entered for this Batch, this is the Buyer Code that will be automatically assigned. When Purchase Orders are posted, the total value of the PO will be recorded in this Buyers Period-to-Date, Year-to-Date and Life-to-Date statistics.			
Default Department	X(6)		
When Purchase Orders are entered for this Batch, this is the Department that will be automatically assigned. From the Department, the Ship-To code is also assigned to the PO. The Purchase Order will have the associated address printed as the Ship-To address.			
Batch Control Totals - # of Orders	9(6)		
If known, you may enter the expected # of purchase orders to be entered under the			

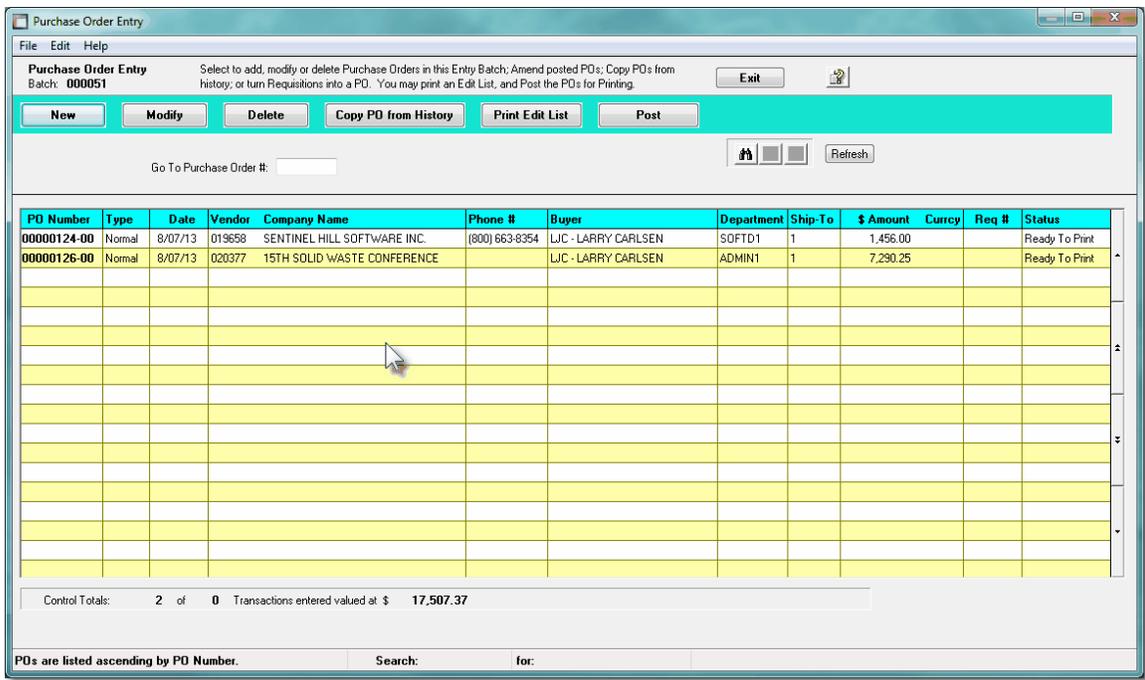
control of this batch. It's used by the system for control purposes, to verify that the correct number of POs have been entered prior to them being posted. This option may be disabled if not needed.

6.4.6.4 PO Entry Grid

Purchase Orders are entered and managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or go directly to a specific purchase order by entering its PO Number.

From the "Fast Buttons" frame, push buttons are provided that can be used to Add a new Purchase Order, Copy a Purchase Order from history making into a new one, Print an Edit List of Purchase Orders on file waiting to be posted, and to have those Purchase Orders that have been entered Posted so they can be printed and distributed to the respective suppliers. The selected function will be applied to the Purchase Orders associated to the selected PO Entry Batch being displayed at the time.

 Purchase Order Entry & Processing Maintenance Grid

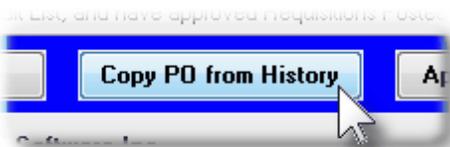


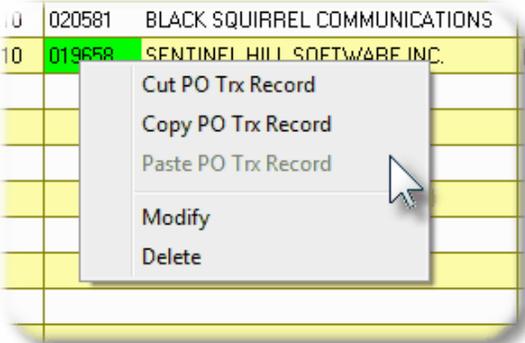
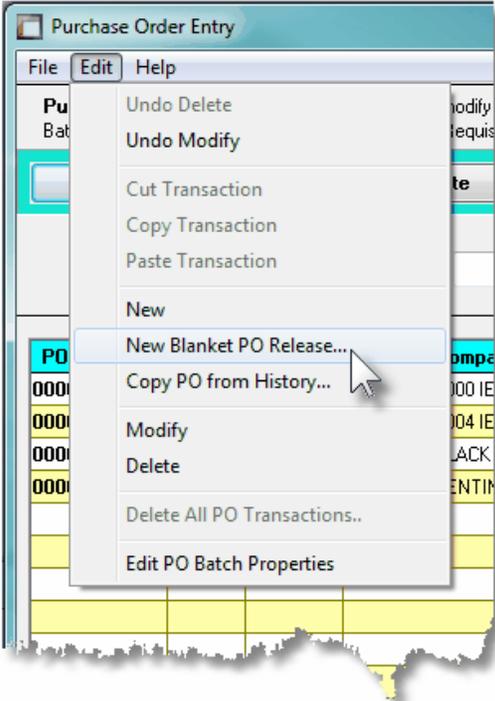
"Fast Buttons"

New	Add a new Purchase Order
------------	--------------------------

Modify	Modify the Purchase Order highlighted in the grid
Delete	Delete the Purchase Order highlighted in the grid
Copy PO from History	To select a particular Purchase Order from history, and have it converted into a new Purchase Order.
Print Edit List	Print an Edit List showing the details of each Purchase Order on file associated to the PO Entry Batch being displayed.
Post	To Post all the Purchase Orders associated to the PO Entry Batch being displayed. Once posted, they become active Purchase Orders and will be printed the next time the Print Purchase Orders function is executed.

Some of the special features of this "Inquiry" grid are as follows:

<ul style="list-style-type: none"> ➤ To relocate to a specific Purchase Order, not being displayed in the grid, enter the desired PO # in the Go To field provided. 	
<ul style="list-style-type: none"> ➤ When the Copy PO from History function is selected, the Purchase Order Lookup Window ⁶⁸¹ is displayed. You may browse through the POs listing them based on a variety of different criteria. When one is selected, it is copied as a new Purchase Order. 	
<ul style="list-style-type: none"> ➤ If any specific row is right-clicked, a pop-up menu is displayed. A number of functions may be performed associated to the Purchase Order. 	

	
<p>➤ To create a Release for a Blanket Purchase Order, select New Blanket PO Release from the menu-bar's Edit drop-down menu. The Purchase Order Lookup Window ⁶⁸¹ is displayed. You may browse through the Blanket POs that are listed to select the desired one. It will be copied as a new Purchase Order with the next Release # automatically assigned. The Master Blanket PO will be copied and used as a basis for the new Release.</p>	

6.4.6.5 PO Entry Data Screens

There are seven different screens that are presented for the entry of requisitions. (Not including the Batch Set Summary screen). Five of these screens are used for the entry of assorted comments and notes that can be recorded with a requisition, and Purchase Order. Each are identified with a tab.



Purchase Order Entry Tab Sub-Screens

- [Properties](#) [244]
- [Ordered Line Items](#) [253]
- [Warehouse Comments](#) [270]
- [Header Comments 1, 2 and 3](#) [270]

6.4.6.5.1 PO Properties Entry Screen

The first screen is used to capture data for the Purchase Order Header information. This is the general information pertaining to the purchase order, such as the Date, suggested supplier, the Buyer, the Ship-To information about how the goods are to be shipped, and about sales tax and method of payment. The supplier is selected from this screen.

Purchase Order Entry - Properties Tab Screen

Some points to note when adding a new Purchase Order:

- As Purchase Orders are entered, the system automatically assigns a new unique PO number. The PO #s may be assigned from either the Next PO # defined in the P/O Control Preferences, or from the Next PO # that is defined from a given PO Allocation Code definition. The system uses one or the other sources based on the related property that was defined for the current PO Entry Batch being used.
- When creating a new Release for a Blanket PO, the next PO Release Number will automatically be assigned and used with the original Blanket PO's Main PO Number. Only 99 Releases are possible. Once you have reached 99, a new Blanket PO must be created. When entering the original Blanket PO, you may also enter a Total Initially Approved Amount. In this case, once the total of all POs issued against the Blanket PO reaches the Initially Approved Amount, no further releases are permitted. Note also that if the Blanket PO has been Cancelled or Closed, no further Releases may be generated.
- To simplify the process of manually adding new Purchase Orders or Purchase Orders into the system, you may define different [Default PO Headers](#) [429] sets. A Default PO Header is basically a record that contains many of the same fields that are associated to a purchase order. Many of the properties that must be assigned to the header of a purchase order are typically the same. (Especially those associated to a particular Buyer, or for a specific Ship-To destination). Up to three different types of defaults may

be created in the system. One for each Buyer defined, one for each Ship-To, and one that is used otherwise. Once the Buyer has been entered, the system will attempt to default remaining fields with the Default Header associated to that Buyer. If one was not set up, then once the Ship-To has been entered, the system will attempt to default remaining fields with the Default Header associated to that Ship-To. If one was not set up, then the system will attempt to default remaining fields with the Default Header that was created for All Purchase Orders.

- If the A/P Vendor Code is known, enter it into the Suggest Supplier field. If it is not known, you may click the "Lookup" icon, and the Vendor Lookup Window will be presented from which you can select the Vendor. To choose a Vendor three different methods are provided for:
 1. Key in the Vendor Code
 2. Click the Vendor Lookup binoculars icon
 3. Click the next/prior select icons (up/down arrow heads)
- When selecting a Vendor, their address is displayed along with any contact information that had been set up. If there is need, these may be edited. If you wish to edit the Vendor record that is on file in the Accounts Payable system, you may click on the  icon located at the right hand side of the Suggested Supplier frame.
- If there there has been Vendor Notes set up for the supplier, a second  icon will be displayed beneath the Vendor Lookup binoculars icon. Click it to view the notes.
- A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as it's Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.
- Once the Vendor is selected, the system will check the Status of the Vendor. If it has been set to **"Hold All Payments"**, or **"No Further Purchases"**, a message will be displayed, and the Status will be set to **ON HOLD**.

Putting Purchase Order On-Hold

If when entering the Purchase Order, if you wish to ensure that it does not get posted and converted into a Purchase Order, you may set the Status to **On-Hold**. Purchase Orders On-Hold can be approved, but never posted.

- The system will attempt to default the tax percentage values for the two sales taxes that might be charged. If within the A/P Control Preferences, the **Automatic Generation of Canadian GST/HST Distributions** is set, and for the Vendor the **Canadian GST/HST Tax** setting is **"Fully Recoverable GST/HST"**, then the tax percentages from the A/P Control Preferences will be assigned.

Canadian GST/HST

The Series 5 system provides support for accounting for multiple companies. One of the properties associated to each Company System is its **Base Currency**. If the Base Currency is selected as Canadian, then Tax-1 and Tax-2 fields will have the labels of **GST/HST** and **PST** respectively.

- It's important to choose the applicable setting for each Tax's Non-Recoverable checkbox. If checked then the associated computed tax amount will be included when the Landed Cost of the goods being ordered are computed. If not checked, then it is not included, and the tax amounts will be recorded to the appropriate G/L expense account when the supplier's invoice is entered in the Accounts Payable system.

The following screen is displayed for the Purchase Order's Properties tab:

PO Entry Properties Tab Screen - Field Definitions

Purchase Order Number

9(8) - 9(2)

The Purchase Order number is automatically assigned by the system. The PO #s may be assigned from either the Next PO # defined in the [P/O Control Preferences](#) ⁴⁷⁸, or from

the Next PO # that is defined from a given [PO Allocation Code](#) ⁴²⁶ definition. The system uses one or the other sources based on the related property that was defined for the current PO Entry Batch being used.

Normally the PO Release Number, (the 2 digit suffix extension), will always be ZERO. The Release # is used only for processing Amended POs, and counting Blanket PO Releases.

Purchase Order Date

(mmdyy)

This is the recorded date which the Purchase Order is entered into the system. It will default to the date that was assigned to the current PO Entry Batch being used.

Purchase Order Type

drop-down list

Select the Type of Purchase Order that is being created. You would typically be entering a Normal PO.

Normal PO
Blanket PO
Drop Ship

A **Blanket Purchase Order** is a long-term agreements with your vendor to purchase at some future date or in installments (called Releases). Blanket orders are usually contracted to obtain lower prices based on the projected volume of purchases over the life of the order. Up to 99 Releases of a Blanket PO may be generated. The Blanket PO is a special kind that does not actually get printed. However Releases of a Blanket PO do get generated, printed and sent out. Once a Blanket PO is entered and posted, then a Release may be created from it, posted and printed. You may enter an Amount that represents the total \$ value that would be allowed to be ordered for POs issued against the Blanket PO.

A **Drop Ship Purchase Order** is just like a Normal PO, except it will have a Ship-To assigned that will have it delivered either directly to a given customer, or to a different supplier to be used in another purchase.

Purchase Order Status

drop-down list

This is the Status that will be assigned to the Purchase Order. Typically you would set it to **Ready to Release**.

If there is some doubt as to whether or not the Purchase Order is complete, you could select to put the Purchase Order **On-Hold**. It could still be edited, but when the PO Batch is posted, this PO will not be posted. It will remain in the batch until is set to **Ready to Release**.

Ready to Release
On Hold
Printed
Cancelled
Closed

When a PO is Amended, it may be flagged to be Canceled. It would be presumed that this PO had been previously printed and sent out to the supplier. In this case when posted and re-printed, this purchase order would in effect be an order to Cancel the previously received purchase order.

Series 5 Logon User Access Rights

If the operator's User Access Rights P/O access is set to **Only Allow Entry of "Un-Releases" Purchase Orders**, then any purchase order they enter will automatically be set to **On Hold**. Another user with adequate rights would have to change the status to **Ready to Release** before the PO could be posted and printed.

Blanket PO – Initially Approved Amount **\$ 99,999,999.99**

You may enter an Amount that represents the total \$ value that will be allowed to be ordered for POs issued against this Blanket PO. As Releases are sued against this Blanket PO, a total is kept. Once the total is reached, no more Releases may be issued. Leave this field blank is no limit is needed.

Supplier – Vendor Code **X(6)**

If known, enter the A/P Vendor Code for the supplier of the goods are to be purchased from. If the Vendor Code is not known, click the  icon and the [Vendor Lookup Window](#)⁶³ will be presented, from which you may choose to select a vendor. If a Vendor Code that starts with the <*> character is selected, this is a Miscellaneous Vendor, for which you will have to enter the company name, address, and other contact information.

The Vendor may be changed at a later time, or when the Purchase Order is being approved.

Once the Vendor has been selected, the address, contact information and terms fields will be initialized from the A/P Vendor's properties. Also, if a different Currency had been assigned to the Vendor, the Purchase Order and subsequent purchase order, will be priced and issued in that currency.

If the status assigned to the selected A/P Vendor was set to **"Hold All Payments"**, or **"No Further Purchases"**, a message will be displayed, and the Purchase Order Status will be set to **ON HOLD**.

Supplier – Address, City, State, Postal **3 x X(30), X(20) & X(5)**

These fields will default for the A/P Vendor that is selected. This address will be printed on the Purchase Order.

Supplier – Contact **X(20)**

Enter the name of the sales person or contact at the supplier from who the information

about the goods being purchased was obtained. If the resulting Purchase Order is to be emailed, this name will be used in the email.

Supplier – Phone, FAX & Email Address

X(20) & X(20) & X(40)

Enter the phone number, FAX and/or the email address of the sales person or contact for the supplier of the goods being purchased. If the resulting Purchase Order is to be emailed, the email address entered here will be used.

Supplier – Terms

X(15)

Enter the description of the Terms of Sale associated to the PO. The terms entered here will print on the purchase order to advise the vendor of the terms you want. It will default to the terms found in the Vendor file.

Buyer Code

X(6)

The Buyer is the person requesting to purchase the goods entered on the purchase order that will be created from this Purchase Order.

If there is a [Default PO Header](#)⁴²⁹ defined for the selected Buyer, those specified default values will be assigned to the applicable remaining header fields of this Purchase Order.

When the goods associated to this requisition's purchase order are received, the Buyer's properties' Period-to-Date, Year-to-Date and Life-to-Date statistics for total PO purchases will be updated.

Email the Buyer when the Goods are Received ? *check-box*

If the Buyer is to be sent an email message when the goods for the PO are received, set this field. This field will be automatically set if an email address had been assigned in the selected Buyer's properties.

Ship-To Department Code

X(6)

Enter the Department for the Ship-To for the warehouse or receiving location where the merchandise on the purchase order should be shipped to. The Department must be a valid code that is defined by the PO Department Codes Maintenance. From the selected Department, the PO Ship-To will be assigned. (Note that this IS NOT the Ship-To Location Code that you may have defined in the Series 5 Inventory Management System).

Series 5 Inventory Management Locations

When defining the PO Ship-To Codes, one of the properties is the Warehouse Location. When the PO system is used with the Inventory Management system, when goods are ordered and

received, it is this I/M Location Code's warehouse where the inventory items are stored; and it is the I/M Location Code that is used when inventory Quantity-on-Order and Quantity-on-Hand fields are updated.

If there is a Default PO Header is defined for the selected Department Code, those specified default values will be assigned to the applicable remaining header fields of this Purchase Order.

PO is to be Printed ?

check-box

Normally Purchase Orders will be printed and sent to the supplier. If you don't ever intend to print the PO, or if it is just to be emailed, then make sure this field is un-checked. For processing by other purchase order applications that require the purchase order to have been printed, it will be processed as if it was. You may change this setting at any time prior to converting the Purchase Order to a Purchase Order.

PO is to be Emailed ?

check-box

The Series 5 system provides the option of either printing Purchase Orders, or having them emailed, or both. Set this check-box to have it emailed. You must make sure that the email address supplied earlier on this screen is correct.

The purchase orders are automatically emailed when the Print Purchase Orders operation is executed.

Ship-Via Code

X(6)

The Ship Via Code indicates the method by which the order will be shipped from the supplier. This information is printed on the Purchase Order delivered to the supplier.

FOB Code

X(6)

When freight or express charges are involved in the purchase of merchandise, it is important that the buyer and seller understand which party is responsible for the transportation costs.

FOB factory means free on board, or loaded on board, the means of transportation at the factory free of loading charges, and the buyer pays transportation costs from there. Likewise, FOB destination means the seller will pay transportation costs to the destination of the goods.

Select the applicable FOB code. This information is printed on the Purchase Order delivered to the supplier.

OK to Partially Ship Goods ?

check-box

Indicate whether or not goods that are ordered are to be fully shipped or not. That, is if the

supplier can't ship the entire quantity of goods ordered, then should it be shipped at all. This information is printed on the Purchase Order delivered to the supplier.	
OK to Back Order Goods ?	<i>check-box</i>
Indicate whether or not if goods that are ordered can't be shipped if they are to be Back Ordered, and shipped at a later date. This information is printed on the Purchase Order delivered to the supplier.	
Estimated to Ship Date	<i>(mddy)</i>
Record the date which you think the goods will be shipped from the supplier. If any of the items being purchased are determined from the Supplier's Products list, and a scheduled price change has been set, then this date will be used to select which unit price is the one assigned to the item.	
Estimated Delivery Date	<i>(mddy)</i>
Record the date which you think the goods will be delivered to your office or warehouse. This date will be used as the default for the Requested Delivery Date and the Promised Delivery Date fields found on each PO Line Item's screen.	
Ship Goods	<i>radio-buttons</i>
Indicate how the shipping costs associated to the goods are to be dealt with. Either to be paid Collect when they arrive, or Prepaid by the supplier. This information is printed on the Purchase Order delivered to the supplier.	<input checked="" type="radio"/> Collect <input type="radio"/> Prepaid <input type="radio"/> Not Applicable
Confirm Shipment	<i>radio-buttons</i>
Indicate whether or not you want the supplier to notify you when the goods are actually shipped. This information is printed on the Purchase Order delivered to the supplier.	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Confirmed
Goods are Taxable ?	<i>check-box</i>
If sales tax is to be computed on the goods ordered, set the check-box.	
Tax-1 and Tax-2 Percentages	<i>99.999 %</i>
Enter the Sales Tax to be computed on the goods that are ordered. The system will attempt to default the tax percentage values for the two sales taxes that might be	

charged. If within the A/P Control Preferences, the **Automatic Generation of Canadian GST/HST Distributions** is set, and for the Vendor the **Canadian GST/HST Tax** setting is **"Fully Recoverable GST/HST"**, then the tax percentages from the A/P Control Preferences will be assigned.

Tax-1 and Tax-2 Non-Recoverable flags *check-box*

It's important to choose the applicable setting for each Tax's Non-Recoverable check-box. If checked then the associated computed tax amount will be included when the Landed Cost of the goods being ordered are computed. If not checked, then it is not included, and the tax amounts will be recorded to the appropriate G/L expense account when the supplier's invoice is entered in the Accounts Payable system.

Method of Payment *radio-buttons*

This field is used to indicate the method of payment that will be used for the goods purchased. Normally, you would accept the default **Charged On Account**. For certain suppliers, you may be required to prepay for the goods before they are shipped to you. In this case you would select either of the two **Prepay** settings. In these two cases, when the goods are actually received, because they were already paid for, distributions are generated such that Inventory is **Debited** and the Inventory-In-Transit account is **Credited**.

- Charged On Account
- Prepay by Letter-of-Credit
- Prepay by Wire Transfer

Acknowledge Receipt of PO *radio-buttons*

Specify whether or not you wish the supplier to acknowledge receipt of the purchase order. Once you receive acknowledgement you can set the **Ack Received** button. An applicable directive will print at the bottom of the purchase order

- Not Required
- Yes Please
- Ack Received

Brief Header Comments *3 x X(30)*

Three Brief Comment field lines may be entered for the PO. These might be for ad-hoc comments, that you don't wish to have defined as a Comment Code. These comments will print at the bottom of each page of the Purchase Order.

Goods are for Resale ? *check-box*

If goods being ordered are for Resale, set the check-box. This field is for information purposes only.

"Fast Buttons"	
New	Add a new Line Item
Insert	Insert a new Line Item just in-front-of the currently highlighted row in the grid
Modify	Modify the Line Item highlighted in the grid
Delete	Delete the Line Item highlighted in the grid
Shift Up	To have the currently highlighted grid Line Item shifted up one row
Shift Down	To have the currently highlighted grid Line Item shifted down one row

Purchase Order Line Items - Item Ordered Tab Sub-Screen

Some points to note about adding or editing the items that are to be purchased associated to the PO:

- When selecting a stocked Inventory Item to be purchased, the Description, Unit of Measure, UPC Code, Unit Cost, and if available, the Suppliers Part Code fields are initialized from the corresponding Inventory Management system part record.
- The **Quantity to Order** field will default to a value of 1. If for an Inventory Item, on it's Usage Control tabbed sub-screen, an **Order Qty Multiples** value is set, this will be used as the default for the Quantity to Order on the requisition.
- If a Vendor's Item Code has been established, (using the Purchasing System's Vendor Item Codes Maintenance function), the Quantity to Order, and Unit Price fields will be set from the values defined there.
- Inventory Items have as one of their properties an Activity Status setting. This setting determines whether or not the given item may be bought or sold. If the selected Inventory Item is flagged with it's **Buy Status** set to **No**, then it may not be entered on the requisition as an item to be purchased.
- Inventory Items have G/L Inventory Accounts assigned to them based on the Product Category that they have been assigned to. When an Inventory Item is selected to be purchased, the system will retrieve it's G/L Inventory Account and assign it to the requisition line items G/L Expense Account.
- If a CER Code is entered, the G/L Expense Account and the Sub-Ledger Project Code that was assigned to the CER's properties will be assigned to the Line Items' G/L

Account and Project.

- If after entering the Items Ordered screen of a requisition's item, the **Add and More** button is clicked, the system displays the first screen to have the next item to be ordered entered. The, Non-Inventory flag, Requested Delivery Date, Promised Date, CER Code, G/L Expense and Sub-Ledger Project fields will each be defaulted to the same as was entered for the previous line item.
- If the Inventory Item being entered is defined with a Matrix Set, then a number options are available. These include the following:
 - ✓ You may choose to have the system automatically order all variations of that item for a specified Quantity and Unit Cost
 - ✓ A Matrix grid screen is presented listing the available Dimensions, or Variation Types, as rows or columns. From this screen Quantity-to-Order or Unit Cost amounts may be entered directly.
 - ✓ From the Matrix grid screen, you may assign a given Quantity to a whole row, or column, which causes the system to automatically add PO Line Items for the associated Item variants.

The control properties associated to each Order's Line Items that are being purchased are maintained by the following screen:

The screenshot shows the 'Modify PO Line Item' window. At the top, it displays 'PO Line Item: 1 for PO #: 00003963 - 01 Vendor: 020756 2000 IEEE-IAS/PCA 42ND CEMENT TECH'. Below this are three tabs: 'Item Ordered', 'Line Item Comments 1', and 'Line Item Comments 2'. The 'Item Ordered' tab is active, showing a form for selecting an inventory item or describing the item/service. The 'Non-Inventory Item' checkbox is checked. The item name is 'Chocolate Labrador Retriever' with a color of 'Brown - Male'. The supplier's part code is 'SUPER DOG 788899'. Below this, there are fields for 'Qty to Order' (2.000), 'Unit Price' (350.0000), and 'Extended' (\$700.00). There are also fields for '% Discount', 'Tax-1' (12.0%), and 'Tax-2' (0.0%). The 'Total' is \$784.00. At the bottom, there are fields for 'Requested Delivery' (11/22/10), 'Promised Delivery' (11/24/10), and 'Notify when Delivered'. There are also fields for 'Capital Equipment Request Code (CER)', 'G/L Expense Account' (6530 -- 950 Supplies), and 'Sub-Ledger Project Code'. A 'Line Item Cancel Status' section has radio buttons for 'None', 'Set to Cancel', and 'Cancelled', and a checkbox for 'Due to Supplier Negligence?'. At the bottom right, there are 'Update' and 'Cancel' buttons.

The above screen is for specifying the purchase of non-inventory items.

The following screen is displayed to enter the details associated to selecting to purchase an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled [Matrix Set Item\(s\) Quantity](#)³³⁶, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :

When Adding an Inventory Item that has been defined with a Matrix Set, once the Quantity-to-Order, and Unit Price, and other fields have been entered, the operator will be prompted if they wish to have all variations of the item ordered with the given settings. Clicking Yes will cause a Purchase Order Line Item record to be generated for each possible combination of Dimension Attributes for the selected Matrix Item.

For Inventory Items, current Quantity amounts from the Inventory Management system, for the given Warehouse Location defined for the Ship-To setup for the PO, are displayed to assist if making ad-hoc decision as to the Quantity to be ordered.

Item Ordered | Line Item Comments 1 | Line Item Comments 2

Select the Inventory Item, or describe the Item/Service to be purchased:

Non-Inventory Item

Supplier's Part Code:

To be Shipped To: Sentinel Hill Software Inc.

Dell Server System
8 MegRam with 2 - 512 Gig Disk
and 2 24 Inch Monitors

Identify the Supplier, this Item is to be Purchased From: _____ Select this Item: _____

A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as its Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.

Qty to Order: Units: Extended: \$

Unit Price: \$US \$Cdn % Discount:

Allowable Price Variance: % % Tax-2:

Total: \$

Requested Delivery: Promised Delivery: Notify when Delivered: _____

PO Line Item Ordered Tab Sub-Screen - Field Definitions

Non-Inventory Item	check-box
If the particular item that is to be ordered is NOT a stocked Inventory Item, defined by the Series 5 Inventory Management system, then set this check mark.	
Inventory Item	X(20)
Enter the Inventory Item's Part Number assigned by the Inventory Management system.	
Should you wish to browse the inventory files for the desired item, click the binoculars,  , icon and the Inventory Item Lookup ⁶⁹ screen window will be displayed. (One of the nifty features is its ability to display inventory items based on the Item's Description keywords. That is, a table is kept on file indexing all inventory by each word in the items Description).	
For example, if the Keyword "Lookup" mode was chosen, and RED was entered as the keyword, the grid would list all inventory items that had the word RED within its	

description.					
Supplier's Part Code	X(20)				
<p>This field is used to record the supplier's part number for the item being ordered. If there had been a Vendor Item Code defined for the Inventory Item, then it will be automatically assigned. It may be changed as required.</p> <p>When the requisition is converted into a purchase order, if a Vendor Item is supplied, and if a Vendor Item code was defined in the PO system, then it will be updated with the Vendor Part Code supplied, long with whatever Unit Price was entered.</p>					
Description	4 x X(30)				
<p>These fields are used to describe the item being purchased. They will be printed on the purchase order.</p>					
Quantity to Order	999,999.999-				
<p>Enter the Quantity of the item that is to be purchased. This will default to 1 item, If for an Inventory Item, on it's Usage Control tabbed sub-screen, an Order Qty Multiples value is set, this will be used as the default for the Quantity to Order on the purchase order.</p> <p>When this value is edited, the Extended, Taxes and Total amount will be recomputed and redisplayed.</p>					
Units	X(4)				
<p>This field is used to describe the Units of the item being purchased. This will default to that defined by the Inventory Item.</p>					
Unit Price	\$ 9,999,999.9999				
<p>Enter the item's Unit Cost that you would expect to be charged by the supplier. This value will by default be set to the Last Vendor's Unit Cost that is maintained in the Inventory Management system's Item Location record.</p> <p>If the actual price that is charged varies from this amount that it is entered, the difference becomes the basis for the Price Variance statistic that is used to evaluate the vendor's performance by the Vendor Performance Report⁴²⁰ function.</p>					
Currency Selection	radio-buttons				
<p>A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as it's Currency, one that is different from the base currency defined, then all items entered for</p>					
<table border="1"> <tr> <td><input checked="" type="radio"/></td> <td>\$ US</td> </tr> <tr> <td><input type="radio"/></td> <td>\$ Cdn</td> </tr> </table>		<input checked="" type="radio"/>	\$ US	<input type="radio"/>	\$ Cdn
<input checked="" type="radio"/>	\$ US				
<input type="radio"/>	\$ Cdn				

the purchase order will be recorded in that currency. It is possible that certain items will be priced using your base currency. Both the base currency, and the foreign currency will be presented so the operator may choose which is applicable. Regardless of the selection, totals for the item are displayed in both currencies.

Extended Amount	\$ 99,999,999.99
------------------------	-------------------------

This is the result of the (Quantity-to-Order x Unit-Price). This field may not be altered.

Discount Percentage	999 %
----------------------------	--------------

If the supplier is offering a Discount at the time the purchase order is being put together, you may record it. (Thus the basic Unit Cost will be maintained, but the price offered is also recorded. When a Discount % is entered, the Discount Amount, any Taxes and the Total will be recomputed and redisplayed.

Tax-1 and Tax-2 Amounts	\$ 99,999.99
--------------------------------	---------------------

If the goods associated to the purchase order are taxable, and Sales Tax Rates have been established, the Tax Amounts will be computed. These amount may also be manually entered. For Canadian users GST, HST and/or PST tax amounts may be recorded.

Allowable Price Variance	999.99 %
---------------------------------	-----------------

The price variance is a percentage which will be used to determine a plus or minus variance of the charges of the item that is used in the entry of the Accounts Payable invoice. The amount entered in A/P cannot exceed the upper variance or be less than the lower variance.

Requested Delivery Date	(mmddyy)
--------------------------------	-----------------

This is the date that you have advised the supplier that you hope to receive the item being purchased. If a Promised Date is NOT recorded, then the Request Date will be used as the anticipated delivery date for both the Cash Requirement and the Scheduled Receipts reports.

Promised Delivery Date	(mmddyy)
-------------------------------	-----------------

This is the date that the supplier has given you as the expected delivery date. The Promise Date is basically a negotiated request date. If the vendor is unable to meet the request date for the delivery of the item, he will propose a different date that they feel can be met. You should enter that date as the promise date leaving the request date as it was originally entered. Doing so will enable you to see how late the shipment was compared

to the original request date.

Cash Requirement and Scheduled Receipts Reports

When these reports are executed analyzing the goods that are purchased as to their projected receipt date, the Promised Delivery Date is used. If that date is not given, then the Requested Delivery Date is used.

The [Cash Requirement Report](#)³⁹¹, for a selected reporting period, attempts to predict your required cash flow for making payments to your suppliers for goods purchased. The [Scheduled Receipts Report](#)⁴⁰², provides a breakdown of what ordered goods are expected to be received on a range of dates, or for particular period.

Notify When Delivered

X(40)

This is the name, or email, of the individual that should be notified by the warehouse staff when this particular item is received. (It's basically up to the discretion of the receiver, or the operator that records the receipt of the goods in the [Receiving Entry](#)³⁵² operation, whether or not the person is notified or not).

Capital Equipment Requisition (CER) Code

X(6)

Capital Equipment Requisitions, (CERs), are used by the Series 5 Purchasing system as a means of grouping purchases at the line item level. They may be used to group purchases that all pertain to a single larger purchase order. They may also be used as a method of giving approval for large capital expenditures by management before the purchase orders are actually processed.

