Eclipse Purchasing

Release 8.6.5 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.5 (Eterm) Online Help System

Publication Date: April 3, 2009

Table Of Contents

Purchasing Overview

Your inventory is your most valuable asset. In hard-goods distribution, making a profit relies on the ability to balance inventory costs with customer service. In conjunction with Inventory Management, Eclipse Purchasing provides you with the necessary programs to control your inventory investments by using in-depth forecasting and product demand calculations to help you meet customer demand. For more information, see Suggested Purchase Orders Queue Principles and Guidelines and Creating and Managing Procurement Groups.

We provide task automation features to optimize your buying power. You can monitor your products as they sell so you can replenish your product supply in various branches and use buy lines to manage your product purchases. Also, we provide options to procure from branch to branch and manage surplus stock. You can manage transfers based on committed sales. For more information, see Creating and Managing Buy Lines and How Transfers Work.

The system helps you group your products so you can purchase them together and satisfy your vendors' requirements. You can also rank your products, which enables you to analyze sales-related data properly and run reports on your purchasing activities. For more information, see Product Ranking Information Uses.

You can calculate product demand using seasonal factors, raw hits, and multiple sales parameters. Exclude exceptional sales as needed, and compensate for lost sales or changing customer demand. You can create flexible procurement schemes for both distributive and centralized purchasing and warehousing that let you respond effectively to demand. For more information, see Customer Demand.

Purchasing helps you manage your inventory using variable methods such as economic order quantity (EOQ), Min/Max, Order Points, and Line Points. It also provides automatic stock and non-stock determination based on branch or network hits. Eclipse Purchasing balances buying opportunities with carrying costs using the suggested purchase order program to consider vendor targets, line buy discounts, and promotions. For more information, see Suggested Purchase Orders Queue Principles and Guidelines.

You can view inventory commitments and replenishment schedules in a future ledger and manage automatic transfers based on days supply, fulfillment requirements, and surplus inventory. Handle returned goods and warranties for products received from customers and vendors. For more information, see Returned Goods Queue, Returning Products, and Replenishing Child Branches.

Warehouse Scheme Principles

Eclipse uses four different warehouse schemes:

- Distributive Purchasing

- Central Purchasing

- Central Warehousing

- Central Distribution

Warehouse schemes let you decide the most efficient way to purchase and store the products for your company. For example, if you have a small company it may be more cost effective for each branch to purchase and store its own products. However, if you have a large company with many branches, it might be better to have a central warehouse scheme and store all surplus products in and ship only those items that are needed to the branches.

Rules for defining warehouse schemes and an example are provided below.

Distributive Purchasing

In *distributive purchasing* a branch does its own purchasing and warehousing. Distributive purchasing is used primarily for single-branch companies. The system generates a Suggested P/O for the branch when that branch needs to replenish its stock.

Distributive purchasing's focus lies in each branch being responsible for its own needs. As illustrated in the following figure, every branch purchases and warehouses the products needed for that branch.
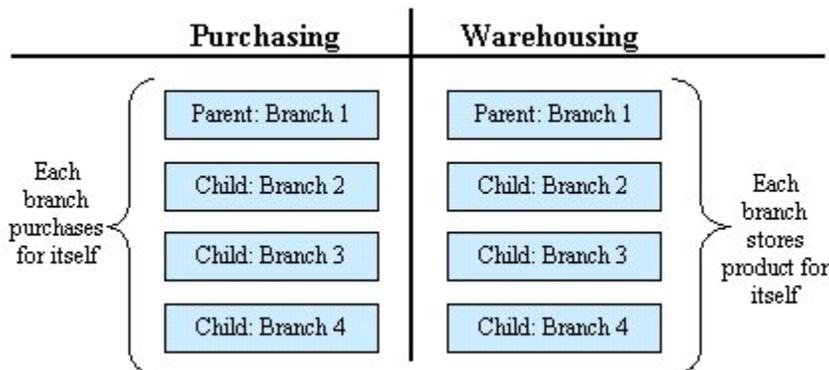
Central Purchasing

In *central purchasing*, a parent branch coordinates purchasing for one or more child branches. Central purchasing's strength is that these branches combine their purchasing power to meet a vendor target while allowing inventory to go directly to the branches without transfer replenishment costs. Then, each branch receives and warehouses its own stock, as illustrated in the following figure.
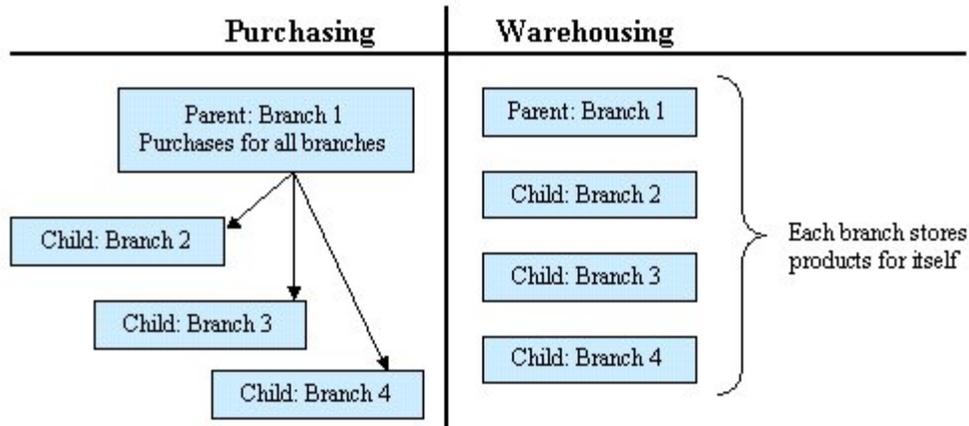
The system determines and uses a common order cycle to generate a Suggested P/O that reflects the combined needs of all partner branches. After generating the Suggested P/O, you convert the suggested purchase order to an actual purchase order for each branch.

In the central purchasing warehouse scheme, the vendor can determine how the child branches are replenished. If the vendor is willing to deliver to each branch individually, you can use Drop Points Maintenance to indicate how those deliveries are made. Then, the ship branch is different for each child branch, and the purchase order is divided into multiple generations by the system. You use the Combine All Branches on a Central PO function from the Buy Line Maintenance screen, via the **Addl** hot key, to separate the generations into individual purchase orders that print for each branch.

However, if the vendor is willing to separate each branch's items to individual pallets, but only delivers to the parent branch, then you can use the Cross Dock program at the parent branch to distribute the products among the child branches. This is similar to Central Distribution.

Central Warehousing

In *central warehousing*, a parent branch coordinates purchasing and storing products for one or more child branches, as illustrated in the figure below. These branches combine their purchasing power to meet a vendor target.

In this warehouse scheme, a child branch needs to be replenished when the projected inventory level (PIL) of an item drops below the transfer point for the item at the child branch or below the maximum value for the item in the branch if you use Min/Max Values. Use the Suggested Automatic Transfer program or the Cross Dock program to determine which child branches need replenishment of which items. The program uses a series of calculations and conditions to determine the quantity of stock available at a parent branch for replenishment of child branches.
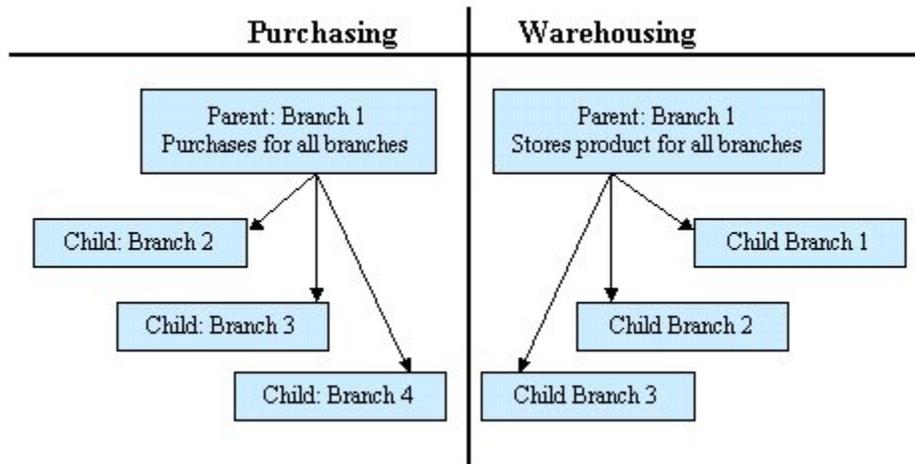
The system determines and uses a common order cycle to generate a Suggested P/O Queue that reflects the combined needs of the parent branch and its child branches. After generating the Suggested P/O Queue, you can convert the suggested purchase order to an actual purchase order for the parent branch.

Central Distribution

In *central distribution*, a grandparent branch coordinates purchasing and storing products for one or more parent branches. A parent branch coordinates storing only for one or more child branches. The branches combine their purchasing power to meet a vendor target. The grandparent branch receives and warehouses the stock for other parent branches, which subsequently replenish child branches.

For example, as illustrated in the following figure, Branch 1 purchases and warehouses for all branches. When Branch 1 replenishes Branch 3, it sends enough to meet the needs of both Branch 3 and 4.
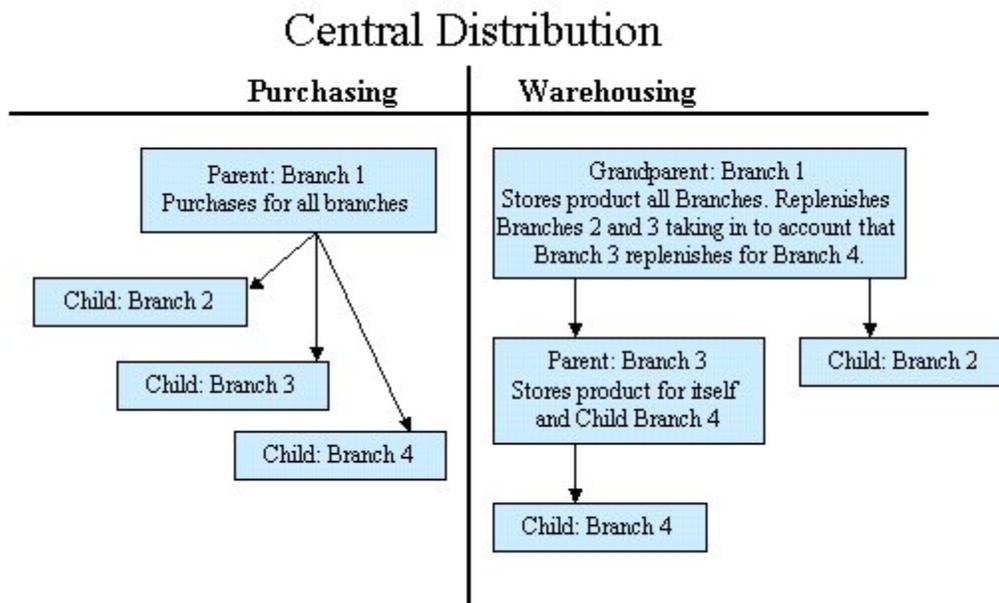
The system determines and uses a common order cycle to generate a Suggested P/O that reflects the combined needs of the grandparent branch and all the dependent branches. After generating the Suggested P/O, you can convert the suggested purchase order to an actual purchase order for the grandparent branch. The grandparent branch uses the Suggested Auto Transfer program to replenish the parent branches. The parent branches use the Suggested Auto Transfer program to replenish the child branches.

Defining Warehouse Schemes

Following are the rules for defining warehouse schemes for procurement groups:

- Every procurement group must have at least one distributive purchasing branch.

  - This branch can be any branch in the network.

  - More than one branch (or even all branches) can be defined.

  - Other branches can use this purely distributive branch as a central warehouse and/or central purchasing warehouse.

- If the warehousing branch is not the same as the sales branch, the purchasing branch assigned must match the purchasing branch assigned to the parent warehousing branch.

- When setting up parent and child branches, the parent/child branch relationship must begin with a parent that is not a child to another branch, and terminate with a child branch that is not a parent to another branch. Otherwise, the configuration would form an impossible supply loop.

For Example

Following is a sample warehouse scheme set up using the above rules:

Sls Br	Whs Br	Buy Br	
1	1	1	Branch 1 is a distributive branch; it sells, warehouses and buys for itself.
2	2	2	Branch 2 is a central distribution branch that purchases for Branches 3, 4, and 5. It warehouses for Branch 3, which in turn warehouses for Branches 4 and 5.
3	2	2	
4	3	2	
5	3	2	
6	6	6	Branch 6 does central purchasing for Branch 7, but each branch warehouses its own stock.
7	7	6	
8	8	8	Branch 8 is a central warehousing branch that purchases and warehouses for Branch 9.
9	8	8	

Common Purchasing Processes

The following are several of the common tasks in the Purchasing program.

- Purchasing entire buy lines or super buy lines

- Combining buy lines

- Creating buy lines

- Limiting transfer returns from branches

- Setting minimum order cycle days for buy lines

- Purchasing for a child branch

- Purchasing using the Suggested P/O Queue

- Checking for surplus stock in the branches

- Creating a purchase order from the Suggested P/O Queue

- Adding return policies for buy line's products

- Adding warranty information for buy line's products

- Searching for emergency purchases on the Suggested P/O Queue

- Dealing with overdue purchase orders

- Entering purchase orders

- Entering legacy purchase orders

- Expediting purchase orders

- Tracking how well products sell in a year

- Replenishing products to branches

- Adding notes and instructions on purchase orders

Setup Requirements for Purchase Order Entry

Following are the control maintenance records and authorization keys used for Purchase Order Entry.

> **Note:** You can set up a vendor for a one-time transaction, if necessary. For one-time activation of a vendor, see Setting Vendor Branch Override Capabilities

Control Maintenance Records

Set the following control maintenance records:

- Allow Alternate Branch Bill-To Address
- Auto Open Multiple Vendor Matrix Cells
- Automatically Calculate Duty Charges For Purchase Orders
- Change Both COGS And COMM-COST On Override
- Check Customer Credit On Procurement
- Commit Qty From Display Location
- Confirm Override Of Print Status 'E' On Purchase Orders
- PO Header Branch Change Copy To
- Days Before Ship Date To Reserve Product
- Default Br Stock Value When A Product Becomes Active
- Default P/O Procurement Confirmation Queue Sort
- Default Rank For Velocity Pricing
- Default Ship Via For Purchase Orders
- Direct COGS Always Vendor Price
- Display Customers/Vendors Who Are Inactive At A Branch - for activating inactive vendors only.
- Exclude Original Sale Line Item Comment From Returned P/O
- Forecast Parameters for Demand Calculation
- Include Directs In Vendor Target Check When Printing A P/O
- Include Item With Zero Average Cost In Average Cost Calculation
- Include Tagged Quantities With Cost Calculations
- Job Queue Default Comment for P/O Expedite Queue
- Label Printing Default Print Selection For POE

- Maximum Difference Percentage from Average Cost in POE - for enabling MAC only.
- New Nonstock Buy Line Default
- Notify Buyer When Canceled Item Is On An Open Purchase Order
- OE Warn If Procuring From Vendor Consignment
- PO Header Branch Change Copy To
- Print P/O Receiver Instead of Receiving Register
- Prompt For Lot ID On Process Of P/O
- Prompt For Serial Number Entry During Processing
- Re-sort Purchase Items When Closed For Branch
- Require Purchase Order Entry Header Screen Entry
- Set Br/Tr "Suggest On All" Flag To "No" For Lines In Super Buy Lines
- Shipping Branch Override for POE
- Update Associated Trackers Upon Invoicing Of Orders
- Use Central Warehouse Branch Rank If No Pricing Branch Rank
- Use Vendor Print Status Override On The P/O Side Of A Direct
- Valid Vendor ASL Types
- Vendor Freight Terms Maintenance

POE Best Cost Check

- Auto Open Multiple Vendor Matrix Cells
- Best Cost Check Through All Matrix Cells For Purchase Orders
- Enable Best Cost Check In Purchase Order Entry

POE Prompts

- Prompt For Lot ID On Process of P/O
- Prompt For Serial Numbers When Processing Any Type Of Order

POE Returns

- Append Return Comments To Return Goods Queue And Rtrn Gds PO
- Return Goods Queue Default Select Option

Authorization Keys

Assign the following authorization keys:

- FREIGHT.TARGET.OVERRIDE
- POE.ALLOWED

- POE.ASL.RELEASE

- POE.BID.PRC.EDIT

- POE.CLOSED.CHANGE.VENDOR

- POE.CLOSED.ORDER.CANCEL

- POE.CLOSED.ORDER.EDIT

- POE.CLOSED.ORDER.OPEN

- POE.CLOSED.PRC.EDIT

- POE.CLOSED.QTY.EDIT

- POE.CONSIGNMENT.ALLOWED - for consignment purchase order approval only.

- POE.CREDIT.QTY

- POE.CREDIT.REBILL

- POE.EDIT.CLOSED.PERIOD

- POE.EDIT.PAID.MATRL - for editing purchase orders after the material side has been paid.

- POE.EDIT.VIEW.ONLY.NOTES

- POE.MAC.OVERRIDE - for enabling MAC only.PROCUREMENT.CONFIRM

- POE.OPEN.ORDER.EDIT

- POE.OPEN.ORDER.PRINT

- POE.OPEN.PRC.EDIT

- POE.OPEN.QTY.EDIT

- POE.ORDER.TO.BID

- POE.PIL.DAYS.OVRD

- POE.RETURN.COST.EDIT

- POE.SCHEDULE

- PROCURE.GROUP.MAINT

- SOE.CREDIT.RELEASE - for releasing purchase orders on credit hold

- SUGGESTED.PO.QUEUE

- SYS.ACTIVITY.CMT.EDIT

- VEN.DR.AUTH.ONETIME

- VEND.BR.AUTH.OVRD

Setup Requirements for POE Substitutes

Following are the control maintenance records used for POE Substitutes in the Purchasing program.

Control Maintenance Records

Set the following control maintenance records:

- Auto Open Substitute Window For Items W/O Avail In POE

- Default B/O Days For Purchase Orders

- Default Setting For Bill Incoming Freight To Tagged Sales Order

- Print Committed Sales Orders On Shipment Receiver

- Purchase Order Freight Capitalization Default

- Require Purchase Order Entry Header Screen Entry

- Shipment Notification Freight Capitalization Default

Setup Requirements for Projected Inventory Level

Following are the control maintenance records and authorization keys used for Projected Inventory Level in the Purchasing program.

Control Maintenance Records

- Exclude Direct Sales Orders From PIL Check
- Exclude New Sales Orders From PIL Check
- Exclude SOE Returns From PIL Check
- Only Check PIL At Local Level

Authorization Keys

Assign the following authorization keys:

- AOE.PIL.DAYS.OVRD
- POE.PIL.DAYS.OVRD
- SOE.PIL.DAYS.OVRD
- TOE.PIL.DAYS.OVRD

Setup Requirements for Minimum Order Cycle Days

Following are the control maintenance records and authorization keys used for Minimum Order Cycle Days in the Purchasing program.

Control Maintenance Records

Set the following control maintenance records:

- Minimum Order Cycle Days For Suggested P/O

Authorization Keys

Assign the following authorization keys:

- BUYLINE.MAINT

Setup Requirements for Procurement

Following are the control maintenance records and authorization keys used for Procurement, along with additional setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Default P/O Procurement Confirmation Queue Sort

- Default Lead Time Days for Branch Procurement

- Exclude Procure Comments From OE Group Procurements

- Procure Items On Original Ship Date

- Procure Comment

- New Nonstock Procure Group Default

Specific Records for Purchase Order Entry

Set the following control maintenance records for the Procurement functionality within Purchase Order Entry:

- Allow Procurement from Unauthorized Vendor Branches

- Check Customer Credit On Procurement

- Copy Comments For Procured Items To Transfers

Specific Records for Sales Order Entry

Set the following control maintenance records Procurement functionality within Sales Order Entry:

- Branch That Controls Branch That Receives Credit For The Sale

- Branch That Receives Credit For The Sale

- Change Both COGS And COMM-COST On Override

- Change Ship Date If Required Date Edited On Schedule Screens

- Create Log Entry When A Transfer Is Shipped Incomplete

- Default Ship Via For Purchase Orders

- Default Ship Via For Transfers

- Order Status Print Status Defaults

- Prevent Cost Update On Order From Tagged Order If Matrix Override

- Update Cost On Sales Order From Tagged Purchase Order

- Update Cost On Sales Order From Tagged Transfer Order
- User To Get Tracker When A Tag is Broken

Authorization Keys

Assign the following authorization keys:

- POE.ALLOWED
- PROCURE.GROUP.MAINT
- PROCUREMENT
- PROCUREMENT.ALL.BRS
- PROCUREMENT.CONFIRM
- PROCUREMENT.OVERRIDE.AVL
- SUGGESTED.PO.QUEUE

Accessible Branches

Use the Accessible Branches screen to establish the branches and territories each user has access to, including:

- Home Branch
- Home Territory
- Inventory Inquiry Territory
- Branches

File Maintenance

Use the Procure Group field on the Product Maintenance screen to specify the procurement group for a product. A procurement group can include various branches and vendors that you procure from when needed. Since a procurement group frequently applies to an entire line, you can use the system's mass load feature to set a group for numerous products. If no procurement group exists for the product, or the buy line, the system uses the DFLT procurement group created during installation.

Procurement Group Maintenance

Use the Procurement Group Maintenance screen to create or edit procurement groups. Use this screen to specify the various branches and vendors that can be used for emergency procurements.

Vendor Maintenance

Many companies use the Vendor Maintenance screen to create Buyer Locate vendors that can be included in a procurement group. An order taker uses these vendors to communicate urgency to a buyer. A buyer, in turn, sees the Buyer Locate vendor in the Procurement Confirmation queue and buys accordingly.

When creating these vendors, use descriptive names that demonstrate the appropriate urgency to a buyer. Some examples of Buyer Locate vendors might include "Buyer Locate in Two Days" or "Buyer Procure."

Setup Requirements for Consignments

Following are the control maintenance records for consignment transactions, along with Additional Vendor Setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Allow Customer Consignment From Multiple Branches

- Default Vendor Consignment On Transfers

Additional Vendor Setup

To identify a vendor as a consignment vendor, set the **Consignment Inventory** field on the Vendor Maintenance screen to **Yes**. See Entering Miscellaneous Vendor Information.

In addition, you need to indicate how the vendor wants to handle consignments in transfers. Select one of the following:

- **No Transfers** – The vendor requires that consignment inventory remain in the warehousing branch indicated in the contract.

- **Consigned to Inventory** – The vendor requires that you purchase any consigned inventory items that you move to another branch in your company.

- **Consigned to Consigned** – The vendor allows you to move consigned inventory to any branch in your company as needed.

Setup Requirements for Buy Line Maintenance

Following are the authorization keys used for Buy Line Maintenance.

Control Maintenance Records

Set the following control maintenance records:

- Buy Line Maintenance Authorization Levels
- Default For Excess Grace In Buy Line Maint
- Default Lead Time Days If Product And Buy Line Have None
- Default Lead Time Factor If Product And Buy Line Have None
- New Nonstock Buy Line Default
- Set Br/Tr "Suggest On All" Flag To "N" For Lines In Super Buy Line

Authorization Keys

Assign the following authorization keys:

- BUYLINE.MAINT
- BUYLINE.MAINT.LEVEL

Buy Lines

Buy lines are used throughout the Purchasing program to help you keep track of and replenish your inventory. Buy lines are groups of products that you buy together to meet a vendor target. For example, you can create buy lines with fast moving or slow moving products.

The parameters you set are used to help you determine if you need to keep or procure stock for your company. These parameters also populate the Suggested Purchase Order Queue.

About Buy Lines

The Purchasing program uses different of buy line types: primary buy lines and super buy lines.

The *primary buy line* is the main buy line in which a product resides. A product can be in a primary buy line and have a secondary buy line attached to it. Secondary buy lines help you meet a vendor target more quickly. See Recalculating for Secondary Buy Lines or to assign a secondary buy line at the product level, see Assigning Secondary Buy Lines for Products.

A *super buy line* is a buy line made up of other buy lines. Super buy lines let you take advantage of specials provided by your vendors. A vendor can replenish items in multiple buy lines. Super buy lines are created and maintained just like primary buy lines.

If the **Set Br/Tr "Suggest On All" Flag To "N" For Lines In Super Buy Line** control maintenance record is set to **Yes**, then users cannot change the Suggest On All settings associated with the super buy line. If set to **No**, the system sets the Suggest On All field to **No** for all territories and **null** for all branches associated with the buy line, regardless of which ones are associated with the super buy line.

You can merge the buy lines into a super buy line with a new vendor target. The system recalculates the line buy days supply for all the items based on the new target. For example, a vendor may send you notice that if you buy $1000 of copper fixtures by the end of the week, there is a 10% discount. You can combine different copper fixture buy lines to meet that vendor target more quickly. See Creating Super Buy Lines.

The following are primary terms used in dealing with buy lines:

Term	Description
Buy lines	Groups of products that you buy together to meet vendor targets.
Vendor target	The amount of product the vendor identifies as the minimum amount you can buy. For example, Jones Plumbing may require you to buy $500 worth of product before shipping without freight fees. In contrast, Smith's Supply may require you to buy enough product to fill a truck based on load factor before providing a discount.
	The system provides several options to meet the vendor target. Vendor targets can be in dollars, pounds (weight), pieces, or load factor.

Term	Description
Projected inventory level	The amount you physically have on hand, minus the amount committed to orders, plus the amount coming in on transfers and purchase orders (see the formula). Each product has its own projected inventory level (PIL). **Note:** The system maintains branch priorities when there are multiple parent branches whose PIL can meet the child's needs.
Order point	The minimum quantity suggested that you stock, based on lead time, demand, and the addition of safety stock. Each product has its own order point. When the product drops below the order point, the buy line in which it resides is placed on the Suggested Purchase Order Queue.

If one or more products' PIL in the buy line falls below the order point, the entire buy line is flagged for the Suggested P/O Queue program. The Suggested P/O Queue pulls all flagged buy lines to propose purchase quantities.

Creating Buy Lines

Buy lines are groups of products that you purchase together to meet the vendor target. Generally, buy lines are created for specific vendors. For example, you may purchase all your drill bits and accessories from the same vendor. You can create a buy line containing all those products and increase the time to meet a vendor target. See How the Minimum Order Cycle Works for a full explanation of expanding and contracting to meet vendor targets.

The fields in the Calculated Values section remain blank until the buy line has been used at least once. The system extracts the calculated values from the purchasing history after the buy line has been included in a purchase order.

▶**To create a new buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, type **New**. A prompt displays.

3. Enter a unique name and press **Enter**. Buy line IDs cannot contain the following characters:

    *   Asterisks (*)

    *   Tildes (~)

    *   At signs (@)

    *   Carats (^)

    *   Pipes (|)

    Note: Buy line and a super buy line IDs must be different.

4. In the **Description** field, enter a brief description.

    This description is printed on reports and used in searches. The system limits the description to 30 characters.

5. In the **Procure Group** field, select a procurement group to assigns the buy line to a specific procurement group. This field is optional.

6. In the **Br/Terr** field, enter the branch or territory to which the buy line is associated.

7. In the **Buyer** field, select a purchasing agent to assign to the buy line. This field is optional.

    Note: Assign buyers to buy lines if you want to select and sort the Suggested P/O queue by buyer.

8. In the **Target** field, enter the vendor target using the following options:

Target	Description
Dollar Amount	Currency in dollar amount. Defaults to US Dollars. To use the system default cost basis and currency, as defined in Control Maintenance, leave the fields blank. The Target Base screen prompts for the Global Basis Field and Currency to use for creating a Suggested P/O. To change the default press **F10** and make a selection.
Weight	Target in pounds, such as 675 lbs.
Pieces	Whole number of items, such as 300 each.
Load Factor	Target in cubic feet, such as 100 ft.
Days Supply	Number of days. By setting the target unit to Days Supply, you can create a Suggested P/O that considers a specific period of time. This entry overrides the line buy minimum order cycle value established for the buy line. For more information, see How the Minimum Order Cycle Works.

Note: The **Ln Buy Cycle** field is the order cycle calculated in the Suggested P/O program. It is a display only field.

9. Change the following field defaults as needed:

Field	Name	Description/Default
Dflt LdTm	Default lead time	The number of days required to process a purchase order and receive product. The default is **7**.
Ovrd LdTm	Override lead time	Use in place of the calculated lead time. This option provides the flexibility to change the lead time for a product when it is taking longer than normal to procure. The default is **0**.
Xfer Grace	Transfer excess grace days	The number of days that a branch keeps stock before it is considered surplus and transferred to the parent branch. The default is **999**.
Min Cycle	Minimum order cycle	The minimum days supply to use when calculating order quantities. The default is **14**.
Dflt LFctr	Default lead factor	The number of most recent purchase orders the system uses to calculate the median lead time. The default is **0**.
Min Sample	Minimum days sample	The minimum number of purchase orders the system uses to calculate the median lead time. If the minimum number of purchase orders does not exist, the system uses the lead time set in the control maintenance record **Default Lead Time Days If Product & Buy Line Have None**. The default is **0**.

10. In the **Suggest On All** field, type one of the following:

- **Yes** – The buy line is *included* when the Suggest PO program runs. Use Yes for fast moving items or products you want to monitor closely and always have appear on the suggested PO.

- **No** – Then the buy line is *excluded* when the Suggest PO program runs. Setting this to N is useful when you have created a test buy line and do not want the products included for purchasing.

11. Press **Esc** to save your buy line and return to a blank Buy Line Maintenance Screen.

Deleting a Buy Line

You can delete a buy line if it is no longer needed.

▶ **To delete a buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the name of the buy line you want to delete and press **Enter**.

3. Use the **Delete** hot key. Confirm the deletion at the prompt.

4. At the prompt, type **delete** and press **Enter**.

5. Press **Esc** to return to a blank Buy Line Maintenance screen.

6. Press **Esc** to return to the main menu.

Searching in a Buy Line

If you have many buy lines and the list extends past the viewable screen, you can search for the branch in a buy line you need.

▶**To find a branch in a buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the name of the buy line you want to search and press **Enter**.

3. Use the **Find** hot key to display the selection screen.

4. Enter the branch or territory number you want to find and press **Enter**.

   The buy line information sorts and the cursor moves to the top of the information found.

5. Press **Esc** to return to a blank Buy Line Maintenance screen.

6. Press **Esc** to return to the main menu.

Creating Super Buy Lines

A super buy line is a buy line made up of other buy lines. Super buy lines let you take advantage of specials provided by your vendors. You merge existing buy lines into a single buy line for a vendor who can replenish all items in all of the included buy lines. You create a new buy line with a new target.

For example, you buy screws (SCR buy line), washers (WSH buy line), and nails (NAIL buy line) from different vendors. However, you discover that you could purchase all three from the same vendor at a different target. You create a super buy line (MET) selecting SCR, WSH, and NAIL to make up the new buy line. With all three buy lines together, you can meet the vendor target price more quickly and only have to cut one purchase order - saving time and money.

> **Note:** For super buy lines that do not have a procure group specified the suggested P/O report will first look to the individual product lines contained within the super buy line to determine procure group. If individual product lines do not contain a procure group the system uses a default group of DFLT.

Before creating a super buy line, identify the buy lines you want to group together.

▶**To create a super buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, type **New**. A prompt screen displays.

3. Enter the name of the super buy line in the field provided. The name must be unique and is limited to eight characters.

   Note: Buy line and a super buy line IDs must be different.

4. In the **Description** field, enter a short description of the super buy line. The system limits the description to 30 characters.

5. Use the **Super Buy Line** hot key. The Super Buy Line screen displays.

6. Enter the buy lines that you want to group together for the super buy line.

   Note: You can use **F10** to display a list of possible choices, if needed.

7. Press **Esc** to commit those buy lines to the super buy line.

8. Update the fields, if needed. These fields are the same as when creating a regular buy line.

9. Press **Esc** to save your changes and return to a blank screen.

10. Press **Esc** to return to the main menu options.

Resequencing Buy Lines

Products are initially sequenced within a buy line according to the order in which they are created. When searching for a buy line in Purchase Order Entry (or Sales Order Entry), the products display in a list from which to make selections. This list is sorted by product number. The Resequence Buy Line program lets you rearrange the sort sequence of the products in a buy line. For example, you have new models of products. You insert the new products and then resequence the buy line.

After resequencing, if you use the slash buy line feature (//buy line name) in Purchase Order Entry and other programs to display the products in a buy line, the products display in the resequenced order.

To view a product's product record, select the product in the buy line list, and use the **Prod Maint** hot key.

Running the Resequence Program

Run the resequence program after creating or adding new products to a buy line. Resequencing time depends on the amount of products in that buy line.

▶**To re-sequence a buy line:**

1. From the **Purch > Maintenance** menu, select **Resequence Buy Line** to display the Resequence Buy Line screen.

2. In the **Resequence Buy Line** field, enter the name of the buy line you want to update and press Enter.

3. Use the **Sort**, **Move**, or **Find** hot keys to resequence the list of products.

4. Press **Esc** to save the changes and exit the screen.

Sorting the Buy Line

The Sort hot key rearranges the list as needed. The hot key provides the following options:

Option	Displays the products...
Sortby	in order according to the number in the Sort Code field in each product's product record.
Alpha	using a left justified sort with numbers coming before letters, and with upper case letters coming before lower case letters.
Numeric	using a right justified sort of the entire product description no matter how long it is. Only do a numeric sort of the products if the description of every product in the line is limited to the first line and consists only of a manufacturer's part number.
'Like' Products	according to similar product descriptions.
Keyword #1	according to the first entry in the Additional Key Words field in Product Maintenance. Products not assigned additional keywords appear before those that do have assigned keywords.

Option	Displays the products...
Keyword #2	according to the second entry in the Additional Key Words field in Product Maintenance. Products not assigned additional keywords appear before those that do have assigned keywords.

Moving a Product in the Buy Line List

The Move hot key places the selected product at the top or the bottom of the list.

▶**To reposition a product in the list:**

1. Position the cursor on the product you want to move.

2. Use the **Move** hot key.

   The product is removed from the list and displayed in the row above the hot keys with a prompt telling you to insert the product you selected.

3. Position the cursor on the line where you want to insert the product.

   For example, to move the item:

   - To the top of the list, position the cursor on the item currently at the top.

   - To bottom of the list, position the cursor on the line below the item currently at the bottom.

4. Press **Enter**.

   Note: If your purchasing agents frequently use the slash buy line function when adding products to a purchase order, use this procedure to move the most commonly ordered products to the top of the list.

Finding a Product in the Buy Line

If your buy line has more products than display in the viewable area, you can use the Find hot key to search for the product.

▶**To find a product in the list:**

1. Use the **Find** hot key.

2. At the prompt, specify the product ID number, or type part of a name to display a selection list of product names.

   Note: This search is not limited to the products in the specified buy line. It searches the Product Primary Index.

   The cursor moves to the selected product.

Calculated Buy Line Values

The Buy Line Maintenance screen displays the following calculated values, based on the current information for the selected buy line. These calculated fields are not populated until the buy line has been used at least one time.

Field Name	Description
Line Buy Order Cycle	Displays the current order cycle calculated for the buy line when you run a Suggested P/O. You can force an order cycle by entering "days supply" as the vendor target in the **Target Unit** field. For more information, see How the Minimum Order Cycle Works.
Target	The amount of product the vendor identifies as the minimum amount you can buy. Vendor targets are measured in pieces, pounds, dollars, or load factors according to the parameters set. For more information, see Specifying the Vendor Target for Buy Lines.
Default Lead Time	The number of days it takes a vendor to supply stock, from the date of a submitted purchase order to the date of received shipment from the date of the purchase order to the receipt date. For more information, see Entering Lead Time Information for Buy Lines.
Override Lead Time	Parameter you set to supersede the product or buy line lead time. Used with super buy lines. For more information, see Entering Lead Time Information for Buy Lines.
Minimum Order Cycle	The order cycle is the normal number of days between your purchasing. The amount of days in an order cycle is based on the order point, plus the lead time, plus the time to get to the vendor target. Each product has its own order cycle. For more information, see How the Minimum Order Cycle Works.
Default Lead Factor	The number of most-recent stock receipts that the system should examine to calculate the median lead time for the buy line. For more information, see How the System Calculates Lead Time. Use the **Override Lead Time** field to supersede the product's lead time. For more information, see Entering Lead Time Information for Buy Lines.

Recalculating for Secondary Buy Lines

Use secondary buy lines to enhance your purchasing power. When a buy line is limited to the products you add to that buy line. You can attach a secondary buy line to help meet the vendor target. In other words, you attach all the products from one buy line to the other buy line.

The Suggested P/O Queue populates when the Suggest P/O program runs. The queue displays all products that need to be ordered. Products may be causing not only the primary buy line to display on the Suggested P/O Queue, but also the secondary buy line in which it resides. If this is the case, after converting a Suggested P/O into an actual P/O, the system displays the message: "Suggested P/O Conflicts" to alert you that a recalculation may be needed.

Secondary Buy Line Example

For example, consider the following diagram:

COP buy line and MET buy line are separate.

Copper Buy Line COP	Metallic Buy Line MET
Product A	Product 1
Product B	Product 2
Product C	Product 3
Product D	Product 4
Product E	Product 5
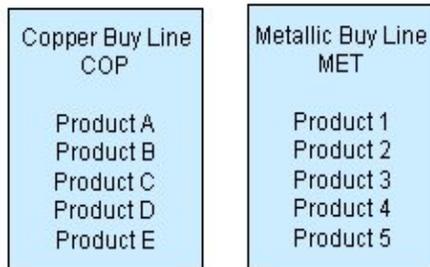
You attach COP as a secondary buy line to MET:

Copper Buy Line COP	Metallic Buy Line MET
Product A	Product 1
Product B	Product 2
Product C	Product 3
Product D	Product 4
Product E	Product 5
	Product A
	Product B
	Product C
	Product D
	Product E
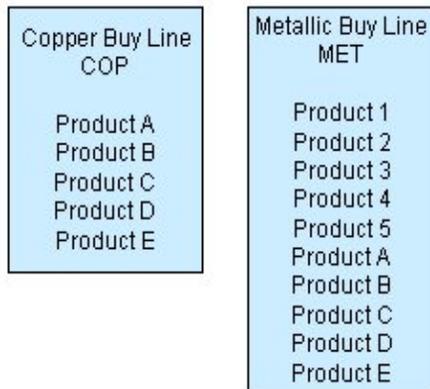
The Suggested P/O queue populates and displays the information to show you it is time to purchase both buy lines. You purchase the COP buy line by itself. After converting the COP buy line to a purchase order, you return to the Suggested P/O Queue. The system prompts you to recalculate for the secondary buy line.

You have purchased Products A-E, which are a part of the MET buy line, too. In order to remove these items from the queue, but keep the remaining items from the buy line, the system needs to recalculate to show only Products 1-5 on the MET buy line.

Recalculating and Adding Secondary Buy Lines

After you commit the P/O and return to the Suggested P/O Queue, the system displays the message: "This screen contains a list of Suggested P/Os that have one or more products that were converted from the current buy line onto a P/O. The conflicting lines must either be deleted or recalculated. Press <enter> to continue."

▶**To recalculate the Suggested P/O Queue for a secondary buy line change:**

1. From the **Purch > Queues**, select **Suggested P/O** to display the Suggested P/O Queue screen.

2. Place the cursor on the buy line you want to recalculate.

3. Use the **Recalc** hot key. The Suggested Purchase Order prompt displays.

    Note: If the buy line you select no longer qualifies under the Type that you selected due to a purchase a message displays indicating that the buy line information has changed.

4. Press **Esc** to run the recalculation.

5. Press **Esc** again to return to the Suggested P/O Queue.

▶**To add a secondary buy line to an existing buy line:**

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.

2. Display the product you want to add to a secondary buy line.

3. Use the **Add'l** hot key to display the Additional Data choices.

4. Select **Secondary Buy Lines**. The Secondary Buy Lines screen displays.

5. Enter the Buy Lines you want to add.

6. Press **Esc** to save your changes and return to the main menu.

Purchasing Entire Buy Lines

Depending on your needs you can purchase buy lines in one of two ways. You can use the Suggested P/O Queue and convert to an actual purchase order, or you can use the Purchase Order Entry screen and use product quantity selection.

For example, you may have a buy line that contains 20 products, and 18 of the products are fast moving items. If that buy line appears on the Suggested P/O Queue, then you know that purchasing this buy line meets a vendor target. You can then convert this buy line to a purchase order from the Suggested P/O Queue.

However, you may have another buy line that contains 20 products, but 10 of the products are slow moving items. You know you only purchase those items once every six months. You have set yourself a reminder to purchase. You can make the purchase from the Purchase Order Entry screen and order only those 10 items off the reorder pad. This purchase does not have to meet a vendor target because you are not purchasing from the Suggested P/O Queue.

▶**To purchase a buy line from the Suggested P/O Queue:**

1. From the **Purch > Queues** menu, select **Suggested P/O** to display the Suggested P/O Queue screen.

2. Display the queue for the branch.

3. Place the cursor next to the buy line you want to purchase and use the **Convert** hot key.

   The Convert Suggested to Actual P/O screen displays. The Branch and Line fields populate.

4. In the **Line or Emergency** field, type **L** to show all items in the line buy or **E** to show only short products.

5. In the **Vendor** field, enter the Vendor to whom to direct the converted purchase order.

6. Use the **Begin** hot key to create an actual purchase order and display the Purchase Order Entry screen and further modify or cancel the order.

   For multi-branch networks, when a product is centrally purchased, but not centrally warehoused, the system generates individual, consecutively numbered purchase orders for each child branch.

7. Press **Esc** to commit the purchase order.

8. Press **Esc** to exit Purchase Order Entry and return to the main menu.

▶**To purchase a buy line from the Purchase Order Entry screen:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the vendor name and press **Enter**.

3. Select **New** from the prompt provided.

4. In the **Qty** field, type **1** and press **Enter**.

5. In the **Product Description** field, type **//** followed by the buy line name to display the reorder pad showing the items contained in the buy line.

    Note: You can press **F10** for a list of buy lines.

6. In the **Qty** field, enter the quantities for each item you want to purchase.

    Note: Use the **Enter** key to move to the next product quantity field.

7. Press **Esc** to populate the Purchase Order Entry screen.

8. Press **Esc** to commit the purchase order.

9. Press **Esc** to exit Purchase Order Entry and return to the main menu.

Maintaining Buy Lines

Buy lines group together those products that meet a vendor target and qualify the purchasing branch for a line buy. Use the Buy Line Maintenance screen and hot keys to configure buy lines. By default, the system lists the specific branch and territory settings that have been entered for that buy line. For example, you may only have settings added for branches 1 and 3, but nothing non-standard for branch 2, so branch 2 does not display.

Use the Hierarchy hot key to display branches in the hierarchy list. The system prompts you to enter the branch for which you want to view the hierarchy. The Control line at the bottom of the **Br/Terr** column indicates the default values that each branch or territory inherits and uses unless otherwise specified. If the system does not have specific settings in the territories for this buy line containing the branch for a given parameter, the system uses the values listed in the Control settings.

▶**To display a buy line on the Buy Line Maintenance screen:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line name and press **Enter**.

   The buy line information displays.

3. Press **Esc** to clear the Buy Line Maintenance screen and enter new parameters to display another buy line.

4. To view a hierarchy, use the **Hierarchy** hot key and select the branch for which you want to view the hierarchy.

5. Press **Esc** to return to the main menu.

Entering and Viewing Buy Line Information

The Buy Line Maintenance screen contains fields for entering data used for reports and calculations and for displaying system-calculated data. If no value is specified for a field, some of the fields on the screen use system-defined defaults provided in parentheses.

If you make changes at the branch level, you should reflect these changes in File Definition Maintenance through the **Branch Specific** hot key.

To apply limitations to view and edit the Buy Line Maintenance information, see Limiting Access to Buy Line Maintenance.

The following topics are related to using the fields on the screen:

Related Fields	Topics
Buy Line ID	Creating Buy Lines
Description	Deleting Buy Lines
Procure Group	Creating and Deleting Procurement Groups Assigning Buy Lines to Procurement Groups

Related Fields	Topics
Br/Terr	Displays available branches and territories for the displayed information.
Buyer	Assigning Buyers to Buy Lines
Target	Specifying the Vendor Target for Buy Lines
LnBuy Cycle	Calculated Buy Line Values
Dflt LdTm	Entering Lead Time Information for Buy Lines
Ovrd LdTm	
Xfer Grace	How Transfer Excess Grace Days Work
Min Cycle	How the Minimum Order Cycle Works
Dflt LFctr	Entering Lead Time Information for Buy Lines
Min Sample	
Suggest on All	Suggested Purchase Order Queue Principles and Guidelines
All fields	Calculated Buy Line Values

Using the Hot Keys

Use the hot keys as necessary to enter additional buy line information. The following topics are related to using the hot keys on the Buy Line Maintenance screen:

Related Hot Keys	Topics
Hierarchy	Use this hot key to change the hierarchy for the branches listed. **Note:** The Control line at the bottom of the **Br/Terr** column indicates the default values that each branch or territory inherits and uses unless otherwise specified.
Targets	Specifying the Vendor Target for Buy Lines
Vendors	Identifying Vendors for Resupplying Buy Lines
Frt Factor	Defining Freight Factor Defaults for Products in Buy Lines
Addl	Use the following fields to set appropriate parameters: • **Combine on Central P/O** field – Combining Items on Purchase Orders • **Default Non-Stock Template** field – Setting the Non-Stock Product Default for Buy Lines • **Warranty** field – Identifying Warranty Information for a Buy Lines • **Procurement Buyer** field – Identifying Procurement Buyers for Buy Lines • **Override Plenty** fields – Overriding the Plenty Date for Buy Lines • **% OP** field – Changing the percentage of the order point that is protected at the parent branch. See Running the Suggested Auto Transfer Program.
UET Params	Entering UET Parameters for Buy Lines
Calculated	Calculated Buy Line Values
Forecast	Setting Forecast Parameters for Buy Lines
Hits/Max Days	Defining Hits Parameters for Buy Lines Defining the Max Days Supply for Buy Lines

Related Hot Keys	Topics
Return Policy	Entering Return Policies for Buy Lines
Delete	Deleting Buy Lines
Find	Searching Buy Lines
Super Buy Line	Creating Super Buy Lines
Log	Displaying the Buy Line Maintenance Change Log
Lead Time	Overriding Buy Line Lead Times Entering Lead Time Parameters Lead Time Overview
Chg View	Use to change the view the **Normal Cycle Days** column. The system inserts this column after the **Target** column and before the **Line Buy Cycle** column. The Normal Cycle Days indicate the average time it usually takes before replenishment of the buy line is required.

Limiting Access to Buy Line Maintenance

Use authorization keys and control maintenance records to limit users' access to Buy Line Maintenance. When a user displays the Buy Line Maintenance screen, the system checks the user file in User Maintenance to verify that the user has permission to view the screen. Then, the system checks the level for which the user has access.

For example, you have two employees. One uses Buy Line Maintenance to verify data and one uses buy line maintenance to manage lead times. Employee 1 is granted an access level to view data only. Employee 2 is granted permission to view all fields and edit lead time fields.

▶**To limit Buy Line Maintenance access:**

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.

2. In the **User ID** field, enter the user for which you want to limit access.

3. Use the **Auth Keys** hot key to display the Authorization Key/Template Maintenance screen.

4. In the Available Keys column, place the cursor on the BUYLINE.MAINT authorization key and use the **Assign** hot key.

   The authorization key moves to the Assigned Keys column.

5. Tab to the **Auth Level** column and enter the level you want to assign:

   - **Level 1** – Allows access in view-only mode.

   - **Level 2** – Allows access to edit buy lines listed in the VALID.BLINES authorization key.

   - **Level 3** – Allows access to edit all buy lines.

6. In the **Available Keys** column, place the cursor on the BUYLINE.MAINT.LEVEL authorization key and use the **Assign** hot key.

   The authorization key moves to the **Assigned Keys** column.

7. Tab to the **Auth Level** column and enter the lever you want to assign. Access can be 0 (view only) to 99. This number corresponds to the assignments for the Buy Line Maintenance Authorization Levels control maintenance record. For more information, see Defining Buy Line Authorization Levels.

8. Press **Esc** to assign the permissions.

9. Press **Esc** to exit the screen.

Defining Buy Line Authorization Levels

Use the Buy Line Maintenance Authorization Levels control maintenance record to further define access for users at the field level.

