FLEXX®

Purchasing & Receiving

Reference Manual

Version 7.0L0

Databyte

∆

Table of Contents

1.0 Introduction

1.1 About Purchase Order

The Purchase Order & Receiving (PO) module automates the tedious, time consuming functions that are part of the normal PO cycle. Using PO, you can;

- Δ Create PO Requisitions which can become Purchase Orders when approved
- Δ Tie budget codes and amounts as defined in FLEXX General Ledger to PO requisitions
- Δ Enter, maintain and track an unlimited number of PO's to an unlimited number of vendors
- Δ Automatically generate PO's from FLEXX Inventory Control based on minimum and maximum values
- Δ Automatically generate PO's from FLEXX Project Management based on job estimates
- Δ Split PO detail record to accommodate different receiving dates, quantities and different ordering dates
- Δ Transfer PO detail to FLEXX Accounts Payable
- Δ Review PO History and Customer Order History.

To allow the Purchase Order detail items to be transferred to an AP Voucher transaction, the following Application Control setting is required:

Application	Type	Description	Value	Company
po	install	Is PO Installed?	Y	default

For more details, please refer to the Accounts Payable manual, topic Transfer PO to Voucher.

The Purchasing/Receiving module can be used in a number of different manners. These are:

∆ Enter Purchase Order

∆ Enter PO Requisition and then create a Purchase Order

∆ Enter PO Requisition, compare to budget, then create a Purchase Order.

The PO Requisition process is part of the regular Purchase Order module. So the first two options alone are available with no additional set up. Whether PO requisition is used or not is a company decision. If the decision is made to enforce the use of requisitions and no direct purchase order entry, FLEXX user security can be used to turn off the ability to do Add/Update on the Purchase Order form.

The third option (budget comparison) requires the following Application Control settings added:

Application	Type	Description	Value	Company
pur	pobudval	Validate Budget for PO?	Y	**setup**

NOTE: Be aware that this setting is a FLEXX wide setting and **<u>will affect all companies</u>** defined in FLEXX. As a result this setting is not defined for each company but once by using Company "setup" in the Application Control Table *(See Sec. 3.11 "PO Detail Entry and Budgets" for further information).*

Note:

A Purchase Order detail entry can be created using either the <u>Stocking</u> Unit of Measure or <u>Buying</u> Unit of Measure set up in the SKU Vendor Table. The detail line can also be received using either of the Units of Measure. However, when transferring the PO to Accounts Payable (Voucher), the units and rates will all be converted to the Stocking UOM.

Purchase Order and FLEXX

The Purchase Order (PO) module is fully integrated with these FLEXX modules.

- General Ledger (GL). PO uses the GL account numbers specified by the SKU GL Accounts for each SKU.
- The GL Budget codes and amounts are also accessed by PO if the PO requisition is being validated against the budget
- Accounts Payable (AP). PO uses the Vendor Master Table from AP to determine the PO vendor. The details of a PO can also be transferred to AP to create AP Voucher details.
- Inventory Control (IC). PO uses SKU items as items to be purchased. PO also checks the minimum levels set up for each SKU to determine the quantity and need to automatically generate a PO.
- Project Management (PM) (formerly called Job Costing). Project Management estimates can be transferred to Purchase Order to create PO detail records.
- Accounts Receivable (AR). PO makes use of the customer Master Table as a cross reference for whom the merchandise is being ordered.
- Order Processing (OP) OP displays the Purchase Order numbers used for Factory Direct PO's.
- Fixed Assets (FA) The Fixed Asset master table has a cross reference field to identify the PO number if one was used to purchase the asset.

This integration ensures data accuracy, provides complete audit trails and reduces the time and money spent entering transactions more than once.

1.2 About this Manual

Content

This manual describes the forms and functions in Purchase Order (PO). It contains the following sections:

- Δ Starting PO; describes how to get into the PO module.
- Δ Working with Purchase Order Transactions; describes the PO forms you use to find, add, update and delete PO transactions, including, Purchase Order entry, PO receiving and line splitting function.
- Δ Managing PO; describes how to transfer Purchase Order detail information to FLEXX Accounts Payable, and how to use the Stock Ordering Process to autogenerate PO's.
- Δ Extracting PO Information; describes how to print PO reports and how to review PO and Customer Order History on form.

Assumptions

Please become familiar with the standard features of the FLEXX system, including how to select menu option, move around the form, use Zoom and wildcards and how to find, add, update and delete records. If you are not familiar with these features, refer to your *FLEXX User's Guide*.

Manual Conventions

∆ We use an asterisk (*) to indicate wildcards. However, different database systems use different symbols for wildcards. See the table below. Ask your System Administrator which symbol to use.

Database	To Match All	To Match One
MS SQL Server	%	_(underscore)
Oracle	%	_(underscore)
Sybase	%	_(underscore)

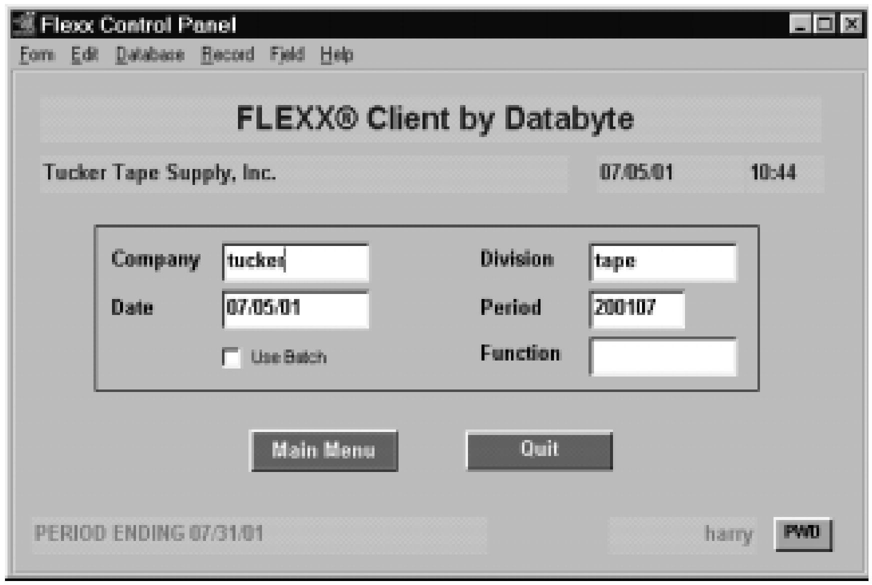
∆ Information that you enter and information that appears on the form appears in bold type. Example: Enter Y in the **Begin Process?** field.

∆ References to other sections are italicized. Example: *See 2.0 Starting PO*

2.0 Starting Purchase Order

To start Purchase Order

Log on to FLEXX. The Session defaults form appears



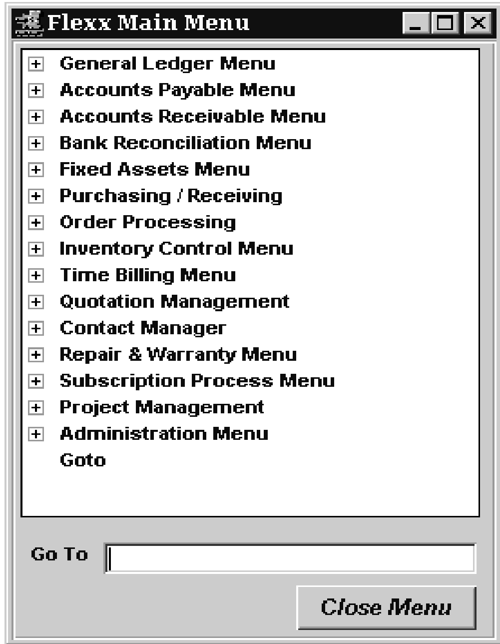
This form lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank form or new record. You can overwrite the session defaults any time they appear on a form.

Fields

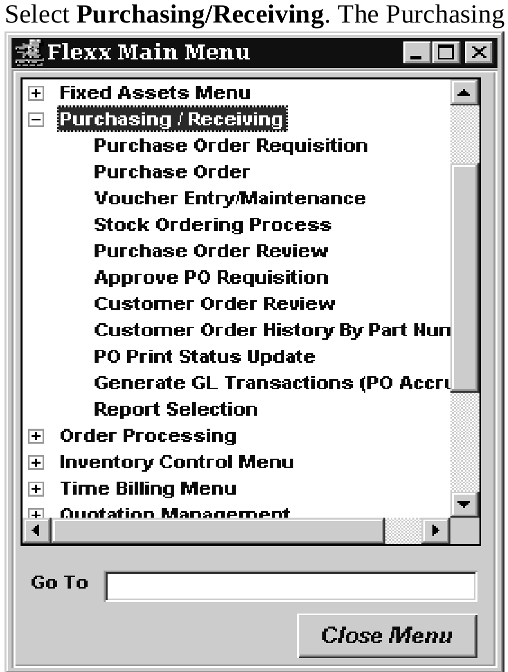
Enter the following information.

Field	Entry	Default	Reqd
Company	The default company code. Use Zoom to select from a list of companies.	Set by System Administrator	Y
Division	The default division code. Use Zoom to select from a list of divisions.	Set by System Administrator	Y
Date	The default date.	System Date	Y
Period	The default period number.	GL Period Table	Y
Use Batch	Select this option by clicking the box. Batch control lets you group similar Contact Manager transactions together and enter, edit and post them as a whole using a unique batch number. Each Contact Manager transaction in the batch still has a transaction number. If you selected B/C, the Batch Control screen appears when you first go to add a transaction.		Y
Function	To quickly access a specific FLEXX module, enter the code for the module, then <<press Main Menu>>. Example: To go straight to Purchasing and bypass the Main Menu, type pur in this field and <<press Enter>> Twice. See the Session Defaults section of your *Getting Started* manual for more information.		N
Buttons			
Main Menu	Access the FLEXX main menu		
Quit	Terminate the FLEXX session.		
PWD	Press this button to change both the user's Logon password and the FLEXX Authorization password *(See Administration Manual, User Master description).*		

Press **Main Menu**. The FLEXX Main Menu appears.



Select **Purchasing/Receiving**. The Purchasing Main Menu appears.



3.0 Purchase Order Transactions

This section describes:

- The forms used to:
  - enter PO Requisition transactions,
  - authorize/approve PO requisitions,
  - enter Purchase Order transactions,
  - enter PO Returns,
  - update PO transactions,
  - find PO transactions, and
  - delete PO transactions.
- Process to split PO Detail records to accommodate different receiving dates, quantities, warehouses, and ordering dates.
- PO Receiving - receiving the goods ordered against the originating Purchase Order(s).

3.1 PO Requisition Entry/Maintenance

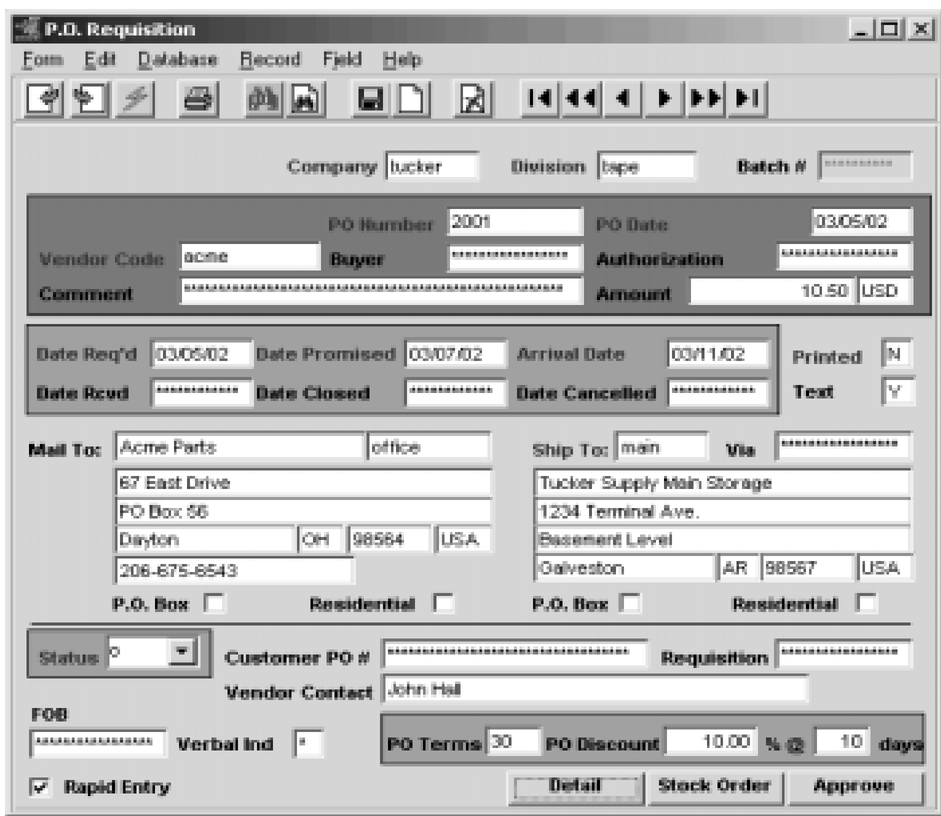
Description

PO Requisition allows the user to enter an unlimited number of requisitions. Requisitions must be **approved** to become regular Purchase Orders. They can be approved individually or on mass using the Approve PO Requisition form *(See Sec. 3.3)*. Once a requisition has been approved it automatically becomes a Purchase Order with the same number as its originating requisition. Requisitions that are not approved can have their details marked as such and their header marked as cancelled.

Select

Purchasing/ Receiving → P.O. Requisition

The PO Requisition form appears in Find mode. To add a new transaction, press <<Clear to Add>>.



Fields

The following fields appear on the PO Requisition Entry form.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Batch Number	If you are using batch control, the batch number.	Batch Control Table	N
PO Number	The number of the requisition. Press **Enter** to let the system autogenerate the next available number.	Autogen	Y
PO Date	The date the requisition is entered.	Session Default	Y
Vendor Code	Enter the Vendor Code for the Vendor for which the PO is being placed. (*For Vendor setup see the FLEXX Getting Started manual*). In the case where the vendor is unknown, it is possible to set up a vendor code "dummy" or something similar for use on PO Requisitions only. After the requisition has been approved and the vendor known, the Vendor Code on the resulting Purchase Order can be specified.		Y
Buyer	The company's buyer code - must be defined in the Employee Master Table *(see the FLEXX Getting Started manual)*.		N
Authorization	The name of the person who authorized the requisition - must be defined in the Employee Master Table *(see the FLEXX Getting Started manual)*.		N
Comment	End-user comment line which will appear on the printed requisition.		N
Amount	The total amount of the requisition or leave blank to have the detail record update it.		N
Currency	The currency of the vendor supplying the goods specified on the PO.	Vendor Master Table	Y
Date Required	Enter the date the goods requisitioned are required.	Session Default	Y
Date Promised	Enter the date the ordered goods were promised to be delivered. This field can also be used as the date promised to be shipped. If this date falls on a weekend, the user will be prompted if it needs to be changed to the following Monday.	PO Date plus Vendor's Shipping Lead Time	Y
Arrival Date	Enter the date the requisitioned goods are expected to arrive. If this date falls on a weekend, the user will be prompted if it needs to be changed to the following Monday.	Date Promised plus Vendor's Arrival Lead Time	Y
Date Received	Not applicable to PO Requisition.		N
Date Closed	Not used by PO Requisition.		N
Date Cancelled	End-User entered date showing when the requisition was cancelled. As part of cancelling a requisition, the status codes on both the PO header and detail records should be changed to **"v"** and **"c"** respectively.		N

Field	Entry	Default	Reqd
Printed	• Yes or No - the requisition has been printed. Once the requisition has been printed, FLEXX automatically changes the flag to **Y.** To reprint an existing PO Requisition *see Sec. 3.9 PO Print Status Update.*	N	Y
Text	Text flag - **Y** if there is underlying text, **N** if not *(See 3.6 PO Text).*	N	N
Mail To:	The Vendor location where the PO will be mailed to (as defined in the Vendor Master Table - PO Address). If no vendor location is defined as a PO address, then the main address of the vendor is used.	Vendor Master Table	N
Ship To:	The address of the warehouse defined earlier. Both the warehouse code and address fields can be entered as desired where the warehouse code will need to be a valid predefined warehouse.	Company/ Division Table	N
Via	Enter the means of transport.		N
Status	The PO Requisition status may be: • **o** - Open. A PO will have this status until manually changed by an end user to one of the following statuses. • **h** - Hold. An end-user accessible status to mark the PO requisition as being on hold. This status is for reference use only. • **v** - Cancelled. An end-user accessible status to mark the requisition as being cancelled. • **c** - Closed. Not applicable to PO Requisitions.	“o”	Y
Customer PO Number	Enter the Customer’s Purchase Order Number if known.		N
Requisition	User defined requisition number.		N
Vendor Contact	The name of the vendor Contact.	Vendor Master Table	N
FOB	Enter the FOB destination.		N
Verbal Indicator	Not used by PO Requisition.		N
PO Terms	The terms arranged with the Vendor are displayed.	Vendor Master Table	N
PO Discount	Percentage discount arranged with the Vendor for early payment.	Vendor Master Table	N
PO Discount Days	The discount terms in days arranged with the Vendor are displayed.	Vendor Master Table	N
Rapid Entry	With this option active, the detail line is automatically saved when the cursor is entered past the Order Now Field on stock ordering.		

When you finish making entries on the PO Requisition form, press <<Add/ Update>> and the PO Requisition Detail form will be displayed.