When line items are being entered for a Purchase Order, a CER Code may be specified. When the associated PO is generated, an entry will be written to the CER transaction file for each item with a CER code. The [Capital Equipment Requisition Report](#)⁴⁰⁶ will list all line items found in the CER transaction file by the code along with their expected and actual costs.

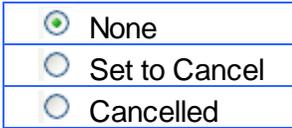
G/L Expense Account

9(18) - 9(5)

For Inventory Items, this account will default to that defined by the Product Category Location Account from the Inventory Management system. For non-Inventory items, enter the G/L Expense account to which the purchase of this line item will be recorded when the supplier's invoice is processed in the Accounts Payable system.

To enter an account, click on the icon displayed to the left of the displayed account number field, and a window will be displayed on which you may enter the account number, or launch the A/P Account "Lookup" function. The account that is finally entered must be defined as a valid account in the A/P system.

If a CER Code was entered, the G/L Expense Account that was assigned to the CER's properties will be used as the default value for the G/L Account.

Sub-Ledger Project	<i>X(6), X(8), X(4)-X(4), or X(4)-99-99</i>
<p>If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. Enter the Project Code to which this expense is associated to.</p> <p>When the suppliers Invoice is entered into the Accounts Payable system, the Project Code entered here will be used as the default for the Expense Distribution associated to this line item.</p> <p>If a CER Code was entered, the Sub-Ledger Project Code that was assigned to the CER's properties will be used as the default value for the Sub-Ledger Project.</p>	
Line Item Cancel Status	<i>radio-buttons</i>
<p>This field really only applies to the Purchase Order once it has been printed. If after the PO has been printed, and issued, if it is necessary to cancel this item from being ordered, the PO can be amended and the Set to Cancel option selected. This would cause an "Amending" PO to be printed showing the desire to have this item cancel from the order.</p>	
	
Due to Supplier Negligence	<i>check-box</i>
<p>If the radio button to have the Line Item Canceled is set, then this field will be enabled.</p> <p>There are two basic reasons why you would want to cancel a line item. You decide you no longer want the item or you are forced to procure the item elsewhere because the vendor has failed to deliver it on time. Either way, you can indicate whether or not the cancellation is due to vendor negligence. The system will record this information so that the vendor performance statistics can be updated accordingly. Once an item has been canceled and has appeared as such on a Change PO it may not be Uncanceled. To reinstate a canceled item you will be required to add it to the PO as a new item.</p>	

Ordering Matrix Set Inventory Items - Properties Tab Screen

When adding or editing a Purchase Order item for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily order sets of transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Unit Costs that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list

- Requisition Line Item transactions are automatically created or deleted when the "Quantity Ordered" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column

PO Line Item: 2 for PO #: 00007159 - 00 Vendor: 019658 SENTINEL HILL SOFTWARE INC.

Matrix Item Ordered Matrix Set Item(s) Quantity Line Item Comments 1 Line Item Comments 2

For the Inventory Item's Matrix Set, enter Quantity, Price and/or Costs for the given Purchase Order Line Item

Inventory Code: BA001 Mens Riding Shirt Stock Location: PCA
Matrix Set: SHIRT

List by: SIZES - FABRIC Displaying/E editing: Quantity Ordered

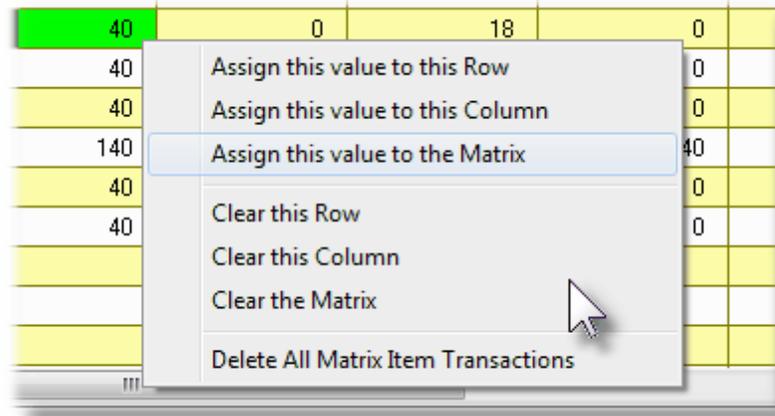
Size	Fabric				
	Silk	Cotton	Rayon	Leather	Cotton/Silk
Petite	20	5	12	15	15
Small	20	5	12	15	15
Medium	20	5	12	15	15
Large	20	5	12	15	15
Extra Large	3	3	3	3	3

Cell Matrix Item Code: BA001:XLG-COT 0 Trxs Added 0 Trxs Removed

Update

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions



Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, a PO Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Column	The value in the selected cell will be applied to each item in the current column. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, a PO Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. <i>Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.</i>
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Delete All Matrix Set	All Matrix Set Variant Ordered Item transactions for the

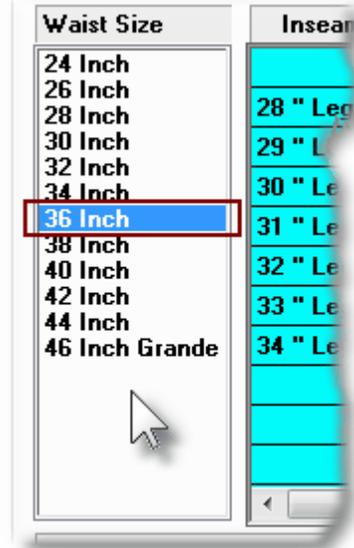
Transactions

displayed Inventory item will be deleted.

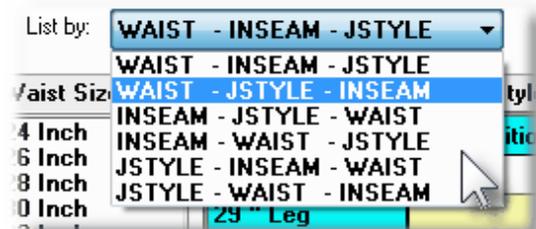
Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Requisition Line Item Entry/Editing" grid screen are as follows:

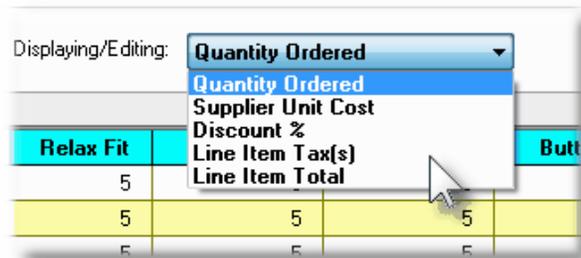
- For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and may be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.



- A **List By** drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.



- For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen. The Line Item Tax and Total fields are available as "Display Only" fields.



Recording New PO Line Item Transactions

A new transaction is automatically written when a Quantity Ordered field in the matrix is set to a Non-Zero value. That new record will have all of its other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial PO Line Item Maintenance grid screen.

For Purchase Order Line Items for the given Inventory Item, (where no transaction for a Variant has been added yet), any Costs, Quantities and properties are assigned as if the base Inventory Item was being ordered.

Costs and Expense Accounts are automatically assigned using the base Inventory code.

Purchase Order Line Item - Line Item Comments Tab Sub-Screen

Two Line Item Comments may be entered for each item ordered. These might be used to describe special handling instructions, or to offer extra description of the item being shipped.

Some points to note about the fields on this screen when adding a Line Item:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, its text may be edited to be customized for this line item
- These comments are printed on both the Purchase Order and the Purchase Order and is available Invoice and the Pick Tickets

The text printed is entered by the following screen:

Modify PO Line Item

PO Line Item: 1 for PO #: 00003963 - 01 Vendor: 020756 2000 IEEE-IAS/PCA 42ND CEMENT TECH

Item Ordered Line Item Comments 1 Line Item Comments 2

These comments will be printed with the Line Item for this PO.

Additional Line Item Comments ? Pre-Defined Comments Enter Comments

Item Comment Code 1: ***** Edit these Comments for this PO

Dogs are bred on-site and kept with their mother for a period of not less than 9 weeks. Also, they are guaranteed not to have hip displacement disease.

Update Cancel

Line Item Comments 1 & 2 Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	check-box
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	radio-button
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	X(6)
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance ⁴⁴¹ application.	
Edit the Comment Code's Text	check-box

The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.

Comments	X(1,000)
-----------------	-----------------

Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.

6.4.6.5.3 PO Warehouse & Header Comments Screen

A PO Warehouse comment and up to three PO Header comments may be entered for the Purchase Order. The Warehouse Comments might be used to describe how the goods should be dealt with when they are received. The Header Comments may provide special handling or shipping instructions to the supplier, or could summarize special pricing that would apply.

Some points to note about the fields on this screen when adding a Purchase Order:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are NOT printed on the Purchase Order but are available to the Purchase Order Inquiry function and the the PO Receiving Entry function.

The comment text is entered by the following screen:

Warehouse & PO Header Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance ⁴⁴¹ application.	
Edit the Comment Code's Text	<i>check-box</i>
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	

Comments	X(1,000)
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.6.6 Posting PO Entry Batches

The process of posting a Purchase Order Entry Batch, moves the orders that have been entered, to the active Purchase Order file. These orders then will be available to the [Purchase Order Printing](#)^[346] and [PO Receipts](#)^[352] applications. Once orders are posted, they may also be viewed using the [Purchase Order Inquiry](#)^[158] application.

When a PO Entry Batch is posted, a PO Entry Posting Journal report will be produced. This may be printed, or saved to disk for later reference. If the journal that is generated, is archived, it will be catalogued with a report name of **POTRX_XXXXXX.JRN**, where **XXXXXX** is the code assigned as the PO Entry Batch.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

All Purchase Orders when posted, will cause the result in the following actions being performed:

- For each PO Line Item that is a stocked Inventory Item, the PO Number, Date and Quantity Ordered will be recorded in the associated Inventory Location record in the corresponding Last PO Issued fields. Note that the Quantity-On-Order field for the Inventory Item was already updated when it was added into the PO.
- For each PO Line Item, if the stocked Inventory Item had a Vendor Item Code defined in the P/O system then that record will be read, and the Vendor's Item Code and Unit Cost that was recorded in the PO, will be recorded.
- For each PO Line Item, if a CER Code was specified, the details associated to the purchase is recorded in a CER Transaction History file. These records are then made available to the Capital Equipment Requisition reporting function.
- For Regular and Drop-Ship Purchase Orders, for the Buyer that was entered with the PO, their Period-to-Date, Year-to-Date and Life-to-Date statistic fields are updated recording the # of POs issued and the total dollar value.

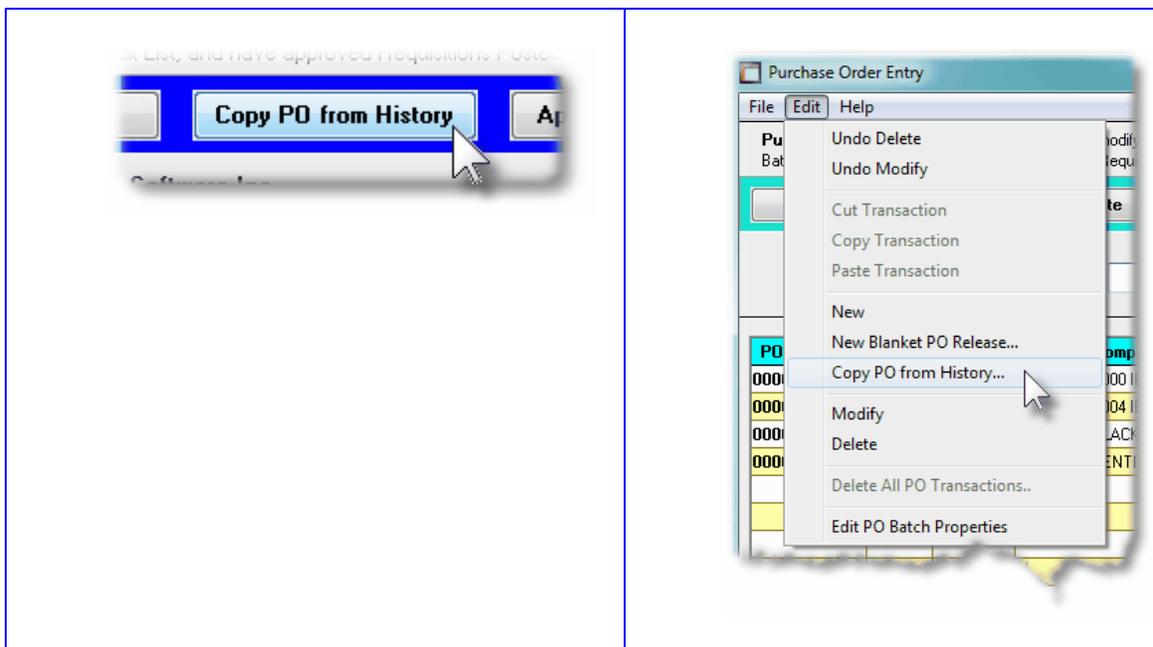
6.4.6.7 Copying POs from History

The Purchase Order Maintenance application provides a function for creating a new purchase order from a historic purchase order. All information from the purchase order is duplicated, a new PO number is assigned and the operator may then modify the information as required.

Basically any purchase order that has been printed and issued may be copied. The new PO is created with all status fields and received quantity fields cleared.

You may want to copy a purchase order because you are in fact re-ordering the same items from the same vendor in the same quantities. Perhaps you might want to use it for a Blanket P/O when you have reached the limit of ninety-nine releases.

To have a PO copied, invoke this function by either clicking on the **Copy PO from History** "fast button" at the top of the Purchase Order Entry grid screen, or select it from the menu-bar's Edit drop-down menu.



When the **Copy PO from History** function is selected, the [Purchase Order Lookup Window](#) is displayed. You may browse through the POs listing them based on a variety of different criteria. When one is selected, it is copied as a new Purchase Order.

The Purchase Order Lookup window is displayed as follows:

Purchase Order Lookup

Sort by: Supplier Name [Select] [Home] [Print] [Refresh] [Reset] [Cancel]

PO Number	PO Date	Type	Vendor	Supplier Name	City/State	Buyer	Curcy	Total \$ Cost
Req Number	Closed	Status	ShipTo	Email				
00002342-01	10/08/10	Regular PO	021380	14-400 BUILDING	BELLEVUE, WA			
			1	LARRYC@SENTINEL-HILL.COM				1,750.00
00002446-01	10/08/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT			
			1					1,438.08
00002536-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT			
			1					13,307.56
00002959-01	10/20/10	Regular PO	020756	2000 IEEE-IAS/PCA 42ND CEMENT TECH	MORGAN, UT			
			1					1,042.11
00002844-01	10/20/10	Regular PO	021533	ACM ELEVATOR COMPANY	LOMBARD, IL			
			1					162.40
00002243-01	10/08/10	Regular PO	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC			
		Printed	1	larryc@sentinel-hill.com			CDN	5,732.20
00002776-01	10/20/10	Regular PO	019658	SENTINEL HILL SOFTWARE INC.	WEST VANCOUVER, BC			
			1	larryc@sentinel-hill.com				7,000.00

GoTo Key: Search: for:

6.4.7 Print or Email Purchase Orders

This Purchase Order Processing function is used to generate and print the actual Purchase Order forms.; or they may also be automatically emailed, or both. Flags associated to the PO are used to indicate how the PO is to be delivered to the supplier.

The Purchase Order contains a great deal of information. It is your written contract that itemizes what exactly it is that you wish to purchase from the supplier. Options that you selected are printed in labeled blocks at the top of the form, and detail about the items are printed within the body of the form. If there are more items ordered than what will fit on a single page, as many additional pages are printed as required. Any Order Header Brief Comments entered, will be printed at the bottom of each page.

It is also possible that you may wish to Reprint a Purchase Order. The system will do this only if you specify that you wish the Include Previously Printed Purchase Orders. In the case of a PO Change Order, or reprints, they will be clearly labeled as such, to ensure the Vendor does not treat it as a second order.

Some points to note when generating the Purchase Orders:

- The Purchase Orders may be printed sorted by a variety of different codes. These include the PO #, the Vendor Code, the Supplier Name, the Email Address, the Buyer and the Ship-To. Depending on how they are to be distributed, select the applicable method.

- By default, Blanket POs, POs On-Hold and that are Closed or Cancelled will not be printed. You may, however, change these filters
- If the Purchase Order was marked to be emailed, then the suppliers' email address would have had to been provided. If the PO is to be emailed, it will be created as a separate PDF document and automatically emailed. (Of course you have to generate the Purchase Orders on a Windows workstation that has Office Outlook, or a similar MAPI compatible email utility running). You also have to set the check-box on the PO Generation Options screen. The following points should be noted when having the POs emailed:
 - ✓ Purchase Orders are generated as MS Word Documents that are saved as PDF Documents. (You must have the appropriate add-on to Office to accomplish this process).
 - ✓ POs are emailed using an internal call to a MAPI compatible utility such as Outlook or Outlook Express
 - ✓ You should have a utility called Click Yes Pro, so that your system will not interrogate the operator every time a PO is to be emailed.
 - ✓ Within the Series 5 User Logon Profile of the operator generating the POs must have their Full Name and Email address. These are used as the Sender Name and Email address of the sent email.
 - ✓ The PO is sent as an attachment to the email. The message body is constructed using a customized module that is supplied by Sentinel Hill. It may be customized to suit your needs.
 - ✓ The PDF document is created with the name **SHSI**PO_99999999-99, where 99999999-99 is the PO Number and **SHSI** is a prefix defined by the customized module supplied by Sentinel Hill.
 - ✓ The PDF documents are created in the directory that is defined by the AcuGT runtime configuration variable **WEB_EDOCS_DIRECTORY**.
- The formatting and layout of the Purchase Orders may be customized. (**Contact Sentinel Hill for further details**).

If the PO was flagged to be emailed to the supplier, the PDF copy of the PO will be automatically emailed to the supplier. The body of this message, which you can edit to your liking, must be set up in a text file named **PurchaseOrder_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more than 8192 characters.

Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME%%	The Name of the Vendor's Contact specified in the PO
%%RECIPIENT-EMAIL%%	The Email address of the Vendor's Contact specified in the PO
%%COMPANY-CODE%%	The Series 5 assigned Vendor Code
%%COMPANY-NAME%%	The Vendor's Company Name
%%MY-STRING-1%%	The Date of the PO as a text string
%%MY-STRING-2%%	The name of the person or department the email should be directed to
%%MY-STRING-3%%	The Buyer in your purchasing department

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word or PDF documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Purchase Orders are printed to an MS Word document, (and subsequently saved as a PDF document), using such a template.

MS Word Templates for PDF Purchase Orders

As Purchase Orders are generated as MS Word documents, you must define a page template. Use MS Word to build your template. Make sure that the text of the PO align correctly. (You should use a test form when constructing the template).

The template must be stored on each user's PC that will actually generate the statements. On Windows XP clients, these must be saved to the **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 or 8 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a **xxx.dot** extension. For users of Office 2007, the file must be named with a **xxx.dotx** extension.

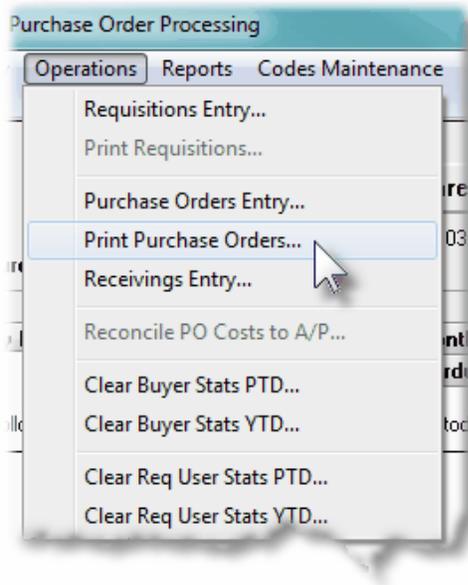
Additionally, a variable must be added to the [Runtime Configuration file](#)⁴⁸⁸ that specifies the name of the template. It needs to be defined as follows:

MSWORD-PO-FORM-SPECS PORTRAIT "Courier New" 10 "My-PO-Template"

Sentinel Hill does supply a sample template named **purchase_order.dot** that is designed to print all information correctly. It may be modified as required, by your company. Contact your system or accounting manager to have this capability set up.

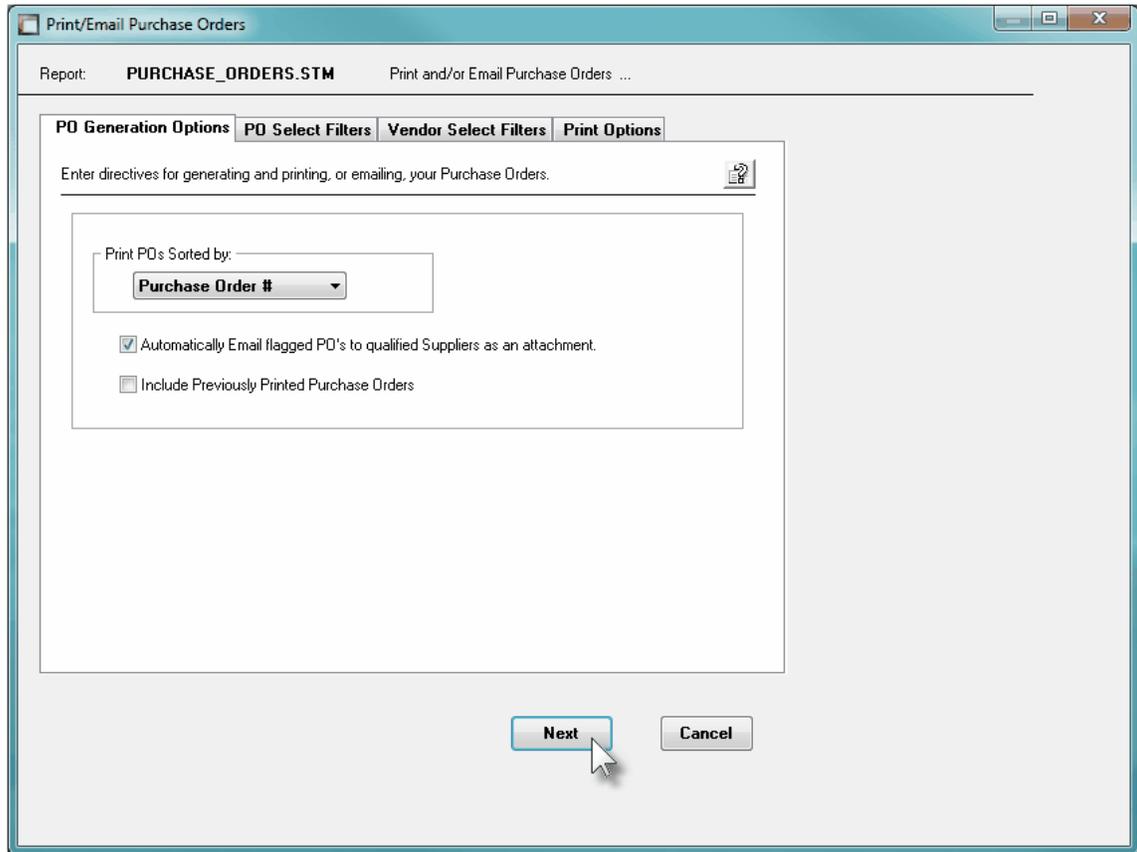
+ Accessing the Print/Email Purchase Orders Printing function

From the P/O Main menu, select **Print Purchase Orders** from the **Operations** drop-down menu.



→ Purchase Orders Print/Email - Options Screen

The following screen is presented when generating the P/O Purchase Orders for distribution to suppliers:



The Series 5 applications provide a variety of different printing options.

Default Purchase Order Print Output Options

A print options screen is presented when Purchase Orders are generated. The system may be configured to present the print options screen with the selections that would always apply for when Purchase Orders are generated.

A variable must be added to the [Runtime Configuration file](#) ⁴⁸⁸ that specifies the default options to be presented as follows:

cccc-PURCHASE-ORDER-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccc** is the Series 5 Company System

Printer-Queue is the Purchase Order Processing Printer Queue (by default is **S5POFORMSQ**)

Create-Option would typically always be **RECREATE**

Output-Type designates the target (should be **ARCHIVE&WORD2007**)

Contact your system or accounting manager to have this capability set up.

A Series 5 Printer Queue needs to be defined with a code of **S5POFORMSQ**. In order to have the PO Forms printed aligned correctly it must be defined with the following margin and fond settings:

Page and Format Options:

Margins:

Use Printer's Defaults

Units: **Inches**

Left: **0.30** Top: **0.35**

Right: **0.25** Bottom: **0.20**

Printer Control Form #: **0**

Lines-Per-Page Override:

Physical (Establish Lines/Inch): (Set to ZERO for the Printer's default)

Maximum # Lines to Print/Page:

Font: **Courier-10**

System Font:

When generating the Purchase Orders, the operator is presented with the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)^[111] is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Purchase Orders that are to be printed are generated, if archived, will be catalogued with a report name of **PURCHASE_ORDERS.STM**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

— Purchase Orders Print/Email Options Screen - Field Definitions

PO's Sorted By	<i>list-box</i>
When the Purchase Orders are generated and printed, they may be sorted by a variety of different codes associated to the PO.	<div style="border: 1px solid black; padding: 5px;"> Purchase Order # Vendor Code Supplier Company Name Supplier Email Buyer's Code Ship-To Location Code Ship-To Department Code </div>
Automatically Email flagged PO's	<i>check-box</i>
Set this check-box to have those purchase orders that have been flagged to be emailed, emailed.	
Include Previously Printed Purchase Orders	<i>check-box</i>

If selected, previously printed purchase orders will be printed.

6.4.8 Record Receipt of PO Items

In the context of the Purchase Order Processing system, the Receipt of PO Items involves the entry of a transaction to record the receipt of goods that were ordered using a Series 5 Purchase Order. The Information recorded include the date, the quantity of goods received, the quantity rejected, any extra costs that were incurred as a result of shipping or tariffs, and perhaps also a change in the unit price of the goods.

The data recorded associated to the PO receipts serves three main purposes:

- 1) Updates fields in the Purchase Order Header and Item records reflecting the quantity and date received, so that the PO might be Closed at some time. These records are also available for the Historic Inquiry and assorted reporting analysis functions.
- 2) Offer an opportunity to record Extra Costs of the goods received so that a Landed Unit Cost may be computed for Inventory items.
- 3) Records the quantity received so that for items defined by the Series 5 Inventory Management system, their Quantity-On-Hand and Costs information can be updated.

Purchase Order Receipts are entered into the system under the control of a Shipment. A given Shipment might be created for the goods associated to a particular purchase order; or it could be used to record receiving's for a particular day. A separate Shipment may be created to be associated to one of your warehouses, or it may be created associated to a specific individual in your shipping/receiving's department.

You may have a number of different Shipments recording receipts on the system at a given time, and they may have transactions recorded against them independent of one another. Associated to each Shipment is the opportunity to record any Extra Costs. These Extra Costs are then distributed evenly to the items recorded as received against their respective Shipments and may be included in computing the Landed Costs of Inventory items.



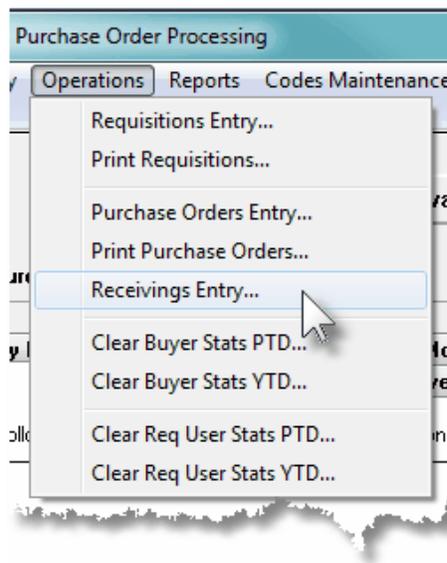
Receiving PO Purchased Goods

- [Concepts and Features](#) 353
- [Shipment Maintenance Grid Screen](#) 359

- [Shipment Properties Data Entry Screen](#) ³⁶¹
- [Selection of POs for Goods Received](#) ³⁶³
- [PO Line Items Selection Grid Screen](#) ³⁶⁶
- [PO Line Item Received Data Entry Screens](#) ³⁷³

+ Accessing the P/O PO Receiving Function

From the P/O Main menu, select Receiving's ENTRY from the Operations drop-down menu.;



6.4.8.1 About, Concepts and Features

There are a number of features associated to the entry of transactions used to record the Receipt of goods associated to Purchase Orders. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

- Purchase Order Shipments

Batching is provided as the method for entering transactions in those Series 5 applications requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry

- Accounts Payable Supplier Invoice Entry
- Purchase Order Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

- 1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.
- 2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Warehouse Receiver or Purchasing Agent clerk may be assigned a different batch, (or in this case Shipment). The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch or Shipment. Each batch may be entered, and posted independently from one another.
- 3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a Shipment number or code, and the number of transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

The PO system offers the ability to enter Extra Costs that might be associated to the purchase order in general. These might be items such as Freight, Duty, Brokerage Fees, Insurance, Storage etc. These charges will contribute to the Landed Cost of the goods at the time they are received. When goods are actually delivered to the warehouse, if processed first through a customs brokerage firm, it may be possible that goods for a number of Purchase Orders are delivered as a single Shipment.

The Receiving application lets you define a Shipment. When you create a Shipment, you enter the Extra Cost charges associated to the receipt of the delivery of goods. There may be goods from more than one purchase order. As individual PO Line Items are received into the system, you need only enter the Shipment Number for the Shipment of PO goods that were received. The system will automatically pro-rate the Extra Costs to the received item and contribute to it's Landed Cost. For each Shipment, up to five different Extra Costs may be recorded.

– Two Step Receiving's Process

When recording the receipt of goods, the two primary pieces of information to be recorded are the Quantity Received, and a change in the Unit Price. Depending on the types of goods received, (if they are items to be stocked by the Inventory System or not), or if you have different staff actually receiving goods in the warehouse, you may wish to implement a two-step approach.

The two-step approach provides the ability to enter the transaction for a Shipment with the Quantity Received by warehouse staff as a separate step from that done by the purchasing agent who would record extra costs or changes in pricing. The two steps are outlined as follows:

Step 1 - Goods Received in the Warehouse

The goods are received and ready to be stocked. For a selected Shipment, warehouse staff access the Series 5 P/O system to record a Receiving's Transaction, record the Quantity Received, and pre-post it to have the Inventory Quantity-on-Hand amounts updated.

- The goods associated to a Purchase Order are received
- An operator selects the Receiving's Entry Operations, and either selects an existing Shipment, or creates a new one.
- From the grid screen presented, the applicable Purchase Order is selected. The next screen presented lists the goods that were ordered by the PO. If all items ordered were delivered, the **Select All** push button in the "Fast Frame" may be pressed to automatically record the quantities received. Or, specific items may be selected from the screen to have the Quantity Received recorded. (Depending on the operator's access rights, they may or may not, be able to view the costing screens).
- Once all the quantities for the selected purchase order has been recorded, to have the system update the Inventory system, click on the **Pre-Post** button. For each Inventory Item received, it's Quantity-on-Order field will be reduced, and it's Quantity-on-Hand field updated.
- The Receipt transaction remains on file, associated to it's Shipment, waiting for either Extra Costs to be recorded, or changes in Unit Prices. Presumably to be entered by the purchasing agent.
- The operator will write the Shipment Number that was assigned to record the receipt of the goods on the associated packing slip. This and any associated paperwork will be put aside to be passed on to the purchasing department staff.

Step 2 - Purchasing Department Processes the Paperwork

The Purchasing department receives the paperwork associated to the shipments that were received. They will complete the entry of information associated to the goods received for each applicable purchase order.

- The operator will have all the paperwork associated to the receipt of goods by the warehouse. These need to be sorted and grouped by the Shipment Number that was used to initially record the receipt by the warehouse staff.
- The operator selects the Receiving's Entry Operations, and selects the appropriate Shipment.
- From the grid screen presented, for each Packing Slip, select the applicable Purchase Order. The next screen presented lists the goods that were ordered by the PO.
- If any Extra Costs are to be recorded that were associated to the purchase order, they may be entered.
- For each received item, if any Extra Costs are to be recorded, or if any pricing needs adjusting, it may be done.
- Complete any changes for all PO items and exit to proceed with the next PO to be dealt with.
- After all purchase order receipts for the selected Shipment have been updated, the operator may wish to check that all was entered correctly. Click on the **Print Edit List** push button in the "Fast Frame", and a Purchase Order Edit List may be printed, which will list all the information about each order. This could be checked against the original paperwork from the warehouse.
- Once the operator is content that everything is correct, they would then click on the **Post** push button. All orders for the selected batch would then be Posted to the active Purchase Order file, ready to be printed and distributed to the suppliers. At this time a Purchase Order Transaction Register is generated, which may be printed, providing a hard copy audit trail of the purchase orders entered.
- If the Series 5 Inventory system is being used, for each inventory item received, an Item Receipt transaction will be generated with the information that was recorded for the PO receipt. From the Inventory system's Operations sub-menu, click on the Item Receipt and Transfers menu item to view and subsequently post these transactions.

– One Step Receiving's Process

The process for One-Step Receiving's is essentially the same as the Two-Step process, except both functions are performed by the same individual, and the function to have Receipts Pre-Posted would not need to be performed.

– Overshipment, Undershipment and Rejects

When entering the PO Line Receipt information, the primary field is that of the Quantity Received. It would be nice if the supplier was always able to deliver the exact quantity of goods that was ordered, but guess what kids, that's not always the case. When a PO Line is selected for receipt, there will be a Quantity Due field displayed. You will enter the Quantity Received, and if it differs from the Quantity Due, then the system will, by default, consider the difference an Over Shipment or an Under Shipment.