▶**To limit access to Buy Line Maintenance fields:**

1. Assign the Buy Line Maintenance authorization keys.

2. From the **System > System Files** menu, select **Control Maintenance**.

3. In the **Keyword** field, enter **Buy Line Maint**.

4. Select **Buy Line Maintenance Authorization Levels** to display the Auth Levels Required to Edit Buy Line Maintenance screen.

5. For each field description, indicate the level of access required for editing that field.

   For example, you only want purchasing agents to override lead time parameters. You assign this field a level of 90. Any user with a level less than 90 on the BUYLINE.MAINT.LEVEL authorization key will not be able to access the **Override Lead Time** field for editing.

6. Press **Esc** to save your changes.

7. Press **Esc** to exit the window.

Setting the Nonstock Product Default for Buy Lines

Branch stock flags determine whether a product is a known stock item that should always be restocked or a known non-stock item that should not be restocked. You can set branch stock flags manually or by the system. The system determines if a product is a stock or nonstock item, based on the number of hits the product receives. See Defining Hits Parameters for Buy Lines for more information on hits.

You can set a default nonstock product at the buy line level. When you create a new product in Product Maintenance and the product needs to be added to the buy line, you can decide which product template to use when assigning a product.

▶**To set the default nonstock product for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line to which you want to set the default product template.

3. Use the **Default Nonstock Template** hot key to display the Default Nonstock Template entry screen.

4. Enter the product to use for the template.

5. Press **Esc** to save the change.

6. Press **Esc** to return to the main screen.

7. Press **Esc** to return to the main menu.

Displaying the Buy Line Maintenance Change Log

Use the Buy Line Maintenance screen to view the Buy Line Maintenance Change Log. The Buy Line Maintenance Change Log records all changes, both branch-specific and non-branch specific, to any of the fields on the Buy Line Maintenance screen. The system also creates a log entry when the a change is made that affects the branch level records. If several changes are made to a buy line record, the user is prompted once upon exiting the screen to enter a reason for the change. The reason entered is recorded for each change in the change log.

If a change on the Buy Line Maintenance screen is branch-specific, the system displays the log entry preceded by "BR:" followed by the branch ID where the change was made and the log entry. For example, if the buyer for branch 3 was changed from IRISM to DAWNM, and the Maint Logging field in File Definition Maintenance for the file was set to "3-Attr W/ Old Value," then the entry in the Change Log would display as follows: "BR:3; BUYER: IRISM."

You can define the maintenance logging settings for any file using File Definition Maintenance.

To define information for *branch-specific changes* in Buy Line Maintenance, modify the maintenance logging settings for BUY.LINE.BR. See File Definition Maintenance.

To define information for *non-branch specific changes* in Procure Group Maintenance, modify the maintenance logging settings for BUY.LINE. See File Definition Maintenance.

▶**To display the Buy Line Maintenance change log:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line name and press **Enter**.

   The buy line information displays.

3. Use the **Log** hot key to display the Maintenance Log Viewing screen.

   The log details display with user ID, time stamp, and descriptions of all changes.

4. Press **Esc** to return to the Buy Line Maintenance screen.

Overriding Buy Line Lead Times

Normally, the system uses a median calculation to determine the lead time for products. For more information, see How the System Calculates Lead Time.

However, there are circumstances in which the lead time must be manually adjusted. For example, a storm comes through the city where your manufacturing supplier has a factory. The building and several machines are damaged. The supplier tells you that the products' lead times will be pushed out three weeks until repairs can be made. Use the Override Lead Time Maintenance screen to adjust the lead time and enter an expiration date. The override is in effect until the expiration date is met.

▶**To override the buy line lead times:**

1. From **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line whose lead times you want to override.

3. Use the **Lead Time** hot key to display the Override Lead Time Maintenance screen.

4. Place the cursor on the Br / Terr that you need to change. Use ALL if the change affects all branches.

5. In the **Ovrd LT Days** field, enter the number of lead time days you want to use.

6. In the **Ovrd LT Expiration Dt** field, enter the date that the lead time you have entered expires.

7. Press **Esc** to save your changes and return to the Buy Line Maintenance screen.

How Eclipse Uses Package Quantities in Line Buy Calculations

When calculating the line buy quantities the system may round to package quantities. The system always rounds up to the next package quantity. If the package quantity exceeds Economic Order Quantity (EOQ) by twice the value (EOQ x 2) and the divisibility flag is set to *Yes* the package quantity rounding does not occur.

> **Note:** Line items on purchase orders will not be repriced unless the quantity break level has been reached.

Package quantities and their divisibility may be set on a branch level, if the branch is a child branch in a central warehouse procurement path. A child branch package quantity may affect how much the child branch gets on a transfer from the central warehouse and, therefore, how many rounding increments the mother central warehouse performs. This ensures that the central warehouse buys enough to meet child branch package quantity rounding during branch transfers. Of course, this all depends on the vendor shipping complete without backordering.

> **Note:** The surplus calculation is revised to set surplus quantity to the available quantity for an item, if the item's surplus point is zero and there is a non-divisible buy package quantity for the item.

The following examples help demonstrate how package quantities are considered.

Example 1

"A" package quantity is equal to one as shown on the following Primary Inventory Maintenance screen:

```
--------------------------Primary Inventory Maintenance-------------
 Desc :  FLUIDMASTER 400-A A-S BALLCOCK
        S   Buy  D                      Low
        t   Pkg  i                      Sale              Monthly Monthly Ldtime Safety
-Brch-k-(ea )-v----PIL----OP/XP----(ea)-----EOQ------Demand----Hits---XF Cyc-LT Day-
   1C  █     1 N       0     40       1       33      42.54    28.4      14      14
    1  -     1 N       0      8       1       33       7.65    4.00      14      14
    2  -     1 N       0      5       1        8       5.10    3.42      14      14
    3  -     1 N       0      6       1        8       5.85    4.75      14      14
    4  -     1 N       0      2       1        4       1.74    1.25      14      14
    5  -     1 N       0      3       1        6       2.79    2.25      14      14
    6  -     1 N       0     10       1       11      10.11    6.75      14      14
    8  -     1 N       0      9       1       10       9.30    6.00      14      14




                                                               1 of 8
 Audit     Order Points   Forecast Params   User Controls   Inv Inq   EDI
```

The Suggested PO Queue recommends a line buy quantity of 439 as show in the following
report:

```
----------------------------Hold Entry Pre-View-----------------------
Suggested P/O Report, Network Summary, LINE:FLU
Generated:THURSDAY 09/25/2003 at 08:49am  Buying Branch:1  Target=500 Pieces
Normal Cycle:203        Line Buy Days:231
ProdId    Description                          BuyPkg LineQty      Line$  Target

^30041    FLUIDMASTER 681 CHROME TANK LEVER       1      29       44.37      29
---------------------------------------------------------------------
^30042    FLUIDMASTER 680 WHITE TANK LEVER        1      11       13.31      11
---------------------------------------------------------------------
^6043     FLUIDMASTER 633 CHROME HANDLE           1      14       70.28      14
---------------------------------------------------------------------
^6044     FLUIDMASTER FLUSHER FIXER KIT           1       9       30.24       9
---------------------------------------------------------------------
^6045     FLUIDMASTER 400-A A-S BALLCOCK          1     439     1874.53     439
---------------------------------------------------------------------
          Totals                                 0     502     2032.73     502

Overdue P/Os : P1035057


 Format   Search   Page Skip   Print   View Detail   Edit Detail
```

Example 2

"B" package quantities are equal to 100 with the divisibility flag set to *Yes* as shown on the
following Primary Inventory Maintenance screen:

```
┌─────────────────────Primary Inventory Maintenance─────────────────────┐
│ Desc :   FLUIDMASTER 400-A A-S BALLCOCK                                │
│     ┌S┐ Buy ┌D┐              Low                                       │
│     │t│ Pkg │i│             Sale         Monthly Monthly Ldtime Safety │
│ ─Brch┼k┼ (ea )┼v──PIL──OP/XP── (ea)──EOQ──Demand──Hits──XF Cyc┬LT Day─ │
│   1C  ▌    100 Y      0     40     1    33   42.54    28.4      14    14 │
│    1  -    100 Y      0      8     1    33    7.65    4.00      14    14 │
│    2  -    100 Y      0      5     1     8    5.10    3.42      14    14 │
│    3  -    100 Y      0      6     1     8    5.85    4.75      14    14 │
│    4  -    100 Y      0      2     1     4    1.74    1.25      14    14 │
│    5  -    100 Y      0      3     1     6    2.79    2.25      14    14 │
│    6  -    100 Y      0     10     1    11   10.11    6.75      14    14 │
│    8  -    100 Y      0      9     1    10    9.30    6.00      14    14 │
│                                                                        │
│                                                           1 of 8        │
│ ┌──────┐ ┌────────────┐ ┌──────────────┐ ┌─────────────┐ ┌───────┐ ┌─────┐ │
│ │Audit │ │Order Points│ │Forecast Params│ │User Controls│ │Inv Inq│ │EDI  │ │
│ └──────┘ └────────────┘ └──────────────┘ └─────────────┘ └───────┘ └─────┘ │
└────────────────────────────────────────────────────────────────────────┘
```

Since the package quantity exceeds EOQ x 2 in all branches, the system does not use the package quantity in the line buy calculation.

```
┌─────────────────────────Hold Entry Pre-View─────────────────────────┐
│ Suggested P/O Report, Network Summary, LINE:FLU                      │
│ Generated:THURSDAY 09/25/2003 at 08:56am  Buying Branch:1  Target=500 Pieces │
│ Normal Cycle:203        Line Buy Days:231                            │
│ ProdId    Description                 BuyPkg LineQty    Line$ Target  │
│                                                                      │
│ ^30041   FLUIDMASTER 681 CHROME TANK LEVER    1    29    44.37    29 │
│ ───────────────────────────────────────────────────────────────     │
│ ^30042   FLUIDMASTER 680 WHITE TANK LEVER     1    11    13.31    11 │
│ ───────────────────────────────────────────────────────────────     │
│ ^6043    FLUIDMASTER 633 CHROME HANDLE        1    14    70.28    14 │
│ ───────────────────────────────────────────────────────────────     │
│ ^6044    FLUIDMASTER FLUSHER FIXER KIT        1     9    30.24     9 │
│ ───────────────────────────────────────────────────────────────     │
│ ^6045    FLUIDMASTER 400-A A-S BALLCOCK     100   439  1874.53   439 │
│ ───────────────────────────────────────────────────────────────     │
│          Totals                               0   502  2032.73   502 │
│                                                                      │
│ Overdue P/Os : P1035057                                             │
│                                                                      │
│ ┌───────┐ ┌──────┐ ┌──────────┐ ┌──────┐ ┌───────────┐ ┌───────────┐ │
│ │Format │ │Search│ │Page Skip │ │Print │ │View Detail│ │Edit Detail│ │
│ └───────┘ └──────┘ └──────────┘ └──────┘ └───────────┘ └───────────┘ │
└──────────────────────────────────────────────────────────────────────┘
```

Example 3

"C" package quantities are equal to 100 in all branches with the divisibility flag set to *No* in the parent branch and *Yes* in the child branches.

```
-----------------------------Primary Inventory Maintenance-----------------
  Desc :  FLUIDMASTER 400-A A-S BALLCOCK
       ┌S┐ Buy ┌D┐                  Low
       │t│ Pkg │i│                  Sale          Monthly Monthly Ldtime Safety
  ─Brch┼k┤(ea )┤v├──PIL───OP/XP──(ea)────EOQ────Demand──Hits──XF Cyc┬LT Day┤
    1C      100 Y       0      40      1     33    42.54    28.4     14     14
    1   -   100 N       0       8      1     33     7.65    4.00     14     14
    2   -   100 Y       0       5      1      8     5.10    3.42     14     14
    3   -   100 Y       0       6      1      8     5.85    4.75     14     14
    4   -   100 Y       0       2      1      4     1.74    1.25     14     14
    5   -   100 Y       0       3      1      6     2.79    2.25     14     14
    6   -   100 Y       0      10      1     11    10.11    6.75     14     14
    8   -   100 Y       0       9      1     10     9.30    6.00     14     14


                                                                3 of 8
  ┌──────┐ ┌────────────┐ ┌───────────────┐ ┌──────────────┐ ┌───────┐ ┌─────┐
  │Audit │ │Order Points│ │Forecast Params│ │User Controls │ │Inv Inq│ │EDI  │
  └──────┘ └────────────┘ └───────────────┘ └──────────────┘ └───────┘ └─────┘
```

Since the package quantity exceeds EOQ x 2 in all child branches, the system does not use the package quantity in the line buy calculation. However, since the parent branch is not divisible, the system rounds once from 439 to 500 for the line buy quantity.

```
-------------------------------Hold Entry Pre-View------------------------
 Suggested P/O Report, Network Summary, LINE:FLU
 Generated:THURSDAY 09/25/2003 at 09:02am  Buying Branch:1  Target=500 Pieces
 Normal Cycle:203        Line Buy Days:209
 ProdId     Description                      BuyPkg LineQty      Line$  Target

 ^30042     FLUIDMASTER 680 WHITE TANK LEVER      1      11      13.31      11
 -------------------------------------------------------------------------
 ^6043      FLUIDMASTER 633 CHROME HANDLE         1      13      65.26      13
 -------------------------------------------------------------------------
 ^6044      FLUIDMASTER FLUSHER FIXER KIT         1       9      30.24       9
 -------------------------------------------------------------------------
 ^6045      FLUIDMASTER 400-A A-S BALLCOCK      100     500    2135.00     500
 -------------------------------------------------------------------------
            Totals                               0     533    2243.81     533

 Overdue P/Os : P1035057



 ┌──────┐ ┌──────┐ ┌─────────┐ ┌─────┐ ┌───────────┐ ┌───────────┐
 │Format│ │Search│ │Page Skip│ │Print│ │View Detail│ │Edit Detail│
 └──────┘ └──────┘ └─────────┘ └─────┘ └───────────┘ └───────────┘
```

Example 4

"D" package quantities are equal to 100 in all branches with the divisibility flag set to No in the parent branch and No in the child branches. All branches require 100 items.

```
┌──────────────────────Primary Inventory Maintenance──────────────────────┐
│ Desc :  FLUIDMASTER 400-A A-S BALLCOCK                                   │
│       ┌S┐ Buy ┌D┐              Low                                       │
│       │t│ Pkg │i│              Sale       Monthly Monthly Ldtime Safety  │
│ ─Brch─┤k├ (ea )┤v├──PIL───OP/XP──(ea)──────EOQ──────Demand───Hits──XF Cyc┬LT Day┤
│   1C     100 N    0     40      1      33    42.54   28.4     14      14  │
│   1   ─  100 N    0      8      1      33     7.65   4.00     14      14  │
│   2   ─  100 N    0      5      1       8     5.10   3.42     14      14  │
│   3   ─  100 N    0      6      1       8     5.85   4.75     14      14  │
│   4   ─  100 N    0      2      1       4     1.74   1.25     14      14  │
│   5   ─  100 N    0      3      1       6     2.79   2.25     14      14  │
│   6   ─  100 N    0     10      1      11    10.11   6.75     14      14  │
│   8   ─  100 N    0      9      1      10     9.30   6.00     14      14  │
│                                                              1 of 8      │
│ Audit    Order Points   Forecast Params   User Controls   Inv Inq  EDI   │
└──────────────────────────────────────────────────────────────────────────┘
```

Since seven branches are in need of inventory, 700 items are purchased. This may cause other products that might have been included on the Suggested PO Queue to be dropped from the suggestion because the system tries to meet the vendor target of 500. One product needs a quantity of 700 to be purchased. Other products that are below line point, but not below order point, are eliminated from the purchase.

```
┌──────────────────────────Hold Entry Pre-View──────────────────────────┐
│ Suggested P/O Report, Network Summary, LINE:FLU                       │
│ Generated:THURSDAY 09/25/2003 at 09:12am  Buying Branch:1  Target=500 Pieces │
│ Normal Cycle:203         Line Buy Days:14                             │
│ ProdId    Description                    BuyPkg LineQty    Line$ Target│
│                                                                        │
│ ^6043     FLUIDMASTER 633 CHROME HANDLE      1       5     25.10     5 │
│ ─────────────────────────────────────────────────────────────────────│
│ ^6045     FLUIDMASTER 400-A A-S BALLCOCK   100     700   2989.00   700 │
│ ─────────────────────────────────────────────────────────────────────│
│           Totals                             0     705   3014.10   705 │
│                                                                        │
│ Overdue P/Os : P1035057                                               │
│                                                                        │
│ Format   Search   Page Skip   Print   View Detail   Edit Detail       │
└────────────────────────────────────────────────────────────────────────┘
```

Identifying Procurement Buyers for Buy Lines

You can assign a procurement buyer to any buy line for any branch or territory in the company. If a procurement buyer is not assigned to a buy line, you can display the sales orders with procured items from the buy line in the Procurement Confirmation Queue using the regular buyer for the buy line.

As with other program settings, the system looks to the branch level to apply the setting. You can identify a procurement buyer for a branch or a territory.

▶**To associate a procurement buyer with a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. Display the buy line to which you want to assign a procurement buyer.

3. Use the **Addl** hot key to display the additional data parameters.

4. Use the **Hierarchy** hot key to specify a branch or territory.

5. Tab to the **Procurement Buyer** field and enter the User ID you want.

6. Press **Esc** to save your changes.

7. Press **Esc** to return to the main menu.

Procurement Group and Buy Line Hierarchy

A procurement group describes the transfer paths between branches for branch replenishment and emergency procurement sources. A buy line groups products together to meet a vendor target for purchasing. See the Procurement Groups Overview and the Buy Lines Overview for a complete description.

Procurement groups work in a hierarchy. You can override the system default by assigning procurement groups to buy lines and products within buy lines. Parameters are set during installation at a system level as illustrated in the hierarchy pyramid below:

The system uses the DFLT procurement group, if it is not overridden at the buy line or product level.

A procurement group assigned to a buy line overrides the system default.

A procurement group assigned at the product level overrides one assigned at the buy line and system default levels.

The system uses this hierarchy throughout. The Customer/Vendor Level does not apply in procurement groups.

Entering Lead Time Information for Buy Lines

The system uses lead time information for determining the average lead time for the buy line, lead factor, and minimum lead samples. The system default values display in parentheses.

The *lead time* is the number of days it takes a vendor to supply stock, from the date of a submitted purchase order to the date of received shipment. The system calculates the median lead time days using the lead time factor for each product that makes up the buy line. You can use the median lead time or override the lead time for a buy line based on your knowledge of the products that make up that buy line. The lead time you enter to bypass the system lead time overrides any lead time set at the product level. The lead times set at the product level remain on the system, but are not used while the override lead time is set.

Seasonal products use a calculated lead time for that season.

▶**To change the default lead time information for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Dflt LdTm** field, enter the number of days it takes for stock to arrive at the warehouse, from placement of a purchase order to the receipt of new products.

3. In the **Ovrd LdTm** field, enter the number of lead time days to use in place of any calculated or user-defined lead time for all products within this buy line. This field is optional.

4. In the **Dflt LFctr** field, enter the number of most-recent stock receipts that the system should examine to calculate the median lead time for this buy line.

5. In the **Min Sample** field, enter the minimum number of most-recent purchase orders that the system should examine to determine the lead time for products in the buy line. This factor works with the default lead factor entered in the **Dflt LFctr** field to create a time period for estimating the lead time days for a product.

    If the product has not been received on this number of purchase orders, the system uses the value specified in the **Default Lead Time Days If Product And Buy Line Have None** control maintenance record to determine the lead time for the product.

    Note: The minimum lead samples factor in this field only applies if one is not set at the product level. This factor displays in the **Mn LF** column on the Forecast Parameters Maintenance screen.

Setting Up Minimum Order Cycle Days for Buy Lines

The Suggested P/O calculations expand or contract to meet the vendor target. If the order cycle contracts to less than the minimum order cycle days set at the buy line level, the Suggested P/O uses the minimum order cycle days instead. A minimum order cycle prevents you from issuing purchase orders so often that it becomes counter-productive. If a minimum order cycle is not set at the buy line level, the Suggested P/O uses the minimum order cycle days specified at the system level.

For multiple branch companies, the minimum order cycle of buy lines being transferred to child branches should be equal to or greater than the minimum transfer cycle. Otherwise child branches will not receive sufficient stock when the Suggested P/O program contracts the estimated order cycle days below the minimum order cycle.

▶**To set the minimum order cycle days at the buy line level:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter a buy line name.

   The buy line details display. The control line that displays shows the settings at the control maintenance level. All branches inherit these settings, unless otherwise overridden. Branches that have overriding information display with an asterisk in the field that has been changed.

3. Use the **Hierarchy** hot key to select a branch you want to change and the territories to which it is assigned.

   Note: Use the **Find** hot key as necessary to locate a branch or territory that may be in the list, but not in the viewable area.

4. In the **Min Cycle** field, enter the minimum number of days to use as the order cycle.

   If no value is specified at the buy line level, the system uses the **Minimum Order Cycle Days For Suggested P/O** control maintenance record. This value is displayed in the Control line.

5. Press **Esc** to save your changes and return to the previous screen.

6. Press **Esc** to exit the screen and return to the main menu.

Buy Line Example

You are creating a buy line for your copper tubing products. First, you use the Buy Line Maintenance screen to create a new buy line named "COPTUB" for your purchasing branch. Minimally, you need to specify a vendor target unit (dollars, weight, pieces, or load factor) and a vendor target corresponding to the target unit. You select 18,000 pounds for the vendor target.

For your reference, identify the vendor corresponding to the buy line target. The order that you search for vendors determines the order in which they appear in this vendor list. For your reference, you also need to indicate other vendors that can replenish these products in an emergency. When you create a suggested purchase order, the system prompts whether you are purchasing all products in a buy line or just those products below order point. If you purchase all products, you must specify the vendor associated with the vendor target for the buy line. If you purchase just those products below order point, you must specify an emergency procurement vendor

If you have multiple purchasing agents and assign buy lines to individual buyers, you need to specify a buyer for the buy line.

The system uses the defaults for determining the average lead time for the buy line. In addition, the buy line uses system defaults for return transfer grace days, minimum order cycle, default lead factor, and minimum lead samples. Also by default, the system includes this buy line when you create suggested purchase orders for all buy lines.

After setting up a basic buy line, go to Product Maintenance and assign this buy line to all of your copper tubing products.

After assigning products to the buy line, you can now run the Suggest P/O program for the buy line.

Buy Lines and Vendors

You create buy lines for vendors and their targets. That is, you always buy your copper tubing products from your copper tubing vendor. The Suggest P/O program assumes that you are either purchasing the entire buy line or only buying short quantities. The program does not assume that you are purchasing your copper tubing products from your normal copper tubing vendor. You specify a vendor upon converting the suggested purchase order to an actual purchase order.

Buy Lines and Procurement Groups

Use procurement groups to procure an item that is out of stock. Procurement groups do not affect the creation of a suggested purchase order. You can specify a procurement group at a buy line level when a procurement group can provide all the products in a buy line. On the other hand, you can assign procurement groups at the product level. Procurement groups assigned at the product level take precedent over those specified at the buy line level.

Therefore, consider the COPTUB buy line you set up to purchase your copper tubing products. Within that buy line, you have divided these products into two procurement groups: COPFAST for fast-moving products, and COPSLOW for slow-moving products. COPFAST might be

available from all branches within your company because each warehouse stocks products. That is, the COPFAST procurement group is defined as a Distributive Purchasing group. On the other hand, COPSLOW might be available from few branches, because it is centrally warehoused.

Defining Freight Factor Defaults for Products in Buy Lines

 A freight factor indicates how the vendor addresses the items on the purchase order. Some vendors go strictly by cost and the freight factor would remain Dollars. Some vendors are concerned about weight or amount of the shipment and would therefore use Weight or Pieces as the freight factor. The system uses a default factor to estimate freight charges when the actual amount is not known at the time of purchase order creation. For example, you want to charge freight on all shipments. However, you do not want to enter freight charges for each purchase order, but you do not want a shipment to go out without a freight charge. You can set up a default freight charge of $20. This way, if a shipment charge does not get calculated, you still collect some compensation. You can define a default freight factor at the buy line or the product level.

The system multiplies the freight factor by the item's average cost to produce an estimated freight charge for the line item. You can override the estimated freight charge after a purchase order is created, after the actual freight charges are known either from the freight carrier or the bill of lading. You can override freight charges for individual products, or distribute a lump charge across all line items on the purchase order.

▶**To define a default freight factor for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the name of the buy line for which you want to define a freight factor.

3. Use the **Frt Factor** hot key to display the Freight Factor screen.

4. For each branch, specify an estimated freight charge for the products in this buy line as a percentage of the purchase price. The system uses this charge when the actual freight charge is not known at time the of purchase order creation. After entering a number, the system appends a % sign to the number in the **Factor** column. For example, if you enter 2 the system displays 2.0000%.

   Note: An asterisk (*) indicates an override at the branch level.

5. Press **Esc** to save your changes and return to the Buy Line Maintenance screen.

Defining Hits Parameters for Buy Lines

The Purchasing program uses the Hits Control Maintenance screen to define system default hits-related inventory parameters.

A *hit* is the sale of a product. This is not necessarily the quantity sold. For example, a product has five hits. You have sold it in five instances. The first three instances the customer bought one of the product. The last two instances the customer bought five of the product. In total, you sold 13 items in five hits.

Use the Hits Control Maintenance screen to specify the central warehouse type for branches in a multi-branch network. Set up your warehouse as either a Top-Down or Bottom-Up warehouse. A *Top-Down warehouse* replenishes products for the parent branch before replenishing the child branches. A *Bottom-Up warehouse* replenishes the child branches before the parent branch. For example, if one of your child branches sells a particular item more than any other branch, you can use the Bottom-Up warehouse setup to ensure that the child branch always has that item available.

When defining branch and network hits, the system uses the number of hits identified to determine when to consider a product to be a stock keeping product. For example, you normally sell Product A three times in a six-month period. Consequently, you have three hits on the product in 90 days. However, you determine that if Product A gets six hits in a six-month period, it should be kept in stock.

Hits parameters are assigned at three levels:

- **Control** – Applies to all products unless overridden by a price line or product level forecast parameters.

- **Buy Line** – Applies to all products assigned to the designated buy line and overrides the company default parameters.

- **Product** – Applies to the product and overrides the buy line and company default parameters.

▶**To define the default hits and central warehouse type for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter a buy line ID and press **Enter**.

   The fields populate with the buy line information.

3. Use the **Hits/Max Days** hot key to display the Hits Control Maintenance screen.

4. In the **Central Warehouse Type** field, enter **T** for Top-Down or **B** for Bottom-Up warehouse type.

5. In the **Branch Hits** field, enter the number of hits for each branch that you want before considering a product to be a stock item.

6. In the **Network Hits** field, enter the number of hits you want to reach before considering a product to be a stock item.

7. In the **Max Days** field, enter the number of days to which you want to limit the hits. For example, you only want to track hits for 90 days.

8. Press **Esc** to save the information.

Defining the Maximum Days Supply for Buy Lines

Use the Maximum Days Supply screen to define the maximum number of days supply of a product that your company allows to be stocked in the warehouse. The system uses the following calculation:

Max Days Supply = product's projected inventory level (PIL) / demand per day.

Maximum Days Supply is defined at three levels:

- **System** – Applies to all products, unless overridden at the buy line level. The **Maximum Days Supply** control maintenance record defines the default maximum days supply for each branch at this level.

- **Buy Line** – Applies to all products assigned to the designated buy line and overrides the system default.

- **Product** – Applies to the designated product and overrides the buy line and system defaults. The maximum days supply checking logic does not apply to "Misc Charge" products.

When an item is added to an order, the system checks the Projected Inventory Level (PIL). If the days supply number is exceeded during order entry, the system displays a warning.

- If you have been assigned the appropriate PIL override authorization key, the message displays a Continue (Y/N) prompt.

- If you do not have the appropriate authorization, the message prompts you to enter the password of another user who is authorized to override the maximum days supply limit.

If an item is removed, or an order deleted, the system compares the PIL at the time of the removal or deletion to the stored PIL. If the removal or deletion does not make the PIL higher than it was at the time of the addition, no Maximum Days Supply warning displays.

> **Note:** The PIL calculation does not include exceptional purchase orders or purchase orders that have a date past the plenty date.

▶**To define the maximum days supply for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. Use the **Hits/Max Days** hot key to display the Maximum Days Supply screen.

3. For each branch, enter the maximum number of days supply of a product in this buy line that your company allows to be stocked in the warehouse via adjustments, purchase order entry, sales order entry, or transfer order entry.

4. Press **Esc** to commit the changes.

Setting Forecast Parameters for Buy Lines

The system forecasts product demand for both seasonal and non-seasonal products. You have the flexibility of setting your own forecast parameters.

Your company may have items that are seasonal or non-seasonal. For example, a branch in the Mid-West may have specific heating elements only carried in winter months. These are seasonal items. The demand for these types of items is calculated differently; however, you set the forecast parameters in the same way.

Forecast parameters are assigned at the following levels:

- **Control** – Applies to all products unless overridden by a price line or product level forecast parameters.

- **Buy Line** – Applies to all products assigned to the designated buy line and overrides the company default parameters.

- **Product** – Applies to the product and overrides the buy line and company default parameters. If a parameter is not set at the product level, the system uses the buy line level parameter.

- **Branch / Territory** – Applies to the individual branch or territory and is used if there is no setting at the Buy Line Maintenance level. Default settings for the branch are determined in the **Forecast Parameters For Demand Calculation** control maintenance record.

For seasonal items that have the Auto Trend flag set to yes, you can use the **Auto Trend** hot key on the Forecast Parameters screen to display the maximum decrease percent and maximum increase percent. See Entering Forecast Period Parameters for more information.

▶ **To enter forecast parameters at the buy line level:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter a buy line you want to display.

3. Use the **Forecast** hot key to display the Buy Line Forecast Parameters Maintenance screen.

4. Use the **Forecast Parameters** hot key to display the Forecast Parameters screen.

5. Change or update the appropriate fields:

Field	Description
Br	The branch which uses the specified item's demand forecast parameters.
Hits (Regular)	The number of hits for a regular stock item used with the regular minimum and maximum days to determine how many days of sales history to use to determine demand.

Field	Description
Min Days (Regular)	The minimum number of days used with the number of hits for a regular stock item to determine how many days of sales history to use to determine demand.
Max Days (Regular)	The maximum number of days used with the number of hits for a regular stock item to determine how many days of sales history to use to determine demand.
Hits (Seasonal)	The number of hits for a seasonal stock item used with the seasonal minimum and maximum days to determine how many days of sales history to use to determine demand.
Min Days (Seasonal)	The minimum number of days used with the number of hits for a seasonal stock item to determine how many days of sales history to use to determine demand.
Max Days (Seasonal)	The maximum number of days used with the number of hits for a seasonal stock item to determine how many days of sales history to use to determine demand.
Auto Trnd	Indicates whether a trend calculation is enabled for products using seasonal forecasting at the branch. Set the Auto Trend at the product, buy line, or control file level.
Inclu Dirs	Indicates whether to include direct shipments from the vendor in demand calculations. Set the Include Directs parameter at the product, buy line, or control file level.

6. Press **Esc** to save your changes.

Setting the Nonstock Product Default for Buy Lines

Branch stock flags determine whether a product is a known stock item that should always be restocked or a known non-stock item that should not be restocked. You can set branch stock flags manually or by the system. The system determines if a product is a stock or nonstock item, based on the number of hits the product receives. See Defining Hits Parameters for Buy Lines for more information on hits.

You can set a default nonstock product at the buy line level. When you create a new product in Product Maintenance and the product needs to be added to the buy line, you can decide which product template to use when assigning a product.

▶**To set the default nonstock product for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line to which you want to set the default product template.

3. Use the **Default Nonstock Template** hot key to display the Default Nonstock Template entry screen.

4. Enter the product to use for the template.

5. Press **Esc** to save the change.

6. Press **Esc** to return to the main screen.

7. Press **Esc** to return to the main menu.

Limiting Transfer Returns for Buy Lines

One way to limit the quantities of stock being returned from child branches to parent branches is by specifying a number of transfer excess grace days. Transfer excess grace days are the number of days supply, in addition to the normal transfer cycle of a branch, that the branch may retain stock before the stock is considered surplus.

When you run the Suggested Auto Transfer program, it creates a report that lists the stock and non-stock items in surplus in the child branches what should be returned to the parent branch.

Use the Suggested Auto Transfer program is used to avoid overwhelming the supplying branch and the transfer delivery system with excessive stock. It lets child branches with large quantities of surplus stock hold onto some of the surplus stock before returning it to the parent branch. To gradually send surplus back to the central warehouse for liquidation, start with a high number of excess grace days and over time reduce the number.

You can set transfer excess grace days at the buy line or system level. Set the default number in the **Default For Excess Grace In Buy Line Maint** control maintenance record. The system uses this number if no setting has been entered in the buy line.

▶**To enter transfer excess grace days for a buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line for which you want to change the excess grace days.

3. In the **Xfer Excess Grace** field, enter the additional number of days-worth of demand that a child branch can hold onto stock before it is considered surplus for a return transfer to the parent branch. To exempt the surplus stock in the buy line from a transfer, enter **999**.

4. Press **Esc** to save your changes and return to the main menu screen.

Overriding the Plenty Date for Buy Lines

Use the Buy Line Additional Data screen to override the plenty date at the buy line level. For example, you have a buy line that does not have a vendor target. Regardless of how much you purchase, your vendor for this buy line offers no discount. However, this is a buy line with products that you purchase on a weekly basis and every week the buy line displays on the Suggested P/O Queue. Based on normal calculations, the system projects the plenty date for 21 days based on a 7 day lead time and a 14 day supply. However, you know that you order weekly and therefore the 21 days is not accurate if a customer orders the one item that is below order point, and you know you will get an order filled within 7 days. You can override the plenty date at the buy line level to give your customers a more accurate time frame when products will be available.

When there is an override entered on the plenty date and that date has not expired then the system uses the following calculation:

Plenty Date = Today + (Override Plenty Days - Days Since Last Line Buy).

> **Note:** If there is no expire date set, but there are override plenty days, the system always uses the override.

▶**To override the plenty date for a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the ID for the buy line for which you want to override the plenty date and press **Enter**.

3. Use the **Addl** hot key to display the Additional Buy Line Data screen.

4. In the **Override Plenty Dys** field, enter the number of days by which you want to override the current plenty days calculation.

5. In the **Expire Date** field, enter the date on which you want the override to expire.

6. Press **Esc** to save your changes and return to the Buy Line Maintenance screen.

7. Press **Esc** to return to the main menu.

Assigning Vendors to Buy Lines

Use the Buy Line Vendor Maintenance screen to identify vendors who you use to replenish your buy lines. Identify vendors who will replenish the entire buy line or individual branches. Also use this screen to flag vendors for analyzing performance information using the vendor scorecard.

Vendors identified in Buy Line Vendor Maintenance are used in Emergency Vendor Maintenance to replenish stock in an emergency.

▶**To assign vendors to buy lines:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line for which you want to assign vendors.

3. Use the **Vendors** hot key to display the Buyline Vendor Maintenance screen.

4. Use the **Edit Vendors** hot key.

5. Place the cursor on a blank line.

6. In the **Vendors** field, enter the vendor name you want to assign.

7. In the **Types** field, enter the type of vendor you are assigning. Press **F10** and select **Line**, **Emergency** or **Both**.

8. In the **VSC** field, enter an asterisk next to the single vendor that you want to include in the vendor scorecard build file. You can only include one vendor per branch per buy line.

    Setting vendors for the scorecard creates a link between vendors and products through the buy line, and is used for gathering inventory metrics. We recommend that you enter the ship-from vendor as the scorecard vendor. This allows you to gather metrics at a ship-from level in the Vendor Scorecard Inquiry.

9. Press **Esc** to save your entries.

10. Press **Esc** to save your changes.

Identifying Vendors for Resupplying Buy Lines

You can create a list of vendors that are able to supply products in an emergency situation.

Use the **Vendor** hot key to identify the vendor corresponding to the buy line target and other vendors that can replenish these products in an emergency.

When converting a Suggested P/O to an actual P/O, you can use any vendor currently on file in the system, although only one vendor displays in the column. It is an optional field and is provided for reference.

▶**To create a list of vendors that can resupply a buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. Use the **Vendor** hot key to display the Buyline Vendor Maintenance screen.

3. Enter the names of the available vendors for each branch.

4. Use the **Edit Vendors** hot key to assign the vendor a type. Indicate if the vendor is an emergency vendor, line buy vendor, or both.

   This entry populates the **Line or Emergency** field on the Convert to Suggested to Actual P/O screen. See Working with Suggested Purchase Orders.

5. Use the **Hierarchy** hot key to change the hierarchy display.

6. Press **Esc** to save your changes.

7. Press **Esc** to return to the main menu.

Setting Up Emergency Vendors for Branches

Use the Procurement Group Maintenance screen to identify vendors from whom each branch can procure emergency stock. Typically, emergency vendor are based on location. This identification allows Sales Order Entry personnel to schedule purchase orders for back-ordered items.

▶**To identify emergency procurement vendors for a branch:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the ID of the procure group for which you want to set up emergency vendors and press **Enter** to display the group.

3. Use the **Vendors** hot key to display the Emergency Procure Vendors screen.

4. Place the cursor on a blank line and enter the Vendor you want to use for emergency purchasing or press **F10** and select one of the following:

   - ***BUYLINE*** – Lists any emergency vendors identified for the buy line. Vendors display in the order that they display in Procurement Group Maintenance. To set up vendors for a buy line, see Assigning Vendors to Buy Lines.

   - ***ANY*** – Lists all vendors outside the normal replenishment vendors.

   Note: You cannot list an emergency vendor in the **Emergency Procure Vendors** field more than once. If the vendor you enter is already in the list, the system displays a message prompting you to press **Enter** and indicate a different vendor.

5. Press **Esc** to return to the main menu.

   Note: If the **Exclude From Ship-To/Ship-From Selection If Excluded From Index** control maintenance record is set to Y and the **Exclude from Index** parameter is set to N, then the vendor does not display in the selection list for emergency vendors. See Vendor Maintenance for a complete description.

Specifying the Vendor Target for Buy Lines

The calculations that generate order quantities for a Suggested Purchase Order (P/O) are driven by the vendor target in Buy Line or Super Buy Line Maintenance.

When specifying the vendor target for a buy line or super buy line, you need to specify the following:

- The unit of measurement (UOM) on which the target is based.

- The amount associated with the target.

- The percentage discount the vendor gives you when your purchase order meets the target.

▶**To specify a vendor target:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance**.

2. Display the buy line for which you want to specify the vendor target.

3. In the **Target Unit** field, press **F10** to display the valid units of measurement for defining vendor targets and select one of the following:

Target	Description
Dollar amount	The target in dollars. Each item in the buy line must have a valid dollar amount assigned. To use the system default cost basis and currency, as defined in Control Maintenance, leave the fields blank. The Target Base screen prompts for the **Global Basis** and **Currency** fields to use for creating a Suggested P/O. This is the default.
Weight	The target in pounds. Each item in the buy line must have a valid weight assigned.
Pieces	The whole number of items. Each item in the buy line must have a valid number of pieces assigned.
Load factor	The target in cubic feet. Each item in the buy line must have a valid load factor assigned because you need to know how much space a full buy line requires to decide how the buy line ships.
Days supply	The number of days supply. Each item in the buy line must have a valid days supply amount assigned. This entry overrides the line buy order cycle value. We recommend using Days Supply when establishing a new buy line only and the system has no history to gauge an order cycle.

4. In the **Target** field, enter the quantity (corresponding to the target unit in the preceding field) required to meet the vendor target. For example, if the target unit is dollars, enter the dollar amount of the target. Enter targets in whole units. For example, enter dollar targets as whole dollars, with no pennies.

5. In the **Disc %** field, enter a number representing the percentage discount the vendor gives you when your purchase order meets the target amount.

6. Press **Esc** to return to the main menu.

Entering Return Policies for Buy Lines

You can associate a return policy with a buy line. The return policy displays as a reminder on the Returned Goods Verification screen when you enter a negative quantity of stock, a return, in this buy line. Use the Buy Line Maintenance screen to record the return policy information.

▶**To enter a return policy for a buy line:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the ID for the designated buy line.

3. Use the **Return Policy** hot key to display the Return Policy Message screen.

4. Enter the return policy in the text box.

5. Press **Esc** to save the information and return to the main menu.

Identifying Warranty Information for Buy Lines

Some products carry warranties. If you sell a product that carries a warranty and a customer returns that product to you, you must collect specific information to obtain a refund from the manufacturer. You can use a default warranty information screen or a user-defined screen to gather the appropriate information. Each user-defined screen is tailored to the warranty information required for the products in a buy line.

▶**To link a buy line to a user-defined Warranty Information screen:**

1. On the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. Use the **Addl** hot key to display the Buy Line Additional Data screen.

3. Use the **Warranty** hot key.

4. Press **F10** at the prompt to display a list of user-defined screens.

5. Select the name of the screen to be used for recording warranty information for products in this buy line.

6. Press **Esc** to save the information.

   Note: If you do not identify a Warranty Information screen for this buy line, the system uses the screen identified in the **Default Warranty Information Screen** control maintenance record.

Replenishing Child Branches

The Suggest P/O program has two different ways of determining when a parent branch needs to make a purchase to meet a child branch's needs. The method used depends on the parent branch's lead time and the child branch's Transfer Cycle Days.

The other calculation that is prevalent throughout the Purchasing process is the projected inventory level or PIL. The PIL is the quantity of a product used for predicting purchasing needs. The amount you physically have on hand, minus the amount committed to orders, plus the amount coming in on transfers and purchase orders. Each product has its own projected inventory level.

PIL = ((on hand committed) + on transfer + on purchase order)

Note: If the **Exclude SOE Returns From PIL Check** control maintenance record is set to Yes, then return items on a sales order will be excluded from the PIL check at the time of order status change on the Status screen.

This section describes two examples each showing one of the methods:

- If the parent branch's lead time is *less than* the child branch's transfer cycle days, then to meet the child branch's needs the parent branch must purchase enough to meet the child branch's transfer cycle days.

- If the parent branch's lead time is *greater than* the child branch's transfer cycle days, then to meet the child branch's needs the parent branch must purchase enough to meet the parent branch's lead time requirements.

Regardless of the method used, the Suggest P/O program uses two constants: the child branch's demand and the child branch's hit-related safety coefficient (HRSC).

The *normal surplus point* calculation is as follows:

Line Point (LP) plus the Economic Order Quantity (EOQ) all rounded to package quantity minus the projected inventory level (PIL).

Abbreviated: **((LP + EOQ) rounded to package quantity) - PIL**

The *surplus point calculation* for the parent in a grandparent/parent/child warehouse scheme is as follows:

Parent Surplus Point = ((Lead Time plus Cycle Days plus Safety Days (LCS) of grandparent)multiplied by the Combined Demand per Day (DMD.day) of parent and any child branches) plus Economic Order Quantity (EOQ) of parent and any child branches.

Abbreviated: **(LCS x DMD.day) + EOQ**

Replenishment Example 1

In the following example, assume that the parent branch's projected inventory level equals the order point.

BR#1:   PIL = OP

In other words, the parent branch has nothing to spare, but also has no needs. The only thing the Suggest P/O program needs to determine in the example is how much to buy for the child branch.

Premise: When the parent branch's lead time is *less than* the child branch's transfer cycle days, to meet the child branch's needs the parent branch has to buy enough to meet the child branch's transfer cycle days.

The transfer cycle days of the child branch is 90. This number exceeds the parent branch, which is 30. The child branch's short quantity trigger is based on its transfer point. The parent's lead time is not used because the child branch's need is more.

Parent Branch's PIL	24
Parent Branch's Order Point	24
Child Branch's PIL	11
Child Branch's Transfer Point	92
The parent branch must buy 81 to meet the transfer point of the child branch.	
Child Branch's Transfer Point minus the Child Branch's PIL: 92 - 11 = 81	

Replenishment Example 2

In the following example, assume that the parent branch's projected inventory level equals the order point.

BR#1:   PIL = OP

In other words, the parent branch has nothing to spare, but also has no needs. The only thing the Suggest P/O program needs to determine in the example is how much to buy for the child branch.

Premise: If the parent branch's lead time is *greater than* the child branch's transfer cycle days, then to meet the child branch's needs the parent branch must purchase enough to meet the parent branch's lead time requirements.

The parent branch's lead time is 30. This lead time is greater than the child branches transfer cycle days, which is 14. The parent branch's lead time is used to establish the child branch's order point, which is then used to calculate the amount to buy.

Parent branch's lead time is multiplied by the child branch's demand per day. The result is added to the child branch's safety stock multiplied by the child branch's demand per day. This is equal to the child branch's order point, as shown below:

$(30 \times 0.751) + (19 \times 0.751) = 37$

Child branch's order point minus the child branch's PIL equals the amount the parent branch needs to purchase.

Parent Branch's PIL	24
Parent Branch's Order Point	24
Parent Branch's Lead Time	30
Child Branch's Demand Per Day	0.751
Child Branch's HRSC	0.62
Child Branch's Order Point minus the Child Branch's PIL: 37 - 11 = 26	

Assigning Buyers to Buy Lines

Assign a buyer to a buy line or super buy line to select and sort the Suggested P/O Queue by buyer.

This is the user ID or other identifier of the person authorized to buy for this buy line. This field may appear on Report Writer reports. Assigning a buyer to a buy line lets you select and sort the Suggested P/O Queue by buyer.

> **Note:** You must have Level 2 or higher assigned in the BUYLINE.MAINT authorization key to change buy line information.

▶ **To assign a buyer to a buy line:**

1. From the **Purch > Maintenance** menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. Display the buy line on the Buy Line Maintenance screen.

3. In the **Buyer** field, enter the user ID of the purchasing agent for the buy line.

4. Press **Esc** to save your changes and return to the main menu.

How Drop Points Maintenance Works in Purchasing

In a central purchasing scheme, your vendor plays a key role in how products get delivered to your child branches. Drop points are based on rules for the vendor that indicate which branch gets which products delivered. To set up and define drop points, use Drop Points Maintenance. You can override a drop point on a purchase order, if needed. Also, when using drop points, be aware of the order entry restrictions.

For example:

Your company has five branches: the parent branch (1) and four child branches (2-5). The vendor agrees to deliver products to the parent branch and branches 2 and 3 because they are along the shipping route. It is your responsibility to get the products to branches 4 and 5. So, you set up branches as drop points for branch 1.

If your branches are set up as shown in the map below, then the vendor places items for branch 4 and 5 on separate pallets and branch 1 receives both branch 4's pallets and branch 5's pallets.
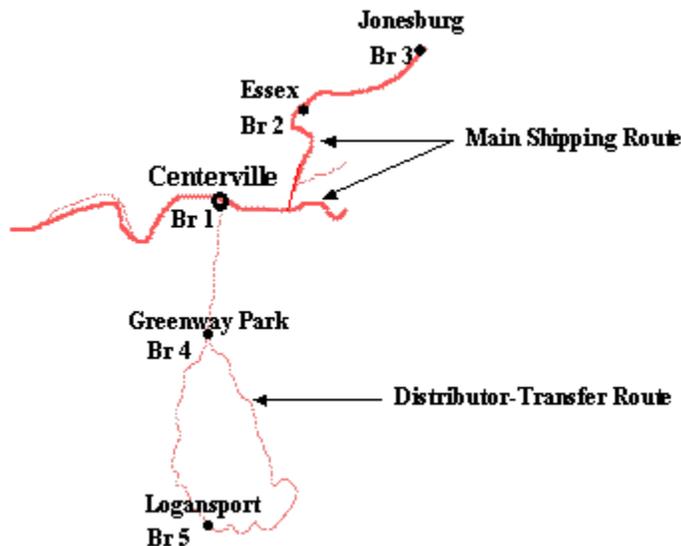
Order Entry Restrictions

Order entry restricts points in the following ways:

- If a generation is cancelled and the receiving branch for that generation is defined as a drop point for the P/O, the cancellation completes after the receiving branch is removed as a drop point for the purchase order.

- If sales personnel attempt to change the receiving branch from the Scheduling screen and that receiving branch is defined as a drop point for the order, then the change commits after the original receiving branch is removed as a drop point for the order.

- If sales personnel attempt to delete a line item for a branch defined as a drop point and this is the last item on the generation, a warning displays indicating you must delete the drop point to continue.