3.2 PO Requisition Transaction Detail

Description

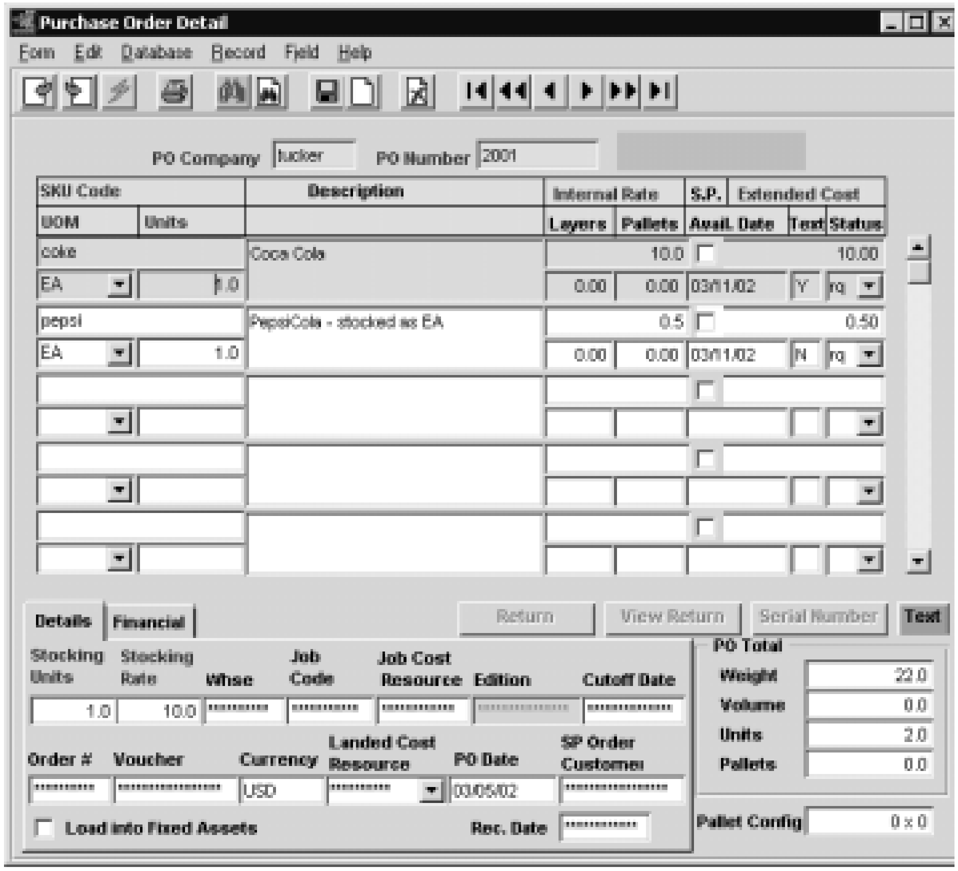
For a requisition selected on the PO Requisition form, use the PO Detail form to:

- Δ Add requisition detail records for non-inventory items as defined by the SKU.
- Δ Add PO requisition detail records for inventory items as defined by the SKU.
- Δ View details.
- Δ Update details.
- Δ Delete details.

Select

PO Requisition	→	Find PO Requisition Press Detail button	→	Purchase Order Detail

The PO Requisition Detail form appears in Update mode.



Fields

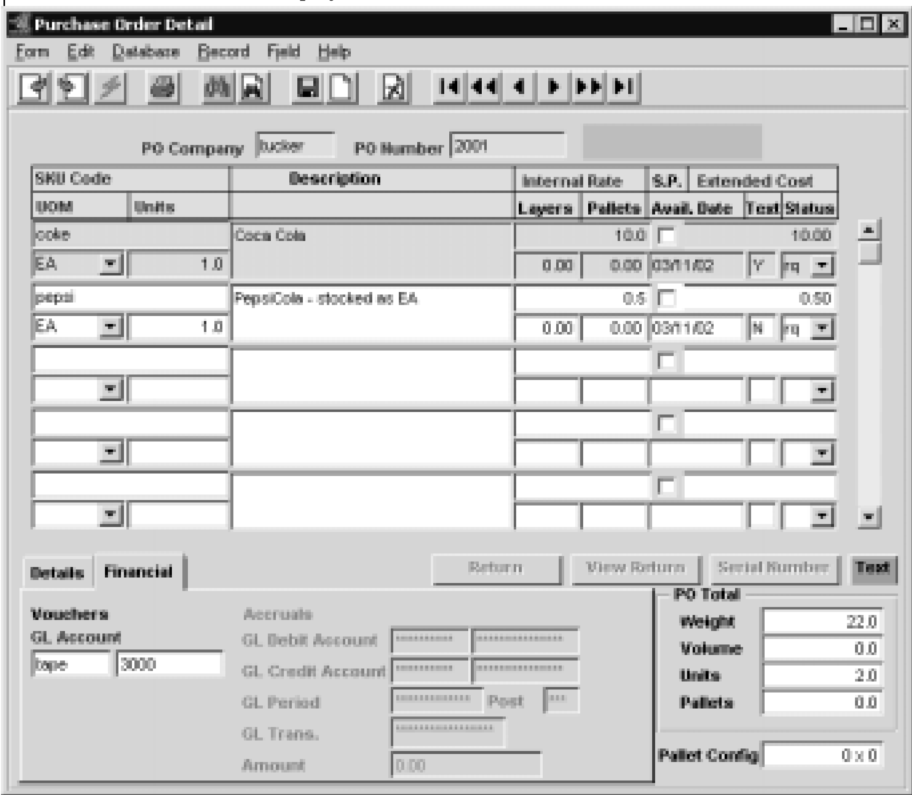
Enter the following information to enter PO requisition details.

Field	Entry	Default	Reqd
PO Company	The Company Code.	PO Header	Y
PO Number	The PO Requisition Number.	PO Header	Y
SKU Code	SKU code of the goods to be requisitioned.		Y
UOM	Enter either the buying or stocking unit of measure (UOM)	SKU Buying units of measure	Y
Units	Number of units being requisitioned.		Y
Description	Description of the item code being requisitioned.	SKU Code	N
Internal Rate	Enter the Internal rate (Purchase Cost) of the item to be requisitioned.	SKU Vendor Table	Y

Field	Entry	Default	Reqd
S.P.	Special Price. Mark this box if the price entered is a special price. The vendor price setup on the SKU master will not be affected by this special price.		N
Extended Cost	System calculated result of multiplying the number of units by the Internal Rate.	System Generated	Y
Layers	Number of layers ordered per pallet. This value is system generated based on Units of Measure used, units ordered and cases per layer set up in the sku vender table	System Generated	
Pallets	Number of pallets ordered. This value is system generated based on buyers and buyers per pallet set up in SKU vender table	System Generated.	
Available Date	Date the SKU will be available for sale. System calculated result of adding Purchase Requisition's arrival date and SKU's Internal processing time. If a change in the Purchase Requisition's arrival date causes this date to fall on a weekend, the user will be prompted if it needs to be changed to the following Monday. This prompt will appear only once and the users' response will be used on the rest of the PO detail line items.	System Generated	Y
Text	Text flag: **Y** - if there is underlying text, **N** - if not *(See 3.6 PO Text).* Press the Text button to enter or review text.	N	N
Status	The PO requisition detail may have the following status: • **rq -** Requisition. PO Requisition detail records automatically start with this status. Once the detail line has been approved and a Purchase Order created the status becomes "po". • **na -** Not Approved. If during the PO Requisition Approval process *(See Sec.3.3)* the approval fails i.e. not enough budget available, the detail line will be assigned this status and will not be transferred to a Purchase Order. • **c** - Cancelled. Enter status "c" to cancel and delete an entry. Changing the status to "c" will automatically delete the entry.	rq	Y
Buttons **Return, View Return** and **Serial Number** are not used with PO Requisitions.			
Text	Press this button to enter or review text. WIll be lit if text present.		
Details fields			
Stocking Units	The stocking units of measure	SKU	Y
Stocking Rate	Stocking units of measure price	SKU	
Warehouse	The receiving Warehouse Code.	PO Header	Y
Job Code	This field is only used for **Job Costing** purposes *(See Flexx Project Management Manual for more details)*. Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)		N
Job Cost Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N

Field	Entry	Default	Reqd
Edition	The current edition of the SKU entered if it uses editions. Field will be stippled if SKU is not an edition item.		N
Cut off Date	The date of the current edition SKU can be ordered, if editions is being used.		N
Order #	Not used by PO Requisition.		
Voucher	Not used by PO Requisition.		
Currency	The currency of the Vendor the PO requisition is for	PO Header	Y
Landed Cost Resource	The Landed Cost resource code of the item being purchased.		N
PO Date	Enter the requisition date.	PO Header	Y
SP Order Customer	Specify which customer this special order is for. On the receiving and transfer to voucher, a text line entry will be inserted for the customer indicating quantity, sku code & arrival date, the sku will not be available for other customers unless overridden.		
Load into Fixed Assets	Check this flag to automatically load SKU records into Fixed Assets if the PO is for a fixed asset.		N
Rec. Date	Not used by PO Requisition (see PO Detail).		N
PO Total			
Weight	Total weight of the PO req based on Unit of Measure used units ordered and SKU weight entered in SKU Vendor Table.	System Generated	
Volume	Total calculated volume of the PO Req.	System Generated	
Units	Total units of the PO Req	System Generated	
Pallets	Total pallets of the PO Req.	System Generated	
Pallet Config	Pallet configuration of the SKU as defined on the SKU Attributes form.	SKU Master	

Field	Entry	Default	Reqd
Press the Financial Tab to display the financial fields.			



Financial Fields			
Voucher GL Account	The Debit GL account division and number to be used to transfer PO to voucher.	SKU Master in GL SKU Cd	
Accruals - the following fields are only available when PO Accruals is defined on the Application Control Table *(See Sec. 4.0 for details)*.			
Accrual GL Debit Acct.	Debit Account used on GL transaction generation for Accruals once approved.	SKU Master in GL SKU Cd	Y
Accrual GL Credit Acct	Credit Account used on GL transaction generation for Accruals once approved,	Company Master	Y
GL Period	Not used in PO Req		
Posted	Not used in PO Req		
GL Trans	Not used in PO Req		
Amount	Not used in PO Req		

3.3 Approve PO Requisition

Description

The Approve PO Requisition routine is used to approve each detail line of a PO Requisition. If the settings in Application Control *(See Sec. 1.1)* have been set so that the PO is compared to budget, the approval process will prompt you for a budget code. If there is sufficient monies left in the budget for the GL account number being charged, the PO Requisition detail line will be approved. If there isn't sufficient monies left, the detail will not be approved and you will be prompted to get approval *(See Sec. 3.11)*. If a PO Requisition detail line ends up with a status of "na" as a result of using the Approval Process (because there wasn't sufficient monies left in the budget and no override permission) it will not be possible to receive against it. (The detail line will appear on the resulting Purchase Order with a status of "na" but will not appear on the Order Receiving form *(see Sec 3.8)*.

Also, as part of the approval routine, FLEXX compares the Vendor Code on the PO Requisition header *(See Sec. 3.1)* to the list of approved vendors on the SKU Vendor Table for each SKU. (See FLEXX Inventory Control Manual). If the designated vendor is not on the ordered SKU's Vendor Table, the following message will appear "Vendor not designated as a supplier of the SKU. Do you wish them to be? Y/N". If yes is selected, the SKU Master Vendor form will be displayed allowing you to enter that vendor code as a supplying vendor for the SKU. If No is selected the entry will not be allowed.

For an end user to be able to approve a PO requisition, he must have the appropriate authorization rights. To have these rights assigned, see your FLEXX System Administrator ("pora" authorization is required and granted by user at User Master set up).

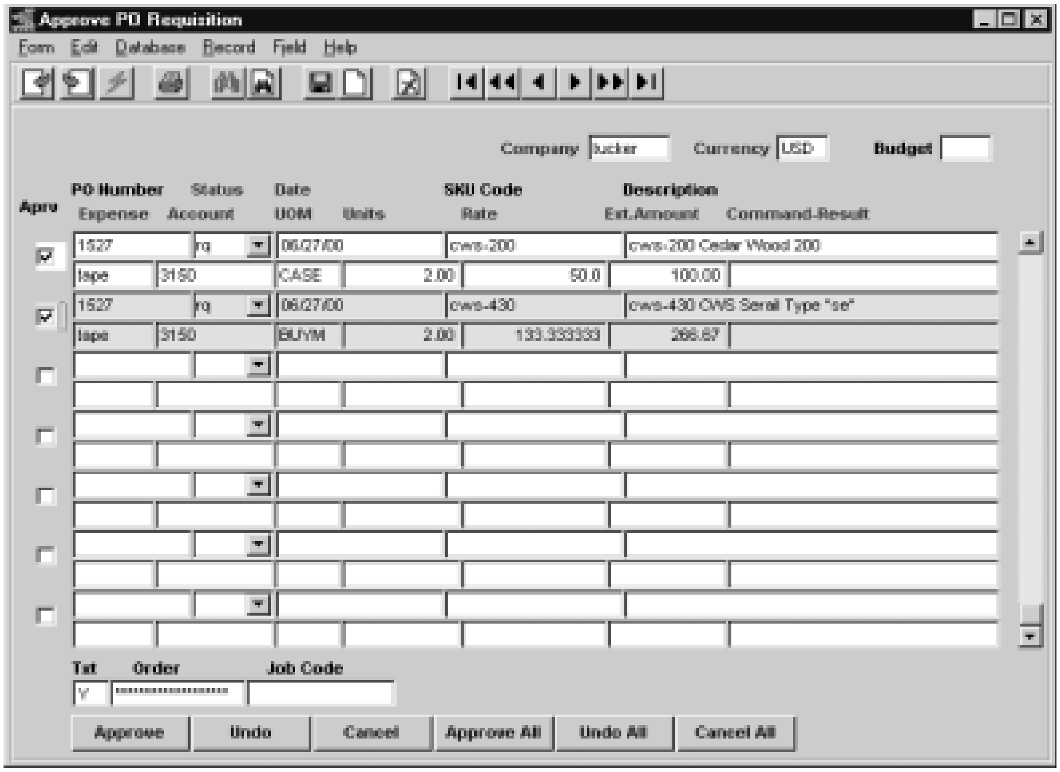
Select

Purchasing/ Receiving & P.O. Requisition → Find desired PO Requisition and <<Next Form>> → Approve PO Requisition

Or

Purchasing/ Receiving & PO Requisition → Find desired PO Requisition and Press Approve button

The PO Requisition approval form appears in Update mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code.	Session Default	Y
Currency	The currency of the vendor supplying the items set out on the PO requisition.	Vendor Master	Y
Budget	The Budget code representing the budget against which the actual charges for the items set out on the PO Requisition will be marked. This applies only where the PO Requisition details are to be checked against a budget (i.e. where the Application Control *pobudval* variable is set to “Y” *(See Sec. 1.1).* If budget checking is not required, this field will be left blank. As part of the approval process, the costs of each SKU requested on the PO Requisition are compared to the designated budget. If the budget process in FLEXX General Ledger is being used, each GL Account Number is linked to a budget code and a dollar value. When the approval process is run the cost of the SKU being requisitioned is compared to the annual budget for the GL account number defined in the SKU’s GL Code. The GL account number used is the one defined for Inventory if the SKU is inventoried. If the SKU is not an inventory product, the GL account number used is the one defined for expense. If the amount left in the annual budget for that GL account number is exceeded, a prompt will appear that the amount in the budget has been exceeded, do you wish to override it? If No is selected, the PO Requisition detail line selected is given a status of “na” - Not Approved. If a budget code has been set up but the budget for the specific GL account has not been defined, it is possible to approve the PO Requisition, with the prompt of OK: No Budget appearing in the Command - Result field *(See Sec. 3.11 for further details)*		

Field	Entry	Default	Reqd
Aprv	Check this box to select the PO Requisition detail line. More than one line can be selected. All lines selected will have the operation performed as a result of pressing one of the process buttons at the bottom of the form.		
PO Number	PO Requisition Number.		Y
Status	The PO Requisition detail may have the following status: • **po -** Purchase Order Open. PO Requisition detail will have this status once the approval process has been successfully completed. • **c -** Cancelled. An end user accessible status to mark the PO Requisition detail as being cancelled. • **rq -** PO Requisition. PO Requisition Detail records start with this status when they are initially created. • **na -** Not Approved. PO Requisition Detail records will have this status if for some reason the requisition is not approved. i.e. not sufficient budget. An “na” status can be returned to a status of “rq” by selecting the detail line and pressing the “Undo” button.		
Date	The date of the requisition.	PO Requisition Detail	Y
SKU Code	The Inventory item code of the goods to be purchased.	PO Requisition Detail	
Description	The description of the item code to be purchased.	SKU Code	
Expense Account	The GL Account Division and Number. This field is updated by FLEXX Inventory Control - SKU GL Code, if installed. If the SKU is marked in FLEXX Inventory Control as an inventory item, the GL Account Division and Number set up for Inventory items is used. If the SKU is a non-inventory item, the GL Account Division and Number set up for expenses is used. *(See FLEXX Inventory Control Manual).*	SKU GL Code	
UOM	The Buying Units of Measurement.		
Units	The number of units to be purchased.	PO Requisition Detail	Y
Rate	The rate (Purchase Cost) of the item to be purchased.	PO Requisition Detail	Y
Extended Cost	System calculated result of multiplying the number of units by the Rate.	System Generated	Y
Command-Result	This field is updated with comments describing the success or failure of the operation performed and is determined by which button was pushed.		
Text	Text flag: **Y** - if there is underlying text; **N** - if not *(See Sec. 3.6 PO Text)*		
Order #	Not used in PO Requisitions.		N
Job Code	The Job Code, if the items being purchased are for a job, as defined in FLEXX Project Management.	PO Requisition Detail	N

Field	Entry	Default	Reqd
Buttons			
Approve	To approve one PO Requisition detail line, check the Aprv box for the selected entry to be approved and press this button.		
Undo	To undo any process that may have already been carried out on a PO Requisition Detail line, select the line and press the Undo button. The undo command only works at initial entry of this form. If you approve a requisition line and <<Previous Form>> and then <<Next Form>> you cannot undo the approval.		
Cancel	To cancel a Requisition detail line, select the line and press this button. The detail line will now have a status of “c” - cancelled.		
Approve All	Use this button to approve multiple PO requisition detail lines. Each detail line displayed will have the approval process performed whether it is selected or not.		
Undo All	Use this button to undo any process that may have already been carried out on multiple PO Requisition detail lines.		
Cancel All	Use this button to cancel multiple requisition detail lines.		

