

## Purchase Orders: Introduction

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# Introduction

The Jonas Purchase Order module gives you complete control over material purchases for jobs, inventory, work orders, equipment and general accounts.

- You can process and get detailed reporting on purchase orders and invoices that have been posted.
- It also provides a trace inquiry feature that is an integral part of the entire system. As an example, you can trace down to specific purchase order details from an expense line in **Financial Views**. The same capability exists from within an **Accounts Payable Inquiry**.
- You may review a commitment or actual cost by using this “tracer” feature from within the **Cost Views** as well.
- As an integrated product to all other Jonas modules, it also includes automatic subcontract commitments for **Job Cost Reporting** to assist in controlling your project.

When used in conjunction with the **Service Billing** and **Inventory** modules, it assures that billings include all purchases and that stocking records for vehicles and warehouses are kept up-to-date.

Purchases Orders (P.O.) have **three** principal functions in Jonas:

- Control purchase and receipt of goods and services.
- Create commitments to Jobs. It is through the analysis of commitments that we gain a better understanding of whether we are on budget. The comparison of Estimates to Actual to Committed costs gives the owner or project manager a powerful tool to control the work.
- Allows Work Order's (W/O's) to be billed quickly by using the P.O. Costs. Thus, speeding up your cash flow.

# Purchase Order

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# Purchase Order

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Purchase Order -> Files -> P.O. System Profile

## File Setup

# P.O System Profile

This program allows you to set up the basic rules for the Purchase Order system.

**P.O. System Profile**

Company: 10 JC Jonas Construction

A/P Subledger: AP Trade Accounts Payable

**Options**

P.O. Form Design: GJM20A Std form - for blank pa

Receive P.O. immed. after entry: N

Default Quantity as Not Received: ☒

G/L Accrued Expense Account: G/L 10 2120 00

Adjust \$\$ on completed W/O P.O.'s: ☐

Use Inventory from A/R Subledger: AR Accounts Receivable

Rec'ts: DON'T update Inv. if Job/WO: ☒

PO Inquiry: Show only User's PO's: ☐

Rec'ts: Update ONLY Inv. if Job/WO: ☒

Entry: Allow ONLY one person to edit PO: ☐

OK Undo Delete Exit

## Company

Press **<ENTER>** to accept the default Company whose information you wish to set up. Use the Small Down Arrow to select from a list of Companies.

## A/P Subledger

The Purchase Order is connected to an Accounts Payable (A/P) Subledger. The suppliers that you setup in that A/P Subledger will be accessed from P.O.

## P.O. Form Design

There are various Purchase Order design formats available. Press <**ENTER**> to use the standard layout or, press <**F2**> and choose one of the Jonas Standard print programs.

### **Note:**

Don't pick a form that has been customized for another user as it may have other features tied to it that are undesirable.

## Receive P.O. immedi. after entry

Do you want to allow the immediate Receipt of Goods after entry of the P.O. into the Jonas system?

- Enter “**Y**” (Yes) to mark all parts on a Purchase Order as already received. The computer will ask the question after the Purchase Order is setup.
- Enter “**D**” (detailed) which will display the appropriate receipt screen so that individual receipts can be entered.
- Enter “**N**” (No) not to allow immediate receipts of goods.
- Enter “**J**” (Job) to only allow immediate receipts after entry for Job related Purchase Orders.

### **Note:**

If you receive the goods immediately, the system will no longer consider the P.O. outstanding in terms of quantity. This may have implications on how you use these records to bill. We suggest you leave this feature until you have spoken with your Jonas Trainer.

## Default Quantity as not Received

When Receiving Parts against PO's, the quantity received defaults to the quantity ordered on the P.O. Checking this flag defaults the quantity received to be zero, allowing you to fill in the quantity received only for those parts that actually came in.

## G/L Accrued Expense Account

Enter the General Ledger Account number for expense accruals. If the P.O. is a **Multiple** or **Blanket P.O.**, the costs will be debited to the Job or Work Order and credited to this accrual account when the Quantities are released in P.O. Processing. Later, when you process your payable against the P.O., your distribution will automatically debit the accrual account and credit Accounts Payable. Using this method will increase the complexity of your accounting system, as it will treat P.O. cost as **Actual Costs** not **Committed Costs**. Please discuss this with your Jonas Sales Team Authorized Representative or Gary Jonas Computing Ltd.

**Adjust \$\$ on completed W/O P.O**

Do you want the computer to adjust the figures on a Work Order type P.O. to the actual amounts? **YES**, check the box to allow this automatic adjustment. For example, you have a 2-line Purchase Order for a Work Order/Service Call for Parts for \$450.00, the actual Invoice you receive is for \$475.00, (if this field is checked) the computer adds a third line to the Purchase Order for \$25.00 when the Purchase Order is declared "complete".

**Use Inventory from A/R Subledger**

Enter the Accounts Receivable SubLedger Code to be used for Inventory.

**Rec'ts: DON'T update Inv. if Job/WO**

When entering receipt of Parts, do you want to suppress the update of Inventory if the Purchase Order is Job- or Work Order-related?

**YES** (check the box) not to update Inventory

**NO** (do not check the box) to update the Inventory

**Warning:**

This will update the Inventory quantity but not update the quantity in the Job. When the Supplier Invoice for a Job P.O. gets processed, the cost is posted to the Job but the inventory quantity is not reduced (it will show the Part coming into Inventory and then coming right out so that you will have some usage to report on).

**PO Inquiry: Show Only User's PO's**

Check this flag to restrict users to see only their own PO's when doing PO inquiries.

**Rec'ts: Update ONLY Inv.if Job/WO**

A new flag has been added to the P.O. System Profile - Rec'ts: Update ONLY Inv. if Job/WO. This flag works with the **Receive Parts Against P.O.** program to update Inventory if you receive the Parts against a Job or W/O type P.O., but do not take the Parts back out.