How Transfer Excess Grace Days Work

Use transfer excess days to limit the quantities of stock being returned from child branches to the parent branch. Grace days provide a buffer so child branches with large quantities of surplus stock can retain some the stock before returning the stock to the parent branch. The transfer days increase the surplus point, so that a larger quantity remains in the branch. Over time, the grace days are reduced, permitting over-stocked branches to gradually send surplus back to the central warehouse.

For example, a child branch has a surplus point of 297 items, due to 260 transfer grace days. If the projected inventory level (PIL) at the child branch is 126 items, this branch is considered to be in surplus. However, if the transfer grace days were eliminated from the calculation, the child branch's surplus point would drop to 26 and the branch would be in surplus by 100 items.

To prevent the normal return transfer program from retrieving the surplus stock, set the transfer grace days to 999 and the system marks the items as reserved and will not suggest a transfer. In essence, this setting disables the return from a child branch to the parent branch even in emergency situations. Use this setting for products or lines that you do not want returned to the parent branch.

Setting the transfer grace days to 999 can also affect order quantities on the Suggested P/O Queue, because the system does not expect a surplus stock marked with a transfer grace days of 999 to be returned to the parent branch. The Suggest PO program runs as if the surplus stock will be returned to the parent branch by normal return transfer. When you set the transfer grace days for a product to 999, the program proceeds as if there was no surplus stock item available for return back to the parent branch. The item, therefore, may display on the Suggested P/O Queue for the parent branch to purchase.

Change the transfer excess days using the **Default For Excess Grace In Buy Line Maint** control maintenance record. You can specify the transfer grace days at the buy line or system level.

Stock/Nonstock Determination and Branch Replenishment

The system counts the number of hits the product has to date and compares this number to the **Minimum Hits** control maintenance record. If the product has less than the value set in the **Minimum Hits** control maintenance record, the product is considered a nonstock.

The system then checks the Hits Control Maintenance parameters set at the system, buy line or product level and the central warehouse type. These parameters define the minimum number of hits a product needs at a branch or in a multi-branch network to be a stock item.

In a multi-branch network, a product could be a nonstock and a stock item at the same time. A product might have so few hits at any individual branch that the system would consider it a nonstock item. However, a product might have enough hits within the total branch network to qualify it as a stock item. Conversely, an item might have enough hits at an individual branch to be a stock item, but not enough hits within the branch network to be a stock item.

The central warehouse type determines whether the central warehouse dictates stock/nonstock determination from the top down, or the needs of the child branches dictate from the bottom up.

> **Note:** Branch network hits and central warehouse type do not apply to single-branch warehouses.

Top-Down Stock/Nonstock Determination and Branch Replenishment

A top-down central warehouse replenishes products for itself before replenishing the child branches.

To determine whether a product is a stock or nonstock item in a top-down central warehouse scheme, the system checks for activity at the branch level first and then the network level. The activity is measured against the parameters set in the **Br Hits** and **Network Hits** fields on the Hits Control Maintenance screen.

- If the hits for an item in the branch are greater than or equal to the **Br Hits** value, the item is considered a stock-keeping item in that branch.

- If an item's hits in the branch are less than the **Br Hits** value, the system checks for activity at the network level:

  - If an item's total hits for all branches in the network are less than the **Network Hits** value, the item is considered a nonstock in the network, although it might be a stock item at an individual branch.

  - If an item's total hits for all branches are greater than or equal to the **Network Hits** value, and the central warehouse type is top-down, the item's demand in each branch is applied to the demand of the purchasing branch.

The central warehouse -- the purchasing branch -- transfers stock to a child branch -- the selling branch -- whenever the child branch reports a committed sale.

Bottom-Up Stock/Nonstock Determination and Branch Replenishment

A bottom-up central warehouse replenishes products for the child branches before replenishing itself.

To determine whether a product is a stock or nonstock item in a bottom-up central warehouse scheme, the system checks for activity at the branch level first and then the network level. The activity is measured against the parameters set in the **Br Hits** and **Network Hits** fields on the Hits Control Maintenance screen.

- If the hits for an item in the branch are greater than or equal to the **Br Hits** level, the item is considered a stock-keeping item in that branch.

- If an item's hits in the branch are less than the **Br Hits** level, the system checks for activity at the network level:

    - If an item's total hits for all branches in the network are less than the **Network Hits** level, the item is considered a nonstock in the network, although it might be a stock item at an individual branch.

    - If an item's total hits for all branches are greater than or equal to the **Network Hits** level and the central warehouse type is bottom-up, the item is considered a stock-keeping item for the network and in any branch that had one or more hits.

The branch is replenished according to the greater of its transfer point or its economic order quantity (EOQ), rounded to package quantity.

Purchase Orders Overview

Purchase orders identify what items you want to purchase, who you want to purchase them from, and when you can expect to get those items. The Purchasing system helps you minimize purchasing costs by combining purchase orders, keeping track of customer special requests, and the cost of carrying inventory.

In addition, the Purchase Order Entry program can track purchase requests, monitor changes made to orders, and add freight or handling charges if needed. When you receive ordered stock into inventory, the system helps you reconcile those purchases with your General Ledger.

Authorization

You must have authorization to work with purchase orders. There are three levels of authorization within the POE.ALLOWED authorization key:

- **Level 1** – View-only access to purchase orders. Access to Stock Receipts, Copy to Purchase Order Bid functionality, and Rebate Detail Maintenance.

- **Level 2** – Permission to create POs, plus Level 1 abilities.

- **Level 3** – Permission to edit orders, plus Level 1 and 2 abilities. Level 3 users must also have POE.OPEN.ORDER.EDIT authorization key assigned.

There are several kinds of purchase orders:

Purchase Order Type	Description
General	Created from the Purchase Order Entry. Items are ordered and shipped to the warehousing branch.
Direct	Created from Sales Order Entry (SOE). Use the **Mode** hot key to access the Purchase Order Entry screen and ship items directly to the customer from the vendor. A direct PO bypasses having to receive and re-ship items. The sales order displays a "-DIR" suffix on the order number. You have to reconcile this in A/P and then the suffix changes to a generation number, such as ".002." If you cancel an invoiced direct purchase order, then the purchase order side of the direct returns to an open status. You cannot cancel a direct order that has any generation in a closed accounting period. The system displays an error message in this situation. **Note:** Non-stock item descriptions do not print on direct purchase orders. The default print style for direct orders is "BLIND" if a print style is not selected. For information about shipping line items, see Direct-Shipping Specific Line Items. For information about creating a direct sales order, see Entering Direct Sales Orders.

Purchase Order Type	Description
Procure	Created from SOE when no quantity is available and the customer does not want a substitute. Use the **Procure** hot key to access the Purchase Order Entry screen. Some customers allow SOE personnel to create a PO in this instance. However, you can search for the sales order in Procurement Confirmation. Use the **Create PO** or **Add to PO** hot keys to tag the order. We recommend using the **Add to PO** hot key to eliminate the cost of a single item purchase order.

Determining Priority

In most cases, the order from the parent branch supercedes the order from the child branch. However, there can be exceptions using the **Days Before Ship Date To Reserve Product** control maintenance record .

For example, you create the order in the parent branch before the order in the child branch. The parent's order has a status of Ship On and the child branch has a status of Call When Complete. The **Days Before Ship Date To Reserve Product** control maintenance record is set to 14 days. If the Ship On date is equal to or later than the plenty date, plus the reserved 14 days, the child's order commitment has a higher priority than the parent branch. Otherwise, the system covers the commitment for the parent first.

This section provides information about the following:

- Creating Purchase Orders
- Editing Purchase Orders
- How the Minimum Order Cycle Works
- Suggested Purchase Order Queue Principles and Guidelines
- Inquiring About Purchase Orders
- Posting Legacy Purchase Orders
- Printing Purchase Orders in Batches
- Creating Future-Dated Purchase Orders
- Using Stock Receipt Entry

Purchase Order Entry Hot Keys

The following are available hot keys on the purchase order entry screen:

Hot Key	Description
Comment	Enter remarks that attach to the purchase order. The default is General Comments. You can change the comment type by using the **Change Type** hot key from the Comments screen.
View	Change the fields displayed for that purchase order.
Nonstock	Enter product information for items on the purchase order that are not normally carried.
Header	Update the header information for the purchase order.
Subs	Substitute items for products that may not be currently available.
Label	Print labels for the current purchase order.
Sched-Off / Sched-On	This is a double-use hot key. Use **Alt-S** to access the Detail Scheduling screen and modify the shipping schedule for this purchase order. See Using PO Scheduling. Use **Alt-O** to indicate if you want the Detail Scheduling screen to display automatically when exiting the order.
Duty	Enter information for duty taxes for the product on the purchase order.
ShipDates	Modify the ship dates if needed. Press **F10** to display the calendar from which to select a date.
Pricing	Override the pricing information for the product on the purchase order. You can identify the dates for which the pricing information is valid. See Overriding Prices on Orders. **Note:** Line items on purchase orders will not be repriced unless the quantity break level has been reached. **Note:** If there is more than one buy matrix set up for a vendor that fit the requirements outlined in the purchase order, and the **Auto Open Multiple Vendor Matrix Cells** control maintenance record is set to **Yes**, then a window displays for the user to select the correct matrix to use on the purchase order.
Mode	Manage the products on the purchase order. You can do the following: • Create a sales order bid. • Copy the item to an existing sales order bid. • Purchase order bid. • Create a transfer. • Receive expected quantities. • Resort line items. • Merge items with other purchase orders.

Hot Key	Description
Subtotal	Calculate the subtotal of the current products on the purchase order. See Subtotaling and Repricing Orders. **Note:** You cannot edit the **COGS** field on the Subtotals screen unless assigned the POE.CLOSED.PRC.EDIT authorization key.
Totals	Calculates the current totals.
Find	Search for a product description.
C/R	Credit or rebill the customer for this purchase order.
Prod Xref	Cross-reference products within this purchase order.
Inq	Perform inquires on the current purchase order.
Esc-Status	Commit any changes and return to the previous screen or to access the status screen.

Accessing Inquiry and Maintenance Screens from Purchasing

Use the following hot keys to access different Inquiry and Maintenance screens available throughout the Purchasing program.

Each screen displays in edit mode. You can access and modify the information, if needed, by using the following hot keys that display on different Purchasing screens:

Hot Key	Displays the...
Product Maintenance	Product Maintenance screen. Use Product Maintenance to add new and update existing product records.
Inventory Inquiry	Inventory Inquiry screen. Use Inventory Inquiry for an up-to-the-minute snapshot of a product's inventory in all your branches.
Inventory Maintenance	Primary Inventory Maintenance screen. Use Primary Inventory Maintenance to enter and view product information related to inventory management.
Future Ledger	Future Ledger screen. Use the Future Ledger to view the inventory forecasts for a product, and a branch location to which you have access. The ledger lists all the transactions affecting the product's availability.
History Ledger	History Ledger screen. Use the Customer Inventory History Ledger to list every product that a customer purchased as of a specified date. You can list purchases for one or more branches.

Purchase Order Entry Body Attributes

Use the Body screen to specify which products and how many to purchase. You can purchase individual products, buy lines, super buy lines, or nonstock items. Use the Purchase Order Entry Body screen for creating new purchase orders, modifying existing purchase orders, or creating post purchase orders. You can change the columns on the Body screen with the **View** hot key.

The Body screen is used for purchase orders, stock receipt entry, and post purchase order entry.

The quantity in the body screen is the open quantity at the time of the shipment. The first generation on the status screen shows the total open quantity and the next generation shows what is remaining.

Use the **Pricing** hot key to override the prices as required.

> **Note:** If there is more than one buy matrix set up for a vendor that fit the requirements outlined in the purchase order, and the **Auto Open Multiple Vendor Matrix Cells** control maintenance record is set to **Yes**, then a window displays for the user to select the correct matrix to use on the purchase order.

Use the **Require Purchase Order Entry Header Screen Entry** control maintenance record to indicate if you want the Header screen to display when users press **Esc** from the Purchase Order Entry body screen.

Purchase Order Entry Header Attributes

The Header screen holds the vendor's shipping information. You can change the information, if needed for the purchase order, but you must have the POE.OPEN.ORDER.EDIT authorization key to edit the fields on the Header screen.

In addition, you can access information like the special vendor instructions or modify current information such as freight costs. The **Freight** field is required to continue with an order. If there are not freight charges to apply, enter **none**. You can assign a default shipping branch for each vendor; or override the default shipping branch, if needed. In addition, in the **Branch #** field, you can use a non-stocking branch with shipping branch overrides, if needed.

If you have the POE.EDIT.CLOSED.PERIOD authorization key assigned, you can edit the information after a General Ledger accounting period is closed. If authorized, you can edit the shipping instructions, internal notes, **Ordered With** field, phone number and print style.

The Header screen contains the following fields:

Field	Description
Remit To	Vendor's payment address. The system checks the Vendor Maintenance file to determine the remit-to address to display. For more information, see Defining Branch Parameters. This field is view-only.
Ship From	Vendor's shipping address from which the vendor is sending the products. If you can change the ship-from vendor with instructions or notes attached, the system prompts you to use the current vendor instructions or notes for the newly selected vendor.

Note: This field can only be changed if there are no generations are in closed periods and if none of the received generations have been paid or reconciled. If even one generation is either in a closed period or has been paid or reconciled, then the system does not allow a change to this field. |
P/O #	Purchase order number. If this is a direct sales order, the sales order number displays.
Branch #	Ordering branch's number.
Date Ordered	Date the purchase order was entered.
Written By	Person who entered the order. You must have the POE.WRITER.EDIT authorization key to change this field.

Field	Description
Order ID	Additional identifier that distinguishes this order from other similar orders. Frequently used for returns to enter a returned materials authorization (RMA) number. You can also use pre-assigned order IDs with the Post Purchase Order Entry program to identify orders that have been taken off line or orders taken on legacy systems. A system administrator can limit the order IDs used, if necessary, by using the **Restrict Post OE IDs to Pre-Assigned IDs** control maintenance record.
Job Bid Name	Job bid name to which this purchase order is attached indicating that the job bid is dependent upon this purchase. For more information, see Maintaining Job Bids or Associating Sales Orders with Job Bids in Sales Management.
Confirming P/O	Identifies whether to print the purchase order. This confirmation is sometimes after a telephone order.
Ordered with	Name of vendor's employee who took your order.
Payment Terms	Indicate how the vendor wants the purchase order to be paid. Payment terms include if you can use Cash on Delivery, credit cards, or personal checks based on how your vendor does business. For more information about changing the payment terms, see Defining Payment Terms and Credit Control Parameters in Entity Maintenance.
Freight Terms	How freight charges will be handled. For information on handling freight charges, see Selecting Vendors for the Freight Carrier on Purchase Orders or Editing Freight Charges on Purchase Orders.
Phone Number	Telephone number of the vendor's employee who took your order.
Print Style	Enter the print style to use when printing a purchase order. Print styles indicate how the system formats a particular document. For more information, see Printing Purchase Orders. For more information, see Maintaining Print Styles in Application Maintenance.
Vendor Instructions	Any special notes for the vendor, such as "Deliveries to back of building by 5:00 PM." For more information, see Adding Notes and Instructions on POs.
Internal Notes	Any confidential information about any aspect of the purchase order. For more information, see Adding Notes and Instructions on POs.

Use the hot keys as described below, if needed:

Hot Key	Description
Add'l > Add'l Header Info	Use to flag the order as exceptional.
Add'l > Additional Address	Use to veiw the additional addresses defined for pay-to or ship-from vendor.
Add'l > Additional EDI Info	Use to view and set custom EDI informtion for the vendor.
Add'l > Form Type Override	Use to override the form setup for this order.
Chg Log	View the change log for the order.
Ship-To	Add a ship-to address.
Instr	Add vendor shipping instructions.

Hot Key	Description
Notes	Add vendor internal notes.
Copy To All	Use to add all changes to the header to current or future generations of the purchase order. See Copying Header Information to All PO Generations. **Note:** The **Copy To All** hot key is not active on direct orders.

Purchase Order Entry Status Attributes

The Status screen details when and how shipments leave the vendor to get to you. You can modify the status, receive date or ship via, if necessary, although the system checks for valid status entries. You can also mark the shipment received and access the Cross Dock program.

Use the following codes to change the order status:

- **O** – Leaves the order open.

- **R** – Marks the order or generation received.

  Note: When an order is received, the system updates the last cost. For more information on receiving purchase orders, see Receiving Purchase Orders in a Manual Warehouse.

- **B** – Changes the order into a bid.

- **V** – Indicates a vendor shipment notification has been sent.

- **X** – Cancels the order. We recommend using the status screen in this manner to cancel an order.

  Note: You can edit purchase orders and transfers attached to shipment only if they have a *Received* or *Cancelled* status. Otherwise orders attached to shipments are not editable.

Print Options

You can use the **Print Options** hot key to print one or more generations of a purchase order. For more information, see Printing Purchase Orders. For more information on printing sales orders, see Reprinting Orders. To print labels, see Printing User-Defined Forms and Labels.

> **Note:** The default print status override set in Vendor Maintenance is used when creating a new purchase order or creating a generation.

Printer Selection

Printer location selection is based on a particular hierarchy. For purchase orders, the system first prints to the location assigned to the shipping branch in Printer Location Maintenance. If a location exists with the same shipping branch, then the user receives a prompt to select one of the following:

- **Print Locally** – System uses the printer location assigned to the user.

- **Print Warehouse** – System uses the printer location assigned to the shipping branch in Printer Location Maintenance.

Using E-mail to Print

In addition, you can print purchase orders by sending the order through e-mail to a user. You must have a control record set by Eclipse DMS customer support for this functionality to work. Once set, you can send orders and statements in the following ways:

- Plain text, .html, or PDF attachments to the e-mail.

- .tiff attachments to the e-mail

For complete details, see Attaching Text and HTML Documents to E-mails.

Freight Terms

When using the print options, the system verifies that the order's value meets the vendor target, if specified on the Vendor Additional Information screen. If the target is met, the order prints. If not, a warning message displays: *Vendor's Minimum Target of <vendor target> has not been met.* The system also checks to see if you are authorized to release the purchase order and displays the message: *You are <not> authorized. Enter Password to Override*. The FREIGHT.TARGET.OVERRIDE authorization key must be set.

If you select a purchase order to receive and the status is Canceled, the following message displays: "You are about to reprint a purchase order that has been cancelled. Continue Y/N?"

Hot Keys

Use the hot keys as described below, if needed:

Hot Key	Description
Header	See POE Header Screen above.
Body	See POE Body Screen above.
Totals	See POE Totals Screen below.
View	Opens the order if view-only mode.
Manifest Q	See Shipping Manifest Queue.
Detail Scheduling	See Drilling Into Purchase Order Details.
View Items	Displays product details.
All Complete	Completes all generations on the order.
Bid Follow Up	Displays associated bids on which to follow up.

Hot Key	Description
Print Options	Print one or more generations of a purchase order. See explanation above.
Label	See Printing User-Defined Forms and Labels.
XDock	See Receiving With Cross Dock.
Drop Pt	See How Drop Points Maintenance Works in Purchasing or Overriding Drop Points on Purchase Orders.

Purchase Order Entry Totals Attributes

The Totals screen displays the shipping data, such as cost of shipping and handling, taxes due, and freight factors. Use the Totals screen to apply payment on a generation. The earliest available order generation displays, by default, but you can change the ship date to display the totals for another generation by using the **Ship Date** hot key. In addition, you can enter charges such as freight or tax that are associated with the ship date generation. The screen is divided into ship date totals area on the left and payment details on the right. You can use the **Number Of Digits Of Accuracy For Product Weight** control maintenance record to indicate if you want to display decimals on the Totals screen.

The Totals screen displays automatically when you exit an order, if freight terms are required. Use the hot keys to view additional payment information about the order. You can use the **Totals** hot key from the Body or Header screen to display the Totals screen. By default, the system bills incoming freight to any tagged sales order.

Use the following fields as needed:

Field	Description
Subtotal	System populated field based on the order information.
Freight	Edit the freight charges, as needed. For more information, see Editing Freight Charges on Purchase Order or Overriding Freight Charges on Purchase Orders.
Handling	Add or edit any handling charge to be included on the order. If there is an auto-charge handling amount or percent set up in Ship Via Maintenance, the system populates this field accordingly. For more information, see Assigning Freight and Handling Charges to Ship Vias in Account Management.
Sales Tax	Add or edit any sales tax to be included on the order. For more information, see the Sales Tax Overview in the Account Management.
F.E.T. Due	View-only field. System populated field based on the order information.
Freight Carrier	Enter the name of the freight vendor to whom freight charges are paid. If the **Freight Carrier** field is left blank, the vendor filling the purchase order, whose name is in the **Ship From** field on the purchase order, is the freight vendor. For more information on selecting vendors as freight carriers, see Selecting Vendor for the Freight Carrier on Purchase Orders. For more information and instructions for modifying the vendor information for freight values, see Creating a Vendor Record in Entity Maintenance.

Field	Description
Bill of Lading	Enter a bill of lading description in under 20 characters. This is a free form field. A bill of lading, or waybill, lists the items being shipped and the terms of delivery. It serves as an acknowledgment, or a receipt of goods accepted for transportation by a carrier or shipper.
Capitalize Freight	Indicates the freight factor to use when distributing the freight across the purchase order. For more information on editing freight, see Editing Freight Charges on Purchase Orders.
Freight Carrier $'s	View-only field. The system populates this field based on the order information or if the purchase order is tagged to a sales order.
Pieces	View-only field. The system populates this field based on the order information or if the purchase order is tagged to a sales order.
Weight	View-only field. The system populates this field based on the order information or if the purchase order is tagged to a sales order.
Load Factor	View-only field. The system populates this field based on the order information or if the purchase order is tagged to a sales order.
Bill Incoming Freight to Tagged Sales Order	Indicate if you want to bill the incoming freight on the purchase order to a tagged sales order. By entering Y, you are transferring the freight cost to the customer. For more information, see Pass-Along Freight Rules.
Payable Inv #	System populated field based on the order information.

Use the hot keys as described below, if needed:

Hot Key	Description
Header	See POE Header Screen.
Body	See POE Body Screen.
ViewAll	Displays a detailed view of all charges.
ShipDate	Displays the shipping and receiving date.
View Payable	Displays the amount due on the purchase order.
Lot Totals	Displays a breakdown for lot costs.
Freight Det	Displays the Freight Detail screen.

Creating Purchase Orders

Most purchase orders (P/O) are created from the Suggested P/O Queue conversion program. However, you can create a purchase order at any time for regular products, special orders, or nonstock items. You can also flag an order as exceptional.

Purchase orders can also be created from sales orders. For more information, see Creating Purchase Order Bids from Sales Orders in Sales Management.

> **Note:** When creating a purchase order from a sales order, items with the same part number will be combined only if the cost override is identical.

The system can calculate duty for items you add to the purchase order. If a product has the Duty Harmonizing Code and Country of Manufacture set in Product Maintenance, the duty and freight amounts for that product are calculated when the product is added to a purchase order. If the product is removed from the purchase order or the quantity changed, the duty and freight amounts adjust. Use the **Automatically Calculate Duty Charges For Purchase Orders** control maintenance record to set this feature. If this control maintenance record is not set, then you must use the **Duty** hot key for each line item.

After you have received the products and get an invoice from the vendor. You will need to reconcile that invoice in A/P Entry with the purchase order.

Purchase orders require that you select a vendor from whom to purchase your items. The search function lets you type a portion of a vendor name to display the active vendors from whom you can purchase. For example, if you purchase from ABC Plumbing and ABC Electrical, you can type **ABC** in the **Ship-From** field and press **Enter** to display both vendor names. You can set up a vendor for a one-time transaction, if necessary. For one-time activation of a vendor, see Setting Vendor Branch Override Capabilities.

You can substitute products on a purchase order in the same way you substitute products on a sales order. See Substituting Products on Purchase Orders for instructions.

> **Note:** You can purchase buy lines from purchase order entry, see Purchasing Entire Buy Lines.

▶**To create a new purchase order:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter a vendor name. You can use **F10** for a list of available vendors. The **Remit to** field populates with the vendor billing address.

   The system checks the Vendor Maintenance file to determine the remit-to address to display. For more information, see Defining Branch Parameters.

   Note: When entering vendors with large numbers of transactions, a selection screen displays. You can select any of the following options from this screen: New, Search, Unreconciled Receivers, or a list of transactions.

3. Select **New** from the list. A prompt displays.

4. At the prompts, enter the following. **F10** selections are available for each prompt.

Prompt	Description
New Req'd Date	Date the products are needed.
New Ship Date	Date the products are shipped from the vendor.
New Ship Branch	Branch that receives the product. A branch ID can be up to 4-digits.
New Status	Condition of the purchase order. Defaults to **Open**. Press **F10** to select a different status from the following: • **O** – Open purchase order. • **B** – Request for Bid. • **X** – Cancelled purchase order. • **V** – Vendor shipment notification. • **R** – Received purchase order.

> **Note:** The default print status override set in Vendor Maintenance is used when creating a new purchase order or creating a generation.

5. In the **Qty/Unit** field enter a quantity or amount you want to order, such as 10ea or 1bx. If you use the '//' functionality to select multiple items when you enter the quantity, the system displays a warning regarding buy package quantities, if applicable.

> **Note:** This field displays the buy package that corresponds to the branch of the purchase order.

6. In the **Product Description** field select a product. You can enter a partial name and press enter for a list of matches or press **F10** for a full range of products. The remaining fields populate based on the product and view chosen. Use the **View** hot key to select alternate fields.

> **Note:** If there is more than one price matrix associated with the product, the Vendor Matrix Cell Selection screen displays. Place the cursor on the matrix cell you want to use and use the **Use Cell Matrix** hot key to make the selection. For more information see Creating Individual Matrix Cells.

7. Repeat steps 5 and 6 as needed to add additional products.

8. Press **Esc** to commit the purchase order and display the Status screen.

9. If prompted, in the **Freight** field, enter freight value, such as Pre-Paid or COD. Use **F10** for a list of available freight values.

10. At the Status screen, confirm the status or change if needed.

11. Use the hot keys as necessary.

12. Press **Esc** to complete the purchase order.

> **Note:** The system checks that you have met the vendor target. If not, the following message displays: *Vendor's Minimum Target of <vendor target>*

has not been met. The system also checks to see if you are authorized to release the purchase order and displays the message: *You are not authorized. Enter Password to Override:* The FREIGHT.TARGET.OVERRIDE authorization key must be set. Authorized users can enter their Eclipse login password to override.

Flagging Purchase Orders as Exceptional

If you enter a larger than average order you can flag it as exceptional. For example, if a contractor is building a apartment complex and orders all the faucets at one time and he orders 3 faucets for each of the 100 units, then you have an order for 300 faucets at once. This sale of 300 faucets would be an exceptional sale. To exclude the sale from the normal demand calculation, flag the sale as exceptional.

> **Note:** The system includes tagged purchase orders except when the orders are marked as exceptional.

For more information on flagging orders, see Flagging Purchase Orders as Exceptional.

▶**To flag an order as exceptional:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the PO number or the vendor name and press **Enter**.

3. If you entered a vendor name, select an open PO from the list that displays.

4. Use the **Header** hot key to display the header screen.

5. Use the **Addl** hot key to display more choices.

6. Use the **Addl Header Info** hot key to display the Additional Header Data screen.

7. In the **Exceptional Order** field, enter Y.

8. Press **Esc** to save the change and return to the Header screen.

9. Press **Esc** to return to the purchase order.

10. Press **Esc** to return to the main menu.

Tagging a Purchase Order as Bonded

Use the Additional Header screen in the purchase order to mark a purchase order as bonded. The vendor does not relinquish ownership of the product to you until after the bonded date has passed. At that point, you are responsible for payment.

▶**Entering a bonded expiration date:**

1. From the Purch menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the PO number or the vendor name and press **Enter**.

3. If you entered a vendor name, select an open PO from the list that displays.

4. Use the **Header** hot key to display the header screen.

5. Use the **Addl** hot key to display more choices.

6. Use the **Addl Header Info** hot key to display the Additional Header Data screen.

7. In the **Bonded Expiration Date** field, enter the date after which the bond expires and you take possession of the product.

8. Press **Esc** to save the change and return to the Header screen.

9. Press **Esc** to return to the purchase order.

10. Press **Esc** to return to the main menu.

Editing Purchase Orders

You can modify purchase orders as the order changes and as items are added, transferred, or received.

From the purchase order you can do the following:

- Add comments to individual line items

- Assign Order IDs for later tracking

- Create negative purchase orders for over-shipped items

- Update received quantities

- Create new generations as needed

- Add notes to purchase orders

Use the Purchase Order Entry screen to update a purchase order. Display the purchase order in edit mode to access further functions. You must have permission to edit purchase orders. If you do not have authorization, the following message displays: "You are not authorized to edit the quantity."

> **Note:** If you reduce the quantity on a purchase order and the system is enabled for Purchase Order Picking (Returns), then the system prompts you to generate a pick request.

When an item is cancelled on a sales order and is tagged to a purchase order, the buyer can receive a message in the job queue by the system that the order has been cancelled along with the purchase order information. Use the **Notify Buyer When Canceled Item Is On An Open Purchase Order** control maintenance record to set this feature.

If the purchase order has been paid, you must have the POE.EDIT.PAID.MATRL authorization key assigned in order to change the freight vendor or bill of lading. You cannot make changes to either of these items after the purchase order has been invoiced.

> **Note:** You cannot credit or rebill cancelled purchase order generations.

▶**To display a purchase order in edit mode:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter a vendor name. You can use **F10** for a list of available vendors.

   Note: When entering vendors with large numbers of transactions, a selection screen displays. You can select any of the following options from this screen: New, Search, Unreconciled Receivers, or a list of transactions.

3. Place the cursor on the purchase order you want to change and press **Enter**.

   The purchase order displays in edit mode.

4. Use the **Edit** hot key.

    The purchase order opens in edit mode.

    Note: This field can only be changed if there are no generations are in closed periods and if none of the received generations have been paid or reconciled. If even one generation is either in a closed period or has been paid or reconciled, then the system does not allow a change to this field.

5. Use the hot keys as needed.

6. Press **Esc** to commit the changes.

    Note: The system checks that you have met the vendor target. If not, the following message displays: *Vendor's Minimum Target of <vendor target> has not been met.* The system also checks to see if you are authorized to release the purchase order and displays the message: *You are not authorized. Enter Password to Override:* The FREIGHT.TARGET.OVERRIDE authorization key must be set. Authorized users can enter their Eclipse login password to override.

Releasing Purchase Orders

Use the PO Release Queue, the PO Expedite Queue, or the POE status screen to evaluate purchase orders before releasing them for purchase.

The system provides two levels of authorization for releasing purchase orders. Purchasing agents can have authorization to view any purchase orders, but only release those purchase orders that have a negative quantity, called return purchase orders, or purchasing agents can have authorization to release any purchase orders in the system.

For example, your company may have three purchasing agents and a purchasing manager. The agents build and submit purchase orders daily. The purchasing manager reviews the purchase orders and determines if some purchase orders can be combined or added to purchase orders already in the system.

When purchase orders are released and invoiced, a message is appended to any associated tracker. Use the **Update Associated Trackers Upon Invoicing Of Orders** control maintenance record to indicate if you want messages send to those users on associated trackers.

▶**To release purchase orders from the PO Release Queue:**

1. From the **Purch > Queues** menu, select **P/O Release** to display the PO Release Queue screen.

2. In the **Br** field, enter the branch for which you want to list open purchase orders open at that branch. Type **all** to search all branches.

3. In the **Vendor** field, enter the vendor name for which you want to list open purchase orders going to that vendor. Leave the field blank to search all vendors with open purchase orders.

4. In the **Writer** field, enter the writer name if you want to search for a specific purchasing agent's purchase orders. Leave the field blank if you want to search all purchasing agents' purchase orders.

5. In the **Start Date** and **End Date** fields, enter the time frame for which you want to search for purchase orders.

6. Press **Enter** to begin the search and populate the queue.

7. Enter a **P** for print, and **F** for fax, or an **E** for e-mail next to the purchase orders you want to release.

8. Use the **Prt All** hot key to print, fax, or email the purchase orders you selected in step 7.

    The system prints any orders marked with **P**, displays the Send E-mail screen for any orders marked with an **E** grouped by vendor, and the Fax Memo screen for any orders marked with an **F**. Complete the necessary information for each to release the purchase orders.

9. Press **Esc** to return to a blank queue.

10. Press **Esc** to exit the PO Release Queue screen.

▶**To release purchase orders from the PO Expedite Queue:**

1. Display the PO Expedite Queue selecting the purchase order parameters needed.

2. Move the cursor to the purchase order you want to release.

3. In the **S** column, type an asterisk (*).

4. Press **Esc** to release the purchase order.

▶**To release purchase orders from the POE Status screen:**

1. Display the purchase order you want to release.

2. Press **Esc** to display the Status screen.

3. In the **Prt:** field, enter one of the following:

   - **Y** – Yes Print

   - **N** – No Print

   - **F** – Fax

   - **A** – E-mail

   - **H** – Hold for Printing

4. Press **Esc** to release the purchase order and return to the main menu.

Drilling Into Purchase Order Details

Use Purchase Order Scheduling to receive purchase orders and drill further into the purchase order with which you are working to change specific attributes, such as the unit of measure.

From the Purchase Order Entry Schedule screen, you can do the following:

- Identify multiple locations from which to pick or store the product.

- Update the purchase order when receiving the products.

- Handle discrepancies when receiving products.

- Add substitute products to the purchase order.

- View the Future Ledger.

- View the Inventory Inquiry.

- Create a Product Kit.

- Attach product specifications or product notes.

- View the sales order to which the purchase order is tagged.

- View the History Ledger.

- Change the unit of measure (UOM).

- Enter a serial number for the products displayed.

- View purchasing information at the product level.

▶**To select a substitute product:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to use a substitute product instead of the one displayed.

3. Use the **Sched** hot key to display the Schedule screen.

4. Place the cursor on the line item for which you want to use a substitute product.

5. Use the **Substitute** hot key.

   Note: The **Substitute** hot key activates only if a substitute product is available.

6. Select the product you want to use.

7. Press **Esc** to save your changes and return to the purchase order.

8. Press **Esc** to save your changes and exit the purchase order.

▶**To view the sales order to which the purchase order is tagged:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order to which a tag is attached that you want to view.

3. Use the **Sched** hot key to display the Detail Scheduling screen.

4. In the **Location/Vendor** field, look for the **Tagged to:** information for the item, and place the cursor on that line.

5. Use the **View Tag** hot key to view the sales order in view-only mode.

6. Press **Esc** to return to the purchase order.

▶**To change the unit of measure:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to change a product's unit of measure.

3. Use the **Sched** hot key to display the Schedule screen.

4. Place the cursor on the line item for which you want to change the UOM.

5. Use the **Um Chg** hot key.

6. Select the UOM you want to use.

   The **Qtys Per** field highlights in red and updates with the new UOM.

7. Press **Esc** to save your changes and return to the purchase order.

8. Press **Esc** to save your changes and exit the purchase order.

▶**To enter a serial number:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to add a product's serial number.

3. Use the **Sched** hot key to display the Schedule screen.

4. Place the cursor on the line item for which you want to add a serial number.

5. Use the **Ser# Entry** hot key.

6. Enter the serial number for that product.

7. Press **Esc** to save your update and return to the purchase order.

8. Press **Esc** to save your changes and exit the purchase order.

▶**To view purchasing information at the product level:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to view purchasing information.

3. Use the **Sched** hot key to display the Schedule screen.

4. Place the cursor on the line item for which you want to view the purchasing information.

5. Use the **Purch** hot key to display the Purchasing Info screen with the following information:

Field	Description
PN	Product number listed on the order.
Desc	Full description of the product.
Buy Line	Buy line in which the product exists.
Ship Br	Branch from which the product shipped.
Last Line Buy	Date of the last line buy for this product.
Order Cycle Days	Days in the order cycle for the product.
Average Lead Time	Days in the lead time for the product.
Next Est Purchase Dt	Date the system estimates the next purchase will be for the product.
Plenty Date	Date the system expects to have enough on hand to meet demand.

6. Press **Esc** to return to the Schedule screen.

7. Press **Esc** to exit the purchase order.

Changing Purchase Order Entry Body Screen Views

On the Purchase Order Entry screen, you can change the column view to display specific information about an order. For example, if a customer asks for the unit cost for an item ordered, you can change the view to include a column that displays the unit cost. The views you can select depend on your authorization in the system. Some custom views are set up in Customer Maintenance.

> **Note:** The system reverts to the default column choices when a purchase order displays. Changing the view only changes the view for the current session.

▶**To change the Body screen view on the Purchase Order Entry screen:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Create or open a purchase order.

3. Use the **View** hot key to display the column display choices.

4. Select one of the following:

View	Displays...
Auto	the default view determined by your authorization in the system.
Demand / PIL / Pkg Qty	the following columns: • **Dmd/Mth** – How much of this product is in demand per month. The system uses product demand to calculate order points, line points, transfer points, and the economic order quantity (EOQ). These values determine the amount of inventory to stock in your warehouse. • **PIL** – The projected inventory level (PIL) for the product. • **Pkg Qty** – The package quantity for the line item. When calculating the line buy quantities the system may round to package quantities. The system always rounds up to the next package quantity and this effects the line buy calculations.
Formula / Unit Cost	the following columns: • **Basis** – The type of cost used for that product, such as AVG-COST or COMM-COST. For more information, see Pricing Basis Fundamentals. • **Formula** – The formula calculation, if any, for the cost. For example, if the purchasing agent negotiates a discount, the agent can update this field to show the change for this order. For more information, see Pricing Basis and Formula Guidelines. • **UM** – The unit of measure, such as each or box, for the product. For more information, Units of Measure Guidelines in Pricing. • **UnitCost** – The unit cost per item and if there is more than one buy matrix for the purchase order. Set the cost per unit pricing up in Product Price Sheet Maintenance.

View	Displays...
Audit Pricing	the following columns: • **CLS/Type** – A group of customers with a silmilar type of business or similar level of buying power. Customer-specific values are indicated by *CUS SPEC*. Contract override pricing is indicated by *CONTRACT*. • **Grp/Prod** – A group of products for which the same pricing formula is used to calculate the selling price. Product -specific overrides are indicated by *PRD SPEC*. • **OBLvl** – A specified amount of an item at which a price break is available. Items can have several levels of quantity breaks, depending on how many of the selected item were ordered. If no quantity level is in effect or achieved, the QBLvl field has a value of 1.
Price Class / Unit Cost	the following columns: • **Vendor** – A group of customers with a similar type of business or similar level of buying power. ALL indicates all classes. • **Group** – The product or group ID to which each line item belongs as identified in the Buy Matrix Maintenance screen. • **UM** – The unit of measure for the line item listed. • **UnitC** – The cost per unit for each line item.
Release #	the release number for each line item
Recv Qty / Label Qty	the quantity received and the labels for each line item.
UPC Code# / User Def #1	the UPC code for each line item and the user defined column set up on the Order Entry View Maintenance.
Unit Cost / Freight	the unit cost and freight charge for each line item.
Ext Cost / Unit Freight	the extended cost and the freight charge per unit.

The columns display as selected.

5. Complete review of the purchase order.

6. Press **Esc** to exit the purchase order.

Copying Purchase Order Data to Other Order Types

You can copy purchase order data to other orders. This process lets you keep the order as is, but copy the information to a new type of order and not have to re-enter all the data again.

▶**To copy purchase order data to another order:**

1. Display the purchase order that you want to copy.

2. Use the **Mode** hot key.

3. Select one of the following:

    *   **Copy to Sales Order Bid** – Copies all data to a sales order bid.

    *   Copy to Purchase Order Bid – Copies all data to a purchase order bid. The information from the purchase order is generated to a new order. The order extension is now -Bid.

    Note: All non-overridden prices to be recalculated during the copy process while maintaining manually overridden amounts.

    *   **Copy to Transfer** – Copies all data to a transfer.

4. The system populates the following fields. Update these fields as needed:

    *   For sales and purchase orders.

Field	Description
Enter Price Branch	The branch from which the pricing information is being gathered.
Enter Ship Branch	The branch from which the items are being shipped.
Ship-From Same Ven? (Y/N)	Indicate if you want to use the same vendor for the purchase order bid as the transfer.
Ship-To Same Cust? (Y/N)	Indicate if you want a different customer name on the bid.
Ship-To Vendor/Customer	The vendor from whom you want to use for the bid. This field should be populated if you answer No to the **Ship-From Same Ven?** field.
Gens to Copy	Indicate if you want to copy all generations of the order into the bid.
Copy Original Prices?	Indicate if you want to copy the current pricing information. If you answer no, then the system uses the pricing information from the price branch as indicated in the **Enter Price Branch** field. **Note:** Pricing cannot be copied when copying a different order type to a purchase order bid.
Copy Original Costs?	Indicate if you want to keep the original costs for the bid.

Field	Description
Copy Original COGS?	Indicate if you want to keep the original cost-of-good-sold data for the bid.

- For transfers.

Field	Description
Enter Prc Br	The pricing branch for which you want the transfer data.
Enter Rcv Br	The receiving branch for which you want the transfer data and where the product should be received.
Gens to Copy	The default is ALL. Change if you only want to copy purchase order data to one or more generations.

5. Use the **Begin** hot key.

6. Press **Esc** to exit the order body screen.

7. Enter freight terms, if prompted on the totals screen and press **Esc**.

8. Verify the status information on the status screen and press **Esc**.

Splitting Purchase Orders Into Generations

Generations on a purchase order are created when one of the following items is different for a line item:

- Ship Via
- Ship Date
- Ship Branch

Splitting a purchase order up allows you to purchase and receive individual items without having to wait for the entire purchase order.

▶**To split a purchase order into a generation:**

1. Do one of the following:

    - Open the purchase order you want to split.
    - Create a new purchase order with multiple line items.

2. Press **Esc** to view the Status screen.

3. Use the **Detail Scheduling** hot key to display the scheduling screen.

4. For any of the line items, change one of the following fields:

    - **Shp Qty** - Adjust the quantity of items ordered.
    - **Shp Date** - Change the shipment dates of individual items.
    - **Sts** - Update the status for individual items.
    - **Via** - Adjust the ship via for individual items.
    - **ShipBr** - Change the branch from which individual items are being shipped.

5. Press **Esc** to return to the Status screen.

    The system displays the new generations based on the changes made on the Scheduling screen.

6. Finish editing the purchase order and exit the screen.

Converting Purchase Orders to Bids

Convert purchase orders to bids to send the COGS data to your vendor without actually purchasing the items and sending them to your inventory. This process eliminates the possibility of creating a sales order against inventory that you may not have coming in. By keeping the purchase order as a bid, you can get the cost to you without committing the products to your future ledger or inventory supply.

▶**To convert a purchase order to a bid:**

1. Display the purchase order that you want to copy.

2. Use the **Mode** hot key.

3. Select **Bid**.

    The system converts the purchase order. The generation extension changes to **-Bid**.

4. Press **Esc** to save your changes and exit the bid.

Printing Purchase Orders

You can print purchase orders from the purchase order entry Status screen. Purchase orders can be printed in hard copy, faxed, e-mailed, or added to shipping manifests. Also, you can change the print style and status or select the number of copies you want to print. To print individual order generations, print from the Status screen.

You must have the POE.OPEN.ORDER.PRINT authorization key assigned to print purchase orders. If you do not have this authorization, the system keeps the print status at No when you try to print.

> **Note:** When printing more than one copy of a purchase order, on each copy after the first, the system labels the copy as a reprint.

Print Styles

Print styles indicate how the system formats a particular document. The system populates the selection list for this field through choices set up in Print Style Maintenance. Print styles are normally set up at the time of installation, but can be maintained through Print Style Maintenance in Eclipse. For more information, see Maintaining Print Styles in the Application Maintenance section of the online help.

Printing Direct Purchase Orders

If you are printing a direct purchase order and the authorization fails, the system sends the order to the Open Order Status Queue and the user cannot release the credit hold. The user is prompted to use Credit Override. You must have the POE.ASL.RELEASE authorization key assigned in order to print purchase orders being held for approved suppliers. For information on printing sales orders, see Reprinting Orders.

> **Note:** The system checks the product file when printing. If any hazardous material is listed on the order, a HAZMAT sheet prints with the order.

▶**To print purchase orders using print options:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order you want to print.

3. Press **Esc** to display the Purchase Order Entry Status screen.

4. Use the **Print Options** hot key to display the Order Reprinting Options screen.

   The **Order #**, **Customer Name**, and **Ship Date** fields populate with the order information.

5. In the **Print Style** field, enter the style that you want for the order. Press **F10** for a list of options.

6. In the **Order Status** field, select the order status for the order. The default is Open.

7. In the **# of Copies** field, enter the number of copies you want to print.

8. In the **Review Queues Status** field, enter the status for which you want to print the order.

9. In the **Ship Via** field, enter the ship via for which you want to print the order.

10. Use the following hot keys to complete the print:

Hot Key	Description
Print	Print the order as indicated. Printer location selection is based on a particular hierarchy. For purchase orders, the system first prints to the location assigned to the shipping branch in Printer Location Maintenance. If a location exists with the same shipping branch, then the user receives a prompt to select one of the following: • **Print Locally** – System uses the printer location assigned to the user. • **Print Warehouse** – System uses the printer location assigned to the shipping branch in Printer Location Maintenance.
View	View the order you are printing.
Edit	Edit the order before printing.
Label	Displays the User Defined Document/Label Printing screen.
Fax	Displays the Fax Memo screen.
InProcess	Displays the Warehouse In Process Queue.
Shipping Pkgs	Displays the Shipping Package Quantities screen on which you can enter or edit shipping quantities.
Ready to Mnfst	Places the order on a shipping manifest.
Mnfst Comments	Displays the shipping manifest to which you can add comments.
Edit Mnfst	Opens the shipping manifest for editing.
E-Mail	Displays the Send E-mail screen. In addition, you can print purchase orders by sending the order through e-mail to a user. You must have a control record set by Eclipse DMS customer support for this functionality to work. Once set, you can send orders and statements in plain text, .html, or PDF attachments to the e-mail. In addition, you can send them as .tiff attachments to the e-mail. For complete details, see Attaching Text and HTML Documents to E-mails. **Note:** If the ship-to address is overridden, the overriding address is used.

11. Press **Esc** to exit the order.

▶**To print purchase orders from the Status screen:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the transfer you want to print.

3. Press **Esc** to display the Status screen.

4. In the **Prt:** field for the generation you want to print for shipment, select one of the following:

- **Y** – Print to your default printer. The system determines your printer location based on specific parameters.

    Note: If the **Allow Alternate Branch Bill-To Address** control maintenance record is set to **Yes**, and you have information in the **Bill-To ID** field of the Branch Maintenance screen, then the Bill-To ID prints on the purchase order, regardless of the Remit To address listed in the Header screen of the purchase order.

- **N** – To hold the generation for printing.
- **F** – Fax to your default facsimile machine.
- **A** – E-mail to an indicated E-mail address.
- **H** – Send to your hold entries.

5. Press **Esc** to exit the Status screen.

Printing Purchase Orders in Batches

The Batch Print Purchase Orders program lets you select, preview, and batch print one or more types of purchase order transactions. This lets the purchasing agent print some or all purchase orders at one time. If a purchase order is locked for editing by a user, the system skips that purchase order in the printing process.

> **Note:** If direct purchase orders are included in the batch, the system verifies that customers are not beyond their credit limit. If customers are beyond their credit limit, the direct purchase order does not print.

▶**To batch print purchase orders:**

1. From the **Purch > Printing** menu, select **Batch Print Purchase Orders**.

2. In the **Br/Tr/All** field, enter a branch or territory for which you want to print multiple purchase orders. To view all branches and territories, type **All**.

   The system searches open items to return what is open. The document types available display as follows:

   - Purchase Orders

   - Direct Shipment PO

   - PO Receiving Register

   - Advance Ship PO

   > **Note:** The **Count** field shows how many of each document type are open and available for printing. When printing more than one copy of a purchase order, on each copy after the first, the system labels the copy as a reprint.

3. In the **Document Types** field, select the items to print. Type any letter between the parentheses. Use the **Up Arrow** and **Down Arrow** keys to move the cursor to the next field. The letter typed changes to an asterisk when you move to another field.

4. Use the **Preview** hot key to display the Hold Entry Pre-View screen.

5. Use the hot keys as necessary to modify the report view:

Hot Key	Description
Format	Adjusts the column and row size.
Search	Searches by word string through the document types name for a specific order. You can use this if you are looking for an order that may not be displaying in the viewable area.
Page Skip	Skips to a page on the preview. Provides an alternative to having to page through to get to a listing.