For Over shipments, the system will automatically adjust the PO as if the quantity received was the quantity ordered.

For Under shipments, you will have the opportunity to choose one of three different options. These are as follows:

- 1) Consider the PO Line Item as Complete, and have the Quantity Short Cancelled. In this case then the difference is considered to be a negative Over shipment Quantity.
- 2) All or part of the Quantity Short will be considered as Rejected Goods, and they will be re-shipped at a later date.
- 3) The Supplier will ship the Quantity Short at a later date.

– Selecting POs for Recording Goods Received

There are three different screens that are presented for the entry of the transaction used to record the receipt of goods. (Not including Shipment Batch Summary screen). Each are identified with a tab.



Tabbed sub-Screen	Description
1 - PO Line Items	The first screen of Purchase Order Entry is a Series 5 grid screen, that displays up to sixteen Purchase Order

	<p>Line Items ²⁵³ at a time. This scrolling screen offers the operator a summary display of the individual line items that were purchased, showing the Inventory Item, Quantity Ordered, Status, Quantity Received and Quantity Rejected.</p> <p>From this grid screen, push-buttons are provided that may be used to automatically select all items as having their goods received, having all of the cleared. A special function, Pre-Post Quantity to Inventory, is provided that will have the Quantity-on-Hand for Inventory items updated prior to any costing amounts being entered.</p>
2 - PO Extra Costs	<p>Extra Costs Codes ⁴⁴⁶ are used to identify those costs associated to the purchase of goods, that are not directly paid to the supplier. These might include charges such as freight, excise tax, tariffs, bribes, or 3rd party handling fees.</p> <p>When the goods for a PO are recorded as received, these Extra Costs may be recorded associated to a Shipment, a single Purchase Order, or a specific item of a PO. These Extra Costs will contribute to computing the Landed Cost of the goods being received.</p>
3 - Warehouse Comments	<p>This screen lets the operator view and modify Warehouse Instructions ²⁷⁰ or comments that might have been entered with the original PO. This provide an opportunity to give instructions for the individual in the warehouse when the goods are received, or to record a comment with respect to receiving the goods.</p>

– Calculation of Landed Cost for Inventory Items

For goods that are purchased to be stocked in the Series 5 Inventory Management System, their Landed Unit Cost will be computed. The system provides for the entry of cost that are related to the purchase of goods, that might not be related directly to the supplier. These might include things such as Shipping Charges, Packaging, Brokerage Fees, Storage, etc. The Extra Costs, may be assigned to the Purchase Order, or to a group of Purchase Orders that might be received as a Shipment. Extra Costs may also be entered for specific PO Line Items. These costs may be Duty, Royalties, Packaging, Artwork, etc. The Landed Cost is computed from the Supplier Unit Cost, Prorated PO Extra Costs, Prorated Shipment Extra Costs, Item Duty and Line Item Extra Costs. Landed Cost is always computed in the native currency.

– Interface with the Series 5 Inventory Management System

If the **Interface to the Inventory Management System** option has been specified in the [P/O Control Preferences](#) ^[478], when Receiving's are posted from the Purchasing system, a record will be written into the Inventory's Receiving Transaction file. This Inventory Receiving must be posted as a Receiving through the normal procedure in the I/M system.

Since On-Order and On-Hand figures should be kept as current as possible, it is important that Receiving transactions be posted as soon as possible. The shorter the delay between physical receipt of goods and updating of the inventory, the less likely you are to lose an order because the customer refuses back orders or to miss part of an order because you think that an item is out of stock. So as a special function in the PO Receipts entry operation, the operator may **Pre-Post Quantity(s) to Inventory**. This causes the Quantity Received to be added to the Quantity-on-Hand and reduces the Quantity-on-Order fields immediately without having to wait for Extra Costs or price changes to be applied. (Refer to the [Two-Step Receiving's](#) ^[355] procedure described earlier in this topic).

Prior to posting the Receiving's transactions in the Inventory Management system, the Landed Cost, Last Cost and Picking Location fields may be adjusted if necessary.

– Printing the Receiving's Edit Lists

At any time, a given PO Shipment Entry Batch may be printed as an Edit List. It basically will show all of the information entered by the operator about each purchase order for which receiving's have been recorded. It may be used to confirm that all quantities and costs for the received goods were entered correctly prior to them being posted.

– PO Header and PO Line Item "Extra Costs"

Extra Costs Codes are used to identify those costs associated to the purchase of goods, that are not directly paid to the supplier. These might include charges such as freight, excise tax, tariffs, bribes, or 3rd party handling fees.

When the goods for a PO are recorded as received, these Extra Costs may be recorded associated to a Shipment, a single Purchase Order, or a specific item of a PO. These Extra Costs will contribute to computing the Landed Cost of the goods being received.

6.4.8.2 Shipment Maintenance Grid

Shipment Codes are used by the Series 5 Purchasing system to group the entry of transactions associated to the receipt of goods ordered using one or more purchase orders.

The PO system offers the ability to enter Extra Costs that might be associated to the purchase order in general. These might be items such as Freight, Duty, Brokerage Fees, Insurance, Storage etc. These charges will contribute to the Landed Cost of the goods at the time they are received. When goods are actually delivered to the warehouse, if processed first through a customs brokerage firm, it may be possible that goods for a number of Purchase Orders are delivered as a single Shipment.

Delete	Delete the Shipment highlighted in the grid
Enter/Edit PO Receiving's	To select purchase orders for which goods have been received

Edit the properties and Extra Costs associated to a Shipment by clicking the Modify button in the "Fast Buttons" frame.

Select a Shipment to record the receipt of purchased goods by double-clicking it's associated row. Standard Series 5 grid controls apply.

 PO Shipment Batch - Properties Screen

The properties for each Shipment Batch are defined with the following screen:

 Field Definitions

Shipment Number	9(8)
This is the number assigned to the Shipment.	

Receipt Date	(mm/dd/yy)
As Receipts transactions are recorded, this is the date that will be assigned as the Date the goods were received.	
Shipping Waybill Number	X(15)
As each PO is selected to be Received, this is the Waybill Number that will be assigned to the PO.	
Ship-To	X(6)
Select the Ship-To code that defines the location or warehouse for which the goods were received. When selecting purchase orders to record their receiving's all eligible POs that have their Ship-To matching this code will be listed. The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their Allowable Ship-To . The operator who is entering the Receipt transactions, by default, will have their Ship-To code assigned to this field.	
Receiver's Name/Initials	X(10)
Record the first name, or initials, of the person who actually received the goods. The Series 5 Logon User has a User Access profile in order to access the Purchase Order Processing system. One of the properties associated to the user is their User Initials for Receiving's . The operator who is entering the Receipt transactions, by default, will have their User Initials assigned to this field. If that operators access rights to this operation was set to "Restricted", then this field may not be changed.	
# of Purchase Orders to be Received	999
If known, you may enter the expected # of purchase orders for which goods are received under the control of this Shipment. It's used by the system for control purposes, to verify that the correct number of POs have been recorded.	
<div style="border: 1px solid black; padding: 5px;"> <p>Used for Allocating Shipment Extra Costs</p> <p>If Extra Costs are recorded with this Shipment, then the total of the Extra Costs is divided by the # of POs to be Received. It's important to record this number correctly so Landed Costs can be correct .</p> </div>	
Extra Costs - Code	X(6)
Extra Costs are defined using the Extra Cost Code Maintenance ⁴⁴⁶ function. Up to five Extra Costs may be entered, associated to the Shipment. If purchasing the goods that	

are received associated to this Shipment requires any extra charges, then you will want to enter the appropriate Extra Cost Code, so that these costs are included in computing the Landed Cost of the items when they are received.

Extra Costs - Amount**\$ 999,999.99**

Enter the value of the Extra Cost. The sum of all these Shipment Extra Costs will be divided by the number of purchase orders that are entered for this Shipment and assigned as a "pro-rated" shipment cost to each PO and will contribute to the "Landed Cost" of each item.

Extra Costs - Foreign Amount**\$ 999,999.99**

If the Extra Cost is in a different currency, then record it. This amount is not actually used. It is for reference only.

6.4.8.3 Selecting POs Received Grid

Once a Shipment has been set up you will need to identify and select those Purchase Orders for which goods have been received. Those POs that are eligible for receiving's to be recorded are displayed using a Series 5 grid processing screen.

	generated. For each stocked Inventory Item that is received, the post function will write a record to the Inventory Management Receiving's transaction file, which in turn must be posted in order to have applicable fields updated for the associated Inventory record.
--	--

By double-clicking a row, if not already selected, the Select PO Received function will be invoked; if the PO was already selected, its line items grid screen will be displayed offering further processing. Standard Series 5 grid controls apply.

An email will be sent for those Purchase Orders that were flagged to have the Buyer emailed when the goods are received. The body of this message, which you can edit to your liking, must be set up in a text file named **BuyerNotify_EmailMessage.TXT** that must be located in the folder named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more than 8192 characters.

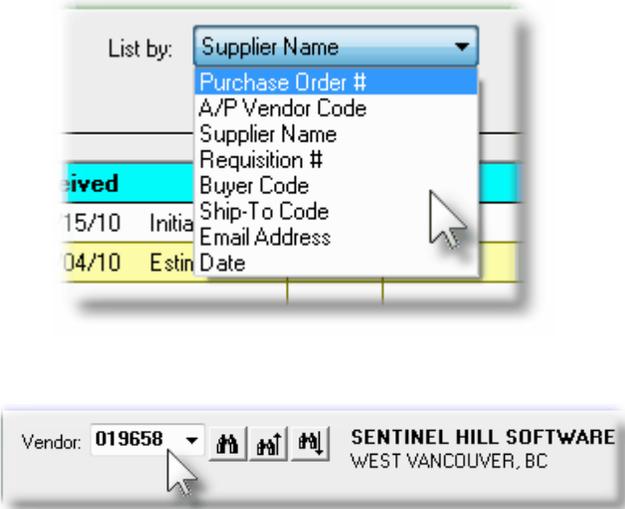
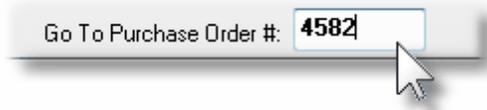
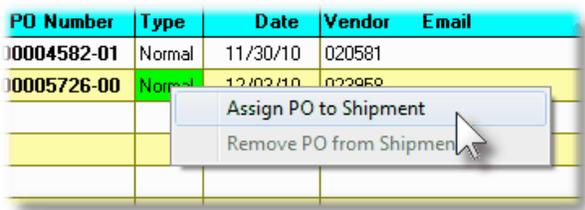
Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	String to be replaced with
%%RECIPIENT-NAME %%	The Buyer's Name
%%RECIPIENT-EMAIL %%	The Buyer's Email address
%%COMPANY-CODE% %	The Series 5 assigned Vendor Code
%%COMPANY-NAME% %	The Vendor's Company Name
%%MY-STRING-1%%	The PO number
%%MY-STRING-2%%	The PO Date Issued
%%MY-STRING-3%%	The Date the goods were received

If the function to have the Edit List printed is selected, the report if archived, will be catalogued with a report name of **SHP_99999999RECPTS.LST**. where **99999999** is the Shipment Number.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[12] for full details).

Some of the special features of this "Selection" grid are as follows:

<ul style="list-style-type: none"> ➤ Purchase Orders may be listed by a number of different criteria. ➤ If listing for a particular Buyer, Vendor or Ship-To, they may be chosen either by entering their Buyer or Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous one displayed that has PO on file. <i>(Click the binocular icon with the up/down arrow to display Orders that exist for the prior/next occurrence of that code on file)</i> 	
<ul style="list-style-type: none"> ➤ Depending on the List By selection, a field will be presented, in which the operator may enter a value for the applicable key of the items of interest to be displayed. The system will attempt to read to the closest purchase order for the data entered and display it in the grid. 	
<ul style="list-style-type: none"> ➤ While positioned on the row for a particular purchase order, right-click the mouse to have a pop-up menu displayed. Functions applicable to the order may be selected. 	

6.4.8.4 Selecting PO Items Received

Once the Purchase Order has been selected, then next step is to record the Quantity of goods received for each PO Line Item. After selecting the PO in the initial grid screen, a second grid screen is displayed showing each of the PO's line items as ordered. At this point the operator may choose to automatically have All Lines Items marked as being fully received

and costed as ordered; or they may select specific items one at a time.

Regardless of the initial method chosen, each Receiving's Line Item may be edited, and the following fields updated:

- Date Received
- Quantity Received and/or Over-shipped
- Quantity of items that were Rejected along with a Reason
- The Actual Unit Price that will be charged, if known.
- Any of 2 different Sales Tax amounts the will be applied
- A Custom's Duty Charge along with any Extra Costs associated with the purchase of the item(s)
- If applicable, a CER, Capital Equipment Requisition, code; and/or a G/L Expense Account number for which the expense is to be recorded against. (Or in the case of an Inventory Item, the applicable G/L Inventory Account).
- If applicable, a G/L Sub-Ledger Project Code, or an A/P Job Code
- Unit Landed Cost. The system will attempt to compute this amount, however, it may be overridden.

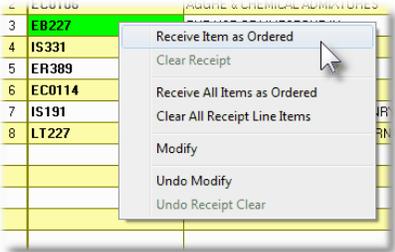
Auto-Selection of All Items Received

If the function to Auto-Select All Items Received is chosen, all of the selected PO's line items will be marked with the Quantity Received as the Quantity Ordered, and priced as ordered.

These auto selected items may then be cleared or individually edited as required.

Some points to note about entering Receiving's Quantities & Costs:

- If there are items that are to be Rejected, then record the Quantity and select one of the pre-defined Reject Reason Codes. If the rejected Quantity will be replaced, or if Quantity was Under-shipped and the the remainder will be shipped in the future, be sure to set the appropriate check box.
- When the PO was originally entered, it will attempt to compute any Federal or Sales tax that will be charged. If taxes do not apply, when recording the goods received, you may override the computed tax amounts.
- You may record up to five Extra Costs that are associated with the purchase of individual line items. These might include charges such as Brokerage Fees, Duty, Freight, Excise tax, Tariffs, Bribes, or 3rd party Handling Fees. It is presumed that these fees are charged by other Vendors, otherwise they would have been listed as items on the given PO.

	
<p>If All Items are to be automatically recorded as being received, click on the Auto-Select All Items Received push-button in the "Fast-buttons frame"</p>	
<p>If after recording Quantity Received for stocked Inventory Items, you wish to have the Inventory Management Item records updated prior to having them interfaced and posted, click on the Pre-Post Quantity(s) to Inventory push-button in the "Fast-buttons frame"</p>	

PO Receiving's — PO Extra Costs Tab Screen

Extra Costs Codes are used to identify those costs associated to the purchase of goods, that are not directly paid to the supplier. These might include charges such as freight, excise tax, tariffs, bribes, or 3rd party handling fees.

When the goods for a PO are recorded as received, these Extra Costs may be recorded associated to a Shipment, a single Purchase Order, or a specific item of a PO. These Extra Costs will contribute to computing the Landed Cost of the goods being received.

The Extra Costs associated to the receipt of goods for the Purchase Order are defined with the following screen:

Purchase Order Receivings Entry

PO Document #: 00005925 -- 00 - Modify this PO's Receipts
 PO Shipment #: 00000795

Shipment Controls: 1 Purchase Orders Received
 for Ship-To: 1

PO Line Items PO Extra Costs Warehouse Comments

Normal PO for: **AMSTEP PRODUCTS LLC** Vendor: 023281
 Est. to Ship: 12/25/10 BRISTOL,CT Vendor Type:
 Est. Delivery: 12/25/10 Buyer: SHERRY PARROTT Terms:
 Original Pre-Tax Total: \$ 3,060.21 Goods are: TAXABLE

ProRated Shipment Extra Costs: (To be contributed to the Landed Costs of each ordered Inventory item based on it's share of the expected total \$ value of goods ordered with the PO)

Extra Costs associated to this Purchase Order:

	Cost Code	Vendor	Amount	Currency	Foreign Amt
1	GREEN  Green Packing Assessment		15.50		
2	<input type="text"/> 				
3	<input type="text"/> 				
4	<input type="text"/> 				
5	<input type="text"/> 				

Note: If Extra Costs had been entered for a prior Shipment's Receipt of this PO, they will be listed above, AND MUST BE KEPT IN THE SAME POSITION. New amounts may be entered for existing Cost Codes, or if new Cost Codes are applicable, they must be defined in one of the blank entries.

Update Cancel

Field Definitions

ProRated Shipment Extra Costs	\$ 999,999.99
If Extra Costs were recorded with the Shipment this PO is being received for, then the total of the Shipment Extra Costs is divided by the # of POs to be Received by the Shipment. This is that amount. It may be changed as required. It's important to record this number correctly so Landed Costs can be correct .	
Extra Costs - Code	X(6)
Extra Costs are defined using the Extra Cost Code Maintenance ⁴⁴⁶ function. Up to five Extra Costs may be entered, associated to the Purchase Order. If purchasing the goods that are received associated to this PO requires any extra charges, then you will want to enter the appropriate Extra Cost Code, so that these costs are included in computing the Landed Cost of the items when they are received.	
Extra Costs - Amount	\$ 999,999.99
Enter the value of the Extra Cost. The sum of all these PO Extra Costs will be pro-rated to each PO Line Item based on a ratio of the value of each Line Item divided by the total	

value of the PO. This amount will contribute to the "Landed Cost" of each item.

Extra Costs - Foreign Amount**\$ 999,999.99**

If the Extra Cost is in a different currency, then record it. This amount is not actually used. It is for reference only.

 PO Receiving's — Warehouse Comments Tab Screen

A PO Warehouse comment may have already been entered for the Purchase Order. The Warehouse Comments might be used to describe how the goods should be dealt with when they are received. They may also be used to record any incident or handling of the goods when they received.

Some points to note about the fields on this screen when recording a comment:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are NOT printed on the Purchase Order but are available to the Purchase Order Inquiry function and the the PO Receiving Entry function.

The comment text is entered by the following screen:

PO Receiving's Warehouse Comments Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	<i>check-box</i>
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	<i>radio-button</i>
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	<i>X(6)</i>
Enter the code for the Series 5 P/O Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance ⁴⁴¹ application.	
Edit the Comment Code's Text	<i>check-box</i>
The text associated to the selected standard Comment Code may be edited. Set	

the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.

Comments*X(1,000)*

Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.

6.4.8.5 Record Quantity of Goods Received

To record, or edit, information associated to the receipt of goods that were received for a PO line item four tabbed sub-screens are provided. One screen is used to record the Quantity of items received or rejected; one is to record a change in the Unit Price or Taxes that were applied; one is to record any Extra Costs associated to the receipt of the line item's goods; and the fourth is to display and edit values used in computing the Landed Costs of Inventory Items.

 PO Line Item Receiving's - Quantity Received Tab Sub-Screen

The Quantity of goods received is entered in the following screen:

Modify PO Line Item Receipts

PO Line Item: 5 for PO #: 00005925 - 00 Vendor: 023281 AMSTEP PRODUCTS LLC

For the goods associated to the PO, record the Quantity Received and/or Rejected; any change of the Unit Cost of the item; and for items to be stocked as an Inventory Item, determine their Landed Unit Cost.

Inventory Item, or Item/Service that has been received:

Non-Inventory Item

Inventory Item: ER389 2008 STATE CONSTRUCTION _
CEMENT FORECAST (INDV) DISTR

(Supplier's Part Code: EL-1999199-100)

To advise receipt of this item, please notify:

Inventory Quantities for PCA

On-Hand:	34.0
Committed:	
Future Commit:	
Back Ordered:	
On-Order:	6.0
Available:	34.0

(New Qty after receipts are posted)

Quantities Received Price Adjustment Item Extra Costs Landed Cost

Date Received: 12/19/10

Qty Ordered: 22.000

Qty Received: 16.000

Qty Overshipped: 6.000

Qty Rejected: 6.000

Reject Reason: WRONG Wrong Goods Shipped

The remainder of goods ordered will be delivered in a future shipment

Update Cancel

PO Line Item Quantity Received Tab Sub-Screen - Field Definitions

Date Received	<i>(mm/dd/yy)</i>
Record the date which the goods for this PO Line Item were received. This will default to the date defined for the Shipment, but may be changed if different.	
Quantity Ordered	999,999.999-
This is the Quantity of the goods ordered for the PO Line Item at the time the PO was initially entered, and is provided as information.	
Quantity Received	999,999.999-
Record the Quantity of goods that was actually received for this PO Line Item. This will default to the Quantity Ordered.	
Quantity Overshipped	999,999.999-

Based on the Quantity Ordered and the Quantity Received, the system will compute the Quantity Overshipped. If more items were received than ordered, this amount will be positive.

Quantity Rejected**999,999.999-**

This is the Quantity of goods for the ordered PO Line Item that cannot be accepted due to some special reason. If a value is entered, then a Reject Reason should also be recorded.

Reject Reason**X(6)**

If a Quantity Rejected was entered, then selected from the pre-defined Reject Reason Codes the reason why. The Reject Reasons must be set up using the [Reject Reason Codes Maintenance](#) ⁴⁵² function.

Remainder of Goods Delivered in the Future**check-box**

If the Quantity Ordered was "Short Shipped", then if the remainder of the order will be shipped in the future, set this check-box. If no further shipments are forthcoming, leave the field unchecked then this PO would be eligible to be closed.

 PO Line Item Receiving's - Price Adjustment Tab Sub-Screen

Any change in the Unit Price or Tax Charges for the goods received are entered in the following screen:

A field in the A/P Vendor master record dictates the currency that will be used for POs when a purchase is made from that vendor. If the Vendor that is selected has as its Currency, one that is different from the base currency defined, then all items entered for the requisition will be recorded in that currency. When items are entered, values are entered in the foreign currency, but also displayed in the native currency.

PO Line Item Price Adjustment Tab Sub-Screen - Field Definitions

Quantity Ordered & Received	999,999.999-
These fields are carried over from the previous screen provided as information.	
Item is Taxable	check-box
This and the non-Recoverable Expense flags are displayed set as they were when the PO was initially entered, and are provided as information.	
Expected Unit Price	\$ 9,999,999.9999
This is the expected Unit Price of the goods at the time the PO was initially entered, and	

is provided as information.

Actual Unit Price

\$ 9,999,999.9999

If at the time the goods for this PO Line item are received, a different price is known, then it may be entered. This price will become that which is expected to be entered when the supplier's Invoice is entered in the Accounts Payable system. This also will be used to compute the Landed Cost of Inventory Items and recorded as the Last Supplier's Unit Cost in the Inventory Management system.

Extended Amount

\$ 99,999,999.99

This is the result of the (Quantity-Received x Unit-Price). This field may be edited if needed.

Tax-1 and Tax-2 Amounts

\$ 99,999.99

If the goods associated to the requisition are taxable, and Sales Tax Rates have been established, the Tax Amounts will be computed. These amount may also be manually entered. For Canadian users GST, HST and/or PST tax amounts may be recorded.

 PO Line Item Receiving's - Item Extra Costs Tab Sub-Screen

Any Import Duty Fees, or any other Extra Costs associated to the received goods is entered in the following screen:

Modify PO Line Item Receipts

PO Line Item: 5 for PO #: 00005925 - 00 Vendor: 023281 AMSTEP PRODUCTS LLC

For the goods associated to the PO, record the Quantity Received and/or Rejected; any change of the Unit Cost of the item; and for items to be stocked as an Inventory Item, determine their Landed Unit Cost.

Inventory Item, or Item/Service that has been received:

Non-Inventory Item

Inventory Item: ER389

2008 STATE CONSTRUCTION
CEMENT FORECAST (INDV) DISTR

To advise receipt of this item, please notify:

Inventory Quantities for PCA

On-Hand:	34.0
Committed:	
Future Commit:	
Back Ordered:	
On-Order:	6.0
Available:	34.0

(New Qty after receipts are posted)

Quantities Received Price Adjustment Item Extra Costs Landed Cost

Custom's Broker Duty Fee Code: at a Rate of: % Amount:

Extra Costs associated to this PO Line Item:

	Cost Code	Vendor	Amount	Currency	Foreign Amt
1	FEDX Federal Express Freight		12.00		
2	EXSIZE CANADIAN RIPOFF EXCISE		16.00		
3					
4					
5					

Note: If Extra Costs had been entered for a prior Shipment's Receipt of this PO, they will be listed above, AND MUST BE KEPT IN THE SAME POSITION. New amounts may be entered for existing Cost Codes, or if new Cost Codes are applicable, they must be defined in one of the blank entries.

Update Cancel

PO Line Item Extra Costs Tab Sub-Screen - Field Definitions

Custom's Broker Duty Fee Code	X(6)
If there was a Custom's Broker Fee associated with the goods for this PO Line Item, then select one of the pre-defined codes. The Duty Codes must be set up from within the Series 5 Inventory Management system using the Duty Codes Maintenance function. The rate from the chosen Duty Code will be displayed.	
Custom's Broker Duty Fee Amount	\$ 999,999.99
If there was a Custom's Broker Fee associated with the goods for this PO Line Item, then enter it in this field. It will be used to contribute to the computation of the Inventory Item's Landed Unit Cost.	
Extra Costs - Code	X(6)
Extra Costs are defined using the Extra Cost Code Maintenance function. Up to five	

Extra Costs may be entered, associated to the Purchase Order. If purchasing the goods that are received associated to this PO requires any extra charges, then you will want to enter the appropriate Extra Cost Code, so that these costs are included in computing the Landed Cost of the items when they are received.

Extra Costs - Amount

\$ 999,999.99

Enter the value of the Extra Cost. The sum of all these PO Extra Costs will be pro-rated to each PO Line Item based on a ratio of the value of each Line Item divided by the total value of the PO. This amount will contribute to the "Landed Cost" of each item.

Extra Costs - Foreign Amount

\$ 999,999.99

If the Extra Cost is in a different currency, then record it. This amount is not actually used. It is for reference only.

 PO Line Item Receiving's - Landed Costs Tab Sub-Screen

For Inventory Items, the figures used in arriving at the Unit Landed Cost is shown. That amount may be entered or updated as required.

Modify PO Line Item Receiving

PO Line Item: 5 for PO #: 00005925 - 00 Vendor: 023281 AMSTEP PRODUCTS LLC

For the goods associated to the PO, record the Quantity Received and/or Rejected; any change of the Unit Cost of the item; and for items to be stocked as an Inventory Item, determine their Landed Unit Cost.

Inventory Item, or Item/Service that has been received:

Non-Inventory Item

Inventory Item: ER389

2008 STATE CONSTRUCTION
CEMENT FORECAST (INDV) DISTR

To advise receipt of this item, please notify:

Inventory Quantities for PCA

On-Hand:	34.0
Committed:	
Future Commit:	
Back Ordered:	
On-Order:	6.0
Available:	34.0

(New Qty after receipts are posted)

Quantities Received | Price Adjustment | Item Extra Costs | **Landed Cost**

Supplier's Cost: \$ 544.00

Non-Recoverable Tax: 65.28

Line Item Extra Costs: 28.00

Line Item Duty Charges:

ProRated PO Extra Costs:

ProRated Shipment Costs:

Total: \$ 637.28

Qty Received: 16.000

Expected Unit Price: 34.0000

Actual Unit Price: 34.0000

Landed Unit Cost: 39.8300

CER Code:

G/L Expense Account: 6785 -- 303
Drafting

Sub-Ledger Project Code:

Update Cancel

PO Line Item Landed Cost Tab Sub-Screen - Field Definitions

Supplier's Cost, Non-Recoverable Tax, Line Item Extra Costs, Line Item Duty Costs **\$ 9,999,999.99**

These fields are carried over from the previous screen provided as information.

ProRated PO Extra Costs **\$ 9,999,999.99**

This is the pro-rated Extra Costs as was recorded for the Purchase Order. This cost amount may be edited if required. It will be used to contribute to the computation of the Inventory Item's Landed Unit Cost.

ProRated Shipment Costs **\$ 9,999,999.99**

This is the pro-rated Extra Costs as was recorded for the Shipment. This cost amount may be edited if required. It will be used to contribute to the computation of the Inventory Item's Landed Unit Cost.

Quantity Received	999,999.999-
This field is carried over from the previous screen provided as information.	
Expected and Actual Unit Price	\$ 9,999,999.9999
These fields are carried over from the previous screen provided as information.	
Landed Unit Cost	\$ 99,999.9999
This will be the Landed Unit Cost of the Inventory Item as received. This amount will be computed from the Supplier's Cost, any Tax amount, Duty, and any Extra Costs that were recorded for the Shipment, the PO and the Line Item itself. This amount may also be manually entered.	
Capital Equipment Requisition (CER) Code	X(6)
<p>Capital Equipment Requisitions, (CERs), are used by the Series 5 Purchasing system as a means of grouping purchases at the line item level. They may be used to group purchases that all pertain to a single larger requisition. They may also be used as a method of giving approval for large capital expenditures by management before the purchase orders are actually processed.</p> <p>When line items are being entered for a Requisition, a CER Code may be specified. When the associated PO is generated, an entry will be written to the CER transaction file for each item with a CER code. The Capital Equipment Requisition Report⁴⁰⁶ will list all line items found in the CER transaction file by the code along with their expected and actual costs.</p>	
G/L Expense Account	9(18) - 9(5)
<p>For Inventory Items, this account will default to that defined by the Product Category Location Account from the Inventory Management system. For non-Inventory items, enter the G/L Expense account to which the purchase of this line item will be recorded when the supplier's invoice is processed in the Accounts Payable system.</p> <p>To enter an account, click on the icon displayed to the left of the displayed account number field, and a window will be displayed on which you may enter the account number, or launch the A/P Account "Lookup" function. The account that is finally entered must be defined as a valid account in the A/P system.</p> <p>If a CER Code was entered, the G/L Expense Account that was assigned to the CER's properties will be used as the default value for the G/L Account.</p>	
Sub-Ledger Project	X(6), X(8), X(4)-X(4), or X(4)-99-99

If the Series 5 General Ledger system is configured to use Sub-Ledger Projects, and the selected account has been designated to allow project codes, this fields will be displayed. Enter the Project Code to which this expense is associated to.

When the suppliers Invoice is entered into the Accounts Payable system, the Project Code entered here will be used as the default for the Expense Distribution associated to this line item.

If a CER Code was entered, the Sub-Ledger Project Code that was assigned to the CER's properties will be used as the default value for the Sub-Ledger Project.

6.4.9 Clear Buyer Statistics PTD

In the Series 5 Purchase Order Processing system each Buyer's property records has fields that maintain assorted totals and statistics Period-to-Date. As the day-to-day activity of entering purchase orders, and having associated goods received, these functions contribute to the assorted statistical amounts displayed.

Buyer's PO Purchases Statistics:				
	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ 22,805.45	\$ 22,805.45	\$ 1,280,000.00	\$ 2,889,711.40
Count:	6	6	55	176

Each of these periods are defined as follows:

Period-to-Date —	This period is define as the time frame between when the "Clear Buyer Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date —	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Buyer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Buyer will be reset to ZERO.
Last-Year —	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Buyer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.

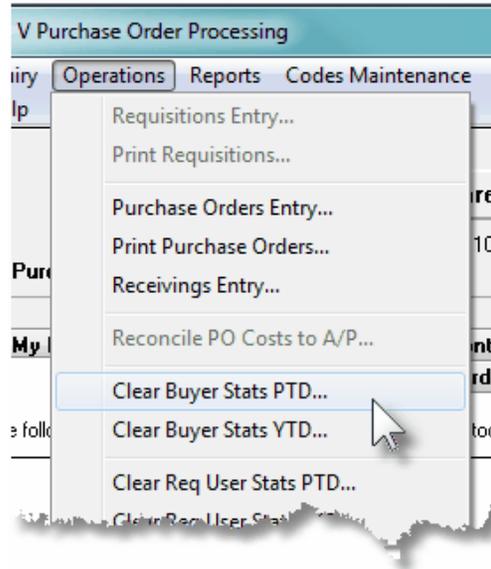
This operation sets the Period-to-Date figures maintained for each Buyer to ZERO.

Clearing the Period-To-Date Totals

If the Period-to-Date figures kept for the Buyers are used for analysis purposes, it is very important to have this function executed on the very 1st day of each period or month.