Once the appropriate commands have been performed on each detail line <<Previous Form>> to return to the PO Requisition header. Once all of the requisition detail lines have been approved (status “po”) the PO Requisition automatically becomes a Purchase Order *(See Sec. 3.4).*

3.4 Purchase Order Entry/Maintenance

Description

Use the Purchase Order form to:

- Δ Add transactions directly to PO. When you press <<Add/Update>> after entering the PO Header form, the PO Detail form appears. The PO Header form contains general information such as the Vendor Code, date required, terms and comments. The PO Detail is used to record the individual line items being purchased, the number of units and the cost.
- Δ Find PO transactions by entering selection criteria.
- Δ Update and delete PO transactions.
- Δ Display the PO Detail form to add, update or delete line items. *(See 3.5 PO Detail)*.
- Δ Display the PO Text forms to add, update or delete comments about the PO. *(See 3.6 PO Text)*.

Note:

The PO Description in the **Comment** field can be copied to the corresponding voucher at the time the PO Transfer to Voucher is performed. If this is desired, make the following Application Control setting:

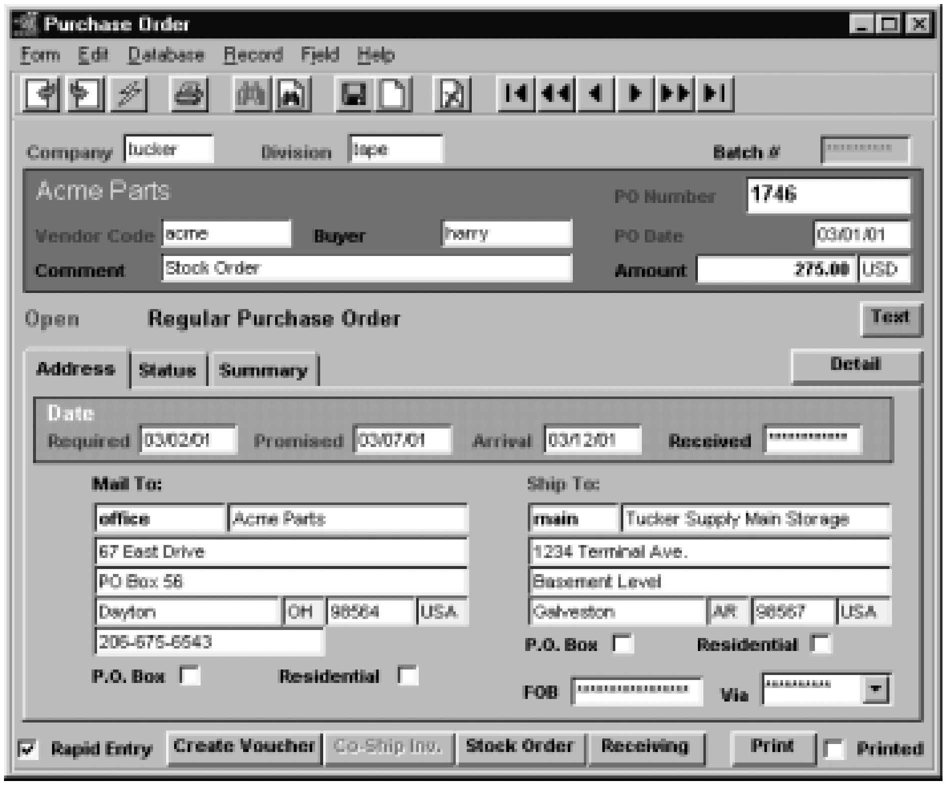
Application	Type	Description	Value	Company
ap	po_desc	Cop PO Description to Voucher	Y	default

Note that this will only occur when the **Create Voucher** button is used on the PO to create the voucher. If a voucher is created manually, and the PO Transfer function is used, the Description will not be copied.

Select

Purchasing/ Receiving	→	Purchase Order

The Purchase Order form appears in Find mode. To add a new transaction, press <<Clear to Add>>

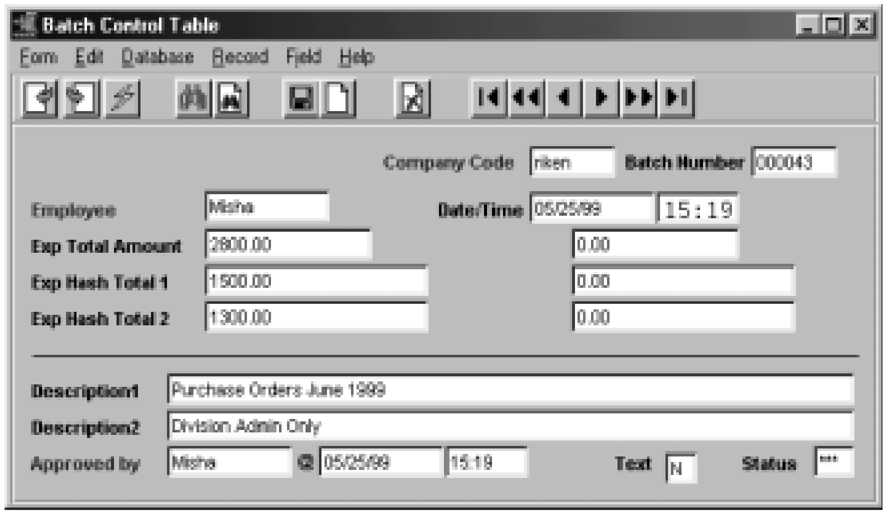


If you are using batch control, the Batch Control form appears in Find mode after you press <<Clear to Add>> and press <<Enter>> on the PO Number field. If you are not using batch control, skip the following section and go directly to PO Transaction Fields. *page 27*.

Notes: Co-Ship

PO shipment cost can be shared with other partners. An invoice can be created to bill the partner's share of shipment by pressing the "Co-ship Inv" button after the items are received. Reminders will be issued during receiving process to create the invoice.

Batch Control



A batch is a group of PO transactions. FLEXX assigns each PO transaction in the batch a unique transaction number. Set up batch control on the Session Defaults form when you start PO. See 2.0 *Starting PO.*

Description

Use the Batch Control form to assign a batch number to a PO transaction. You can add a new batch number or find, update if necessary, and reuse an existing batch number.

To assign a batch number:

1. If you are reusing an existing batch number, find the number.
2. To update the existing batch number or add a new one, <<Press Clear to Add>> to get into Add/Update mode.
3. Fill in the fields on the Batch Control form.
4. <<Press Add/Update>> to save the batch number.
5. <<Press Previous Form>> to return to the PO Entry form and assign the batch number to the transaction you are entering.

For the rest of the transactions you add before exiting the form, the Batch Number field on the PO Transactions form defaults to the batch number you've set. You can change the default.

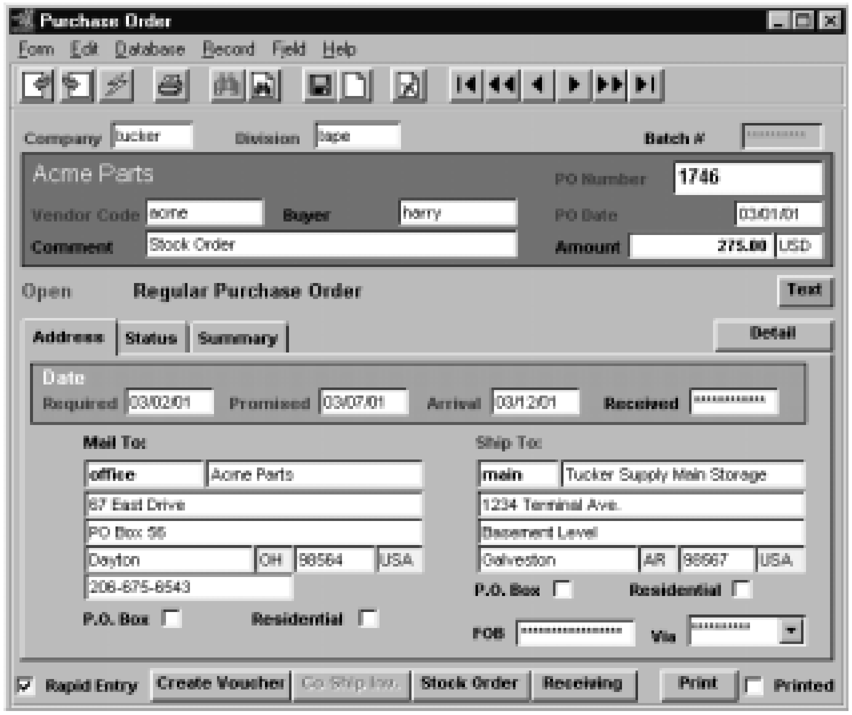
Batch Control Fields

The following fields appear on the Batch Control form.

Field	Entry	Default	Reqd
Company Code	The company code.	Session default	Y
Batch Number	The number of the batch. When adding a new batch, enter a unique number or press **Enter** to let the system autogenerate a number.	Autogen	Y
Employee	The name of the person who created the batch.		Y
Date	The date the batch was created.	System time clock	Y
Time	The time the batch was created.	System time clock	Y
Exp Total Amount	The expected total of the batch to compare to a manually calculated batch total.		N
Exp Hash Total 1	Not currently used by FLEXX.		N
Exp Hash Total 2	Not currently used by FLEXX.		N
Description 1	A description of the batch.		N
Description 2	Further description if needed.		N
Approval Employee	The name of the person approving the batch.		N
Approval Date	The date the batch was approved.	System time clock	Y
Approval Time	The time the batch was approved.	System time clock	Y
Text	<<Press Zoom>> to enter unlimited text about the batch.		N
Status	Not currently used by FLEXX.		N

Purchase Order Transaction Fields

PO Header Fields



The following fields appear on the Purchase Order header form.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The division code.	Session Default	Y
Batch No.	If you are using batch control, the batch number.	Batch Control Table	N
PO Number	The number of the purchase order. Press **Enter** to let the system autogenerate the next available number. If the purchase order has been created from a PO requisition *(Sec. 3.1)* the PO number will be the same as the originating PO Requisition number.	Autogen	Y
PO Date	The date the PO is entered. Note that the Required, Promised and Arrival dates will be calculated from this date.	Session Default	Y
Vendor Code	Enter the Vendor Code of the Vendor for which the PO is being placed. *For Vendor setup see the FLEXX Getting Started manual.*		Y
Buyer	The buyer code. Must be defined in the Employee Table.		N

Field	Entry	Default	Reqd
Comment	End-user comment line which will appear on the printed Purchase Order. This can be copied to the associated voucher using the Application Control setting described at beginning of this topic.		N
Amount	The total amount of the Purchase Order or leave blank to have the detail record update it.		N
Currency	The currency of the vendor supplying the goods specified on the PO.	Vendor Master Table	Y
Text	Press the Text button to enter or review the PO text.		
Rapid Entry	With this option active, the detail line is automatically saved when the cursor is entered past the Order Now field on stock ordering *(Sec. 5.3)*.	Y	N
Buttons			
Detail	Press the Detail button to display the PO Detail form.		
Create Voucher	Press this button to cause FLEXX to automatically generate a new voucher for this vendor, *(See Sec. 5.1)*		
Co-Ship Inv.	Press this button to cause FLEXX to generate the co-shipment invoice *(described above under **Notes**)*.		
Stock Order	The Stock Order button will result in the Stork Order Process to be displayed allowing the Stock Order Process to be performed *(See Sec. 5.3)*		
Receiving	Press Receiving to display the PO Receiving form *(See Sec. 3.8)*		
Print	Press the Print button to print the PO using the report format defined in the *"auto-po"* Report List entry as the default format (normally "poform").		
Printed	Once the PO has been printed, FLEXX automatically checks the field**.** To reprint an existing PO run *PO Print Status Update routine (See 3.9).* Once a PO has been printed and this print flag has been set, it is no longer possible to change the PO. If such an attempt is made the following error message will appear "Update not allowed: This PO has been printed". To make changes, first run *PO Print Status Update.*	N	Y

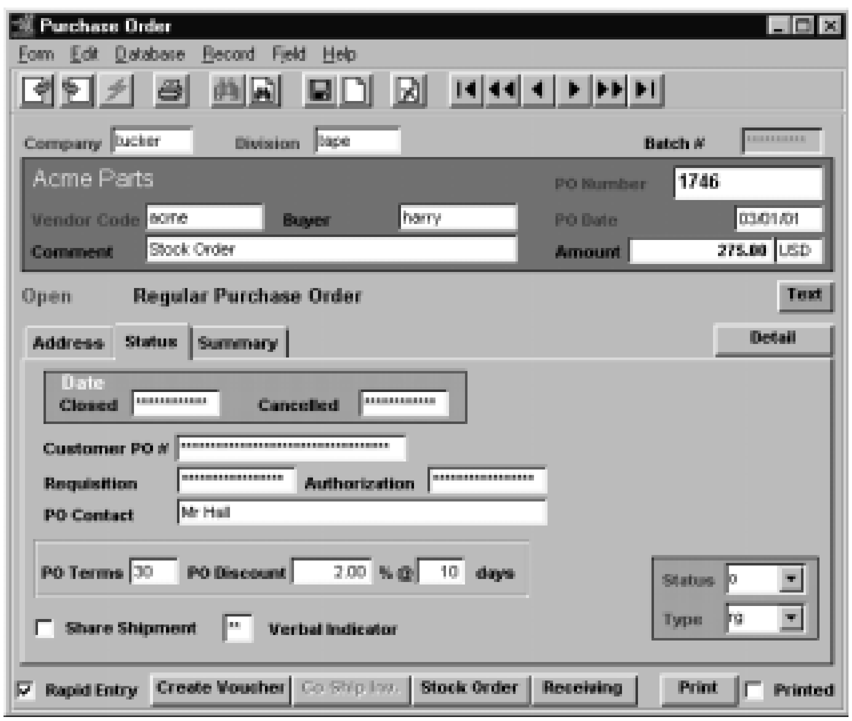
PO Address Tab

The following fields appear on the Purchase Order Address form

Date Required	Enter the date the goods ordered on the PO are required.	Session Default	Y
Promised	Enter the date the ordered goods were promised to be delivered. This field can also be used as the date promised to be shipped. If this date falls on a weekend, the user will be prompted if it needs to be changed to the following Monday.	PO Date plus Vendor's Shipping Lead Time	Y

Arrival	Enter the expected arrival date. If this date falls on a weekend, the user will be prompted if it needs to be changed to the following Monday.	Promised Date plus Vendor's Arrival Lead Time	
Date Received	The date the ordered goods were received. FLEXX will automatically insert the session default date if the goods were received through the Receiving process.*(See Sec 3.8).*	Session Default	Y
Mail To:	The Vendor location where the PO will be mailed to (as defined in the Vendor Master Table - PO Address). If no vendor location is defined as a PO address, then the main address of the vendor is used.	Vendor Master Table	Y
Ship To:	The address of the warehouse defined earlier. Both the warehouse code and address fields can be entered as desired where the warehouse code will need to be a valid predefined warehouse.	Company/ Division Table	Y
FOB	Enter the Free On Board location.		N
Via	Enter the means of transport.		N

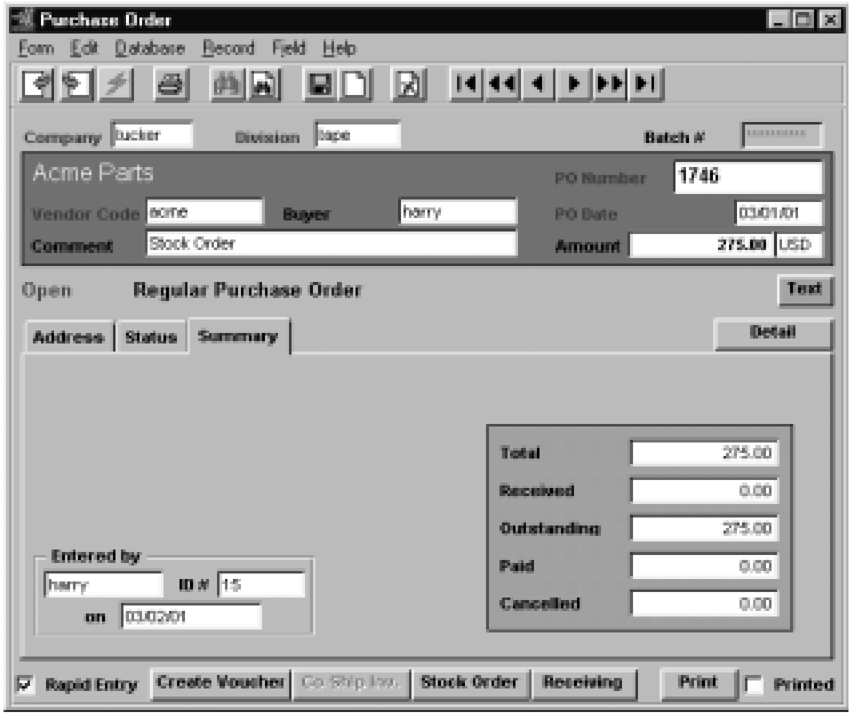
PO Status Tab



The following fields appear on the Purchase Order Status form

Date Closed	The date the Purchase Order was closed. FLEXX will automatically insert the session default date when the last PO detail items are received.	System Generated	Y
Cancelled	Date when PO was cancelled. As part of cancelling a PO, the status codes on both the PO header and detail records should be changed to **"v"** and **"c"** respectively.	System Generated	N
Customer PO #	Enter the Customer's Purchase Order Number if known.		N
Requisition	User defined requisition number.		N
Authorization	The employee code who authorized this purchase. For user reference only - no FLEXX usage.		N
PO Contact	The name of the vendor Contact.	Vendor Master	N
Verbal Indicator	Mark this field if the PO details were taken verbally versus a PO being printed and forwarded to a vendor. For user reference only - no FLEXX usage.		N
PO Terms	The terms arranged with the Vendor are displayed.	Vendor Master Table	N
PO Discount	Percentage discount and terms in days arranged with the Vendor for early payment.	Vendor Master Table	N
Share Shipment	Check this box if shipment cost is shared with other companies. FLEXX will then prompt on PO Receiving "Co-freight invoice needed for PO xxxx. Would you like to create it now (Y/N)?" Respond "Y" and FLEXX will present an AR Invoice form to be completed for the shipping partner company.		N
Status	The PO status; may be: • **o** - Open. A PO will have this status until all purchase order items are received. • **h** - Hold. An end-user accessible status to mark the PO as being on hold. This status is for reference use only and doesn't prevent goods from being received against the PO. However, a PO with an "h" status will not appear on the Open Purchase Order report. • **v** - Cancelled. An end-user accessible status to mark the PO as being cancelled. As long as the PO detail lines are all marked "c" - cancelled as well, no goods may be received against this PO. • **c** - Closed. PO will have this system generated status code once ALL items have been received against all the detail lines of the PO. Once a PO has a status of "c" - closed, it cannot be reopened, nor can further PO detail lines be added.	o	Y
Type	The Purchase Order Type. • **rg** - Regular purchase order. • **fd** - is for Factory Direct PO where goods are ordered and delivered directly to the customer site, also known as drop-ship orders. The generation of factory direct purchase orders is performed using FLEXX Order Processing *(See Order Processing manual).* • **rq** - PO Requisition.	rg	Y

PO Summary Tab



The following fields appear on the Purchase Order Summary form.