Hot Key	Description
Print	View the Print Options screen and select the following: • Printer • Number of pages • Page layout • Fax or Email
View Detail	Opens the Purchase Order Entry or Sales Order Entry screens, depending on the document type, in view-only mode.
Edit Detail	Opens the Purchase Order Entry or Sales Order Entry screens, depending on the document type, in edit mode.

6. Press **Esc** to exit the screen and return to the main menu.

Inquiring About Purchase Orders

Use Purchase Order Inquiry to view a list of all open purchase orders, bids, and A/P Items. The Inquiry screen pulls information from the A/P and A/R system to make sure the data is current. You can scan open orders to check on expected receiving date, status, availability, or balance on the order.

In addition, Purchase Order Inquiry works with Inventory Inquiry, the Future Ledger, and the Inventory History Ledger, to provide accurate information.

You can check Orders and Bids connected to the vendor you are inquiring about. In addition, you can view the A/P Items to see if you owe a vendor.

▶**To use the Purchase Order Inquiry screen:**

1. From the **Purch** menu, select **Purchase Order Inquiry** to display the Purchase Order Inquiry screen.

2. Enter the vendor name to display the Open Orders screen.

3. The following fields display with information populated by the system:

Field	Description
Vendor Name	Vendor who has open purchase order assigned to them. If an asterisk (*) displays highlighted in red, there is more than one address for the displayed vendor.
Contact	First three company contacts for the vendor as listed in Vendor File Maintenance.
Phone #	Phone numbers assigned to the contacts as listed in Vendor File Maintenance.
Order #	An internal order number assigned to the purchase order by the system.
Order ID	A user-defined label attached to the purchase order for more specific identification. An Order ID can be added to any open purchase order. See procedure at the end of this page.
Br	Shipping branch of the purchase order. A branch ID can be up to 4-digits.
Balance	Open balance on the purchase order.
Recv Dt	Expected date that products on the purchase order will be received.
Avail Dt	Date when products, if delayed, will be available for customer purchase.
Sts	Status of the purchase order. This field displays only when viewing open orders or bids. **O** = Open **Y** = Direct **B** = Bids
Via	This field displays only when viewing open orders or bids. Displays a Ship Via if one was entered on the Purchase Order Entry screen.

4. Use the hot keys to display purchase order information as follows:

Hot Key	Description
Open Orders	View all open purchase orders for this vendor.
A/P Items	Check open invoices due to this vendor.
Bids	Verify open bids from this vendor.
Product	Displays the product field. Enter a product name or ID to add to the open purchase order.
View	Displays the original purchase order in view-only mode.
Delivery	This hot key is not active for purchase orders. Arranges the delivery schedule.
Edit	Opens the purchase order in edit mode.
Cred	Credits the purchase order to the vendor.

5. Press **Esc** to save any changes and return to the main menu.

Adding an Order ID on a Purchase Order

You can add an Order ID to help you distinguish between purchase orders without having to worry about purchase order numbers. For example, you may have an outstanding purchase order that you check daily. Instead of scanning for P1355894, you can add an Order ID, such as PSM Outstanding 12/31/01 to quickly identify the order you are seeking. The Order ID is also frequently used when identifying an RMA return number with a particular purchase order.

▶**To add an Order ID on a purchase order:**

1. Display the Purchase Order Inquiry screen (procedure above).

2. Select the purchase order.

3. Use the **Edit** hot key.

    The purchase order displays.

4. Use the **Header** hot key.

5. Move the cursor to the Order ID field and enter the brief description.

6. Press **Esc**.

7. Verify the changes on the Order Entry Header Changes screen that displays.

8. Press **Esc** to save and return to the purchase order.

9. Press **Esc** to save and verify the status screen.

10. Press **Esc** to return to the Open Orders screen.

    The new ID displays.

11. Press **Esc** to clear the screen and return to the main menu.

Crediting and Rebilling Purchase Orders

They system provides you with tools to credit and rebill purchase orders when needed. For example, you order ten items from your vendor for $10 each. The vendor sends ten, but charges you $12.50 each. You can correct the discrepancy and send the vendor the correct amount to reflect the updates for the accounts payable department.

From Purchase Order Entry, you create a generation to cancel the first generation, and then correct the transaction on the third generation. For example, you create a purchase order for 20 items from vendor ABC. The vendor charges you $10 per item. The vendor calls with a discount to $8 per item. You create a generation for -20 items at $10 each to cancel the first purchase. This is known as the credit generation. Then, you create a generation for 20 items at $8 each. This is known as the rebill generation. When you look at the status screen, the .001 generation is the original purchase. The .002 generation cancels the .001 purchase. Then .003 generation corrects the purchase.

> **Note:** If a cost override exists on an item for this order, that override carries over to the credit and rebill generations.

▶**To credit or rebill a purchase order:**

1. Display the purchase order you want to credit or rebill.

2. Use the **C/R** hot key and select one of the following:

   - **Credit** – To credit the vendor, such as if the price is incorrect.

   - **Rebill** – To rebill the vendor, such as if you have sent the incorrect amount.

   - **Credit and Rebill** – To correct accounting issues, such as after an accounting period has closed.

3. Add the credit generation.

4. Add the rebill generation.

5. Press **Esc** to save the generations.

6. Press **Esc** to exit the screen.

Resorting Line Items on Purchase Orders

Resort line items to better view and handle purchase order that have several pages of items. Resorting line items does not change the order of receiving or the manner in which the purchase order is processed.

▶**To resort line items:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the purchase order number for which you want to receive stock and press **Enter** to display the purchase order.

3. Use the **Mode** hot key to display the selection screen.

4. Select **Resort Line Items**.

5. Place the cursor in the **Sortby** field and press **F10** to display the list of options to sort by.

6. Select from the following:

Selection	Sorts by...
Subtotal Group	selection of products that make up the subtotal.
Price Group	groups of customers to whom you sell your products and who receive different product pricing.
Buy Group	a subset of items that are purchased together.
Price Line	a group of products that are priced together.
Buy Line	the group of products that are purchased together.
Select Code	products grouped together with user-defined selection codes. These user-defined codes can be used in conjunction with other selection codes set at the product level.
Commodity Code	the four-digit number that groups products together by type, such as wire or pipe. Commodity codes are usually provided by the vendor.
UPC Vendor Code	the vendor-specified universal product code (UPC).
Sales Budget Group	items grouped together by sales budget.
Product Dictionary	any dictionary item in the product file. Press **F10** for a selection list.

7. In the **Line Number** and **Through** fields, enter the line items you want to sort.

8. Use the **Begin** hot key to sort the line items as indicated.

9. Press **Esc** to save your changes and exit the purchase order.

Changing P/O Line Item Schedules

Use the Line Item Schedule program to adjust the Receive Date, Receive Quantity, Status, Receiving Branch, Type, Location or Vendor for a specific line item on purchase orders.

▶**To change values for a purchase order by line item:**

1. From the **Purchase** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to change line items.

3. From the **Line** menu, select **Schedule** to display the Line Item Scheduling screen.

4. Change any of the following items for each line item displayed:

Column	Description
Receive Date	The date which the line item is expected to be received.
AvailQty	Amount of stock currently on-hand.
RecvQty	Amount of stock received.
Stat	Condition of the order generation: • **O** – Open Purchase Order • **R** – Received Purchase Order • **B** – Request for Bid • **X** – Canceled Purchase Order • **V** – Vendor Shipment Notification
Recv Br	Branch to which the line item should be received.
Type	Type of line item: • **S** – Stock • **F** – Defective • **O** – Overshipment • **E** – Exceptional • **R** – Review • **L** – Display
Location/Vendor	Location or vendor from which the item should be received.

5. Exit the screen to return to purchase order.

6. Press **Esc** to save all changes and exit the order.

Combining Branches on Purchase Orders

In a central purchasing scheme purchase orders are printed on the same sheet because one branch orders for all branches and meet your vendor target more quickly. You can choose to print central purchasing purchase orders as separate sheets, but use the same purchase order number. With this printing format, each branch's purchases print on a separate sheet even though they are all on one purchase order. This functionality works with the drop points functionality. You are printing separate sheets for ease of delivering products to your branches. Each branch would receive an individual copy of the purchase order with only the items for that branch listed.

The flag is set per buy line within Buy Line Maintenance. Set the Combine on Central P/O flag to select how to print the purchase orders for a buy line.

▶**To combine all branches' purchase orders on a single sheet:**

1. From the **Purch > Maintenance**, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line name and press **Enter**.

   The buy line information displays.

3. Use the **Addl** hot key to display the Buy Line Additional Data screen.

4. In the **Combining on Central P/O** field, enter **Y** or **N** as follows:

Selection	Description
Y	**Yes**. If you create a Suggested P/O for this buy line and there are multiple receiving branches for items on the purchase order, the system combines all the items for all the branches under one purchase order number.
N	**No**. This is the default. If you create a Suggested P/O for this buy line and there are multiple receiving branches for items on the purchase order, the system creates a separate purchase order for each branch. Each branch then has a different purchase order with a different number.

5. Press **Esc** to save the selection and return to Buy Line Maintenance.

6. Press **Esc** to return to the main menu.

Adding Notes and Instructions on Purchase Orders

Use the Header screen to add notes to purchase orders for vendor-specific comments, such as *Please notify upon receipt* or vendor instructions, such as *Deliver to the back loading dock* You can also add product specific notes, such as HAZMAT criteria.

In addition, you can add reminder notes to individual line items. For example, you need to order a water heater. You can have a reminder that displays giving you the recommended parts that you need to go with the water heater. This reminder can on the screen until the next line item is entered. Use the **Display Reminder Notes Until Next Product Is Entered** control maintenance record to indicate if you want the reminder to display in this manner.

> **Note:** If you can change the ship-from vendor, using the Header screen, with instructions or notes attached, the system will prompt you to use the current vendor instructions or notes for the newly selected vendor.

▶**To add a vendor note:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the purchase order entry screen.

2. Display the purchase order for which you want to add a note.

3. Use the **Header** hot key to display the Header screen.

4. Use the **Notes** hot key to display the Vendor Internal Notes screen.

5. Select a note to attach to the screen. To create a new note, see Creating Vendor Notes.

6. Press **Esc** to save the note attachments.

7. Press **Esc** to return to the Body screen.

8. Press **Esc** to save and exit the purchase order.

▶**To add a vendor instruction:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the purchase order entry screen.

2. Display the purchase order for which you want to add a note.

3. Use the **Header** hot key to display the Header screen.

4. Use the **Instr** hot key to display the Vendor Shipping Instructions screen.

5. Select an instruction to attach to the screen. To create a new note, see Creating Vendor Notes.

6. Press **Esc** to save the note attachments.

7. Press **Esc** to return to the Body screen.

8. Press **Esc** to save and exit the purchase order.

▶**To add a product specific note:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the purchase order entry screen.

2. Display the purchase order for which you want to add a note.

3. Use the **Sched** hot key to display the scheduling screen.

4. Use the **Spec** hot key.

5. Select an note to attach to the screen. To create a new note, see Writing User-Defined Notes.

6. Press **Esc** to save the note attachments.

7. Press **Esc** to return to the Body screen.

8. Press **Esc** to save and exit the purchase order.

Adding Comments to Purchase Order Line Items

Use the Purchase Order Entry screen to add comments for individual line items. For example, if you received an over-shipment of items, but have decided to keep the surplus in your inventory, add a comment informing accounts payable to send payment.

The comments added to purchase orders print on the purchase order for the warehouse agent. You can delete a line item comment if needed.

▶**To add a comment for a PO line item:**

1. Display the purchase order in edit mode.

2. Place the cursor on the line item for which you want to enter a comment.

3. Use the **Comment** hot key to display the Comments screen.

4. In the **Comment Type** field, select the category for the comment you are entering.

5. Do one of the following:

    *   Use the **Standard Cmts** hot key to select from a list of pre-defined comments.

    *   Use the **Replace Desc** hot key to insert the product description in the comment field.

    *   Use the **Change Type** hot key to edit the comment type.

6. Add any additional information needed to the comment.

7. Press **Esc** to save the comment with the line item.

    The comment displays below the product description on the purchase order Body screen.

8. Press **Esc** to save changes and display the Status screen.

9. Press **Esc** to exit the Status screen.

▶**To delete a comment for a PO line item:**

1. Display the purchase order in edit mode.

2. Place the cursor on the line item for which you want to remove a comment.

3. Use the **Comment** hot key to display the Comments screen with the current comment.

4. Edit or delete any of the comment you want to change.

5. Press **Esc** to save the change and return to the purchase order.

Adding Generations to Purchase Orders

The system uses generations on a purchase order to separate how products are handled. For example, you may purchase an entire buy line from a vendor, but part of the shipment is shipped today and part is shipped in two days. Each part would be on a separate generation of the same purchase order.

The automatically creates generations for purchase orders when one of the following for any product on the order is different:

- Ship Date
- Ship Via
- Status
- Ship Br
- Part of the order is a direct
- Part of the order is a procurement

You can also create generations for purchase orders when needed. For example, if stock is damaged or you receive more stock than you ordered, then the damaged or over-shipped stock is separated on a generation. For more information about received damaged stock, see Handling Receiving Discrepancies.

▶**To add a generation to a purchase order:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order for which you want to create a new generation.

3. Press **Esc** to display the Status screen.

4. Use the **Ship Dates** hot key and select **New**.

5. The system populates the **Reqr'd Date** field with the current date. Press **F10** to change it.

6. In the **Enter New Recv Date** field, enter the current date.

7. In the **Enter New Status** field, type **O** and press **Esc** to create the new generation.

8. The system displays a blank purchase order.

9. In the **Qty** and **Description** fields, enter the quantity and product to add. Press **Esc** to save the changes and display the new purchase order.

   Note: If you are prompted, in the **Freight** field, press **F10** and select **Allowed** regardless of the original purchase order freight terms. The **Copy Change to all Gens (Y/N)** prompt displays. Type **N**.

10. Press **Esc** to display to the Status screen.

11. Use the **Body** hot key. Verify that you are in the open generation.

   Note: You can create a tracker from a purchase order to send notification to the purchasing agent, if needed.

12. Press **Esc** to save all changes and exit the order.

Overriding Drop Points on Purchase Orders

You can assign drop points on a per purchase order (P/O) basis. For example, an eight branch central P/O network is offered three drop points by the vendor. The first month, branches 1, 3, and 5 contribute the most to the central P/O, so the drop points are branches 1, 3, and 5. The second month, branches 1, 4, and 7 contribute the most and they are the drop points.

The receiving branches print the P/Os for all branches on the central P/O. User the Cross Dock program to distribute the items.

Use Drop Points Entry to override a drop point on a purchase order.

▶**To override a drop point on a purchase order:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. Display the purchase order you want to edit.

3. Press **Esc** to access the Status screen.

4. Use the **Drop Point** hot key to display the Drop Point Entry screen.

5. In the **Branches on this Order** field, indicate which branch you want to authorize for drop point override.

    Note: If only one branch is listed, that branch must be the drop point.

6. Press **Esc** to save your changes.

7. Press **Esc** to exit the purchase order.

Copying Header Information to All Purchase Order Generations

Use the **Copy to All** hot key on the purchase order entry Header screen to add changes to all generations of the purchase order. You can select from the following:

- **On** – Adds changes to each current generation and any generation created later.

- **Off** – Does not add any changes to any generation.

- **Prompt** – Select which changes to cascade to the other generations. You only receive the prompt screen if there are already generations created.

Use the **PO Header Branch Change Copy To** control maintenance record to indicate if you want to copy changes to a branch in a purchase order header screen to the price branch, copy the change to all branches or prompt the user to specify where to copy the new information. If you do not want the purchase order number copied to all generations, but you do want the release number copied to all generations, then you can set the copy mode to **No** and change the purchase order number. Then set the copy mode to **Yes** and change the release number.

▶**To set the Copy to All hot key:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter a vendor name. You can use **F10** for a list of available vendors. The **Remit to** field populates with the vendor billing address.

3. From the displayed list, select the purchase order from which you want to copy the header.

4. Use the **Header** hot key.

5. Use the **Copy to All** hot key to activate the **Copy to All** field.

6. In the **Copy to All** field, press **F10** and select the setting.

7. Press **Esc** to save your change.

8. Press **Esc** to return to the Status screen.

9. Press **Esc** to return to the Body screen.

10. Press **Esc** to save all changes and exit the order.

Creating Trackers from Purchase Orders

From Purchase Order Entry you can create a tracker to add to a user job queue. By creating a tracker from the purchase order transaction, you can keep the information from the purchase order with the tracker, including the order ID, the contact information, and the status.

For example, if the customer has an item on the purchase order that needs to be shipped from another location and you want to make sure the purchasing agent sees the need, create a tracker for the purchasing agent with that line item information.

See Creating Trackers from Ledger Transactions.

Selecting Inactive Vendors for Purchase Orders

User the Vendor Maintenance screen to make vendors active or inactive.

You can inactivate a vendor if your branch does not purchase from that vendor. For example, your company has branches in Orlando, FL and Atlanta, GA. The branch in Orlando inactivates vendors in Atlanta, because that branch would not normally purchase from vendors in Atlanta.

However, an inactive vendor can be used, if needed. You can activate a vendor temporarily for special circumstances. For example, if a vendor in Atlanta provides your company a discount if you purchase all your Delta faucets for the month from them, your Orlando branch can make that Atlanta vendor active for a one-time purchase.

See Setting Up Purchase Order Entry for information about the control maintenance records and authorization keys required for this procedure. You must set the **Display Customers/Vendors Who Are Inactive At A Branch** control maintenance record in order for the inactive vendors to display.

▶**To select an inactive vendor:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the vendor name and press **Enter** to display the Active Vendor screen.

3. Press **F10** to display the Inactive/Active Vendor screen with all vendors, both active and inactive.

4. Select the vendor you want to use and press **Enter**.

5. At the prompts, enter the following. **F10** selections are available for each prompt.

Prompt	Description
New Req'd Date	Date the products are needed.
New Ship Date	Date the products are shipped from the vendor.
New Ship Branch	Branch that receives the product A branch ID can be up to 4-digits.
New Status	Defaults to **Open**.

6. Complete the purchase order.

7. Press **Esc** to complete the purchase order.

   Note: The system checks that you have met the vendor target. If not, the following message displays: *Vendor's Minimum Target of <vendor target> has not been met. You are not authorized. Enter Password to Override:* The FREIGHT.TARGET.OVERRIDE authorization key must be set. Authorized users can enter their Eclipse login password to override.

Adding International Taxes to Purchase Orders

Use the Customs Drawback Information screen from Purchase Order Entry to identify specific taxes for imported products. Products purchased outside your country have taxes levied due to international standards and individual countries' specifications. The system assists in ensuring that the taxes are applied in accordance with these standards and specifications.

Use the **Update Cost On Sales Order From Tagged Purchase Order** control maintenance record to ensure that duty percentages are copied to new purchase order generations and the system calculates cost correctly.

Duty taxes can be set at the product level and are assigned in Product Maintenance or in Duty Harmonizing Code Maintenance. Duty taxes are based on the country of manufacture and the harmonizing code.

However, there may be purchase orders that require additional duty taxes. You can add duty information from the Purchase Order Entry screen. By accessing the Customs Drawback Information screen, you can view the basic freight and duty costs being applied to the purchase order. The Customs Drawback Information screen contains no default settings. To apply duty taxes, you must enter the parameters.

In addition, you can add or change the following items:

- Duty harmonizing code

  Causes a recalculation for the landed average cost displayed in the header of the screen. The landed average costs is the sum of the freight amount, Currency COGS, Duty Amount, and Other Amount displayed.

- Customs entry number

- Tariff number

- Port of entry

- Date duty was paid

- Shipment date

- Manufacture country

  Causes a recalculation for the landed average cost displayed in the header of the screen. The landed average costs is the sum of the freight amount, Currency COGS, Duty Amount, and Other Amount displayed.

- Vendor name and number

- Certificate of origin

▶**To add or change international tax information:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the vendor for the purchase order for which you need to apply international taxes.

3. From the list that displays, select the purchase order or which you need to apply international taxes.

4. Use the **Duty** hot key to display the Customs Drawback Information screen.

5. Verify the displayed information.

6. Change the following fields as needed:

Field	Description
Harmonizing Code	Duty code populated from Duty Harmonizing Code Maintenance.
Customs Entry #	Number assigned by customs personnel.
Tariff #	Number assigned by customs personnel.
Port Of Entry	Indicate the location products are cleared through customs, such as New York.
Lot #	Lot to which the product is assigned.
Date Duty Paid	Date that duty was paid on the items listed on the purchase order.
Shipment Date	Date items on the purchase order were shipped.
Manufacture Country	Entries must match the spelling and case of the country entered on the Duty Harmonizing Code Maintenance. For imported products, this field is required.
Vendor Name	Name of vendor from which you are purchasing.
Vendor Number	Contact number for the vendor.
Certificate Of Origin?	Indication if a certificate of origin is required.

7. Press **Esc** to apply the information and return to the purchase order.

8. Press **Esc** to save the changes and exit the purchase order.

Prepaying Vendors

In some situations your vendor may require that you pay the total of a purchase order before shipping your order. You can set up the system so you can prepay your vendor either by credit card or by a manual check.

Prepaying by Credit Card

Before you can prepay by credit card, you need to set up the system to accept these types of pre-payments. You need to show a debit to the prepaid account and a credit in the accrual account to keep your books in balance.

▶**To prepay a vendor by credit card:**

1. Create an accrual account in G/L Account Maintenance named **Credit Card Exchange** with thefollowing fields selected:

   - Liability, Capital or Revenue

   - C/R Adjustment Allowed

   - A/P Adjustment Allowed

   - Balance Sheet

   - Active

   - Branch Detail

   - Recalculated Exchange

   For more information about creating accrual accounts, see Creating General Ledger Accounts in the General Ledger documentation.

2. Create a payable to show the following:

   - A debit for the amount required to a prepaid account.

   - A credit for the amount required to the accrual account.

   For more information about entering payable information, see Entering Payables in the Accounts Payable documentation.

3. Send the Receiving department a message using the Job Queue requesting notification for when they receive the purchase order and therefore the goods from the vendor.

   After notification of receiving the purchase order, payment is charged to the credit card set up in the system.

   For more information about using the job queue to send messages and create tasks, see Creating Trackers in the User Job Queue documentation.

4. Create a payable for the vendor for $0.00.

    For more information about creating payables, see Entering Payables Accounts in the Accounts Payable documentation.

5. Reconcile the purchase order.

    For more information about reconciling purchase orders, see Reconciling Purchase Orders to Invoices in the Accounts Payable documentation.

Prepaying by Manual Check

After you prepay by check, you need to record the information appropriately in the system to keep track of these types of pre-payments.

> **Note:** When entering a check number, we recommend entering a letter, such as Z, at the beginning to distinguish that this was a manual check.

1. Complete the physical check and send it to your vendor.

2. Create an asset account in G/L called **Prepaid**.

    For more information about creating asset accounts, see Creating G/L Accounts in the General Ledger online documentation.

3. Create a payable for the vendor for the amount of the check written.

    For more information about entering payable , see Entering Payables in the Accounts Payable documentation.

4. Post the amount of the check to the Prepaid account.

    For more information about posting check amounts, see Posting Manual Checks in the Accounts Payable documentation.

5. Record the manual check in Manual Check Posting.

    For more information about posting check amounts, see Posting Manual Checks in the Accounts Payable documentation.

6. Send the Receiving department a message using the Job Queue requesting notification for when they receive the purchase order and therefore the goods from the vendor.

    For more information about using the job queue to send messages and create tasks, see Creating Trackers in the User Job Queue documentation.

7. Create a payable for the vendor for $0.00.

    For more information about creating payables, see Entering Payables Accounts in the Accounts Payable documentation.

8. Reconcile the purchase order.

    For more information about reconciling purchase orders, see Reconciling Purchase Orders to Invoices in the Accounts Payable documentation.

9. Credit the Prepaid account so that the **Diff Amt** field is $0.00.

    For more information about posting to accounts, see Posting Manual Checks in the Accounts Payable documentation.

10. Process the manual check. Processing the check ensures that this payable does not display on any future check stubs for this vendor.

    For more information about reconciling checks, see Reconciling Single Checks in the Accounts Payable documentation.

11. Verify the debit from the original prepaid payable offsets the credit from the adjustment payable through G/L Inquiry.

    For more information about using G/L Inquiry, see Making Basic General Ledger Inquiries in the General Ledger documentation.

Defining Vendor Freight Terms

Use the **Vendor Freight Terms Maintenance** control maintenance record to identify the freight restrictions you want available for orders. The system validates these control maintenance record entries against the available **Freight** field entries on the Purchase Order Entry screen. The freight terms listed in the control maintenance record define what displays when using the F10 short cut to view freight term IDs. You can identify the freight restrictions you want to impose and what information is required at the time of receiving. If you leave the freight information blank in Vendor Maintenance, the system requires freight entry when the purchasing agent creates the purchase order. A message displays if required information has not been entered.

> **Note:** A freight term set up on this maintenance screen populates automatically to currently open purchase orders and direct orders for the vendor.

▶**To create a vendor freight term:**

1. From the **System > System Files** menu, select **Control Maintenance** to display the Control Maintenance screen.

2. Type **Vendor Freight Terms** and press **Enter**.

3. If the Vendor Freight Terms screen does not display, select **Vendor Freight Terms** from the list.

4. In the **Term ID** field, enter a name for the term you are creating.

   The system does not restrict the term ID. You can create a name, but it should be meaningful enough that you know which restriction applies to that ID. For example, you can create and ID called "NO FREIGHT" indicating that this vendor's restriction is "Do Not Allow Freight."

5. In the **Freight Restrictions** field, press F10 and indicate which restriction applies to the ID you are creating. For a description of the restrictions, see the **Vendor Freight Terms Maintenance** control maintenance record description.

6. Press **Esc** to save the record.

Purchase Order Vendor Freight Terms Guidelines

Freight terms indicate how a vendor expects freight to be paid for freight charges, such as Prepaid or Add On. For example, if a vendor expects the freight to be "Add On" then the purchase order's grand total would include any freight charges incurred. The system populates this field with any default term from the Vendor Maintenance file.

Assign and define freight terms to vendors in Vendor Maintenance. For every purchase order created for that vendor, the system assigns the default freight term to the **Freight** field on the Purchase Order Entry Header screen. Identify the freight restrictions you want to impose and what information is required at the time of receiving. If you leave the freight information blank in Vendor Maintenance, the system requires freight entry when the purchasing agent creates the purchase order. A message displays if required information has not been entered.

In addition, use the **Vendor Freight Terms** control maintenance record to identify the freight restrictions you want available for orders. The system validates these control maintenance record entries against the available **Freight** field entries on the Purchase Order Entry screen. The freight terms listed in the control maintenance record define what displays when using the F10 short cut to view freight term IDs.

You can override a default freight term on an individual purchase order basis. The system records the change in the change log for the purchase order. You can view this log by using the **Chg Log** hot key from the Purchase Order Entry Header screen. The following log entry displays the following: "Freight term <new term> now assigned. It was <old term>."

If there is not a vendor-level default freight term defined, the **Freight** field is blank. You must enter a valid freight term to continue. If you press **Esc** to exit the screen without a term assigned, the following message displays: "Freight Terms Are Required" and the cursor returns to that field. Press **F10** to view the available list.

Selecting Vendors for the Freight Carrier on Purchase Orders

If a purchase order is in an open General Ledger accounting period, you can edit the freight charges. You can change the value of the freight for each line item on the Body screen of the purchase order, or the value of the freight on the Totals screen of the purchase order.

If you enter a freight amount to a Freight Vendor in the Stock Receipt Entry program and the vendor has an override G/L# entered in Vendor Maintenance, then the system credits that G/L account and not the Unbilled Accounts Payable (UBAP).

The freight vendor to whom freight charges are paid in the **Freight Carrier** field on the Totals screen. If the **Freight Carrier** field is left blank, the vendor filling the purchase order, whose name is in the Ship From field on the P/O, is the freight vendor.

The system only allows selection from vendors that have the Freight Vendor option set in Vendor File Maintenance. In addition, set up vendors as pay-to vendors, ship-from vendors, or both. To enter a vendor in the **Freight Carrier** field, that vendor must be flagged as a ship-from vendor. For more information and instructions for modifying the vendor information for freight values, see Creating a Vendor Record.

▶**To enter a freight carrier on a purchase order:**

1. Display the purchase order from Purchase Order Inquiry.

2. Use the **Edit** hot key to display the P/O in edit mode.

3. Use the **Totals** hot key to display the Totals screen.

4. Press the **Tab** key to move to the **Freight Carrier** field and enter the freight carrier.

    If the **Freight Carrier** field is left blank, the vendor filling the purchase order whose name is in the Ship From field on the P/O is the freight vendor.

5. Press **Esc** to exit the screens and return to the main menu.

Overriding Freight Charges on Purchase Orders

If you override the freight charges for the line items, the **Freight** field on the Totals screen reflects the total freight charges.

If you override the freight charges for the **Freight** field on the Totals screen, the system attempts to distribute freight charges among all line items on the purchase order that have not been overridden.

The override amount is marked by an asterisk in the **Freight** field. The system prompts for confirmation, if the override amount is less that the previous value of the Freight field.

▶**To override freight charges on a purchase order:**

1. Display the purchase order from Purchase Order Inquiry.

2. Use the **Edit** hot key to display the P/O in edit mode.

3. Use the **Totals** hot key to display the Totals screen.

4. In the **Freight** field, enter freight charges you want to replace the default.

5. Press **Esc** to exit the screens and return to the main menu.

Editing Freight Charges on Purchase Orders

You can edit freight charges on a purchase order, if the purchase order is still in an open General Ledger accounting period. You can edit freight charges in two ways: by line item or by purchase order.

Freight charges of zero ($0.00) can result from items not assigned a freight factor or from items assigned a freight factor of zero. Freight charges with any other numeric value are calculated by the system using the assigned freight factor.

Editing Freight by Line Item

Enter freight by *individual line item* from the Body screen. The **Freight** field on the Totals screen reflects the total freight charges for the purchase order. These are charges that apply to the extended amount, when multiple quantities of the line item are purchased. For example, five items have a freight assigned of $1.50 each. The extended amount is $7.50 and displays in the **Freight** field.

However, if there is a Bill of Lading (BOL) attached to the purchase order and the BOL is paid first, you cannot change the line item freight. You receive the following message: A Payable to the Freight Vendor on this PO exists. You are unable to edit Line Item Freight at this time.

In addition, when you add a manual freight override to a purchase order generation and that freight is capitalized, the system distributes that freight to all line items according to the capitalization method. If a line item on that generation is backordered or moved to a different scheduled generation, the system will keep the entire freight amount on the original generation. The system redistributes the freight charges to all remaining items on that generation except for non-eligible items, such as credits, miscellaneous charges, or items with a line item freight override. The total freight on the new generation contains freight that the line item carries and not any line item freight allocated from the original generation. If the moved item has a manual freight override, the system distributes that freight to all items now on the generation.

If an item with a freight override is backordered or moved to an existing generation, the freight remains on the items as long as there is one received quantity on the generation. If not, the system removes the entire line item freight override and deducts that freight amount from the total generation freight as it was added to the total generation freight when the override occurred.

> **Note:** The system adds the backordered item to the new generation with any freight it carries according to its freight factor, but only if the capitalization method is set to **freight factor**.

▶**To edit the freight charges by line item:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the vendor from which the purchase order is shipping.

3. From the displayed list, select the purchase order to which you want to add freight charges.

4. Use the **View** hot key and select **Unit Cost Freight** to change the view.

5. In the **Freight** field, enter the amount of freight per unit you want to add.

> **Note:** A freight term set up on this maintenance screen populates automatically to currently open purchase orders and direct orders for the vendor.

6. Press **Esc** to save the change and display the Status screen.

7. Press **Esc** to save the change and exit the purchase order.

Editing Freight by Purchase Order

Enter freight by *entire purchase order* from the Totals screen, then the system distributes freight charges across all line items on the purchase order that have not been overridden. Use the **Capitalize Freight** field to tell the system how to distribute the freight across the purchase order. Overridden freight charges display with an asterisk (*).

If the override amount is less than the previous value of the freight, the system prompts you for confirmation. Otherwise, the system changes the **Capitalize Freight** field to Dollars and distributes the amount to all line item on the purchase order. If you want to capitalize freight by means other than dollars, change the value in the **Capitalize Freight** field.

▶**To edit the freight charges by entire order:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **Ship From** field, enter the vendor from which the purchase order is shipping.

3. From the displayed list, select the purchase order to which you want to add freight charges.

4. Use the **Totals** hot key to display the Totals screen.

5. In the **Freight** field, enter the total amount of freight to apply to the entire order.

6. Press **Esc** to save your changes and return to the Body screen.

7. Press **Esc** to save your changes and display the Status screen.

8. Press **Esc** to save your changes and exit the purchase order.

Pass-Along Freight Rules

Use the pass-along freight process to pass freight expenses on to your customers. This eliminates the need to enter freight manually after reviewing the Freight Audit reports. You can pass freight charges automatically on hard or soft tagged orders and direct orders.

Before using pass-along freight, review Purchase Order Freight Term Guidelines.

When passing freight from the purchase order to the sales order, freight is added to the Totals screen on the sales order in the inbound billable or inbound expense column.

> **Note:** The system does support the possibility of an "at" character (@) in the tag information.

Hard Tags

The system creates a hard tag when a customer requests a product that has zero on-hand and you create a purchase order to procure it. A hard tag links the purchase order on which you are procuring the requested product to the sales order on which the customer is ordering the product.

Use the **Default Setting For Bill Incoming Freight To Tagged Sales Order Field** control maintenance record to set the default value for the **Bill Incoming Freight To Tagged Sales Order** field on the Purchase Order Entry Totals screen. If you set this field to yes, then the system applies any inbound freight incurred due when receiving a tagged purchase order to the customer as Inbound Freight & Billable.

By default, the COGS is updated to include both the cost of the item and the freight distributed for that item as if you were working in a landed cost environment. Use the **Back Out Pass-Along Freight From COGS** control maintenance record to indicate whether the system should remove the billed pass-along freight amount from COGS and/or COMM (COST). This control maintenance record is used to avoid overcharging for freight on a sales order. However, the system does not back out freight from COGS if it would take COGS below zero dollars ($0.00) or if COGS was overridden on a sell matrix. This override is usually done for rebate items and is indicated on the sales order by an exclamation point (!). In addition, the system does not back out the freight on an order until it is shipped.

Commission cost may also be updated to reflect the freight depending on how the **Change Both COGS And COMM-COST On Override** control maintenance record is set.

> **Note:** This tool can be used as an incentive for sales personnel to bill customers for freight. Increased profitability on a line-item and order level basis has results in higher commissions for sales personnel.

Soft Tags

The system creates a soft tag when a customer requests a product and there is not enough available to meet the need. However, because there are zero on-hand, the system suggests that you purchase more of the product. The purchase order created is not directly linked to the customer's request.

A prorated freight charge is added to the sales order for the customer to compensate for your charges. If a hard tagged item exists on the purchase order, the customer with the hard tagged item incurs one hundred percent of the cost.

For example, Customer A requests products X, Y, and Z. Product Y is not a stocked item. The customer does not want to procure it. Because there is zero on-hand, the system suggests you procure product Y. The system creates a soft tag for Customer A from the sales order to the purchase order. Customer B comes in after Customer A and requests product Y. Product Y is not a stocked item, but Customer B wants to procure it. The system creates a hard tag from the sales order to the purchase order because the customer does want it procured. Customer B incurs all freight costs.

Use the following control maintenance records, as needed:

- **Expense Incoming Freight If Customer Is Freight in Exempt** – Indicate whether the system should add the cost of incoming freight from a purchase order to a soft-tagged sales order as Expensed Incoming Freight, rather than billable incoming freight. This is applicable when customers are Inbound Freight Exempt.

- **Pass Along Incoming Freight To Billable Freight Customers**– Indicate whether the system should pass incoming freight costs along to customers who are not freight exempt.

- **Product Ranks To Exclude From Pass-Along Incoming Freight Charges** – Specify the product ranks the system should exclude from pass-along incoming freight charges. The intent of this record is to prevent freight from being passed to the customer for the shipment of material that the distributor should always have available. See Product Ranking Method and Breakpoint Rules for information on how to set up product ranks. Use this control maintenance record to prevent freight from being passed to the customer if the material should have been in stock.

- **Ignore Order Date For Pass Along Freight** – Indicate whether the system ignores the order date when passing along freight from a purchase order to a soft-tagged sales order. This record does not apply to hard tags. The default is No.

Direct Orders

The system enters freight on direct sales orders associated with the payable based on the freight amount on the header of the A/P Entry screen. If there are multiple directs reconciled to that payable, the system prorates the freight charge to the directs according to the amount in the **PO Total** field for each direct.

Use the **Pass Along Freight To Direct Sales Orders** control maintenance record to indicate whether to pass along the amount entered in the **Freight Amt** field in the header of the A/P Entry screen for a payable to any direct sales orders that are reconciled to that payable.

If a customer is freight exempt, a note is made in the Change Log with the following message: Expense Incoming Freight changed from 0.00 to <new cost> from <order number>.

In addition, freight will not be distributed to directs if they are in closed accounting periods or if incoming freight has already been applied. If freight has been applied, the following message displays: Freight Already Exists On at Least One of the Direct Orders. Do You Wish to Override that Freight? (Y/N). If you select yes, then the system prorates the new freight amount from the

Freight Amt field to the directs replacing the existing freight amount. If you select no, the system leaves the existing freight amount on the direct order.

Posting Legacy Purchase Orders

Post Purchase Order entry accommodates a manual order entry system where orders are first logged on paper documents and might be taken through the shipping process before the transaction is logged in the computer. Often, when a company first begins using Eclipse, they use Post Purchase Order Entry for the transitional orders, but it can be used in other circumstances as needed.

For example, a sales person may be out a customer site and take an order. He logs the order on his hand-held portable device, but is not connected to the warehouse at that time. He can begin the process via phone, then return to the office and enter the purchase order information.

The Post Purchase Order Entry program gives you the opportunity to enter a batch number upon program entry. Many of the monitoring, processing, and printing programs described in the order flow of Purchase Order Entry give you the opportunity to select orders by batch number. Batch numbers are retained and modified at the individual order level.

▶**To use Post Purchase Order Entry:**

1. From the **Purch** menu, select **Post Purchase Order Entry** to display the Post Purchase Order Entry screen.

2. At the prompt, enter the batch ID for the purchase order you are entering.

3. In the **Ship From** field, enter the vendor name and select **New** at the prompt.

4. In the **PO#** field, enter the P/O number and press **Enter**.

   Note: This should be a purchase order number that has been assigned to the branch on the Pre-Assigned Order ID Maintenance screen. A system administrator can limit the order IDs used, if necessary, by using the **Restrict Post OE IDs To Pre-Assigned IDs** control maintenance record.

   You can also enter an alphanumeric number that begins with three alpha characters, such as SMB12345, if needed.

5. In the **ReqrDate** field, enter the date the product is needed.

6. In the **Qty** and **Description** fields, enter the product you need on the order. Press **F10** for a list of available products.

7. Use the hot keys as necessary. These are on the normal Purchase Order Entry screen.

8. Press **Esc** to save and exit the Purchase Order Entry screen.

9. In the **Freight** field, enter freight charge requirements. Press **F10** for a list of available charge options.

10. Press **Esc** to save and display the Status screen.

11. Verify the status screen and press **Esc** again to commit the order, exit the screen, and return to a blank Purchase Order Entry screen.

Creating Future-Dated Purchase Orders

You can issue a purchase order for stock that will be received at a future date without affecting the projected inventory level on the inventory inquire or inventory maintenance screens. The system does not consider the stock quantities on a future-dated purchase order as part of the PIL when it generates a Suggested P/O report.

Use the Purchase Order Entry program to create a future-dated purchase order. You must enter a required date and expected date that lies outside the system calculated Plenty Date.

Plenty date formula: **Order Cycle + Lead Time - Days into Order Cycle**

For example, a distributor orders a product today that the manufacturer promises to deliver at a much later date. The distributor does not want the PIL to include stock on order. This type of order happens rarely and including these stock quantities distorts normal average daily demand.

▶**To create a future-dated purchase order:**

1. Create a purchase order.

2. Change the **Reqd Date** and **Receive Date** fields to dates past the Plenty Date.

3. Press **Esc** to commit the order.

Purchasing Product Kits

Product kits are predefined sets of components, which your company groups and sells together. Kits that are considered to be a single unit, such as a Kitchen Sink Kit, are called *dynamic* kits.

For example, your branch sells complete kitchen sinks. You sell them as a Kitchen Sink Kit. This kit includes the hot and cold taps, faucet, basin and all the connection washers and screws. You also purchase this kit from the vendor. Selling in kits keeps your cost down and your inventory management at a minimum. These dynamic kits are all complete and the kits count as a single unit.

List product kits on regular purchase orders as individual components. However, dynamic kits are purchased, such as the Kitchen Sink Kit, as a single unit from the vendor. The vendor ensures that all the appropriate components are shipped as part of the kit. You cannot list the individual components of dynamic kits on the purchase order, only the kit name displays.

> **Note:** When a kit product is included on a Bill of Lading (BOL), the sum of the components' weight is used if the parent kit product has a weight of zero (0.00). If the parent kit product has a weight other than zero, than the parent weight it used.

▶**To purchase a product kit:**

1. Open a purchase order.

2. In the **Qty/Unit** field, enter the number of kits you want to order.

3. In the **Product Description** field, enter the name of the kit as you would any other product.

4. Press **Esc** to save your changes and exit the purchase order.

▶**To set the product kit to print components:**

1. From the **File** menu, select **Product** to display the Product Maintenance screen.

2. In the **Product ID** field, enter the product number for which you want to make a kit.

3. Use the **Kit** hot key to display the Product Kit Maintenance screen.

4. In the **Print Components** field, enter Y.

5. Press **Esc** to save the change and return to the Product Maintenance screen.

6. Press **Esc** to save the change and return to the main menu.

How the Minimum Order Cycle Works

Establishing a Minimum Order Cycle prevents unnecessary and costly processing of purchase orders.

The order cycle is the normal number of days between your purchasing. The amount of days in an order cycle is based on the order point, plus the lead time, plus the time to get to the vendor target. Each product has its own order cycle.

An order cycle can vary because a buy line can contain products that sell both quickly and slowly. The order cycle can expand or contract based on how many products are below the order point of the buy line.

Expanding and Contracting the Order Cycle

The Suggested P/O program occasionally adjusts the estimated order cycle and line points. This adjustment might be caused by a change in the order, large unshipped stock commitments, increased sales since the last forecasting of demand, or the procurement of non-stock items that contribute to meeting the vendor target but do not have line points.

If only a few products are below their order point, the Suggested P/O expands (adds days to) the order cycle, suggesting you purchase more items to meet the vendor target. The Suggested P/O expands an order cycle to a maximum of 365 days. This maximum prevents you from incurring carrying costs when holding inventory for a long period of time.

If many products are below their order points, the Suggested P/O contracts (subtracts days from) the order cycle, suggesting you need to purchase fewer items to meet the same target. The Suggested P/O never contracts an order cycle below the minimum order cycle defined either at the buy line or the system level. The minimum order cycle is set to keep the system from making suggestions too often. This contraction prevents you from processing unnecessarily frequent purchase orders for a buy line.

For example:

Normal order cycle
Buy line - Contains 50 products

14 days – normal order cycle
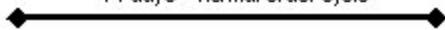
Example 1: Products 1-5 drop below order point. To meet the vendor target, the system expands the order cycle to 28 days to let more of the 50 products drop below the order point before purchasing.

28 days – expanded order cycle

Example 2: Products 1-25 drop below order point. To meet the vendor target, the system contracts the order cycle to 7 days because more of the 50 products have dropped below the order point.

7 days – contracted order cycle

Exceeding the Vendor Target

It is possible to exceed the vendor target to meet the minimum order cycle. For example, you make a line buy and two days later go below order point, putting the buy line back in the Suggested P/O Queue. You decide on a reasonable minimum order cycle below which the Suggested P/O program does not contract to meet a vendor target. If the normal order cycle is 209 days and the minimum order cycle is 14 days and there is a run on inventory, this would cause the order cycle to contract to 12 days. The system suggests buying 14 days, even if it exceeds the vendor target.

Best Cost Check in Purchase Order Entry

Purchase Order Entry (POE) provides many checks to the database to ensure that you purchase items from your vendors using the best cost available. These checks, when set, effect any purchase order created from any of the following:

- Purchase Order Entry
- Suggested P/O Queue
- Procurement Confirmation
- Returned Goods

The system uses three control maintenance records to ensure the cost check takes place to best suit your company needs.

- Best Cost Check Through All Matrix Cells
- Enable Best Cost Check In Purchase Order Entry
- Auto Open Multiple Vendor Matrix Cell

For complete descriptions, see **POE Best Cost Check** and **POE General** control maintenance record details.

> **Note:** Best Cost Check is disabled on direct orders.

Best Cost Example

Your vendor provides a discount, based on a contract, for 2" copper fittings and lets you buy them at a net cost of $.25 each. The normal cost of these fittings is $.30 each. The 2" copper fittings also are part of the COPFIT buy line. The vendor also offers a .85 multiplier, or discount, when buying any product in the COPFIT buy line. This makes the 2" copper fittings $.21 each.

By default, the system checks and uses the product-specific vendor contract first, called a buy matrix. If a buy matrix is not established for a particular vendor and product, then the system checks for an effective buy matrix for that vendor and a buy line in which the product may reside. However, if a product-specific buy matrix is established, the system uses that cost regardless of what is set at the vendor-group level.

For this reason, Eclipse has developed control maintenance records to provide the purchasing agent with the lowest possible cost for purchasing products from vendor contracts. In addition, when the parameters are set, the system can display all of the available contracts, their costs, and their contract numbers from which to select. The agent can select from this list or can override the current contract price with another effective cost in a buy matrix.

How Eclipse Determines the Best Cost in POE

The following matrix describes how each control maintenance record affects the POE being created.

If Best Cost Check Through All Matrix Cells is set to...	..and Enable Best Cost Check In Purchase Order Entry is set to...	Then...
YES	YES	the lowest cost is used within the standard hierarchy of pricing. • vendor, product-specific • vendor, group-specific
YES	NO	the lowest cost available is used, regardless of matrix-type.
NO	YES	the lowest cost is used within the standard hierarchy of pricing. • vendor, product-specific • vendor, group-specific
NO	NO	standard pricing is used.

The final control maintenance record, Auto Open Multiple Vendor Matrix Cells, determines if the Vendor Matrix Cell Selection screen displays when more than one contract cost is available. If the control maintenance record is set to **No**, then the purchase agent must use the **Pricing** / **Matrix** hot keys to display the screen and change the selection.

How the System Uses Average Cost for Purchase Orders

A product's *average cost* is maintained at the branch level. The average cost is the range in which a product's price falls. A product's price can vary from branch to branch due to buying patterns and branch locations. The prices in effect at the time of purchase can also be different because of the date a vendor price change goes into effect. For example, you may receive notice that your vendor is raising the price on all faucets, but the price change will not go into effect until the first of the month. Variances in freight charges also affect the landed average cost.

Average Cost is also known as Moving Average Cost (MAC).

Changing the Price on a Purchase Order

The cost of an item on a purchase order can be changed if you assign permission.

You can regulate who can change the cost of an item on a purchase order and by how much that cost can be varied. If the price change exceeds the percentage you set, either above or below the current cost, the user receives a warning message.

If the user has permission to continue, the warning is logged and the changed accepted. If the user does not have permission, a prompt displays for the user to enter a password to continue. For example, you can limit who can change prices for customers and ensure that personnel on the sales floor cannot change prices within ten percent (10%) of the original cost without checking with their supervisor.

How Does Average Cost Work?

Use the **Maximum Difference Percentage From Average Cost In POE** control maintenance record to set the percentage allowed on the product price change.

For example, you want to make sure that if a product's price of $10.00 is changed in branch 4, that the change does not exceed five percent (5%) above or below the $10.00 price. Set the **Maximum Difference Percentage From Average Cost In POE** control maintenance record to five percent (5%) for branch 4. When you change the price on the purchase order to $5.00, the message "You are about to exceed the Maximum Difference Percentage from Average Cost! Continue (Y/N):" displays. Select one of the following:

- **Yes** – The system updates the change log file with the message and changes the cost. If you do not have the POE.MAC.OVERRIDE authorization key set, you are prompted for a password.