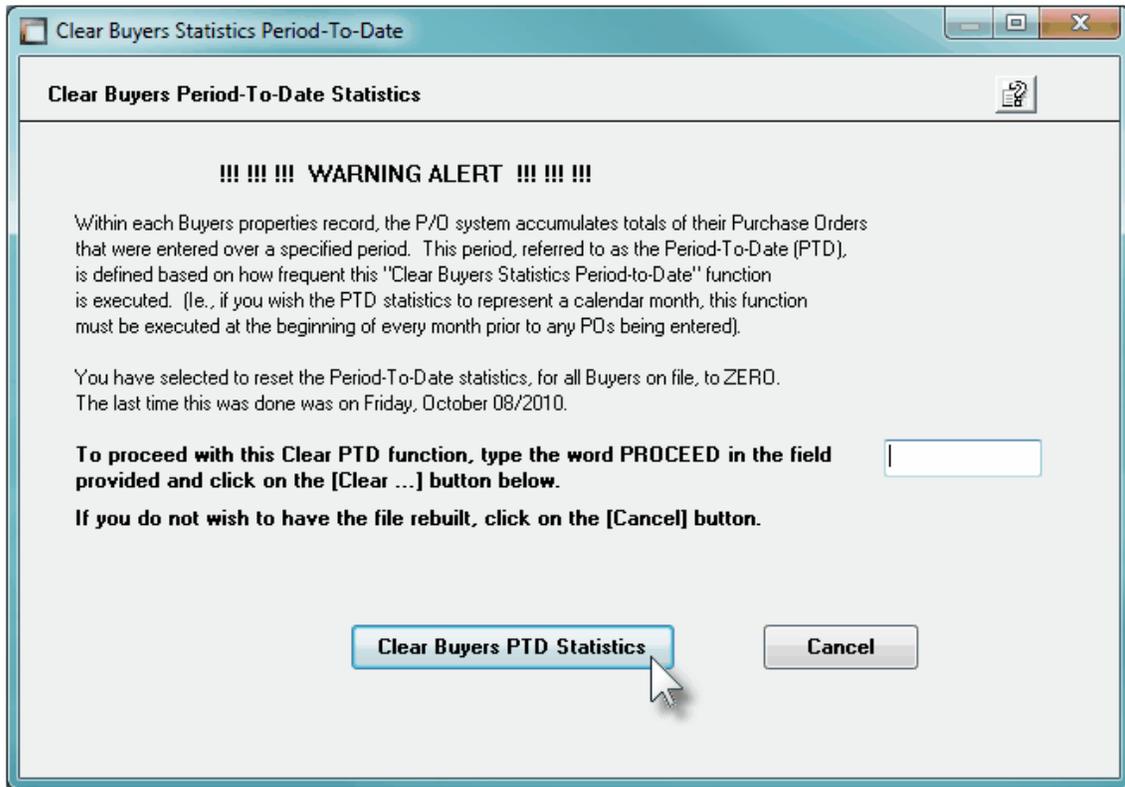
+ Accessing the Clear Buyer Period-to-Date function

From the P/O Main menu, select **Clear Buyer Stats PTD...** from the **Operations** drop-down menu.



→ Clear Buyer Period-to-Date - Launch Screen

The following screen is presented:



6.4.10 Clear Buyer Statistics YTD

In the Series 5 Purchase Order Processing system each Buyer's property records has fields that maintain assorted totals and statistics Year-to-Date and Last-Year. As the day-to-day activity of entering purchase orders, and having associated goods received, these functions contribute to the assorted statistical amounts displayed.

Buyer's PO Purchases Statistics:				
	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ 22,805.45	\$ 22,805.45	\$ 1,280,000.00	\$ 2,889,711.40
Count:	6	6	55	176

Each of these periods are defined as follows:

Period-to-Date	This period is define as the time frame between when the "Clear Buyer Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Buyer Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Buyer will be reset to ZERO.

Last-Year —	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Buyer Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
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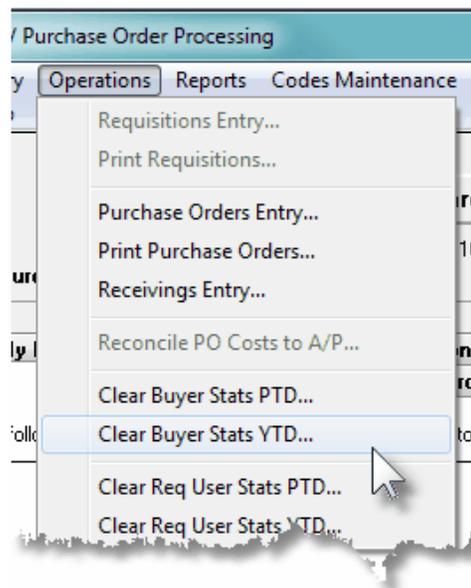
For each Buyer, this operation copies the Year-to-Date figures to the Last-Year fields, and sets the Year-to-Date fields to ZERO. (Note that the Period-to-Date fields are also reset to ZERO).

Clearing the Year-To-Date Totals

If the Last-Year and Year-to-Date figures kept for the Buyers are used for analysis purposes, it is very important to have this function executed on the very 1st day of each year.

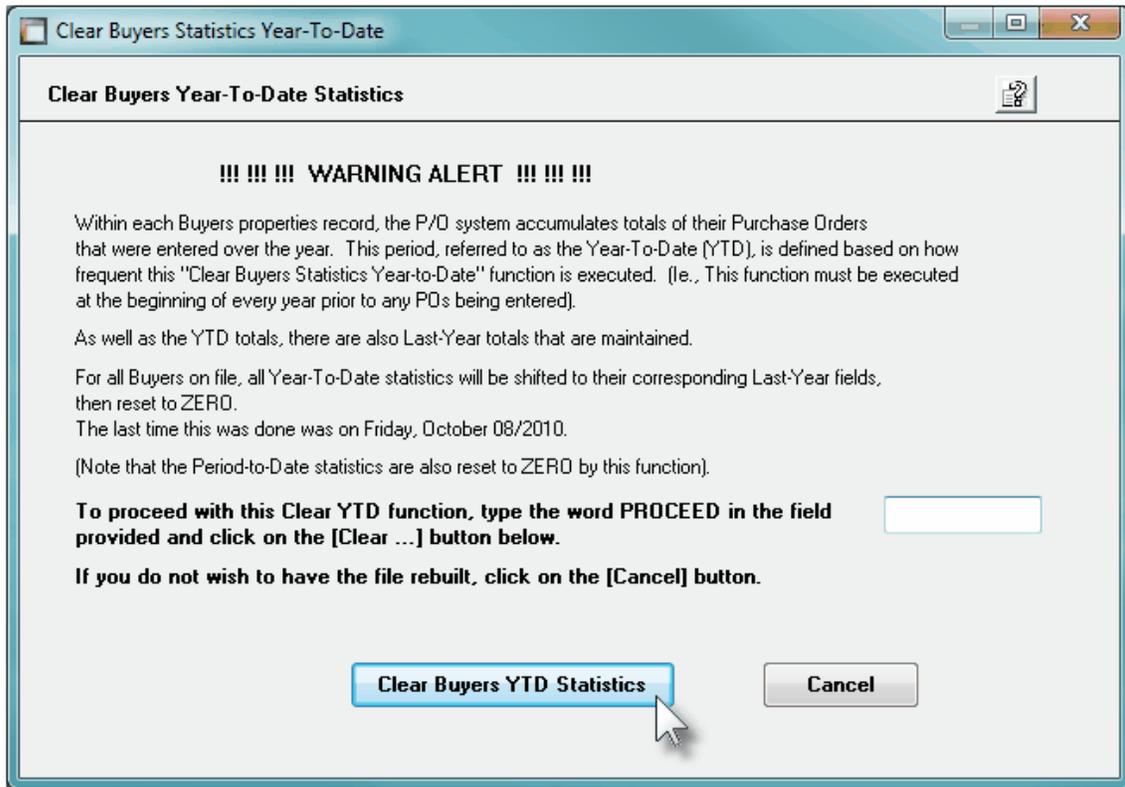
+ Accessing the Clear Buyer Year-to-Date function

From the P/O Main menu, select **Clear Buyer Stats YTD...** from the **Operations** drop-down menu.



➔ Clear Buyer Year-to-Date - Launch Screen

The following screen is presented:



6.4.11 Clear Requisition Users Stats PTD

In the Series 5 Purchase Order Processing system each Requisition User's property records has fields that maintain assorted totals and statistics Period-to-Date. As the day-to-day activity of entering Purchase Orders, and having them approved as Purchase Orders, these functions contribute to the assorted statistical amounts displayed.

User's Authorized Requisitions Statistics:				
	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ <input type="text" value="600.00"/>	\$ <input type="text" value="5,400.00"/>	\$ <input type="text" value="15,888.00"/>	\$ <input type="text" value="77,789,000.00"/>
Count:	<input type="text" value="5"/>	<input type="text" value="55"/>	<input type="text" value="65"/>	<input type="text" value="572"/>

Each of these periods are defined as follows:

Period-to-Date	This period is define as the time frame between when the "Clear Requisition User Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Requisition User Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Requisition User will be reset to ZERO.

Last-Year —	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Requisition User Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
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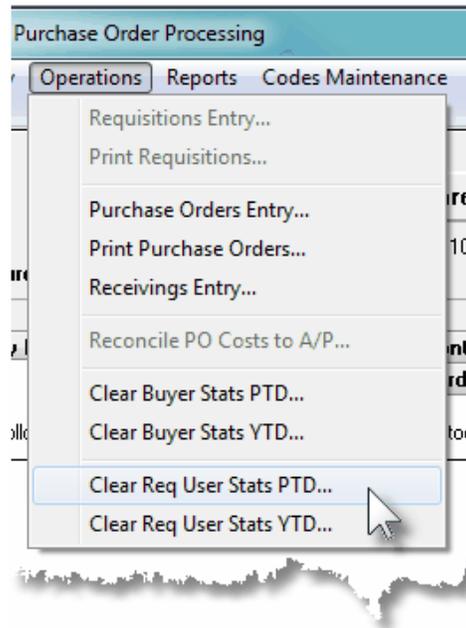
This operation sets the Period-to-Date figures maintained for each Requisition User to ZERO.

Clearing the Period-To-Date Totals

If the Period-to-Date figures kept for the Requisition Users are used for analysis purposes, it is very important to have this function executed on the very 1st day of each period or month.

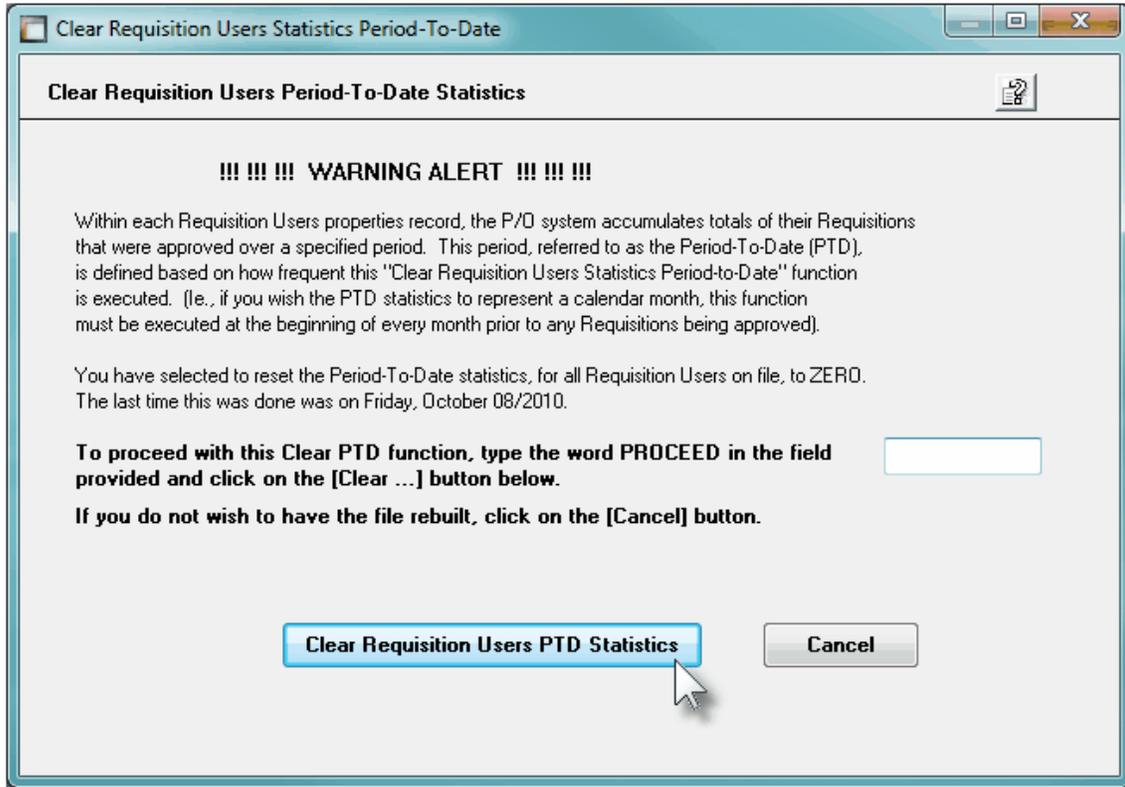
+ Accessing the Clear Requisition User Period-to-Date function

From the P/O Main menu, select **Clear Requisition User Stats PTD...** from the **Operations** drop-down menu.



→ Clear Requisition User Period-to-Date - Launch Screen

The following screen is presented:



6.4.12 Clear Requisition Users Stats YTD

In the Series 5 Purchase Order Processing system each Requisition User's property records has fields that maintain assorted totals and statistics Year-to-Date and Last-Year. As the day-to-day activity of entering Purchase Orders, and having them approved as Purchase Orders, these functions contribute to the assorted statistical amounts displayed.

User's Authorized Requisitions Statistics:				
	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ 600.00	\$ 5,400.00	\$ 15,888.00	\$ 77,789,000.00
Count:	5	55	65	572

Each of these periods are defined as follows:

Period-to-Date	This period is define as the time frame between when the "Clear Requisition User Period-To-Date Statistics" function is executed. Typically this would be done on a monthly basis, so statistics might be available monthly.
Year-to-Date	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Requisition User Year-to-Date (YTD), figures. At that time, the Year-To-Date amounts for each Requisition User will be reset to ZERO.

Last-Year —	On an annual basis, the Purchasing manager is responsible for executing the operation to Clear Requisition User Year-to-Date (YTD), figures. At that time, the all the Year-To-Date amounts are shifted to the Last-Year amounts.
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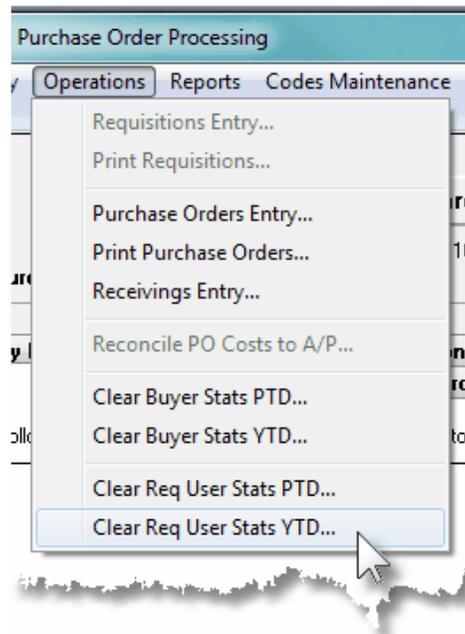
For each Requisition User, this operation copies the Year-to-Date figures to the Last-Year fields, and sets the Year-to-Date fields to ZERO. (Note that the Period-to-Date fields are also reset to ZERO).

Clearing the Year-To-Date Totals

If the Last-Year and Year-to-Date figures kept for the Requisition Users are used for analysis purposes, it is very important to have this function executed on the very 1st day of each year.

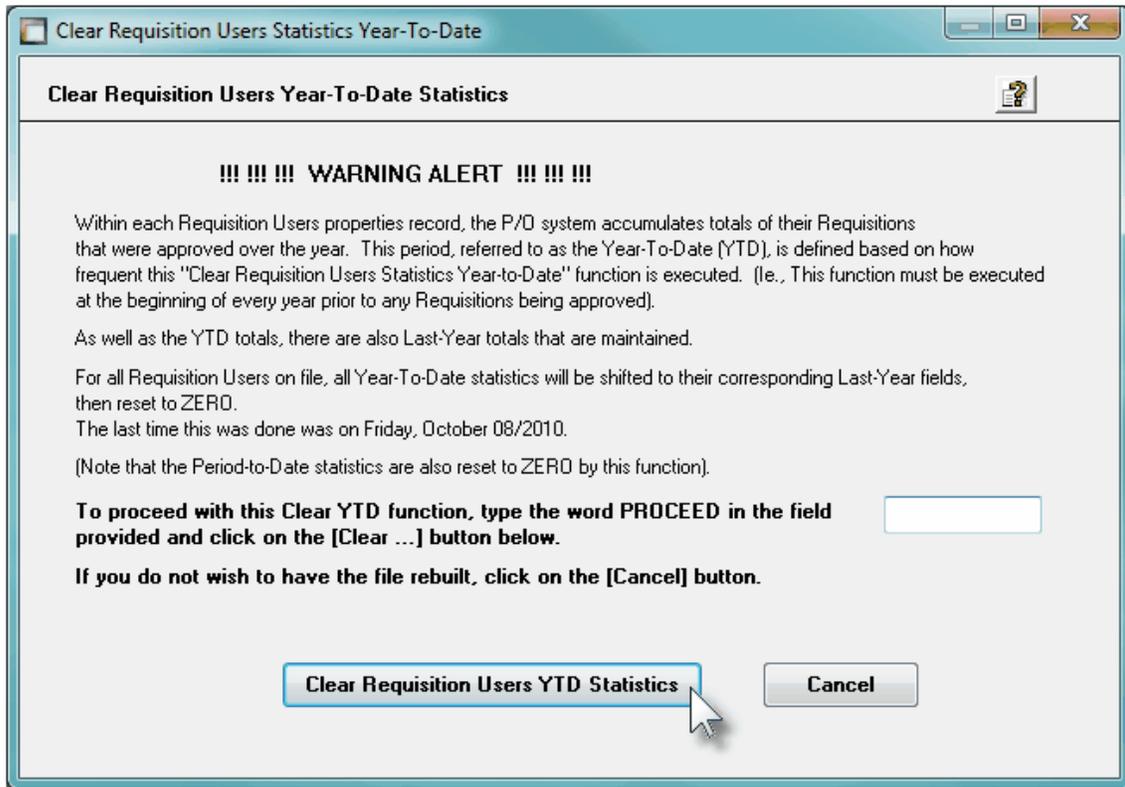
+ Accessing the Clear Requisition User Year-to-Date function

From the P/O Main menu, select **Clear Requisition User Stats YTD...** from the **Operations** drop-down menu.



→ Clear Requisition User Year-to-Date - Launch Screen

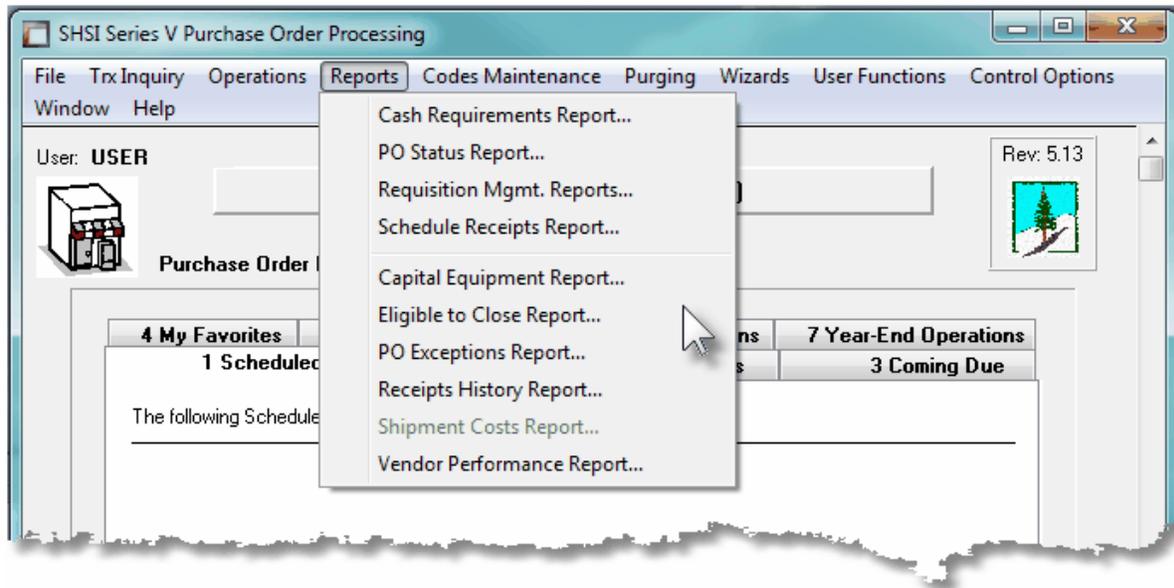
The following screen is presented:



6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are available under the **Reports** drop down menu on the Purchase Order Processing menu. These menu items are used to generate and print the reports associated to the Purchase Order Processing system.

These functions are available from the P/O Menu Bar as shown:



6.5.1 Cash Requirements Report

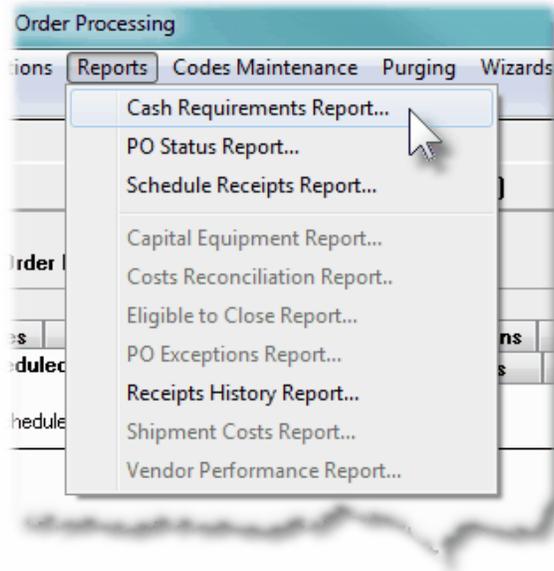
With the Cash Requirements Projection report, it is possible to manifest a fair estimate of your cash requirements, for Purchase Order goods before you are actually billed. Such projections, however, are based upon the expected receipt dates for the items you have ordered and the expected costs of these items.

Associated to a Purchase Order are a number of different dates that may be entered. These include an Estimated Shipping Date and Estimated Delivery date that is applicable to the PO in general. Then for each ordered line item, there is a Requested Delivery Date and a Promised Delivery Date. If the vendor cannot deliver by the request date, but offers a later delivery date, you may enter this date as the line item's Promise Date. At some point you will receive all or part of the ordered quantity for the item(s), and the vendor will invoice you for the merchandise. Only after you have been billed, do you really know what your cash requirement is.

Each of these different dates, including the Date Received if applicable, may be used in determining the date that the supplier's Invoice could be forthcoming, and hence require payment.

Even though there is a certain degree of inaccuracy in such projections, by including the expected receiving's against purchase orders on the report you have a much larger "window" through which you can view your financial commitments, than you would have if you only considered your Accounts Payable. This report can help you spot a tight financial situation far enough in advance to be able to do something about it, (particularly if used in conjunction with projections of cash receipts from sales and other such tools of financial analysis.

From the P/O Main menu, select **Cash Requirements Report** from the **Reports** drop-down menu.



Some points to note when generating the Cash Requirements Report:

- The report lists the cash requirements for a vendor that are derived from the purchase order line items. These line items may have already been partly received and they may even be partially billed. The cash requirement for each line item is simply the unbilled portion of that line item's scheduled receiving.
- For each line item that prints, the report indicates whether the projection is based upon an actual receiving or merely an expected receiving. Projections based upon an actual receiving are more reliable than those based upon expected, since the expected receiving may arrive late or it may only be partially shipped or it may be canceled.
- Supplier PO Line Items are grouped by Vendor for each of the Cash Accounts that would be used to pay the supplier's Invoice. As such, separate totals are presented for different currencies. (The Cash Account is determined from the the Vendor properties' specified Default Bank Account Code Used for Payments).
- Furthermore, Suppliers may also be grouped by A/P Job, G/L Sub-Ledger Project, Buyer Code, G/L Department, Ship-To Location or Vendor Types.
- The report bases it's projections on the expected, or actual, receipt date. It examines and uses the first non-zero date from the following candidates, in the order as listed:
 - Actual Receipt Date
 - Promised Line Item Date
 - Requested Line Item Date
 - Estimated PO Delivery Date
 - Estimated PO Shipping Date
- Once the expected receipt date is determined, the Vendor's Terms is examined, and the specified number of Due Days is added to the expected receipt date to arrive at the date at which a cash payment would have to be made by.

- The report computes totals for up to 8 eight different reporting periods. The operator may choose periods of days, weeks or months.
- Cancelled, Closed and Purchase Orders On-Hold are not processed by the report. Cancelled or Line Items that have already been paid are not processed by the report.

➔ Cash Requirements Report - Options Screen

The following screen is presented when generating the Cash Requirements report:

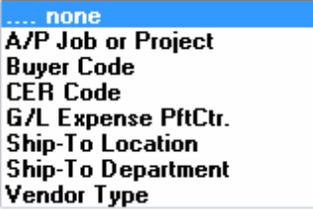
When generating the report, the operator is presented with the standard [PO Select Filters screen](#) ¹⁰⁶. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#) ¹¹¹ and standard [Item Select Filters screen](#) ¹¹⁶ are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Cash Requirements Report generated, if archived, will be catalogued with a report name of **POCASHREQUIRE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output

to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

– Cash Requirements Report Screen - Field Definitions

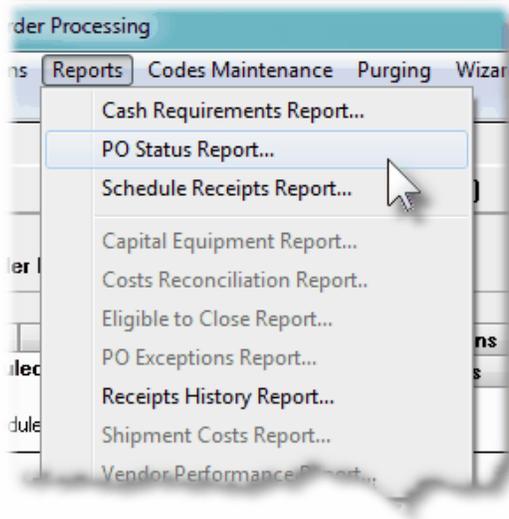
Sorted and/or Grouped By	drop-down list
When the report is printed, the scheduled PO Receipt Line Items may be grouped and sorted with sub-totals printed using the following criteria.	
Reporting Period	radio-buttons
Cash Requirements for Eight reporting periods are tallied. Select the type of period for which totals are accumulated.	
Payables Due Starting from Date	(mmdyy)
Eight reporting periods are determined starting from the date entered. This is the expected Date Received, plus the Vendor Terms # of Due Days.	
Generate Report in Detail	check-box
Choose to have the individual PO Line Items that contribute to the totals listed on the report, or not.	

6.5.2 PO Status Report

The Purchase Order Status report offers a PO Summary listing for all Purchase Orders that meet the selection criteria specified. The POs may be grouped by Vendor Code, Buyer Code or Ship-To Code with sub-totals printed.

This report is useful for determining the total value of Purchase Orders at any point in the system, or for determining what Orders are yet to be filled for a given Buyer, Vendor or Ship-To location.

From the P/O Main menu, select **PO Status Report** from the **Reports** drop-down menu. (It may also be generated directly from the Purchase Order Inquiry function).

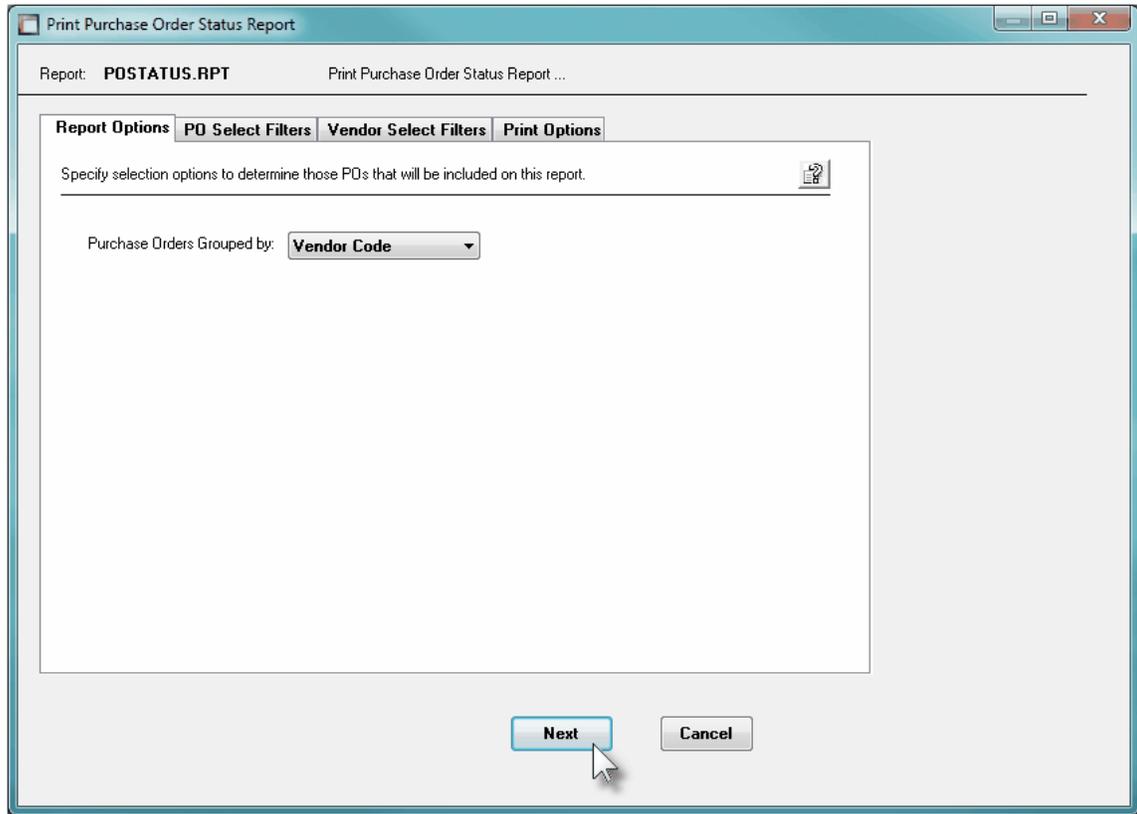


Some points to note when generating the PO Status Report:

- For each PO that is reported, if it was submitted in a foreign currency, the both the local, and foreign currency totals are listed.
- From the PO Select Filters screen, the different types of POs and of different status, may be selected. By default, Blanket POs, and POs that are On-Hold, Closed, Cancelled, or Eligible to be Closed will not be included. (These settings may be changed if required).

PO Status Report - Options Screen

The following screen is presented when generating the PO Status report:



When generating the report, the operator is presented with the standard [PO Select Filters screen](#)¹⁰⁸. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)¹¹¹ is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The PO Status Report generated, if archived, will be catalogued with a report name of **POSTATUS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

– PO Status Report Screen - Field Definitions

Sorted and/or Grouped By	drop-down list
<p>When the report is printed, the purchase orders may be grouped and sorted with sub-totals printed by Vendor, Buyer or Ship-To Location or Ship-To Department.</p>	

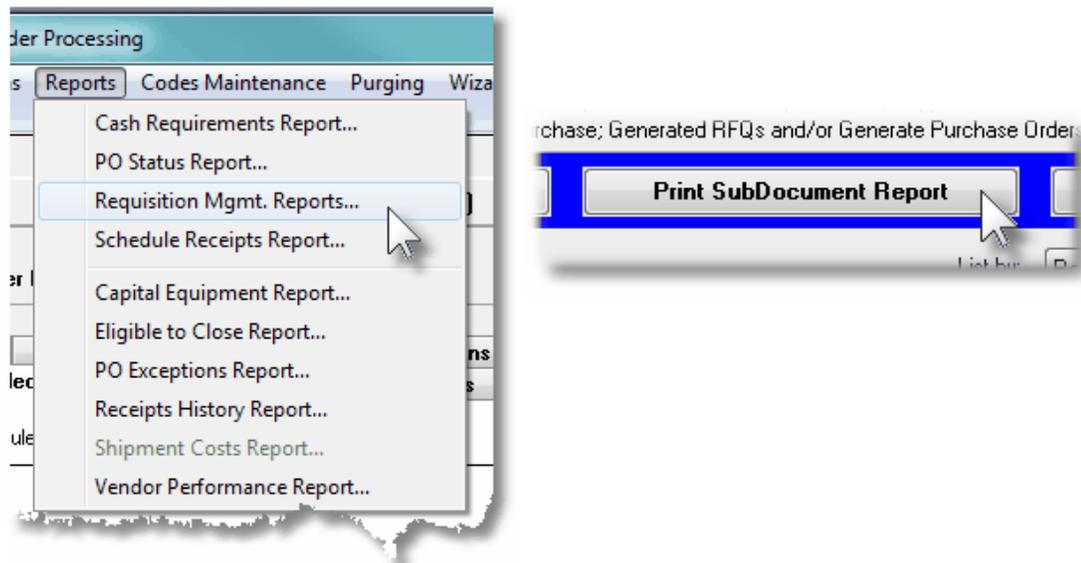
6.5.3 Requisition Management Reports

This function offers a variety of different reports that may be generated relating to the the PO Requisitions, and their associated Sub-Documents, that have been entered into to the system. Variations of the same report are available in detail or summary, for all sub-documents or just RFQs. There is also a report that is meant to be used as a "tickler" producing a list of those managers that need to be reminded of their need to approve some requisitions.

The reports list Requisitions grouped by Originator, Approver, Buyer, Department, Ship-To, Vendor or I/M Reorder Manager, with sub-totals. These items then may be listed sorted by Document #, Approver or Supplier. A number of other filters may be set, depending on the type of information you are wanting to list on the different reports.

These report would be useful in providing a summary or those Requisitions that have not yet been converted into formal Purchase Orders. And in particular, identifying which Approval Managers need to be prodded to approve the Candidate POs and RFQs to which they have been assigned, so they may be converted and issued as a formal Purchase Order.

From the P/O Main menu, select **Requisition Sub-Documents Reports** from the **Reports** drop-down menu; or from the Requisitions/RFQ Management operation, on the "fast Button" bar, click on the **Print SubDocument Report** push button.



The following variations of this report may be generated:

- Requisition Summary Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it. Unassigned Line Items are NOT listed. (Only the number of unassigned items are listed).