**Note:**

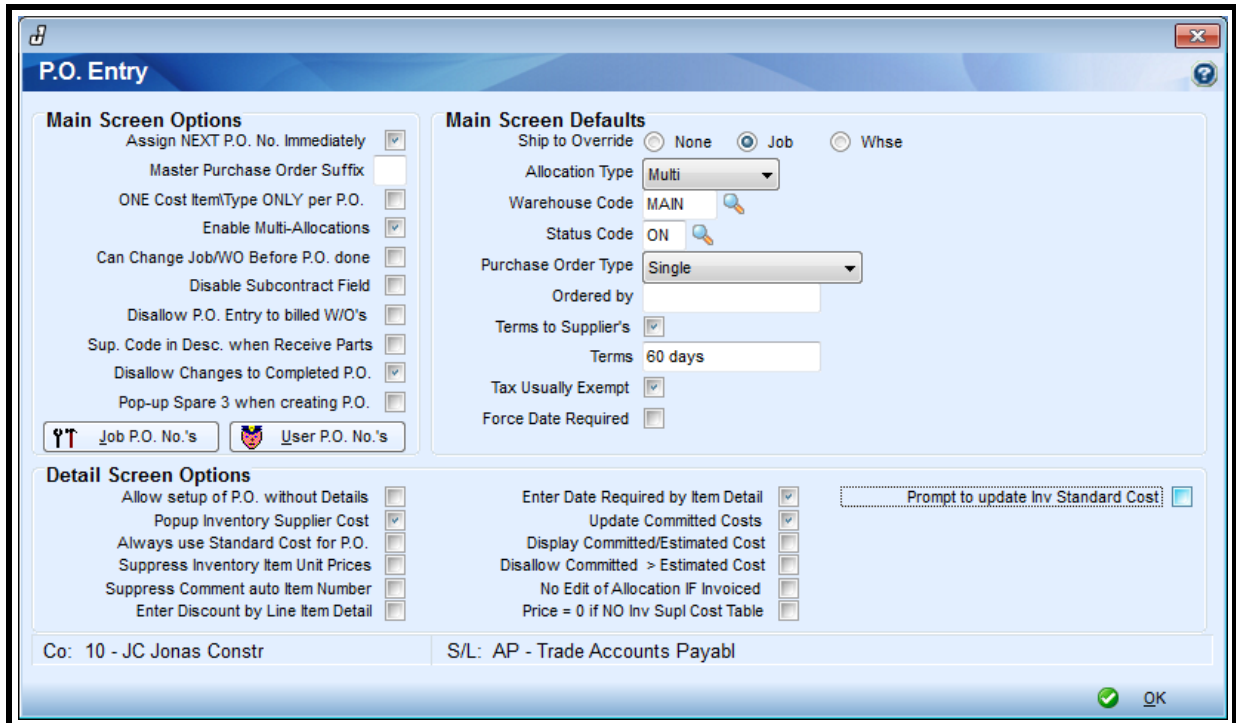
THIS OPTION SHOULD NOT BE USED BY THOSE CLIENTS THAT USE ACCRUAL P.O.'S ONLY.

**Entry: Allow ONLY one person to edit PO**

If 'Y' then Display a message if the P.O. is being edited by another user.

Purchase Order -> Files -> P.O. System Profile ~ Entry

# P.O Entry (Button)



The screenshot shows the 'P.O. Entry' window with the following sections:

- Main Screen Options:**
  - Assign NEXT P.O. No. Immediately ☒
  - Master Purchase Order Suffix
  - ONE Cost Item/Type ONLY per P.O. ☐
  - Enable Multi-Allocations ☒
  - Can Change Job/WO Before P.O. done ☐
  - Disable Subcontract Field ☐
  - Disallow P.O. Entry to billed WO's ☐
  - Sup. Code in Desc. when Receive Parts ☐
  - Disallow Changes to Completed P.O. ☒
  - Pop-up Spare 3 when creating P.O. ☐
- Main Screen Defaults:**
  - Ship to Override ☐ None ☒ Job ☐ Whse
  - Allocation Type
  - Warehouse Code
  - Status Code
  - Purchase Order Type
  - Ordered by
  - Terms to Supplier's
  - Terms
  - Tax Usually Exempt ☒
  - Force Date Required ☐
- Detail Screen Options:**
  - Allow setup of P.O. without Details ☐
  - Popup Inventory Supplier Cost ☒
  - Always use Standard Cost for P.O. ☐
  - Suppress Inventory Item Unit Prices ☐
  - Suppress Comment auto Item Number ☐
  - Enter Discount by Line Item Detail ☐
  - Enter Date Required by Item Detail ☒
  - Update Committed Costs ☒
  - Display Committed/Estimated Cost ☐
  - Disallow Committed > Estimated Cost ☐
  - No Edit of Allocation IF Invoiced ☐
  - Price = 0 if NO Inv Supl Cost Table ☐
  - Prompt to update Inv. Standard Cost: ☐

At the bottom, there are fields for 'Co: 10 - JC Jonas Constr' and 'S/L: AP - Trade Accounts Payabl', and an 'OK' button.

## Main Screen Options

### Assign next P.O. # immediately

This feature is used in environments where there are multiple users giving out P.O.'s. Checking this box will lock the **Next** assigned number even though you haven't finished the P.O. preventing multiple users from giving out the same number.

#### Note:

If you leave the Purchase Order screen without saving, the Purchase Order number assigned is "used up" and will not be used again.

### **Master Purchase Order Suffix – Do Not Use – Custom**

One cost item / type ONLY per P.O. - If you wish to restrict users from using multiple cost items/types in the detail distribution of a P.O., check this flag. This flag also restricts the ability of the user to change the type of P.O. from a Multiple to a Single.

### **Enable Multi-Allocations**

With this flag turned on, you have the ability to issue a P.O. to one supplier and have each line of detail on the P.O. allocated to a different place - Job, W/O, G/L, or piece of Equipment. If you wish to set your default Allocation Type to 'Multi', you must first save the profile (by clicking OK), and come back in to set the Allocation Type drop box to 'Multi'.

