Solution-IV® Accounting
Purchase Order Entry - Blanket

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Purchase Order Entry

Introduction

Purchase Order Entry is used for entering actual purchase orders. Orders may be entered from scratch or you may use this option to edit purchase orders created during Automatic Reorder Processing.

How to Execute

From the Purchase Order Main Menu, select **Purchase Order Entry**.

Description of Fields

PO Number

Enter up to 15 characters for the purchase order number, press **F8** to get the next system-generated number, or press **F7** to copy or release a blanket order.
Note: For information see the Purchase Order Entry – Copy Orders section of this manual.

Date

Enter the date you placed the order with the vendor. Press **Enter** to enter today's date.

Order Type

Enter the order type for this purchase order as follows:

B   Blanket order (also known as a master order)

O   Regular order (also known as a standing order)

R   Released blanket order

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Vendor Code

Enter the ten-character Accounts Payable vendor code with which you placed this order.

Alternate Address

Enter the vendor address code to which you wish to mail the purchase order from the vendor alternate address file or press **CR** to use the vendor's main address.

Ship to Warehouse

Enter a valid warehouse code to which the items will be shipped, or press **Enter** to use the main warehouse, or blank out the field to enter a drop ship address.

If the Ship to Warehouse field is left blank, you can enter the following fields as the drop ship address. Otherwise, the cursor will skip to the "Ship Complete" question.

Name

Enter up to 35 alphanumeric characters for the name of the person or company to which this order will be shipped.

Address

Enter up to two lines of 35 characters each for the address where the shipment will be sent. Do not enter the city, state, or ZIP code on these lines.

City

Enter up to 25 characters for the city where this order will be shipped.

State

Enter the two-character abbreviation for the state or province.

ZIP

Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation, you must enter it yourself.

Example: 08765-1234 or 08765 or AP0870A

Country

Enter up to two alphanumeric characters for the country abbreviation, if desired. You will probably only use this if the order is going to any international destination.

Contact

Enter up to 20 characters for the name of the person who is going to receive the order.

Ext

Enter up to five characters for the phone extension of the contact.

Phone

Enter ten digits for the phone number of the company where the order is to be shipped. This may be helpful for your supplier when making delivery arrangements. Do not add any punctuation because the system will add it automatically.

Example: 8005551234 is re-displayed as 800 555-1234

FAX

Enter up to 18 characters for the fax number of the company where the order is to be shipped. If you want punctuation, you must enter it yourself.

Example: (732) 555-9876

Ship Complete?

Y   Designates order as shippable only when the order can be completely filled.

N   Allows partial shipment on this order.

Print PO Form?

Y   Prints an actual purchase order.

N   Skips purchase order printing.

Inspection Reqd?

You have the option of requiring an inspection on a purchase order when the goods are received as follows:

Y   Requires an inspection.

N   Does not require an inspection.

Confirm Only?

If you have already placed the order by phone and are sending this purchase order as a confirmation only, you may so indicate as follows:

Y   This is a confirmation notice only. The "confirm only" messages entered in the parameters will be printed on the purchase order.

N   This is a regular purchase order.

Verbal PO?

If you placed the order with the vendor verbally, you may so indicate as follows:

Y   Prints (verbal) after the purchase order number on the purchase order itself.

N   This did not originate as a verbal order.

Hold Indicator?

You can place a purchase order on hold so that it will not be processed beyond allowing entry of the purchase order as follows:

Y   Places order on hold.

N   Processes this as a regular purchase order.

Drop Ship?

This field is not accessible, but if a warehouse code has been entered in the Ship to Warehouse field, then this field will contain an **N**. Otherwise, it will contain a **Y**. This will cause different postings to occur during Purchase Order Receipts as follows:

Y   No posting will be made to the inventory account, and inventory will not be increased. This is based on the assumption that the items on the order were shipped direct to the customer.

N   Regular posting to inventory occurs.

Release Count

If you indicated that this is a blanket order, enter the number of releases that may be made. If this is not a blanket order, this field is skipped.

Order Cycle

Enter up to two characters for the order cycle. This field is used in conjunction with the copy order facility and to release a blanket purchase order. This field can be left blank as well.

FOB

Enter up to 15 characters for the freight on board (FOB) destination. This field is used to designate where the responsibility for the shipment ends for the supplier.

Requested By

Enter up to 25 characters for the name of the person internally who requested this purchase. Only 14 characters will be displayed on the screen.

Comment

Enter up to 35 characters for the comment that pertains to this order. The comment will print on the purchase order itself.