- **No** – The average cost remains and no entry is made in the change log file.

Duty Drawback Rules on Purchase Orders

Duty codes determine rates for products which are imported and later exported or for products which are exported and later returned to you. For example, your company is in Canada. You order 100 products from a company in the United States. They ship 50 from a warehouse in the United States and 50 from a warehouse is Japan. Products from the United States have different duty codes and charges than the 50 products received from Japan. You must compensate for this difference.

Duty codes are assigned either at the product level or the buy line level. However, purchase orders with items containing duty harmonizing codes bypass the normal freight calculation. Freight is calculated based on duty harmonizing codes for all items on the purchase order.

When a purchase order is created with more than one product on it, one of which has a duty code assigned, the Customs Drawback Information screen displays when you navigate to that product. In addition, if you use the **Duty** hot key, the system populates the Customs Drawback Information screen with the duty data found in the product file and in Duty Harmonizing Code Maintenance.

> **Note:** The Country of Manufacture is not a validated field because the country information in Duty Harmonizing Code Maintenance is user-defined and case sensitive. Therefore, if you enter *England* in the code maintenance, you must enter *England* to retrieve that code in Customs Drawback and not *england*.

Every purchase order receipt that has products with duty codes assigned to them requires a series of entries for each product. These entries include certificate of entry, tariff codes, port of entry, lot, duty paid, certificate of origin document and country of manufacture. If you assign a harmonizing code, then the country of manufacture is required. These details then translate to what you need to remit to the government for duty taxes owed. The system calculates the duty cost and adds this amount to the landed cost.

> **Note:** Freight overrides at the generation level always take precedence over what is set up at the duty harmonizing code level.

EDI Purchasing Queues

The Electronic Data Interchange (EDI) provides you with options for transferring your data. The purchasing EDI queues let you track information from the vendor.

The EDI purchasing queues are as follows:

- **EDI 855 P/O Acknowledgement Queue** – Lists the purchase orders that have been received by the vendor. For more information, see Reviewing Inbound PO Acknowledgments for more information.

- **EDI 856 Advance Ship Notice Review Queue** – Lists the purchase orders that have items on the way to you. For more information, see Reviewing Inbound Advanced Ship Notices for more information.

- **EDI 845 Contract Upload Queue** – Lists purchase orders that need to be reviewed by the contract department for pricing verification before processing. For more information, see Receiving 845 Pricing Authorization Acknowledgments for more information.

EDI is a companion product. All other information for EDI can be found in the documentation that shipped with the companion product.

Suggested Purchase Orders Queue Principles and Guidelines

The Suggested Purchase Order (P/O) program automates part of the purchasing process and tells you when to buy and how much to buy. It is an electronic to-do list for the purchasing agent. The Suggested P/O queue proposes two purchase quantities. The short buy quantity brings the projected inventory levels (PIL) up to order point for the items that fell below order point. The line buy quantity either meets the vendor target or buy the calculated economic order quantity (EOQ), whichever is greater. See, How the Minimum Order Cycle Works or How Eclipse Uses Package Quantities in Line Buy Calculations for more details about how the system makes this calculation.

The Suggested P/O queue deals primarily with buy lines. Buy lines are groups of products that you purchase together to meet a vendor target. See the Buy Lines Overview for more information about how buy lines work.

The Suggest P/O program runs once a day, usually over night, unless otherwise specified through the Scheduling program. If your company is large and product movement is high, you may choose to run the program more than once per day. The Suggested P/O Queue lets you view, sort, and convert the information as best meets your business needs.

Once displayed, you can change the view of the last column on the Suggested Purchase Order Queue. Use the **ChgVw** hot key to display either the **Total Buy** or the **Last Line Buy** column. The default is Total Buy.

The following signs may display on the Suggested P/O Report when using the **View** hot key to drill into details:

- A plus sign (+) indicates that there is at least one warehouse in the network that has zero (0) on hand.

- An asterisk (*) indicates there is at least one branch that has negative on hand.

- A question mark (?) indicates there is one item on an overdue P/O.

Viewing Different Queues

A buy line displays on the queue if any items within that line have fallen below the order point when the Suggested P/O program runs for that line. The purchasing agent can then decide if it is best to do a short buy or a line buy. A short buy would purchase only those items that are below order point. The line buy quantity reflects all items needed to make the vendor target based on the line buy days calculation at the time the report generates. The Suggested P/O Queue helps you prioritize and sort buy lines.

You can display information on the Suggested P/O Queue differently to help distinguish which products to purchase first. You can display the products in groups: Normal, Emergency, Overdue POs, Open POs, and Select queues.

We recommend purchasing agents view the Emergency queue first. These buy lines have products on backorder to customers or negative on-hands quantity. Buylines with zero ($0.00)

carrying cost usually require a full line buy. Then review using the Select queue and select 25 hits. This process helps you replenish items that are purchased frequently first.

You can then use the Normal, Overdue, and Open queues to pick up any additional lines that need to be addressed.

> **Note:** Use the SUGGESTED.PO.QUEUE authorization to access to work with the Suggested PO Queue.

Normal

Displays all buy lines with at least one item below order point. We recommend running this queue after checking the Emergency and Overdue PO queues.

Emergency

Displays all buy lines that need to be purchased immediately that are non-stock or stock items that are backordered. The Suggested P/O Queue displays only those items that have a negative projected inventory level (PIL) combined in all branches. For example, if product A has a PIL of 1 in branch 2, and a PIL of 1 in branch 3, then the sum of the PILs is 0 and the item does not qualify as an Emergency buy in a central warehousing scheme.

After reviewing the Emergency queue, decide if you want to purchase from a your normal supplier if the vendor target is met, or an emergency procurement vendor.

We recommend running and converting the buy lines in this queue first, based on comments and needs for the business.

Overdue PO

Displays all buy lines currently on overdue purchase orders. If you have emergency items that need to be purchased that day, and you have an overdue purchase order from your vendor, you may be able to add the emergency products to the overdue purchase order without penalty.

We recommend you run the Overdue PO queue before the Open PO queue.

Open PO

Displays all buy lines that are currently on open purchase orders. If customers are inquiring if their non-stock or backordered items are in process, you can use this queue to provide them with accurate information.

We recommend you run the Open PO queue before the Select queue.

Select

Displays a prompt to let you enter **Rank Number**, **Rank**, and **Minimum Hits** for the products you want to display. For example, you can find out how many products with only 10 hits are below order point by entering 10 in the **Minimum Hits** field at the prompt.

The rank number refers to the Ranking Method number is set in Product Ranking. Product Ranking compares, the activity of a product against all other products within the same price line, a group of price lines, or all price lines.

Converting the Suggested P/O Queue

From the Suggested P/O Queue screen, you can convert the suggestions from the queue for any view to a purchase order. After converting a suggested purchase order into an actual purchase order, you can modify it before committing or saving the order and sending the order to the vendor.

Running the Suggest P/O Program

The Suggest Purchase Order (P/O) program uses order cycle information (PILs, demand, and vendor target) to propose purchase quantities for products on Suggest P/O reports. A summary of these reports displays in the Suggested P/O Queue.

The Suggest P/O program populates the Suggested P/O Queue with a report for each buy line that has a product below its order point. The program uses the order points, line points, and surplus points of those buy lines listed in the queue to suggest the short buy or emergency buy. To meet the vendor target, the system suggests buying products back to their line points and moves the line point, based on expanding or contracting order cycles, until the vendor target is met or exceeded.

> **Important**: The PIL listed on this report will be different from the PIL indicated on the Primary Inventory Maintenance screen. This difference is because the PIL on the Suggested P/O program is calculated based on the order cycle. The PIL on the Primary Inventory Maintenance screen is real-time and is calculated based on all orders coming into the system and going out.

The following signs may display on the Suggested P/O Report when using the **View** hot key to drill into details:

- A plus sign (+) indicates that there is at least one warehouse in the network that has zero (0) on hand.

- An asterisk (*) indicates there is at least one branch that has negative on hand.

- A question mark (?) indicates there is one item on an overdue P/O.

Most buy lines contain many products and due to the large number, it is difficult to know which buy lines have products below their order points. Therefore, the Suggested P/O program is most commonly run for all buy lines at once. If you run the Suggested P/O program for one buy line and no products are below order point, the system displays the message: Report Not Found.

Secondary Buy Lines

Also, when suggesting a purchase order that uses a secondary buy line for a product, the system uses the secondary buy line's procurement path and not the one set up for the product's primary buy line. Override hierarchies still apply.

> **Note:** If your company uses secondary buy lines, the processing time for this report can be longer than usual.

Package Quantities

When calculating the suggestions, the system rounds package quantities at the child branch level and adds the need to the parent branch's calculation, if the Divisibility flag is set to No at the parent branch level. This ensures that the system does not suggest broken carton quantities if the purchasing branch has the Divisibility flag set to No. For example, the parent branch has a the

Buy Package quantity set at 100 and the Divisibility flag set to No. The child branch has the Divisibility flag set to Yes. The parent branch requires a quantity of 15. The child branch requires 9. Therefore, the total quantity needed is 24. The quantity is rounded to the package, 100, which fills the needs of both parent and child.

Costs

The Suggest P/O Program displays costs for items based on the time the report is run. For example, the cost could change when running the Suggest P/O program for many branches at once. The program can take one to two minutes if there are several branches to query. If a cost has been changed while the program is running, the summary report does not reflect the change, but the detail report displays the change.

▶**To run the Suggest P/O program:**

1. From the **Purch > Reports** menu, select **Suggest P/O** to display the Suggest Purchase Order screen.

2. In the **Buy Line** field, do one of the following to run the program:

    *   Leave the field blank to run suggested P/Os for all buy lines at once.

    *   Enter a buy line ID to run the program for a single buy line.

    Note: You must set a flag at the buy line level in Buy Line Maintenance to include a buy line in all buy lines. If you want to include the buy line, set the **Suggest on All** field to **Yes**.

    Note: For super buy lines that do not have a procure group specified the suggested P/O report will first look to the individual product lines contained within the super buy line to determine procure group. If individual product lines do not contain a procure group the system uses a default group of DFLT.

3. In the **Purchasing Branch** field, enter one of the following to select the purchasing branch number. Only buying branches generate purchase orders.

    *   For a single-branch warehouse, type branch **1** or **all**.

    *   For central purchasing branches, enter the branch number for an authorized purchasing branch, as set up in Procurement Group Maintenance.

    *   To run the program for all purchasing branches, enter **all**.

4. In the **Print Indiv Branches** field, indicate whether to print individual branch summaries on the report.

    This field only applies to branches using central purchasing and lets the central purchasing agent review the Suggested P/Os from both a network summary and individual branch perspective.

5. In the **Ignore 'Suggest on All'** field, indicate if you want the system to ignore the buy line setting. This setting is active only when a specific buy line has been entered and the **Purchasing Branch** field is set to **All.**

    Note: If you select all buy lines by leaving the **Buy Line** field blank, the system uses a setting of No in this field. You cannot change this setting.

6. Set options, if needed, and generate the report.

Displaying and Sorting the Suggested P/O Queue

You can display and sort the Suggested P/O Queue to best show the purchases you need to make. You can sort by buy lines, buyers, or carrying costs. In addition, you can specify what kind of queue you want to display. After running the Suggest P/O program, you can display the results to decide what to purchase.

▶**To display the Suggested P/O Queue:**

1. From the **Purch > Queues** menu, select **Suggested P/O Queue** to display the Suggested P/O Queue screen.

2. In the **Brch** field, enter the branch you want to display. To display all branches, type **All**.

3. In the **Buyer** field, enter the buyer's queue you want to display. To display all, leave this field blank. To assign a buyer, see Assigning Buyers to Buy Lines.

4. In the **Sort** field, select a sort method as follows:

Selection	Sorts by...
By Buyline	buy line name.
By Asd $ Carry Cst	ascending carrying costs.
By Dsd $ Carry Cst	descending carrying costs.
By Buyer/Buyline	buyer and then by buy line. If you want to sort by buyer only, you need to assign that buyer to the buy line. To assign a buyer, see Assigning Buyers to Buy Lines.
By Buyer/Asd $ Cst	buyer and then ascending carrying costs.

5. In the **Type** field, select the kind of queue you want to display. Press **F10** to select one of the queues. For a description of each type, see Suggested Purchase Order Queue Principles and Guidelines.

6. Use the **Setup** hot key to select columns which display on the report. You can shuffle the column selections to best suit your company's needs.

7. Press **Enter**. The Suggested P/O queue displays.

8. Use the **ChgVw** hot key to change the **Total Buy** column to either **Last Line Buy** or **Next PO Date** if that information is more applicable.

9. Use the parameters you enter to convert the suggested purchases into actual purchase orders.

10. Press **Esc** to clear the queue and select new parameters.

Converting Suggested Purchase Orders to Actual Purchase Orders

The Suggested Purchase Order (P/O) program provides you with options to purchase products that are needed. The system determines what displays on the Suggested P/O Queue based on the parameters you provide. You can modify the order before committing the purchase order.

If you are converting purchase orders that contain consignment material, you may be prompted to confirm if it is a consignment purchase order you are creating. For more information, see Creating Consignment Purchase Orders.

> **Note:** When converting a buy line, if the maximum days supply is exceeded by a suggested purchase order and the user is not assigned the POE.PIL.DAYS.OVRD authorization key, the system prompts for a password.

Using the Convert Suggested to Actual P/O Program

You can convert Suggested P/Os to purchase orders with the Convert Suggested to Actual P/O program. When the purchase order is converted, the system records a comment in the change log to indicate if the conversion was made using the **Line** or **Emergency** hot key, such as "Suggested PO Converted Using the Line Buy."

Also, when suggesting a purchase order that uses a secondary buy line for a product, the system uses the secondary buy line's procurement path and not the one set up for the product's primary buy line. Override hierarchies still apply.

> **Note:** The system uses the lead time for the buy line on the converted order.

The Convert Suggested to Actual P/O screen displays the following:

- Date and time when the Suggested P/O generated
- Normal order cycle used on the Suggested P/O
- Vendor target
- Days supply being purchased

Before committing a purchase order, you can modify the purchase order in several ways, including adding or subtracting products and changing quantities. The purchase order is converted as of the current costs. If changes are made while the program is running the purchase order does not reflect the update. The Suggest PO Report lists the product detail in real-time cost. The summary on the queue uses the cached values to pull up more than one product detail on the screen.

> **Note:** You can also convert a suggested purchase order to the Transfer Surplus Queue.

► **To convert the Suggested P/O Queue to an actual P/O:**

1. Display the Suggested P/O Queue and position the cursor on the buy line you want to convert.

    Note: You can also access this program from the **Purchasing > Forecasting > Convert Suggested P/O To Actual** menu option.

2. Use the **Convert** hot key to display the Purchase Order Entry screen. The system populates the purchase order with the products listed in the buy line.

    Note: Purchase orders are displayed consecutively by P/O number starting with the lowest number.

3. In the **Branch** and **Line** fields, enter the branch and line you want to convert.

    For single-branch warehouses, the default is branch 1. The system checks for the most recent Suggested P/O created for that combination, and displays the generation date and time, normal order cycle days, vendor target, and the days supply in the appropriate fields on the Suggested P/O.

4. In the **Line or Emergency** field, type **L** to purchase all items in the line buy or **E** to purchase only the short buy quantities.

    The system places the cursor on the next required field.

5. In the **Vendor** field, enter the vendor to whom the converted purchase order should be directed. If you enter a partial vendor name, a selection list displays with the vendors' names and addresses that are available.

6. In the **Round Short to Package Qty** field, indicate if you want to round the short buy quantity to the package quantity. Type **Y** to round to the short buy quantity or **N** to leave as is.

7. Use the **Begin** hot key to create an actual purchase order and display the Purchase Order Entry screen, allowing you to further modify or cancel the order. For multi-branch networks, when a product is centrally purchased, but not centrally warehoused, the system generates individual, consecutively numbered purchase orders for each child branch.

    Note: If there is more that one price matrix associated with the product, the Vendor Matrix Cell Selection screen displays. Place the cursor on the matrix cell you want to use and use the **Use Cell Matrix** hot key to make the selection. For more information, see Creating Individual Matrix Cells.

8. Press **Esc** to return to the main menu.

► **To convert the Suggested P/O Queue to the Transfer Surplus Queue:**

1. Display the Suggested P/O Queue and position the cursor on the buy line you want to convert.

2. Use the **XferQ** hot key to display the Transfer Surplus Queue.

3. At the prompt, select one of the following:

    - **Current** – To convert only the one buy line selected

    - **All Listed** – To convert all buy lines

    The queue displays with the buy line items populated.

4. See Using the Transfer Surplus Queue to complete the transaction.

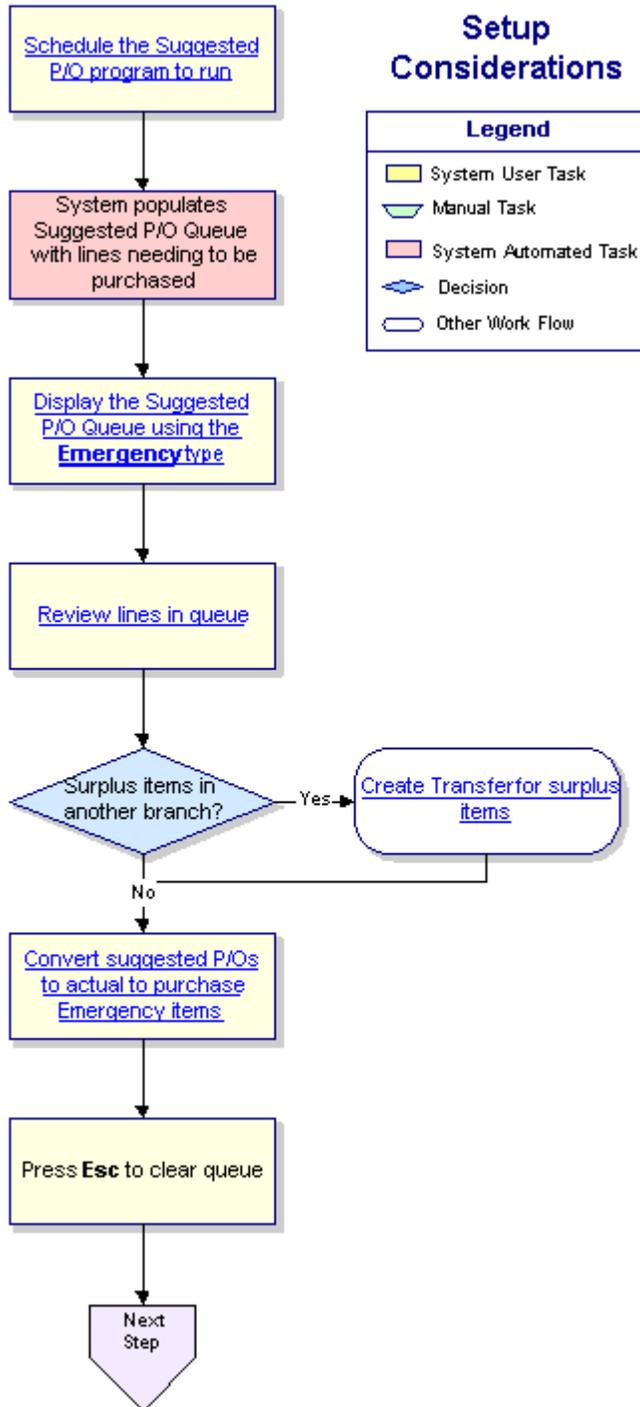5. Save your changes and exit the window.

Single-branch and Multi-branch Purchase Orders

In a single-branch warehouse, the system creates one purchase order for each buy line. In a multi-branch network, one or more purchase orders generate depending upon the warehouse scheme.

In a central purchasing scheme, one branch handles purchasing for the network while each branch handles its own warehousing. Each warehousing branch receives its own purchase order for the stock ordered by the purchasing warehouse.

In a central warehouse scheme, the selling branches are dependent on one branch to handle all the warehousing. The warehousing branch receives one purchase order for the entire order and handles stock replenishment through transfer orders.

Suggested P/O Queue Usage Workflow

Schedule the Suggested
P/O program to run

System populates
Suggested P/O Queue
with lines needing to be
purchased

Display the Suggested
P/O Queue using the
Emergency type

Review lines in queue

Surplus items in
another branch? — Yes → Create Transfer for surplus items

No

Convert suggested P/Os
to actual to purchase
Emergency items

Press **Esc** to clear queue

Next
Step

**Setup
Considerations**

Legend

System User Task
Manual Task
System Automated Task
Decision
Other Work Flow

Monthly Demand Calculation Workflow

A product has 10 hits in 365 days.

↓

Product sells in the following quantities: 200, 100, 9,8,7,6,5,4,3, and 2

↓

Exceptional Sales of 50% takes effect.
Quantity of 200 is excluded.

↓

100 is not exceptional due to Backorder Tolerance Quantities and is left in the calculations

↓

System adds the remaining quantities: 100, 9,8,7,6,5,4,3, and 2 → Sum (144) is divided by the days used in the forecast period (365) → 144/365 = .394

Daily Demand = .394

↓

Daily demand is mulitplied by 30 and rounded to find the monthly demand

↓

.394 * 30 = 11.82

Monthly Demand = 12

Expediting Purchase Orders

The P/O Expedite Queue displays purchase orders for you to accelerate for better customer service. The expedite queue functions like the customer calling queue, except that it shows purchase orders or direct orders to expedite. You can view the line items and adjust the priority as needed.

Use the **Job Queue Default Comment For P/O Expedite Queue** control maintenance record to add a standard comment when expediting a purchase order, so that the first line of any tracker created from the order will contain the comment.

How Purchase Orders Get Added to the Queue

The queue displays items with a next call date that is prior to and including the current date, if the **Expected Date** field and **Sales Order Expected Within 0 Days** field are left blank. If you need to expedite an order use the **Ord Dt** and **Exp Dt** fields to narrow the results that display and search for the order, then select **New Items** in the **Type** field to display orders that you have not yet addressed.

▶**To display the P/O Expedite Queue:**

1. From the **Purch > Queues** menu, select **P/O Expedite** to display the P/O Expedite screen.

2. In the **Br/Tr/ALL** field, enter the branch or territory you want to query. Type **All** to query all branches and territories.

3. In the **Type** field, select one of the following types:

Type	Description
All	All items available.
New Items	Only those items for which you have not logged a call or sent a job queue by creating a tracker.
Expedite	Only those items for which you have logged at least one call.
Unprinted	Only those items that have not been printed to a printer or a hold file.

4. In the **Debits (I/E/O)** field, indicate if you want to include, exclude, or display only debits on the purchase order.

5. In the **Directs (I/E/O)** field, indicate if you want to include, exclude, or display only the directs on the purchase order.

6. In the **Ord Dt** field, enter the date to include records that have an order date that is equal to or prior to the date indicated.

   Note: To confirm this date, use the **View Log** hot key and select **Change Log**. Use the **Change ShipDate/Inv#** hot key to locate the open generation in question or view the change log for all generations.

7. In the **Exp Dt** field, enter the expected or anticipated Receive Date of the order generation. Press **F10** to select a date or use a variable date.

8. In the **Writer** field, enter the user ID of the person entering the order. Press **F10** and select an order writer to limit the items appearing in the queue to just those orders created by this user. If left blank, the system shows orders for all writers.

9. In the **Only Items With Customer Waiting** field, indicate how to select orders containing products for which a customer is waiting. Select from the following statuses:

   - **Call When Available**

   - Ship When Available

   - Call When Complete

   - Ship When Complete

   - Ship Item Complete

10. In the **Vendor** field, enter a vendor name. The system populates this field with the vendor from the **Ship-From** field of the purchase order.

11. Use the **Show Pay** hot key to display the Vendor column using the Ship-From name.

12. Use the **Sort By** hot key to sort the queue and view all orders from a particular vendor. Select **Received Date by Vendor** or **Vendor by Received Date**.

13. In the **Sales Order Expected Within 0 Days** field, add the specified number of days to the expected date. This extends the queue further into the future. For example, if the Expected Date is 10/10/00 and you specify 5 days, the system looks for those purchase orders to be overdue on 10/15/00.

14. Press **Enter** for the system to search the records and display the matches in the following columns:

Column	Description
S	Type an asterisk (*) in this field to print or expedite the purchase order listed.
Vendor	Displays the vendor name on the purchase order that matches the criteria entered in the header. **Note:** Use the **Show Pay** / **Show Ship** toggle hot key to display the **Vendor** column using the Ship-From name.
Order #	Displays the order number associated with the vendor and that matches the criteria entered in the header.
Br #	Displays the branch number from which the purchase order originated.
NextCall	Displays the date when the next call should be made to the customer regarding the order status.
Rec Dt	Displays the date the order was received.
Call	Displays how many calls have been placed in reference to this order. This is a running tally of the number of calls placed to the vendor.
Line	Lists the number of lines the purchase order is buying.

Column	Description
Cmts	Displays how many products on the order that have commitments associated with them, according to the Future Ledger. Use the **View Items** hot key to see the commitments tied to the products on the order.

15. Press **Esc** to clear the P/O Expedite Queue screen.

16. Press **Esc** to exit the screen and return to the main menu.

▶**To view line items on the P/O Expedite Queue:**

1. Display the P/O Expedite Queue using the procedure above.

2. Place the cursor on the item you want to view.

3. Use the **View Items** hot key.

   - For direct purchase orders, the order displays in view-only mode.

   - For regular purchase orders, the Line Item screen displays. You can prioritize how customers receive the products.

4. Press **Esc** to save your changes and return to the P/O Expedite Queue.

Reconciling Rebate Requests

Use the Rebate Detail Maintenance program to identify and reconcile any differences between the dollar amount you are requesting from a vendor using EDI 844 and the vendor response about that rebate request coming back by EDI 849.

The system using the following flow:
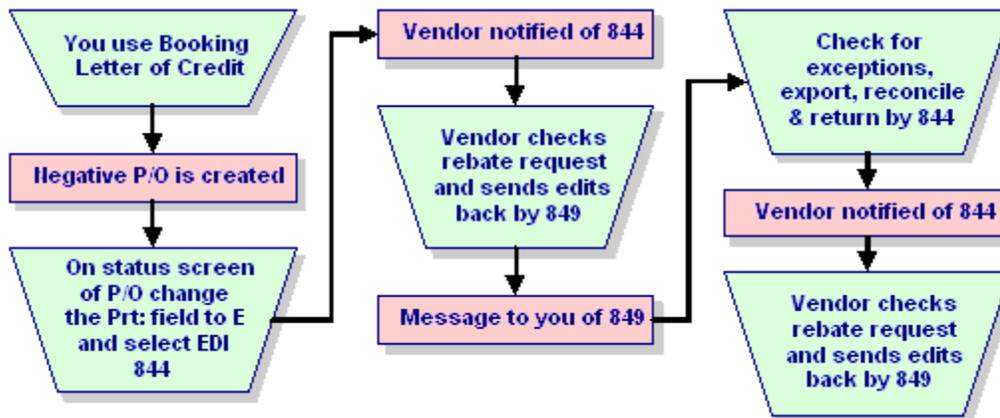
- Using Booking Letters of Credit, the system creates a negative purchase order.
- From the Status screen you type **E** in the **Prt:** field and select EDI 844.
- The vendor checks the EDI 844 document, edits it, and sends it back through EDI 849.
- The system notifies you that the document is received.
- Using Rebate Detail Maintenance, you check for exceptions, export those exceptions, reconcile any issues, and send the data back to the vendor using EDI 844.
- The vendor checks the document and returns it for final processing.

The Rebate Detail Maintenance queue populates information based on results received after the Customer Sales Rebates Report runs. You must have a spreadsheet program installed to view the information outside the system on your computer.

You can also use the Vendor Purchases Report to help reconcile your rebate requests and receipts. Typically run at the end of the year, this report can be used to reconcile rebates that are due. For example, if you are part of a buy group for Sylvania and they send you a rebate check based on their records, you can use this report to verify that their totals are correct and you are being paid the correct amount.

▶**To export and edit the Rebate Detail spreadsheet:**

1. From Purch menu, select **Queues**.
2. Select **Rebate Detail Maintenance**.
3. In the **P/O#** field, enter the purchase order number or press **F10** and select from the list.
4. Press **Esc** to display the information for that purchase order.

5. Use the **Export** hot key and select a file location when prompted.

    Note: Use the **Exceptions** hot key to display only the exceptions that created the difference between your request and the vendor response on the purchase order.

6. Name the file. The file is saved with a .csv extension.

    The file opens for you in your default spreadsheet program.

7. Edit the data as needed.

8. Save and close the file.

▶**To import and resend the Rebate Detail spreadsheet:**

1. From Purch menu, select **Queues**.

2. Select **Rebate Detail Maintenance**.

3. In the **P/O#** field, enter the purchase order number or press **F10** and select from the list.

4. Press **Esc** to display the information for that purchase order.

5. Use the **Import** hot key.

6. Select the file from your directory and click **OK**.

7. Use the **Update** hot key to update the displayed purchase order according to the file changes.

8. Drill back into the purchase order's Status screen.

9. In the **Prt:** field, enter **E** and select **EDI 844** to re-transmit the purchase order.

10. Press **Esc** to exit the screen and return to the main menu.

Viewing and Editing Rebate Purchase Orders

You can view and edit the purchase orders created for rebates after the Customer Sales Rebate Report runs.

▶**To view and edit the rebate purchase order:**

1. From the **Purch > Queues** menu, select **Rebate Detail Maintenance** to display the Rebate Detail Maintenance screen.

2. Press **F10** and select the purchase order you want to view or update.

3. Use one of the following hot keys:

    *   **View** – verify the purchase order information.

    *   **Edit** – update the purchase order information.

4. Verify information and edit if needed.

5. Press **Esc** to apply changes and return to the Rebate Detail Maintenance screen.

6. Press **Esc** to exit the screen and return to the main menu.

Purging the Rebate Detail File

The Rebate Detail file holds the information collected by the Customer Sales Rebate Report. Use the Purge Rebate Detail program to remove cancelled purchase orders that were generated using the **Book Letter of Credit** hot key from the Customer Sales Rebate Report.

We recommend purging the Rebate Detail File once a month. You can set the scheduler to purge this file on a regular basis.

▶**To purge the Rebate Detail File:**

1. From the **Files > Merge/Purge** menu, select **Purge Rebate Detail File** to display the Purge Rebate Detail File screen.

2. At the **Purge Rebate Detail File as of** prompt, enter the purge date. This purges the files on or before that date.

3. Use the **Begin Purge** hot key.

4. Press **Esc** to exit the screen and return to the main menu.

Vendor Consignments Overview

Use the vendor consignment functionality to warehouse items for your vendor. The vendor still owns the consigned items; however, the consigned items are stored at your warehouse because the vendor's warehouse space may be limited. This reduces the carrying cost for the vendor. As a distributor, this relationship increases your stock availability without additional cost to you. You are billed for the items only when they are sold.

As you sell items from your warehouse, the system depletes your normal inventory before taking items from the consignment stock. The system must take the stock location to zero before taking the remaining balance from the consignment location.

For example, you have 20 widgets in your normal inventory and 10 consigned widgets from your vendor. Two customers come in. The first customer buys 15 widgets. The system pulls the widgets from your inventory. After the sale, your inventory is now at five normal widgets and 10 consigned widgets. The second customer buys 10 widgets. The system pulls the widgets first from your normal inventory and then from the consigned inventory. After the sale, your inventory is now at zero normal widgets and five consigned widgets.

> **Note:** The system does not support kits in the vendor consignment program.

As in normal transactions, if the widgets are below order point, the system places the buy line in which your widgets live on the Suggested Purchase Order Queue so that you can replenish those items. The sale of vendor consigned inventory to a customer contributes to the forecasted demand. Therefore, order points, line points, and economic order quantities accrue and allow these items to be evaluated for automated purchasing and transfers.

> **Note:** The G/L postings take the appropriate amount for the stock material out of inventory and the appropriate amount for the consignment material out of consignment inventory.

The vendor must be set up as a consignment vendor in Vendor Maintenance. For more information, see Additional Vendor Setup.

For information on creating purchase orders for consignment material, see Creating Consignment Purchase Orders.

Creating Consignment Purchase Orders

The Vendor Consignment Inventory program lets the distributor handle specified products for the vendor. The vendor retains ownership of the products, but the distributor stores and sells the products for the vendor, usually in exchange for a percentage of the sale amount. The system keeps consignment inventory and normal stock inventory separate.

Within Purchasing, you have the option to buy the consigned inventory to replenish stock and eliminate the consignment cost.

For example, Jones Plumbing wants you to handle the consignment of the 600 chrome faucets because they are unable to sell them individually. You find that after two months, you have sold 300 of them. You decide to purchase the rest of the consignment and ship the faucets to the rest of your branches. You create a consignment purchase order, "ordering" the 300 faucets and transferring the faucets to your inventory. You save the cost of freight or vendor charges.

To change consignment inventory from the Product Location Maintenance screen, see Moving Vendor Consignment Inventory.

Consignment Transfers

You can also procure consignment stock from another branch. See Consignment Transfers for more information.

Creating Consignment Purchase Orders

The system keeps consignment inventory separate from regular inventory. When you purchase consignment inventory, there are two steps: creating a consignment purchase order and receiving that purchase order. You have to receive the purchase order to move the consigned inventory to your regular inventory count. See Receiving Consignment Purchase Orders.

> **Note:** If you transfer items on consignment, the transfer is received at the receiving branch as quantity type "S" for Stock and tagged to the consignment vendor.

▶**To create a consignment purchase order:**

1. From the **Purch** menu, select **Purchase Order Entry** to display the Purchase Order Entry screen.

2. In the **PrcBr** field, enter the branch for which you want to purchase the consigned inventory.

3. In the **Ship-From** field, enter the vendor name whose inventory is on consignment and press **Enter** to display the selection screen.

4. Select **New** from the list and press **Enter** to display the consignment prompt.

   > **Note:** The vendor must be a consignment vendor. For more information, see Setting Up Consignments.

5. At the **Is This a Consignment PO?** prompt , type **Y** and press **Enter** to display the Consignment Shipment screen.

   Note: You must have the POE.CONSIGNMENT.ALLOWED authorization key assigned to create a consignment purchase order. If this prompt does not display, check your authorization level.

6. In the **Qty** and **Product Description** fields, enter the amount and description of the consigned inventory you want to buy.

7. Press **Esc** to display the Status screen.

   The order status is Open.

8. Press **Esc** to commit the consignment purchase order.

9. Press **Esc** to return to the main menu.

Transferring Vendor Consignments

You can transfer vendor consignments to another branch, if your vendor agrees. Create and process a consignment transfer as any other transfer. When you receive consignment products into your warehouse, the vendor indicates if the products can be transferred to another branch and if the products must continue to be consignment products.

Use the Vendor Maintenance screens to indicate how the vendor wants the system to handle transferring consignments. The vendor specifies one of the following options:

- **No Transfers** – The vendor requires that consignment inventory remain in the warehousing branch indicated in the contract. If a vendor does not allow transfers of their material, then consigning the material to a customer forces you to purchase the material before making the transfer and the system reports it as a sale.

- **Consigned to Inventory** – The vendor requires that you purchase any consigned inventory items that you move to another branch in your company.

- **Consigned to Consigned** – The vendor allows you to move consigned inventory to any branch in your company as needed.

Only vendors that are flagged to allow consignment transfers of their material may have material that is consigned to customers, because a consignment transfer is processed as a regular transfer. For more information about consigning material to customers, see Customer Consignments.

> **Note:** You cannot transfer customer consigned material.

G/L Postings

The setting of the **Default Vendor Consignment On Transfers** control maintenance record determines the General Ledger postings when you transfer vendor-consigned material.

If...	Then...
the control record **Default Vendor Consignment On Transfers** is set to **consigned to consigned**	vendor consigned transfers credits the interbranch exchange and debits consigned inventory for the receiving branch.
the control record **Default Vendor Consignment On Transfers** is set to **consigned to inventory**	vendor consigned transfers first credit consigned inventory for the shipping branch and debit the interbranch exchange and then credit the interbranch exchange and debit inventory for the receiving branch.

▶ **To transfer vendor consignment material:**

1. From the **Xfer** menu, select **Transfer Order Entry** to display the Transfer Order Entry screen.

2. In the **Ship From Branch** field, enter the branch that currently warehouses the consigned inventory item you want to transfer.

3. In the **Ship To Branch** field, enter the branch to which to send the consigned material.

4. In the **Qty** field, enter the amount of consigned inventory to transfer.

5. In the **Product Description** field, enter the consigned product name.

6. Verify the **Ship Prc** and **Recv Prc** fields are correct.

7. If the Totals screen displays, enter the freight requirements.

8. Press **Esc** to commit the transfer.

Receiving Vendor Consignments

When receiving consignments from a vendor you must receive all items on the order into consignment inventory or regular stock. You cannot split the order between consignments and regular stock. The process for receiving consignment stock is the same as the process for receiving normal stock. However, consignment stock is typically stored in its own location.

For information about receiving stock in a manual warehouse, see the following:

- **Receiving Consignment Purchase Orders**

- **Receiving Purchase Orders in a Manual Warehouse**

- **Receiving Transfers**

For information about receiving stock in an RF warehouse, see RF Receiving Process Overview.

For information about location maintenance to indicate where consignment stock will be located in your warehouse, see Defining Product Locations and RF Location Maintenance Overview. For consignments, the system does not use the **Default Location For F,O,R Type Returns** control maintenance record for define a location.

Using the P/O Receiver Report

Use the P/O Receiver Report to view items that are vendor consigned. When the report runs, vendor consigned items are marked with an asterisk (*).

For complete information about the report, see Running the P/O Receiver Report.

Crediting Vendor Consignments

You can credit and rebill consignments as you would any other stock. The concept is the same although the process is different. G/L postings credit consigned inventory and debit purchases.

For vendor consignments, when you create a credit-only vendor consigned purchase order, the system removes material from consigned inventory and location, not stock inventory. In addition, when you create a vendor-consigned purchase order credit/rebill, the system removes the material from consigned inventory and the location on the credit generation and places it back into consignment inventory on the rebill generation. If the user opens the receipt and receives the items, the items go back into normal warehouse flow. For a non-RF environment, the stock goes to into the primary location for receiving. In an RF environment, the stock goes to In-Process for normal receiving.

Consigning Vendor Consigned Items to Customers

With a vendor's permission, you can consign vendor consigned items to a customer. The vendor still owns the material and is not paid for that material until it sells at the customer site. Consigning stock to your customer optimizes your turns of the material and service level results based on warehouse space and investment costs.

When vendor consigned material is consigned to a customer, the system shows the material located at the customer site, but also indicates that the material is vendor consigned. In addition, the G/L posting changes. If you bill the customer for vendor consigned material, the G/L posting credits consigned inventory rather than stock inventory.

When you send items to a customer site, all the material must be received by the customer as consignment items. After the customer sells the material you bill the customer for those items. You also report to your vendor that the items sold and the vendor bills you.

Use the Enable Vendor/Customer Consignment control maintenance record to allow using consignment stock to replenish customer consignment sites. In addition, you must set the **Consignment Inventory** field to **Yes** and the **Consignment Transfers** field to *Consignment to Consignment* in Vendor Maintenance. For more information on setting up vendor, see Setting Up Consignments.

How the System Breaks Consignment Container Quantities

If a vendor consigns items to you in containers, they will bill you for the whole container once you sell a portion of the container. When this occurs, the system changes the status of the remaining items from consigned to stock. The next time you sell the item, the system depletes the stock inventory before using items from the next container.

For example, a vendor sends three cases and each case contains 100 items. You sell a quantity of two items out of one of the containers, leaving 98 in the container. When the vendor representative performs a cycle count and determines that one case is broken, the vendor bills for the entire case. Upon receipt of the invoice, you pay for 100 and then change the remaining 98 items from the case of vendor consignment from consignment to stock. You then have 200 consignment items and 98 stock items. The next time you sell an item, the system depletes the stock inventory before using consignment items.

Currently, you must track and manage container quantities manually. The receiving manager must recognize when a container has been broken and make the appropriate corrections in the system. Set the **Prompt To Move Vendor Consigned Inventory To Stock On Reconciliation** control maintenance record to display a prompt upon receipt of the consignment material. The prompt asks how many items to mark as stock.

How Consignments Affect Reports

Use the following reports to determine how consignments affect your inventory.

Branch Consignment Usage Report

The Branch Consignment Usage Report shows a summary of usage when consignment inventory is set up as a separate branch. The report selects all products for which there is an on-hand balance during the period specified and reports product usage. For complete information on generating this report, see Running the Branch Consignment Usage Report.

Inventory Valuation Report

Use the Inventory Valuation Report for summary or detailed reporting on the value of the products in a price line, a series of price lines, or all price lines within one or more branches.

You can run this report for material that is both vendor consigned and customer consigned. Use the **Consignment** hot key on this report screen to include specific consignment data. For complete information on generating this report, see Running the Inventory Valuation Report.

Item Sales Report

The Item Sales Report allows for detailed or summary analysis of profitability in a number of ways. You can specify your needs for exception reporting to run your business on a management by priority basis. For example, if you ran a sales promotion on a group of selected items, you could use this report to evaluate whether the promotion was a success. However, material that has been both vendor consigned and customer consigned does not display as a sale if the vendor is flagged to allow consignment transfers. For complete information on generating this report, see Running the Item Sales Report.

Product Sales Report

Use the Product Sales Report to display product sales information. The report displays a detail listing of invoices by ship-to customer for pricing branches.

Material that has been both vendor consigned and customer consigned does not display as a sale if the vendor is flagged to allow consignment transfers. Use the Include/ Exclude options on this report to run the report with consignment information. For complete information on generating this report, see Running the Product Sales Report.

Viewing Consignments in the Inventory History Ledger

Use the Inventory History Ledger to view consignment transactions. The ledger shows how the system is using stock items before consignment items and that the system has the orders tagged as containing consignment stock. The Inventory History Ledger shows a snapshot of how sales affect your inventory and tracks movement of items from consignment stock to regular stock.

Use the **Prevent Consignment Orders From Updating Average Cost** control maintenance record to indicate how you want the system to handle consignment costs in conjunction with the average cost calculation.

From a purchase order, use the Inventory History Ledger to view that the system removes products from stock before using consignment stock. The stock type displays as VCnsgn. This type indicates that the items are being removed out of consignment stock. Click here to see an example of the screen. Verify by checking that the **Out** column lists the correct amount of consignment stock and that the **On Hand** column remains unchanged. If you have an order that takes your inventory to zero and uses partial consignment stock, the order number is listed twice. The first occurrence of the order indicates how much of the order is stock and how much the order reduced the amount on hand. The second occurrence of the order indicates how much consignment stock is used.

▶**To view consignments from the Inventory History Ledger:**

1. Display the purchase order which contains the consignments you want to view.

2. Place your cursor on the line item on which you want to view history.

3. Use the **Inq** hot key to display the Purchase Order Inquiries selection screen.

4. Select one of the following hot keys:

    - **Ven Inven Hist** – Shows only the history for the vendor from which you are purchasing the line item.

    - **Inven History** – Shows the history for the entire order regardless of vendor.

5. Press **Esc** to exit the screen and return to the Purchase Order Inquiries selection screen.

6. Press **Esc** to exit the selection screen and return to the purchase order.

7. Press **Esc** to exit the purchase order.

Reviewing the P/O Backorders Queue

The Review P/O Backorders Queue displays purchase orders that contain backordered items. These are items that were not available with the original purchase order. For example, a customer ordered 25 faucets for a new building's restrooms, but only 20 are available right away from the vendor. The last five faucets are put on backorder to be delivered to you for the customer as soon as possible.

The Review P/O Backorders Queue displays the backordered items that do not have an anticipated receiving date from the vendor. If you do not assign a date to the backordered item on a purchase order, the system flags that purchase order to display in the Review P/O Backorders Queue. In the above example, if the available date is unknown for the remaining five faucets, then the purchase order displays in the Review P/O Backorders Queue.

This section provides information about the following:

- Displaying the Review P/O Backorders Queue

- Viewing the Purchase Orders from the Review P/O Backorders Queue

- Editing the Purchase Orders from the Review P/O Backorders Queue

- Setting Fixed Backorder Days

► **To display the Review P/O Backorders Queue:**

1. From the **Purch > Queues** menu, select **Review P/O Backorders** to display the Review P/O Backorders screen.

2. In the **Br/Tr/All** field, enter a branch or territory for which you want to view the backorders. To view all branches and territories, type **All**.

3. In the **Writer** field, enter a purchasing agent ID.

   You can select to see all backorders for a specific purchasing agent who enters purchase orders. For example, if a purchasing agent called to give you advance warning that a backorder would be in queue because there was not a date assigned, you could search for that agents ID to narrow the search.

4. Press **Enter**. The Review P/O Backorders Queue displays.

   Note: If there are not any backorders for the parameters you entered, the message "No items found" displays.

5. Press **Esc** to exit the queue and return to the main menu.

Viewing and Editing P/Os from the Review P/O Backorders Queue

The Review P/O Backorders Queue provides you with two options to handle backorders. You can view the purchase order to see vendor information and original dates.

> **Note:** You can also edit the order with more information, if needed, but you must be assigned the WHSE.INPROCESS.EDIT authorization key.

Viewing the Purchase Order

Use the **View** hot key to access the original purchase order and provides complete vendor contact information. You can investigate the availability of backordered items with the vendor. If you establish a date, then you can update the purchase order and remove it from the Review P/O Backorders Queue.

> **Note:** If an order has a date assigned, it does not show up in the Review P/O Backorders Queue because the system determines that the order is now in process.

▶**To view the purchase order from the Review P/O Backorders Queue:**

1. From the **Purch > Queues** menu, select **Review P/O Backorders** to display the Review P/O Backorders Queue screen.

2. In the **Br/Tr/All** field, enter a branch or territory for which you want to view the backorders. To view all branches and territories, type **All**.

3. In the **Writer** field, enter a purchasing agent ID.

   You can select to see all backorders for a specific purchasing agent who enters purchase orders. For example, if a purchasing agent called to give you advance warning that a backorder would be in queue because there was not a date assigned, you could search for that agents ID to narrow the search.

4. Press **Enter**. The Review P/O Backorders Queue displays.

   Note: If there are not any backorders for the parameters you entered, the following message displays: No items found.

5. Press **Esc** to exit the queue and return to the main menu.

6. Use the **View** hot key.

   The purchase order displays in view-only mode.

7. Press **Esc** to exit the purchase order. The status screen displays in view-only mode.

8. Press **Esc** to return to the Review P/O Backorders Queue.

9. Press **Esc** to return to the main menu.

Editing the Purchase Order

You can assign the due dates from the edit mode. After a date is assigned to the backordered items, the purchase order is removed from the Review P/O Backorders Queue.

▶ **To edit the purchase order from the Review P/O Backorders Queue:**

1. From the **Purch > Queues** menu, select **Review P/O Backorders** to display the Review P/O Backorders Queue screen.

2. In the **Br/Tr/All** field, enter a branch or territory for which you want to view the backorders. To view all branches and territories, type **All**.

3. In the **Writer** field, enter a purchasing agent ID.

   You can select to see all backorders for a specific purchasing agent who enters purchase orders. For example, if a purchasing agent called to give you advance warning that a backorder would be in queue because there was not a date assigned, you could search for that agents ID to narrow the search.

4. Press **Enter**. The Review P/O Backorders Queue displays.

   Note: If there are not any backorders for the parameters you entered, the following message displays: No items found.

5. Press **Esc** to exit the queue and return to the main menu.

6. Use the **Edit** hot key.

   The purchase order displays in edit mode.

7. Make changes to the appropriate field. For information on the fields, see Creating Purchase Orders.

8. Press **Esc** to commit the changes to the purchase order. The status screen displays in edit mode.

9. Press **Esc** to return to the Review P/O Backorders Queue.

10. Press **Esc** to return to the main menu.

Setting Fixed Backorder Days

You can set a specific number of days that a vendor is normally allowed for backordered items. This variable, called B/O Days, is set in Vendor Maintenance. The **B/O Days** field determines how the system handles backordered purchase orders for this vendor.

For example, a vendor may guarantee to you that if any backordered items will be delivered within 14 days. You can set a variable so that the system does not consider the backordered items overdue until the 15th day.