### **Can Change JOB / W/O Before P.O. done**

In previous versions of the product, users could setup a new P.O., tie it to a Job or W/O and fill in the details. After doing so, they could return to the Setup/Edit P.O. screen and change the Job or W/O previously chosen. However, if they neglected to modify the details (since each Job or W/O might have different Cost Types/Items), errors would result. To prevent this from occurring, the ability to change the Job or W/O was turned off. This flag has been added to allow/disallow this ability.

#### **Note:**

It is recommended that you leave this flag off (unchecked - the default) to prevent errors from occurring. If you do enable this flag, you must remember to change the details or errors will occur. You may only edit the Job or W/O number, not a Subcontract type P.O.

### **Disable Subcontract Field**

Provided you don't have the 'Enable Multi-Allocations' flag turned on, this flag allows you to have users skip the 'Subcontract' field when creating a new Job type P.O.

### **Disallow P.O. Entry to billed W/O's**

This flag is a good control feature to ensure that billed Work Orders are not incurring costs from a Purchase Order entry. The system will not allow you to reference a billed Work Order.

### **Sup. Code in Desc. when Receive Parts**

If this flag is checked, then the Supplier Code will appear in the GL Distribution Description Field when posting the Supplier Invoice in A/P.



**Disallow Change to Completed P.O.**

If this box is **checked** it will prevent changes from being made to a P.O. that is marked as Complete. if **unchecked**, it will allow changes to be made to a P.O. even if it is marked as Complete.

**Pop-up Spare 3 when creating P.O.**

If the Spare 3 Field in the AP Subledger is being used, then this will Pop-Up when creating a P.O.

**Job/User P.O. #** – Some companies like to maintain a separate series of numbers for each Job or User. This program allows you to setup the ranges to be used. By using this program, if materials are ordered for a particular site, the purchasing agent or superintendent will be able to quote a P.O. number to their supplier. However, it will not help with reporting. You can only report by job but not a special number series.

**Note:**

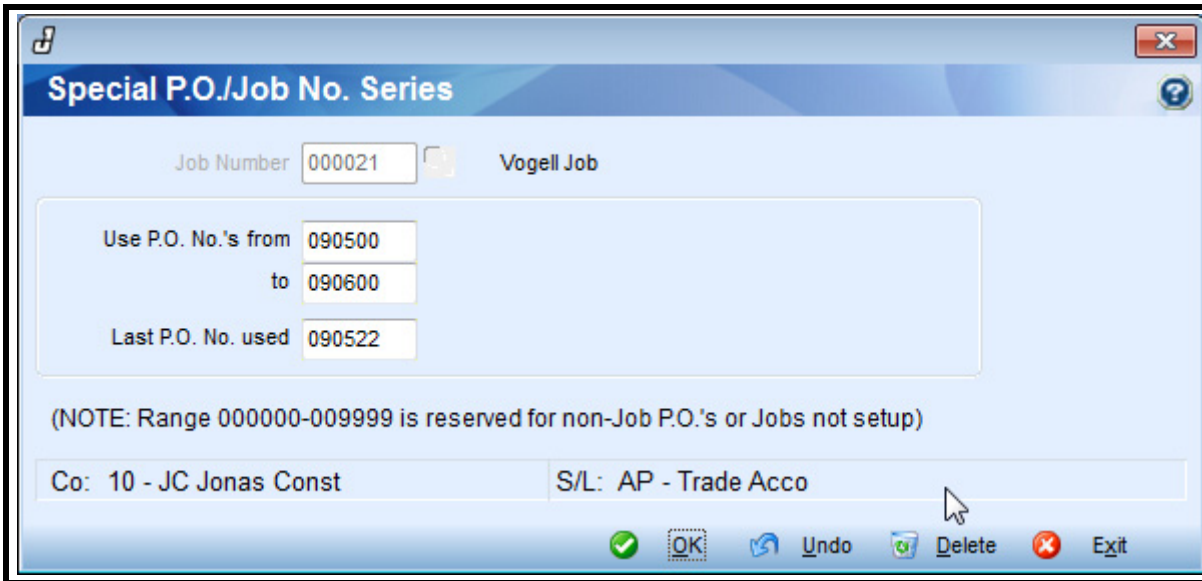
Purchase Order numbers 000000 to 009999 cannot be used, as they are reserved for non-Job Purchase Orders or for Jobs that are not yet setup. Enter the last Purchase Order number that was used. If you are creating a new series, enter the same number as the starting number.

Afterward, the computer will update this number automatically each time it uses a new Purchase Order number.

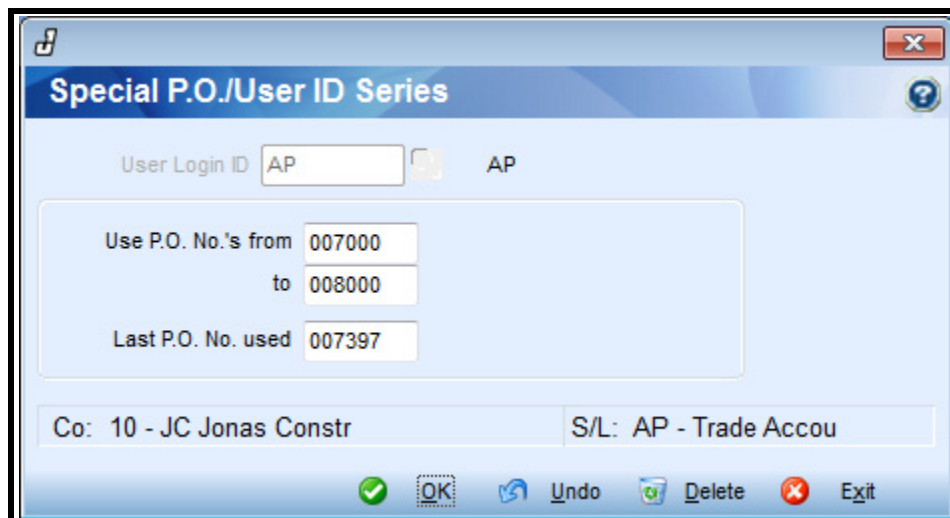
**Note:**

You cannot have a special series for both User and Job.