- Requisition Detail Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it, along with their respective Line Items that are to be purchased. The Unassigned Line Items are listed ONLY if the related filter option is checked.
- Sub-Document Status Report — For each Requisition listed each Candidate PO, (CPO) and RFQ associated to it. No line item detail is listed and none of the Unassigned Line Items are listed.
- RFQ Status Report — For each Requisition listed only any RFQs associated to it are listed. No line item detail is listed.
- Approval Tickler Report — For each Requisition listed only those Candidate POs, and RFQs that are waiting to be approved are listed.

Some points to note when generating these Reports:

- The report lists ONLY those Requisitions and Sub-Documents that the user has access rights to view or edit. (ie., If the user is only allowed to view PO documents for a specific Department, then only those RFQs or PO Candidates that are for that Department are listed.
- When reporting on each Requisition, a new page is started. (Information for the Requisition is listed in the heading of the report).

Requisition Reports - Options Screen

The following screen is presented when generating the Requisition reports:

The Requisition Report generated, if archived, will be catalogued with a report name depending on the Type of Report as follows:

- Requisition Summary Report — **REQSUMMRY.RPT**
- Requisition Detail Report — **REQDETAIL.RPT**
- Sub-Document Status Report — **REQSUBDOCSTATUS.RPT**
- RFQ Status Report — **REQISSUEDRFQ.RPT**
- Approval Tickler Report — **REQAPPROVALWAIT.RPT**

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

Requisition Reports Screen - Field Definitions

Report Type	<i>drop-down list</i>
Select the type of report to be generated. Depending on your selection different filters will be set. (See above).	Requisition Summary Report Requisition Detail Report Sub-Document Status Report RFQ Status Report Approval Tickler Report
Requisitions Numbered	
Select only those Requisitions with Requisition Numbers that falls in the range entered.	
<input checked="" type="radio"/> All	All Requisitions are considered regardless of it's document number
<input type="radio"/> A Range	Specify a Starting and Ending Requisition Number
Requisitions Dated	<i>radio-buttons with (mmddy) dates</i>
Select only those Requisitions dated that fall in the range entered.	
<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Expected Receipt Date
Grouped By	<i>drop-down list</i>
When the report is printed, Requisitions are sorted and grouped with sub-totals by a variety of applicable codes. none Originator Approver Buyer Department Ship-To Vendor Reorder Manager
List Items NOT YET Assigned to an RFQ or Candidate PO	<i>check-box</i>
Set the check-box as desired.	
List Candidate POs ?	<i>check-box</i>
Set the check-box as desired.	

List RFQs ?	<i>check-box</i>
Set the check-box as desired.	
Select ONLY Sub-Documents Waiting to be Approved ?	<i>check-box</i>
Set the check-box as desired.	
Select ONLY RFQ's Sent out Waiting for Supplier Quote ?	<i>check-box</i>
Set the check-box as desired.	
Requisition Sub-Documents Sort	<i>drop-down list</i>
When the report is printed, for each Requisition, it's sub-documents may be listed sorted by Sub-Document #, the assigned Approver, or the assigned Vendor.	
	
Include ONLY Sub-Documents for - Originator Code	X(6)
Sub-Documents are assigned to an Originator. Select only those with an Originator code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs that they were the Originator for, then their Originator Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Approver Code	X(6)
Sub-Documents are assigned to an Approver. Select only those with an Approver code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	
Include ONLY Sub-Documents for - Buyer Code	X(6)
Sub-Documents are assigned to a Buyer. Select only those with a Buyer code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	

Include ONLY Sub-Documents for - Reorder Manager Code	X(6)
Sub-Documents are assigned to an I/M system Reorder Manager. Select only those with a Reorder Manager code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. (This field is only presented if the PO system is used in conjunction with the Series 5 I/M system).	
Include ONLY Sub-Documents for - Department Code	X(6)
Sub-Documents are assigned to a Department. Select only those with a Department code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs belonging to a particular Department, then that Department Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Ship-To Code	X(6)
Sub-Documents are assigned to a Ship-To Location. Select only those with a Ship-To code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter. <i>(If the operator is restricted to viewing or editing Requisitions and POs for a particular Ship-To, then that Ship-To Code will be assigned to this field, and it cannot be edited).</i>	
Include ONLY Sub-Documents for - Vendor Code	X(6)
Sub-Documents are assigned to a Vendor. Select only those with a Vendor code matching that which is entered in this field. Leave the field blank if it is not to be considered as a filter.	

6.5.4 Scheduled Receipts Report

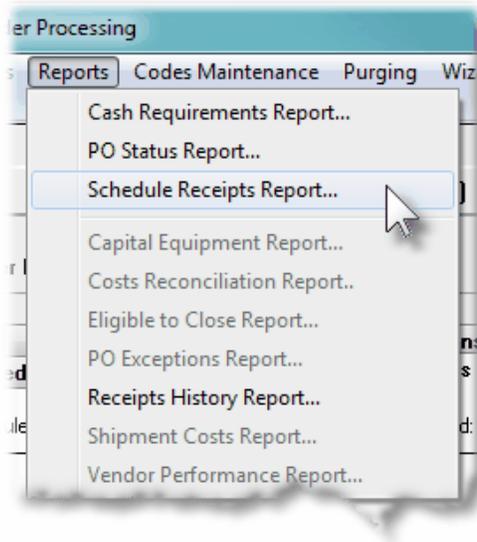
The Scheduled Receipts report provides an estimate of what goods will be received in a specified date range, based on the purchase orders' expected receipt date. This report will be useful in that it will let you know what items you'll be receiving and what value they have. It may be generated either for a specified period date range, or on a day-to-day basis. The report will also flag those items that are overdue by a threshold that you can set.

Associated to a Purchase Order are a number of different dates that may be entered. These include an Estimated Shipping Date and Estimated Delivery date that is applicable to the PO in general. Then for each ordered line item, there is a Requested Delivery Date and a Promised Delivery Date. If the vendor cannot deliver by the request date, but offers a later delivery date, you may enter this date as the line item's Promise Date. Each of these different dates, including the Date Received if applicable, may be used in determining the anticipated

date that the goods will be received.

The report sorted by Vendor helps you monitor the performance of a supplier so that you might be able to take action on late shipments before the situation gets worse. The report sorted by Item is useful if you order the same item from a number of different vendors. It enables you to compare the performance of competing suppliers. It also can offer a list of those Purchase Orders that are close to being delivered, especially if you are running low on a particular item.

From the P/O Main menu, select **Receipts History Report** from the **Reports** drop-down menu.



Some points to note when generating the Receipts History Report:

- The report lists the Receipts History for either each vendor, or for each Inventory Item, as derived from the purchase order line items. These line items may have already been fully, or partly received. The expected cost for each PO line item is also reported.
- Supplier PO Line Items are grouped either by Vendor, or by Inventory Item, as selected by an option presented to the operator. As an option, the report may be segmented by Ship-To Location.
- Furthermore, sets of Vendors or Inventory may also be grouped by A/P Job, G/L Sub-Ledger Project, Buyer Code, CER Code, G/L Department, Vendor Types or Inventory Re-Order Managers.
- The report bases its projections on the expected receipt date. It examines and uses the first non-zero date from the following candidates, in the order as listed:
 - Promised Line Item Date
 - Requested Line Item Date
 - Estimated PO Delivery Date
 - Estimated PO Shipping Date

➤ The original PO Issue Date

- Once the expected receipt date is determined, only those PO Line Items that have that date that fall within the range of dates specified by the operator are included in the report.
- As well as just listing the purchased goods that are to be received, those that have been received are listed too. For these items, the Number of Days Late is computed, based on the difference between the expected receipt date, and the actual date received. You may also have those items that exceed a threshold flagged.
- Cancelled and Purchase Orders On-Hold are not processed by the report. Cancelled Line Items are not processed by the report.

➤ Receipts History Report - Options Screen

The following screen is presented when generating the Receipts History report:

Report: POSCHEDRECEIPT.RPT PD Scheduled Receipts Report...

Report Options PO Select Filters Vendor Select Filters Item Select Filters Print Options

Specify selection options to determine the items that will be included on this report.

Segment the report by Ship-To ?

Grouped by: Buyer Code

Reporting:

On a Day by Day Basis
 For the Period Specified

Receipt Items Sort:

by Vendor
 by Item

Include Goods Expected to be Received Dated:

Not Considered Between: 10/01/10
 Inclusive 12/31/10

Flag those Receipts that are More Than: 30 Days Late

(Note that for Received goods, the Date Received is used. If not Received, then either the Promised Date or the Requested Date is used, whichever has a value.)

Next Cancel

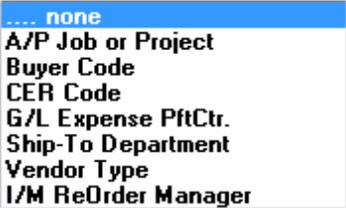
When generating the report, the operator is presented with the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)^[111] and standard [Item Select Filters screen](#)^[116] are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify

selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Receipts History Report generated, if archived, will be catalogued with a report name of **POSCHECRECEIPT.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

— Scheduled Receipts Report Screen - Field Definitions

Segment the Report by Ship-To ?	check-box
If you maintain multiple warehouses or locations, you may wish to have the items reported separately for each Ship-To Location.	
Sorted and/or Grouped By	drop-down list
When the report is printed, the scheduled PO Receipt Line Items may be grouped and sorted with sub-totals printed using the following criteria.	
Reporting Period	radio-buttons
The report may be generated either treating the specified Received Date Range as a single period, or breaking it down on a day-to-day basis. Depending on how you wish to interpret the report, select the appropriate radio-button.	<input checked="" type="radio"/> On a Day-to-Day Basis <input type="radio"/> For the Period Specified
Receipt Items Sort	radio-buttons
The report may be generated to analyze either the receipt of goods for each Vendor, or for each Inventory Item. Depending on your preference, select the appropriate radio-button.	<input checked="" type="radio"/> by Vendor <input type="radio"/> by Item
Expected/Received Goods Dated	radio-buttons with (mmddyy) dates
Select only those Purchase Order Line Items that have an Expected Receipt date that falls in the range entered.	

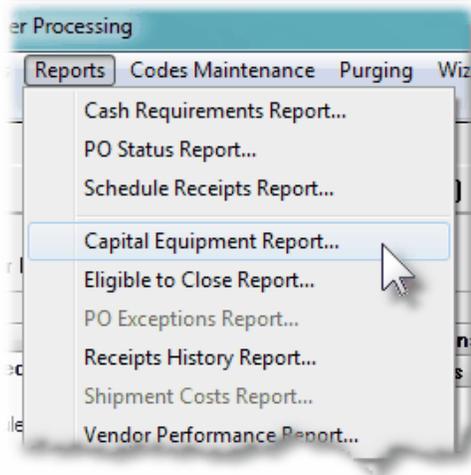
<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Expected Receipt Date
Flag Receipts Days Late	999
<p>If you wish to mark all those Scheduled Receipt PO Line Items that are late by a certain number of days, enter the number of days you want as the threshold. The PO Line Item when printed will show an [*], [#], [\$], [%], or [@] next to the Inventory Item Code, (depending on the type of Date that was used as the Expected Receipt Date).</p>	

6.5.5 Capital Equipment Purchased Report

The Capital Equipment Requisition report provides a detail list of those purchased items that were recorded with a Capital Equipment Requisition, (CER), Code. For any given CER Code, one of its properties is a Budgeted Purchases amount. This report accumulates a total for each CER Code of goods that are on-order, and those that have been received. It can be useful in comparing purchased totals against what was budgeted.

The report may be generated having the items associated to each CER sorted by a variety of different criteria. Also, for each CER sub-totals may be generated by PO#, Buyer, Vendor, Ship-To and Requisition User Approver. As an additional option, the CER detail information may be output to an Excel spreadsheet.

From the P/O Main menu, select **Capital Equipment Report** from the **Reports** drop-down menu.



Some points to note when generating the Capital Equipment Purchases History Report:

- The report lists the individual purchases that have been recorded with a CER code. These line items may have been fully, or partly received; or they may still be on-order. Either the expected cost, or the actual cost, for each purchased item is reported.
- Items for each CER may be listed sorted by PO#, Date, Item Description or Cost.
- Items for each CER may be grouped with sub-totals, by PO#, Vendor, Buyer, Ship-To or Requisition User Approver.

➔ CER Purchases History Report - Options Screen

The following screen is presented when generating the CER History report:

PO CER History/Analysis Report

Report: **POCERHISTORY.RPT** PO Scheduled Receipts Report...

Report Options | **PO Select Filters** | Vendor Select Filters | Print Options | Export Options | About Exporting

Specify selection options to determine the items that will be included on this report.

Type of Report:

Detail Summary With Spreadsheet Output

Purchased Items Sorted by: **Date**

Include Items:

CER Code(s): All Selected A Range

Date Received: Not Considered Inclusive Between: **10/01/10** **12/31/10**

Not Yet Received That Have Been Received Both

Not Yet Invoiced That Have Been Invoiced Both

Next **Cancel**

When generating the report, the operator is presented with the standard [PO Select Filters screen](#)^[108]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)^[111] is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Receipts History Report generated, if archived, will be catalogued with a report name of **POCERHISTORY.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a

PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

– Scheduled Receipts Report Screen - Field Definitions

Type of Report	<i>radio-buttons</i>										
If you maintain multiple warehouses or locations, you may wish to have the items reported separately for each Ship-To Location.											
Output detail to Spreadsheet ?	<i>check-box</i>										
Sorted and/or Grouped By	<i>drop-down list</i>										
When the report is printed, individual purchases for each CER may be sorted or grouped with sub-totals, based on a variety of criteria.											
<table border="1"> <tr><td>Date</td></tr> <tr><td>Description</td></tr> <tr><td>Cost</td></tr> <tr><td>PO #</td></tr> <tr><td>PO # (sub-totalled)</td></tr> <tr><td>Vendor (sub-totalled)</td></tr> <tr><td>Buyer (sub-totalled)</td></tr> <tr><td>Approved By (sub-totalled)</td></tr> <tr><td>Ship-To (sub-totalled)</td></tr> <tr><td>Department (sub-totalled)</td></tr> </table>		Date	Description	Cost	PO #	PO # (sub-totalled)	Vendor (sub-totalled)	Buyer (sub-totalled)	Approved By (sub-totalled)	Ship-To (sub-totalled)	Department (sub-totalled)
Date											
Description											
Cost											
PO #											
PO # (sub-totalled)											
Vendor (sub-totalled)											
Buyer (sub-totalled)											
Approved By (sub-totalled)											
Ship-To (sub-totalled)											
Department (sub-totalled)											
Include Items – for CER Codes	<i>radio-buttons</i>										
To consider only those purchased items that have been recorded for a particular CER Code, click to include all, a selected, or a range of CER Codes.											
<table border="1"> <tr> <td><input checked="" type="radio"/> All</td> <td>All purchased Items are considered regardless of CER</td> </tr> <tr> <td><input type="radio"/> Selected</td> <td>A window is displayed from which specific CER Codes may be chosen</td> </tr> <tr> <td><input type="radio"/> A Range</td> <td>Specify a Starting and Ending CER Code for a range of items to be processed</td> </tr> </table>		<input checked="" type="radio"/> All	All purchased Items are considered regardless of CER	<input type="radio"/> Selected	A window is displayed from which specific CER Codes may be chosen	<input type="radio"/> A Range	Specify a Starting and Ending CER Code for a range of items to be processed				
<input checked="" type="radio"/> All	All purchased Items are considered regardless of CER										
<input type="radio"/> Selected	A window is displayed from which specific CER Codes may be chosen										
<input type="radio"/> A Range	Specify a Starting and Ending CER Code for a range of items to be processed										
Include Items – for Date Received	<i>radio-buttons with (mmddyy) dates</i>										
Select only those CER purchased Line Items that have a Receipt date that falls in the range entered.											
<table border="1"> <tr> <td><input checked="" type="radio"/> All</td> <td>All CER Items are considered regardless of the date received</td> </tr> <tr> <td><input type="radio"/> Inclusive</td> <td>Specify a Starting and Ending date for the items received</td> </tr> </table>		<input checked="" type="radio"/> All	All CER Items are considered regardless of the date received	<input type="radio"/> Inclusive	Specify a Starting and Ending date for the items received						
<input checked="" type="radio"/> All	All CER Items are considered regardless of the date received										
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the items received										

Include Items – Received or Not	<i>radio-buttons</i>
Select to have only those purchases that HAVE NOT been received, that HAVE been received, or both. Note that if a date range is provided for the Date Received screen fields, then Only purchases that have been received are included.	<input checked="" type="radio"/> Not Yet Received <input type="radio"/> That Have Been Received <input type="radio"/> Both
Include Items – Invoiced or Not	<i>radio-buttons</i>
Select to have only those purchases that HAVE NOT been Invoiced, that HAVE been Invoiced, or both.	<input checked="" type="radio"/> Not Yet Invoiced <input type="radio"/> That Have Been Invoiced <input type="radio"/> Both

– CER History Report Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **CER_History_Detail.XLS**

The following fields are output:

Column #	Excel Column	Field	Format
1	A	CER Code	X(6)
2	B	Description	X(40)
3	C	PO Number	9(8) - 9(2)
4	D	PO Date	mm/dd/yy
5	E	Vendor Code	X(6)
6	F	Supplier Name	X(40)
7	G	Buyer Code	X(6)
8	H	Buyer Name	X(25)
9	I	Requisition Number	9(8)
10	J	Req User Approver Code	X(6)
11	K	Req. Approver's Name	X(30)
12	L	Supplier's Part Code	X(20)
13	M	Description Line 1	X(30)

14	N	Description Line 2	X(30)
15	O	Quantity Ordered	999,999
16	P	Quantity Received	999,999
17	Q	Date Received	mm/dd/yy
18	R	Unit Price (domestic)	999,999.99999
19	S	Extended Price	9,999,999.99
20	T	Ship-To Code	X(6)
21	U	Expense Acct - Main Number	9(18)
22	V	Expense Acct - Profit Center	9(5)
23	W	Sub-Ledger Project Code	X(8)

6.5.6 PO Eligible to Close Report

The Eligible To Close report provides a list of all Purchase Orders, along with their detail line items, where all or part of the ordered goods have been received. Each PO in the report is flagged depending whether or not all goods have been received; some of the goods have been received; or if all goods received but the supplier's invoice is still yet to be received and entered into the Accounts Payable system.

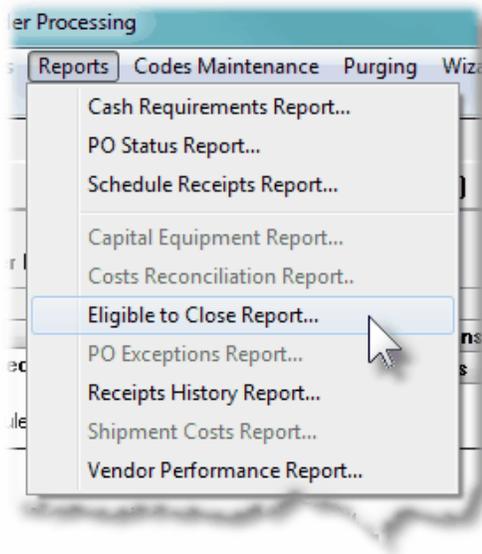
The report lists information such as the the PO Number and Date, the Vendor, Buyer and Ship-To. And for each PO line item, the Inventory Code, it's Description, the Dates Required and Promised, the Quantity Ordered, Quantity Received and Quantity Invoiced; the Actual Cost of the item, and the Amount Invoiced.

This report is meant to provide a summary of purchase orders for which goods have been received along with whether or not the supplier's invoice has been received. For those purchase orders that have been fully received, or for which no further receipts are expected, they will have their PO Header Status set as "Eligible To Close". Then as an added option, the system will automatically "Close" the purchase orders for you.

Automatic Closing of Invoiced Purchase Orders

One of the options that may be set in the [P/O Control Preferences](#) ⁴⁷⁸ is to only allow a purchase order to be closed if it's supplier's invoice has been entered in the Accounts Payable system. If this option is set, then the PO's WILL NOT be marked as Closed unless the Invoice has been entered.

From the P/O Main menu, select **Eligible To Close Report** from the **Reports** drop-down menu.

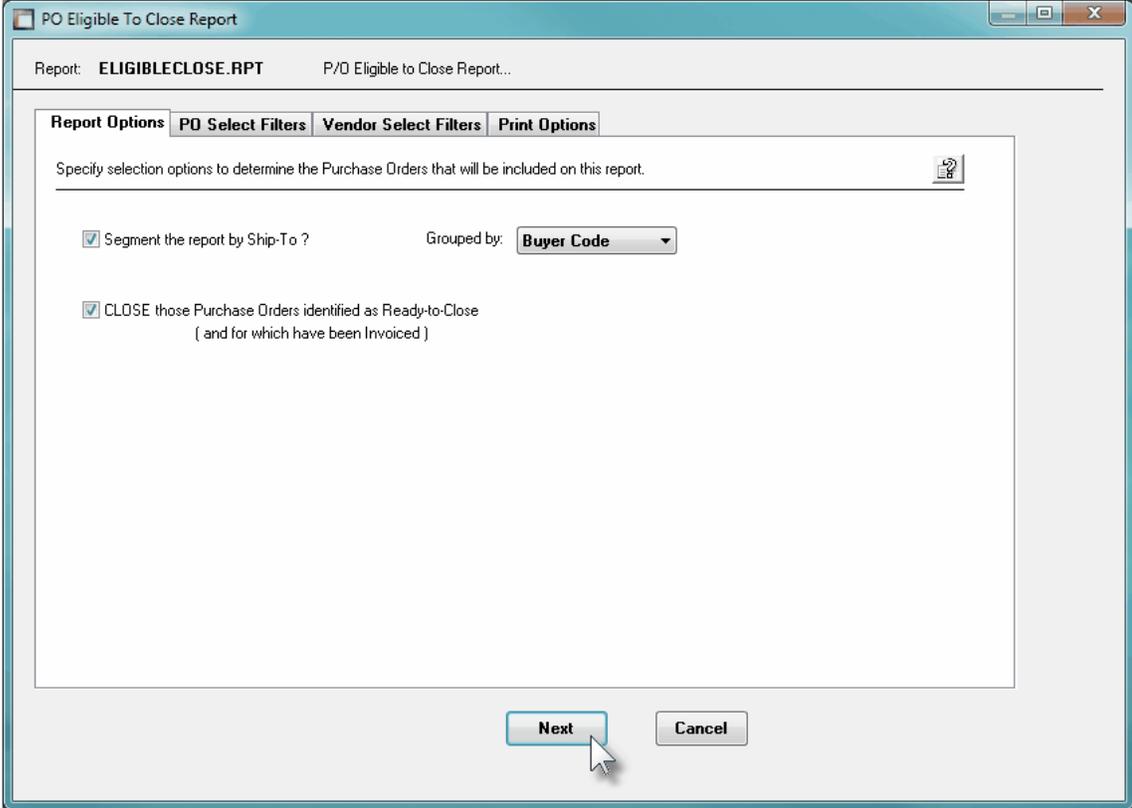


Some points to note when generating the Eligible To Close Report:

- Those purchase orders reported may be grouped by Buyer Code, Vendor Code, or Vendor Type, (based on respective codes assigned at the time the suppliers' Purchase Orders were entered into the system). As an option, the report may also be segmented by Ship-To Location.
- Any Purchase Order that has not had any goods received against, is not processed by the report.
- When determining whether or not a Purchase Order is **Eligible To Close**, each PO Line item is examined. In order to be a candidate the following conditions must be met:
 - ✓ At least a portion of the Quantity Ordered must have been received
 - ✓ If any portion of the Quantity Ordered was Rejected, then Quantity Received + Quantity Rejected must equal, or be greater than, the Quantity Ordered
 - ✓ If when goods were received, it was Short-Shipped, and the line item was NOT flagged to indicate that the rest of the order was to be shipped at a future date
- If the Purchase Order meets the criteria listed above, it will be flagged as **Eligible To Close**. However, if the option is chosen to have those **Eligible To Close** POs **Closed**, and the **P/O Control Preferences** ^[478] is set to indicate that a supplier's Invoice must have been entered, it will NOT be closed unless the Invoice has been entered into Accounts Payable.
- Blanket Purchase Orders, and those that have been Cancelled, Closed or On-Hold are not processed by the report.

 Eligible To Close Report - Options Screen

The following screen is presented when generating the Eligible To Close report:



PO Eligible To Close Report

Report: **ELIGIBLECLOSE.RPT** P/O Eligible to Close Report...

Report Options PO Select Filters Vendor Select Filters Print Options

Specify selection options to determine the Purchase Orders that will be included on this report.

Segment the report by Ship-To? Grouped by: **Buyer Code**

CLOSE those Purchase Orders identified as Ready-to-Close
(and for which have been Invoiced)

Next Cancel

When generating the report, the operator is presented with the standard [PO Select Filters screen](#)¹⁰⁶. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)¹¹¹ is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Eligible To Close Report generated, if archived, will be catalogued with a report name of **ELIGIBLECLOSE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

Eligible To Close Report Screen - Field Definitions

Segment the Report by Ship-To ?	<i>check-box</i>
<p>If you maintain multiple warehouses or locations, you may wish to have the items reported separately for each Ship-To Location.</p>	
Sorted and/or Grouped By	<i>drop-down list</i>
<p>When the report is printed, Purchase Orders may be grouped and sorted with sub-totals printed.</p> <div data-bbox="922 604 1203 737" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>.... none Buyer Code Department Code Vendor Vendor Type</p> </div>	
CLOSE Purchase Orders Identified as "Ready-to-Close"	<i>check-box</i>
<p>Set the check box to have those purchase orders that have been identified as Eligible to Close, Closed. If this check box is not set, then the PO status will be set to Eligible to Close.</p> <p>This option is provided as a feature to reduce the time needed to manipulate those purchase orders that have been totally dealt with, and automatically have them marked as Closed.</p>	

6.5.7 PO Exceptions Report

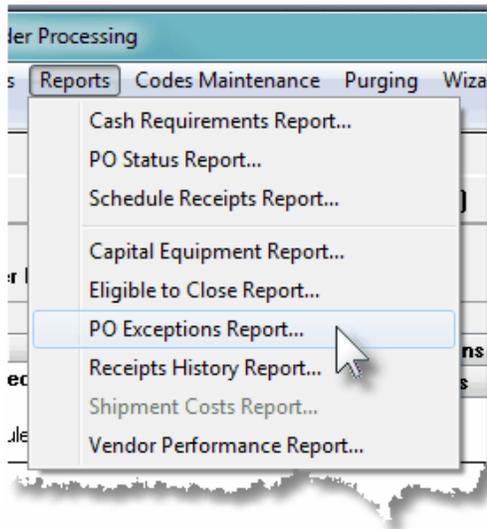
The PO Exceptions report provides a detailed list of each those ordered Purchase Order items that have been received over a specified period of time, where either the Quantity Received was not what was ordered, or the Unit Price was not what was on the original PO. They may be grouped by a variety of different applicable codes.

For each item received, the following is output for each line item:

- Inventory Code and Description
- Receipt Date
- Vendor Code
- Quantity Ordered and Received and Rejected
- The Buyer and the Receiver's Initials
- Unit Cost
- The Expense or Inventory Account

The report would be useful in identifying a trend associated to a Buyer, Receiver, or Supplier whereby what was being ordered, was NOT being delivered.

From the P/O Main menu, select **PO Exceptions Report** from the **Reports** drop-down menu.



Some points to note when generating the PO Receipts Exception Report:

- You may choose to have listed those PO Receipt Line Items that satisfy the following Exception conditions:
 - Where the Quantity Received is NOT the Quantity Ordered
 - Where there was a Quantity that was Rejected
 - Where as part of a PO that had been received, but nothing was received
 - Where the Unit Price was NOT what was recorded on the original Purchase Order
- Receiving's for Cancelled POs, or those On-Hold, are not included in the analysis
- Blanket POs are not included in the analysis
- PO Receiving's that are identified as exceptions may be reported grouped by the following criteria:
 - Buyer
 - Ship-To Department
 - Inventory Item Code
 - Receiving Shipment Number
 - Vendor
 - CER Code
 - Expense or Inventory G/L Account Number
 - G/L Expense Profit Center
- PO Receiving's that are identified as exceptions may be reported listed, when not grouped, by the following criteria:
 - Receipt Date

- PO Number
- Description of Item Received/Ordered

➤ PO Receipts Exception Report - Options Screen

The following screen is presented when generating the Exceptions report:

When generating the report, the operator is presented with the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)^[111] and standard [Item Select Filters screen](#)^[116] are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Receipts History Report generated, if archived, will be catalogued with a report name of **POEXCEPTION.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

PO Receipts Exception Report Screen - Field Definitions

Sorted and/or Grouped By	<i>drop-down list</i>				
<p>When the report is printed, the PO Line Items identified as exceptions may be grouped and sorted with sub-totals printed.</p> <div data-bbox="922 405 1378 688" style="border: 1px solid black; padding: 5px;"> <p>Receipt Date (not grouped) PO Number (not grouped) Item Description (not grouped) Buyer Code Ship-To Department Code Shipment Number Vendor Code CER Code Expense/Inventory Account G/L Expense Profit Center Inventory Item Code</p> </div>					
Receiving's Dated	<i>radio-buttons with (mmddyy) dates</i>				
<p>Select only those Purchase Order Line Items that have a Receipt date that falls in the range entered.</p> <table border="1" data-bbox="354 936 1404 1052"> <tr> <td><input checked="" type="radio"/> All</td> <td>All PO Line Items are considered regardless of date</td> </tr> <tr> <td><input type="radio"/> Inclusive</td> <td>Specify a Starting and Ending date for the PO Line Items Receipt Date</td> </tr> </table>		<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date	<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Receipt Date
<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date				
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Receipt Date				
Report the following Exceptions	<i>check boxes</i>				
<p>Depending on which Exceptions are to be reported, set the applicable check-box.</p> <div data-bbox="282 1255 1365 1360" style="border: 1px solid gray; padding: 10px;"> <p>Reporting the following PO Receipt Exceptions: _____</p> <table style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> The Quantity Received was NOT what was as Ordered</td> <td><input checked="" type="checkbox"/> There was a Quantity that was Rejected</td> </tr> <tr> <td><input type="checkbox"/> The Unit Price was NOT what was as Ordered</td> <td><input checked="" type="checkbox"/> No goods were Received</td> </tr> </table> </div>		<input checked="" type="checkbox"/> The Quantity Received was NOT what was as Ordered	<input checked="" type="checkbox"/> There was a Quantity that was Rejected	<input type="checkbox"/> The Unit Price was NOT what was as Ordered	<input checked="" type="checkbox"/> No goods were Received
<input checked="" type="checkbox"/> The Quantity Received was NOT what was as Ordered	<input checked="" type="checkbox"/> There was a Quantity that was Rejected				
<input type="checkbox"/> The Unit Price was NOT what was as Ordered	<input checked="" type="checkbox"/> No goods were Received				
with Matching — Duty Code	<i>X(6)</i>				
<p>Select only those PO Line Items that had been assigned a Duty Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.</p>					
with Matching — Reject Code	<i>X(6)</i>				
<p>Select only those PO Line Items that had been assigned a Reject Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.</p>					
with Matching — CER Code	<i>X(6)</i>				
<p>Select only those PO Line Items that had been ordered for a specific CER Code</p>					

matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching — Shipment #	99999999
Select only those PO Line Items that had been received under a specific Shipment #. Leave the field blank if it is NOT to be considered as a filter.	
with Matching — Receiver's Initials	X(3)
Select only those PO Line Items that had been received by the operator with the specified Initials. (Initials are automatically recorded as defined in the Series 5 User Access properties for the PO system).	

6.5.8 Receipts History Report

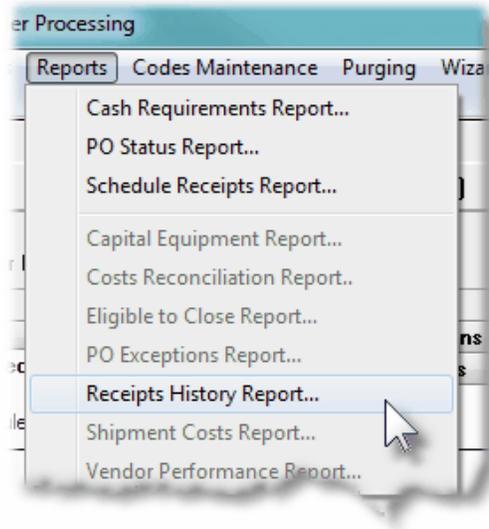
The Receipts History report provides a detailed list of each those ordered Purchase Order items that have been received over a specified period of time. They may be grouped by a variety of different applicable codes.

For each item received, the following is output for each line item:

- Inventory Code and Description
- Receipt Date
- Vendor Code
- Quantity Ordered and Received
- The Buyer
- Unit Cost, and Landed Cost
- The Expense or Inventory Account

The report would be useful in providing a summary of those items that have been received over a given period of time for a given Buyer, Vendor, Inventory Item, CER code, Expense Account, or Department.

From the P/O Main menu, select **Receipts History Report** from the **Reports** drop-down menu. (It may also be generated directly from the PO Receivings History Inquiry function).



Some points to note when generating the Receipts History Report:

- The Landed Cost that is printed is the sum of the following amounts:
 - Line Item Extended Cost
 - Tax Amounts
 - Duty Charges
 - Any Line Item Extra Costs
 - Any PO Extra Costs, (prorated)
 - Any Shipment Extra Costs, (prorated)

Receipts History Report - Options Screen

The following screen is presented when generating the Receipts History report:

When generating the report, the operator is presented with the standard [PO Select Filters screen](#)¹⁰⁶. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)¹¹¹ and standard [Item Select Filters screen](#)¹¹⁶ are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Receipts History Report generated, if archived, will be catalogued with a report name of **RECEIPTANALYZ.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

– Scheduled Receipts Report Screen - Field Definitions

Sorted and/or Grouped By	drop-down list
When the report is printed, the PO Receipt History Line Items may be grouped and/or sorted with sub-totals printed using the	

following criteria.