If the **B/O Days** field is blank for a vendor, the system looks at the setting in the **Default B/O Days For Purchase Orders** control maintenance record.

You can set the variable in the **B/O Days** field and the control maintenance record in the following ways:

Setting	Name	Description
C	**Cancel**	Cancels any backordered items from this vendor.
#	**Number**	If there is a standard number of days the vendor guarantees that backordered items will be delivered, enter the number. In the above example, you would enter 14.
R	**Review**	The exact date is not known for the vendor shipment of material. When material is backordered from such a vendor, the material appears on that generation of the purchase order without associated due dates. This populates the Review P/O Queue.

Returned Goods Queue Overview

The Returned Goods Queue displays products being returned by a customer and the order on which the products were purchased. In addition, the queue displays products received from a vendor with one the following issues:

- **Defective** – Broken and unusable.

- **Over-shipped** – Too many products shipped and there is limited storage capacity.

- **Not as Ordered** – Something incorrect with the item, such as wrong size or color.

In addition, products from an incoming transfer or an inventory adjustment can cause items to display in the Returned Goods Queue. Return these items to a vendor for credit or dispose of them in some manner. If you apply a credit or rebill on a returned good that has been released from the queue, the new orders created do not display in the Returned Goods Queue.

You can sort and change the view on the Returned Goods Queue and return products to specific branches, if needed. Items remain listed on the Returned Goods Queue until you add them to an open purchase order to replace defective and not-as-ordered items or until they are disposed.

Products do not display on the Returned Goods Queue if they are on a transfer order you have not received. Future orders will display on the queue, but not future transfers.

> **Note:** Return purchase orders are not included in work ticket printing.

Use the following control maintenance records to indicate how you want to handle returned goods:

- The **Update Cost On Sales Order From Tagged Purchase Order** control maintenance record indicates if the system updates the sales order when a purchase order is created from this queue. If this record is set to Yes, the cost on the return purchase order is added to the sales order to which the cost is tagged.

- Use the **Return Goods Queue Default Select Option** control maintenance record to indicate if you want to run the Returned Goods Queue by buy line or price line. This entry determines the field that displays in the header. The default is buy line.

- The **Exclude Original Sale Line Item Comment From Return P/O** control maintenance records indicates if you want to copy the original sales order line item comments to a purchase order created from the Return Goods Queue.

This section provides workflow diagrams for the following scenarios:

- Returned Goods Processing

- Returned Goods Processing for Credit After Vendor Repayment

- Returned Goods Processing for Immediate Credit

Displaying the Returned Goods Queue

You can display the products returned to your company by customers or vendors. The Returned Goods Queue displays these items to assist you in your analysis and handling of these items.

> **Note:** Purchase orders that have in-process quantities do not display on the Returned Goods Queue.

Use the **Return Goods Queue Default Select Options** control maintenance record to indicate if you want to run the Returned Goods Queue by buy line or price line. This entry determines the field that displays in the header. The default is buy line.

To verify returned goods, see Verifying Returned Products in the Sales Management documentation.

▶**To display the Returned Goods Queue:**

1. From the **Purch > Queues** menu, select **Returned Goods** to display the Returned Goods Queue screen.

2. In the **Branch** field, enter the branch number for which you want to display returned products.

3. In the **Buy Line** field, enter a buy line ID or press **F10** to select from a list. Leave the field blank to run for all buy lines.

4. In the **Buyer** field, enter the buyer ID for which to run the queue. Press **F10** to select from a list. Leave the field blank to run for all buyers.

5. In the **Type** field, select a type to display. Use product types to decide what happens to the returned goods in the Returned Goods Queue after you accept the return. You have the following types from which to choose:

Type	Description
R - Review	Item must be examined before returning the item to inventory.
F - Defective	Item cannot be returned to inventory.
O - Overship	Returned to inventory, but the on-hand quantity is not affected until the decision is made by the purchasing agent to keep the extra inventory shipped. If the inventory is kept, the purchasing agent changes the Type to S for Stock on the purchase order.

> **Note:** The system does not check the projected inventory level (PIL) unless the Type is Stock.

6. Press **Enter** and the queue populates. If no products were returned, the following message displays: No items found.

7. Press **Esc** to return to the main menu.

Sorting and Changing Views on the Returned Goods Queue

You can sort the Returned Goods Queue to better evaluate the data displayed. You can sort by any of the following:

- Buy Line

- Return Code (Type)

- Sales Order Number

- Ship Date

▶**To sort the Returned Goods Queue:**

1. Display the Returned Goods Queue.

2. Use the **Sort BY** hot key.

3. Select the sort you want to use for the queue and press **Enter**. The queue sorts accordingly.

4. Press **Esc** to exit the current queue and return to main menu.

Changing the view on the Returned Goods Queue

Indicate if you want to include or exclude the ship date for each order generation on the Returned Goods Queue. The queue defaults to excluding the ship date from view.

▶**To change the view on the Returned Goods Queue:**

1. Display the Returned Goods Queue.

2. Use the **Chg View** hot key. A prompt window displays.

3. Select one of the following:

   - **Add Ship Date With Gen -** Displays the queue with the ship date and the corresponding generation number.

   - **Display Cust PO #** - Displays the queue with the customer purchase order number from the sales order credit and the reason code.

4. Press **Esc** to return to a blank Returned Goods Queue screen.

Returning Products to Vendors

Review the records of returned products in the Returned Goods Queue. When products are returned to vendors, you create return purchase orders. Return purchase orders contain negative quantities to show what items are being returned to the vendor and should be invoiced. In addition, you can specify which vendor or branch receives the products that are being returned.

To edit costs on a negative purchase order you must have authorization.

> **Note**: If you are returning products in an RF environment, see Handling Return Purchase Orders in RF.

Creating Return POs

Use the Returned Goods Queue to create return purchase orders for the products listed.

▶**To create a return purchase order:**

1. Display the Returned Goods Queue.

2. Move the cursor to the items for which you want to return.

3. Use one of the following hot keys:

Hot Key	Description
Create Mult	Creates a new purchase order for the vendor in the Return To column. Lets you combine multiple returned products on the same purchase order for each vendor. **Alt+C** prompts you to combine all products going to that vendor on a single purchase order. **Alt+M** prompts you to combine all items going to each vendor. Creates a separate purchase order for each vendor.
Add To	Select an open purchase order on which to put the return item.

4. Create the purchase order as a normal purchase order, but with a negative quantity.

> **Note:** If there is more that one price matrix associated with the product, the Vendor Matrix Cell Selection screen displays. Place the cursor on the matrix cell you want to use and use the **Use Cell Matrix** hot key to make the selection. For more information see Creating Individual Matrix Cells.

5. Press **Esc** to commit the order.

6. Press **Esc** to return to the main menu.

Returning Items to a Branch

You can specify the branches that receive the products when they are returned to inventory.
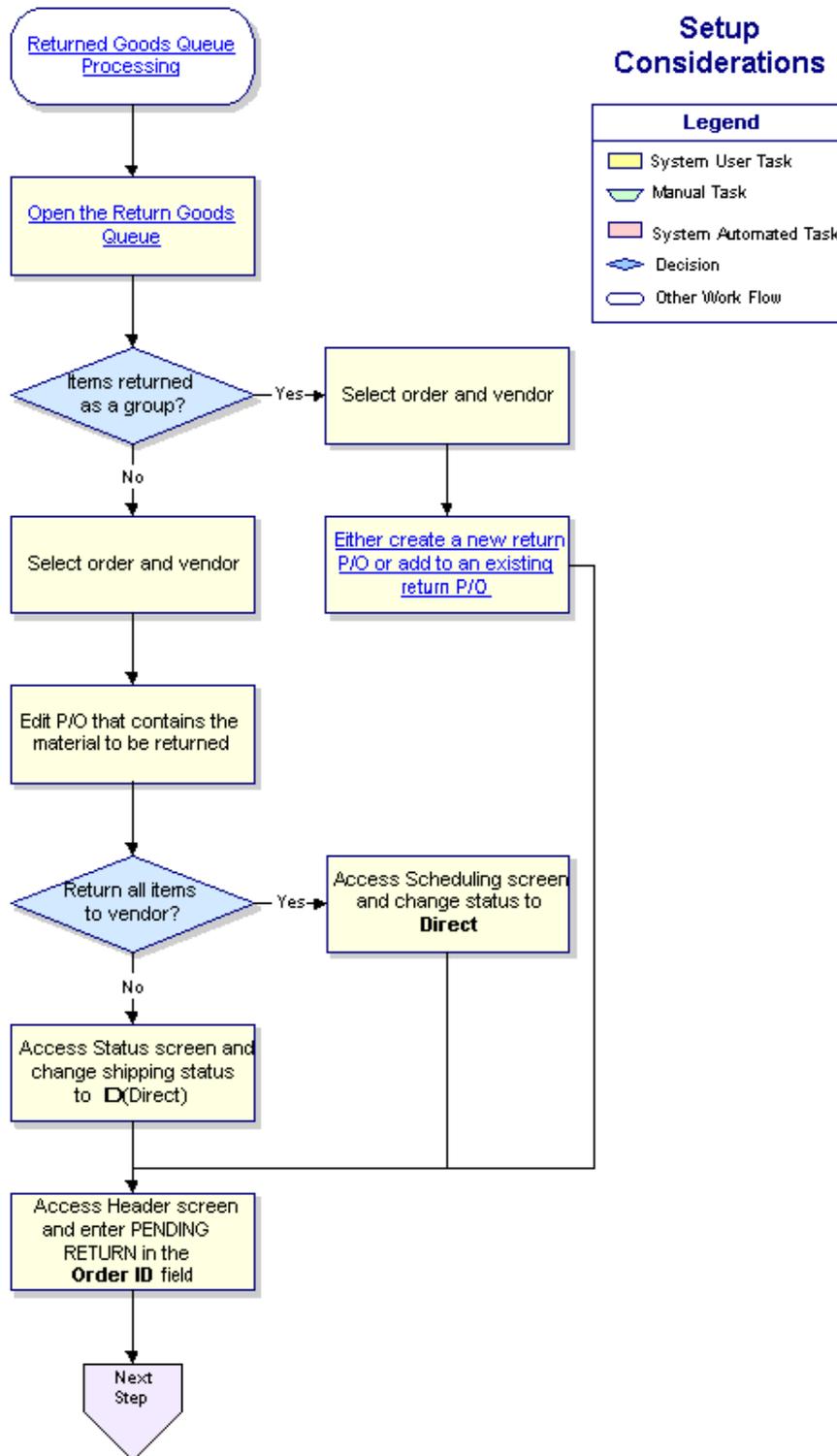
▶**To specify a branch for returned items:**

1. Display the Returned Goods Queue.

2. Move the cursor to the order with items for which you want to specify a return branch.

3. Use the **Return to Br** hot key.

4. Enter the branch number and press **Enter**. The branch number displays in the **Return To** field.

5. Press **Enter** to commit the returned item to that branch number.

6. Press **Esc** to return to a blank Returned Good Queue screen.

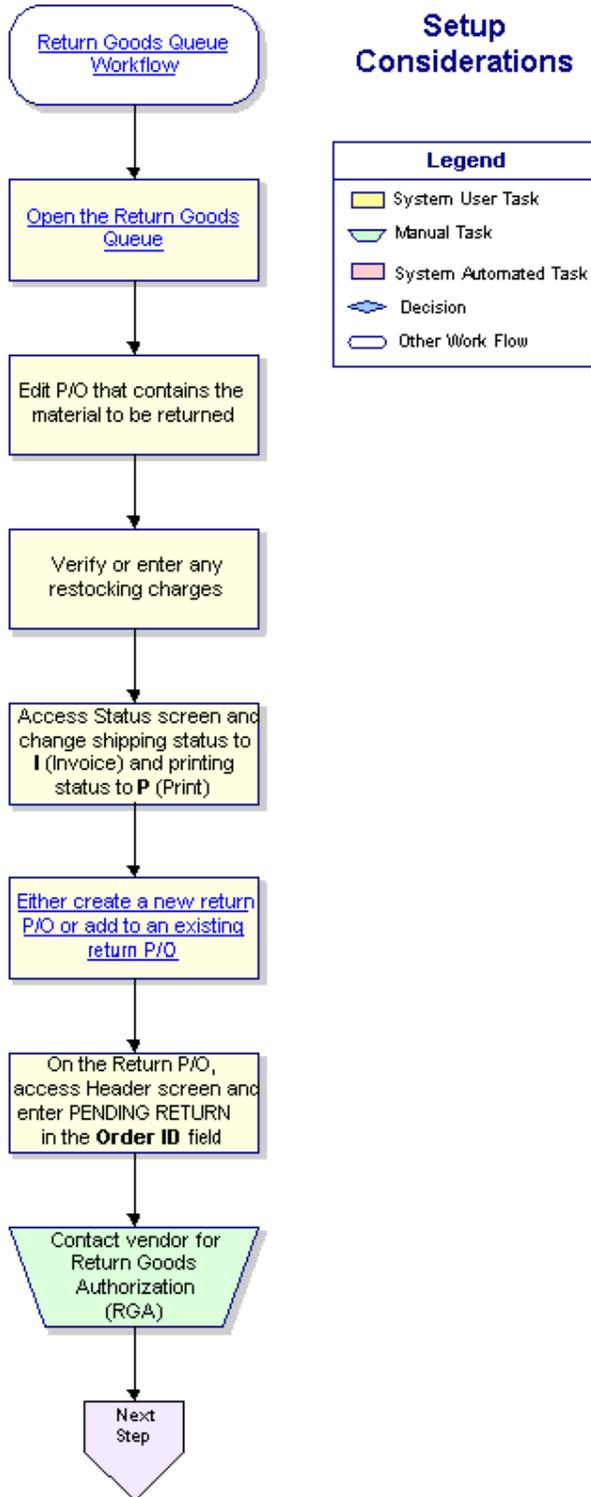7. Press **Esc** to return to the main menu.

Returning Items to a Vendor

You can identify which vendor receives the returned products and then print the purchase order to send.

▶**To enter a vendor for returned items:**

1. Display the Returned Goods Queue.

2. Move the cursor to the order with items for which you want to specify a return vendor.

3. In the **Return To** field, enter the to which vendor you want to return items.

4. Use the **View** hot key to display the order in view-only mode.

5. Press **Esc** to display the Status screen.

6. Use the **Print Opts** hot key to display the Order Reprinting Options screen.

7. Use the **Print** hot key to print the Returned Goods Authorization.

    Note: This is also referred to as the Return PO Acknowledgement.

8. Press **Esc** to return to the Returned Goods Queue.

9. Press **Esc** to exit the queue.

Creating Return Purchase Orders

Return purchase orders are created as a new generation of the original purchase order.

Use the Returned Goods Queue to create return purchase orders. The records of returned products are reviewed in the Returned Goods Queue.

> **Note:** The system checks the product file when printing. If any hazardous material is listed on the order, a HAZMAT sheet prints with the order.

▶**To create a return purchase order:**

1. Display the Returned Goods Queue.

2. Move the cursor to the items for which you want to return.

3. In the **Return-To** field, enter the vendor to whom you are returning the ordered items.

4. Place the cursor on line item and use one of the following hot keys:

Hot Key	Description
Create Mult	Creates a new purchase order for the vendor in the Return To column. Lets you combine multiple returned products on the same PO for each vendor. • Alt+C prompts you to combine all products going to that vendor on a single PO. • Alt+M prompts you to combine all items going to each vendor. Creates a separate PO for each vendor.
Add To	Select an open purchase order on which to put the return item.

5. Use the **Ship Dates** hot key and select **new**.

   The system populates the **Reqr'd Date** field with the current date. Press **F10** to change it.

6. In the **Enter New Recv Date** field, enter the current date.

7. In the **Enter New Status** field, type **O** and press **Esc** to create the new generation.

8. The system displays a blank purchase order.

9. In the **Qty** and **Description** fields, enter the negative product quantity and product. Press **Esc** to commit the changes and display the new purchase order.

   > **Note:** If there is more than one price matrix associated with the product, the Vendor Matrix Cell Selection screen displays. Place the cursor on the matrix cell you want to use and use the **Use Cell Matrix** hot key to make the selection. For more information, see Creating Individual Matrix Cells.

10. Use the **Comment** hot key and enter a comment or the vendor's return goods authorization code.

11. Press **Esc** to display to the Status screen.

12. Press **Esc** to save the changes and exit the screen.

Specifying a Branch for Returned Items

You can specify the branches that received the products when they are returned to inventory.

▶**To specify a branch for returned items:**

1. Display the Returned Goods Queue.

2. Move the cursor to the items for which you want to specify a return branch.

3. Use the **Return to Br** hot key.

4. Enter the branch number and press **Enter**. The branch number displays in the **Return To** field.

5. Press **Enter** to commit the returned item to that branch number.

6. Press **Esc** to return to a blank Returned Good Queue screen.

7. Press **Esc** to return to the main menu.

Returned Goods Processing Workflow

Counter Returns

Non-Counter Returns

Setup Considerations

Legend

☐	System User Task
▽	Manual Task
☐	System Automated Task
◇	Decision
⬭	Other Work Flow

Collect return goods paperwork

Look for notes of defective or damaged material

Inspect material for signs of damage

Return to vendor? —Yes→ Credit customer now? —Yes→ Return to Vendor - Immediate Credit Customer

No → Return to Vendor - Wait for Vendor Credit

No

Adjust from inventory? —Yes→ Return Goods Queue Adjustments

No

Next Step

Returned Goods Processing for Credit After Vendor Repayment Workflow

Returned Goods Queue Processing

↓

Open the Return Goods Queue

↓

Items returned as a group? —Yes→ **Select order and vendor**

No ↓   ↓

Select order and vendor   **Either create a new return P/O or add to an existing return P/O**

↓

Edit P/O that contains the material to be returned

↓

Return all items to vendor? —Yes→ **Access Scheduling screen and change status to Direct**

No ↓

Access Status screen and change shipping status to D(Direct)

↓

Access Header screen and enter PENDING RETURN in the Order ID field

↓

Next Step

Setup Considerations

Legend

☐	System User Task
▽	Manual Task
☐	System Automated Task
◇	Decision
⬭	Other Work Flow

Returned Goods Processing for Immediate Credit Workflow

```
        Return Goods Queue
            Workflow
               │
               ▼
        Open the Return Goods
             Queue
               │
               ▼
        Edit P/O that contains the
         material to be returned
               │
               ▼
         Verify or enter any
          restocking charges
               │
               ▼
        Access Status screen and
        change shipping status to
        I (Invoice) and printing
           status to P (Print)
               │
               ▼
        Either create a new return
        P/O or add to an existing
              return P/O
               │
               ▼
         On the Return P/O,
        access Header screen and
        enter PENDING RETURN
         in the Order ID field
               │
               ▼
         Contact vendor for
         Return Goods
         Authorization
            (RGA)
               │
               ▼
             Next
             Step
```

Setup Considerations

Legend	
☐	System User Task
▽	Manual Task
☐	System Automated Task
◇	Decision
⬭	Other Work Flow

Returning Overstock to Vendors Overview

Carrying overstock in your warehouse costs you valuable space and money. Using the Suggested Return P/O process, you can determine which products in your overstock inventory you can return to your vendor for credit, and create return purchase orders for those products. As you review your overstock inventory and have conversations with your vendors regarding return policies, you can also flag individual products to indicate that you cannot return that product to your vendor, saving you time in the future when reviewing which products you can return.

If you use the Vendor Scorecard and have built a Vendor Scorecard file, the system uses the same overstock days in that file to determine which products are considered overstock. If you have not run a Vendor Scorecard build, the default overstock days is 90. For more information about the Vendor Scorecard, see Measuring Vendor Performance Overview.

You can review the suggested returns purchase orders as a report or in the Suggested Return P/Os Queue. From this queue, you can convert the suggested return orders into actual return purchase orders to initiate the return process. Suggesting purchase orders populates the Suggested Return P/O Queue for each buy line that has products that are considered overstock.

See the following topics to suggest return purchase orders for your overstock inventory:

- Suggesting Return P/Os for Overstock

- Working with the Suggested Return P/O Queue

- Converting Suggested Returns into Actual Return P/Os

- Setting Products as Non-Returnable

Suggesting Return P/Os for Overstock

Use the Suggested Return P/O process to determine which products in your overstock inventory you can return to your vendor for credit. If you use the Vendor Scorecard and have built a Vendor Scorecard file, the system uses the same overstock days used to build that file to determine which products are considered overstock. If you have not run a Vendor Scorecard build, the default overstock days is 90. For more information about the Vendor Scorecard, see Measuring Vendor Performance Overview.

The Suggested Return P/Os process populates the Suggested Return P/O Queue with each buy line that contains products that are considered overstock. You can also create a report and e-mail, fax, print, or send it to your Hold file that provides the contents of the queue.

The overstock quantity does take into consideration products that have future committed sales. For example, if you have 10 of a product to return, but 4 are on an open sales order that will ship on a future date, only 6 of the product are shown as overstock.

To suggest return P/Os from your overstock products:

1. From the **Purch > Reports** menu, select **Suggested Return P/O** to display the Suggested Return Purchase Order window.

2. In the **Buy Line** field, do one of the following:

   - Enter a buy line to suggest returns for overstock products in a single buy line.

   Use the **Multi** hot key and enter multiple buy lines to suggest returns for overstock products in more than one buy line.

   - Leave the field blank to suggest returns for overstock products in all your buy lines.

3. In the **Purchasing Branch** field, enter one of the following to select the purchasing branch number. Only branches that purchase products generate return purchase orders.

   - Enter a single branch to suggest returns for only that purchasing branch.

   - Use the **Multi hot** key and enter multiple branches to suggest returns from more than one branch.

   - For central purchasing branches, enter the branch number for an authorized purchasing branch, as set in Procurement Group Maintenance.

   - Leave the field blank to suggest returns for all purchasing branches.

4. Do one of the following to generate the list of suggested returns:

   - To print, fax, e-mail, or send a copy of the list to your Hold file, use the appropriate hot key to select how you want to generate the report.

   - To populate the Suggested Return P/O Queue without generating a report, use the **Begin** hot key.

If you create a report, it contains additional information about each product suggested for return. You can also generate this report from the Suggested Return P/O Queue using the **View** or **Print** hot keys.

Working with the Suggested Return P/O Queue

After you populate the Suggested Return P/O Queue, display the queue's contents to show the overstock products that you can potentially return to your vendors. In addition, you can filter the queue to include only products that are returnable, and not those that are set as non-returnable. You can also view or print the Suggested Return P/O Report directly from the queue for insight in to which products in a buy line have overstock that you can return to the vendor.

Using the queue helps you to work with your vendors and to decide which products you want to return, and convert the suggested returns into actual return purchase orders.

▶**To display the Suggested Return P/O Queue:**

1. From the **Purch > Queues** menu, select **Suggested Return P/O Queue** to display the Suggested Return P/O Queue screen.

2. In the **Brch** field, enter the branch, branches, or territories you want to display. To display all branches, type **All**.

3. In the **Buyer** field, enter the ID of the buyer you want to display in the queue. To display buy lines for all buyers, leave this field blank. To assign a buyer, see Assigning Buyers to Buy Lines.

4. In the **Inc Non-Returnable** field, select **Y** to include the products that you have marked as non-returnable in Product Maintenance. Leave this field set to **N** to review the queue without the non-returnable products.

5. Press **Enter** to display the buy lines with overstock products that meet your selection criteria.

Field	Description
Br	The purchasing branch for the buy line.
Buy Line	The buy line that contains products included in the overstock inventory. If you use the Vendor Scorecard and have built a Vendor Scorecard file, the system uses the overstock days used to build that file to determine which products are considered overstock. If you have not run a Vendor Scorecard build, the default overstock days is 90. To view the products within the buy line, select the buy line and use the **Buy Line** hot key.
Return Qty	The total number of items suggested for return in the buy line.
Return $	The total dollar amount of the returnable items in the buy line.

6. To view information about the products in the buy line, select the buy line and use the **View** or **Print** hot keys to display the Suggested Return P/O Report.

   Use the Suggested Return P/O Report to gather insight in to which products in a buy line have overstock that you can return to the vendor. For each product in the selected buy line for the branch displayed in the queue, the report shows the following information:

Field	Description
Prod ID	The Eclipse ID assigned to the product in Product Maintenance. Click the ID to display the product record.
Description	The product included in the buy line.
Onhand	The total amount of the product that you currently have in sock and tagged to future orders.
Committed	The total amount of the product that you have in stock committed to sales and transfer orders.
Available	The amount of stock that is currently uncommitted to any order.
RetQty	The total number of the product suggested for return.
BuyPkg	The number of the product that come in a package. For example, a package might have 5 of a particular product. Your vendor might not take anything less then the buy quantity as a return.
Days Supply	The number of days of supply of the product you have based on your current inventory levels.
12moSls and **1moSls**	The amount of the product you sold in the last year and the last month.
Order Point	The minimum amount of stock you want to have on the shelf at any given time to meet your demand. For more information, see How the System Calculates Order Points.
Min and **Max**	The minimum and maximum amount of the product that you should have on hand.
Demand	The 30-day demand system-calculated demand for the product.
Unit Cost	The cost per each of the item.
Return $	The unit cost times the return quantity, which equals the total dollar amount of the overstock items available for return.

7. Use the following hot keys to work with the items in the queue:

To...	Use this hot key...
convert a line item in the queue into an actual return purchase order for the vendor.	**Convert**
view information in Buy Line Maintenance for the selected buy line.	**Buy Line**
to run the Suggested Return P/O Report for a different set of buy lines or purchasing branches.	**Recalc** Opens the Suggested Return Purchase Order screen where you can enter different parameters for suggested overstock returns.
to remove the selected entry from the queue.	**Delete**

Converting Suggested Returns into Actual Return P/Os

The Suggested Return P/Os process populates the Suggested Return P/O Queue for each buy line you run the process for that has products that are considered overstock.

> **Note:** You can also create a report that contains the contents of the queue and e-mail, fax, print, or send it to your Hold file.

Use the Suggested Return P/O Queue to review the overstock products, and to convert the suggested purchase orders into actual return purchase orders. Returns are negative purchase orders. Using this process always creates a new return purchase order.

> **Note:** The overstock quantity takes into consideration products that have future committed sales. For example, if you have 10 of a product to return, but 4 are on an open sales order that will ship on a future date, only 6 of the product are shown as overstock.

▶**To convert a suggested return into an actual return purchase order:**

1. Display the Suggested Return P/O Queue and select the buy line you want to convert into an actual return purchase order.

2. Use the **Convert** hot key to display the Convert Suggested to Actual Return P/O screen.

   The system populates the Branch and Line fields with the branch and buy line information from the Suggested Return P/O Queue screen.

3. In **Vendor** field, select the vendor to which you are returning the items in the buy line.

4. In the **Include Non-Returnable Products** field, enter **Y** to include the products within the buy line that are set as non-returnable. This field defaults to **N**.

5. Use the **Begin** hot key to create an actual purchase order and display the Purchase Order Entry screen, allowing you to further modify or cancel the order.

6. Modify and process the order.

Setting Products as Non-Returnable

As you work with your vendors to return products you consider overstock, you may find that you have products that your vendors will not allow you to return. For example, your vendors might not allow returns on discontinued products. Instead of reviewing these products each time you run the Suggested PO Return Queue for overstock products, you can set a product as non-returnable in Product Maintenance, and filter the queue to show only products that are returnable.

To set a product as non-returnable:

1. From the **Files** menu, select **Product** and enter the product you want to set as non-returnable.

2. Use the Inven hot key, and then the User Controls to display the Product User Control Parameters screen.

3. From the **File** menu, select **Hierarchy** to display the Product User Control Parameters dialog box.

4. Use the **Hrchy** hot key and enter the branch or territory ID to display user control parameters for the branch or territory and press **Enter**.

5. For each branch at which you want to make the product non-returnable, enter an asterisk in the **No Rt** field.

6. Press **Esc** and save and close the product record.

   If you select to display non-returnable products in the Suggested PO Return Queue, all products flagged as non-returnable are included.

Product Procurement Details

The Procurement program helps you serve your customers by providing a way to get products for customers that cannot wait for a typical backorder.

Depending on how you grant permission to your warehouse employees, they can procure items through the sales order. For more information about procuring items through the sales order, see the following topics in Sales Management:

- Product Procurement Overview
- Procuring Single Products
- Procuring Multiple Products
- Changing an Orders Shipping Branch
- Creating Transfer Orders from Sales Orders

If you require that purchasing agents procure items, then they use the procurement confirmation screen to consolidate products, as needed, on the purchase orders. For more information on using the procurement confirmation screen, see the following:

- Procurement Confirmation Overview
- How to Use the Procurement Confirmation Queue
- Creating P/Os from the Procurement Confirmation Queue
- Changing the Procurement Vendor

Valid Vendor Types

When procuring using the Procure hot key from Sales Order Entry, you can identify ahead of time valid users from which to select.

Use the **Valid Vendor ASL Types** control maintenance record to define codes used to identify whether a vendor is on an approved supplier list. Once defined, you can assign codes to vendors in Vendor Maintenance and create vendor supplier lists for customers in Customer Maintenance.

When this connection is set, customers can then only procure from vendors on the approved list. If a customer tries to procure from a vendor not on the list, that customer's print status is changed to print hold.

When a purchase order is placed with an unapproved supplier, it is placed on hold. Users assigned the POE.ASL.RELEASE authorization key can release the hold.

Procurement Groups Overview

Procurement groups define how products are replenished to the branches and identify emergency procurement sources and paths. You can assign procurement groups at the buy line level or the product level. The system checks for a procurement group assigned at the product level first to determine the replenishment path to use. The procurement group assigned at the buy line level determines branch replenishment paths if no procurement group is assigned at the product level. If a procurement group is assigned at the product level it overrides the group at the buy line level. If no procurement group is defined at either level, the system uses the default procurement group assigned during installation.

Keep in mind that you do not need a great number of procurement groups. These groups should reflect your warehouse schemes and how you replenish your products. So, the paths should be limited.

Consider the following questions when setting up your procurement groups:

- What is my **normal** replenishment path?

- What is my **emergency** replenishment path within my company (branch to branch)?

- What is my **emergency** replenishment path outside my company?

     Note: To procure individual products, see Procuring Individual Products in Sales Management.

Procurement groups are used for procuring an item that is out of stock at the sales branch. Procurement groups do not affect the creation of a Suggested P/O Queue, but determine how stock is moved from one branch to another within the company.

Single-branch companies do not need procurement groups. They replenish stock as needed from vendors.

Multi-branch companies can buy and warehouse products for all their branches. Therefore, the parent branch replenishes stock levels based on demand from its own purchasing history and demand from the child branches. The parent branch can handle this replenishment through drop-ship service to the child branch from the vendor or by identifying transfer paths between branches for emergency procurement.

Consider the following branch set up for a company:
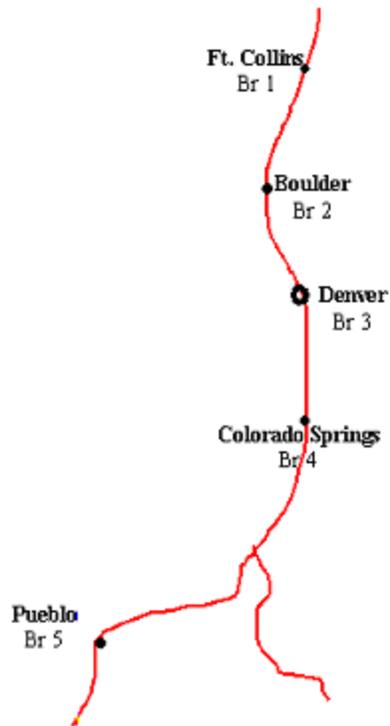
Branch 3 in Denver is the parent branch. For large items and with high carrying costs, you can set up one procurement group reflecting a central warehousing scheme. Branch 3 would warehouse these items until the other branches PIL dropped below order point, and then set up a transfer.

In addition, for items that have low or no carrying costs and are sold frequently, you can set up a procurement group reflecting a distributive warehousing scheme. Each branch would receive items to replenish their stock according to their demand and PIL.

Finally, larger items with higher carrying costs that are needed at each branch and yet costly to ship, you can set up a procurement group reflecting a central distribution warehousing scheme. Branch 3 would receive all the product in this category. Branch 3 would ship products for both branches 1 and 2 to branch 2 and products for branches 4 and 5 to branch 4. From there, branch 2 would ship to branch 1 and branch 4 would ship to branch 5. This lowers the shipping costs.

This section provides information about the following:

- Creating Procurement Groups
- Assigning Procurement Groups
- Using Master Groups
- Setting Up Transfer Branches for Procurement Groups
- Adding New Branch Settings to Procurement Groups

Maintaining Procurement Groups

Procurement groups define how products are replenished to the branches. Procurement groups can be assigned at the buy line level or the product level.

▶**To display procurement group details:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the procurement group name and press **Enter**.

   The system populates the remaining fields with the procurement group details.

3. To display another procurement group, press **Ctrl+.** to display a blank window and begin again.

4. Press **Esc** to clear the Procurement Group Maintenance screen.

5. Press **Esc** to return to the main menu.

Entering and Viewing Procurement Group Information

Use Procurement Group Maintenance to customize groups to better suit the company's needs.

You can override the defaults set on the Procurement Group Maintenance screen by entering values in the fields provided. The following topics are related to using the fields on the screen:

Related Fields	Topics
Group ID	Creating and Deleting Procurement Groups
Description	
Master Group	Using Master Groups in Procurement Group Maintenance
Sales Br/Terr	No individual topic. Identifies the branch that owns the procurement group.
Whse Br	Warehouse Scheme Principles Creating and Deleting Procurement Groups
Buy Br	Identifying Procurement Buyers
Transfer Branches	Defining Transfer Branches for Procurement
Emergency Procure Vendors	Identifying Procurement Buyers for a Buy Line Setting Up Emergency Vendors for a Branch
Dflt Lead Time	Lead Time Overview How Eclipse Calculates Lead Time Entering Lead Time Parameters Entering Lead Time Information for Buy Lines

Using the Hot Keys

Use the hot keys as necessary to enter additional procurement information. The following topics relate to using the hot keys on the Procurement Group Maintenance screen.

Related Hot Keys	Topics
Hierarchy	Procurement Group and Buy Line Hierarchy
Find	No individual topic. Search by branch and territory for procurement groups.
Delete	Creating and Deleting Procurement Groups
Transfer Branches	Setting Up Transfer Branches for Procurement
Vendors	Setting Up Emergency Vendors for Branches
Whse & Buy Branches	Warehouse Scheme Principles
Log	Viewing the Procurement Group Maintenance Log

Creating and Deleting Procurement Groups

Procurement groups define how products are replenished to the branches. You can create procurement groups on the Procurement Group Maintenance screen. When creating a new procurement group, the system populates the screen with the description and other data from the previously displayed group. You can use this feature as a shortcut when creating multiple procurement groups that use the same warehouse schemes.

Enter sales, warehouse, and buying branch information to describe the warehouse schemes used to replenish the products. Do not leave any columns blank.

You can delete procurement groups if they are no longer needed.

▶**To create a procurement group:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, type **new** and press **Enter**. Enter a new ID up to 12 characters.

3. In the **Description** field, enter a short description. This description prints on reports and is used in searches.

4. In the **Master Group** field, enter a master group to associate with the procurement group. This field is optional.

5. The **Sls Br/Terr** field populates with a list of all the branches defined for your company.

6. In the **Whs Br** field, enter the branch that warehouses the products for each sales branch.

7. In the **Buy Br** field, enter the branch that purchases the products for each sales branch.

8. Use the following hot keys as needed:

Hot Key	Description
Hierarchy	Choose how to organize the branches in the procurement group.
Find	Locate a specific branch within the procurement group.
Delete	Delete the procurement group.
Transfer Branches	Define the transfer branches for the procure group, if your company uses central warehousing.
Vendors	Identify the emergency procurement vendors for the procurement group. For more information, see Setting Up Emergency Vendors for a Branch. **Note:** A vendor must exist in Vendor Maintenance before it can be updated.
Whse & Buy Branches	Select branches to warehouse and buy for the procurement group. For more information, see Warehouse Scheme Principles.

9. Use the **Emergency Procure Vendors** and **Default LeadTime** fields to identify emergency procurement vendors.

> **Note:** You can use the **Recall** hot key, before you press **Esc**, to return to the previous settings. You cannot recall the settings after you have saved the new information.

10. Press **Esc** to save the procurement group.

Deleting a Procurement Group

You can remove a procurement group if needed. Deleting a procurement group does not alter any product data.

▶**To delete a procurement group:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the group ID that you want to delete.

3. Use the **Delete** hot key.

    The system prompts you to confirm the deletion.

4. Type **delete** and press **Esc**.

5. Press **Esc** to return to the main menu.

Assigning Procurement Groups to Products and Buy Lines

Each product belongs to a procurement group that determines branch replenishment paths.

Procurement groups are assigned at three levels: product, buy line, and default. These levels are used in a hierarchy. If the system looks for a product's procurement group, it searches at the product level first. If none is defined, it searches the buy line level. If none is defined at the buy line level, it searches for the system default.

Individual products in the same buy line do not have to be in the same procurement group. For example, in one buy line you can assign fast moving products to one procurement group and slow moving products to another procurement group.

The *default* level is defined during system installation and applies to all products unless overridden by a price line or product level procurement group.

Assigning the Product Level

The *product* level applies to a product and overrides the buy line and default procurement groups. Before you can assign procurement information you must create the procurement group.

▶ **To assign procurement information to a product:**

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.

2. In the **Product ID** field, enter the product name or number and press **Enter**.

3. Use the arrow keys to position the cursor in the **Procure Group** field.

4. Press **F10** and select a procurement group.

5. Press **Esc** to commit your change.

6. Press **Esc** to exit the screen and return to the main menu.

Assigning the Buy Line Level

The *Buy Line* level applies to all products assigned to a buy line and overrides the default procurement group. Before you can assign procurement information you must create the procurement group.

For *super buy lines* that do not have a procure group specified the suggested P/O report will first look to the individual product lines contained within the super buy line to determine procure group. If individual product lines do not contain a procure group the system uses a default group of DFLT.

▶**To assign procurement information to a buy line:**

1. From the Purch / Maintenance menu, select **Buy Line Maintenance** to display the Buy Line Maintenance screen.

2. In the **Buy Line ID** field, enter the buy line and press **Enter**.

3. Use the arrow keys to position the cursor in the **Procure Group** field.

4. Press **F10** and select a procurement group.

5. Press **Esc** to commit your change.

6. Press **Esc** to exit the screen and return to the main menu.

Adding New Branch Settings to Procurement Groups

You can add new branch settings to existing procurement groups when branches are added to your company. For example, currently your company has three branches. The company then opens a fourth branch. Instead of creating an identical procurement group for Branch 4 and updating the setting for each of the other groups, you can add the new branch settings to the existing procurement group. The new branch then inherits all the parameters for that group.

In addition, you can add the new branch to several procurement groups to increase opportunities for meeting the vendor target. The branch must be defined in Branch Maintenance before you can add it to a procurement group.

▶ **To add a new branch to an existing procurement group:**

1. From the **Purch > Maintenance** menu, select **Procure Group Branch Copy** to display the Procurement Group Branch Copy screen.

2. In the **Procure Group** field, enter the ID of the procurement group to which you are adding the new branch. Press **F10** to select from a list.

3. In the **New Branch** field, enter the number of the new branch.

   Note: The branch must be defined in Branch Maintenance before you can add it to a procurement group.

4. Complete the following two optional fields. If left blank, the system ignores these fields during the update:

Field	Action
Xfer Brs for New Br	Enter the branches and territories that can replenish this branch. Separate branch and territory numbers with a comma. For example, 1, 2, 5. These branches and territories are listed in the **Transfer Branches** field on the Procurement Maintenance screen.
Add New Br to Xfer Brs	Enter the branch numbers and territory numbers that this branch can replenish. Separate branch and territory numbers with a comma. For example, 1,2,5.

5. In the **Whse Br for New Br** field, enter the branch that serves as the warehouse branch for the new branch.

6. This branch displays in the **Whs Br** field for the new branch on the Procurement Maintenance screen.

7. In the **Buy Br for New Br** field, enter the branch that serves as the purchasing branch for the new branch.

8. This branch displays in the **Buy Br** field for the new branch on the Procurement Maintenance screen.

9. Use the **Begin** hot key to process the information entered on the screen.

10. Press **Esc** to exit the screen and return to the main menu.

Setting Up Transfer Branches for Procurement

You can identify branches that can supply stock to other branches within the company in emergency situations. Usually you base the selection of these branches on distance. Use the Procurement Group Maintenance screen to identify the branches in your company that can help supply another branch when an emergency procurement is needed.

In addition, you can procure an out of stock item from a branch that does not have availability. For example, you have six branches in your company. Branches 4 and 5 are the only branches that carry Product Z. Both branches are out, but Branch 2 has a customer who wants one. You can procure from Branch 4 or 5 even though the availability is 0. Use the Procurement Group Branches screen to indicate procurement is allowed. These unavailable items can be viewed on the Transfer Procurement Confirmation screen.

When you enter an item assigned to this procurement group on an order and the item is not available, the existence of any transfer branch for the designated sales branch causes PROCURE to highlight in red in sales order entry. This alerts you to procure the item from one of the transfer branches, using the Order Entry Schedule screen.

▶**To setup transfer branches for procurement:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the group ID for which you want to add transfer branches.

3. Position the cursor in the **Whs Br** or **Buy Br** field of the branch for which you want to set up transfer branches.

4. Use the **Transfer Branches** hot key to display the Procurement Group Branches screen for that branch.

5. In the **Branches** field, enter the other branches that can transfer stock to that branch.

6. In the **Ignore Avail?** field, set the flag to Y if you want to be able to procure even if availability is at 0.

7. Use the **Sort Toggle** hot key to indicate the order in which the transfer branches display on the Detail Scheduling screen.

   • *Order* lists the order in which the branches display on the Transfer Branch screen for the procure group.

   • *Surplus* lists the branches according to the amount of surplus stock they have. The branch with the most surplus is listed first.

8. Press **Esc** to add the branches.

9. Repeat this procedure for each branch in your company that needs transfer branches identified.

   Note: You can press the **Space Bar** to remove a branch, therefore deleting that branch.

Assigning Master Groups in Procurement Group Maintenance

Procurement groups use a hierarchy structure to determine which parameters to apply. As in buy lines, the system checks the product level, then the buy line level, the customer or vendor level, and then the system level to calculate the settings. Child branches inherit the settings applied at the master group level, unless an override has been set.

Use master groups as a default to apply to another procurement group. The procurement group retains its initial settings and inherits only those that are not set for itself. See the example below. In other words, you could have a procurement group that you use, but that serves as your master group as a template. Changes made to the master group are updated to any procurement groups with that master group assigned.

▶**To assign a master procurement group:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the group name for which you want to add a master procurement group.

   The system populates the fields with the current information.

3. In the **Master Group** field, enter the group name containing the branch details you want to add.

   The system populates the fields with the new information.

4. Press **Esc** to save the details and return to a blank screen.

5. Press **Esc** to return to the main menu.

Master Group Example

For example, in the following screen note the settings in the **Br/Terr** field for the OEM procurement group. The warehousing branch is 4, the buy branch is 1 and the transfer branches are 1, 2, 3, and 4.

You want to apply the setting for the AER procurement group as shown on the following screen:

The setting for ALL in the **Br/Terr** field are different in the AER procurement group than in the OEM procurement group. You want to apply the branch settings from AER to OEM. The result is as follows:

The OEM procurement group inherits only those settings from AER that are different. The ALL settings are kept from the OEM group. Any changes made to the AER group settings flow down to the OEM group.

Viewing the Procurement Group Maintenance Log

The system stores data for procurement groups in the maintenance log. Use the **Log** hot key from the Procurement Group Maintenance screen to view the data.

▶**To view the log data for procurement groups:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the ID for the procurement group for which you want to view the log.

3. Use the **Log** hot key to display the Maintenance Log Viewing screen.

    By default the description field displays the first line of the comment.

4. Use the **Expand** or **Synop** hot keys to view the entire comment description or the abbreviated format.

5. Use the **View** hot key to display any order which may be listed.

6. Use the **Select** hot key to search the comments.

7. Press **Esc** to return to the Procurement Group Maintenance screen

8. Press **Esc** to exit and return to the main menu.

Procurement Confirmation Overview

Use the Procurement Confirmation Queue to track procurement requests from Sales Order Entry personnel. These requests do not show up on the Suggested P/O Queue. Anything procured should be tagged to a sales order. The system checks the customer's credit standing and will not create a purchase order if the customer is on credit hold. The hold must be released before the system creates transaction.

If the Sales Order Entry personnel need the purchasing agent to procure quickly, then the purchasing agent can use the Procurement Confirmation Report to modify a current Suggested P/O to include the procurement request. In addition, if authorized, the sales personnel can procure by creating a purchase order from the sales order. For more information, see Procuring Multiple Products.

The Procurement Confirmation Queue notifies the purchasing agent of non-stock or emergency items to be procured. You need to create procurement vendors that let you notify the purchasing agent that special attention is needed. Procurement vendors are non-vendor names such as "Buyer Please Locate Today" or "Buyer Please Locate 2nd Day Ground" that alert the purchasing agent of special circumstances attached to the non-stock item.

> **Note:** If an item is not procured because of a credit hold from the Procurement Confirmation Queue, the system does not include the item on the Open Order Status Review Queue. For more information, see Reviewing the Status of Open Sales Orders.

From the Procurement Confirmation Queue you can:

- Sort the items in queue
- Create purchase orders
- Add items to purchase orders
- Change procurement vendors

▶ **To display the Procurement Confirmation Queue:**

1. From the **Purch > Queues** menu, select **Procurement Confirmation** to display the Procurement Confirmation screen.

2. In the **Branch** field, enter the branch number you for which want to display the queue. To view procurement confirmation for all branches, type **All**.

3. In the **Selected Items** field, select: **All**, **Printed**, or **Unprinted**.

    Note: *Printed* lists those items that have been printed for procurement. *Unprinted* lists only the items that are new in the queue since it was last printed.

4. In the **Buyer ID** field, enter a purchasing agent ID. This choice displays procurement assigned only to by that purchasing agent. If left blank, then all queues display.

> **Note:** To create a Procurement Buyer, see Identifying Procurement Buyers for a Buy Line.

5. Press **Enter**. The current procurements display.

    If no procurements are entered, the following message displays: No Items Found. Press **Esc** to return to the main menu.

6. Use the **View** and **Edit** hot keys to access the order. The system places the cursor on the same line item the cursor was on in the queue.

7. Press **Esc** to return to the Procurement Confirmation queue.

Sorting the Procurement Confirmation Queue

After displaying the Procurement Confirmation Queue, you can sort the data by customer, ship via, or buy line.

▶**To sort the Procurement Confirmation Queue:**

1. Display the Procurement Confirmation Queue.

2. Use the **Sort** hot key.

3. Select **Customer**, **Ship Via**, or **Buy Line**. The queue sorts accordingly.

4. Press **Esc** to return to the top of the screen.

5. Press **Esc** again to return to the main menu.

Procurement Confirmation Queue Usage Workflow

Open the Procurement Confirmation Queue

Setup Considerations

Legend
- ▢ System User Task
- ▽ Manual Task
- ▢ System Automated Task
- ◇ Decision
- ⬭ Other Work Flow

Select branch, item types, and buyer

Sort the queue

For an item, edit the **Procure From** vendor

Procure single line item? — Yes → **Create P/O or add to existing P/O**

No

Edit sales order

Edit the **Freight Allowed** field on the Header screen

Display Scheduling screen and change **Qty Type** from **P** to **S**

Print and mail, fax, or e-mail P/O to vendor

System includes item on Suggested P/O Queue next time queue updates

End

Creating Purchase Orders from the Procurement Confirmation Queue

Use the Procurement Confirmation Queue to add the items listed to existing purchase orders. You can create an individual purchase order for a procurement request or you can add items to existing purchase orders. Adding items to a purchase order eliminates some of the cost of a non-stock order or purchase request. For example, a purchasing agent may already have a purchase order open and set for a particular vendor. If you have a request that can be processed on this order, the company saves the cost of opening a new order. This savings includes the time to open a new order, the physical cost involved, and the shipping and handling charges related to the order.

If the quantities ordered are less than the buy package quantity as set on the Primary Inventory Maintenance screen, then the purchase order is not rounded to buy package quantity. For example, product A has 4 items in a case, which is the buy package. You require that when procured, product A must be ordered in case per the buy package quantity and unit of measure. If you create a purchase order with 2 each of product A, then the purchase order quantity stays at 2 each. If you create a purchase order with 4 each of product A, then the purchase order quantity converts to the buy package quantity of a case.