Job Number Series for P.O.'s screen:



User Series for P.O.'s screen:



## Main Screen Defaults

### Ship to Override

If the **"None"** flag is checked, the Ship-To Address on a P.O. defaults to the company's address. Selecting **"Job"** or **"Whse"** will default the Ship-To addresses to either the Job site or Warehouse.

## Allocation Type

From the list, select the typical allocation of Purchase Order: N/A (miscellaneous), Job, Work Order, Equipment or Multi.

This will be the default value on the Purchase Order entry screen. If you wish to set your default to 'Multi', you must first turn on the '**Enable Multi-Allocations**' flag, save the profile (by clicking <OK>), and come back in to set the Allocation Type drop box to '**Multi**'.

## Warehouse Code

By selecting one of the Warehouse codes from the <F2> popup for this field, you are telling the system that the warehouse code selected is the default location to which inventory items are to be updated.

### **Note:**

You must setup the Warehouse Code in the **Inventory Module** first.

## Status Code

Selecting the appropriate Status Code from the <F2> lookup function will tell the system which P.O. status is the typical one for most P.O.'s when they are first entered into the system. See the section on "Status Codes" for more details.

## Purchase Order Type

When creating Purchase Orders, you are asked which type of Purchase Order. To streamline the entry, indicate the most common type of Purchase Order you use as a default:

**Single** – Most commonly used. The goods are received and inventory quantities are updated upon receipt of the goods. However, the costs are not updated until the supplier invoice is processed.

**Multiple** – When the goods are received (released) it treats both the quantities and dollars as if the invoice had been paid. It posts the P.O. costs (as actual) to the Job, W/O or the G/L- Inventory (if multi allocation used) with the offset amount going to the P.O. accrual account until the supplier's invoice is actually paid.

**Ordered By** – Leave this blank. When issuing a P.O. all you need to do is press <ENTER> and the computer will use the name of the current user as the "Ordered by".

- or -

Enter the name of the person who normally produces a Purchase Order. This will be the default name that appears in the "Ordered by" field of the Purchase Order entry program.

### Terms to Supplier

This flag controls whether the "Terms" on a P.O. are defaulted to the supplier terms that were setup on the **Accounts Payable -> Files -> Maintain Suppliers** screen.

### Terms

If you desire, enter the default **Standard Payment Terms** that apply on all P.O's. This will be printed on all Purchase Orders.

### Tax Usually Exempt

Are the items on a Purchase Order normally tax exempt?

**YES** (check the box) to default items as tax exempt **or**

**NO** (do not check the box) to default items as taxable

### Force Date Required

Do you want the "Date Required" field on the main screen to be mandatory?

**YES** (check the box) *or*

**NO** (do not check the box)

### Detail Screen Options

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#### Allow Setup of P.O. without Details

Checking this flag will allow you to assign a P.O. number, but not force them to add details right away. This allows for the creation of "blank" P.O.'s quickly.

#### Popup Inventory Supplier Cost

This field enables you to have the Supplier Cost window (uses the screen from Parts/Inventory Master File, Supp Cost button) appear when entering inventory items on a P.O. This window provides information about other suppliers and the cost they charge for the same part number.

#### Always use Standard Cost for P.O.

This field sets the cost to be used on inventory items to always be the Standard Cost in the Inventory Master File regardless of whether Standard Costing is actually used as the method on that item. For example: an item is using Average Costing, and has an average cost of \$10.50. The Standard Cost field has a cost of \$10.00. If this flag is turned on, the P.O. Detail line will use the \$10.00 cost, not the \$10.50 one.

#### **Warning:**

If the Standard Cost field happens to be blank, the system will use \$0.00 as the cost.

### Suppress Inventory Item Unit Prices

Some users don't want the unit cost from the Parts Master File being filled in when entering inventory items on a P.O. If this is the case, check this flag.

### Suppress Comment Auto Item Number

If this flag is turned ON, it will leave the Item Number field blank on "Comment Type Detail Lines", unless the user enters an Item Number. If this flag is left OFF, all Detail Line types will default to an Item Number one greater than the last.

### Enter Discount by Line Item Detail

Do you want to allow the Operator to enter Discount percentages by line item in "Set-up/Edit Purchase Orders"?

If **"Yes"** - check the box

i.e. 10 --> 10 % Discount

10/20 -->

10% followed by 20% Discount

#### **Warning:**

If you process P.O.'s with this flag on and you try to turn it off later you will create undesired results.

### Enter Date Required by Item Detail

Do you want the "Date Required by" field to appear for entry on every line of the Purchase Order?

**YES** (check the box)

- or -

**NO** (do not check the box)

If you turn this feature on, the "Date Required" field from the main screen of the P.O. will be the default date for each detail line. If you use this feature with the Standard GUI P.O. design (**GJM20AA**), you will get a message printed at the top of the P.O. in the 'Date Required:' field stating *"See Details Below"*

### Update Committed Costs – (If you are using Job Costing)

Should the Committed Costs be updated by an Invoice without a Purchase Order?

**YES** (check the box)

- or -

**NO** (do not check the box) NOT to adjust Committed Costs

**Warning:**

Alternating this flag ON (or OFF) will result in a "mix" of N/A invoices that are committed and not committed for cost reporting purposes. A Job will only report consistent committed costs if the flag is set the same way for the entire duration of the Job. Clearly if you keep turning this flag OFF and ON, your Committed Cost Analysis will become very confusing.

**Display Committed/Estimated Cost**

If checked, the Committed Cost and Estimated Cost will be displayed during Purchase Order entry on the details screen for Job related P.O.'s.

**Disallow committed > Estimated Cost**

If checked, the current Purchase Order being entered and prior Committed Costs cannot exceed the estimate. If the total committed exceeds the estimate for a Cost Item and Cost Type, a message is displayed and the Purchase Order cannot be completed. If left unchecked, the Purchase Order can be issued over the estimated value for the Cost Item.

**No Edit of Allocation IF Invoiced**

In **Enter/Edit P.O's**, If this flag is turned on the distribution of PO's may not be edited if the PO was invoiced.