Receipt Date (not grouped)
 PO Number (not grouped)
 Item Description (not grouped)
 Buyer Code
 Ship-To Department Code
 Shipment Number
 Vendor Code
 CER Code
 Expense/Inventory Account
 G/L Expense Profit Center
 Inventory Item Code

Receivings Dated

radio-buttons with (mmddyy) dates

Select only those Purchase Order Line Items that have a Receipt date that falls in the range entered.

<input checked="" type="radio"/> All	All PO Line Items are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the PO Line Items Receipt Date

with Matching — Duty Code

X(6)

Select only those PO Line Items that had been assigned a Duty Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching — Reject Code

X(6)

Select only those PO Line Items that had been assigned a Reject Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching — CER Code

X(6)

Select only those PO Line Items that had been ordered for a specific CER Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching — Shipment

99999999

Select only those PO Line Items that had been received under a specific Shipment #. Leave the field blank if it is NOT to be considered as a filter.

6.5.9 Vendor Performance Report

The Vendor Performance report offers the ability to evaluate the performance of particular vendors, both on its own merit and as compared to other vendors.

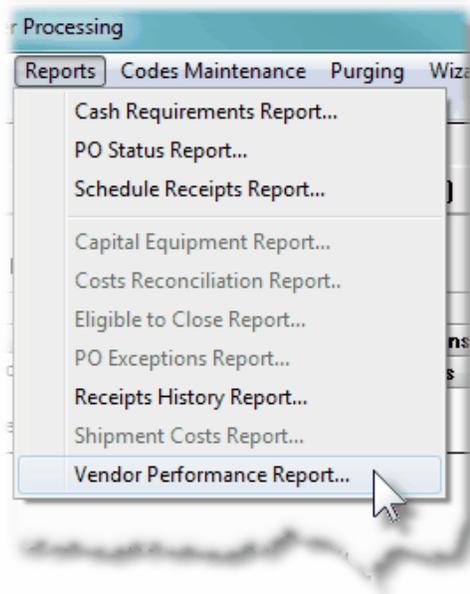
The report lists information such as the Last Activity Date for the vendor, the number of Purchase Orders issued over a selected period, the value of all purchases made this year and last year, the number of PO Line Items, and the number of PO Line Items that were delivered late.

This report is meant to give you a clear idea of the vendor's ability to deliver quality products at the expected costs and on time. Listed are the percentages of PO line items that were late; the percentage cost variance between expected and invoiced cost; and the percentage of delivered items that were rejected. Finally, the Average Lead Time and the Average # of Days Late is computed and listed as well.

Perhaps the most powerful feature of this report is the capability it provides for showing which Vendors fall within a range of performance characteristics that you specify. For instance, you can list all Vendors that have less than 10% of PO Line Items delivered late, less than a 5% cost variance for the price and that had less than a 7% rejection rate. You can also focus upon undesirable vendors by specifying, for example, that only those with a rejection rate greater than 20% and a cost variance percent greater than 10% be listed.

A buyer or department manager can determine what kind of service his suppliers have been providing and then seek other vendors if he finds that level of service to be unsatisfactory. A buyer could also use these statistics as leverage for acquiring better service, prices or terms from a vendor who has been operating below par. This information can be valuable to anyone in your organization who deals with vendors and particularly valuable to those who have responsibility for selecting vendors.

From the P/O Main menu, select **Vendor Performance Report** from the **Reports** drop-down menu.



Some points to note when generating the Vendor Performance Report:

- Those Vendors reported may be grouped by Buyer Code, Ship-Via Code, or Vendor Type,

(based on respective codes assigned at the time the suppliers' Purchase Orders were entered into the system). As an option, the report may also be segmented by Ship-To Location.

- The report figures on the number of days late goods are delivered, based on the expected receipt date. It examines and uses the first non-zero date from the following candidates, in the order as listed:
 - Promised Line Item Date
 - Requested Line Item Date
- When determining those Vendors that had Unit Price differences, only those goods associated to POs that had been received are considered.
- When determining the total number of PO Items that were rejected, as well as counting those that actually has quantity rejected, those line items that were Cancelled due to Vendor Negligence are also counted. In determining the Percentage Rejected, the Quantity Rejected is compared to the Quantity that was Received.
- Blanket Purchase Orders, and those that have been Cancelled or On-Hold are not processed by the report.

Vendor Performance Report - Options Screen

The following screen is presented when generating the Vendor Performance report:

PO Vendor Performance Analysis Report

Report: **VENDPERFORM.RPT** P/O Vendor Performance Report...

Report Options | **PO Select Filters** | Vendor Select Filters | Print Options

Specify selection options to determine the Vendors that will be included on this report.

Segment the report by Ship-To? Grouped by: **Buyer Code**

Target Vendors with Purchase Orders:

That were Delivered Later than Promised
Including those with Over Under **40** % of Shipped goods Being Late

With Expected and Actual Unit Price Differences
Including those with Over Under **20** % Price Variation

Having Items Rejected
Including those with Over Under **15** % of Ordered Goods Rejected

Next **Cancel**

When generating the report, the operator is presented with the standard [PO Select Filters screen](#)¹⁰⁸. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)¹¹¹ is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

The Vendor Performance Report generated, if archived, will be catalogued with a report name of **VENDPERFORM.RPT**.

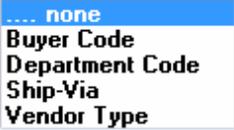
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

— Scheduled Receipts Report Screen - Field Definitions

Segment the Report by Ship-To ?

check-box

If you maintain multiple warehouses or locations, you may wish to have the items reported separately for each Ship-To Location.

Sorted and/or Grouped By	<i>drop-down list</i>
<p>When the report is printed, Vendors may be grouped and sorted with sub-totals printed.</p> 	
Vendors with POs – Delivered Later than Promised	<i>check-box</i>
<p>Set the check box to include the analysis to identify those Vendors who ship Purchase Ordered goods such that they arrive later than promised or requested. If a Promised Date was established, then it is used as the expected receipt date; otherwise the Requested Date is used. Only PO purchased goods that have been received are considered for this analyses.</p> <p>For each Vendor, the total number of days of all goods received past the the expected receipt date is tallied, from which an Average Number of Days Late figure is computed and shown on the report.</p>	
Include Vendors – with % of Shipped Goods Being Late	999 %
<p>For each Vendor, the total number of received PO line items that are received past the the expected receipt date is accumulated. A percentage of the number of late PO items against the number PO line items ordered is computed.</p> <p>The system will use a percentage cut-off in conjunction with the Over/Under prompt to qualify those Vendors that are reported. Select Over to list only those Vendors whose percentage of PO Lines Late is over the target percentage; Select Under for those Vendors whose percentage is under the target percentage.</p> <p>The target percentage cutoff of Goods Being Late is used to determine whether a vendor is listed on the report or not.</p>	
Vendors with POs – Expected and Actual Unit Cost Differences	<i>check-box</i>
<p>Set the check box to include the analysis to identify those Vendors where the expected Unit Cost of goods are different from the Unit Cost actually Invoiced. Only PO purchased goods that have been received or invoiced are considered for this analyses.</p>	
Include Vendors – with % Price/Cost Variation	999 %
<p>For each Vendor, the sum of all PO line items Expected Unit Costs and the sum of all PO line items Invoiced Unit Costs are totaled. From these totals, an overall Cost Variance is computed, (the difference between the two totals). A percentage value is then calculated</p>	

based on the Cost Variance against the total Expected Unit Costs.

The system will use a percentage cut-off in conjunction with the Over/Under prompt to qualify those Vendors that are reported. Select **Over** to list only those Vendors whose percentage of Cost Variance is over the target percentage; Select **Under** for those Vendors whose percentage is under the target percentage.

The target percentage cutoff of **Price Variation** is used to determine whether a vendor is listed on the report or not.

Vendors with POs – With Rejected Line Items

check-box

Set the check box to include the analysis to identify those Vendors who are shipping goods that tend to be rejected. As well, if a purchase order, or any of it's line items, are Cancelled due to Vendor Negligence, these ordered quantities are also considered as rejected.

Include Vendors – with % of Ordered Goods Rejected

999 %

For each Vendor, the sum of all PO line items Quantity Received and the sum of all PO line items Quantity Rejected are totaled. A percentage value is then calculated based on the Quantity Rejected against the Quantity Received.

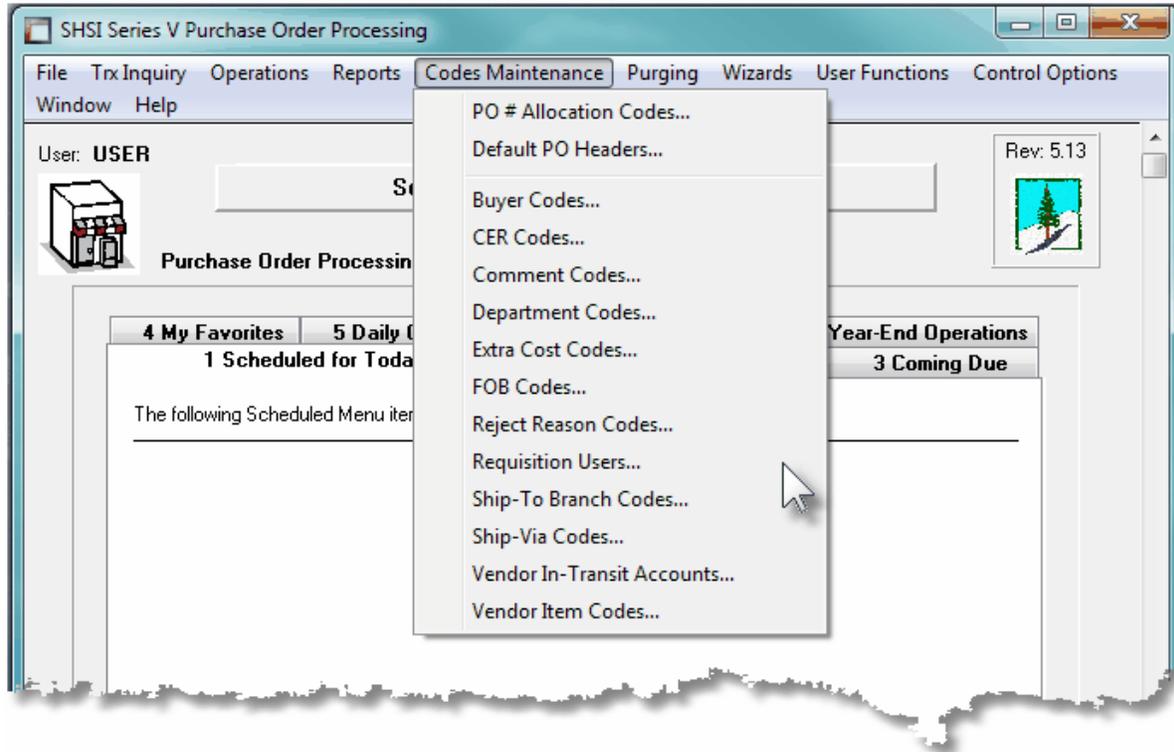
The system will use a percentage cut-off in conjunction with the Over/Under prompt to qualify those Vendors that are reported. Select **Over** to list only those Vendors whose percentage of Rejection is over the target percentage; Select **Under** for those Vendors whose percentage is under the target percentage.

The target percentage cutoff of **Goods Rejected** is used to determine whether a vendor is listed on the report or not.

6.6 Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are available under the **Codes Maintenance** drop down menu on the Purchase Order Processing menu. These menu items are used to maintain the Master Codes used in the P/O . In particular, the function to Maintain your Default PO Headers and Buyers are found here.

These functions are available from the P/O Menu Bar as shown:



6.6.1 PO # Allocation Codes Maintenance

PO Allocation Codes are used by the Series 5 Purchasing system as a means of assigning different ranges of PO Numbers to different departments or warehouse locations, perhaps from different countries, or what ever suits your fancy. When POs are entered, instead of using the Next PO # as determined by the PO Preferences, the operator would specify to use a PO Allocation Code.

Note that when entering POs into the system, they are done so in a PO Entry Batch. When the Batch is created, one of it's properties is how PO Numbers are assigned. (ie., whether the next PO number is assigned from the PO Control Preferences, or from a PO Allocation Code).

Have a PO # Allocation Defined for Blanket Purchase Orders

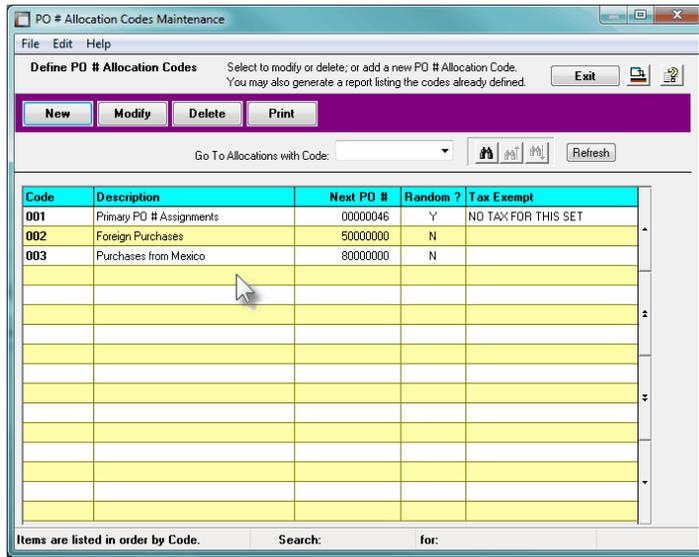
If you have Blanket POs established with your suppliers, one hint is to set up an Allocation Code for these POs. When a Release for a Blanket PO is created, the Purchase Order Lookup window is offered from which you may choose the Blanket PO for which a Release is to be generated. If the Blanket POs had been created with very low PO numbers, (say below 100), then they will be displayed at the top of the list making it easy to find the one you want.

The PO Allocation Codes defined here are listed in the Series 5 [PO Allocation Code LOV Lookup](#) window.

The PO Allocation Codes Maintenance function is accessed from the P/O Main menu, by selecting **PO Allocation Codes...** from the **Codes Maintenance** drop-down menu.

PO Allocation Codes Maintenance Grid

Allocation Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new PO Allo Code
Modify	Modify the PO Alloc Code highlighted in grid
Delete	Delete the PO Alloc Code highlighted in grid
Print	Generate a report listing the PO Allocation Codes already on file

Edit an existing PO Allocation Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the PO Allocation Codes on file, if archived, will be catalogued with a report name of **PO-ALLOCAT.LST**.

PO Allocation Code - Properties Screen

The properties for each P/O Allocation Code are defined with the following screen:

PO # Allocation Code: 003 - Modify the Properties of

PO Allocations are used to assign different series of PO Numbers. You could set up a different series of PO Numbers for each Ship-To or Department.

PO # Allocation Code: 003

Description: Purchases from Mexico

Next P.O. Number: 80000000 Assign Semi-Random PO Numbers ?

Tax Exemption Reference:

Update **Cancel**

Field Definitions

PO Allocation Code	999
This is the numeric code assigned to the set of PO Allocation Numbers. Enter this code when this set of PO numbers is to be assigned to a purchase order.	
Description	X(30)
Is a description of the PO Allocation Code number set. This is displayed when selected for assignment to a PO.	
Next PO Number	9(8)
When this Allocation Code is assigned to a PO, this is the PO # that will be assigned. When used, the system will automatically increment it.	
Semi-Random PO Numbers	check-box

You may have the system assign Random PO numbers. If checked, then when the system assigns the next PO number, the following formula is used to compute the PO number:

$$\text{Random PO\#} = (\text{Next PO \#} \times 100) + Y$$

Where *Y* will be a number between Zero and 99. You would decide to use Random PO Numbers when using Purchase Orders as a process for approving the issuing of POs. The department managers or buyers would not know what the actual PO number would be until the requisition is actually approved and turned into a Purchase Order.

Tax Exemption Reference

X(20)

If for some reason, when assigning this set of PO Numbers, you wish to provide a short phrase describing eligible Tax Exemptions, this will be the description. For example in Canada when purchasing goods from the United States, or Mexico, items are exempt from GST or HST.

6.6.2 Default PO Headers Maintenance

To simplify the process of manually adding new Purchase Orders into the system, you may define different Default PO Headers sets. A Default PO Header is basically a record that contains many of the same fields that are associated to a purchase order. Many of the properties that must be assigned to the header of a purchase order are typically the same. (Especially those associated to a particular Buyer, or for a specific Department destination).

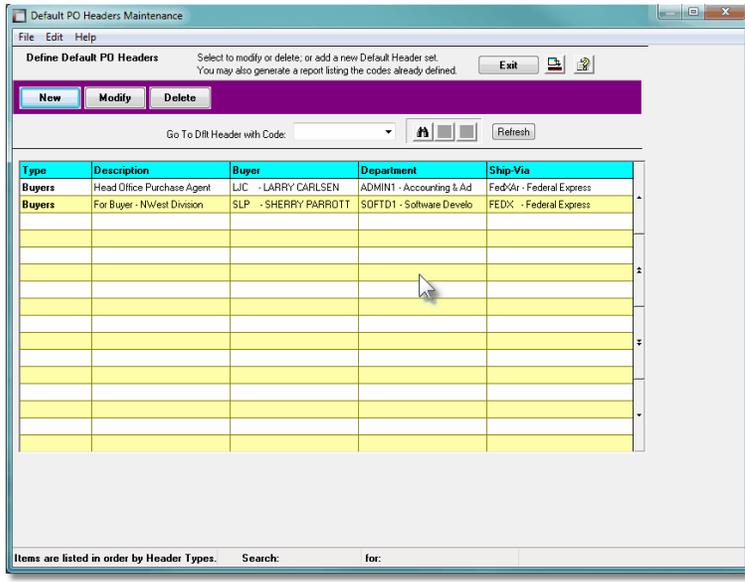
Up to three different types of defaults may be created in the system. One for each Buyer defined, one for each Department, and one that is used otherwise.

When a new Purchase Order or Requisition is added to the system, once the Buyer has been entered, the system will attempt to default remaining fields with the Default Header associated to that Buyer. If one was not set up, then once the Department has been entered, the system will attempt to default remaining fields with the Default Header associated to that Department. If one was not set up, then the system will attempt to default remaining fields with the Default Header that was created for All Purchase Orders.

The Default PO Header Codes Maintenance function is accessed from the P/O Main menu, by selecting **Default PO Headers...** from the **Codes Maintenance** drop-down menu.

 Default PO Headers Code Maintenance Grid

P/O Default Headers are maintained using a Series 5 grid processing screen.

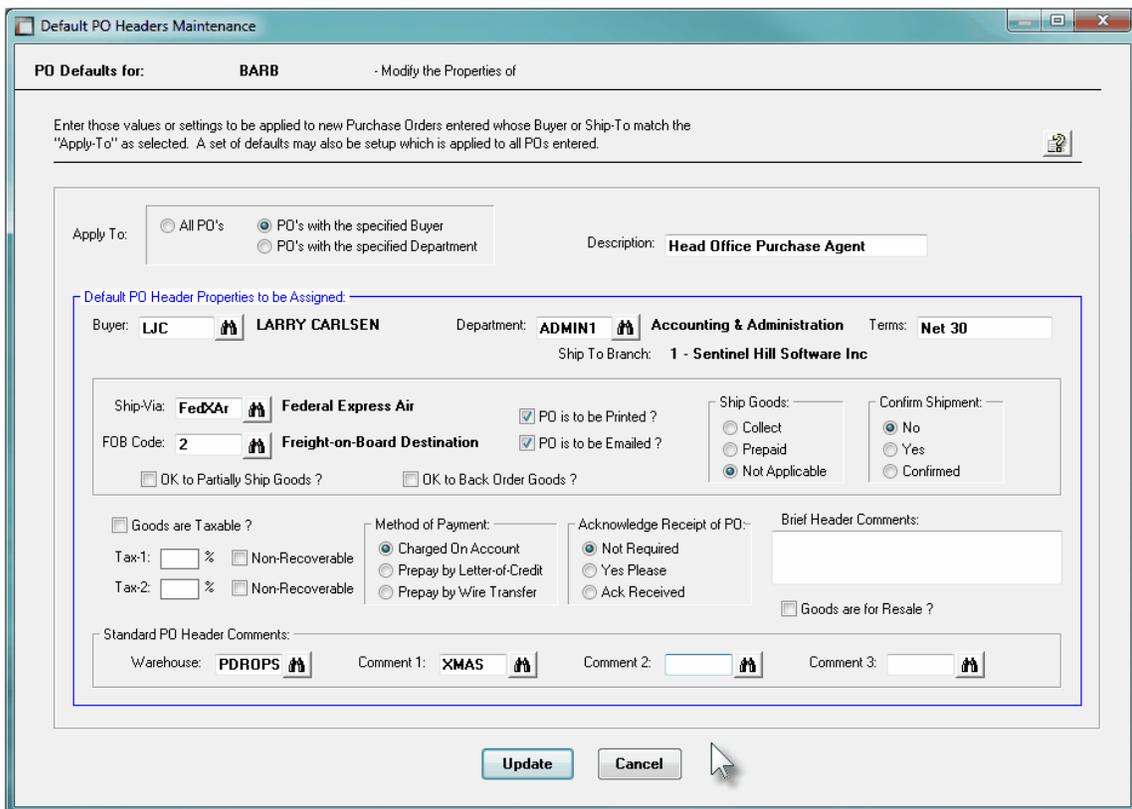


"Fast Buttons"	
New	Add a new Default Header set
Modify	Modify the Default Header set highlight the grid
Delete	Delete the Default Header set highlight the grid

Edit an existing Default P/O Header set by double-clicking its associated row. Standard Series 5 grid controls apply.

➔ Default P/O Headers - Properties Screen

The properties for each Default PO Header are defined with the following screen:



Processing Tip

When entering values for the fields associated to the Default PO Header, if left blank, then the operator will have to enter that field when adding a new purchase order.

Field Definitions

Apply-To	<i>radio-buttons</i>
Select the type of field that this Default PO Header is to be associated with. Select either the Buyer, the Department, or ALL POs.	<input checked="" type="radio"/> ALL POs <input type="radio"/> For a given Buyer <input type="radio"/> For a given Department
Description	<i>X(30)</i>
Is a brief description associated to the Default PO Header.	

PO Header Default Fields

Buyer	<i>X(6)</i>
<p>The Buyer is the person requesting to purchase the goods entered on the purchase order.</p> <p>If this Default PO Header is defined for Buyers, then when this Buyer is entered in a new PO being added, the values for the remaining fields will be assigned to that PO.</p> <p>Otherwise, if this Default PO Header is defined for a Department or ALL POs, then this Buyer will be assigned.</p>	
Department	<i>X(6)</i>
<p>Enter the Department within the warehouse or receiving location where the merchandise on the purchase order should be shipped to. The Department must be a valid code that is defined by the PO Department Codes Maintenance. (Note that from the Department, the Ship-To is automatically assigned).</p> <p>If this Default PO Header is defined for a Department Code, then when this Department is entered in a new PO being added, the values for the remaining fields will be assigned to that PO.</p> <p>Otherwise, if this Default PO Header is defined for a Buyer or ALL POs, then this</p>	

Department will be assigned.	
Terms	X(15)
<p>This is a brief description of the Terms of Sale associated to the purchase order. This will print on the top of the purchase order to advise the supplier of the terms you would be hoping to get.</p> <p>If nothing is entered as the default, then the terms on file for the Vendor properties will be used.</p>	
Ship-Via	X(6)
<p>The Ship-Via may be used to provide information to the supplier as to how the goods on the purchase order are to be shipped. The associated code's description will print on the top of the purchase order.</p>	
FOB Code	X(6)
<p>The FOB may be used to indicate the agreed upon standard Point-of-Delivery. The associated code's description will print on the top of the purchase order.</p>	
OK to Partially Ship Goods ?	check-box
<p>Indicates to the supplier as to whether or not goods are to be shipped if all items on the PO can be supplied, or not. An applicable directive will print at the bottom of the purchase order.</p>	
OK to Back Order Goods ?	check-box
<p>Indicates to the supplier as to whether or not goods that can't be initially shipped are to be back ordered, or not. An applicable directive will print at the bottom of the purchase order.</p>	
PO is to be Printed ?	check-box
<p>Normally purchase orders are generally printed and distributed to your suppliers, and this field would be checked. If you don't intend on printing the PO, clear this field. (Note that you may select to have this PO emailed in the next field).</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>Please Note</p> <p>If your PO System Control Preferences is set to require that a PO must be printed before goods can be received, if the PO is NOT printed or emailed, and this check-box is not set, it will be considered as printed.</p> </div>	

PO is to be Emailed ?	<i>check-box</i>			
<p>Normally purchase orders are generally printed and distributed to your suppliers. If you don't intend on printing the PO, but would rather have it emailed to your supplier, set this check-box. (Note that you must have entered a valid email address for the Vendor).</p> <p>When executing the Print Purchase Orders ³⁴⁶ operation, one of the options is to automatically have eligible POs emailed. When this option is chosen, this PO will automatically be emailed to the supplied email address.</p>				
Shipment of Goods	<i>radio-buttons</i>			
<p>If you wish to be billed for the freight charges by the freight company, then click the Collect button. If you wish the supplier to pay the freight and bill you for it, along with the merchandise, click the Prepaid button. An applicable directive will print at the bottom of the purchase order.</p>	<table border="1"> <tr> <td><input checked="" type="radio"/> Collect</td> </tr> <tr> <td><input type="radio"/> Prepaid</td> </tr> <tr> <td><input type="radio"/> Not Applicable</td> </tr> </table>	<input checked="" type="radio"/> Collect	<input type="radio"/> Prepaid	<input type="radio"/> Not Applicable
<input checked="" type="radio"/> Collect				
<input type="radio"/> Prepaid				
<input type="radio"/> Not Applicable				
Confirm Shipment	<i>radio-buttons</i>			
<p>Depending on whether or not you wish the supplier to confirm their shipment of the goods for the PO, click the appropriate button. Once you receive that confirmation, you should click the Confirmed button. An applicable directive will print at the bottom of the purchase order.</p>	<table border="1"> <tr> <td><input checked="" type="radio"/> No</td> </tr> <tr> <td><input type="radio"/> Yes</td> </tr> <tr> <td><input type="radio"/> Confirmed</td> </tr> </table>	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> Confirmed
<input checked="" type="radio"/> No				
<input type="radio"/> Yes				
<input type="radio"/> Confirmed				
Goods are Taxable ?	<i>check-box</i>			
<p>If the items on the Purchase Order are taxable, set the check-box. When entering the purchase order, 2 taxes may be entered, and the Tax % rates may be entered. When each ordered line item is entered, the tax amounts will be computed.</p>				
Tax-1 & Tax-2 %	99.999 %			
<p>Enter the Tax percentages that you would have to pay the supplier for the goods that are purchased. If you only have one tax, then leave the Tax-2 % field blank or zero.</p>				
Non-Recoverable Tax ?	<i>check-box</i>			
<p>Depending on the country the goods are going to end up in, you may or may not be able to recover the taxes paid for the purchase of goods. For example, in Canada GST and HST taxes are Recoverable, hence you would not want that portion of the supplier's fees included in the computation of Landed Costs.</p>				

If goods are Non-Recoverable, then the cost of the taxes is included when computing Landed Costs.

Method of Payment

radio-buttons

This field is used to indicate how the goods being ordered are to be paid for. Normally payment would be Charged On Account, and the supplier would send an invoice when the goods are shipped. For certain suppliers, you may be required to prepay for the goods before they are shipped, or perhaps a Letter of Credit would be required from your bank.

- Charged On Account
- Prepay by Letter-of-Credit
- Prepay by Wire Transfer

In the case of prepayments, when goods are received, because they were already paid for, G/L distributions are generated such that Inventory/Expense is **Debited** and the Inventory-In-Transit account is **Credited**.

Please Note

When a Letter-of-Credit, or a Wire Transfer pre-payment is made from the Accounts Payable system, what normally would be the debit to expense should be for the Inventory-In-Transit account.

Note also, that you could have pre-defined the In-Transit Account for applicable Vendors using the [Vendor In-Transit Accounts Maintenance](#)⁴⁶⁴ function.

Acknowledger Receipt of PO

radio-buttons

Depending whether or not you wish the supplier to Acknowledge Receipt of the purchase order, click the appropriate button. Once you receive that confirmation, you should click the Acknowledge Received button. An applicable directive will print at the bottom of the purchase order.

- Not Required
- Yes Please
- Acknowledgement Received

Brief Header Comments

3 lines of X(30)

Three brief Comment field lines may be entered for the Purchase Order. These might be for ad-hoc comments, that you don't need to have define as a PO Comment. These will print at the bottom of each printed purchase order.

Goods are for Resale ?

check-box

This field is for information purposes only. If the items are for resale, then a tax exemption number should probably be included within a comment on the purchase order header.

Standard PO Comments — Warehouse	X(6)
A standard PO Comment may be defined to be used to record special instructions for PO goods when they are received. These comments may be viewed from the PO Inquiry function and/or from the PO Receipts Entry function. The standard comments are created using the PO Comments Codes Maintenance ^[441] function.	
Standard PO Comments — Header 1, 2 & 3	X(6)
Three pre-defined free-format comment sets may be applied to each purchase order. Each holds up to 1,000 characters of text made up of up to 35 characters per line. These are associated to the PO Header and are printed within the body of the purchase order. The standard comments are created using the PO Comments Codes Maintenance ^[441] function.	

6.6.3 Buyer Codes Maintenance

Buyer Codes are used by the Series 5 Purchasing system to identify those individuals that are make purchases. This might represent the Purchasing Agent for your company, or the person within each department that approves purchases, or it could be the person who ends up with the purchased goods.

When creating Purchase Orders, or entering a Purchase Order, a Buyer must be entered. Period-to-Date, Year-to-Date and Life-to-Date totals are accumulated for each Buyer.

The Buyer Codes defined here are listed in the Series 5 [Buyer Code LOV Lookup](#)^[63] window. The Buyer Codes Maintenance function is accessed from the P/O Main menu, by selecting **Buyer Codes...** from the **Codes Maintenance** drop-down menu.

Buyer Codes Maintenance - Modify the Properties of

Buyers are those individuals requesting to purchase the goods listed on a P.O. Totals Period-to-Date, Year-to-Date and Life-to-Date are accumulated.

Buyer Code: **SLP** Name: **SHERRY PARROTT**
 Email: **DUNCAN@SENTINEL-HILL.COM**
 P.O. \$ Limit: **999,000.00**
 Last P.O. #: **00000077** -- Dated: **10/30/12**

Buyer's PO Purchases Statistics:

	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ 18,000.10	\$ 198,001.00	\$ 30,044.00	\$ 2,899,111.00
Count:	3	12	16	192

Update **Cancel**

Field Definitions

Buyer Code	999
This is the alphanumeric code assigned to the Buyer. Enter this code when assigning to a purchase order.	
Name	X(25)
Is the name of the individual. This is displayed when selected for assignment to a PO and printed on the PO.	
Email Address	X(100)
Is the individual's email address. As an option when Purchase Orders or Requisitions are entered, you may select to have the buyer sent an email when the goods associated to the PO are received.	

PO \$ Limit	\$ 99,999,999.99
This PO \$ Limit will be tested when items are being added to a Requisition or Purchase Order. If the buyer's total for the PO exceeds the limit, a warning message is displayed. If ZERO is entered for the limit, then NO LIMIT will be in effect.	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>Warning</p> <p>A given PO Line Item may not be added if the total value of the Line Item, and the rest of the PO, exceeds the limit defined here.</p> </div>	
Last PO # & Date	99999999-99 and (mm/dd/yy)
As POs are entered for this buyer, the system records the last one that was entered.	
Buyer's Purchases Statistics	\$ 999,999,999.99 and 99,999
As POs are entered for this buyer, these statistical totals are updated. The Period-to-Date and Year-to-Date figures are cleared when the Clear Buyer Period-to-Date and Clear Buyer Year-to-Date operations are executed.	

6.6.4 CER Codes Maintenance

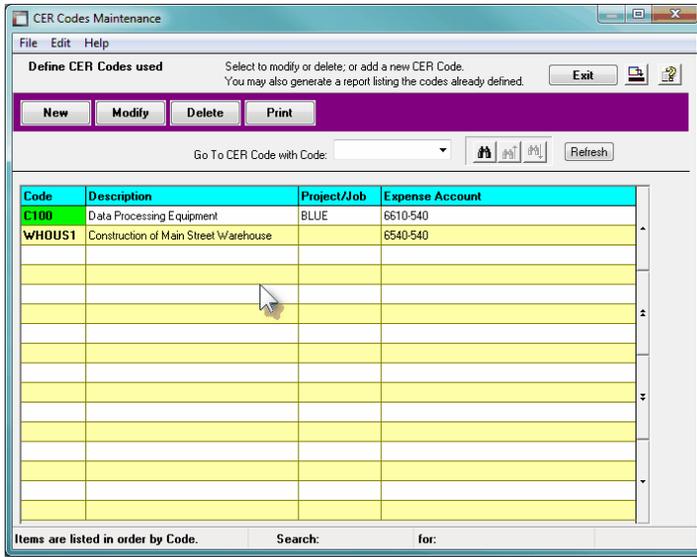
Capital Equipment Requisitions, (CERs), are used by the Series 5 Purchasing system as a means of grouping purchases at the line item level. They may be used to group purchases that all pertain to a single larger requisition. They may also be used as a method of giving approval for large capital expenditures by management before the purchase orders are actually processed. The budgeted figure will give management a means of monitoring the accuracy of the cost projection within the purchasing package. When line items are being entered for a Purchase Order, a CER Code may be specified. When the PO is posted, an entry will be written to the CER transaction file for each item with a CER code. The Capital Equipment Requisition Report will list all line items found in the CER transaction file by the code along with their expected and actual costs.