First Release

If this is a blanket order, enter the date this order may first be released. Orders cannot be processed before this date. If this is not a blanket order, this field is skipped.

Expire Date

If this is a blanket order, enter the date this order expires. Orders may not be processed after this date. If this is not a blanket order, this field is skipped.

Promised Date

Enter the date this order was promised to you, or press **Enter** to enter today's date.

Required Date

Enter the required delivery date for this purchase or press **Enter** for today's date.

Expected Pmt

Enter the expected payment date on which this purchase order will be payable to your vendor. The system will calculate a date based on the terms usually offered by this vendor.

Buyer Code

Enter up to 6 alphanumeric characters for the buyer code. Each buyer should have his/her own code. You may also want to set up a "house account".

Lines Screen

When you are finished with the Header screen, a Lines screen will appear, similar to the following. We refer to this part of Purchase Order Entry as "lines" because this is when you will enter the lines or body of the purchase order.

Line

Enter	If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.
Line #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

Up arrow	Goes to the next line above.
Down arrow	Goes to the next line below.
Page up	Goes to the previous screen.
Page down	Goes to the next screen.
Line Delete	Deletes that line and moves all lines below up.
Line Insert	Inserts a line at that spot and moves all lines below down.

Item Code

Enter up to 22 characters representing the item code you wish to order. If you are ordering an item not stored in the Inventory Control item file, start the item code with the non-stock character entered in the Inventory Control Parameters.

Description

The system will automatically display the description of the item. If allowed by this item, you can override the description.

Exp Account

The system will automatically display the normal General Ledger inventory account code for this item. You can override it if necessary.

Vendor Part ID

Enter the vendor's part number for this item code. If you have set up this vendor in the item masterfile, the part number will be displayed automatically.

UOM

Enter the unit of measure for this purchase. It will default to the purchase unit of measure already defined for this item.

Quantity

Enter the quantity being ordered of this item.

Unit Cost

Enter the unit cost that you expect to pay.

Amount

This field contains the quantity ordered multiplied by the unit cost. It cannot be overridden.

Text

You have the option of adding text to this line of the purchase order. The text will default to the regular comment attached to this inventory item.

Summary Screen

When you are finished with the lines or body of the order, you have the option of going to the summary screen. Since the information on this screen is rarely changed, the system will not come here directly - you must select **S** from the "Is this information correct?" prompt.
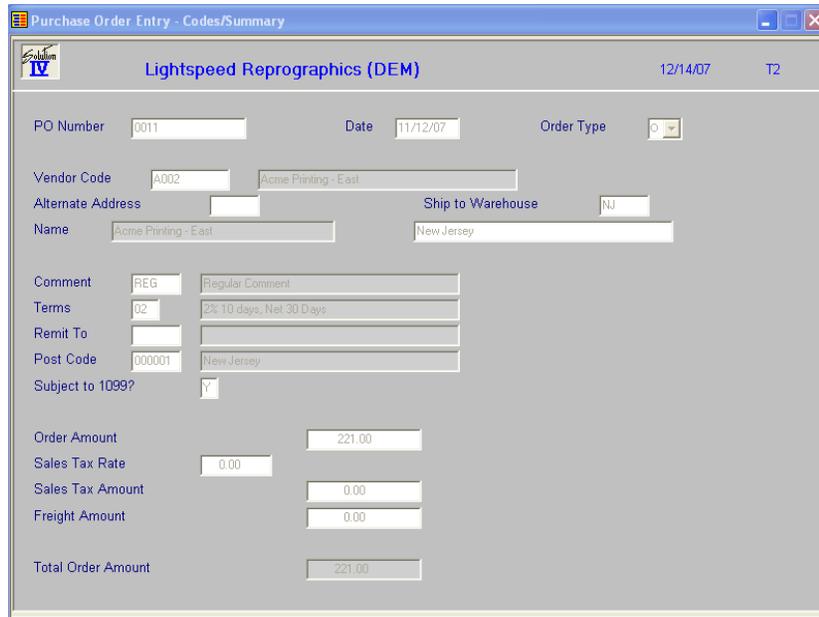
Comment

Enter a valid comment code. These comments will be printed either before or after the body of the purchase order, depending on how the code was defined.

Terms

Enter a valid terms code for this order. This field defaults to the terms code in the vendor's file.

Remit to

Enter the vendor address code to which payment should be made from the vendor alternate address file or press **Enter** to use the vendor's main address.

Post Code

Enter up to 6 alphanumeric characters for the posting code as defined in Posting Code Maintenance in Accounts Payable.