**Price = 0 if NO Inv Supl Cost Table**

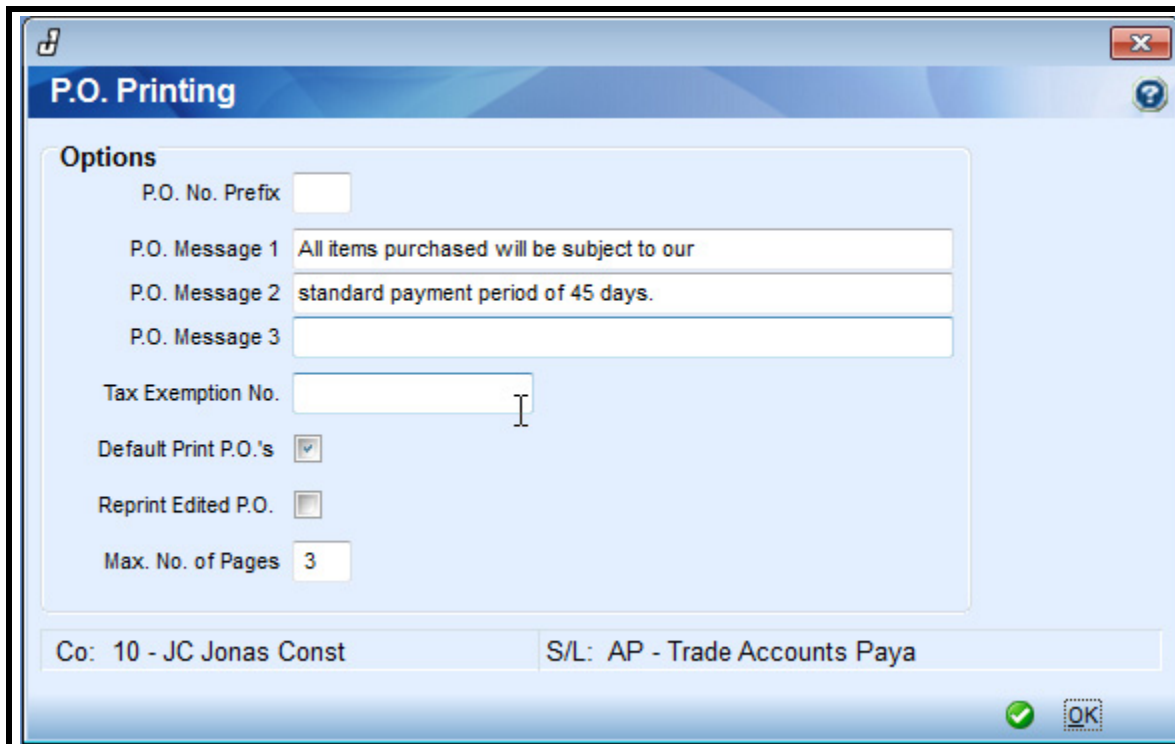
If this option is check-marked then when entering a PO Inventory line and there is no Supplier Cost Table setup, default the cost to 0 in Purchase Order entry and Procurement line entry.

**Prompt to update Inv Standard Cost**

If this option is check-marked and if the detail line cost is different than Inventory Std Cost, prompt to ask if the user wants to update Std. Cost to line cost in Purchase Order entry and Procurement line entry.

Purchase Order -> Files -> P.O. System Profile ~ P.O. Printing Button

# P.O. Printing Button



## P.O. Number Prefix

If you want the computer to print a prefix before the Purchase Order number (only printed with the Standard P.O. Design (GJM20A)), enter that prefix here.

## P.O. Message(s) 1 2 & 3

Enter lines of a generic message that will print on each Purchase Order (i.e. "Your Tax number must be clearly shown on Invoices").

## Tax Exemption #

Enter your Sales Tax exemption number. It will appear on the body of the Purchase Order, if applicable.

**Default Print P.O.'s**

After creating a Purchase Order, do you want the computer to print the Purchase Order?

**YES** (check the box) for "print" as the default

- or -

**NO** (do not check the box) for "no print" as the default.

**Reprint Edited P.O.**

Whenever you edit/change a Purchase Order, do you want the computer to re-print the Purchase Order?

**YES** (check the box) for "re-print" as the default

- or -

**NO** (do not check the box) for "no re-print" as the default.

**Max. # of Pages**

Enter the number of pages of the largest Purchase Order you anticipate. We recommend a maximum of 10 pages.

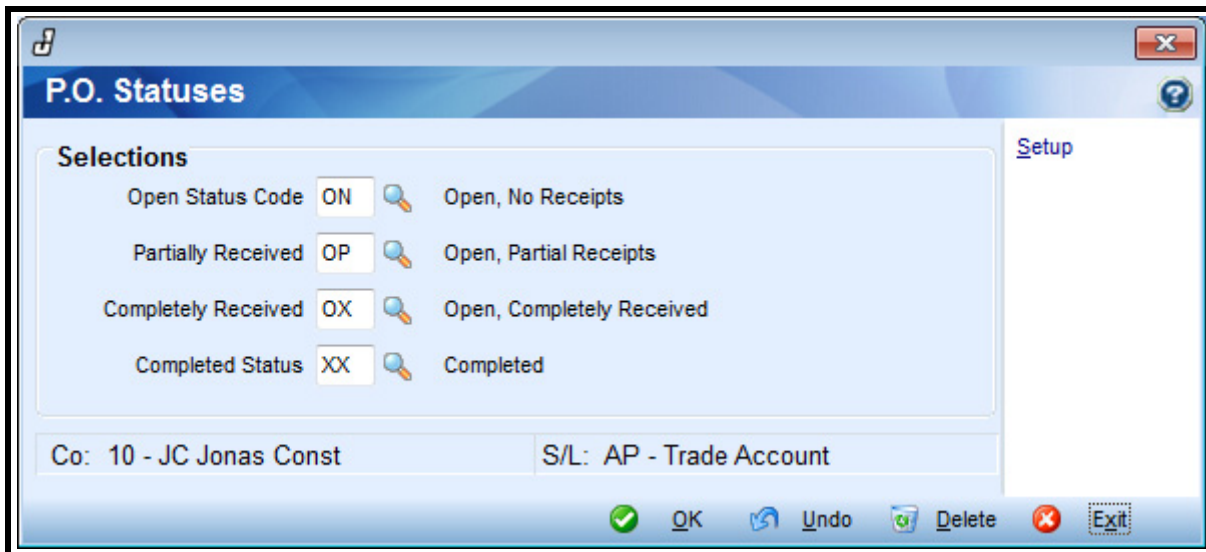
**Note:**

The smaller the Purchase Order, the faster the processing.