Entered by ID # on	These fields are used to record the user id and entry date when the PO was initially generated.	System Generated	
Total	The total value of all detail entries.	System Generated	Y
Received	The total value of all received entries.	System Generated	N
Outstanding	The total value of all unreceived entries.	System Generated	N
Paid	The total value of all paid entries.	System Generated	N
Cancelled	The total value of all cancelled entries.	System Generated	N

When you finish making entries on the Purchase Order form, press <<Add/Update>> and the Purchase Order Detail form appears.

3.5 Purchase Order Detail

Description

For a PO selected on the Purchase Order Entry/Maintenance form, use PO Detail forms to:

- Add PO detail records for non-inventory items as defined by the SKU
- Add PO detail records for inventory items as defined by the SKU
- View details
- Update details
- Delete details

To delete PO transaction detail lines, the detail entry must be manually assigned a status of “c” - Cancelled. This will also automatically delete that detail line.

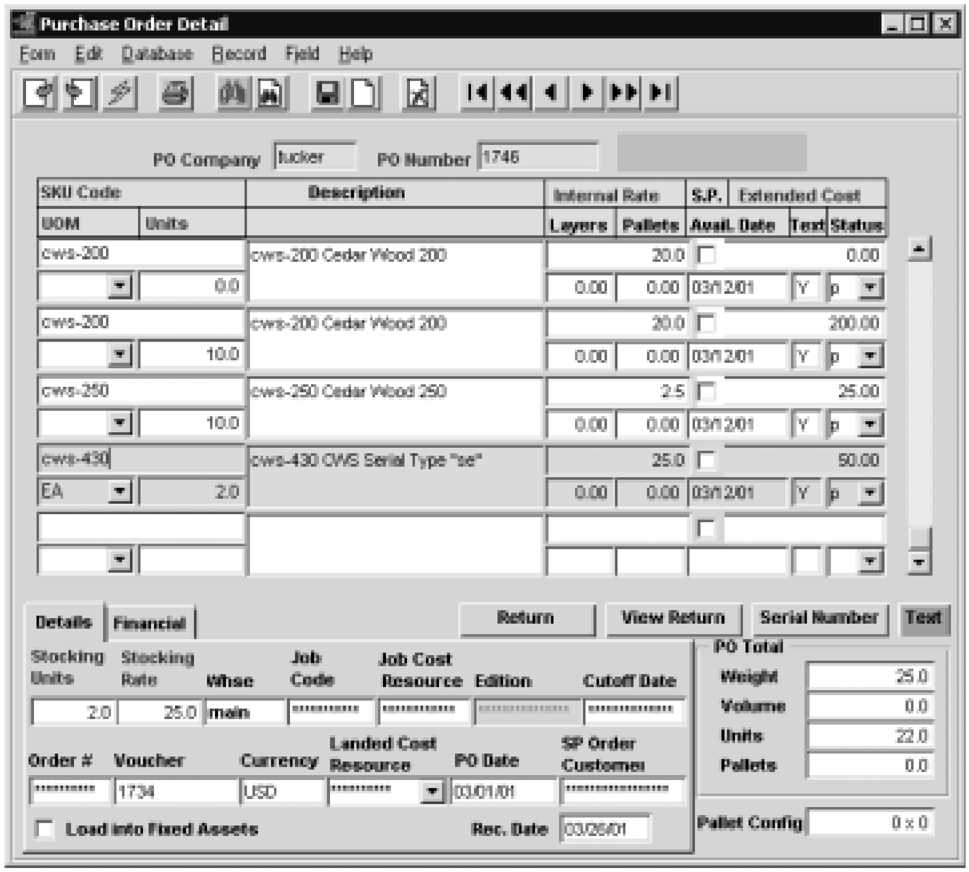
Notes

Once all Purchase Order detail lines have been received (and therefore have a status “r”) or cancelled (status “c”) the Purchase Order header will be marked Closed (status “c”) and no further entries or changes will be allowed, either on the Header or Detail forms.

Select

Purchasing/ Receiving & Purchase Order	→	Find Purchase Order Press Detail button	→	Purchase Order Detail

The PO Detail form appears in Update mode.



Fields

Enter the following information to enter purchase order details.

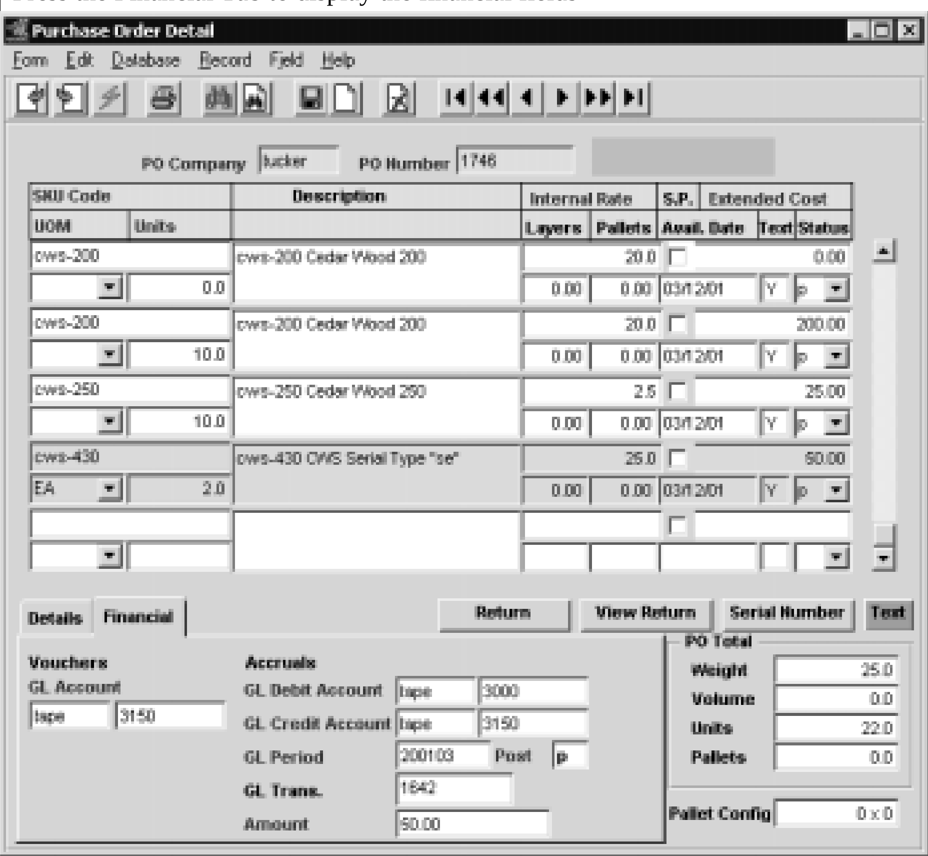
Field	Entry	Default	Reqd
PO Company	The Company Code.	PO Header	Y
PO Number	The Purchase Order Number.	PO Header	Y
SKU Code	The Inventory SKU code of the items to be purchased. The vendor designated on the Purchase Order Header must be assigned to the SKU being ordered. This is done in FLEXX Inventory Control as part of SKU setup - SKU Vendor Table. If the designated vendor is not assigned, FLEXX will prompt with “Vendor not designated as a supplier of this SKU. Do you wish them to be? Y/N”. If Yes is selected, the SKU Vendor form will be displayed allowing you to enter the vendor as a supplying vendor for the SKU.	SKU Master	Y
UOM	Unit of Measure. Enter (or select from the drop-down) either the Stocking UOM or Buying UOM.	SKU Vendor Buying UOM	Y

Field	Entry	Default	Reqd
Units	Enter the number of units to be purchased. If Buying UOM is used, the Units will be converted to Stocking UOM and will not accept input if the result is partial. Use Stocking UOM instead.		Y
Description	The description of the item code to be purchased.	SKU Code	N
Internal Rate	Enter the Internal rate (Purchase Cost depending on UOM) of the item to be purchased.	SKU Vendor Table	Y
S.P.	Special Price. Click this box if the price entered is a special price. The vendor price set up on the SKU Vendor table will not be affected by this special price. The purchase price is still included in SKU costing calculations.		N
Extended Cost	System calculated result of multiplying the number of units by the Internal Rate.	System Generated	Y
Layers	Number of Layers ordered per pallet. This value is system generated based on Unit of Measure used, units ordered and cases per layer set up in the SKU Vendor Table.	System Generated	
Pallets	Number of Pallets ordered. This value is system generated based on layers and layers per pallet set up in the SKU Vendor Table Pallet Config fields.	System Generated	
Available Date	Date the SKU will be available for sale. System calculated result of adding Purchase Order's arrival date and SKU's Internal processing time *(See FLEXX Inventory Control Manual)*. If a change in the Purchase Order's arrival date causes this date to fall on a weekend, the user will be prompted if it needs to be changed to the following Monday. This prompt will appear only once and the users' response will be used on the rest of the PO detail line items.	System Generated	Y
Text	Text flag: **Y** - if there is underlying text, **N** - if not *(See 3.6 PO Text).* Press the Text button to enter or review text.	N	N
Status	• **po** - Purchase Order Open. PO detail status at time of initial entry. • **r -** Received, items have been received using the Purchase Order Receiving routine. *(See Sec 3.8 Order Receiving).* • **o -** Open Voucher - assumes received. Items have been received and the PO details have been transferred to a Voucher *(See Transfer PO to Voucher Sec 5.2)* which is still open. • **h -** Hold Voucher - assumes received. An end-user accessible status to mark the PO as being on hold. If a PO detail line is marked with this status, it can not be transferred to FLEXX Accounts Payable or received against. • **p -** Paid Voucher - assumes received. Items have been received and the entry has been transferred to a Voucher which is paid. • **c** - Cancel. Use this status code to cancel an item that is in "po" status. Only "po" status entries can be cancelled. The entry can then also be deleted. If any other detail entry has been received (status r, o, or p), no status changes can be made to any of the other entries. You must either use the "Receive Zero" process on PO Receiving (if not yet vouchered), or use a PO Return process to "un-receive" the item.	po	Y
Return	Press the Return button to return the selected item. This will result in a new PO being generated with the selected item and a negative quantity entered.		

Field	Entry	Default	Reqd
View Return	Press this button to display the return PO if the item was returned.		
Serial Number	If the detail entry is a serialized SKU, this button will be active. This is a display only button. Press the button to display all serial numbers entered when this PO was received.		
Text	Press this button to enter or display SKU text. If text already entered, the button will be lit green.		
Details fields			
Stocking Units	Units ordered converted to Stocking UOM. This value is system generated based on UOM used, Units ordered and the conversion factor set up on the SKU Vendor Table. This field can also be used to enter the order quantity in Stocking UOM, and will be converted in the Units field to the equivalent Buy units.	System Generated	
Stocking Rate	Internal rate per Stocking Unit of Measure. This value is system generated based on the SUOM purchase price set up in the SKU Vendor Table.	System Generated	
Whse	The receiving Warehouse Code. When <<Add/Update>> is selected on a PO Detail line, not only is the information saved but the On Order field for that warehouse on the Inventory table is updated.	Purchase Order Header	Y
Job Code	This field is only used for **Job Costing** purposes *(See Flexx Project Management Manual for more details)*. Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)		N
Job Cost Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N
Edition	If the entered SKU used Editions, the edition being ordered.	SKU Master	
Cut off Date	The cut off date of the Edition when it can no longer be used		
Order #	The order number that corresponds to the customer order in FLEXX Order Processing. Automatically updated if PO is Factory Direct Generated from FLEXX Order Processing *(See Order Processing manual)*.	Factory Direct OP sales order	
Voucher	Indicates the related AP Voucher number. This field is updated by FLEXX when the Purchase Order detail records are transferred to FLEXX Accounts Payable. *(See 5.2 Transfer PO to Voucher).*	System Generated	N
Currency	The currency of the Vendor the PO is for	PO Header	Y
Landed Cost Resource	The landed cost resource code of the item being purchased. Used by the FLEXX Inventory Control Landed Cost routine.		N
PO Date	The Purchase Order date. This will be the PO entry date and can be changed if desired.	Purchase Order Header	Y
SP Order Customer	Special Purchase Order Customer - Specify which customer this order is for. On the receiving and transfer to voucher, a text line entry will be inserted for the customer indicating quantity, SKU Code and arrival date. The SKU will not be available for other customers unless overridden.		
Load into Fixed Assets	Check this flag to automatically load SKU records into Fixed Assets if the PO is for a fixed asset.		N

Field	Entry	Default	Reqd
Rec. Date	The date the selected item was received using PO Receiving.	System Generated	
PO Total			
Weight	Total weight of the PO calculated based on Unit of Measure used, Units ordered and SKU weight entered in the SKU Vendor Table.	System Generated	
Volume	Total volume of the PO calculated based on Unit of Measure used, Units ordered and SKU volume set up in the SKU Vendor Table.	System Generated	
Units	Total units of the PO.	System Generated	
Pallets	Total pallets ordered.	System Generated	
Pallet Config	The pallet configuration as defined on the SKU Master Attributes form.	SKU Master	

Press the Financial Tab to display the financial fields



Field	Entry	Default	Reqd
Financial fields			
Vouchers GL Account	The GL Debit Account Division and Number to be used when the PO is transferred to the voucher		Y
Accruals - the following fields are only available when PO Accruals is defined on the Application Control Table *(See Notes below)*.			
Accrual GL Debit Account	Debit Account used on GL transaction generation for Accruals once approved.	SKU Master - GL SKU Cd	Y
Accrual GL Credit Account,	Credit Account used on GL transaction generation for Accruals once approved.	Company Master PO Accrual	Y
Accrual Period	After GL Transactions from PO's is generated, the Period it is created in is shown here.	Sys. Gen.	Y
Posted	Shows whether PO is posted "p" or un-posted "u".	Sys. Gen.	Y
Accrual GL Transaction	The transaction number created by running Generate GL Transaction from PO's	Sys. Gen	N
Amount	The total amount of the GL Transaction generated for this detail line.	Sys. Gen.	Y

Notes: PO Accruals

Please refer to the FLEXX Distribution Procedures Guide, topic PO Accruals for more details on this function.

Be aware that this function should not be activated and inactivated in mid-stream, but needs to be carefully planned as to when to activate or inactivate. Before activating this function, all current vouchers (open or closed, paid or unpaid) must first be posted.

PO Accruals are posted when running the Generate GL Transactions (PO Accruals) process *(See Sec. 4.0).* This process is ONLY required to be run to post PO accruals. If the PO Accruals function is not being used, the Generate process should not be run.

3.6 Purchase Order Text or Purchase Order Detail Text

Description

For a transaction selected using the Purchase Order Entry/Maintenance form, use the Purchase Order Text or PO Detail Text to:

- Δ Add unlimited comments about the transaction. For example, the text could be used to keep a historical record of changes made to the purchase order. Enter as many lines as you want, then press <<Add/Update>>
- Δ View comments.
- Δ Update comments. Change as many lines as you want, then press <<Add/Update>>
- Δ Delete comments.