Associated to the CER properties is a G/L Expense Account and a Sub-Ledger Project Code. If defined, then when the CER is applied to the PO Line Item, these are used as the default.

The CER Codes defined here are listed in the Series 5 [CER Code LOV Lookup](#)⁶³ window. The CER Codes Maintenance function is accessed from the P/O Main menu, by selecting **CER Codes...** from the **Codes Maintenance** drop-down menu.

CER Codes Maintenance Grid

CER are maintained using a Series 5 grid processing screen.

**"Fast Buttons"**

New	Add a new CER Code
Modify	Modify the CER Code highlighted in the grid
Delete	Delete the CER Code highlighted in the grid
Print	Generate a report listing the CER Codes all on file

Edit an existing CER Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

The report listing the CER Codes on file, if archived, will be catalogued with a report name of **CER-CODES.LST**.

CER Code - Properties Screen

The properties for each P/O CER Code are defined with the following screen:

CER Code: WHOUS1 - Modify the Properties of

Capital Equipment Requisitions, CERs, are a means of grouping purchases at the line item level. A CER Code may be entered with each PO line item, and a CER Inquiry and Report provides a list of these items.

CER Code: WHOUS1
 Description: Construction of Main Street Warehouse

G/L Expense Account: 6540 -- 540
 Consultants and Subcontracts

Sub-Ledger Project Code:

In effect for the period:
 From: 1/01/10 Upto: 12/31/10

Budgeted Amount: \$ 4,000,000

Brief Comment:

Update Cancel

Field Definitions

CER Code	X(6)
This is the alphanumeric code assigned to the CER. Enter this code when a CER code needs to be used within the Purchase Order Processing system.	
Description	X(40)
Is a description of the Capital Equipment Requisition represented by the CER Code. This is printed on most reports, and is displayed to most screens where the CER Code is utilized.	
G/L Expense Account	9(18)-9(5)
When a PO Line Item is entered with the CER code, this account will be used as the default account to record the Expense in the General Ledger system.	

G/L Sub-Ledger Project or A/P Job	X(8) or X(6)
When a PO Line Item is entered with the CER code, this Project will be used as the default Project to record the Expense in the General Ledger system. If A/P Jobs are used instead of Sub-Ledger Projects, then this field is used to record that Job that is applicable for this CER.	
In Effect for the Period	X(40)
You may specify as Starting and Ending Date for which this CER will be applicable. This field is for information purposes only.	
Budgeted Amount	999,999,999.99
You may specify a Budget Amount for the CER. This will be printed on the Capital Equipment Purchases Report for information purposes.	
Brief Comment	X(40)
You may specify an additional comment describing the CER. This field is for information purposes only.	

6.6.5 PO Comments Codes Maintenance

Pre-defined Comments may be set up for use in the Purchase Order Processing system. Comment Codes with free flowing text of 35 character lines for a total of up to 1000 characters, may be created.

Text Codes may be used for the following purposes:

- Provide extended information for Purchase Orders in general, printed associated to the PO Header
- Provide extra information for Purchase Order Line Items, printed on the PO
- Provide Warehouse Handling Instructions, displayed when goods related to the PO are received.

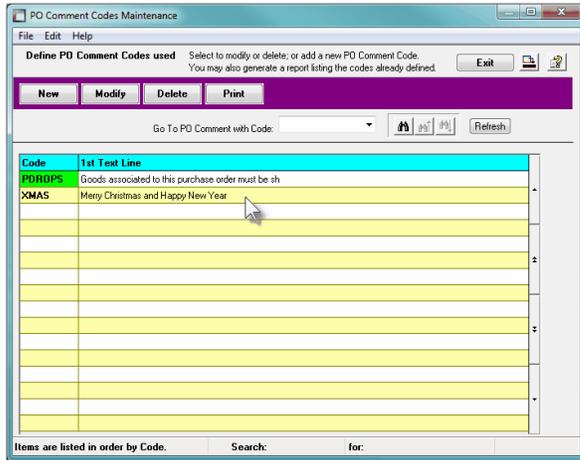
The Comment Codes defined here are listed in the Series 5 [Comment Code LOV Lookup](#)⁶³ window.

The Comment Codes Maintenance function is accessed from the P/O Main menu, by selecting **Comment Codes...** from the **Codes Maintenance** drop-down menu.



PO Text Codes Grid

Comment Codes are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Comment
Modify	Modify the Comment highlighted in the grid
Delete	Delete the Comment highlighted in the grid
Print	Generate a report listing the Comment Codes on file

Edit an existing Comment by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the PO Comments on file, if archived, will be catalogued with a report name of **PO-COMMENTS.LST**.

Text Code - Properties

The properties for each Comment are defined with the following screen:

PO Comment Code: XMAS - Modify the Properties of

PO Comment codes may be assigned to Purchase Orders to provide extended descriptions either to the PO Header or individual PO Line items.

Comment Code: XMAS

Comment:
Merry Christmas and Happy New Year
from Sentinel Hill Software Inc.

Update Cancel

Field Definitions

Comment Code	X(6)
This is the code used to identify this Comment.	
Comment	X(1000)
Enter the text of the comment. Lines of text will automatically wrap at the right edge of the field. You may press the Enter key to force a new line. Each line can contain up to 35 characters. The entire comment may only contain up to 1,000 characters of text.	

6.6.6 Department Codes Maintenance

When making purchases, depending on how many offices you might have, or how many warehouses you stock inventory at, you may wish to have the goods shipped directly to different places. As well, you might have a number of different Departments at each office or branch. Set up a Department code for each of the possible departments for each of the

possible locations. When entering a PO or Purchase Order, you will be able to specify the desired Department, which in turn determines the Ship-To address on the Purchase Order.

For each Department recorded, you will also assign one of the Ship-To Branch codes along with the Requisition User who would typically be the person approving Requisitions for purchases for the Department.

The function to define your Department Codes to the system is accessed from the P/O Main menu, by selecting **Department Codes...** from the **Codes Maintenance** drop-down menu.

Department Codes - Maintenance Grid

Department codes are maintained using a Series 5 grid processing screen.

Code	Description	Ship-To (Branch)	Req. Approver
ADMIN1	Accounting & Administration	1 - Sentinel Hill Software Inc.	SETH - Seth Taylor
MANF2	Manufacturing	2 - Sentinel Hill London Inc.	ROMART - Roland Martin
SOFTD1	Software Development	1 - Sentinel Hill Software Inc.	LJC100 - LAWRENCE J CARLSEN

Items are listed in order by Code. Search: for:

Edit an existing entry by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the Ship-To Codes on file, if archived, will be catalogued with a report name of **PO-DEPARTMENT.LST**.

Department Codes - Properties Screen

The properties for each Department Code are defined with the following screen:

P/O Department Codes Maintenance

PO Department Code: ADMIN1 - Modify the Properties of

Define the different Departments associated to each Ship-To Location/Branch where goods for Purchase Orders are to be shipped to. (Along with the Approving Manager). These might be different warehouse locations.

Department Code: **ADMIN1**

Description: **Accounting & Administration**

Ship-To (Branch) Code: **1** Sentinel Hill Software Inc.

PO Requisition Approver: **SETH** Seth Taylor

Update **Cancel**

Field Definitions

Department Code	X(6)
This is the code assigned to the Department. Enter this code when the goods being ordered by a given purchase order are to be shipped to a particular department within on specific branch office or warehouse location.	
Note that all Department for all branch offices must be assigned a unique code. For example if you had a Finance Department in 3 different locations, you must create 3 different Department codes.	
Description	X(30)
Is a brief description of the Department.	

Ship-To (Branch) Code	X(6)
Select the Ship-To for which the Department is associated with. When Requisitions and POs are entered into the system, when the Department is selected, this Ship-To will be automatically assigned. When the PO is printed and delivered to the supplier, the address associated to the Ship-To is where the goods will be shipped to.	
P/O Requisition Approver Code	X(6)
This Requisition User entered in this field would typically be the person approving Requisitions for purchases for the Department. Depending on settings in the PO Control preferences, this User may be the one that is assigned as the Approver for Requisitions.	

6.6.7 Extra Costs Codes Maintenance

Extra Costs Codes are used to identify those costs associated to the purchase of goods, that are not directly paid to the supplier. These might include charges such as freight, excise tax, tariffs, bribes, or 3rd party handling fees.

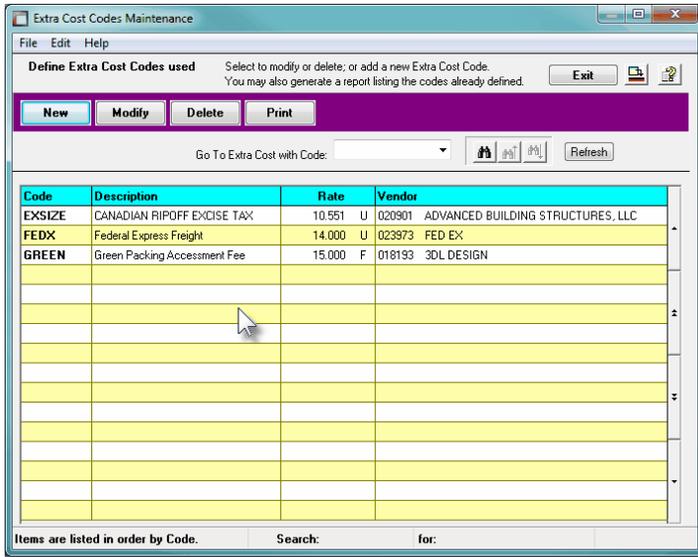
When the goods for a PO are recorded as received, these Extra Costs may be recorded associated to a Shipment, a single Purchase Order, or a specific item of a PO. These Extra Costs will contribute to computing the Landed Cost of the goods being received.

The Extra Cost Codes defined here are listed in the Series 5 [Extra Cost Code LOV Lookup](#)⁶³ window.

The Extra Cost Codes Maintenance function is accessed from the P/O Main menu, by selecting **Extra Cost Codes...** from the **Codes Maintenance** drop-down menu.

Extra Cost Codes Maintenance Grid

Extra Cost Codes are maintained using a Series 5 grid processing screen.

**"Fast Buttons"**

New	Add a new Extra C Code
Modify	Modify the Extra C Code highlighted in grid
Delete	Delete the Extra C Code highlighted in grid
Print	Generate a report I the Extra Cost Coc already on file

Edit an existing Extra Cost Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the Extra Cost Codes on file, if archived, will be catalogued with a report name of **EXTRA-COSTS.LST**.

Extra Cost Code - Properties Screen

The properties for each P/O Extra Cost Code are defined with the following screen:

Extra Cost Code: **FEDX** - Modify the Properties of

Extra Costs may be recorded with Purchase Orders and/or their individual line items. These will be used in contributing the the calculation of each item's Landed Cost.

Extra Cost Code: **FEDX**

Description: **Federal Express Freight**

Unit Cost: **14.000**

Cost Type: Unit Cost Absolute Cost

Default Vendor: **023973** **FED EX**

Update **Cancel**

Field Definitions

Extra Cost Code	X(6)
This is the alphanumeric code assigned to the Extra Cost. Enter this code when a Extra Cost Code needs to be used within the Purchase Order Processing system.	
Description	X(30)
Is a description of the Extra Cost. This is printed on most reports, and is displayed to most screens where the Extra Cost Code is utilized.	
Unit or Absolute Cost	\$ 99,999.999
This amount could be either a Unit Cost, or a Fixed cost, associated to the service or activity represented by the Extra Cost code.	
Cost Type	radio-buttons

Indicate whether the specified cost is a Unit Cost, or a Fixed cost.

Default Vendor**X(6)**

When Extra Costs are entered for a PO, you also need to enter a Vendor Code, so that the Extra Cost can properly be reconciled to the Accounts Payable system. This field provides for a Default Vendor to be entered. It may be changed at the time of entry.

6.6.8 FOB Codes Maintenance

When freight or express charges are involved in the purchase of merchandise, it is important that the buyer and seller understand which party is responsible for the transportation costs. FOB factory means free on board, or loaded on board, the means of transportation at the factory free of loading charges, and the buyer pays transportation costs from there. Likewise, FOB destination means the seller will pay transportation costs to the destination of the goods.

The FOB Codes defined here are listed in the Series 5 [FOB Code LOV Lookup](#)⁶³ window. The function to define your FOB alternatives in the system is accessed from the P/O Main menu, by selecting **FOB Codes...** from the **Codes Maintenance** drop-down menu.

 **FOB Codes - Maintenance Grid**

FOB codes are maintained using a Series 5 grid processing screen.

FOB Code: 1 - Modify the Properties of

Define alternate FOB classifications to be assigned to POs. (ie., FOB Factory or FOB Destination)
The description is displayed and printed for each PO.

FOB Code: 1

Description: Freight-On-Board Warehouse

Update Cancel

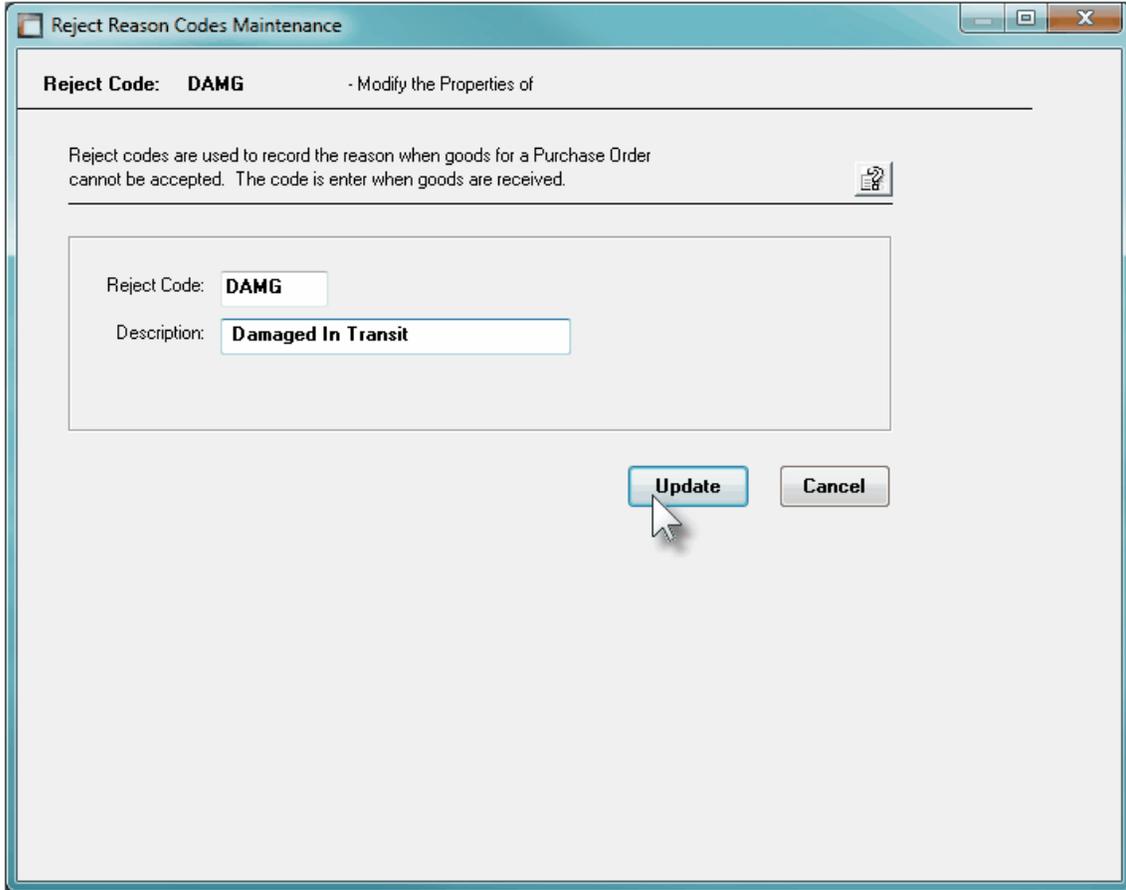
Field Definitions

FOB Code	X(6)
This is the code assigned to the FOB. Enter this code when an FOB description is to be assigned to a PO in the Purchase Order Processing system.	
Description	X(30)
Is a description of the FOB represented by the FOB Code. This is printed on the Purchase Order when utilized.	

of **PO-REJECTS.LST**.

Reject Reason Codes - Properties Screen

The properties for each Reject Reason Code are defined with the following screen:



Reject Reason Codes Maintenance

Reject Code: **DAMG** - Modify the Properties of

Reject codes are used to record the reason when goods for a Purchase Order cannot be accepted. The code is enter when goods are received.

Reject Code: **DAMG**

Description: **Damaged In Transit**

Update **Cancel**

Field Definitions

Reject Reason Code	X(6)
This is the code assigned to the Reject Reason. Enter this code when enter receipt information for goods for a PO that has items that are to be rejected.	
Description	X(30)
Is a description of the Reject Reason. This is recorded with the PO when it is stored in history.	

6.6.10 Requisition Users Codes Maintenance

All Requisitions entered into the Purchasing system will have an Originator and an Authorizer. These are actually just Requisition Users, and are defined by this menu item. The Originator is determined at the time the Requisition is added into the system. The Authorizer is determined by testing the dollar value of the requisition against the Originator's Authorization Limit. If the value is less than or equal, then the Originator becomes the Authorizer; but if the value is greater than, the Higher Authorizer User's record is read, and the value is compared to their Authorizer Limit. The next Higher Authorizer is read until someone with an Authorization Limit that exceeds the value of the Requisition is found.

Requisition Users, in effect, define a chain of spending authority. You can establish limits to the value of Purchase Orders that selected individuals have the power to spend.

When a Requisition is entered into the P/O system, a Requisition User must be entered.

The Requisition User Codes defined here are listed in the Series 5 [Requisition User Code LOV Lookup](#) window.

The Requisition User Codes Maintenance function is accessed from the P/O Main menu, by selecting **Requisition Users...** from the **Codes Maintenance** drop-down menu.

Requisition User Codes Maintenance Grid

Requisition User Codes are maintained using a Series 5 grid processing screen.

Code	Name	PO \$ Limit	Department	Ship-To	Higher	Authorizer Name
CHAST	Cathy Hastings	200,000	SOFTD1	1	SETH	Seth Taylor
IMADVC	System IM PurchAdvice Post	1	ADMIN1	1	CHAST	Cathy Hastings
LJC100	LAWRENCE J CARLSEN	1	ADMIN1	1	CHAST	Cathy Hastings
ROMART	Roland Martin	300	SOFTD1	1	LJC100	LAWRENCE J CARLSEN
SETH	Seth Taylor	3,000,000	SOFTD1	1		
SHEENA	Elenor Rigby	1	ADMIN1	1	CHAST	Cathy Hastings

"Fast Buttons"**New**

Add a new Requisition User Code

Modify

Modify the Requisition User Code highlight the grid

Delete

Delete the Requisition User Code highlight the grid

Print

Generate a report listing the Requisition User Codes already on file

Edit an existing Requisition User Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the Requisition User Codes on file, if archived, will be catalogued with a report name of **REQ-USERS.LST**.

Requisition User Code - Properties Screen

The properties for each P/O Requisition User Code are defined with the following screen:

Requisition User Codes Maintenance

Requisition User Code: SHEENA - Modify the Properties of

Requisition Users are those individuals that originate requests for a Purchase Order and/or those that Authorize the requisition. Requisition Users have authorize dollar limits assigned to them.

Requisition User Code: **SHEENA** Name: **Elenor Rigby**

Email: **larryc@SENTINEL-HILL.COM**

P.O. Department Code: **ADMIN1** **Accounting & Administration** Ship-To (Branch) Code: **1**
Sentinel Hill Software Inc.

P.O. Authorization \$ Limit: **1**

Authorization Password: **1234**

Higher Authorizer User: **CHAST** **Cathy Hastings**

If this Requisition Approver is on Holiday or Unavailable:
 Select this Alternate Requisition Authorizer User
 Req. User: **ROMART** **Roland Martin**
 Away From: **3/01/14** Thru: **3/31/14**

User's Authorized Requisitions Statistics:

	Period-To-Date	Year-To-Date	Last-Year	Life-To-Date
Value:	\$ 5,000.00	\$ 26,000.00	\$ 49,000.00	\$ 150,000.00
Count:	5	30	54	199

Update **Cancel**

Field Definitions

Requisition User Code	X(6)
This is the alphanumeric code assigned to the Requisition User. Enter this code when a Requisition User Code needs to be used within the Purchase Order Processing system. It is used as the key for selecting both the Originator and the Authorizer in the Requisition Entry application.	
Name	X(30)
This is the name of the individual Requisition User. It is used for reference. Some type of conformity should be adopted for the structure of this field. (i.e., Last Name followed by Initial and First Name).	
Email Address	X(100)
Is the individual's email address. When Requisitions are entered, if this user is the	

<p>person selected to approve it, you may as an option have a PDF copy of the printed Requisition emailed. This is the email address to which the email will be sent to.</p>	
Default PO Department	X(6)
<p>Each Requisition User must really be associated to a given Department, (which in turn is assigned to a particular branch office of warehouse. When this user creates a new Requisition, the Department defined her becomes the Department for the requisition, and the resulting purchase order.</p> <p>If the User access security is set up such that a given Requisition User may only enter, edit and view their own POs, then this Department Code is the one that the system uses to allow or deny access.</p>	
PO Authorization \$ Limit	\$ 99,999,999
<p>This limit is the dollar amount which this user, as an Originator, has authority to approve converting a Requisition into a Purchase Order. If the amount of the Requisition exceeds this limit, then the Authorization Chain must be followed until a user is found whose limit exceeds the value. The last eligible user becomes the Authorizer of the PO.</p>	
Authorization Password	X(15)
<p>This is a password that is used to verify that a given Requisition User is who they are when converting a Requisition into a Purchase Order. This code should be kept as a secret by the user, "Super" Requisition User in the authority chain, and the Purchasing Department manager. When an Authorizer attempts to convert a Requisition to a PO, this password must be entered.</p>	
Higher Authorizer User	X(6)
<p>This field within each of the Requisition Users' records, defines the Requisition Authorization Chain. This is the Requisition User Code of the individual who would have a higher Authorization Limit. Presumably it would be this persons Departmental Manager.</p>	
Select Alternate Requisition Authorizer User	check-box
<p>If this Requisition User is an Approver of Requisitions, and he/she has a leave-of-absence, or is on holiday for a specific period of time, then set this check-box. You then will be able to specify the Requisition User that is to be the Approver in their absence and the date at which time they would be back.</p>	
Alternate Requisition User	X(6)
<p>When the previous field's check-box is set, select the Requisition Users who is to be the</p>	

temporary alternate Requisition Approver.

Alternate Approver Away For Dates

(mmddyy)

When the previous field's check-box is set, and an alternate Requisition Users has been selected, enter the range of dates for which the Alternate Approve is to be selected as the Authorizer of Candidate POs. ***RFQ or Candidate POs generated, or selected to be emailed within the period specified will have the Alternate Approve assigned.***

Requisition User's Statistics

\$ 999,999,999.99 and 999,999

When a Requisition is converted into a PO, it is done so by a Requisition User. These totals represent the total number of, and total value, of Requisitions that were authorized by this user. The Period-to-Date and Year-to-Date figures are cleared when the Clear Req. User Period-to-Date and Clear Req. User Year-to-Date operations are executed.

6.6.11 Ship-To Codes Maintenance

When making purchases, depending on how many offices you might have, or how many warehouses you stock inventory at, you may wish to have the goods shipped directly to different places. Set up a Ship-To code for each of the possible locations. When entering a PO or Purchase Order, you will be able to specify the desired Ship-To and this becomes the Ship-To address on the Purchase Order.

The function to define the your Ship-To Codes to the system is accessed from the P/O Main menu, by selecting **Ship-To Codes...** from the **Codes Maintenance** drop-down menu.

Ship-To Codes - Maintenance Grid

Ship-To codes are maintained using a Series 5 grid processing screen.

Code	Name	Address	Warehouse	Req. Approver
1	Sentinel Hill Software Inc.	West Vancouver, BC V7T 1R7	PCA	LJC100
2	Sentinel Hill London Inc.	Shapshire, England	CANADA	ROMART
3	Sentinel Hill California	Los Angeles, CA 12827	CA	CATHYH

Items are listed in order by Code. Search: for:

Edit an existing entry by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the Ship-To Codes on file, if archived, will be catalogued with a report name of **PO-SHIP-TOS.LST**.

Ship-To Codes - Properties Screen

The properties for each Ship-To Code are defined with the following screen:

Field Definitions

Ship-To Code	X(6)
This is the code assigned to the Ship-To. Enter this code when the goods being ordered by a given purchase order are to be shipped to a particular location.	
Company Name	X(30)
Is the Company Name of the address where the goods are to be shipped to.	
Address Lines 1, 2 & 3	3 x X(30)
You know what these are for.	
I/M Warehouse Location Code	X(6)
When the Purchase Order Processing is used with the Series 5 Inventory Management System, this is the Warehouse Code that is defined there. When P/O Line Items are	

entered, unit costs and quantities available and on-order are displayed based on figures obtained for the given inventory items as stocked as this warehouse location.

Also, when goods are received, the Quantity-on-Hand for the inventory is updated at the warehouse location.

P/O Requisition Approver Code

X(6)

When Requisitions are created from the Series 5 Inventory Management System' Purchasing Advice Processing system, a Requisition User is assigned as the Approver. For those Requisitions created for a given Ship-To, the Requisition User defined here will be assigned as the default Approver for the created Requisition.

6.6.12 Ship-Via Codes Maintenance

When making purchases from different suppliers, you may wish to have the goods shipped using different carriers or methods. Set these up as Ship-Via Codes, and select the desired method when entering a PO or requisition. It's description will appear in the header of the purchase order.

The function to define the your Ship-Via Codes to the system is accessed from the P/O Main menu, by selecting **Ship-Via Codes...** from the **Codes Maintenance** drop-down menu.

Ship-Via Codes - Maintenance Grid

Ship-Via codes are maintained using a Series 5 grid processing screen.

PO Ship-Via Codes Maintenance - Modify the Properties of

Ship-Via codes are used on a PO to indicate the method that goods are shipped. The description is displayed on assorted screens and reports.

Ship-Via Code:

Description:

Field Definitions

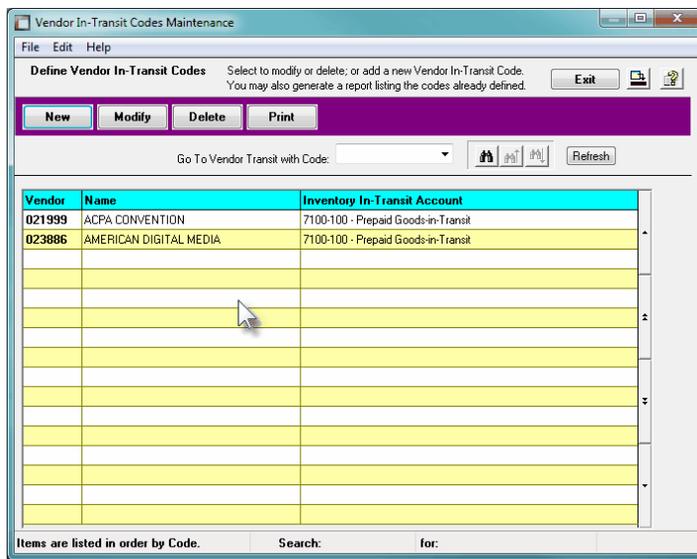
Ship-Via Code	X(6)
This is the code assigned to the Ship-Via. Enter this code when the goods being ordered by a given purchase order is to be shipped by a particular method.	
Description	X(30)
Is a description of the Ship-Via. This is printed as a directive on the purchase order.	

6.6.13 Vendor In-Transit Accounts Maintenance

The PO system, at the time of receiving goods, typically will generate a G/L Debit to the applicable Inventory account, and Credit the Unvouchered Payables account. The Vendor's invoice would eventually be entered into the A/P to produce a Credit to A/P and a Debit to Unvouchered Payables. For some suppliers in the case where shipment of goods for a PO had to have been prepaid by way of a Letter of Credit, or a Wire Transfer, the Vendor's Invoice would already have been entered with a Credit to Cash and a Debit to Inventory In-Transit. When the receipt of goods is entered, a Debit to the Inventory account and a Credit to the In-Transit account will be made.

The Vendor In-Transit Accounts Maintenance function is accessed from the P/O Main menu, by selecting **Vendor In-Transit Accounts...** from the **Codes Maintenance** drop-down menu.

Vendor In-Transit Accounts are maintained using a Series 5 grid processing screen.



"Fast Buttons"

New	Add a new Vendor Transit Account
Modify	Modify the Vendor Transit Account highlighted in the grid
Delete	Delete the Vendor Transit Account highlighted in the grid
Print	Generate a report listing the Vendor In-Transit Accounts Codes and print on file

Edit an existing Vendor In-Transit Account Code by double-clicking its associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)^[121] for full details).

The report listing the Vendor In-Transit Accounts on file, if archived, will be catalogued with a

report name of **VENDTRANSIT.LST**.

Vendor In-Transit Account Item Code Screen

The Vendor In-Transit Account Code screen is used to define the G/L account that is used as a "holding" account to track prepayment amounts between the time POs are issued, and when the goods are received.

The information associated to each Vendor's Account is maintained by the following screen:

Vendor In-Transit Account Items Screen - Field Definitions

Vendor	X(6)
This is the Vendor Code as defined in the Accounts Payable system, for which the In-Transit account is applied.	
In-Transit G/L Account	9(18) - 9(5)

This is the clearing account used for recording prepaid PO purchases. When the supplier Invoice is paid, it should be used as the expense account in the A/P Transaction Entry operation, to be **Debited**. When the goods are received, this account will be **Credited**. This account needs to be defined in the Accounts Payable system using A/P Accounts Code Maintenance.

6.6.14 Vendor Items Codes Maintenance

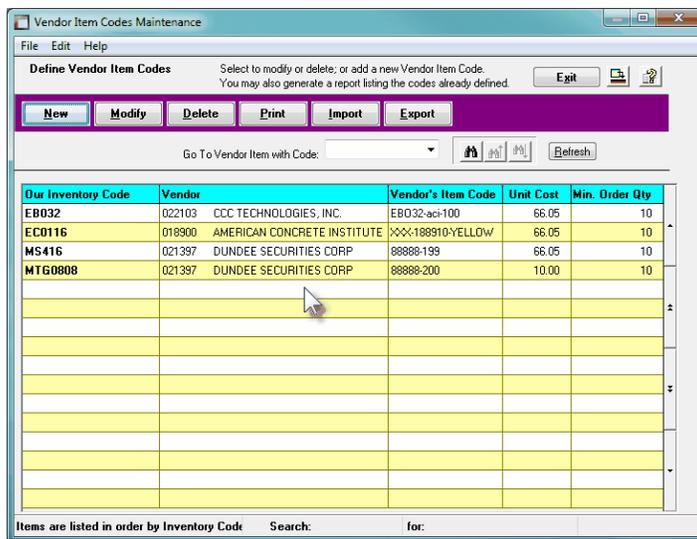
When purchasing goods, or Inventory as stocked by the Series 5 Inventory system, from your supplier, it may be necessary to submit your purchase order with the items being ordered using the supplier's part SKU #. This menu item lets you defined a one-to-one mapping of your Inventory Part Number to your supplier's Part Number.

If a parts list can be provided by your supplier say as a spreadsheet, you would be able to set up an import session to load these into the system. You may also export the current mappings to a spreadsheet to be reviewed or updated.

The Vendor Item Codes Maintenance function is accessed from the P/O Main menu, by selecting **Vendor Item Codes...** from the **Codes Maintenance** drop-down menu.

Vendor Item Codes Maintenance Grid

Vendor Item Codes are maintained using a Series 5 grid processing screen.



Our Inventory Code	Vendor	Vendor's Item Code	Unit Cost	Min. Order Qty
EB032	022103 CCC TECHNOLOGIES, INC.	EB032-aci-100	66.05	10
EC0116	018900 AMERICAN CONCRETE INSTITUTE	00%-198910-YELLOW	66.05	10
MS416	021397 DUNDEE SECURITIES CORP	88888-199	66.05	10
MTG0808	021397 DUNDEE SECURITIES CORP	88888-200	10.00	10

"Fast Buttons"

New	Add a new Vendor
Modify	Modify the Vendor highlighted in the grid
Delete	Delete the Vendor highlighted in the grid
Print	Generate a report of the Vendor Items Codes already on file
Import	Load Vendor Items spreadsheet
Export	Export the Vendor spreadsheet

Edit an existing Vendor Item Code by double-clicking it's associated row. Standard Series 5 grid controls apply.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. (Refer to the topic titled [Report Generation and Printing](#)¹²¹ for full details).

The report listing the Vendor Items on file, if archived, will be catalogued with a report name of **VENDOR-ITEM.LST**.

← Vendor Item Item Code Screen

The Vendor Item Code screen is used to define the information about the inventory item as they see it. This includes their assigned code, the minimum Quantity that has to be ordered, and the Unit Price.

The information associated to each Vendor's Inventory Code are maintained by the following screen:

Supplier Product Codes Maintenance

Vendor Code: 011530 Vendor's Item Code: MS-WINDOWS-1234567-A - Modify the Properties of

Supplier's Item

For selected Suppliers, record each of their Inventory Item Codes for goods that you will most likely be purchasing. If applicable, you can also record the Inventory Item used by the Series 5 Inventory Management system too.