Purchase Order -> Files -> P.O. System Profile ~ P.O. Statuses Button

# P.O. Statuses Button



## Status Codes

The Status Code, which shows on the main screen of the P.O., will change automatically when the different status levels are reached. For example, if there is a partial receipt of goods, the status will change from ON to OP. These buttons activate the Status Code functionality and allows you to setup the different Status Codes that will be used. The actual codes are setup under the option **P.O. Status Codes**.

### **Note:**

The program comes with the codes listed above already setup. You need to decide whether you wish to use Status Codes (**By filling in these statuses**) and if you are happy with the existing codes.

## Open Status Code

Click the Lookup button, press <F2> or type the Status Code desired to indicate the status to be associated with Open P.O.'s.

**Partially Received**

Click the Lookup button, press <F2> or type the Status Code desired to indicate the status to be associated with Partially Received P.O.'s.

**Completely Received**

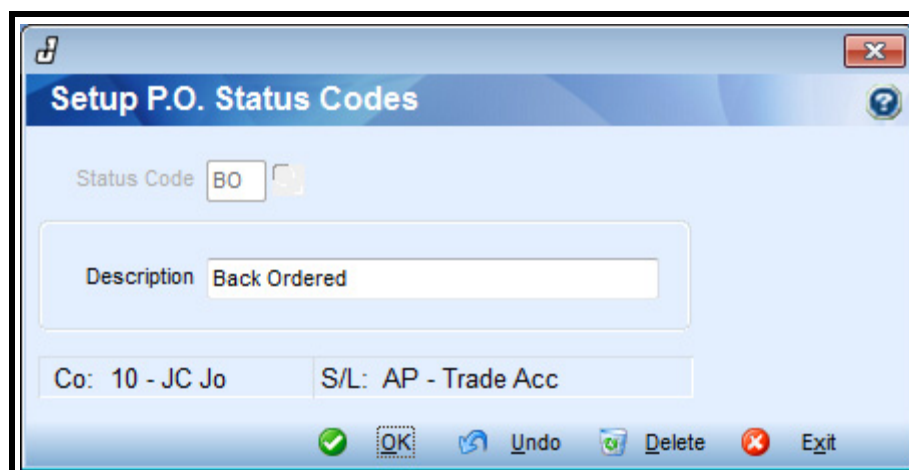
Click the Lookup button, press <F2> or type the Status Code desired to indicate the status to be associated with Completely Received P.O.'s.

**Completed Status**

Click the Lookup button, press <F2> or type the Status Code desired to indicate the status to be associated with Completed P.O.'s.

**P.O. Statuses ~ Setup Button**

On this screen you can setup new status codes.



**Setup P.O. Status Codes**

Status Code

Description

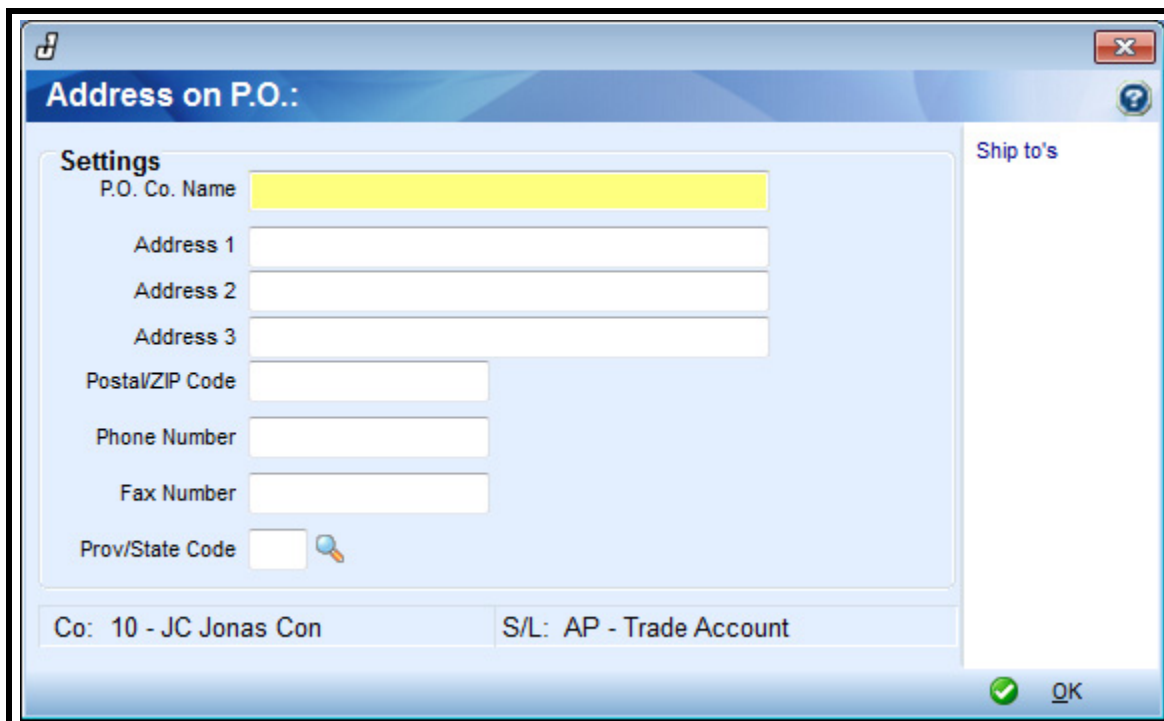
Co: 10 - JC Jo      S/L: AP - Trade Acc

OK Undo Delete Exit

Purchase Order -> Files -> P.O. System Profile ~ Addresses on P.O. Button

# Addresses on P.O. Button

If left blank, the computer will use the address from the Company Profile.