Select

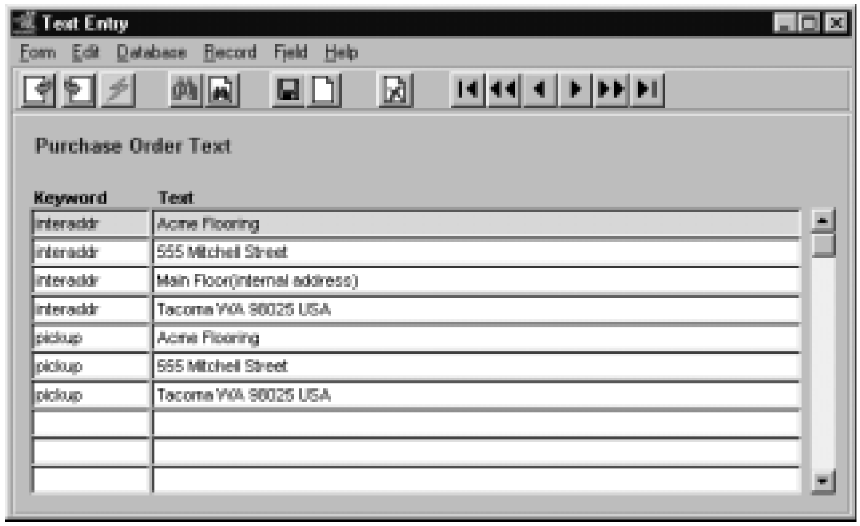
FOR PURCHASE ORDER TEXT

Purchasing/ Receiving & Purchase Order	→	Find desired PO transaction	→	Press **Text** button

FOR PURCHASE ORDER DETAIL TEXT

Purchasing/ Receiving & Purchase Order	→	Find desired PO transaction & Press Detail button	→	Press **Text** button

The Purchase Order Text or PO Detail Text form appears in Find mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Keyword	A word indicating the type of comment. **Example: notes or info.**		Y
Text	The comment.		N

3.7 PO Detail Splitting Function

Description

A Purchase Order Detail entry may be split to accommodate different receiving warehouses, dates, quantities and/or different ordering dates. Partial receipts can be handled with this function or handled in the PO Receiving form. *(See Sec 3.8).*

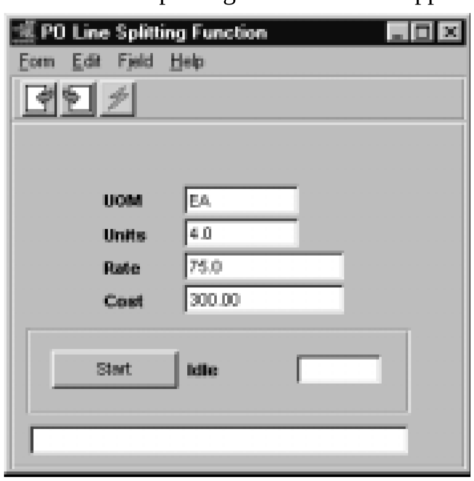
Note that this is only functional on open (status "po") detail entries. Once a PO has been received and/or vouchered, the details can no longer be modified.

Select

Purchasing/ Receiving → Purchase Order → Find PO transaction and PO Detail →

→ Select Line item to be split and <<Next Form>> → PO Detail Splitting Function

The PO Line Splitting Function form appears in Update mode.



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
UOM	Unit of Measure for the PO to be split.	PO Unit of Measure	Y
Units	The desired number of units required to split the existing PO Detail line. i.e. If the existing PO Detail line has 5 units at $20.00 each and you wish to receive only 2 units at this time, enter 2 units at $20.00 each and FLEXX will create 2 PO Detail lines from the existing single PO Detail line.	PO Detail Units	Y
Rate	The internal rate (cost) desired. The default rate can be accepted or another rate entered.	PO Detail Internal Rate.	Y
Cost	System generated result of Units * Rate.	System Generated	Y
Start	Press this button to start the splitting process.		

Once the PO Line Splitting Function is complete, press <<Previous Form>> and FLEXX will update the existing PO Detail lines.

The PO Detail lines created can now be modified as needed.

Notes

PO Detail lines that have status codes of "**p**" (Paid Voucher - assumes received) or "**o**" (Open Voucher - assumes received) can not be split.

3.8 Purchase Order Receiving

Description

Use the PO Receiving form to:

- ∆ List all PO Detail lines with status code “po” and “r”,
- ∆ Receive SKU’s against each PO Detail line
- ∆ Receive complete order
- ∆ Receive partial shipments
- ∆ Receive over-shipments
- ∆ Adjust for differences in per-unit pricing.

There are two possible ways to receive SKU items in FLEXX Purchasing & Receiving.

- ∆ Purchase Order Receiving process described below;
- ∆ Transfer Purchase Order to Voucher routine *(See Sec. 5.2)* to do the receiving automatically. This transfer routine assumes that Purchase Order detail records would not be transferred to FLEXX Accounts Payable unless they had been physically received. So if the PO detail records have not yet been physically received when the transfer routine is utilized, FLEXX will automatically receive them into inventory as well as perform the transfer to voucher.

As a result of using this Order Receiving routine, an Inventory Movement record (in *Inventory Control)*of type “pu” is created (for inventoried SKU’s only) that can be viewed on the Inventory Movement Review form in FLEXX Inventory Control *(For further information see the FLEXX Inventory Control manual)*.

Notes

Serialized SKU’s of type “se” can be received only by using this Purchase Order Receiving routine. When receiving a Serialized SKU, FLEXX will prompt with message “This item needs serial numbers. You will shortly be asked to enter them”. FLEXX will then present the Serial Number Information table in update mode allowing you to enter them.

If the SKU is defined as a “RW Equipment” item, duplicate serial numbers are not allowed under any conditions. If it is not an “RW Equipment” item, a duplicate S/N is allowed if it is from a different vendor, or it has a different status than currently exists in the Serial Number Information table (e.g. current S/N is in status “u” - unavailable, duplicate is allowed since it will be status “a”).

Landed Cost Tracking

For Landed Costing purposes, the action of receiving items on a Purchase Order does the following:

- Δ Updates the quantity on hand on the SKU Inventory Table
- Δ Sets the average cost value based on the cost per unit value of the Purchase Order, any Foreign Currency exchange issues, any Overhead Cost component as defined in Application Control plus any impact of estimate cost components defined on the SKU Vendor Table in FLEXX Inventory Control
- Δ Sets the PO detail line status to "r" - received
- Δ Checks the percentage difference between the current cost of the SKU and its most recent cost. If this difference exceeds a percentage set in Application Control (variable *pricevar)* then the SKU is eligible to have its price updated using the Price Update routine in FLEXX Inventory Control.

Note

Upon entry to this form, the following message prompt may appear "Cannot select application control parameter pricevar". This parameter is used for landed cost/ price update purposes as a benchmark to compare against how much the cost of the SKU item has changed from the last time it was purchased/received. If the difference in cost exceeds this benchmark setting (expressed as a percentage) then the SKU item will appear on the Price Update Header form. If this functionality is needed, see the *FLEXX Implementation Guide, Topic Application Control Table*, "pricevar" description.

Factory Direct PO Receiving

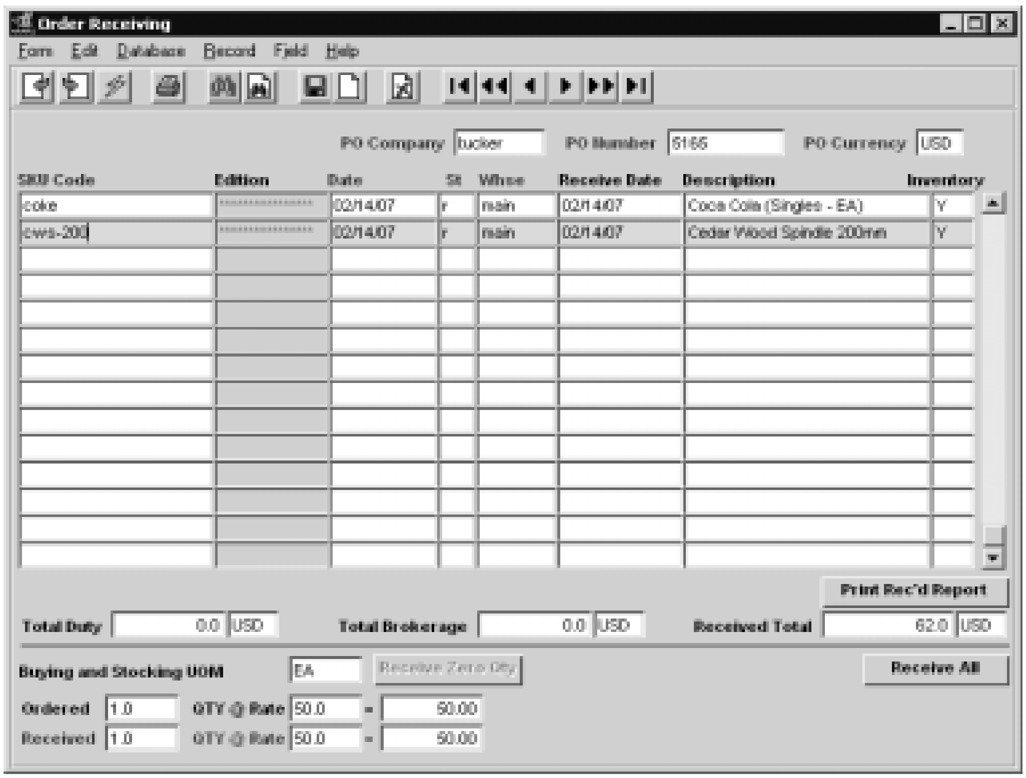
If a Purchase Order has been automatically created from a Factory Direct Sales Order *(See FLEXX Order Processing Manual)* it can be received or partially received using this PO Receiving process. The Factory Direct Receiving Process in FLEXX Order Processing will not allow for partial receiving.

Select

Purchasing/ Receiving → Purchase Order → Find Purchase Order & press Receiving button → Order Receiving

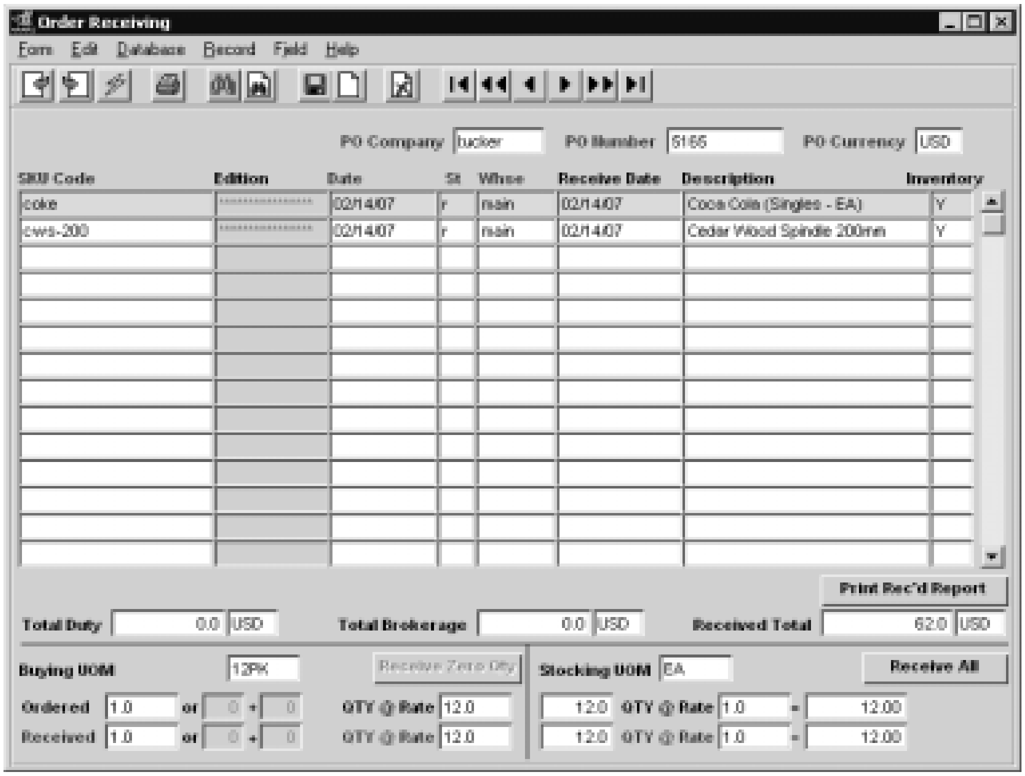
The Order Receiving form appears in Update mode. It can be in one of two formats, depending on the Buying UOM of the SKU.

Δ Buying and Stocking UOM are the same (defined on SKU Vendor Table).



Buying and Stocking UOM = EA; can manually enter the received amount in the Received field.

Δ Buying UOM is different from Stocking UOM.



Buying UOM = 12PK, Stocking UOM = EA; can manually enter the received amount in either the Buying Received Qty field or Stocking Received Qty field.

Fields

The following fields appear on Order Receiving form.

Field	Entry	Default	Reqd
PO Company	The Company Code.	PO Detail	Y
PO Number	The Purchase Order Number.	PO Detail	Y
PO Currency	The currency of the Vendor the PO is for.	PO Detail	Y
SKU Code	The inventory item code of the goods to be purchased.	PO Detail	Y
Edition	The Edition Code if this is an Edition SKU	PO Detail	N
Date	The date that defaults here is the date of the Purchase Order.	PO Detail	Y

Field	Entry	Default	Reqd
Status	Status Code: • **po -** Purchase Order Open. • **b -** Back Ordered. • **r** - Received.	PO Detail	Y
Whse	The receiving Warehouse Code.	PO Detail	Y
Receive Date	The date the SKU items were received. This date is also used to determine which exchange rate is to be used for landed cost calculation purposes. This only occurs where the vendor has a different currency than the home currency of the receiving company. For further explanation of landed cost see the FLEXX Inventory Control Manual.	System Generated	
Description	The description of the item code to be purchased.	SKU Code	N
Inventory Flag	• **Y -** Yes the item is an inventory item. • **N -** No the item is not an inventory item.	SKU Master Attributes	
Total Duty	The Total Duty applicable to this line item. This value is calculated based on the Landed Cost Estimate factors defined on the SKU Master Vendor Form.	System Generated	N
Total Brokerage	The total brokerage applicable to this line item, as per the above calculation.	System Generated	N
Received Total	The total value of all received items displayed on this form.	System Generated	Y
Buying & Stocking UOM	If the Buying UOM is defined the same as the Stocking UOM (on the SKU Master Vendor form), this field will be labelled Buying & Stocking UOM.	PO Detail	Y
Buying UOM	Buying Unit of Measure used for the SKU, when the Buying UOM is defined to be different than the Stocking UOM.	PO Detail	Y
Stocking UOM	Stocking Unit of Measure for the SKU, when the Buying UOM is defined to be different than the Stocking UOM.	PO Detail	Y
Ordered Qty.	In **Buying UOM** section the quantity is displayed as: • The number of Units ordered. • If the units ordered is partial than the fractional value of the units is displayed. The fractional value is determined based on the conversion factor set up for the SKU in the SKU Vendor Table. In **Stocking UOM** section, the qty displayed is the number of units for the Buying UOM converted to Stocking Unit of Measure.	PO Detail System Generated	Y
Ordered Rate	In **Buying UOM** section the field displays the price per buying units ordered. In **Stocking UOM** section the field displays the price per stocking units ordered.	PO Detail	Y
Ordered Cost	The total cost of the order.	System Generated	Y

Field	Entry	Default	Reqd
Received Units	The number of units actually received. Enter the actual number of units received or if the units received is partial than enter it as a fraction in the “fraction fields”. You can enter received units either as Buying UOM or Stocking UOM. If the units received match the units ordered, press <<add/update>>. If some of the order is to be backordered, the PO Detail line splitting function can be used *(See Sec 3.7)* or after you have finished entering the actual units received, and they are less than the units ordered, press <<add/update>> and FLEXX will prompt “Do you wish to backorder the remaining units [Y]”? If you press <<Enter>>, FLEXX will create another detail line with a status of **“b”** for the units on backorder. If you select “No” FLEXX will prompt “Do you wish to cancel the remaining units [Y]”? If you press <<Enter>> FLEXX will adjust the ordered units to match the received units. It is also possible to over receive against a PO. If more units are received than those originally ordered, the inventory on hand records are updated with the actual number of units received. The Quantity on Order records are decreased by the number of units ordered not those received. When the PO detail records are transferred to FLEXX Accounts Payable Voucher *(See Sec. 5.2)* the number of units received are the number of units transferred to the voucher.	0.00	Y
Received Rate	The cost of the units actually received. Enter the actual cost of the units received or press <<Add/Update>> to accept the rate on the PO. The cost can be entered either as Buying UOM or Stocking UOM.	0.00	Y

Buttons

Print Rec’d Report	Press this button to print the Inventory Receipt Report. This will automatically print the report for this particular PO receipt showing all items received (status “r”).
Receive Zero Qty.	Press this button to receive a zero quantity of the selected entry. This will then allow the detail entry to be cancelled if it is not to be backordered.
Receive All	Press this button to receive all the displayed entries. This will receive all entries at the ordered quantity and price.

3.9 Purchase Order Print Status Update

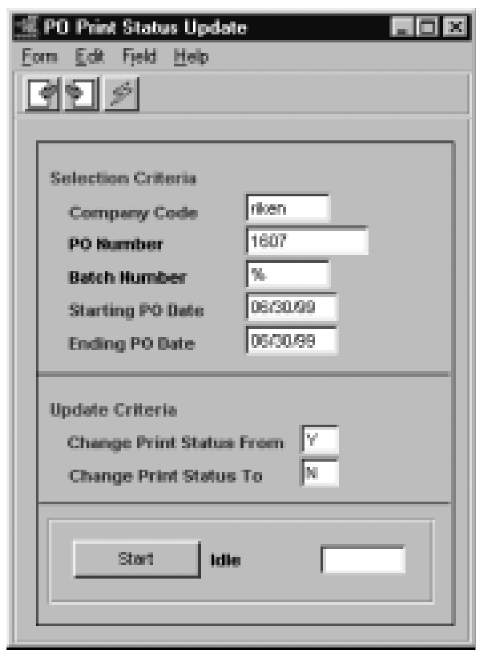
Description

Once a Purchase Order has been printed, the Print Status will display “Y” in the Status field on the Purchase Order header record. If, for some reason it is required to reprint a PO, the print status must be changed to “N” before another printing can be accomplished. Once a PO has a printed status of “Y”, it is no longer possible to modify it. Should the need arise to modify the PO after it has been printed, the print status must be reset from “Y” to “N”.The PO Print Status Update procedure will do this.