To add a purchase request to a purchase order, a current purchase order must exist for that vendor in that branch.

You can ensure that a purchase order for a vendor that has exceeded their credit limit is not created. To do this, the **Check Customer Credit On Procurement** control maintenance record must be set to *Yes*. If this record is set, then before a purchase order is created from Procurement Confirmation, the system verifies that the vendor has credit approval in the system before allowing a purchase order to be entered. If the user has *authorization*, the system does one of the following:

- Notifies you that the order cannot be released

- Allows you to release the order

- Prompts you for a password in order to release the order.

If released from credit hold, the release and user ID are recorded in the change log.

If a purchase order is created from the Procurement Confirmation Queue and that purchase order is canceled, the ship via defaults set by the **Default Ship Via For Purchase Orders** control maintenance record. If the control maintenance record is not set or null, the system uses the ship via set in Vendor Maintenance.

Use the **Commit Qty From Display Location** control maintenance record to indicate whether users can commit products from a display location to a sales order.

▶**To create a purchase order for procurement request:**

1. From the **Purch > Queues** menu, select **Procurement Confirmation** to display the Procurement Confirmation Queue screen.

2. Move the cursor to the item you want to create a purchase order.

   You can use the **Find** hot key to locate an item in a long list, if you know the item description or order number.

3. Use the **Create PO** hot key.

   The system creates the P/O with the procurement request and the procurement item moves from the list.

   Note: If there is more than one price matrix associated with the product, the Vendor Matrix Cell Selection screen displays. Place the cursor on the matrix cell you want to use and use the **Use Cell Matrix** hot key to make the selection. For more information, see Creating Matrix Cells in Quick Matrix Maintenance.

4. Press **Esc** to return to the main menu.

▶**To add a purchase request to a purchase order:**

1. From the **Purch > Queues** menu, select **Procurement Confirmation** to display the Procurement Confirmation Queue screen.

2. Move the cursor to the item for which you want to add to an existing purchase order.

   You can use the **Find** hot key to locate an item in a long list, if you know the item description or order number.

3. Use the **Add to PO** hot key to display the list of open P/Os.

   Note: If you receive a warning message, check your permission level for the PROCUREMENT.CONFIRM authorization key. You must have permission to add a procured item to an existing purchase order.

4. Select the P/O to which you want to add the purchase request.

   The system adds the item to the P/O and displays the Purchase Order Entry screen.

5. Press **Esc** to verify the status of the P/O.

6. Press **Esc** to return to the main menu.

Changing Procurement Vendors

Use the Procurement Confirmation Queue to verify the sales order, quantity, items, and the vendor from which you are procuring your items. If the vendor is incorrect, you can update it on the Procurement Confirmation screen.

The sales order must be available for you to be able to make the changes. If another user is viewing or making changes to the order, you receive error messages. If the order is open by another user, you receive the following message: Order <number> is being editing by <User ID>. This change will not take effect until the order is unlocked. Press <Enter> to Continue.

In addition, if the sales order is still open when you use the **Create PO** hot key, you receive the following message: "*Procurement ID for <sales order> has been changed. Cannot update. Press <Enter> to Continue.*"

▶**To change a procurement vendor:**

1. Display the Procurement Confirmation Queue.

2. Locate the order for which you want to change the vendor and place the cursor in the **Procure From** field.

3. Press **Delete** to remove the current vendor.

4. Enter the new vendor name.

5. Press **Esc** to commit the change.

Purchasing Product Kits

Product kits are predefined sets of components, which your company groups and sells together. Kits that are considered to be a single unit, such as a Kitchen Sink Kit, are called *dynamic* kits.

For example, your branch sells complete kitchen sinks. You sell them as a Kitchen Sink Kit. This kit includes the hot and cold taps, faucet, basin and all the connection washers and screws. You also purchase this kit from the vendor. Selling in kits keeps your cost down and your inventory management at a minimum. These dynamic kits are all complete and the kits count as a single unit.

List product kits on regular purchase orders as individual components. However, dynamic kits are purchased, such as the Kitchen Sink Kit, as a single unit from the vendor. The vendor ensures that all the appropriate components are shipped as part of the kit. You cannot list the individual components of dynamic kits on the purchase order, only the kit name displays.

> **Note:** When a kit product is included on a Bill of Lading (BOL), the sum of the components' weight is used if the parent kit product has a weight of zero (0.00). If the parent kit product has a weight other than zero, than the parent weight it used.

▶**To purchase a product kit:**

1. Open a purchase order.

2. In the **Qty/Unit** field, enter the number of kits you want to order.

3. In the **Product Description** field, enter the name of the kit as you would any other product.

4. Press **Esc** to save your changes and exit the purchase order.

▶**To set the product kit to print components:**

1. From the **File** menu, select **Product** to display the Product Maintenance screen.

2. In the **Product ID** field, enter the product number for which you want to make a kit.

3. Use the **Kit** hot key to display the Product Kit Maintenance screen.

4. In the **Print Components** field, enter Y.

5. Press **Esc** to save the change and return to the Product Maintenance screen.

6. Press **Esc** to save the change and return to the main menu.

Setting Up Emergency Vendors for Branches

Use the Procurement Group Maintenance screen to identify vendors from whom each branch can procure emergency stock. Typically, emergency vendor are based on location. This identification allows Sales Order Entry personnel to schedule purchase orders for back-ordered items.

▶**To identify emergency procurement vendors for a branch:**

1. From the **Purch > Maintenance** menu, select **Procurement Group Maintenance** to display the Procurement Group Maintenance screen.

2. In the **Group ID** field, enter the ID of the procure group for which you want to set up emergency vendors and press **Enter** to display the group.

3. Use the **Vendors** hot key to display the Emergency Procure Vendors screen.

4. Place the cursor on a blank line and enter the Vendor you want to use for emergency purchasing or press **F10** and select one of the following:

    *   ***BUYLINE*** – Lists any emergency vendors identified for the buy line. Vendors display in the order that they display in Procurement Group Maintenance. To set up vendors for a buy line, see Assigning Vendors to Buy Lines.

    *   ***ANY*** – Lists all vendors outside the normal replenishment vendors.

    Note: You cannot list an emergency vendor in the **Emergency Procure Vendors** field more than once. If the vendor you enter is already in the list, the system displays a message prompting you to press **Enter** and indicate a different vendor.

5. Press **Esc** to return to the main menu.

    Note: If the **Exclude From Ship-To/Ship-From Selection If Excluded From Index** control maintenance record is set to Y and the **Exclude from Index** parameter is set to N, then the vendor does not display in the selection list for emergency vendors. See Vendor Maintenance for a complete description.

Product Ranking Overview

Use the Product Ranking program to analyze the activity of a product in each branch of your company.

Product Ranking is used to compare, the activity of a product to against all other products within the same price line, a group of price lines or all price lines.

Product ranking is a way to label all your products as to their relative impact to sales, inventory, and purchasing activities. Product ranking is calculated by the system based on the parameters set. See Product Ranking Method and Breakpoint Rules for a breakdown of the parameters in the system.

> **Note:** Dynamic kits are included in product ranking calculations.

The Product Ranking program, in conjunction with the Update Demand program, provides tools to help you decide how best to price your products. Using a matrix cell, you can detail product pricing based on product velocity.

> **Important:** Due to lengthy run times, we recommend updating demand and updating product ranking on different days.

Product Ranking Process

When you run the ranking program, the system sorts the products according to the ranking method and then ranks the products according to the percentages defined as the ranking breakpoints. The system makes a pass through each branch for each ranking method.

> **Note:** The product ranking program updates records for only active branches. If the system finds a record for an inactive branch, then the system deletes that record.

This section discusses the following topics:

- Understanding Ranking Methods and Breakpoints
- Viewing Product Ranks
- Generating the Product Ranking Report
- Using Product Ranking Information
- Running the Product Ranking Program

Product Ranking Method and Breakpoint Rules

Use the Product Ranking program to compare the activity of a product against all other products within the same price line, a group of price lines, or all price lines. Ranking methods for your product files depend on your company's needs. After you have determined the ranking methods and breakpoints, you can generate the Product Ranking Report.

You can use different ranking methods at different branches. You can use all of these methods or just the ones that meet your company's needs.

Ranking Method	Description
Monthly Demand	Average monthly usage in units.
$ Demand (Dflt COGS)	Dollar demand with respect to cost (unit demand times the cost of goods sold cost) over the course of 365 days.
Gross Sales $ (12 Mths)	Gross sales dollars in the past 365 days.
Hits	Number of times the product was sold over the course of 365 days.
Gross Profit $ (12 Mths)	Gross profit dollars in the past 365 days.

Entering ranking methods in a descending order of importance is most effective, because the Inventory Inquiry screen only displays the rank corresponding to the first three ranking methods. Descending order displays the highest percentage of products first.

In addition, the Suggested P/O report only displays the rank corresponding to the first two ranking methods for a product that is listed on the report. If in descending order, then the most needed items display as purchasing suggestions.

Incorporating Breakpoints

After you decide what kind of methods to rank products with, then determine the percentage you attach to a Rank ID. After identifying what you want to track for each ranking, you need to decide how to break your products into groups for each rank you identified.

For example, consider that you rank 100 percent of your products. You can set Rank IDs to track product issues, or methods, as follows:

Rank ID	Rank
Rank # 1	Hits
Rank # 2	Monthly Demand
Rank # 3	$ Demand
Rank # 4	Gross Sales $ (12 Mths)
Rank # 5	Gross Profit $ (12 Mths)

Ranking methods are typically specified in a descending order, however this is not required.

The following percentages reflect the normal industry convention for ranking breakpoints called the 80/20 rule. This rule says that 20 percent of your products accounts for 80 percent of your sales:

Rank	% of Total Products
A	80%
B	15%
C	4%
D	1%
E	0%

When the ranking program runs, the system selects those products that meet the selection criteria specified for price lines and stock/nonstock items. After items are selected, then the products are ranked for each specified ranking method according to the ranking breakpoints defined. For example, using the methods defined above, a product could have an A rank due to Hits, but a C rank due to Dollar Demand. View the ranking by individual product on the Product Ranking Maintenance screen from Product Maintenance.

> **Note:** Normally, the system compares product activity within a price line. If the ranking is done globally, the system compares each product's activity against the activity of all other products, regardless of price line.

Individual versus Collective Ranking

Indicate whether to rank the products Individually or Collectively.

If you rank *individually,* product amounts within each branch are considered separately from every other branch when calculating product ranks. If multiple price lines are selected, the system ranks each product within each price line, but does not rank across price lines.

If you rank *collectively,* product amounts for all branches are combined before calculating product ranks. If ranked collectively, products then would be assigned the same rank in each of the branches selected.

Global versus Non-Global Ranking

When creating a new Ranking ID, you have the option of selecting how you want the program to rank the products: globally or non-globally. The default entry is **No**.

If set to **No**, items are ranked with respect to the products in the same price line. Select No if you want items to be compared within the same price line for specific purposes, such as markup on slow moving items.

If set to **Yes**, products are ranked with respect to all other selected products, regardless of price line. For example, if you selected Moen and Delta price lines, products within the Moen price line are ranked against the products in the Delta price line. Use the **Price Lines** hot key to update this list. Select Yes if you are looking at overall inventory analysis. In addition, when the ranking

method displays for the indicated branch on the Ranking screen from Price Line Maintenance *Global* displays with the indicated rank.

Changing Product Ranking

You can manually change product ranking for any of your branches when necessary. For example, a customer purchased a large volume of a D-ranked product in one day, turning the product into an A-ranked product. You can manually change the rank back to D to reflect the product's true sales volume. Use the Product Rank Maint screen to make manual changes. See Changing Product Ranking for more information.

Using a Template

We recommend using the 80, 15, 4, and 1 template, which is the normal industry convention for ranking breakpoints. This convention reflects the 80/20 rule, that says 20 percent of your items account for 80 percent of your sales.

With these breakpoints, the items that contribute to the top 80 percent of the value, or the top 20 percent of your items, of the ranking category are A items. The items that comprise the next 15 percent are B items. The items that make up the next 4 percent are C items and the items that contribute to the last 1 percent are D items. You cannot go over 100% because anything greater than 100 percent has no rank. See the example below.

After specifying a new template name, the default numbers are cleared. Enter the same or other numbers that reflect your ideas about ranking breakpoints. You can assign up to seven ranks. The total of the percentages should not exceed 100. Anything greater than 100% has no rank.

We recommend that you use all the product ranking methods in the order that best suits your company's needs. However, when using multiple Ranking IDs, be consistent with the order of the ranking methods.

An Example

Five ranking methods and ranking breakpoints have been selected in the example below.
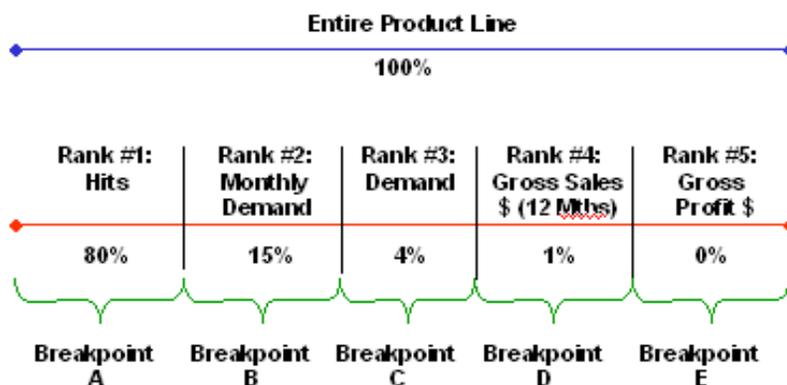
Viewing Product Ranks

You can view the program results for a product's latest product ranking from several screens.

- Product Maintenance

- Inventory Inquiry

- Price Line Ranking

- Product Ranking Report

▶**To view a ranking in Product Maintenance:**

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.

2. Display a product.

3. Use the **Prices** hot key to display the Product Price Maintenance screen.

4. Use the **Ranks** hot key to display the Product Rank Maint screen.

    The results of the last ranking that affected the specified product display. The rankings are dependent upon the criteria assigned to the Ranking ID that was used to run the ranking.

▶**To view a ranking on the Inventory Inquiry screen:**

1. From the **Orders > Inquiries** menu, select **Inventory Inquiry** to display the Inventory Inquiry screen.

2. In the **Desc** field, search for the designated product.

    For each warehouse branch the Rnk column displays the product's most recent ranks for the first three ranking methods.

▶ **To review a product ranking on a price line:**

1. From the **Files > Price Maintenance** menu, select **Price Line** to display the Price Line Maintenance screen.

2. Display a price line.

3. Use the **Ranking** hot key.

    For each branch, the ranking method used for each Rank # and the date and time the last ranking was done and the user who ran it displays.

Generating the Product Ranking Report

Use the Product Ranking screen to run the Product Ranking Report. This report lists what the percentage of items is in each rank and the value of each breakpoint.

If the Ranking Method uses multiple branches and is ranked individually, a separate report for each branch prints. If the method used to rank products is set to Collectively, a single report prints for all branches because the products received the same rank at all branches. Item rank displays on the report next to rank number.

In addition miscellaneous charges and purge items are excluded from the rank calculation and items with a negative GP$ are considered 0.

This report lists the product that is ranked by the existing ranking process. The purpose is to use this information to determine where you want the ranking breakpoints.

The information listed is as follows:

Column	Description
Rank	The sequential position of the item within the selected items.
Rank%	The rank divided by the number of items being ranked times 100. Formula: (rank / #of items) x 100 = Rank%
Cum-Value%	The percentage of the cumulative value divided by the total value. Formula: cum-value / total value = Cum-Value%
Cum-Value	Running total of the actual value.
Product Description	The product being ranked.

▶**To generate the Product Ranking Report:**

1. From the **Purch** menu, select **Forecasting**.

2. Select **Product Ranking** to display the Product Ranking screen.

3. In the **Ranking ID** field, enter the ranking name to display the current methods and breakpoints.

4. In the **Generate Report (Y/N)** field, enter **Y** to generate a report listing all the new product rankings for the specified branch and Ranking ID. By selecting yes, the system will always generate a report when the Product Ranking program runs for this Ranking ID..

5. Update the remaining fields as needed:

Field	Description
Br/Tr/All	Lets you rank products in a particular branch or territory (or all). The results of the ranking process are always displayed on a branch-by-branch basis.

Field	Description
Ranked	Indicate whether to rank the products **Individually** or **Collectively**. • **Individually** – Product amounts within each branch are considered separately from every other branch when calculating product ranks. • **Collectively** – Product amounts for all branches are combined before calculating product ranks. If ranked collectively, products would consequently be assigned the same rank in each of the branches selected.
Nonstocks	Specify whether to **Include** or **Exclude** product ranking for nonstock products. • **Include** – This is the default. If a nonstock is selling often enough to earn a high ranking, you can consider changing it to a stock item so you do not run out of it. • **Exclude** – The product is not included in the ranking process. For companies that do not rank nonstocks, this guarantees that ranked stock items that are changed to nonstock items do not retain their rank after the ranking program runs.
Ranking Method	Select a ranking method as indicated in the table at the beginning of this topic. For more information, see Product Ranking Method and Breakpoint Rules.
Ranking Breakpoints	Select breakpoints as indicated above in this topic. For more information, see Product Ranking Method and Breakpoint Rules.

6. Use the **Begin** hot key to run the report.

    Note: Use the **Sched** hot hey to schedule a run time routine for the this report.

7. Press **Esc** to exit the Product Ranking screen.

8. Press **Esc** to return to the main menu.

Product Ranking Information Uses

You can use product ranking information in several areas of your business:

- Warehousing
- Purchasing
- Pricing
- Inventory Management

Warehousing

The more times you pick a product, the more accessible it has to be. Therefore, high selling items have a higher ranking. You can set up your inventory location by Rank ID. higher selling items would need a more convenient and accessible storage location.

Purchasing

The more you sell a product, the more important it is that you never run out of it.

The product ranking information on the Suggested P/O Report helps you decide which products to order, transfer, or procure.

The report displays the following:

- The most recent ranks calculated for the first two ranking methods for a product in the buying branch on the report.
- The most recent ranks calculated for all five ranking methods for a needed product when it is in surplus at another branch.

If two branches have a surplus of this product, transfer the product from the branch for which this product has the lowest rank.

Pricing

Use product ranking information with the product velocity pricing function in Sell Matrix Maintenance. This function lets you fine tune the pricing of the products in a matrix cell with respect to the ranking of those products.

Use the product velocity function to be competitive when needed and to try to make more money on the items that do not have to be competitive. Assign an additional price break to faster moving items and progressively raise the price for slower moving items, according to their rank.

In addition, assign the following control maintenance records as required:

- **Default Rank For Velocity Pricing** – Enter the rank the system should use if the product does not have a rank established for the pricing branch of an order. For more information on velocity pricing, see Assigning Rank in Product Velocity Pricing.

- **Central Warehouse Branch Rank If No Pricing Branch** – Enter one of the following to determine whether to use the branch rank of your central warehouse if you do not have a pricing rank set:

- **Y** – The system uses the branch rank settings as established for your central warehouse. If you use velocity pricing, we recommend that you set this control maintenance record to **Y**.

- **N** – The system does not use the branch rank settings as established for your central warehouse. Instead the system uses the rank settings as established for each branch. If your pricing branch is the same as your central warehouse, then the system uses the branch rank settings as established for your central warehouse.

For RF Receiving and PutAway, you can display product ranks on the RF screen to provide guidance when changing locations for items being put away. Move products with a high ranking closer to the shipping area. For more information, see RF Overview.

Inventory Management

Manage your inventory in conjunction with Purchasing.

Inventory GMROI Report

The Inventory GMROI Report displays the first three product rankings, based on the selected product ranking categories, for the product for each branch. For more information, see GMROI Overview.

Cycle Counting

When doing a cycle count, you can limit the count to items with certain product ranks. For more information, see Counting Inventory Overview.

Running the Product Ranking Program

Normally, the system compares product activity within a price line. If the ranking is done globally, then the system compares each product's activity against the activity of all other products, regardless of price line. By default, the program runs for all price lines. Before running the Product Ranking Program you need to determine how to rank the products and save the parameters.

If you manually change a product rank through Product Maintenance, you have the option of maintaining or overwriting that rank when you run the Product Ranking program. The system prompts you with the following prompt: Overwrite Manually Set Product Ranks (Y/N). Enter **Yes** to complete the override.

> **Note:** If a product has been ranked Collectively, the system does not delete the ranking even if the product is inactive for that branch.

The Product Ranking Program provides the following information:

- **Rank** – The sequential position of the item within the selected items.

- **Rank%** – The actual value of the rank divided by the number of items being ranked 100 times.

- **Cum-Value%** – The percentage of the cumulative value divided by the grand total of the value.

- **Cum-Value** – The running total of the actual value.

- **Product Description** – The product being ranked.

▶ **To rank the products and save the parameters:**

1. From the **Purch > Forecasting** menu, select **Product Ranking** to display the Product Ranking screen.

2. In the **Ranking ID** field, press **F10** and select **New** or an existing template. If you select an existing template, the remaining fields populate with the current information. You can change this if needed.

3. In the **Br/Tr/All** field, enter the branch or territory for which to run the product ranking. Type **All** to run the ranking program for all branches and territories.

4. In the **Nonstocks** field, indicate whether to run the product ranking for nonstock products. Use one of the following:

Entry	Description
Include	This is the default. If a nonstock product is selling often enough to earn a high ranking, you can consider changing it to a stock item so that you do not run out of it.
Exclude	The nonstock rank is set to X and the product is not included in the ranking process. For companies that do not rank nonstocks, this guarantees that ranked stock items that are changed to nonstocks do not retain their rank after the ranking program runs.

Entry	Description
Only	Only nonstock products are included in the ranking.

5. Use the **Prc Lines** hot key to select price lines and do one or both of the following:

- Limit the ranking process to specific price lines.

- Rank products from multiple price lines.

6. In the **Global** field, type **Y** for each selected ranking method.

   Note: When the ranking method displays on the Ranking screen from Price Line Maintenance, it is preceded by: *Global*.

7. In the **Ranked** field, indicate how to rank the products.

Rank	Description
Individually	Product amounts within each branch are considered separately from every other branch when calculating product ranks. If multiple price lines are selected, the system ranks each product within each price line, but does not rank across price lines.
Collectively	Product amounts for all branches are combined before calculating product ranks. If ranked collectively, products consequently are assigned the same rank in each of the branches selected.

8. For each Rank # for a product ranking, press **F10** and select the ranking method.

9. In the **Global** field, for each ranking method, indicate whether to use global ranking. If set to N, items are ranked with respect to the products in the same price line. If set to Y, products are ranked with respect to all other selected products, regardless of price line.

10. In the **Ranking Breakpoints** section, enter the percentages assigned to each product rank.

11. Use the **Save** hot key.

    If you entered a value in the **Ranking ID** field, this value displays in the Enter Work ID prompt.

12. At the **Enter Work ID** prompt, edit or type a new ID and then press **Enter**.

13. Press **Esc** to exit the screen and return to the main menu.

▶**To run the product ranking program:**

1. Rank the products and set the parameters on the Product Ranking screen.

2. In the **Generate Report (Y/N)** field, indicate whether to generate the Product Ranking Report. This report lists the new product rankings.

3. Run the program in one of the following ways:

- Use the **Begin** hot key to run the program

- Use the **Sched** hot key schedule the program to run at a later date or at regular intervals.

▶**To delete a product ranking ID:**

1. From the **Purch > Forecasting** menu, select **Product Ranking** to display the Product Ranking screen.

2. In the **Ranking ID** field, press **F10** and select the product ranking template to be deleted.

3. Press **Enter**.

4. Use the **Delete** hot key.

   The system prompts you to confirm the deletion.

5. Type **delete** and press **Enter**.

6. Press **Esc** to return to the main menu.

Measuring Vendor Performance Overview

The National Association of Electrical Distributors (NAED) in association with the National Electrical Manufacturers Association (NEMA) have teamed up in an effort to gather standard metrics, or scorecards, that you can use to objectively measure their vendors' performances. Use the vendor scorecard to gather metrics for both NAED and non-NAED vendors. These metrics, such as average lead time and average shipments, can help you negotiate with your vendors and improve your own customer service.

If you are an NAED member, you can use the scorecard to gather the metrics about your vendors and send the information directly to NAED.

To use the vendor scorecard, see the following topics:

- Building the Vendor Scorecard File

- Running the Vendor Scorecard File Report

- Logging Vendor Shipping Inaccuracies

- Viewing Summary Vendor Scorecard Information

Building the Vendor Scorecard File

Before you run the Vendor Scorecard File Report or view summary vendor scorecard information, build the scorecard file for the specific parameters you are interested in viewing. The scorecard file contains data for all the vendors in your system. You can schedule the scorecard to build on a regular basis using the Phantom Scheduler.

> **Note:** We recommend that you schedule the scorecard file to build during off hours. If the build does not complete prior to the phantom stop time, the system system stops building the file, and resumes again during off hours.

The vendor scorecard file includes *only* purchase orders and direct sales orders that are completely received in the system. The scorecard *excludes* purchase orders that contain one or more credit items, as well as purchase orders that are flagged as exceptional.

To build the file, the system reviews all purchase orders, direct orders, and procurements in the system from the date you enter in the **Start Date** field until today. Depending on the volume of purchase orders and direct orders in your system, the amount of data that the system analyzes to build the report can be quite large. For this reason, we recommend that you build the scorecard file once a month, or at least quarterly. We also recommend that you schedule the process to run during non-work hours.

> **Important:** If you want to save data from a previous file, save the reports you have run on previous files to your computer prior to building a new vendor scorecard file.

▶**To build the vendor scorecard file:**

1. From the **Reprts > End of Month Reports** > **Vendor Scorecard** menu, select **Vendor Scorecard File Build** to display the Vendor Scorecard File Build screen.

2. Complete the following fields:

Field	Description
Continue from Last Build	The first time you build the vendor scorecard file, or the first time you build after purging vendor scorecard data, this field defaults to **N**. After you have successfully built a scorecard file, this field defaults to **Y** and the date in the **Start Date** field is the date of the last successful scorecard file build. Continuing from the last build allows you to schedule the build to run weekly, or more frequently, and is the optimal way to build your data. The system adds only the new data since the last build to the file. If you choose to not continue from the last build, you need to purge your scorecard file prior to building a new file.
Start Date	Enter the first date to include in the file. The system builds the data from that date to the current date. If the **Continue from Last Build** field is set to **Y**, the system adds the data to the existing file. If you have successfully built a vendor scorecard file, the **Start Date** defaults to the date the last file was built. You cannot change this date.

Field	Description
Cost Basis	Select the cost basis, such as cost of goods sold (COGS) for which you want to gather metrics. The system uses the basis you select here to calculate the inventory metrics, such as average inventory value and overstock inventory value, available in the scorecard. The default is COGS-COST. If you want to view inventory metrics for a basis different than what you used to build the file, you need to purge the scorecard file and rebuild it using the different basis.
Overstock Days	Enter the number of days that a product needs to be in stock before you consider it to be overstock. The system uses this number of days to calculate the value of your overstock inventory from a vendor. The default value is 90 days. If you want to evaluate overstock based on a different time period, you need to purge the scorecard file and rebuild it using a different number of days.
Stagnant Period	Enter the number of months that a product needs to be in stock without being sold before you consider it to be stagnant or dead stock. The system uses this number of days to calculate the value of your stagnant inventory from a vendor. The default value is 12 months. If you want to evaluate stagnant stock based on a different time period, you need to purge the scorecard file and rebuild it using a different number of days.

3. Set options, if needed, and generate the file.

Purging the Vendor Scorecard File

As work with your vendor scorecard and measure the performance of your vendors, you may find that you have built the vendor scorecard file for the wrong dates or for the wrong date ranges for stagnant and overstock inventory. However, you can purge the existing scorecard file and rebuild it containing the data for the correct dates. In addition, as new metrics are added to the scorecard in future Eclipse releases, you might need to purge your existing scorecard file and create a fresh file to report on the new metrics.

> **Important:** Purging the vendor scorecard file deletes all the existing data from the file and requires you to rebuild it. If you want to save data from the file, save the reports you have run prior to running the purge.

▶**To purge the vendor scorecard file:**

1. From the **Reprts > End of Month Reports** > **Vendor Scorecard** menu, select **Vendor Scorecard File Build** to display the Vendor Scorecard File Build screen.

2. Use the **Purge** hot key and select **Continue** at the prompt.

   Select **Cancel** at the prompt to return to the Vendor Scorecard File Build screen without purging the data.

Running the Vendor Scorecard File Report

After you build the vendor scorecard file, you can run reports on the data the system gathered. From the report, you can drill into purchase orders to review order and line item data. You can also drill into orders to log shipping inaccuracy codes for specific line items. If you are a member of the National Association of Electrical Distributors (NAED), you can run the report and print or download the results to send to NAED.

If you prefer to view a single vendor's scorecard data online in a summary inquiry screen without the individual purchase order detail, see Viewing Summary Vendor Scorecard Information.

The vendor scorecard includes *only* purchase orders, direct sales orders, and procurements that are completely received in the system. The scorecard *excludes* purchase orders that contain one or more credit items, as well as purchase orders that are flagged as exceptional.

The report shows the same metrics as the inquiry screen. For more information, see Viewing Summary Vendor Scorecard Information.

▶**To run the Vendor Scorecard File Report:**

1. From the **Reprts > End of Month Reports > Vendor Scorecard** menu, select **Vendor Scorecard Report** to display the Vendor Scorecard File Report/Download screen.

2. In the **Br/Tr/All** field, enter the shipping branch, branches, or territories for which you want to run the report.

3. In the **Start Date** and **End Date** fields, enter the first date and last date in the range of dates for which to select purchase orders, directs, and procurements to include in the report.

4. In the **Vendor** field, enter or select the vendor you want to include in the report.

    To include more than one vendor in the report, use the **Multi** hot key and enter all the vendors you want to include. Leave this field blank to include all vendors in the report. To run the report for all vendors assigned to buy lines as Vendor Scorecard vendors, leave this field blank. For more information about assigning Vendor Scorecard vendors to a buy line, see Assigning Vendors to Buy Lines.

5. Select which order types to include in the report.

Field	Description
Include Stock POs	Enter **Y** to include stock purchase orders in the report. The report includes only purchase orders that are completely received in the system, and excludes purchase orders that contain credit items, and orders flagged as exceptional. To run the report for only stock purchase orders, set this field to **Y** and the other fields to **N**.

Field	Description
Include Directs	Enter **Y** to include direct orders in the report. The report includes only directs that are completely received in the system, and excludes any directs that contain credit items, and orders flagged as exceptional. To run the report for only directs, set this field to **Y** and the other fields to **N**.
Include Procurements	Enter **Y** to include procurement purchase orders in the report. The report includes only procurements that are completely received in the system, and excludes any procurements with credit items, and orders flagged as exceptional. To run the report for only procurements, set this field to **Y** and the other fields to **N**.

6. In the **Page Break on Vendor?** field, enter **Y** to insert a page break after each vendor. Enter **N** to use natural page breaks in the report and to not separate each vendor's data with a page break.

7. In the **Show PO Details** field, enter **Y** to break down the vendor data by individual purchase order for each vendor included in the report. To report only on the summary information without the detail, enter N in this field.

8. In the **Show Inventory Metrics** field, enter **Y** to include metrics for average, overstock, stagnant, and inventory turns.

   To select the select the inventory types to include, and to change the date as of which the metrics are calculated, use the **Inv Opts** hot key, make your selections, and press **Esc**.

9. Set Options, if needed, and run the report.

Viewing Summary Vendor Scorecard Information

After you build the vendor scorecard file, you can inquire about a single vendor's high level performance without running a detailed report. If you prefer to view a scorecard data with individual purchase order detail, or a scorecard with data for more than one vendor, see Running the Vendor Scorecard File Report.

For purchasing metrics, the vendor scorecard includes *only* purchase orders, direct sales orders, and procurements that are completely received in the system. The scorecard *excludes* purchase orders that contain one or more credit items, as well as purchase orders that are flagged as exceptional.

See the What the Inquiry Shows section for a description of the metrics included in the summary.

> **Note:** If you want to evaluate inventory metrics using a different cost basis, number of overstock days, or stagnant inventory days, you need to purge and rebuild the vendor scorecard file.

▶**To inquire about a vendor's performance:**

1. From the **Reprts > End of Month Reports > Vendor Scorecard** menu, select **Vendor Scorecard Inquiry** to display the Vendor Scorecard Inquiry screen.

2. In the **Vendor** field, enter the vendor for which you want to view summary information.

   If there is more than one ship-from vendors linked to a pay-to vendor, enter the pay-to vendor to see all the purchase order data for all the associated ship-from vendors. To see data for only one ship-from vendor, enter that vendor in this field.

   The inventory metrics report on products that are associated with the vendor you enter in this field. You can select one vendor to associate with a buy line. If you enter a pay-to vendor in the inquiry screen, the inventory metrics are calculated for products linked to the pay-to vendor and all ship-from vendors under that pay-to vendor. To see inventory metrics for only products linked to a ship from, enter that ship-from vendor in this field.

   > **Note:** If you associate a pay-to vendor with a buy line, and enter a ship-from vendor in the inquiry screen, the inventory metrics do not include that buy line.

3. In the **Br/Tr/All** field, enter the shipping branch, branches, or territories for which want to view vendor data.

4. In the **Start Date** and **End Date** fields, enter the first date and last date in the range of dates for which to select purchase orders, directs, and procurements to include in the summary.

   For the Inventory Management metrics, the end date is the as of date for the metrics displayed.

   If you enter an end date that is later than the end date you used when you built the scorecard file, the inquiry shows only data up to the last date available in the file.

5. Select which order types to include in the inquiry and press **Enter**:

Field	Description
Include Stock	Enter **Y** to include stock purchase orders in the inquiry. The inquiry includes only purchase orders that are completely received in the system, and excludes purchase orders that contain credit items, and orders flagged as exceptional. To inquire about only stock purchase orders, set this field to **Y** and the other fields to **N**.
Include Direct	Enter **Y** to include direct orders in the inquiry. The inquiry includes only directs that are completely received in the system, and excludes any directs that contain credit items, and orders flagged as exceptional. To inquire about only directs, set this field to **Y** and the other fields to **N**.
Include Procure	Enter **Y** to include procurement purchase orders in the inquiry. The inquiry includes only procurements that are completely received in the system, and excludes any procurements with credit items, and orders flagged as exceptional. To inquire about only procurements, set this field to **Y** and the other fields to **N**.

See What the Inquiry Shows for details about the metrics that display. To change the order types included in the calculations after you populate the screen, use the **Inventory Options** hot key.

To create a detailed report, use the **Report** hot key to display the Vendor Scorecard Report screen, populated with information from the inquiry window. For more information about changing the report options, see Running the Vendor Scorecard File Report.

6. Press **Esc** to clear the screen to run it for a different vendor, or press **F12** to exit the screen.

What the Inquiry Shows

The following view-only information displays for the vendor based on the information you enter in the **Start Date** and **End Date** fields, and when the vendor scorecard file was built.

- Vendor purchases

Metric	Description
Total	The total amount, in dollars, of the purchase orders for the vendor that you have completely received in the system during the selected date range. This total includes stock purchase orders, direct orders, and procurements.
Stock	The total amount, in dollars, of the stock purchase orders for the vendor that you have completely received in the system during the selected date range.
Direct	The total amount, in dollars, of the purchase orders for the vendor that you have completely received in the system during the selected date range.
Procure	The total amount, in dollars, of the procurements for the vendor that you have completely received in the system during the selected date range.

- Inventory management

Metrics are calculated as of the date you entered in the **As of Date** field, which defaults to the date in the **End Date** until you change it to a different date. Metrics default to include stock and customer consignments only. Use the **Inventory Options** hot key to enter a different as of date and to select whether to include stock and nonstockin the inventory metrics.

The total for the inventory metrics is based on the cost basis you selected when you built the vendor scorecard file

> **Note:** Vendor consigned inventory is not included in inventory performance calculations. To gather inventory metrics, you must tie a vendor to products through your buy lines. See Assigning Vendors to Buy Lines for more information.

To view more detail about individual product statuses and types, use the Inventory Valuation Report and the Inventory GMROI Report.

Metric	Description
Average Inventory	The average cost of your on-hand inventory from the vendor for the 12 months prior to the date listed in the **As of Date** field.
Overstock	The average dollar amount of inventory from the vendor in excess of the days supply that you specified when you built the vendor scorecard file. The system calculates this value by multiplying the demand per day by the number of days indicated as overstock when you built the vendor scorecard file. This value is compared to what is currently on hand. Anything above the days demand is considered excess. The default overstock days is 90. This metric also provides the percentage of overstock inventory dollars compared to the total inventory dollars for the vendor you entered in the **Vendor** field. To view the products in your overstock, use the Inventory On Hand With No Sales Report.
Stagnant	The average dollar amount of inventory from the vendor that has not sold in the time period you specified as stagnant when you built the vendor scorecard file. The default stagnant time period is 12 months. **Important:** Branch transfers are not included in this calculation. This metric also provides the percentage of stagnant inventory dollars compared to total inventory dollars for the vendor you entered in the **Vendor** field.
Turns	The average amount of inventory sold from the vendor. The system calculates this value by dividing the total annual cost of goods sold (COGS) by the average dollars of inventory on hand for the 12 months prior to the date in the **As of Date** field.

- Performance results

Metric	Description
Average Lead time	The number of days between received date and order date for each item on a purchase order. The average lead time for a given vendor is the sum of all lead times divided by the total number of items on purchase for the vendor.
Average No. Shipments	The average number of shipments it took the vendor to complete a purchase order. The average number of shipments is the sum of all shipments divided by the total number of purchase orders. The system considers a purchase order complete when the entire order quantity for every line item is 100 percent received.
Initial Fill Rate	Stock line items received complete on the first invoice as a percentage of total stock line items on the purchase order. A complete shipment is required. The fill rate is zero if you have not received everything on the order. Final vendor initial fill rate is determined by summing the total items filled on first invoice for each purchase order, and dividing by the total number of items on all purchase orders.
Shipping Accuracy	The number of lines shipped and filled 100 percent correctly divided by the total number of line items ordered. If you find inaccuracies in shipping, you can record codes to indicate the shipping inaccuracies. For more information, see Recording Vendor Shipping Inaccuracies.

- Electronic communications

You can view metrics for each vendor around purchase orders sent to suppliers using EDI 850 purchase orders or orders that were created in response to inbound 855s for vendor managed inventory. Use the information displayed in the Electronic Communication Usage section of the screen to compare the EDI purchase order totals against all purchase orders totals.

Field	Description
EDI P/Os, Dollars, Line Items	The total number of EDI 850 purchase orders sent or purchase orders created in response to inbound 855s for vendor managed inventory. The **Dollars** field indicates the total amount of dollars received from the vendor for EDI purchase orders. The **Line Items** field indicates line items received on EDI purchase orders. Compare these totals with those displayed for all purchase orders in the **Total P/Os** fields. The percentage at the end of each row indicates the percent of the total purchase orders that were sent using EDI.
Total P/Os, Dollars, Line Items	The total number of purchase orders, EDI and non-EDI, sent to vendors. The **Dollars** field indicates the total amount of dollars received from vendors on all purchase orders. The **Line Items** field indicates the total number of line items received on all purchase orders. Compare these totals with those displayed for only EDI purchase orders in the **EDI P/Os** fields. The percentage at the end of each row indicates the percent of the total purchase orders that were sent using EDI.
#Inbound 810s	The total number of EDI 810 invoice documents you received.

Logging Vendor Shipping Inaccuracies

For any line item on a purchase order or direct sales order, you can enter any combination of the following shipping inaccuracy codes to indicate a shipping inaccuracy or discrepancy for the line item:

- **Carrier Claims** &endash; The item was lost or damaged after it left the vendor on its way to you.

- **Wrong Quantity** &endash; The vendor shipped too many or not enough of the product.

- **Wrong Part Number** &endash; The vendor shipped a product with a different part number than what you indicated on the order.

- **Item Not on P/O** &endash; The vendor shipped an item that was not on the order.

- **Packing List Error** &endash; Any packing list error, or no packing list included with the shipment.

If you are viewing the Vendor Scorecard File Report from your Hold file, you can drill directly into the purchase orders or direct sales orders to which you want to add shipping inaccuracy codes using the **View Detail** or **Edit Detail** hot keys.

▶**To log a vendor shipping inaccuracy:**

1. From a purchase order or a direct sales order, select the line item for which you want to record a shipping inaccuracy code and press **Shift F6**.

2. Select **Vendor Scorecard Shipping Inaccuracy Entry** to display the Vendor Scorecard Shipping Inaccuracies Entry screen.

   The system populates the header fields in the screen.

Field	Description
Vendor	The vendor to which you submitted the purchase order.
Order #	The purchase order or direct sales order number.
Date, Time	The date and time you pressed **Shift F6** from the purchase order or direct sales to log the shipping inaccuracy.
Product#	The product part number or product description in the line item for which you are logging the shipping inaccuracy.
Branch	The branch to which the vendor shipped the line item.

3. In the **Shipping Inaccuracy Code** field, press **F10** and select the code that applies to the shipping inaccuracy for the line item.

   Move your cursor to a new line and enter multiple codes, as needed.

4. Press **Esc** to save your changes and exit the screen.

Purchasing Reports Overview

You can run the following reports to enhance your purchasing processing and identify what areas need improvement.

This section contains information about the following reports:

- Suggested P/O Report

- Open Purchase Orders Report

- Overdue P/Os Report

- P/O Receiver Report

- Stock Receipts Report

- Inventory Valuation Report

- Aged Inventory Report

- Product Sales History Report

- Freight Audit Report

- P/O Reconciliation Report

- Purchase Price Overrides Report

- P/O Reconciliation Report

- Product Ranking Report

- P/O Customs Report

Setting Up a Suggested P/O Report

Use the Suggest P/O Report to pull data that appears on the Suggested P/O Queue for analysis.

You can change the fields that display on the report. You can also print different summary reports from the information that the Suggested P/O program generates. For example, if one branch has limited storage space, you may want to list items by brand and ascending carrying cost to make sure you order those needed items that have the lowest carrying cost for that branch.

Report Structure

The order in which the items display in the **On Report** column reflects the order (left to right) that they display on the report. The **Not Used** column lists available fields that have not been selected to display on the report. The same print options apply to this report as other reports.

To select the fields for the report, use the spacebar to toggle between selecting and placing fields. Use the arrow keys to move the fields between the **On Report** and **Not Used** columns and to position them in the sequence you want them to appear on the report.

For example, to select the **Purchase Unit** field from the **Not Used** column, use the arrow key to place the cursor on Purchase Unit and press the **Spacebar**. The **Purchase Unit** field highlights. Press the **Right Arrow** key and the field moves to the On Report column. Press the **Left Arrow** key and the field moves back. You can use the Up Arrow and Down Arrow keys to place the field where you want on the report display.

Running the Report

The following procedure describes how to run the report.

▶**To run the Suggest P/O Report:**

1. From the **Purch > Reports**, select **Suggest P/O** to display the Suggest Purchase Order selection screen.

2. Use the **Setup** hot key Suggested P/O Print Setup screen.

3. Select **User** or **Company** at the **Setup For** prompt to indicate whether the print setup applies to the current user or to all users in the company and select the fields to display from the **On Report** column and the **Not Used** column.

4. Set options, if needed, and generate the report.

Running the Suggest P/O Program

The Suggest Purchase Order (P/O) program uses order cycle information (PILs, demand, and vendor target) to propose purchase quantities for products on Suggest P/O reports. A summary of these reports displays in the Suggested P/O Queue.

The Suggest P/O program populates the Suggested P/O Queue with a report for each buy line that has a product below its order point. The program uses the order points, line points, and surplus points of those buy lines listed in the queue to suggest the short buy or emergency buy. To meet the vendor target, the system suggests buying products back to their line points and moves the line point, based on expanding or contracting order cycles, until the vendor target is met or exceeded.

Important: The PIL listed on this report will be different from the PIL indicated on the Primary Inventory Maintenance screen. This difference is because the PIL on the Suggested P/O program is calculated based on the order cycle. The PIL on the Primary Inventory Maintenance screen is real-time and is calculated based on all orders coming into the system and going out.

The following signs may display on the Suggested P/O Report when using the **View** hot key to drill into details:

- A plus sign (+) indicates that there is at least one warehouse in the network that has zero (0) on hand.

- An asterisk (*) indicates there is at least one branch that has negative on hand.

- A question mark (?) indicates there is one item on an overdue P/O.

Most buy lines contain many products and due to the large number, it is difficult to know which buy lines have products below their order points. Therefore, the Suggested P/O program is most commonly run for all buy lines at once. If you run the Suggested P/O program for one buy line and no products are below order point, the system displays the message: Report Not Found.

Secondary Buy Lines

Also, when suggesting a purchase order that uses a secondary buy line for a product, the system uses the secondary buy line's procurement path and not the one set up for the product's primary buy line. Override hierarchies still apply.

> **Note:** If your company uses secondary buy lines, the processing time for this report can be longer than usual.

Package Quantities

When calculating the suggestions, the system rounds package quantities at the child branch level and adds the need to the parent branch's calculation, if the Divisibility flag is set to No at the parent branch level. This ensures that the system does not suggest broken carton quantities if the purchasing branch has the Divisibility flag set to No. For example, the parent branch has a the

Buy Package quantity set at 100 and the Divisibility flag set to No. The child branch has the Divisibility flag set to Yes. The parent branch requires a quantity of 15. The child branch requires 9. Therefore, the total quantity needed is 24. The quantity is rounded to the package, 100, which fills the needs of both parent and child.

Costs

The Suggest P/O Program displays costs for items based on the time the report is run. For example, the cost could change when running the Suggest P/O program for many branches at once. The program can take one to two minutes if there are several branches to query. If a cost has been changed while the program is running, the summary report does not reflect the change, but the detail report displays the change.

▶**To run the Suggest P/O program:**

1. From the **Purch > Reports** menu, select **Suggest P/O** to display the Suggest Purchase Order screen.

2. In the **Buy Line** field, do one of the following to run the program:

   • Leave the field blank to run suggested P/Os for all buy lines at once.

   • Enter a buy line ID to run the program for a single buy line.

   Note: You must set a flag at the buy line level in Buy Line Maintenance to include a buy line in all buy lines. If you want to include the buy line, set the **Suggest on All** field to **Yes**.

   Note: For super buy lines that do not have a procure group specified the suggested P/O report will first look to the individual product lines contained within the super buy line to determine procure group. If individual product lines do not contain a procure group the system uses a default group of DFLT.

3. In the **Purchasing Branch** field, enter one of the following to select the purchasing branch number. Only buying branches generate purchase orders.

   • For a single-branch warehouse, type branch **1** or **all**.

   • For central purchasing branches, enter the branch number for an authorized purchasing branch, as set up in Procurement Group Maintenance.

   • To run the program for all purchasing branches, enter **all**.

4. In the **Print Indiv Branches** field, indicate whether to print individual branch summaries on the report.

   This field only applies to branches using central purchasing and lets the central purchasing agent review the Suggested P/Os from both a network summary and individual branch perspective.

5. In the **Ignore 'Suggest on All'** field, indicate if you want the system to ignore the buy line setting. This setting is active only when a specific buy line has been entered and the **Purchasing Branch** field is set to **All.**

    Note: If you select all buy lines by leaving the **Buy Line** field blank, the system uses a setting of No in this field. You cannot change this setting.

6. Set options, if needed, and generate the report.

Reprinting Suggested P/O Reports

The Reprint Suggested P/O program is primarily used in central purchasing because each branch receives and stores its own inventory. You can reprint the Suggested P/O report for each branch.

You can change the fields that display on the report. These choices let you print different summary reports from the information the Suggested P/O program generates. For example, if one branch has limited storage space, you may want to list items by brand and ascending carrying cost to make sure you order those needed items that have the lowest carrying cost for that branch.

All the information remains unchanged and on the system until the Suggested P/O program is re-run.

▶**To reprint a Suggested P/O report:**

1. From the **Purch > Printing** menu, select **Reprint Suggested P/O** to display the Reprint Suggested P/O screen.

2. In the **Buy Line** field, enter the buy line for which to run the report. This field must have an entry to run. You cannot reprint the report for all buy lines.