## P.O. Co. Name

Enter the Company name to print on the Purchase Order. If left blank, the system will use the information from the Company Profile in Administration.

## Address 1, 2, 3

Enter the address lines to print on the Purchase Order. If left blank, the system will use the information from the Company Profile in Administration.

## Postal/Zip Code

Enter the ZIP/Postal code of the address to print on the Purchase Order. If left blank, the system will use the information from the Company Profile in Administration.

### Phone Number

Enter the phone number to print on the Purchase Order. If left blank, the system will use the information from the Company Profile in Administration.

### Fax Number

Enter the facsimile number to print on the Purchase Order. If left blank, the system will use the information from the Company Profile in Administration.

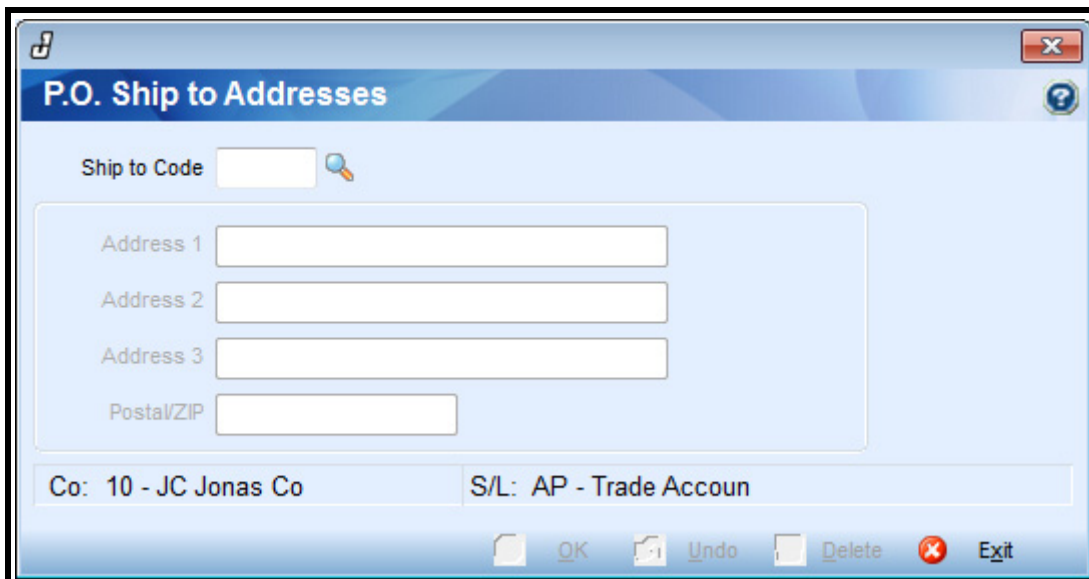
### Prov/State Code

Enter the State/Province code to print on the Purchase Order - or - press <F2> to select from the list of codes. If left blank, the system will use the information from the Company Profile in Administration.

## Ship To's

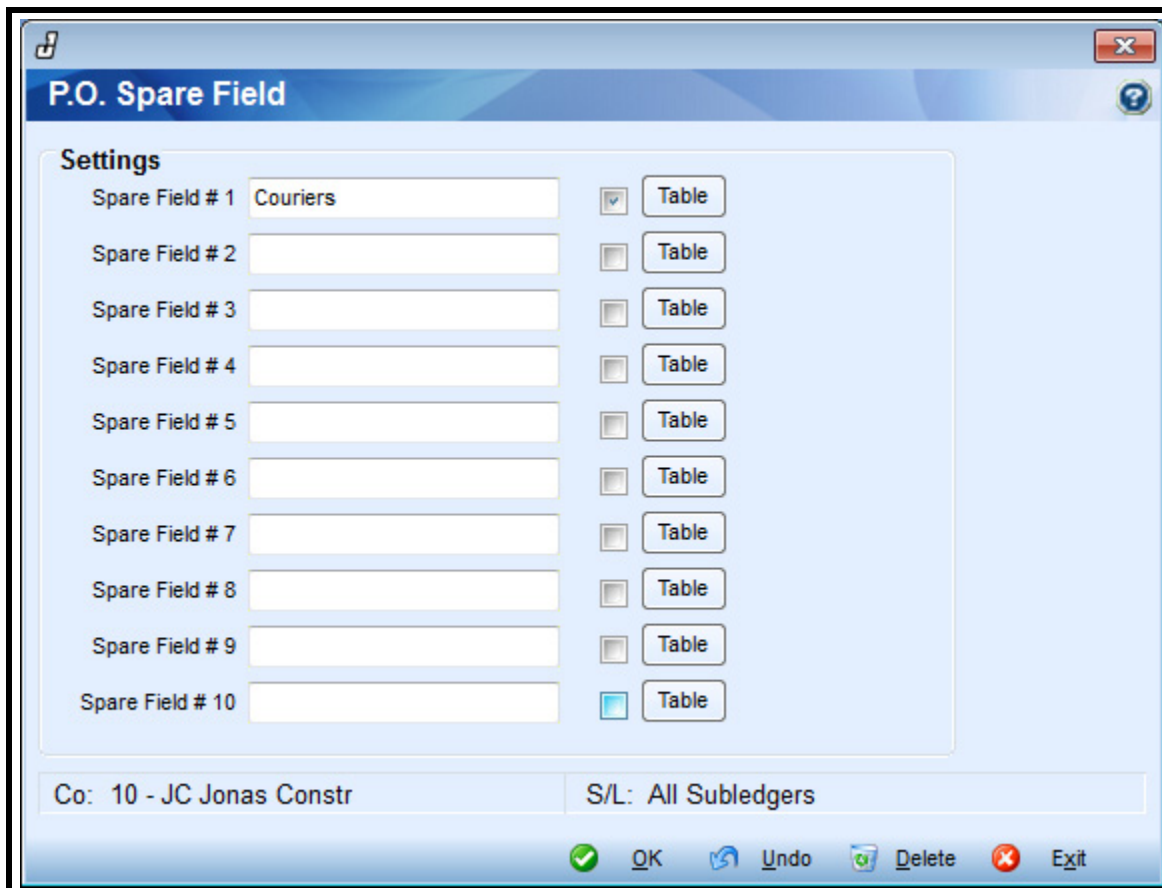
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This allows you to setup a different series of Ship to Addresses. Thus, when setting up a P.O., you can select which Ship to Address you wish to appear by pressing <F2> or by clicking on the lookup button. The Ship to Addresses can also be setup under **Purchase Order → Files → P.O. Ship to Addresses**.