Select

Purchasing/ Receiving → PO Print Status Update

The following form appears



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company code.	Session Default	Y
PO Number	The PO number or press <<Enter>> to select all Purchase Orders.	*	Y
Batch Number	If you are using Batch Control, enter the batch number of the Purchase Orders to be selected or press <<Enter>> to select all batches.	*	Y
Starting PO Date	The Purchase Order date used to determine the range of PO's to select from.	Session Default	Y
Ending PO Date	The Purchase Order date used to determine the range of PO's to select from.	12/31/99	Y
Change Print Status From	The update/selection criteria as required.	Y	Y
Change Print Status To	The update/selection criteria as required.	N	Y
Start	Press the Button to start the Print Status Update Routine.		Y

3.10 Purchase Order Returns

Description

In situations where a Purchase Order has been issued and items have been received, but some of the items need to be returned, FLEXX Purchase Order will allow a negative Purchase Order quantity to be entered. This can be done in one of two ways:

- Δ Manually create a new PO and enter negative quantities, or
- Δ Press the Return button on a selected PO Detail entry.

This action correctly relieves inventory and the Purchase Order details can be transferred to a voucher where a Debit Memo will be created.

Select

Purchasing/ Receiving	→	Purchase Order

Use the PO Header and Detail forms as described in Sec. 3.4 and 3.5.

Steps

To enter a negative Purchase Order and create a Debit Memo in FLEXX Accounts Payable the following steps are performed:

- Δ Create a new Purchase Order *(See Sec 3.4)*

- Δ Enter the PO details using negative values for quantities to be returned.

- Δ Use PO Receiving to "receive" the negative quantities *(See Sec 3.8)*. The effect of "receiving" the negative quantities relieves FLEXX Inventory (On Hand) of the returned SKU's.

- Δ If the returned SKU is serialized, FLEXX will display the serial list of all available serial numbers associated with that vendor, and you will need to select the corresponding serial numbers that are to be returned. This will change the status of that serial number to "rt" on the Serial Number Information table in FLEXX Inventory Control.

- Δ Use the Transfer PO to Voucher routine *(See Sec 5.2)* to transfer the negative Purchase Order to a voucher. This action automatically creates a **Debit Memo** voucher in Accounts Payable (*See the FLEXX Accounts Payable manual)*.

3.11 Detail Entry and Budgets

Description

It is possible through the use of FLEXX Application Control to track and monitor charges entered in FLEXX PO Detail against a predetermined budget. Since it is also possible to create PO details as a result of approving a PO Requisition, everything that follows also applies to the PO Requisition process *(See Sec. 3.3)*. The initial steps are to set up the PO budget by account number, budget code and fiscal year in FLEXX General Ledger. Then use FLEXX Application Control to turn on the functionality to perform the budget checking *(See Sec. 1.1)*. With the application control settings entered as described, you will be prompted in PO detail entry (and/or PO Requisition Approval) to assign a budget code to each transaction entered. FLEXX will check to ensure that the budget code is valid and will return an error message of “Invalid entry - budget code not found” if it isn’t.

Application Control settings required:

Note that the settings are for **“setup”** company and will affect all companies defined in FLEXX.

Application	Type	Description	Value	Company
pur	pobudval	Validate Budget for PO?	Y	**setup**

After entry of a valid budget code and the PO detail information, the Add/Update command is selected (or Approve button on PO Requisition Approval). FLEXX then checks the dollar value of the selected PO detail line against the total annual budget for the designated GL Account Number. If the amount of the PO detail exceeds the annual budget then the following error message will appear “The budget set for the expense account (Division & GL Account Number) has been exceeded ($value). Do you wish to override it? Y/N. The $value shown indicates how much the current entry will exceed the budget

If Yes is selected the following Budget Overage Authorization form will appear.

Budget Overage Authorization form will appear in update mode.

To authorize a budget overage, you will need the appropriate rights to be granted to the end user (“pora” authorization with appropriate override value). These rights are assigned on the User Master, User Authorization form by the FLEXX System Administrator (See FLEXX Administration Guide). An end user with the appropriate rights can then enter their User Name/Password and press the “Done” button. FLEXX then checks the amount of the overage that the end user is authorized to approve. (Again defined as part of the User Master Setup). If the amount of the overage exceeds the end user authorization limit, the following message will appear “Overage amount exceeds user’s authorization limit”. It will then be necessary for someone else to authorize the overage. Assuming the end user has authorization to approve the overage, the PO detail line will then be saved. The process of authorizing a budget overage has no effect on the budget previously entered in FLEXX General Ledger.

With this budget checking feature active in FLEXX Purchasing Receiving, it will be necessary to enter a budget code even for GL Account Numbers that do not have a budget. In this case, FLEXX checks the GL Account Number against the budget code entered. If no budget is found, then the detail line is saved as would be the case where no budget checking was taking place.

4.0 Generate GL Transactions - PO Accruals

Description

The Generate GL Transactions from Purchase Orders routine is used ONLY to post PO Accruals and uses the PO Detail Financial information to generate a summary journal entry in FLEXX General Ledger. This enables you to post accrued costs/expenses to the General Ledger immediately after the products have been received. At Voucher posting, these accrued amounts will be reversed. **It is recommended this process be run after PO's are received and before the associated vouchers are posted.**

Note:

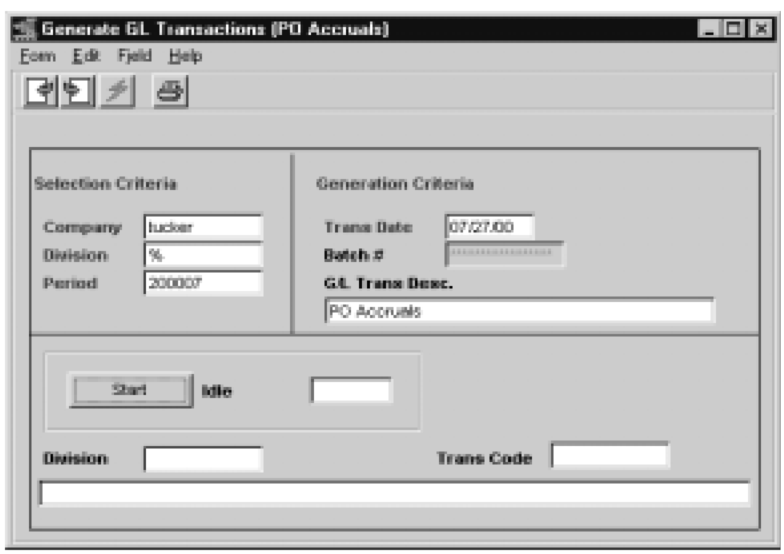
This process should ONLY be run if the PO Accruals function is being used.

This function requires the following Application Control settings

Application	Type	Description	Value	Company
pur	poaccrual	Enable PO Accruals	Y	**default**

Select

Purchasing/ Receiving Menu	→	Generate GL Trans. from Purchase Orders



Fields

The following fields appear on the form.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
Division	The Division Code. If there are multiple divisions used on the AP Header, a wild card may be used here to select all vouchers. If there are multiple divisions selected, separate GL transactions will be generated for each division.	Session Default	Y
Period	The number of the period the vouchers are in.	Session Default	Y
Trans Date	The date that the transaction is generated. This date appears on the GL transaction.	Session Default	Y
Batch #	Batch number to be applied to the transaction in the GL, if using Batch Control.		N
GL Trans Description	The description that will appear in the GL (i.e. March'99 PO's)		N
Start	Press the start button to begin the generation process.		Y
Division	The Division Code(s) to which the AP transactions will be posted to in the GL	System Generated	Y
Trans Code	The GL Transaction number resulting from running this process. As this process is being run, FLEXX updates the detail lines of the PO selected with the following: • The Post field is flagged with a "P" • The GL Trans. field is updated with the GL transaction number resulting from running this procedure. This GL transaction number maintains a permanent audit trail between the AP detail and the subsequent GL summary entry.	Autogen	Y

Notes

This Generate GL Transactions (PO's) process should be run before the corresponding voucher GL Transaction Generation process is run. This is to ensure the accrual reversal on the voucher run is completed correctly.

Be aware that if the PO Accruals function is not activated (by Application Control setting), running the Generate process will result in a zero amount GL transaction to be generated. So, there is no need to run this process if PO accruals are not being recorded.

Please refer to the FLEXX Distribution Procedures Guide, topic PO Accruals for detail on this function.

5.0 Managing Purchase Orders

Description

This Section describes how to

- Δ Use Purchase Order to update Accounts Payable - Create Vocuhers
- Δ Automatically generate Purchase Orders based on inventory stock levels

5.1 Create Voucher from PO

Description

The **Create Voucher** button on the Purchase Order Header form allows the user to automatically generate a new voucher for the selected PO for the PO Vendor. FLEXX will then automatically display the Transfer PO to Voucher form to allow transferring the PO detail entries to the newly created voucher detail form *(See Sec. 5.2)*

Note:

The PO Description in the **Comment** field can be copied to the corresponding voucher at the time the Create Voucher is performed. If this is desired, make the following Application Control setting:

Application	Type	Description	Value	Company
ap	po_desc	Cop PO Description to Voucher	Y	default

Note that this will only occur when the **Create Voucher** button is used on the PO to create the voucher. If a voucher is created manually, and the PO Transfer function is used, the Description will not be copied.

For details on manually creating a voucher, please refer to the FLEXX Accounts Payable manual .

5.2 Transfer Purchase Order to Voucher

Description

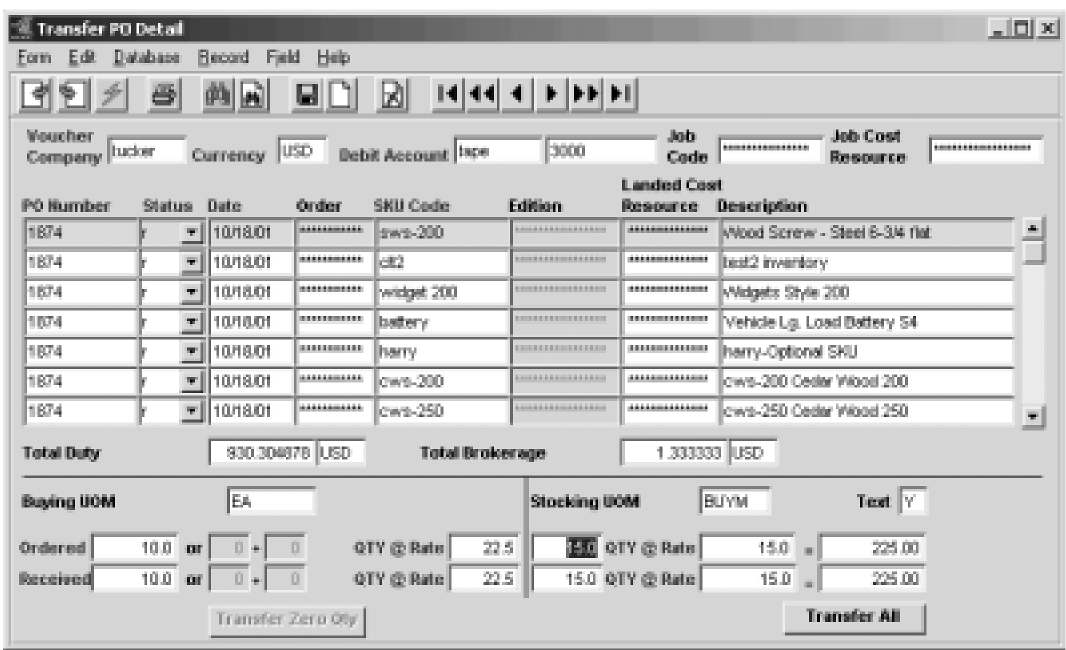
This process allows the user to transfer the details of an existing purchase order directly to an AP Voucher without any double entry of information. *(Assumes FLEXX Accounts Payable is installed and that a voucher header record has been entered and saved with the Vendor Code and Received Date information entered).* It is not possible to create a Purchase Order for one vendor, (i.e. Adams), receive the goods and then try to transfer the details of the PO to a voucher for another vendor (i.e. Smith).
This transfer routine can also be used to automatically receive **non-Serialized** SKU items. While it is possible to first use the Order Receiving routine *(See Sec. 3.8)* to receive the SKU items and then use the transfer process, the Order Receiving step can be skipped and this transfer routine used to both receive the items and transfer them to FLEXX Accounts Payable.

However, Serialized SKU's must be received first by using the PO Receiving process *(See Sec. 3.8)* before they can be transferred to a voucher.

Select

Purchasing/ Receiving → Voucher Entry/ Maintenance → Create new Voucher *(Sec. 5.1)* → On Add/Update, select Transfer PO to Voucher

The Transfer P.O. Detail form appears in Find mode.



Notes

If an attempt is made to transfer serialized SKU's that have not first been received, the following error message will appear "Serialized item must be received before transferring Purchase Order details". Such SKU's must be received using the Purchase Order Receiving routine *(See Sec. 3.8)*.

Fields

Enter the following information to have the details of an existing FLEXX Purchase Order transferred and updated to FLEXX Accounts Payable.

Field	Entry	Default	Reqd
Voucher Company	Company Code	Session Default	Y
Currency	The Currency code of the vendor PO Header		Y
Debit Account Division	Division recording the items purchased.	Purchase Order Detail	Y
Debit Account Number	GL account number recording the purchase.	Purchase Order Detail	Y
Job Code	This field is only used for **Job Costing** purposes *(See Flexx Project Management Manual for more details)*. Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)		N
Job Cost Resource	Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).		N
PO Number	Enter the Purchase Order Number of the appropriate PO and press "Find". FLEXX retrieves the purchase order details and transfers them to accounts payable voucher details when add/update is pressed. FLEXX assumes that when the purchase order details are transferred to a voucher that the items requested on the purchase order have been physically received. The action of transferring the PO details to a voucher will change the PO status to "o" (Open voucher-assumes received) and the inventory records are updated accordingly.		
Status	The Purchase Order detail status.The status could be: • **po** - Purchase Order Open. This PO detail status is displayed only if the po details have not yet been received. FLEXX can still transfer po detail items with this status to a voucher. However, as a result of doing the transfer, FLEXX will auto receive the SKU items. • **r** - Received. This status will be displayed after the po details have been received using the Order Processing process *(See Sec. 3.8)* Any other status should not be transferred.	From Purchase Order detail	Y
Date	The date the purchase order detail items were physically received.	From Purchase Order detail	Y

Field	Entry	Default	Reqd
Order Number	The Order Processing Factory Direct order number that relates to the purchase order specified.	Purchase Order Detail	N
SKU Code	The inventory items SKU code.	PO Detail	Y
Edition	The edition number if the SKU is defined as an Edition SKU		
Resource	The resource code associated with the SKU purchased if Project Management is being utilized.	PO Detail	N
Description	A brief description of the line item.	PO Detail	N
Total Duty	The total Duty calculated for this voucher. This is only relevant if the Landed Cost function has been selected in the voucher header.		N
Total Brokerage	The total Brokerage calculated for this voucher.		N
Buying UOM	Buying Unit of Measure used for the SKU.	PO Detail	Y
Stocking UOM	Stocking Unit of Measure for the SKU.	PO Detail	Y
Ordered Qty.	In Buying UOM section the quantity is displayed as: • The number of Units ordered. • If the units ordered is partial, then the fractional value of the units is displayed. The fractional value is determined based on the conversion factor set up for the SKU in the SKU Vendor Table. In Stocking UOM section, the qty displayed is the number of units for the Buying UOM converted to Stocking Unit of Measure.	PO Detail System Generated	Y
Ordered Rate	In Buying UOM section the field displays the price per buying units ordered. In Stocking UOM section the field displays the price per stocking units ordered.	PO Detail	Y
Ordered Cost	The total cost of the order.		Y
Received Units	The number of units actually received. Enter the actual number of units received or if the units received is partial, then enter it as a fraction in the “fraction fields”. You can enter received units in either Buying UOM or Stocking UOM. If the units received match the units ordered, press <<add/update>>. If some of the order is to be backordered, the PO Detail line splitting function can be used *(See Sec 3.7)* or after you have finished entering the actual units received, and they are less than the units ordered, press <<add/update>> and FLEXX will prompt “Do you wish to backorder the remaining units [Y]”? If you press <<Enter>>, FLEXX will create another detail line with a status of **“b”** for the units on backorder. If you select “No” FLEXX will prompt “Do you wish to cancel the remaining units [Y]”? If you press <<Enter>> FLEXX will adjust the ordered units to match the received units. It is also possible to over receive against a PO. If more units are received than those originally ordered, the inventory on hand records are updated with the actual number of units received. The Quantity on Order records are decreased by the number of units ordered, not those received. When the PO detail records are transferred to FLEXX Accounts Payable *(See Sec. 5.2)* the number of units received are the number of units transferred to the voucher.	0.00	Y

Field	Entry	Default	Reqd
Received Rate	The per unit cost actually charged if different from the cost per unit on the Purchase Order.	0.00	N
Text	Text flag: **Y** - if there is underlying text, **N** - if not *(See Sec. 3.6 PO Text).*	N	N
Transfer Zero	Press this button to Transfer a zero quantity of the selected entry.		
Transfer All	This button provides a quick method of transferring all the displayed PO’s to the Voucher. • The PO Detail line will be automatically received if not already done. • Detail lines with errors will not be processed. • Serialized SKU’s must be received before performing the Transfer All.		

Notes

If the information being transferred from Purchase Order is correct (i.e. the number of units received and the per unit cost match the number of units ordered and the cost as per the PO) press <<Add/Update>> to transfer the detail entry to Voucher detail. If there are differences, then enter the differences and then press <<Add/Update>> and Voucher detail records will be updated accordingly. Or, if all detail entries are to be received as listed, press the **Transfer All** button, and all details will be automatically transferred. Be aware that once the entries have been transferred, they cannot be “un-transferred”.

Press <<Previous Form>> to return to the Voucher header record. It is the action of <<Previous Form>> that triggers the automatic tax calculation (where applicable), so this is a critical step.

If the total amount of the voucher detail lines is different from the amount entered as on the Header record, the following error message will be displayed:

"Voucher and Detail do not match. Update Voucher Amount [Y/N]"

To review the Voucher Detail fields, select NO and the Voucher Detail form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, select Yes and the system will automatically update the Voucher Header amount to match the totals on the Voucher Detail Record.