Vendor Code: 019252 American Academy of Computer

Vendor's Product Code: MS-WINDOWS-1234567-A Description: Windows 8 Operating System Professional Edition

Product UPC Code: 000123456789

Manufacturer's:
Name: MICROSOFT
Product Code: WIN-7-9191919

Units: EACH

Min Order Quantity: 1 Max Order Quantity: 0

Unit Price: 1,200.00 Currency: \$

New Unit Price: Effective:

Last Purchased:
Quantity: Date: PD #:

Update Cancel

— Vendor Item Items Screen - Field Definitions

Vendor Code	X(6)
This is the Vendor Code as defined in the Accounts Payable system. This field is used as part of the primary key for accessing this item. <i>(Items in the Supplier's Product "Lookup" Window may be displayed sorted by Vendor).</i>	
Vendor's Item Code	X(20)
This is the Product Code that is assigned to the Item by your Vendor which should be used when order for purchase on the Purchase Order. This field is used as part of the primary key for accessing this item and as one of the alternate keys for accessing this item. <i>(Items in the Supplier's Product "Lookup" Window may be displayed sorted by the Vendor's Inventory Code).</i>	
Product UPC Code	9(12)
This is the Product Code that is assigned to the Item by your Vendor which should be used when order for purchase on the Purchase Order.	
Description	4 x X(30)
Record up to 4 lines of description for the item. The 1st description line is used as one of the alternate keys for accessing this item. When this item is selected to be purchased, these will be used as the default descriptions for the PO or Requisition. <i>(Items in the Supplier's Product "Lookup" Window may be displayed sorted by Description).</i>	
Manufacturer's Name and Product Code	X(30) and X(20)
If applicable, record the name of the Manufacturer of this item, and their assigned Product Code. Both these fields are used as one of the alternate keys for accessing this item. <i>(Items in the Supplier's Product "Lookup" Window may be displayed sorted by Manufacturer Name or Product Code).</i>	
Units	X(6)
This field is used to describe the Units of the item. When this item is selected to be purchased, this will be used as the default Units for the PO or Requisition.	
Minimum Order Quantity	999,999
This is the minimum Quantity that can be ordered from the Supplier, for the Purchase Order. When this item is selected to be purchased, this is the Quantity that will be used as the default for the PO or Requisition.	

Maximum Order Quantity	999,999
This is the maximum Quantity that can be ordered from the Supplier, for the Purchase Order.	
Supplier's Unit Price	\$ 9,999,999.99999
This is the Unit Price for the particular Item. When this item is selected to be purchased, this is the price that will be used as the default for the PO or Requisition.	
Currency	X(4)
If by chance, this item is being supplied by a Vendor from another country, this may be used to specify the currency. This Currency Code must be defined by the Series 5 Accounts Payable system.	
New Unit Price & Effective Date	\$ 999,999.999 & (mmddyy)
If the supplier has supplied you with a price change with an effective date, you may record this. When the date is reached, the new price will be used on POs.	
Our Inventory Item Code	X(20)
This field is presented if using the Series 5 PO system with the Series 5 Inventory Management system. Enter your company's Inventory Code assigned to refer to the item. This must be a valid Inventory Item defined in the Inventory Management system. This field is used as one of the alternate keys for accessing this item. <i>(Items in the Supplier's Product "Lookup" Window may be displayed sorted by Our Inventory Code).</i>	

+ Vendor Item Codes – Import/Export Data Formats

For Vendor Items that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filenames are either **PO_VendorItems_In.XLS** or **PO_VendorItems_Out.XLS**.

Column #	Excel Column	Field	Format
1	A	Vendor Code	X(6)
2	B	Vendor's Item Product Code	X(20)

3	C	Description 1	X(30)
4	D	Description 2	X(30)
5	E	Description 3	X(30)
6	F	Description 1	X(30)
7	G	UPC Code	9(12)
8	H	Units	X(6)
9	I	Manufacturer Name	X(30)
10	J	Manufacturer Product Code	X(20)
11	K	Our I/M Stocking Inventory Code	X(20)
12	L	Minimum Order Quantity	999,999
13	M	Maximum Order Quantity	999,999
14	N	Unit Cost	999,999.99999-
15	O	Currency Code	X(4)
16	P	New Unit Price	999,999.99999-
17	Q	New Unit Price Effective Date	mm/dd/yy

6.7 Purging

The topics in this chapter describe functions and procedures that are available under the **Purging** drop down menu on the Purchase Order Processing menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

These functions are available from the P/O Menu Bar as shown:



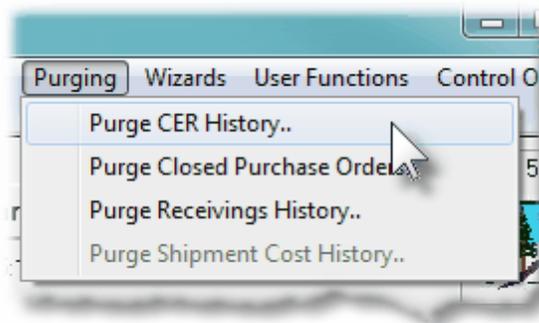
6.7.1 Purge CER History

As the goods associated to the Purchase Orders are received, and recorded in the Series 5 P/O system, the associated data records are kept in their respective history files. For Purchase Order Line Items that had a CER recorded with them, these are written to a CER History file, and are available to the PO CER/Analysis Report. Over time, this file may become quite large.

This function may be used to purge, or delete, these Historic CER Receipt Line Item records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the the standard [PO Select Filters screen](#)¹⁰⁶. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)¹¹¹ is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

Accessing the function to Purge CER History Line Items, can be done from the P/O Menu's **Purging** drop-down menu:



Warning

Once CER Receipt History records are purged, this information will not be available to any

of the P/O Inquiry or reporting functions. Be quite sure of the need to purge this data.

➔ CER Receipts History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

➔ CER History Purge Filters Options Screen - Field Definition

Include Items – for CER Codes

radio-buttons

To consider only those purchased items that have been recorded for a particular CER Code, click to include all, a selected, or a range of CER Codes.

<input checked="" type="radio"/> All	All purchased Items are considered regardless of CER
<input type="radio"/> Selected	A window is displayed from which specific CER Codes may be chosen
<input type="radio"/> A Range	Specify a Starting and Ending CER Code for a range of items to be processed

Receiving's Dated	<i>radio-buttons with (mmddyy) dates</i>
Select only those PO Receipts that had been received with a date that falls in the range entered.	
<input checked="" type="radio"/> All	All CER History Receipts are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the CER Receipts to be processed
That Have Been Received	<i>check-box</i>
The system will only allow those CER History records than that HAVE had their purchased goods received. This field may not be changed.	
That Have Been Invoiced	<i>check-box</i>
The system will only allow those CER History records than that HAVE been Invoiced, to be purged. This field may not be changed.	

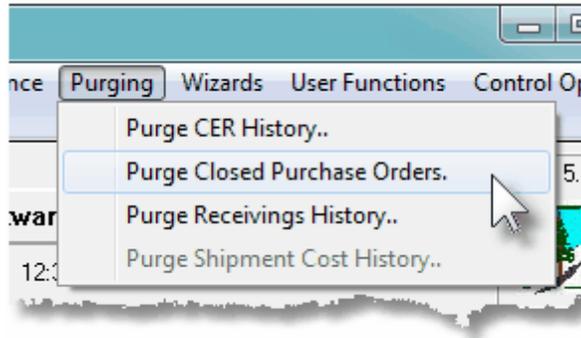
6.7.2 Purge Closed Purchase Orders

As the day-to-day and month-to-month process of entering and processing Purchase Orders in the Series 5 P/O system, the associated data records are kept in their respective history files. For a given Purchase Order, there is a a Header record, and Line Item records, and possibly Temporary Comment records. Over time, these file may become quite large.

This function may be used to purge, or delete, the records associated to Closed and Cancelled Purchase Orders. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, the standard [Vendor Select Filters screen](#)^[111] is presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria.

Accessing the function to Purge CER History Line Items, can be done from the P/O Menu's **Purging** drop-down menu:



Warning

Once Historic PO records are purged, this information will not be available to any of the P/O Inquiry or reporting functions. Be quite sure of the need to purge this data.

→ Purge Closed POs - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

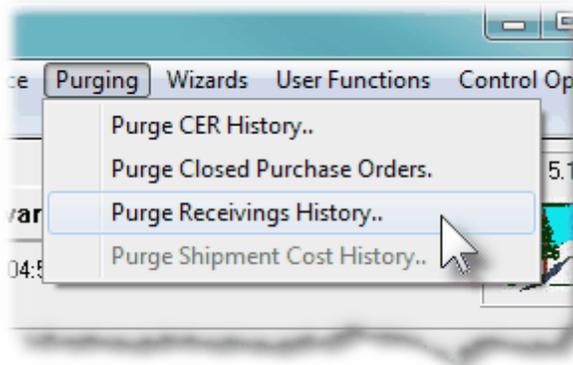
6.7.3 Purge Receiving History

As the goods associated to the Purchase Orders are received, and recorded in the Series 5 P/O system, the associated data records are kept in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Historic Receipt Line Item records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past three years are not deleted.

The operator is presented with the the standard [PO Select Filters screen](#)^[106]. This allows you to specify selection of POs with ranges of PO Numbers and PO Dates, selected or ranges of Buyers, and/or only those POs satisfying a variety of filter criteria. As well, both the standard [Vendor Select Filters screen](#)^[111] and standard [Item Select Filters screen](#)^[116] are presented. This allows you to specify selected or ranges of Vendors, or Vendor Types, and/or only those suppliers satisfying a variety of filter criteria; and to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Accessing the function to Purge Receiving History Line Items, can be done either directly from the Historic PO Receipts Inquiry function screen, or from the P/O Menu's **Purging** drop-down menu:



Warning

Once Receipt History records are purged, this information will not be available to any of the P/O Inquiry or reporting functions. Be quite sure of the need to purge this data.

➔ P/O Goods Receipts History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

Received Items Purge Filters Options Screen - Field Definition

Receiving's Dated	<i>radio-buttons with (mmdyy) dates</i>
Select only those PO Receipts that had been received with a date that falls in the range entered.	
<input checked="" type="radio"/> All	All Receipts are considered regardless of date
<input type="radio"/> Inclusive	Specify a Starting and Ending date for the Receipts to be processed
with Matching - Duty Code	X(6)
Select only those Received PO Items that had incurred an import Duty charge for the Duty Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.	
with Matching - Reject Code	X(6)
Select only those Received PO Items that had been received with a Reject Quantity with	

a Reject Code matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - CER Code

X(6)

Select only those Received PO Items that had a CER Code recorded matching the code entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Shipment Number

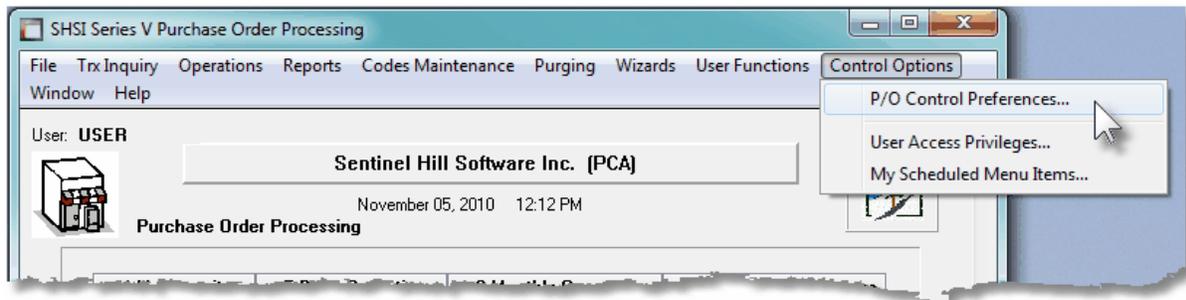
99999999

Select only those PO Line Items that had been received under a specific Shipment #. Leave the field blank if it is NOT to be considered as a filter.

6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are available under the **Control Options** drop down menu on the Purchase Order Processing menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the P/O Menu Bar as shown:

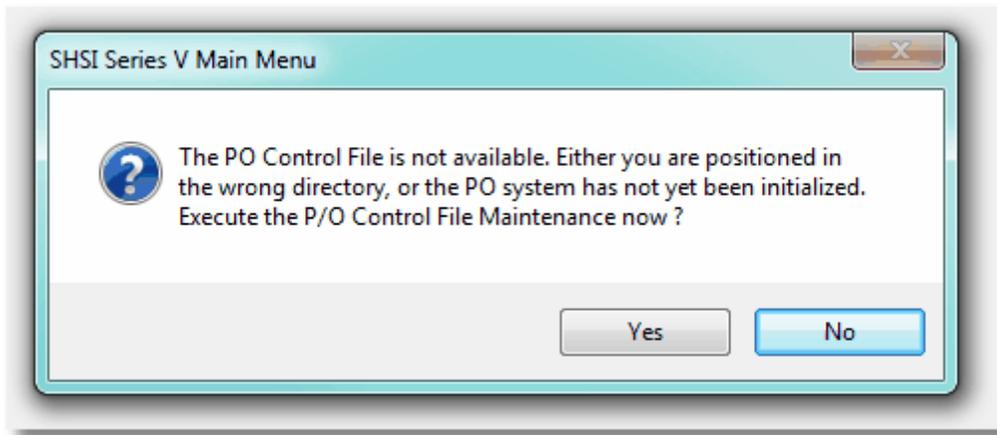


6.8.1 P/O Control Preferences

The P/O Control Preference function governs the overall structure of the P/O system for the specific Company System that you are signed on with.

— Accessing the P/O Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the OP Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.



The P/O system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.

Setup Tip

As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your P/O Control Preferences is established, the system can then be used.

6.8.1.1 General Tab Screen

Defines the properties for those functions that handle entry and handling of Purchase Orders in the Purchase Order Processing system.

Modify P/O Control Preferences

Purchase Order Processing / Receiving Control: - Modify the Properties of

General

Select options for the entry of Requisitions and Purchase Orders; and for the interaction with Accounts Payable.

Next System Assigned P.O. Number:

Assign "Near-Random" P.O. Numbers

Next Numeric PO Entry Batch Code:

Next System Assigned Requisition Number:

Next System Assigned RFQ/Candidate PO Number:

Requisitions are Required to Generate a Purchase Order

Requisition Sub-Documents Must be Approved before being Converted into a Formal Purchase Order

Print Your Company Name on Purchase Orders

Vendor Invoices Must be Entered before P.O.s can be Closed

Interface with Series 5 Inventory Management System

Update Vendor YTD Totals when P.O. Receipts are Posted

Interface to Warehouse Carousel System

P.O. Expense Distributions:

Generated:

When Goods are Received

When Vendor Invoices are Entered

GL Expense Accounts MUST be Entered when Requisition and PO Line items are added

Unvouchered A/P Account:
Accrued Miscellaneous

Next System Assigned P.O. Receipt Shipment Number:

Vendor Designated to Collect Shipment Duty Charges:

Default Print Queue for P/O:

Update **Cancel**

Field Definitions

Next System Assigned PO Number	9(8)
As Purchase Orders are created in the Purchasing system, the system automatically assigned a new unique PO number. That number originates from this field. This field is incremented automatically after each time it is assigned.	
Assign "Near-Random" PO Numbers	check-box
You may have the system assign Random PO numbers. If checked, then when the system assigns the next PO number, the following formula is used to compute the PO number:	
$Random\ PO\# = (Next\ PO\# \times 100) + Y$	
Where Y will be a number between Zero and 99. You would decide to use Random PO Numbers when using Purchase Orders as a process for approving the issuing of POs.	

The department managers or buyers would not know what the actual PO number would be until the requisition is actually approved and turned into a Purchase Order.

Next Numeric PO Entry Batch Number

9(6)

Purchase Orders are entered into the system in groups or Batches. When selecting a batch, the operator may either enter a code for the batch, or have the system assign a numeric batch number. The Next PO Entry Batch Number will be the number assigned. This field is incremented automatically after each time it is assigned.

Next System Assigned Requisition Number

9(8)

As Requisitions are entered into the Purchasing system, they are automatically assigned a unique number by the system. That number originates from this field, which is then incremented to be used for the requisition. ***(Note that this number is different from the Purchase Order Numbers that may be assigned. There is no need to have the Requisition # and the Purchase Order # the same values).***

Next System Assigned RFQ/Candidate PO Number

9(8)

As RFQs or Candidate POs are created from Requisition Items to be purchased, a unique Sub-Document number is assigned by the system. These are used by suppliers to identify the Request-for-Quote, (RFQ), that they would respond to; and by the designated Approver to identify the Candidate PO that is being authorized. That number originates from this field, which is then incremented to be used for the requisition. ***(Note that this number is different from the Purchase Order Numbers that may be assigned. There is no need to have the Sub-Document # and the Purchase Order # the same values).***

Requisitions are Required to Generate a PO ?

check-box

If you wish to make it mandatory to have a Requisition entered with it's sub-documents generated and approved before being converted into a Purchase Order, then set the check-box. Users would not be able to Add, Change or Amend Purchase Orders that originated from an approved requisition. If left un-checked, then the use of Requisitions is optional.

Requisition Sub-Documents must be Approved before being Converted into a Formal PO ?

check-box

If you wish to make it mandatory that awarded RFQs and Candidate POs must first be approved before they can be converted into a Purchase Order, then set the check-box.

Print Company Name on Purchase Orders ?

check-box

If you are not using pre-printed forms or not outputting POs as MS Word documents formatted with a template, set this check-box to have your Company's Name and Address printed at the top of each PO.

Vendor Invoices must be Entered before a PO can be Closed ?

check-box

Typically this field should have it's check-box set so that a given Purchase Order may not be Closed until the supplier's Invoice has been entered into the A/P system.

Update Vendor Year-to-Date totals when PO Receivings are posted ?

check-box

If checked, then the Purchases YTD, Last Activity Date, and the 1099 YTD fields in the supplier's Vendor record will be updated when the PO Receiving transactions are posted. This option should not be set. (You would only use this option if Vendor Invoices are NOT entered into the A/P system).

Interface with the Series 5 Inventory Management System

check-box

If the Purchasing system is used in conjunction with the Series 5 Inventory Management system, then this check-box MUST be set. If you are only ever purchasing non-inventory items, leave this field un-checked.

Interface to a Warehouse Carousel System

check-box & radio-buttons

If the Purchasing system is used in conjunction with an automated Carousel Picking System, then set this check-box. If this is the case, then contact Sentinel Hill for a customized export function.

PO Expense Distributions Generation

radio-buttons

The A/P or PO systems will generated G/L Distributions for the appropriate Expense or Inventory accounts associated with the goods purchased, and received. (For each PO line item, you can indicated the applicable account number). You may select either to have the system create the distributions at the time of PO Receiving, or at the time the supplier's Invoice is entered into A/P.

<input checked="" type="radio"/> When Goods are Received	Click the applicable button for the desired results
<input type="radio"/> When Vendor Invoices are entered	

If you select to have distributions created at the time the PO Line Items are received, a Debit is made to the Expense/Inventory account specified for the PO Line Item and a Credit to the Unvouchered A/P Account. When entering the supplier's invoice, you would then Debit the Unvouchered A/P Account.

If distributions are created when the supplier's invoice is entered, the A/P Transaction Entry application, will match the PO specified, and the operator will be presented with the opportunity to enter or edit the Expense Account and amount for each PO Line Item's as a separate distribution.

Unvouchered Accounts Payable Account

9(18) - 9(5)

This is the clearing account used for **Credits** when G/L distributions are created at the time PO Line Items are received. When the related A/P Invoice is entered for these PO receipts, this account should be **Debited**. This account needs to be defined in the Accounts Payable system using A/P Accounts Code Maintenance.

Expense Accounts MUST be Entered when Line Items are Added ?

check-box

When entering Requisition Line Items, or PO Line Items, the associated Expense or Inventory GL Account may be entered at the same time. If this is not a requirement, (and you are happy to just have it entered when the supplier's invoice is entered into the A/P system), un-check this check-box.

Next System Assigned Shipment Number

9(8)

Shipments of goods received for a number of POs can be entered as a PO Shipment and is tracked with a Shipment Number. As Shipments are created in the PO Receiving operation, the system automatically assigned a new unique Shipment Number. That number originates from this field. This field is incremented automatically after each time it is assigned.

Vendor Assigned to Collect Shipment Duty Charges

X(6)

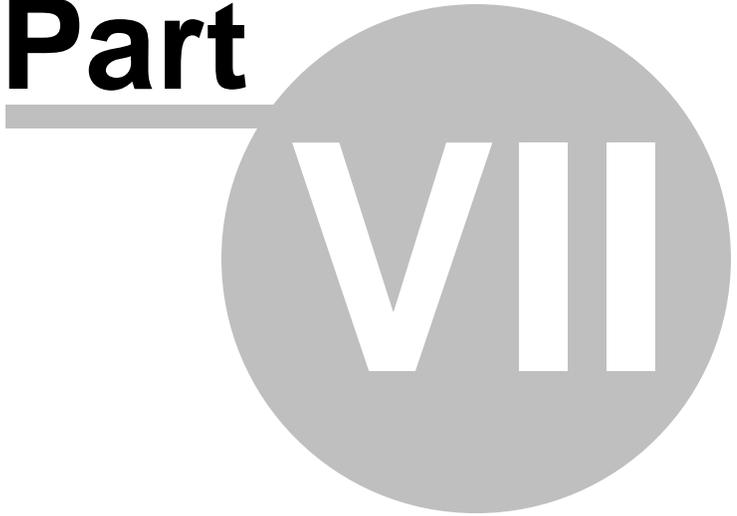
When PO receipts are posted, if any Extra Costs or Duty Charges were specified, then an Extra Cost Reconciliation record is written. These records are used to match extra costs associated to PO purchases, to supplier's Invoices when entered in the A/P system. When a Duty Charge is applied, it is the Vendor Code specified with this field, that is used as the default supplier for the reconciliation record written.

Default Print Queue for P/O

X(20)

Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Purchase Order Processing system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. (*Refer to the Systems Management Help if required*).

Part



7 Appendix

7.1 P/O Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Purchase Order Processing Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1 Data Directory Structure

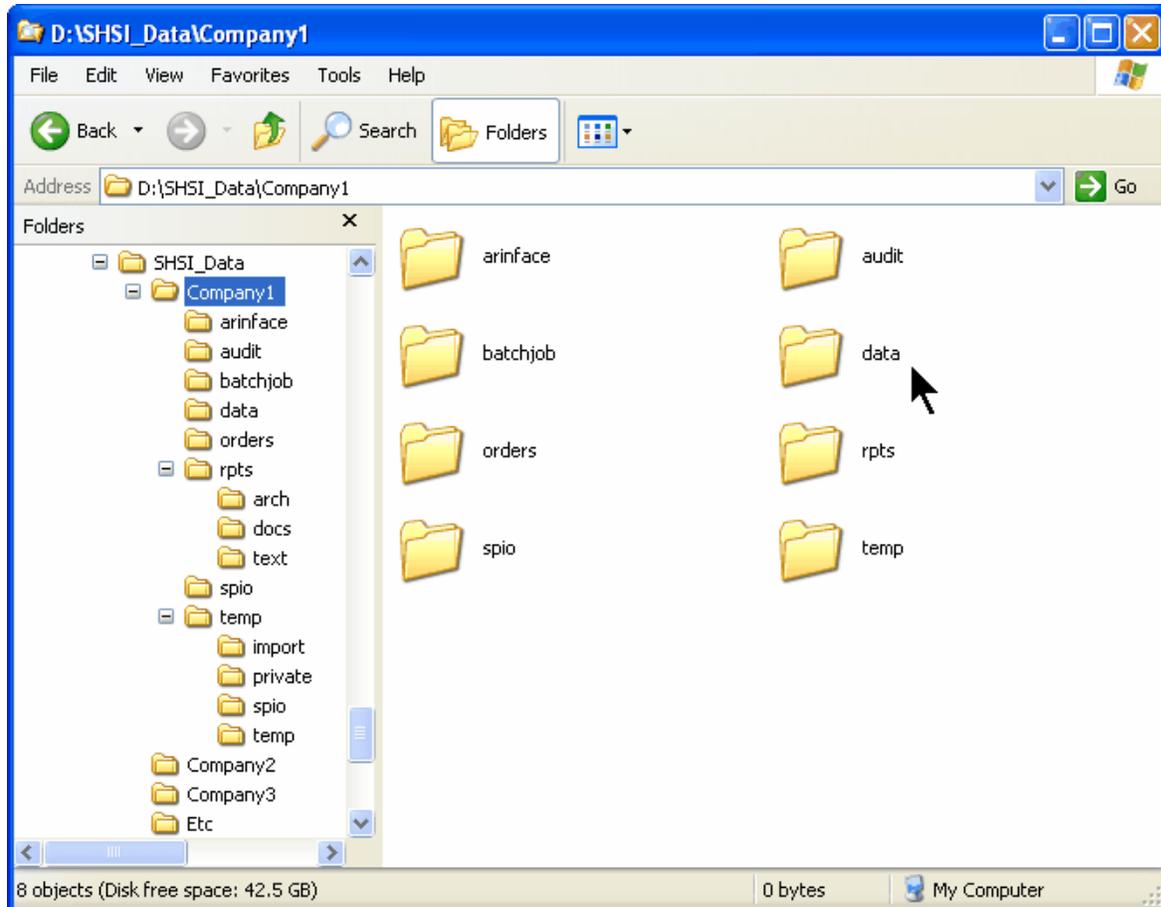
Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.



- ❖ Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**
- ❖ The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.
- ❖ The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory
- ❖ Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row. Standard Series 5 grid controls apply.

7.1.2 P/O System Control Files

These files are used to hold the information to manage your Purchase Order Processing data files. They may be found in the directory specified for the associated company system. There is only one of each of the following files.



Filename	Description
OPCONTRL.XXX	Holds the Control properties information for the P/O system
CODSELECT.XXX	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FLEXCTRL.XXX	Holds the definition of the G/L Account Number.
RECENTS.XXX	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.XXX	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 P/O Company Data Files

These files are used to hold the master codes and transaction records used by the P/O application. They may be found in the directory specified for the associated company system.



Filename	Description
BATCHHDR.XXX	This file holds the Order Entry Batch Header records. One record is created for each unposted or permanent Batch defined for entry of Order transactions.
DFLTBTCH.XXX	Holds the Default Order Entry Batch Header records.
ITEMLINK.XXX	Holds the Item Link Inventory records. These define

	the records for additional items that should be sold when a particular Inventory Item is sold.
OPBILLTO.XXX	Holds most of the master Customer Bill-To records.
OPBOOKHI.XXX	For every Order entered and posted, an Order Bookings record is written. Used to produce the Salesman Bookings report.
OPCUSTITEM.XXX	Holds the Customer's assigned part number for Inventory Items that they might be purchasing on a regular basis.
OPINVHST.XXX	This file holds the Invoice History records. Each record is basically a copy of it's Order's Header record with the Invoice # as part of the primary key.
OPITMHST.XXX	When Order Entry Transactions are posted, their Order Line Items are copied to this file. Basically is a history of all Order Line Items entered into the system.
OPLINHST.XXX	This file's records are a condensed Order Line History record. It's used to accumulate totals for the Sales Analysis reporting function.
OPORDHDR.XXX	This file holds the active Order Header records.
OPORDLIN.XXX	Holds the Line Items records associated to each Order.
OPPRICES.XXX	Holds the Purchase Order Processing master Price Codes records.
OPSHIPTO.XXX	Holds most of the master Customer Ship-To records.
ORDRHIST.XXX	When Order Entry Transactions are posted, they are copied to this file. Basically is a history of all Orders entered into the system.
SHIPNOTE.XXX	This file holds any Ship-To Comments that might be defined for Customer Ship-To records that might be defined.
TEMPCOMM.XXX	This file contains any Temporary Comment records that may have been entered with any given order. These remain on the system until Historic Invoices or Historic Orders are purge.

7.2 System Operational Variables

Some aspects of the Series 5 P/O system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1 Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	Description	Description
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2 Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

Processing Tip

If you need to maintain different sets of operating environments on your system, you may do so by setting up

different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

– Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp\spidir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp\txtdorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp\trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp\imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	<p>Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question.</p> <ul style="list-style-type: none"> • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Cancelled • I - Needs Information • S - Suppressed

IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin\images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRND_CMD	wrun32 -d -c d:\s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PATH	d:\acct\comp\manif-dir	
P/INV-DESCN	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totaled by their WIP Consolidation Flag when set to N , (where N = 1, 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: <ul style="list-style-type: none"> ➤ 1 - Use AcuConnect on a remote server ➤ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ➤ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➤ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code

		embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

Mail Management Control Variables

The following variables are used to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL	<p>%RECEIVER_NAME % RECEIVER_ADDRESS% %SENDER_NAME% % SENDER_ADDRESS % SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2%</p> <p>The shell command that is executed on Windows systems to have email sent using a mail program other than MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.</p>
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.

WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.
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Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

<i>Variable</i>	<i>Default or Sample Argument</i>	<i>Description</i>
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named PRINTER1 that is designated as a Windows printer. When the runtime opens a file assigned to " -P SPOOLER ", it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. <i>Note that you must also set up a Printer Queue named PRINTER1 using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.</i>
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named LARRYPRINTER2 . You would define the queue with -P SPOOLER-DIRECT if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
		The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:

<cccc>-FORM-Q <Queue-Name> <Create-Option> <Output-Target>

where:

<cccc> is the Series 5 Company System code to which the variable is to be applied to

<Queue-Name> is one of the Series 5 Queues that has been defined

<Create-Option> is either **RECREATE**, **APPEND** or **DISTINCT**

<Output-Target> is one of the following:

- PRINTER** - Output to the selected Printer Queue
- PRINT** - Output to the selected Printer Queue
- ARCHIVE** - Output only as Archived
- DISK** - Output only as Archived
- PRINT&ARC** - Output to the selected Printer Queue and have Archived
- HIVE** - Output to the selected Printer Queue and have Archived
- BOTH** - Output to the selected Printer Queue and have Archived
- BROWSE** - Output to the Series 5 Browser
- ASCIIDISK** - Output to disk as an ASCII Text document
- WORDDISK** - Output to disk as an MS Word document
- PRINT&WORD** - Output to disk as an MS Word document and to selected Printer
- ARCHIVE&WORD** - Output to disk as an MS Word document and have Archived
- WORD2003** - Output to disk as an MS Word 2003 document
- PRINT&WORD2003** - Output to disk as an MS Word 2003 document and to the selected Printer
- ARCHIVE&WORD2003** - Output to disk as an MS Word 2003 document and have Archived
- WORD2007** - Output to disk as an MS Word 2007 document
- PRINT&WORD2007** - Output to disk as an MS Word 2007 document and to the selected Printer
- ARCHIVE&WORD2007** - Output to disk as an MS Word 2007 document and have Archived
- PDFDISK** - Output to disk as a PDF document
- PRINT&PDF** - Output to disk as a PDF document and to the selected Printer Queue
- ARCHIVE&PDF** - Output to disk as a PDF document and have Archived

ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE& PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PHINVOICE-Q	<my queue name> RECREATE PRINT&W ORD	Print Queue used for PI Invoices

ccc-PI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE-ORDER-Q	<my queue name> RECREATE ARCHIVE& WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers

FMnnn-RPT-DATE-LINE	<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii <text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: <Orientation> <FontSize> <Template-Name> <ul style="list-style-type: none"> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document

	New" 8 Invoice- Template	
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter- Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes- Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack- Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice- Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc- Invoice- Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-	LANDSCAPE	Defined specifications for outputting E-Request

RPT-SPECS	E "Courier New" 7	server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the specified bitmap file to the given row/column of the page at the specified pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	<p>Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows:</p> <ul style="list-style-type: none"> 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived 26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file <p>You would typically have the argument set to either 1, 2 or 4.</p>

— Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	Default or Sample Argument	Description
CODE-PREFIX	/web/.../shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/.../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.

SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/.../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3 Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

- Application generated Errors

Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing
- What menu item you were executing
- What screen was being displayed just before the error was reported
- What field or control your mouse was position on when the error occurred
- What key or control was struck or clicked when the error occurred
- If possible, identify the Transaction record, or Master Code record that was being operated on at the time
- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

7.3.1 Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in

35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error. The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's vutil utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command vutil32 -rebuild filename).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)

9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2 Microsoft Utility Errors

The Series 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	Message	Possible Problem
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'", (single quote), character as the 1st character of the string being output.

7.4 Series 5 Encryption

In a number Series 5 systems, there is sensitive data that is maintained in different data files. These might include credit card numbers, personal information, and passwords. An encryption algorithm has been developed to ensure that these particular bits of information cannot be obtained using indirect methods.

A generic encryption routine has been introduced into the Series 5 Accounting system. This is a subroutine that will either encrypt or decrypt a given string of alphanumeric characters of up to 30 bytes in size. The encryption method employed, is based on a Vigenere Cipher algorithm. A generalized discussion of this algorithm, and others, can be found on pages 335 et ff, in "Algorithms In C" by Robert Sedgewick, (1990 – Addison-Wesley Publishing, Inc.).

Some of the properties of this implementation:

- A Cipher Key is employed, using a 6 digit number based on one of the properties associated to the record in which the encrypted string is to be generated. (Such as an Invoice #, or Order #, or Voucher #)
- A repeating Key String of characters and numbers is used along with 3 different lookup tables
- The repeating Key String is built dynamically based on the Cipher Key

- The lookup tables are built dynamically from the repeating Key String based on the remainder of the Cipher Key / 97
- Only Upper/Lower alphabet characters, numeric digits and the SPACE character are converted

	<i>Fields Encrypted</i>	<i>Data Records</i>
Professional Invoicing System		
	Credit Card Numbers	<ul style="list-style-type: none"> • Cost Center / Credit Card Mappings • Invoice Header • Invoice Header History
Customer Order Processing		
	Credit Card Numbers	<ul style="list-style-type: none"> • Order Headers • Order Header History • Invoice History
Web Management System		
	Passwords	<ul style="list-style-type: none"> • Web Users Properties
	Secret Question Answers	<ul style="list-style-type: none"> • Web Users Properties

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