3. In the **Branch** field, enter the branch for which to run the report.

4. Select one of the following options by flagging the field with an asterisk. These options display the data based on procurement (replenishment) setups.

   - **Network Summary** – This is the default setting.

   - Network, Br Detail

   - Individual Branch

5. In the **Include Zero Lines** field, type **Y** to include items with a cost of zero on the report.

   This field defaults to **N**.

6. Set options, if needed, and generate the report.

Running the Open P/Os Report

The Open P/Os Report lets you see open purchase orders, including bids, for one or more branches that were either written during a specified time period or whose products are expected to arrive during a specified time period. The report also includes directs for the ship from customers of each pay to customer includes in the report.

The Open P/Os Report does not provide a line item detail option. It is only a summary report. It does display grand totals, however, for the time frames indicated. You can view detailed information on any of the purchase orders included in the report by using the **View** hot key from the Hold file.

▶**To run the Open P/Os Report:**

1. From the **Purch > Reports**, select **Open P/Os**, to display the Open P/Os criteria screen.

2. In the **Br/Tr/All** field, enter the branch or territory to include on the report. Type **ALL** to include all branches or territories.

3. In the **Start Date** field, enter the beginning date of the period to include on the report. Enter a calendar date or a variable date. Press **F10** to display a calendar from which to select a date.

4. In the **End Date** field, enter the ending date of the period to include on the report. Enter a calendar date or a variable date. Press **F10** to display a calendar from which to select a date.

5. In the **Order/Ship Date** field, indicate which date on the purchase order you want to use when selecting purchase orders to include on the report. Press **F10** and select one of the following:

    *   **Order Date** – Displays open purchase orders that were written during the designated time period.

    *   **Ship Date** – Displays open purchase orders that are expected to arrive during the designated time period.

7. In the **Sort by** field, indicate how to sort the purchase orders listed on the report. Press F10 to change the sort order to **Vendor**, **Order #**, **Date**, or **Writer**.

    Note: If you select Date, the system uses the date in the **Order/Ship Date** field.

8. In the **Vendor** field, enter a vendor ID to include only the purchase orders for that vendor on the report. If left blank, the report includes open purchase orders for all vendors.

9. In the **Writer** field, enter a writer ID to include only the purchase order for that writer on the report. If left blank, the report includes open purchase orders for all writers.

10. In the **Bids** field, indicate whether to include open purchase order bids. Press **F10** and select one of the following:

- **Include** – Lists open purchase order bids along with regular purchase orders.

- **Exclude** – Does not list any open purchase order bids.

- **Only** – Prints the report with open purchase order bids only.

11. In the **Work Orders** field, indicate whether to include open purchase order work orders. Press **F10** and select one of the following:

- **Include** – Lists open purchase order work orders along with regular purchase orders.

- **Exclude** – Does not list any open purchase order work orders.

- **Only** – Prints the report with open purchase order work orders only.

12. In the **Debits** field, indicate whether to include open purchase order debits. Press **F10** and select one of the following:

- **Include** – Lists open purchase order debits along with regular purchase orders.

- **Exclude** – Does not list any open purchase order debits.

- **Only** – Prints the report with open purchase order debits only.

13. In the **Currency** field, press **F10** and select the currency in which you want to run the report.

14. Set options, if needed, and generate the report.

15. Press **Esc** to return to the main menu.

Running the Overdue Purchase Orders Report

The Overdue P/Os Report lets you see purchase orders, for one or more branches that were expected to arrive during a specified time period, but have not reached the ship-to address.

The Overdue P/Os Report provides line item details on the purchase orders that are overdue.

▶**To run the Overdue P/O report:**

1. From the **Purch > Reports** menu, select **Overdue P/Os**, to display the Open P/Os criteria screen.

2. In the **P/Os With Expected Date Before** field, enter the date to use to select purchase orders for the report. The expected date would be in the previous week. The default entry is the current date. Enter a calendar date or a variable date. Press **F10** to display a calendar from which to select a date.

3. In the **Only Items With Customers Waiting** field, indicate whether to list only those items for which customers are waiting.

   * **Y** – Lists items that have customers waiting. The system uses the next line on the screen to prompt for the number of days in which the stock is expected.

   * **N** – Lists items that *do not* have customers waiting. This is the default.

4. In the **Expecting within __ days** field, enter the number of days within which the items are expected.

   Note: This field is dependent on the **Only items With Customers Waiting** field. If you select **N**, this field does not display.

5. In the **Branch/Div** field, enter the branch or territory to include on the report. Type **ALL** to select all branches and territories.

6. In the **Show Customer Commitments (Y/N)** field, indicate whether to display information relative to the sales order and the quantities for which the customers are waiting.

   * **Y** – Lists items that have customers waiting.

   * **N** – Lists items that *do not* have customers waiting.

7. In the **Show Stand Alone Comments (Y/N)** field, indicate whether to display stand alone comments in the report.

   * **Y** – Lists all stand alone comments.

   * **N** – *Does not* list stand alone comments. This is the default.

8. In the **Branch Select** field, indicate whether to select P/Os for the report based on the pricing branch or the shipping branch. Press **F10** to select a branch:

   * **Pricing** – Branch from where stock is expected to be priced.

   * **Shipping** – Branch where stock is expected to be received.

9. In the **Vendor Select** field, indicate whether to select P/Os for the report based on the vendor type. Press **F10** to select a vendor type:

    *   **Ship From** – The vendor from which the order is shipped.

    *   **Pay To** – The vendor to be paid for the order.

10. In the Sort by field, indicate how to sort the purchase orders on the report. Press **F10** and select an option:

    *   **Vendor** – The vendor supplying the items.

    *   **Writer** – The user who entered the purchase order into the system.

11. In the **Sort by Break** field, indicate how to separate the purchase order information on the report. Press **F10** and select a separation type:

    *   **None** – Displays the purchase orders on the report sequentially without breaks.

    *   **2 Lines** – Inserts two blank lines between each purchase order.

    *   **Page** – Prints each purchase order on a separate page.

12. In the **Select Writer** field, enter a writer's ID to include only those purchase orders associated with a specific writer. Press **F10** to display the list of writers. If left blank, the report includes purchase orders associated with all writers.

13. In the **Select Vendor** field, enter the vendor's name to include only those purchase orders associated with a specific vendor. If left blank, the report includes purchase orders associated with all vendors.

14. In the **Directs (Inc/Exc/Only)** field, indicate whether to run the report for direct purchase orders. Press **F10** to select the option.

    *   **Include** – Lists all items including direct purchase orders.

    *   **Exclude** – Lists everything except direct purchase orders.

    *   **Only** – Lists only direct purchase orders.

15. In the **Debits (Inc/Exc/Only)** field, indicate whether to run the report for debits. Press **F10** to select the option.

    *   **Include** – Lists all items including debits.

    *   **Exclude** – Lists everything except debits.

    *   **Only** – Lists only debits.

16. Use the **Fax** and **Fax Setup** hot keys, as needed:

Hot Key	Description
Fax	Send the fax using the previously saved settings under the **Fax Setup** hot key. **Note:** The **Sort by Break** field must be set to Page to enable the fax functionality.

Hot Key	Description
Fax Setup	Displays the Fax Memo screen to set up the fax cover sheet information. The system saves the settings for the next time you fax this report. A "Saved Settings" indicator displays when you view this screen again.
	For more information on setting up your fax cover sheet, see Sending Faxes or Designating Fax Recipients.
	Note: You must have the Fax System companion product for this functionality to be enabled.

17. Set options, if needed, and generate the report.

18. Press **Esc** to return to the main menu.

Running the Purchase Order Receiver Report

The Purchase Order Receiver report is used as a working receiving document when a shipment arrives at the receiving dock. The report helps the warehouse person receiving material from a purchase order to take the appropriate action. If there are open sales orders waiting for the receipt of this purchase order, then there may be no need to put the material on the shelf.

The options on the report let you customize the report according to how you run your warehouse.

In addition, if you receive purchase orders or large quantities of material, setting Show Commitments to *All* and Show Tag Quantities to *All* displays all sales orders that can benefit from the receipt of this purchase order, even if there is not enough material to cover the sales order demand. Warehouse personnel need to decide which orders receive the quantities of material. These personnel must be able to un-tag sales orders from purchase orders.

Committed orders print in order by ship date. This listing mirrors the way orders are listed on the Future Ledger screen. The **Exclude All Sales Orders Outside The Plenty Date From Avail Calc** control maintenance record must be set to N. If set to Y, the system considers all orders for the report regardless of the plenty date.

▶**To run the Purchase Order Receiver report:**

1. From the **Purch > Reports** menu, select **P/O Receiver** to display the P/O Receiver Report criteria screen.

2. In the **Vendor/PO#/Xfer#/Rel#** field, enter the purchase or transfer order number that corresponds to the shipment being received. Type in one of the following to display a list of open purchase orders:

   - Vendor name

   - Purchase order number

   - Transfer order number

   - Release number or order ID

   Note: If more than one date is printed on the order, the system prompts you to select the correct order generation.

   The system populates the remaining fields with the current information.

3. Update the following fields as needed:

Field	Description
Order Status	Enter one or more status codes, listed below, separated by commas to indicate the purchase orders types you want to include on the report. Type **ALL** to display all status codes on the report. • **O** – Open purchase orders • **R** – Received purchase orders • **B** – Requests for bids

Field	Description
Product Status	Select the product types to include. Press **F10** to select from the following: • **All** – Both stock and non-stock items. • **Stock** – Stock items only. • **Nonstock** – Non-stock items only. **Note:** The unit of measure for each product also displays.
Show Commitments	Select the tagged order types to include. Press **F10** to select from the following: • **All** – All sales orders that need products, regardless if the purchase order's order quantity is sufficient to meet all requirements. • **Order Quantity** – Only those sales order whose need for a product can be fulfilled by the purchase order's quantity. **Note:** If you usually receive frequent purchase orders for smaller quantities of material and you need to allocate the material directly to those sales orders to which the material is tagged, then set **Show Commitments** field to *Order Quantity* and **Show Tag Quantities** field to *Only This Order*.
Show Tag Quantities	Indicate whether to list sales orders being received that are currently tagged to other purchase orders. Press **F10** to select from the following: • **Only This Order** – Only those sales orders specifically tagged to this purchase order. • **All Orders** – All sales orders, regardless of whether they are tagged to this purchase order. **Note:** You may have a purchase order for stock items intended to replenish certain items in uncommitted inventory. You can then decide if you should not tag an item and fulfill a sales order using this purchase order or wait for the tagged purchase order.
Location Statuses	Select a location type. Press **F10** to select one of the following: • **Primary** – Main location where a product is warehoused. This is the default. • **Secondary** – Backup location where product is warehoused if the primary location is full. • **Floating** – Location which can be used temporarily for overflow stock items. • **Remnant** – Location where remaining stock is kept. For example, you stock 8-foot pipe. A customer asks you for a 6-foot pipe. You cut the 8-foot pipe to 6-foot pipe and store the 2-foot remnant in this location.

4. Use the **Addl Loc Stats** hot key to add secondary, floating, or remnant locations to the report.

5. Use the **Save Dflts** hot key to save the currently displayed settings in the fields as the default setting for the shipping branch for which the report is being run.

6. Use the **Edit** hot key to update the purchase order before running the report.

7. Set options, if needed, and generate the report.

    Note: If you select a purchase order to receive and the status is **Cancelled**, the following message displays: "You are about to reprint a purchase order that has been cancelled. Continue Y/N?"

Running the Stock Receipts Report

The Stock Receipts Report provides a detailed list of the items that have been received via purchase orders into one or more branches of the company for a designated time period. Run this report for a one-day period as a review tool to see what came in that day.

Your authorization level on the POE.ALLOWED authorization key determines if you can view, edit, or create new orders from the Stock Receipts program.

For example, a purchasing manager may run a Stock Receipts report to reconcile a set of overdue purchase orders.

▶**To run the Stock Receipts report:**

1. From the **Purch > Reports**, select **Stock Receipts**, to display the P/O Receiver Report criteria screen.

2. In the **Br/Tr/All** field, enter the branch or territory to include on the report. Type **ALL** to include all branches and territories.

3. In the **Start Date** field, enter the beginning date to include on the report. You can enter a calendar date or a variable date. Press **F10** to display a calendar from which to select a date.

4. In the **End Date** field, enter the ending date to include on the report. The system populates this field with the date in the **Start Date** field. You can enter a calendar date or a variable date. Press **F10** to display a calendar from which to select a date.

5. In the **Batch** field, enter the batch number if stock receipts are entered into the system in batches. The system populates this field with **ALL**.

   Note: Batch loading of stock receipts is not often used because most information is processed in real time.

6. In the **Vendor** field, enter a vendor name to include only receipts from a specific vendor. If left blank, the report includes receipts from all vendors.

7. In the **Unreconciled Only** field, indicate whether to include items that have not been reconciled against an invoice that has been received in accounts payable.

   • **Y** – Lists all stock receipts on the report.

   • **N** – Does not include any stock receipts on the report.

8. In the **Purch or Recv Branch** field, indicate the branch types for which you are running the report. Press **F10** to select Purchasing or Receiving.

9. In the **Unit of Measure Display** field, indicate how the report should show the cost associated with each unit of measure (UOM). Press **F10** and select one of the following:

   • **Lowest** – Displays the lowest to highest UOM.

   • **Ordered** – Displays the items in the order they were processed.

10. Set options, if needed, and generate the report.

11. Press **Esc** to return to the main menu.

Running the Inventory Valuation Report

Use the Inventory Valuation Report to generate a report, either summary or detailed, that displays the value of the products in a price line, a series of price lines, or all price lines within one or more branches.

For auditing purposes, run the Inventory Valuation Report twice. First, to include those items with a negative on-hand quantity and allow for immediate correction. A negative on-hand quantity typically occurs because users are allowed to over-commit stock. It may be a case where product A was substituted for product B and product A has been driven into a negative quantity level. Second, to include all items by excluding those items with an on-hand quantity of zero, or to include only those items whose extended on-hand value exceeds a certain amount.

This report also looks at the REP-COST when the AVG-COST of an item is $0.00. In addition, it historically monitors moving average cost. You can indicate if you want to display items with a zero dollar average cost for moving average cost to display as $0.00. Products with a status of LotItem are not included in the report.

> **Note:** After you run the report once, the system saves the selections you made and associates them with your user ID. When you run this report again, the system displays the selections you made the last time. A "Saved Settings" message at the top of the screen indicates that your previous selections are being used. If there is no default or saved setting, the field is blank. For more information, see How the System Saves Settings on Reports.

If you use the dynamic kit functionality, this report will exclude dynamic kit quantities when the items are picked at the component locations. The system will calculate the kits when picked as a kit.

▶**To run the Inventory Valuation Report:**

1. From the **Purch > Reports** menu, select **Inventory Valuation**, to display the Inventory Valuation criteria screen.

2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Type **ALL** to run the report for all branches and territories.

   > **Note:** This report normally runs for a single branch. If run for more than one branch, we recommend running it in summary format only due to processing time.

3. In the **As of Date** field, enter the date by which you want to run the report. By default the system populates this field with the current date.

4. In the **Select by** field, press **F10** and select one of the following. Use the **Multi** hot key to select more than one line, group, or product for the report.

   - Buy Line
   - Buy Group

- Price Line

- Sell Group

- Product

Note: Selection in this field determines the title and purpose of the next field to display. For example, the line under the **Select by** field is blank. If you select Buy Line in the **Select by** field, the **Buy Line** field displays on the next line. This field lets you select for which buy line you want to run the report.

5. In the **Cost Basis** field, press **F10** to select from a list of Global Basis names and system maintained cost. This field is user-defined.

   If you select FIFO-COST, a hot key activates that lets you select the number of years history to use when retrieving the report data.

6. In the **Cost As of Date** field, enter the beginning date to reference for the valuation. Enter a calendar date or a system variable date. Press **F10** to display a calendar from which to select a date.

   Note: If you use a branch cost basis as your Cost of Good Sold (COGS), then the system returns the COGS value in this field. The system returns what is in the branch cost fields because the information is not stored in dated buckets. If cost information is stored in the **Basis** field in Product File Maintenance, the system uses that value.

7. In the **Detail/Summary** field, indicate whether to run the report in summary or detail format. Press **F10** to select one of the following:

   - **Detail** – Lists information on a line item basis with a summary followed by a break at the end of each line or group. Consignment purchase orders do not display in detail mode.

   - **Summary** – Lists information by individual price line with a break after each line or group.

   - **Summary by Product** – Lists the total on-hand quantity for each type: Stock, Tag, Review, Defective, Over Shipment, and Display and the extended value for each product on the report.

8. In the **Display PN (Y/N)** field, indicate whether you want to display each product ID on the report.

9. In the **Sort by** field, indicate how to sort the report. This selection determines the column that displays after the Product Description column. Press **F10** and select from the following:

   - **Price Line**

   - **Buy Line**

   - **Sell Group**

- **Buy Group**

- **Product GL Code** – To sort by product types that are represented by the General Ledger Codes. This column always displays at the end of the report even if selected in this field.

10. In the **Group by Product Ranks** field, indicate whether you want to group the items by Product Ranks on the report. Type **Y** or **N**.

11. Use the **Product Rank** hot key to select product ranks by which to sort the items on the report.

12. In the **Subtotal on Sort by** field, indicate whether you want a subtotal displayed for each Sort by selection. Type **Y** or **N**.

13. In the **Nonstocks (Inc/Exc/Only)** field, indicate whether to include non-stock products on the selected lines. Press **F10** and select one of the following:

- **Include** – Prints non-stock products.

- **Exclude** – Does not print non-stock products.

- **Only** – Prints only non-stock products.

14. In the **Only Detail for Extended Values** field, enter the value to restrict the items on the report to those whose extended value is greater than the designated amount.

   Note: This amount is typically a large number that would alert you to those items whose on-hand value is significant. This field is used when the **Detail/Summary** field is set to Detail.

15. In the **Neg On-Hand Qtys (Inc/Exc/Only)** field, indicate whether to include the inventory valuation report for only items with a negative on-hand quantity.

16. In the **Quantity Types (Null=All)** field, indicate whether to run the report for one or more types of products. If left blank, the report includes all product types. To select more than one, separate each entry with a comma, such as S, F, O. Press **F10** and select one of the following:

- **S** = Stock

- **F** = Defective

- **O** = Over Shipment

- **R** = Review

- **L** = Display

- **T** = Tagged

17. In the **Zero On-Hand Qtys (Inc/Exc)** field, indicate whether to include or exclude from the report all items whose on-hand quantities are zero. Press **F10** and select one of the following:

   - **Include** – Prints products with zero on-hand quantities.

   - **Exclude** – Does not print products with zero on-hand quantities.

18. In the **Show Serial Number** field, indicate whether to include serial numbers for the on-hand quantities of a product. This field is used when the **Detail/Summary** field is set to Detail. For more information, see Serial Tracking.

19. In the **Show $0 Average Cost (Y/N)** field, indicate if you want to display items with a zero dollar average cost for moving average cost to display as $0.00.

   This setting behaves differently based on the Cost As of Date:

   - Cost As of Date is **Today**, and this field is set to **No**

   - Cost As of Date is **Today**, and this field is set to **Yes**

   - Cost As of Date is **in the past**, and this field is set to **No**

   - Cost As of Date is **in the past**, and this field is set to **Yes**

   When the Cost As of Date is in the past, the system relies on historical data only, and does not check current average cost.

   Note: If the **Show $0 Average Cost** field is set to **Yes** and there is no pricing information as of the date requested, the system uses the current cost.

20. In the **Use P/O Cost for Tagged Items** field, enter one of the following:

   - **Y** – Tagged inventory is valued using the associated purchase order costs. If the tag is broken, then the system determines the tagged inventory value using associated with the cost-basis entered. This prompt is not activated with FIFO-COST.

   - **N** – The system uses the average cost associated with the item.

   Note: If tagged items are listed on the report, the unit of measure and quantity for those items display.

21. In the **Inventory Accounts to Include** field, select the inventory accounts for products to display. The default account is the primary inventory account. Use the **Multi** hot key to select multiple accounts.

22. If running the report for consignments, use the **Consignment** hot key.

23. Set options, if needed, and generate the report.

24. Press **Esc** to return to the main menu.

Running the Aged Inventory Report

The Aged Inventory Report helps you prioritize inventory according to the time it takes to sell the products in the line. This report examines the annual sales of each item in the line, determines the number of pieces on hand, and calculates how long it will take to sell those items.

For example, if you sold 365 items last year (1 per day or 30 per month) and have 700 on hand and use 3-month periods, the aging buckets are as follows:

	Number of Items	Time period for...
A	90 items	0-3 months
B	90 items	4-6 months
C	90 items	7-9 months
D	90 items	10-12 months
E	360 items	over 12 months

The Aged Inventory Report also helps you determine how your products lose value, if any, over the course of the year. If inventory does devalue over time, you can use the writedown buckets to show the percentage of devalue for the aging period.

For example, using the information in the previous example, the cost basis of Cost of Goods Sold is $1.00 per item. The writedown for each aging bucket is a cumulative 20 percent.

The writedown for the aging buckets would be as follows:

	Calculations	Cost	For time period...	At...
A	((90 items * $1.00) * .20)	$18	0-3 months	20%
B	((90 items * $1.00) * .40)	$36	4-6 months	40%
C	((90 items * $1.00) * .60)	$54	7-9 months	60%
D	((90 items * $1.00) * .80)	$72	10-12 months	80%
E	((360 items * $1.00)* 1)	$360	for over 12 months	100%

If no items were sold in the last year, the report devalues the inventory according to the writedown percentage associated with the No Sales aging bucket. For example, in Canada, this report can be used when claiming devalued inventory on taxes. In the United States, this report can assist in long range inventory planning and budgeting, when holding items in inventory longer than a particular period of time can become a drain on capital assets.

The Aged Inventory Report lists the following:

- Product ID and description.

- Price line.

- Year-to date sales for the item.

- On-hand supply of the item.

- Unit cost per item.

- Total value of the item before and after the writedown percentage by the different aging periods.

- Years supply of the item in inventory.

- Grand totals by price line and by all price lines.

▶**To run the Aged Inventory Report:**

1. From the **Purch** > **Reports** menu, select **Aged Inventory**, to display the Inventory Valuation criteria screen.

2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Type **ALL** to include all branches and territories.

3. In the **As of Date** field, enter the date from which you want the inventory aged. The system populates the field with the current date. Press **F10** to display a calendar and change the date.

4. In the **Price Line** field, indicate the price lines to include on the report. Do one of the following

   - Enter the price line name to run the report for a single price line.

   - Leave the field blank to run the report for all prices lines.

   - Use the **Price Lines** hot key to choose more than one price line. *Multi* displays in the field.

5. In the **Cost Basis** field, enter the cost basis to use for valuing inventory. The system populates this field, with Cost of Goods Sold - Cost (COGS-COST). Press **F10** to select another cost basis.

6. In the **Writedown % for *x* Months** fields, enter the percentages that the value of the products in the specified price lines are reduced over the specified period of months. For example, if product is on the shelf for more than 6 months, the value can decrease by 25%.

7. In the **Writedown % for No Sales** field, enter the percentage that the inventory value is reduced if there are no sales, or no demand for the inventory in the last year. This field populates with 100 percent.

8. Use the **Writedowns** hot key to change the default periods for this run of the report. For example, you can change the breakdown of months from 0 - 3 months to 0 - 6 months for the first writedown bucket.

   To indicate the percentage beyond a period of months, type **OVER** in a **From** field and the corresponding month in the related **To** field.

   Note: If writedown buckets are not used on the report, 0% is applied to the unused buckets.

9. In the **Nonstock (Inc/Exc/Only)** field, indicate whether to include non-stocks in the reports. Press **F10** and select from the following:

    - **Include** - Prints non-stocks on the report.

    - **Exclude** - Does not print non-stocks on the report.

    - **Only** - Selects only non-stocks for the report.

10. In the **Zero On-Hand Qtys (Inc/Exc)** field, indicate whether to include products that have on-hand quantities of zero from the reports.

    - **Include** - Prints products with zero on-hand quantities on the report.

    - **Exclude** - Does not print products with zero on-hand quantities on the report.

11. In the **Exclude Level (Br/Pd)** field, select how the **Exclude First Received in last** field looks at items first received.

    Select **Branch** if you want to report on the first receiver per branch. Select **Product** to report on the items received for the first time within the number of days you specify in the **Exclude First Received in last** field.

12. In the **Exclude Items Created in last** field, enter the number of days you want to limit the report to for product recently added to your product file. For example, you might want to exclude any products you have added in the last quarter.

13. In the **Exclude First Received in last** field, enter the number of days you want to limit the report to. The system will *not* include items that are onhand or sold if any branch or product, depending on the setting in the **Exclude Level** field, meets this cutoff number or days.

14. In the **Exclude if First Receipt After** field, enter the date you want to limit the report to. The system will not include items that are onhand or sold if any branch meets this cutoff date.

15. Set options, if needed, and generate the report.

16. Press **Esc** to return to the main menu.

Running the Product Sales History Report

The Product Sales History report lets you measure how much you sold of an individual item. The report shows the following information for the product you are inquiring about:

- Product description

- Unit of measure (default)

- On-hand amount

- Amount committed

- Amount available

- Amount on purchase order

- Amount on transfer order

- Projected inventory level

- Amount in demand

- Total sales for the past 12 months

- Detail sales starting with the month indicated in the **As of Date** field.

  Note: All columns on this report respect the variable column formatting available from the main report screen. Use the **Column** hot key to modify the column width.

▶**To run the Product Sales History report:**

1. From the **Purch > Reports**, select **Product Sales History**, to display the Product Sales History criteria screen.

2. In the **Br/Tr/All** field, enter the branch or territory for which you want to run the report. Type **ALL** to include all branches and territories.

3. In the **As of Date** field, enter the ending date of the period to include on the report. The date must be equal to or earlier than the current date. Enter a calendar date or a variable date.

4. In the **Break on Line (Y/N/P)** field, indicate how to separate prices lines or buy lines on the report to make it more readable. Press **F10** and select from the following:

   - **Yes** – Inserts a blank line between price lines or buy lines on the report.

   - **No** – Prints with no spacing between the price lines or buy lines on the report.

   - **Page** – Prints the data for each price line or buy line on a separate page.

5. In the **Double Space** field, indicate whether to insert a blank line between every product in every price line includes in the report.

6. In the **Sum Branch Quantities** field, indicate whether to print combined totals, if the report included more than one branch, for each product in every included price line. Press **F10** and select one of the following:

- **Yes** – Prints only combined totals for each product in every included price line.

- **No** – Prints detailed branch totals without a combined total for each product in every included price line.

7. In the **Future Ledger (Inc/Exc)** field, indicate whether to show the sales commitments on the report.

Note: If you select Include, there is no display limit and the system shows all future orders.

8. In the **Items w/ Sales Only (Inc/Exc)** field, indicate whether to show only items with sales on the report.

9. In the **Line Type (Buy/Price)** field, select which kind of report you want to run. Press **F10** and select one of the following:

- **Buy** – Sets the variable field name and hot key to Buy Line. Use the **Buy Line** hot key to select more than one line, group, or product for the report.

- **Prc** – Sets the variable field name and hot key to Price Line. Use the **Price Line** hot key to select more than one line, group, or product for the report.

Note: Selection in this field determines the purpose of the next field. For example, if you select Buy Line in the **Line Type** field, the next field displays as the **Buy Line** field and the **Buy Line** hot key activates.

10. In the **Buy Line** or **Prc Line** field determined by the **Line Type** field, press **F10** and select from a list of valid buy lines or price lines for which to run the report.

Use the **Buy Line** or **Price Line** hot key to select more than one line. *Multi* displays in the field. If left blank, the report includes all buy lines and price lines.

11. In the **Product Status** field, identify product statuses to include in the report. Use the **Sel Items** hot key to select more than one status. Press **F10** and select one of the following:

Item	Displays...
ALL	all products with any status. This is the default.
ActiveOnly	products that are stock, have an on-hand amount, or are on open orders.
Stock	stock products.
Nonstock	non-stock items.
Miscchrg	miscellaneous charges attached to the item.
Delete	products that are scheduled to be deleted from the product file when the quantity reaches zero.
Review	products that are in review.
Comment	products with a comment attached.

Item	Displays...
Purge	products scheduled to be purged from the catalog when the stock and on-hand amount reaches zero and all open orders are closed.
LotItem	products identified for lot billing.

> **Note:** Product status is assigned in Product File Maintenance. See Product Status Codes for full descriptions.

12. In the **Kits (Include/Exclude)** field, indicate whether to show kits on the report. The kit components are always listed at the top of the report.

13. In the **Sort By Order Point** field, indicate if you want to sort product sales history by order point.

14. In the **Directs (Include/Exclude)** field, indicate if you want to have direct orders listed on the report.

15. Use the **Column** hot key to display the Column Setup screen. Select or rearrange the columns you want to display, such as Order Point or Month. In addition, you can modify the column width as needed.

16. Set options, if needed, and generate the report.

17. Press **Esc** to return to the main menu.

Running the Purchase Price Overrides Report

Manual overrides of purchase prices are a well-known source of invoicing errors. This report provides a list of the occurrences of purchase price overrides for a particular time frame.

This report pulls data from the branches that have the **Log Sell Price, Purchase Price & Cost Overrides** control maintenance record set to **Yes**.

Use the **Change Both COGS And COMM-COST On Override** control maintenance record to specify for each branch (0,1,2) whether a change to either COGS or COMM-COST affects the other. The default is 0 (No).

The frequency with which you run this report depends on company policy towards price overrides. If few are allowed, run the report monthly. If overrides are common and frequent, run the report daily. You should run the report frequently enough to prevent the file of unreviewed overrides from growing too large.

▶**To run the Purchase Price Overrides Report:**

1. From the **Purch > Reports**, select **Purchase Price Overrides** to display the Purchase Price Overrides criteria screen.

2. Fill in the fields as follows:

Field	Description
Order Type	Select from the following: **Open**, **Closed**, or **Both**. We recommend running this report for closed orders. Open orders with overrides could change again between the time when you run the report and the time when the order is closed.
Start Date	The beginning day to start looking for price overrides for this report. You can enter an actual date or a variable date. You can use **F10** to select a date. By default, the system populates the **Start Date** field with the current date.
End Date	The last day to stop looking for price overrides for this report. You can enter an actual date or a variable date. The system populates the **End Date** field with the date one month from the **Start Date** field. You can use **F10** to select a different date.
Purge Thru	To delete information from this file, enter a date in this field. The **Purge Thru** date lets you keep the file of price override information from becoming unmanageable. All records dated on or before the **Purge Thru** date are deleted from the file when the report runs. **Note:** The system only purges a sales order from the override log if all generations of the sales order have been invoiced or cancelled. The system saves logs for older bids in case they are turned into orders at a later date. The system populates this field with the date one month before the date entered in the **Start Date** field. You can use **F10** to select a different date.
Br/Tr/ALL	Enter the branch, or territory whose purchase price overrides you want to include on the report. Type **ALL** to run the report for all branches and territories. Press **F10** for a list of valid branches or territories.

3. Set options, if needed, and generate the report.

4. Press **Esc** to return to the main menu.

About the P/O Reconciliation Report

This report provides a way to verify whether there is a discrepancy between the cost of a product at the time the purchase order was entered (or the price negotiated) and the cost of the product charged by the vendor on the received date.

The report lets you reconcile purchase orders without editing the purchase order. If the payable amount and the purchase order amount do not match, the invoice can be flagged as Unreconciled or Disputed.

Run a P/O Reconciliation Report to list all of the details of both vendors' invoices and the associated purchase orders, including line item data for payables.

To run the P/O Reconciliation Report, see P/O Reconciliation Report in Accounts Payable.

Running the Product Backorder Report

Use the Product Backorder Report to determine which sales orders, purchase orders, or transfer orders may not meet the expected date due to the backordered items. Run the report by selecting one or more price lines to query. The report displays each product and the orders for which it is backordered.

First, the report displays the product description, price line, default branch, and product number. These line items are preceded by three asterisks.

Next, the report displays the order number, the customer or vendor name, the ship date, quantity, type, amount available, and sell price for the items on each order.

▶**To run the Product Backorder Report:**

1. From the **Purch > Reports**, select **Product Backorder Report** to display the Product Backorder Report screen.

2. In the **Br/Tr/ALL** field, enter the branch or territory you want to analyze. Type **All** to check all branches and territories.

3. In the **Price Line** field, enter a price line ID to limit the report to products from that price line. Press **F10** to display a list of price lines from which to select. If left blank, the report includes products from all price lines.

   Use the **Price Lines** hot key to enter a list of price lines. This list lets you analyze several price lines without selecting ALL. If multiple price lines are specified, ***Multi*** displays in the **Price Line** field.

4. In the **Price Line Break (Y/N/P)** field, select from the following to separate price lines on the report for readability:

   - **Yes** – Inserts a blank line between price lines or buy lines on the report. Select **Y** if you are working with multiple lines and will not use the report in a fax document for expediting.

   - **No** – The report prints with no spacing between price lines or buy lines. Select **N** or **Y** if you are working in a single price line or multiple price lines that share one buy line.

   - **Page** – The data for each price line or buy line prints at the top of a new page. Select **P** if you are working with multiple price lines and want to use the report in a fax to the vendor for expediting.

5. In the **Overcommits or ALL (O/A)** field, press **F10** and select one of the following:

   - **Overcommits** – Displays only the backorders on which the writer set the ship date on the order before the next expected receipt date of the material or before the earliest date. This selection restricts the report information to the commitments that may not be met without action from a purchasing agent.

   - **Overcommits as of Today** – Displays products that are currently on open sales orders, and are backordered based on the current on-hand quantities. Even if a

product is currently on a purchase order that is scheduled to be received before the ship date of the sales order, the product displays on the report.

- **All** – Indicate whether you want to see all orders that are not yet invoiced, or just the orders that are backordered to cover the overcommitments.

    Note: An overcommitment occurs when quantities are greater than the sum of either what is on hand or the quantity that is coming into stock.

6. In the **Nonstocks (Inc/Exc/Only)** field, indicate whether to include nonstocks in the report. Press **F10** and select from the following:

- **Include** – Lists nonstocks in the report.

- **Exclude** – Does not list nonstocks from the report.

- **Only** – Lists only nonstocks on the report. This selection comes into play if you treat expediting on nonstock items differently than on stock items. Some companies keep nonstock purchase orders separate from stock purchase orders and other companies let the purchasing logic expedite stock and sales personnel expedite nonstocks.

7. In the **Include Negative On-Hands Without Future Commitments (Y/N)** field, indicate if you want to include the negative on-hand inventory. If you select Yes, the system prints the product information even if there are no pending orders. If you select No, the system prints the product information only if there are pending orders for the product.

8. In the **Display Price (Y/N)** field, indicate if you want to show prices on your report.

9. Set options, if needed, and generate the report.

10. Press **Esc** to return to the main menu.

Running the Canceled P/O Report

The Canceled P/O Report shows all the canceled purchase orders for a designated time period. This report lets you search through canceled purchase orders as a way of verification.

For example, a customer orders a non-stock item, such as a special bathtub. A week later, the customer cancels the order to get a stocked bathtub instead. A month later, the special bathtub shows up on the receiving dock. You remember it being ordered and canceled the previous month. The Canceled P/O Report lets you search through all the canceled purchase orders from the previous month to identify the discrepancy and correct the error.

For another example, a purchasing agent is working with a particular customer who has not received the material. The purchasing agent is concerned that the purchase order was canceled by mistake. The purchasing agent can run the Canceled P/O Report for the time period when the customer placed the order to see if it was canceled inadvertently.

> **Note:** You cannot credit or rebill cancelled purchase order generations.

▶**To run the Canceled P/O Report:**

1. From the **Purch > Reports**, select **Canceled P/O Report** to display the Canceled P/O Report criteria screen.

2. Fill in the fields as follows:

Field	Description
Br/Tr/ALL	Enter the branch or territory you want to analyze. You can enter **ALL** to check all branches and territories.
Start Date	Enter the beginning date to include in the report. You can enter an actual date or a variable date. Press **F10** to use the calendar to select a different date.
End Date	Enter the ending date to include in the report. You can enter an actual date or a variable date. The system automatically populates this field with the date you entered in the **Start Date** field. To change the date, enter a new date or press **F10** to use the calendar to select a different date.
SortBy Vend/Ord#/Date	Select one of the following to sort the report information: • **Vend** - Alphabetically by vendor name. • **Ord#** - Numerically by order number. • **Date** - From the oldest to the most recent order.
Invoices/Orders/Both	Select one of the following to include in the report: **Invoices**, **Orders**, or **Both**.

3. Set options, if needed, and generate the report.

4. Press **Esc** to return to the main menu.

Generating the Product Ranking Report

Use the Product Ranking screen to run the Product Ranking Report. This report lists what the percentage of items is in each rank and the value of each breakpoint.

If the Ranking Method uses multiple branches and is ranked individually, a separate report for each branch prints. If the method used to rank products is set to Collectively, a single report prints for all branches because the products received the same rank at all branches. Item rank displays on the report next to rank number.

In addition miscellaneous charges and purge items are excluded from the rank calculation and items with a negative GP$ are considered 0.

This report lists the product that is ranked by the existing ranking process. The purpose is to use this information to determine where you want the ranking breakpoints.

The information listed is as follows:

Column	Description
Rank	The sequential position of the item within the selected items.
Rank%	The rank divided by the number of items being ranked times 100. Formula: (rank / #of items) x 100 = Rank%
Cum-Value%	The percentage of the cumulative value divided by the total value. Formula: cum-value / total value = Cum-Value%
Cum-Value	Running total of the actual value.
Product Description	The product being ranked.

▶**To generate the Product Ranking Report:**

1. From the **Purch** menu, select **Forecasting**.

2. Select **Product Ranking** to display the Product Ranking screen.

3. In the **Ranking ID** field, enter the ranking name to display the current methods and breakpoints.

4. In the **Generate Report (Y/N)** field, enter **Y** to generate a report listing all the new product rankings for the specified branch and Ranking ID. By selecting yes, the system will always generate a report when the Product Ranking program runs for this Ranking ID..

5. Update the remaining fields as needed:

Field	Description
Br/Tr/All	Lets you rank products in a particular branch or territory (or all). The results of the ranking process are always displayed on a branch-by-branch basis.

Field	Description
Ranked	Indicate whether to rank the products **Individually** or **Collectively**. • **Individually** – Product amounts within each branch are considered separately from every other branch when calculating product ranks. • **Collectively** – Product amounts for all branches are combined before calculating product ranks. If ranked collectively, products would consequently be assigned the same rank in each of the branches selected.
Nonstocks	Specify whether to **Include** or **Exclude** product ranking for nonstock products. • **Include** – This is the default. If a nonstock is selling often enough to earn a high ranking, you can consider changing it to a stock item so you do not run out of it. • **Exclude** – The product is not included in the ranking process. For companies that do not rank nonstocks, this guarantees that ranked stock items that are changed to nonstock items do not retain their rank after the ranking program runs.
Ranking Method	Select a ranking method as indicated in the table at the beginning of this topic. For more information, see Product Ranking Method and Breakpoint Rules.
Ranking Breakpoints	Select breakpoints as indicated above in this topic. For more information, see Product Ranking Method and Breakpoint Rules.

6. Use the **Begin** hot key to run the report.

    Note: Use the **Sched** hot hey to schedule a run time routine for the this report.

7. Press **Esc** to exit the Product Ranking screen.

8. Press **Esc** to return to the main menu.

Running the P/O Customs Report

Use the P/O Customs Report to break down the fees associated with import fees on purchase orders.

▶**To run the P/O Customs Report:**

1. From the **Reports > End of Month Reports #2** menu, select **P/O Customs Report** to display the P/O Customs Report selection screen.

2. In the **Br/Tr/All** field, enter the branch or territory to include on the report. Type **ALL** to include all branches and territories.

3. In the **Start Date** field, enter the date with which you want to start the report listings.

4. In the **End Date** field, enter the date with which you want to end the report listings.

5. In the **Purchase Order** field, enter a purchase order number for which you want to run the report. Leave the field blank to run the report for all purchase orders.

6. In the **Vendor** field, enter a vendor name for which you want to run the report. Leave the field blank to run the report for all vendors.

7. In the **Sort** field, press **F10** and select one of the following by which to sort:

   - **By Vendor Buyline Product**

   - By Vendor RecDate P/O Product

   - By RecDate P/O Product

8. Use the **Buy Line** or **Product** hot keys to limit the report to specific buy lines or products.

9. Set options, if needed, and generate the report.

10. Press **Esc** to exit the selection screen and return to the main menu.

Running the Freight Audit Report

Use the Freight Audit Report daily to review freight charges for tagged sales orders. You can pass these freight charges on to your customer.

When you enter A/P items, there is a column for freight. If the item that you reconcile against a purchase order is a tagged sale, the system reviews the order to see if freight has been charged on the sale.

The Freight Audit Report reviews the items in the following order:

1. Accounts payable for a freight charge

2. The purchase order to find the number of the tagged sales order

3. Verifies whether the item has been billed with a freight charge included

If the amount equals zero, you can check the purchase order's received date and verify the freight amount that was charged equals the amount on the Incoming Freight Audit report. If it did, then the user can go to the sales order and add the freight amount to that sales order.

▶**To run the Freight Audit Report:**

1. From the **Purch > Reports** menu, select **Freight Audit Report**, to display the Freight Audit Report criteria screen.

2. In the **Branch** field, enter the branch to include on the report. Type **ALL** to include all branches.

3. In the **Start Date** field, enter the beginning date of the period to include on the report. Enter a calendar date or a variable date. Press **F10** to display a calendar from which you can select a date.

4. In the **End Date** field, enter the ending date of the period to include on the report. Enter a calendar date or a variable date.

   The system populates the field with the date entered in the **Start Date** field. Press **F10** to display a calendar from which you can select a date.

5. In the **Freight** field, indicate if you want to include all freight in the report. Press **F10** and select one of the following:

   • **All** – The amount in the **Frt Amount** column includes both incoming freight charges on the purchase order and outgoing freight costs on the associated sales order.

   • **In Only** – The amount in the **Frt Amount** column includes only incoming freight charges on the purchase order.

6. In the **Directs** (**Inc/Exc/Only**) field, indicate if you want to include, exclude or print the report for only direct orders.

7. In the **Paid Activity Only** field, type **Y** if you want to run the report for only purchase orders that have been applied to approved payables. The default is No.

8. In the **Selection Date** field, press **F10** and indicate how you want to limit the report. This field activates only if the **Paid Activity Only** field is set to Yes.

    - **Receive Date** - Selects only purchase orders that have been received within the date range specified.

    - **Payable Date** - Selects only purchase orders that have a payable date within the date range specified.

9. Set options, if needed, and generate the report.

10. Press **Esc** to return to the main menu.

What the Report Shows

The report displays the following:

Column	Description
PO#	Purchase order number for received purchase orders.
RecvDate	Date the purchase order was marked received on its Status screen.
Frt Amount	Amount of freight charged on the purchase order.
Tagged SO#	Corresponding sales order tagged to the purchase order.
ShipDate	Date the products on the purchase order shipped from the vendor.
Shp Qty	Amount of products shipped from the vendor.
Product	Product ID.
Exmpt	Populated with Yes or No, depending on the setting for the **Frt Out Exempt (Y/N)** field on the Customer Maintenance screen for the customer on the tagged sales order. Also is effected by the **Freight Out Exempt (Y/N)** field on the Sales Order Entry Header screen.
Frt Billed	Amount billed for the products shipped.
Frt Expnsd	The amount of freight-in on the purchase order.
$Diff	The difference between the amount in the Frt Amount column and the combines amounts from the **Frt Billed** and **Frt Expnsd** columns.
Order Total	Total for the purchase order.
GP%	Gross Profit percentage for the purchase order.

Running the Purchase Variance Report

Use the Purchase Variance Report to see if there are any pricing variances from when a purchase is written and when you got billed by your vendor. The Variance column on the report displays the difference between the two costs so that you can accurately relate to your vendor any changes in pricing.

▶**To run the Purchase Variance Report:**

1. From the **Purch > Reports** menu, select **Purchase Variance Report** to display the Purchase Variance Report screen.

2. In the **Br/Tr/All** field, enter the branch for which you want to run the report and press **Enter**. Use any of the following options:

   - Enter a single branch.

   - Enter more than one branch, separated by commas. For example, enter 1,2,3.

   - Enter a territory name. If more than one territory contains the text you entered, select the one you want from the list that displays.

   - Enter **ALL** to include all branches and territories.

3. In the **Start Date** field, enter the date for which you want the system to begin to pull data for the report.

4. In the **End Date** field, enter the date for which you want the system to stop pulling data for the report.

5. In the **Summary / Detail** field, indicate which kind of report you want by selecting one of the following:

   - **Summary** – Displays the following columns: **P/O#**, **Vendor Name**, **RepCost**, **PO-Cost**, and **Variance**. Variance displays the difference between the RepCost and the PO-Cost. This is the default.

   - **Detail** – Displays all the summary information, but also adds the following columns: **Writer**, **Type**, **Quantity**, and **Product Description**.

6. In the **Batch** field, enter any batch ID that you would like to run for this report. The default is ALL.

7. In the **Vendor** field, enter any vendor ID that you would like to run for this report. Leave the field blank to run for all vendors.

8. In the **Unreconciled Only (Y/N)** field, indicate if you want to run the report for only unreconciled purchase orders. The default is No.

9. Set options, if needed, and generate the report.

Running the Product Out of Stock Tracking Report

Use the Product Out of Stock Tracking Report to see items that have been out of stock in the product's demand period, as determined by the Update Demand Forecast routine. This report gives you a single place to look into multiple products that were out of stock without having to pull demand forecasting information and inventory history levels for each individual product. For example, if you use product ranking, you can use this report to determine how many times or for how many days that your A ranked products were out of stock.

> **Note:** The system evaluates activity on a daily basis. So, if there is a location adjustment showing an in/out, the report does not count that as a stock out for the day.

▶**To run the Product Out of Stock Tracking Report:**

1. From the **Purch > Reports** menu, select **Product Out of Stock Tracking** to display the Product Out of Stock Tracking Report screen.

2. Enter the parameters for which you want to run the report. The selections you make in the following fields display at the top of the report so you can better understand how the system gathered the report data.

Field	Description
Br/Tr/All	Enter the branch, branches, or territories to include in the report.
Product Status	Select the status, such as Stock or Nonstock for which you want to run the report. Products are assigned statuses for cataloging and inventory control in the Product Maintenance screen. Use the **Multi** hot key to include more than one product status in the report, or leave the field blank to include products with any product status.
Buyer	Select the buyer you want to include in the report. Use the **Multi** hot key to include more than one buyer in the report, or leave the field blank to include all buyers.
Select By	Select whether to run the report for a buy line or a price line. In the next field, enter the buy line or price line for which you want to run the report. Use the **Multi** hot key to include more than one buy line or price line in the report, or leave the field blank to include all buy lines or price lines.
Sort By	Select the order in which you want to display the results in the report. Select from the following options: • **Branch** - Sorts the results alpha-numerically by branch. • **Buy/Prc Line** - Sorts the results alphabetically by buy line or price line, depending on the selection in the **Select By** field. • **Buyer** - Sorts the results alphabetically by buyer. • **Desc Hits** - Sorts the results descending by the number or hits.

3. In the **Page Break** field, select whether to insert a page break after each category in the report.

For example, if you select **Branch** in the **Sort By** field, and enter **Yes** in the **Page Break** field, the report starts results for each branch on a new page.

4. Use the **Prod Rank** hot key to indicate which ranking methods you want to use first to limit the contents of the report.

5. In the **Select Product Out of Stock** portion of the screen, indicate for what time period you want to run the report. You can enter any combination of the following fields:

Field	Description
# of Days Out in Demand Period >=	To report on products that were out of stock for a certain number of days in the system-calculated demand forecast period, enter the number of days. The report includes any products that were out of stock for that number of days or more during the period. The default is one day.
More than __ days **In the past __ months**	Use these two fields to report on products that were out of stock for a specified number of days within a period of months. For example, to report on products that were out of stock for more than five days in the last six months, enter **5** in the **More than __ days** field and **6** in the **In the past __ months** field.
More than __ times **In the past __ months**	Use these two fields to report on products that were out of stock for a specified number of occurrences within a period of months. For example, to report on products that were out of stock more than three times in the last six months, enter **3** in the **More than __ times** field and **6** in the **In the past __ months** field.

6. Set options, if needed, and generate the report.

Index

W