You can also make additional entries to the Voucher Detail at this time, if required.

Note

FLEXX will not allow the Purchase Order detail records for one vendor to be transferred to a voucher for another vendor.

5.3 Stock Ordering Process

Description

The Stock Ordering Process allows the user to automatically generate a Purchase Order or append to an existing Purchase Order, for stock items that are below their designated Minimum or Maximum stock levels. Maximum and Minimum levels are set in FLEXX Inventory Control SKU Inventory form.

This form can also be accessed from the Purchase Order Header to generate PO's for the vendor's stock items. Either out of stock items or all stock items for the vendor can be displayed.

Select

Purchasing/ Receiving Menu → Stock Ordering Process

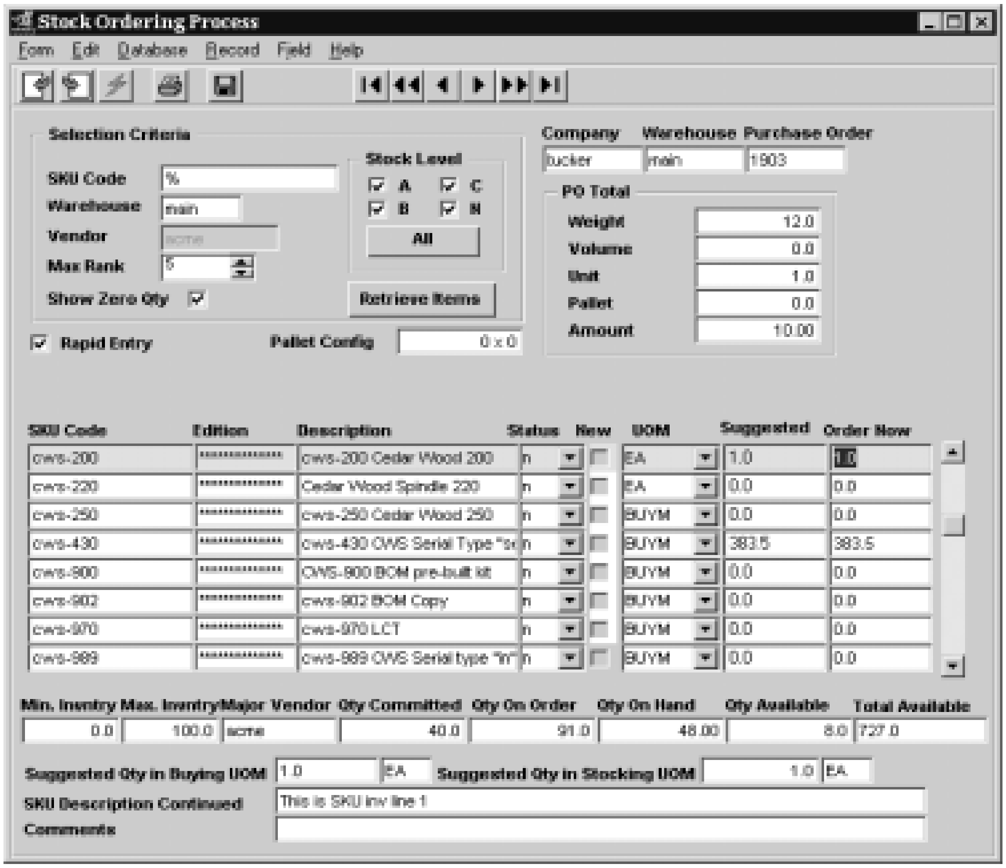
Or

Purchasing/ Receiving → Purchase Order FIND existing or create new PO → Press Stock Order button

Notes

Please refer to the FLEXX Procedures Guide - Distribution Modules for a more detailed description of the Stock Ordering Process.

The Stock Ordering Process form appears in Update mode.



Enter the required Selection Criteria from the described fields below. Press Retrieve Items and FLEXX will list all SKU's below minimum Stock Levels within the parameters entered. You can also deselect the Show Zero Qty box to list only those items that have a discrete Suggested order quantity.

Fields

The following fields are displayed:

Field	Entry	Default	Reqd
Selection Criteria			
SKU Code	Enter the SKU code you wish to find stock levels or leave wildcard to look at all stock	%	Y
Warehouse	The warehouse you wish to order stock for or put in a wildcard to look at all warehouses	main	Y

Field	Entry	Default	Reqd
Vendor	Enter a specific vendor for ordering or leave wildcard to look at all vendors that need ordering	%	Y
Max Rank	Enter the maximum ranking vendor permitted for the SKU.	1	Y
Show Zero Qty	Deselect this box if zero Suggested quantity values are not to be displayed. The list will then show only those items that have a Suggested larger than zero.	Y	
Stock Level A,B,C,N, **All** button	Lets you select stock with status: • **n** - normal • **a** - out of stock - orders pending • **b** - out of stock or • **c** - below minimum • Press **All** to display all SKU's supplied by vendor regardless of stock level.	A	Y
Retrieve Items button	After the selection criteria above is entered, press retrieve items button for FLEXX to find all the SKU's within the parameters selected		
Once the Retrieve Items button has been pressed, the information will be displayed in the fields below.			
Company	The Company Code.	Session Default	Y
Warehouse	The warehouse where the inventory of SKU items is below its' minimum level.	Inventory Table	Y
Purchase Order	FLEXX displays the resulting Purchase Order Numbers used to order the specified SKU item. If form accessed from PO Header form then this field is defaulted with the number of the PO Header.	System Generated	N
Rapid Entry	With this option checked, the detail line is automatically saved when the Enter key is pressed on the Order Now field.	Off	
SKU Code	The SKU item code	SKU Master	Y
Edition	The current edition if the SKU used editions		
Description	Description of the SKU item.	SKU Master	Y
Status	Status may be: • **a -** Out of stock - orders pending. Inventory level for specified warehouse is negative. i.e. zero inventory and inventory needed to fulfill a current customer order. • **b -** Out of stock completely.Inventory level for specified warehouse is zero. • **c -** Below Minimum. Inventory level for specified warehouse is positive, but is less than the specified minimum for that SKU item. • **n** - Normal - above minimum.		
New	New flag designed to allow you to designate whether to create a new PO "Yes" or to append the order to an existing PO "No". Not currently used by FLEXX in this form. The choice of NEW or Append is explained later in this section.	Y	
UOM	Buying Unit of Measure.	SKU Vendor Table	Y

Field	Entry	Default	Reqd
Suggested	Suggested quantity to order to meet Maximum quantity level.	System Generated	N
Order Now	The actual quantity to be ordered. This will default to the Suggested value, and any value up to the Suggested value can be entered. If Buying Unit of Measure is used, the units will be converted to Stocking UOM and will not accept input if the result is partial. Use stocking UOM instead. If more than Suggested is to be ordered, you will need to modify the order quantity on the PO Detail for the desired amount.	Suggested qty	N
Min. Inventory	Minimum Inventory level for specified SKU item, at designated warehouse as per FLEXX Inventory Control.	SKU Inventory Table	N
Max. Inventory	Maximum Inventory level for specified SKU item, at designated warehouse as per FLEXX Inventory Control.	SKU Inventory Table	N
Major Vendor	The primary vendor for specified SKU item as per FLEXX Inventory Control. When entering from PO Header form this field will default with Vendor for when the PO was created.	SKU Vendor Table	N
Qty Committed	Displays the number of SKU items committed for a specified warehouse, on a Customer order according to the Inventory table.	System Generated	
Qty On Order	Displays the number of SKU items currently being ordered, for specified warehouse, according to the Inventory table.	System Generated	
Qty On Hand	Displays the number of SKU items currently On Hand, for the specified warehouse, according to the Inventory table.	System Generated	
Qty Available	Displays the number of SKU items currently available for sale. This value equals the On Hand qty less Committed.	System Generated	
Total Available	Displays the total number of SKU items available in all warehouses combined, and equals the On Hand qty less Committed according to the Inventory table.	System Generated	
Suggest Quantity in BUOM & SUOM	FLEXX calculates a suggested quantity (in Buying Unit of Measure & Stocking Unit of Measure) based on the minimum and maximum stock levels for the SKU item to be purchased. FLEXX uses the minimum and the maximum to calculate an average amount.	System Generated	Y
SKU Description Continued	Displays the first line of text entered on the SKU with the keyword ‘inv’. This can be used to define extended SKU names or descriptions.		

Notes

To append an existing Purchase Order or to create a new one, select the SKU item to be ordered and either accept the suggested quantity or enter another value in the Order Now Column <<Press Add/Update>>.

Message: “You must create/append a PO” is displayed.

Press <<OK>> and FLEXX will display all open Purchase Orders for the designated vendor of the SKU item being ordered. Select an existing PO and press

<<Previous Form>>. The action of pressing previous form updates the selected PO with the order details from the Stock Order Review form. If you wish to create a new PO instead of appending to an existing one press <<Clear to Add>> and a new PO Entry form will appear. Press <<Enter>> to have FLEXX assign the next PO number and press <<Enter>> past the Vendor Code, to have the Vendor information default. Once the information on the PO Header record is complete, press <<Add/Update>>, a PO number is assigned, the detail PO records are created and FLEXX returns to the SKU Order Review form where the PO number is displayed.

For additional information on the status of Purchase Orders and Customer Orders press <<Next Form>>. Select from the menu to display the following reviews (*See Sec 6.1 Purchase Order Review, Sec 6.2 Customer Order Review and Sec 6.3 Customer Order History*).

5.4 PO Upload Process

Description

The PO Upload Process is used to automatically generate POs by uploading data from a text file having a predefined format. The file needs to consist of a header record followed by multiple detail lines for each purchase order to be created. Unlimited POs can be created from a single data file as required.

The data file will be processed and the generated PO numbers will be displayed after processing is complete. After processing, any errors will be displayed as well as written to a log file in your temporary directory (defined by TMP DIR). It is important that these log files are deleted after your review.

Application Control Settings

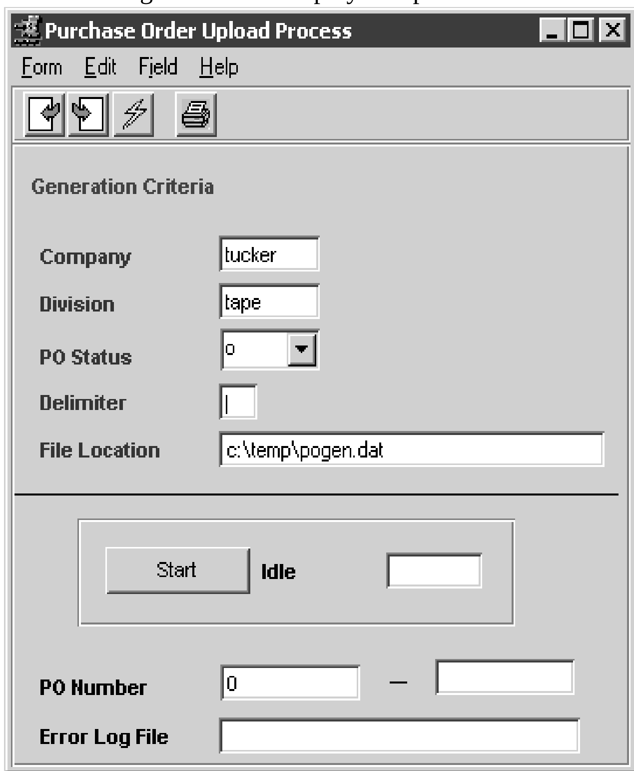
The PO Upload Process can be controlled by the following Application Control settings:

Application	Type	Description	Type	Company	Parameter
po	upload	Field Delimiter for Data File	User defined; e.g. | (pipe symbol)	Default	delimiter
po	up_file	PO Upload File Name	User Defined (e.g. c:\temp\invgen.dat)	Default	

Select

Purchasing/ Receiving Menu → PO Upload Process

The following screen will display in Update mode.



Fields.

Field	Entry	Default	Reqd
Company	The company code.	Session Default	Y
Division	The Division code.	Session Default	Y
PO Status	The status the generated POs are to be in.	o	Y
Delimiter	The field delimiter used in the upload text data file. The default is set in the Application Control table.	| (pipe symbol)	Y
File Location	The system path where the upload data file is located (e.g. c:\temp\vougen.dat)	Application Control	Y
Start	Press Start to run the upload process. See topic Errors below for a description of error reporting.		
PO Number	The PO numbers for the POs generated. You can zoom on the fields to display the generated PO.	System Generated	
Error Log File	The system path where the Error Log is located.	System Generated	

Data File Format

The upload data file consists of two input line types:

- Δ H - Header,
- Δ D - Detail,

Each data field in the input line is delimited by a delimiter character as specified on the Application Control for the *delimiter* parameter, and that can also be specified at run-time. The example below uses the pipe symbol (|) as the delimiter.

If the record value in a field exceeds the specified length, its value is read in its entirety but truncated to the specified length before storing in the database.

If a non-required field is omitted, the delimiter still needs to be entered.

Header

Field	Description	Required?	Length (max)
1	H	Y	1 Character
2	PO Number - can be AUTOGEN or unique alphanumerical value	Y	10 Characters
3	Vendor Code	Y	10 Characters
4	Buyer (Employee code)	N	10 Characters
5	PO Date	Y	MM/DD/YYYY
6	PO Header Description	N	50Characters
7	Required Date	N	MM/DD/YYYY
8	Promised Date	N	MM/DD/YYYY
9	Arrival Date	N	MM/DD/YYYY
10	Received Date	N	MM/DD/YYYY

Example:
H|AUTOGEN|acme|harry|07/11/2006|UPLOAD PO|07/11/2006|07/11/2006|07/11/2006|07/11/2006

Detail

Field	Description	Required?	Length (max)
1	D	Y	1 Character
2	SKU Code	Y	50 Character
3	Rate (dollar value)	Y	17 Digits
4	Units (quantity(	Y	17 Digits
5	UOM	Y	4 Characters
6	Warehouse Code	Y	6 Characters

Example: D|cws-200|50|1|EA|main|

Data File Example

H|AUTOGEN|acme|harry|07/11/2006|UPLOAD PO|07/11/2006|07/11/2006|07/11/2006|07/11/2006|

D|cws-200|50|1|EA|main|

D|cws-250|25|1|EA|main|

D|cws-430|20|1|EA|main|

This example of a data file would result in 1 PO being generated with 3 detail lines.

The AUTOGEN PO number value indicates to FLEXX to use the Next Number Table to autogenerate the PO numbers.

Error Reporting

If any data is invalid or an error occurs in the upload process, FLEXX will report the error to the operator as well as record it in an error log file. This log file is located in the normal system *temp* folder, and has a format of *flx*****.

6.0 Extracting PO Information

Description

This section describes:

- Δ How to do on-screen inquiries with regard to Customer Orders and Purchase Orders.
- Δ Printing standard reports

Notes

While in Find mode, the Purchase Order form can be used, in conjunction with selection criteria, to search the database to respond to all sorts of queries, (i.e status of the PO, all open PO's for a specific vendor, all PO's on a specific day, etc.).

6.1 Purchase Order Review

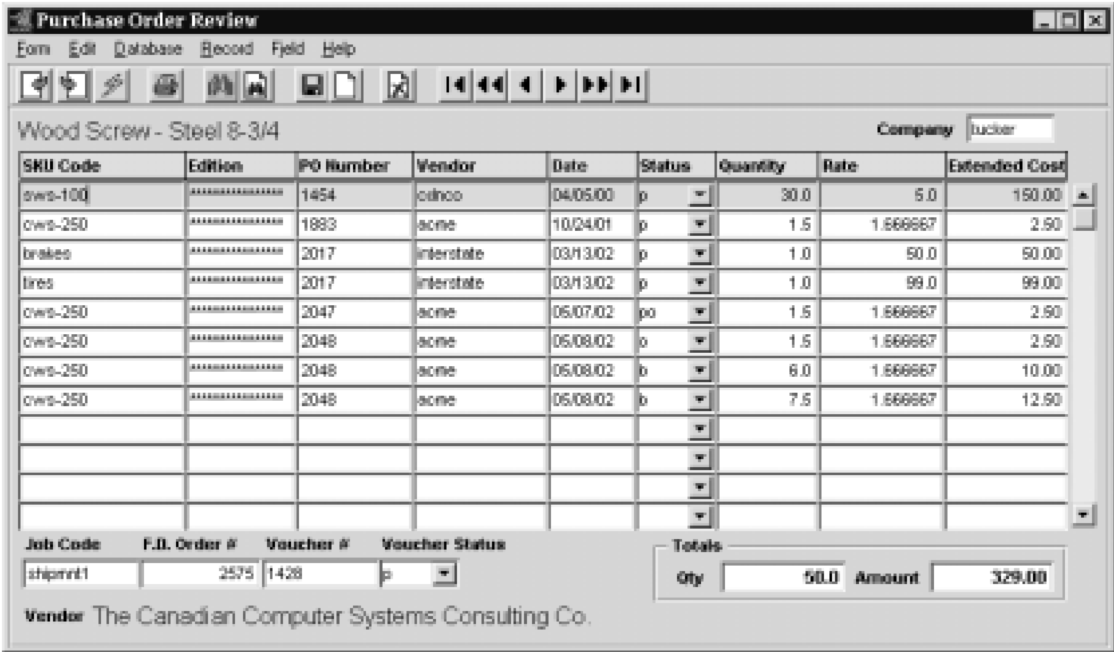
Description

This is a query only form and no update of PO transactions can be done. Through the use of selection criteria, a review of the details of each Purchase Order can be performed. If a PO is needed to fulfil a Customer order recorded in FLEXX Order Processing, the corresponding Order number is also referenced.

Select

Purchasing/ Receiving → Purchase Order Review

The following form is displayed:.



Fields

Enter the following information to view Purchase Order details.