Posting codes are used to define the accounts payable, freight expense, sales tax expense and discount accounts in the General Ledger.

1099?

You have the option of specifying whether payment of this purchase order is subject to 1099 reporting as follows:

Y   Purchase is subject to 1099 reporting.

N   This purchase should not be added to the 1099 amount in the vendor masterfile.

Order Amount

This field contains the gross amount of this purchase order excluding sales tax and freight. It is display only.

Sales Tax Rate

Enter the sales tax rate that will be due on this purchase.

Sales Tax

This field contains the total sales tax applicable to this purchase order calculated using the tax rate in the previous field. If you change this amount, the rate will change accordingly.

Freight

Enter the total freight charge on this purchase order.

Net Amt

This field contains the total amount of this purchase order including sales tax and freight. It cannot be overridden.

Purchase Order Entry-Copy Orders

Introduction

This function is used to copy any order (regular or blanket) to another order number, or to release shipments of a blanket order.

How to Execute

From the Purchase Order Entry screen press **F7**. The Copy Order screen displays:
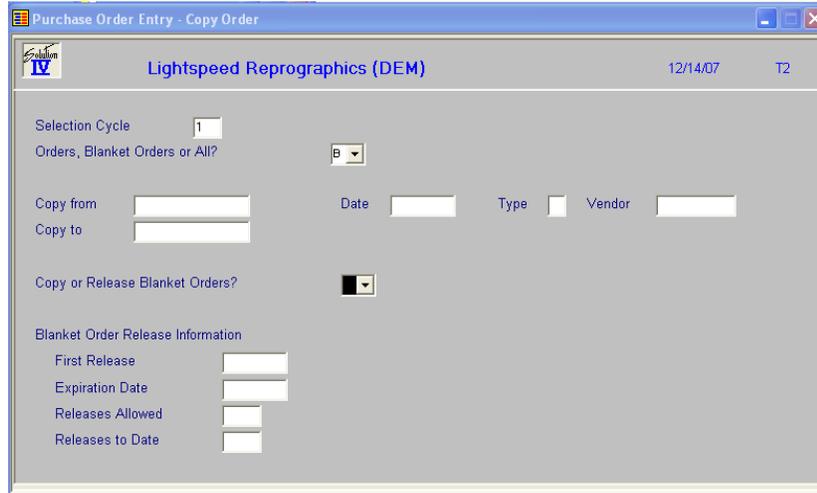
Description of Fields

Selection Cycle

Enter up to two characters representing the order cycle you wish to copy or release. If you leave this field blank, the cursor will skip to the "copy from" field.

Orders, Blanket Orders or All?

If you entered a selection cycle above, then you have the following options:

O   Copies regular orders with the above order cycle only.

B   Copies or releases blanket orders with the above order cycle only.

A   Copies regular orders, and copies or releases blanket orders.

If you entered a selection cycle, then the cursor will skip to the **Copy or Release Blanket Orders** field.

Copy from

Enter the order number (regular or blanket) you wish to copy from.

Date

This field will be pre-filled with the date from the "copy from" order and cannot be overridden.

Type

This field will be pre-filled with the order type from the "copy from" order and cannot be overridden.

Vendor

This field will be pre-filled with the vendor code from the "copy from" order and cannot be overridden.

If the "copy from" order is a blanket order, the following four fields will be displayed, but cannot be overridden.

Copy to

If your parameters require sequential order numbers (you must press **F8** for the next order number), this field will be pre-filled with the next order number and cannot be overridden. Otherwise, enter the order number you wish to copy to.

Copy or Release Blanket Orders

If you are working with blanket orders, you have the option of copying or releasing them as follows:

C   Copies the blanket order to a new order number. You can then edit it using Purchase Order Entry, as required.

R   Releases the blanket order. The quantities released for each line item are computed as follows: 1/(Release Count * Qty Ordered).

Example: If a blanket order is scheduled for 5 releases and has one item with a quantity of 10 on the line, 2 of that item (1/5 $*$ 10) will be released each time.

First Release

This field contains the date this blanket order is first available for release.

Expiration Date

This field contains the date this blanket order expires. If the terminal date is after this date, the blanket order may no longer be released.

Releases Allowed

This field contains the number of releases allowed on this blanket order.

Releases to Date

This field contains the number of releases that have already occurred on this blanket order.

Exit the Copy

When you are finished copying and releasing orders, press **F4** from the selection cycle to return to the Purchase Order Entry Screen.

Exit the Screen

When you are finished, press **F4** from the purchase order number to return to the Purchase Order Main Menu. You may now want to proceed to Purchase Order Printing.