Field	Entry	Default	Reqd
Company	The Company Code.	Session Default	Y
SKU Code	The SKU code, a range of SKU codes, or leave blank to view all SKU codes replenished by using Purchase Order.		N
Edition	The Edition Code if this is an Edition SKU.		N
PO Number	The PO Number, a range of PO numbers, or leave blank to view all PO numbers.		N
Vendor	The Vendor Code of the vendor who is filling the needs of the Purchase Order or leave blank to view all vendors		N
Date	The ordered date of each PO line detail item.		N
Status	The status of each PO detail line. If you wish to view open PO's only, key in a status of "po". *(See Sec. 3.5 for a description of all possible status codes)*		N
Quantity	The quantity of the SKU items ordered in Stocking unit of measure.	PO Detail	N
Rate	The per unit purchase price of the SKU in Stocking UOM.	PO Detail	

Field	Entry	Default	Reqd
Extended Cost	The extended purchase cost for the quantity of the SKU ordered.	PO Detail	
Job Code	If the Purchase Order is used to fill the needs of a job defined in FLEXX Project Management, enter the corresponding Job Code.		N
F.D. Order #	The corresponding customer Factory Direct order number from FLEXX Order Processing.		N
Voucher #	The associated Voucher number after the PO has been transferred to a voucher.	PO Detail	
Voucher Status	The status code of the associated voucher. *Status codes can be:* • **o** - Open. A voucher will have this status until full payment has been made. • **c** - Credit Memo. Not currently used by FLEXX AP. • **h** - Hold. • **m** - Marked - used to “mark” vouchers for payment. • **v** - Cancelled Voucher - VOID. • **vp** - Void (But will be posted). • **p** - Paid	Voucher Entry/ Maintenance	
Qty	Total quantity of all Purchase Orders listed.		
Total PO Amount	Total Cost of all Purchase Orders listed.	System Generated	N
To review a listed PO, <<zoom>> on the PO Number field.			

6.2 Customer Order Review

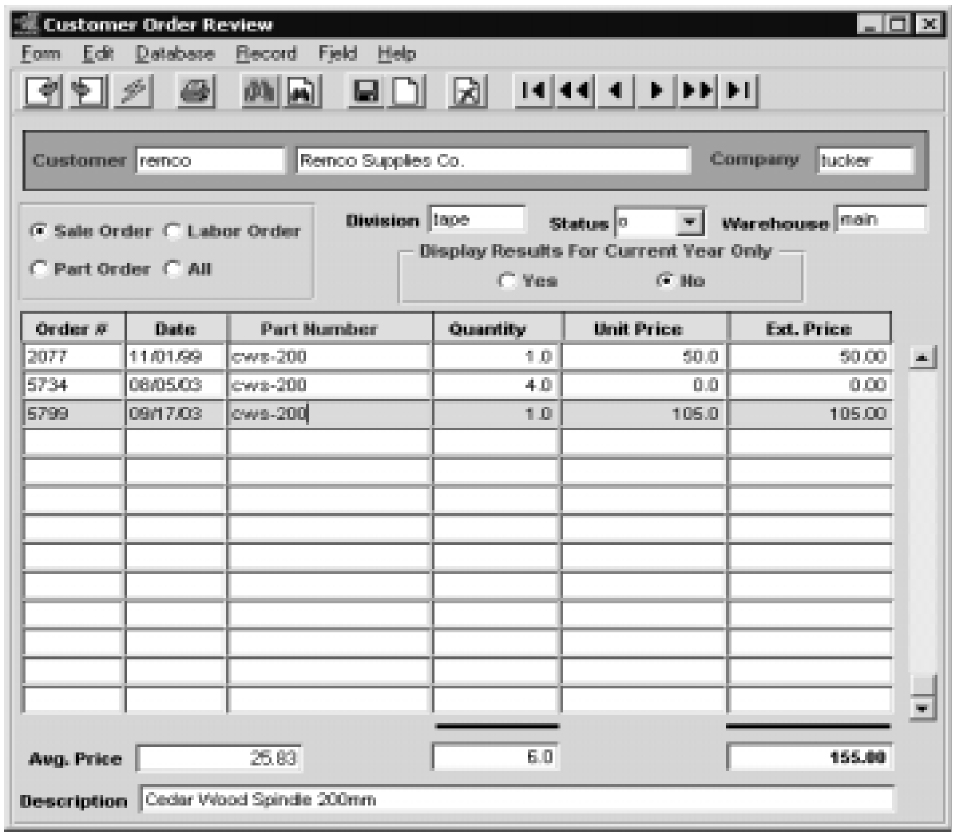
Description

This is a query only form and no update of Customer Orders can be done. Through the use of selection criteria a review of the details of Customer Orders can be performed. This form is only valid if FLEXX Order Processing is installed.

Select

Purchasing/ Receiving → Customer Order Review

The following form appears.



Fields

Enter the following information to review Customer Order details.

Field	Entry	Default	Reqd
Customer	The Customer code and Name. Enter the code or leave blank to view all customers.		N
Company	Company Code	Session Default	
Sale Order Labor Order Part Order All	Select one of these buttons to control the search for the type of order. • Sale Order - order from OP • Labor and Part Order - orders from Time Billing or Repair Warranty • All - all customer orders.	All	Y
Division	The Division Code representing the division that appears on the order header or leave blank to review all divisions.		N
Status	The status of each OP detail line. If you wish to view open Orders only, enter a status of **"o".**		N
Warehouse	The order detail warehouse which supplied the items the customer was ordering or leave blank to view all warehouses.		N
Display Results For Current Year Only - set Yes or No button to further control the search.		Y	Y
Order #	The Order Processing number, a range of OP numbers or leave blank to view all OP numbers.		N
Date	The date of the order or leave blank to view all dates.		N
Part Number	The SKU item number, a range of SKU numbers or leave blank to view all SKU items on customer orders.		N
Quantity	The quantity ordered of each SKU item.		N
Unit Price	The unit price of each SKU Item ordered.		N
Ext. Price	The extended price - result of the multiplication of the quantity ordered times the unit price.	System Generated	N
Avg. Price	The average price of the listed records.	System Generated	
Totals	The totals of the Quantity and Ext. Price columns.	System Generated	

6.3 Customer Order History

Description

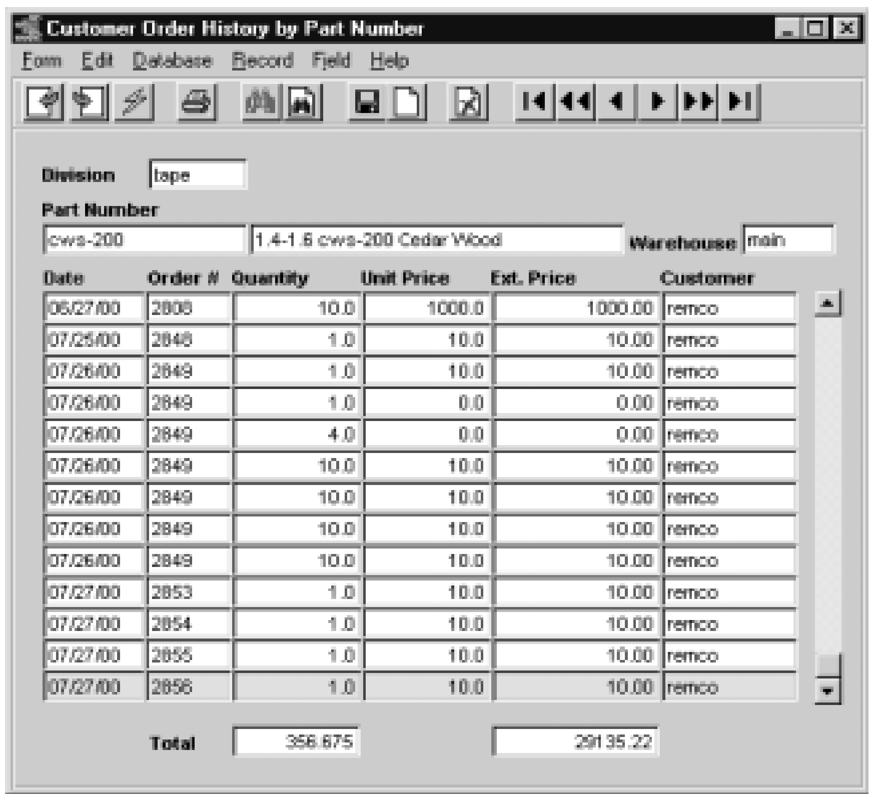
This is a query only form and no update of Customer Order History should be done.

Through the use of selection criteria a review of Customer History can be done. This form is only valid if FLEXX Order Processing is installed.

Select

Purchasing/ Receiving → Customer Order History

The following form appears.



Date	Order #	Quantity	Unit Price	Ext. Price	Customer
06/27/00	2808	10.0	1000.0	1000.00	remco
07/25/00	2848	1.0	10.0	10.00	remco
07/26/00	2849	1.0	10.0	10.00	remco
07/26/00	2849	1.0	0.0	0.00	remco
07/26/00	2849	4.0	0.0	0.00	remco
07/26/00	2849	10.0	10.0	10.00	remco
07/26/00	2849	10.0	10.0	10.00	remco
07/26/00	2849	10.0	10.0	10.00	remco
07/26/00	2849	10.0	10.0	10.00	remco
07/27/00	2853	1.0	10.0	10.00	remco
07/27/00	2854	1.0	10.0	10.00	remco
07/27/00	2855	1.0	10.0	10.00	remco
07/27/00	2856	1.0	10.0	10.00	remco
Total		356.675		29135.22	

Fields

Enter the following information to review Customer Order History.

Field	Entry	Default	Reqd
Division	The Division Code of the division that appears on the sales order header or leave blank to view all division.		N
Part Number	The SKU item number, a range of item numbers or leave blank to view all SKU item numbers needed on the Customer Order.		N
Warehouse	The Warehouse Code of the warehouse on the sales order detail. This represents the warehouse suppling the SKU items on the sales order.		N
Date	The date of the sales order or leave blank to view all dates.		N
Order #	The Order Processing number, a range of OP numbers or leave blank to view all OP numbers.		N
Quantity	The quantity ordered of each SKU item.		N
Unit Price	The unit price of each SKU item ordered.		N
Extended Price	The result of the multiplication of the quantity ordered times the unit price.	System Generated	N
Customer	The Customer code or leave blank to view all customers.		N
Total	System calculated value of the results of the find just performed.	System Generated	N

6.4 Printing Standard Purchase Order Reports

Description

Reporting within Purchase Order is the same as in all FLEXX modules. The kind of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard PO reports.

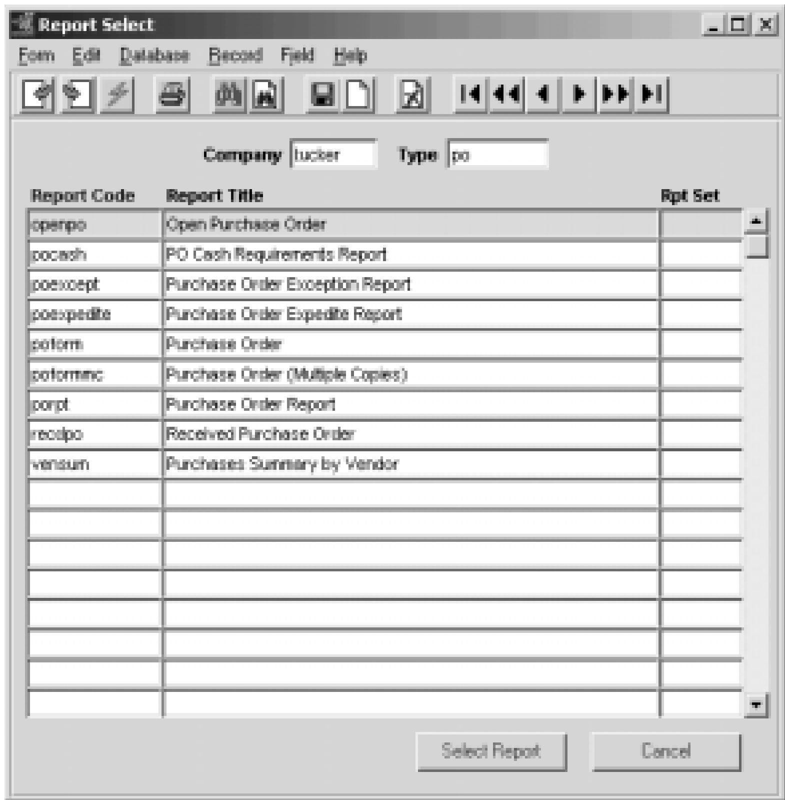
Report Code	Report Title	Description
openpo	Open Purchase Order	Provides a list, by vendor, of all open purchase orders.
pocash	PO Cash Requirements Report	Specifies cash requirements, using user defined dates, based on the required date as per the PO header record.
poexcept	Purchase Order Exception Report	PO report that prints only PO's where Received Date is later than Promised Date, or the Order quantity does not equal the Received quantity. Can be selected by PO start and end dates as well as **Required** start and end dates.
poexpedite	Purchase Order Expedite Report	Report similar to *poexcept* except that it can be selected by PO **Promised** start and end dates.
poformc	Purchase Order Form (Multiple Copies)	Purchase Order format used to print PO's. Can be selected to print either a single copy format or Multiple copy format where a separate Vendor, Shipper, and Warehouse page are printed.
poreqc	Purchase Order Requisition Form	Prints PO Requisitions.
porpt	Purchase Order Report	Summary report displaying PO total amount, PO status and date required by vendor.
recdpo	Received Purchase Orderr	PO report of all Received detail entries.
vensum	Purchases By Vendor	Summary report of purchases by vendor using the selection criteria. The report shows dollar values for all purchases ordered, received, and invoiced.

Procedure

To print a PO report:

1. Select **Report Selection** from the OP menu.

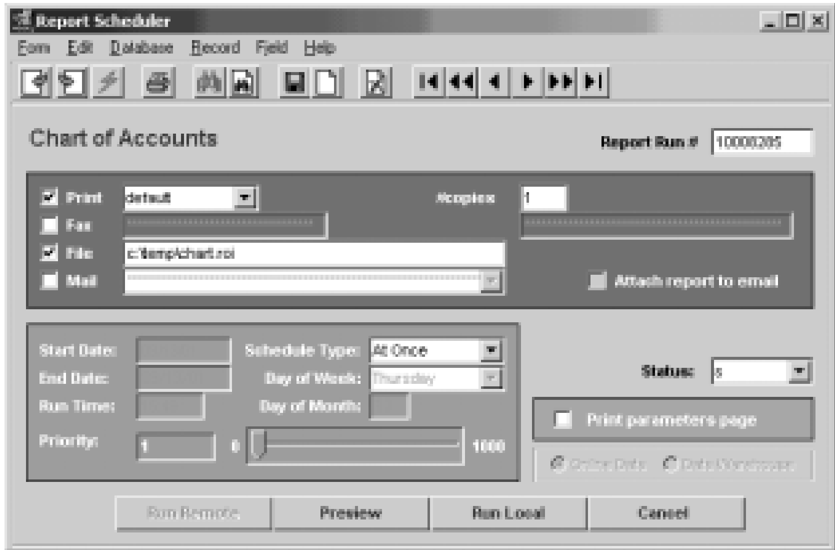
2. Click on the report you want to print.



3. <<Press Select Report>>. The Report Parameters form appears showing the report title and report control run number along with the list of selection criteria.

4. Enter the selection criteria. Each report will have a unique set of selection parameters to be entered.
   - Δ Press the Enter key after each field entry.

5. <<Press Run Report>> to display the following printing options.



Fields

Enter the following information to print the report.

Field	Entry	Default	Reqd
Print	Select the print box to send the report output to a printer.		Y
Print Device	The printer name. This will be the printer specified as the Default on the User Master for this user.	default	Y
# Copies	Enter the number of copies of the report desired.	1	Y
Fax	Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.		Y
Fax Number	Enter the fax telephone number.		Y
File	Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.		Y
File Name	The user-defined name of the file to send the output to. Your System Administrator sets up this field.	System Generated	
Mail	Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being “scheduled”.	User Master	N
Mail Address	The e-mail address to be used.	User Master	
Attach report to email	Select this box to have the report “rox” file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed.		
The following fields are only active (lit) if the FLEXX Report Server is installed and active.			

Field	Entry	Default	Reqd
Start Date	The date to start the printing schedule for this report.	Session Default	Y
End Date	The date when the print schedule is to end.	Session Default	Y
Run Time	The time of day when the print schedule is to be started.	Internal Time Clock	Y
Priority	The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.	1	
Schedule Type	The type of schedule to use; can be: • At Once – to be run immediately. This is the only option for Preview or Run Local. • Run Once – run only once (no repeats). • Daily – run schedule each day for the period entered. • Weekly – run the schedule once a week. • Monthly – run the schedule once a month	At Once	
Day of Week	The day of the week the report is to be scheduled.	Session Default	
Day of Month	The month date the report is to be scheduled. Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.	Session Default	
Status		s	
Print Parameters Page	Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable *parampage* setting.	marked	
Buttons			
Run Remote	Press this button to send the report to the Report Scheduler to be printed.		
Preview	Press this button to preview the report only. It can be printed from the preview screen.		
Run Local	Press this button to print the report on the local printer (i.e. not schedule the printing)		
Cancel	Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.		

7.0 Special SKU's

Description

To further enhance the functionality of FLEXX, there are additional SKU's which can be created and used as described in the following;

Freight Charges

Estimate of the freight charges can be entered during Purchase Order Entry if the Purchase Order total requires the freight charges. This is done by entering one line item called freight on the Purchase Order Detail form. Since this is only an estimate, a voucher will have to be manually created when actual freight charges are received.

Note: This line will not show up on the PO Receiving form and the Transfer PO to Voucher form but will appear on the Voucher.

For this to work, a SKU needs to be set up with a code of "freight" or "FREIGHT". The shippable, tangible and inventory flags should not be selected. If there are any costs related with the freight charges, they should be entered in the Standard Cost Field on the SKU Master form.