Purchase Order -> Files -> P.O. System Profile ~ P.O. Spare Field Button

# P.O Spare Field Button



Spare Field #	Field Name	Table Button
Spare Field # 1	Couriers	<input checked="" type="checkbox"/> Table
Spare Field # 2		<input type="checkbox"/> Table
Spare Field # 3		<input type="checkbox"/> Table
Spare Field # 4		<input type="checkbox"/> Table
Spare Field # 5		<input type="checkbox"/> Table
Spare Field # 6		<input type="checkbox"/> Table
Spare Field # 7		<input type="checkbox"/> Table
Spare Field # 8		<input type="checkbox"/> Table
Spare Field # 9		<input type="checkbox"/> Table
Spare Field # 10		<input type="checkbox"/> Table

Co: 10 - JC Jonas Constr      S/L: All Subledgers

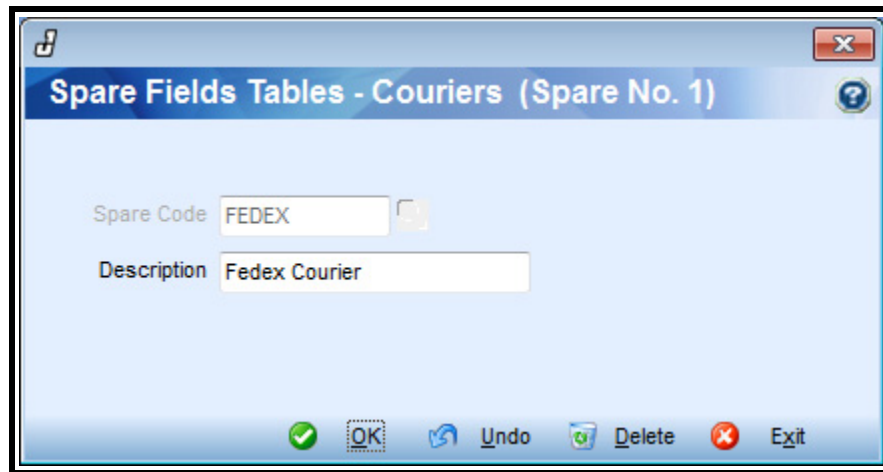
OK    Undo    Delete    Exit

## **Note:**

Click on the check-box to the right of each Spare field if you wish to make the entry of it mandatory on the P.O.

There are 10 Spare Fields you can name and then establish the data that can be entered. By clicking on the **Tables** button, you can enter the options for each Spare Field. For example, if Spare Field # 1 is used for **Couriers**, by clicking on the Table button you can

enter in the data to choose from (**UPS, FedEx etc.**). When creating the Purchase Order, click on the Spares button and you can access the table and enter the required data from the list.



Spare Fields Tables - Couriers (Spare No. 1)

Spare Code FEDEX

Description Fedex Courier

OK Undo Delete Exit

**Note:**

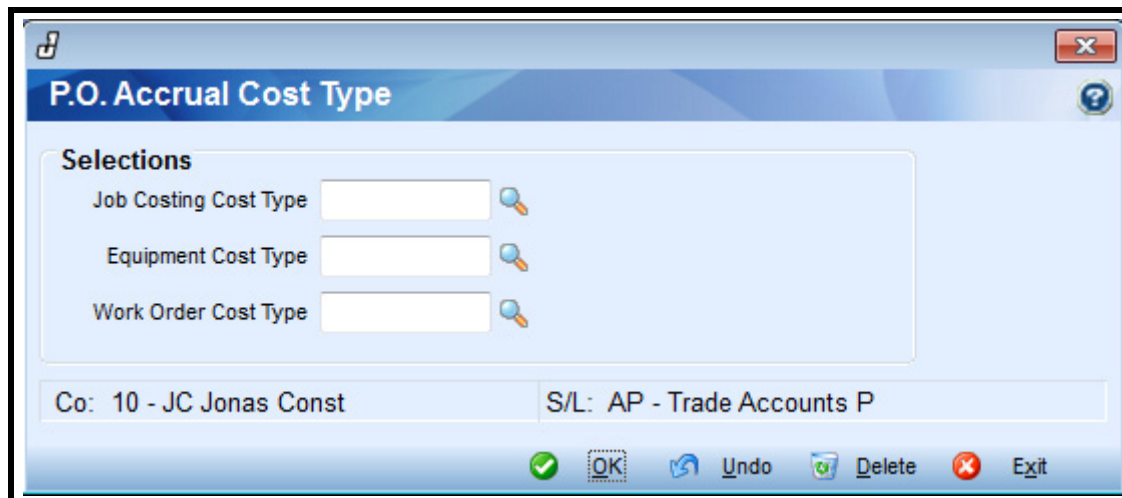
Spare Fields are also accessible using the Report Generator.

Purchase Order -> Files -> P.O. System Profile ~ P.O. Accrual Cost Type Button

# P.O. Accrual Cost Type Button

## **Note:**

This is a Star Option in **System Administration -> System Setup -> System Parameters ~ STAR** "Allow Accrual to Cost Type in PO". If you want to allow Accrual to Cost Types in the Purchase Order system, check-mark the box.



## **Warning:**

This is a custom option. Do Not Use unless authorized by Jonas personnel. Any errors attributed to the activation of this flag will be billable.

## **Job Costing Cost Type, Equipment Cost Type and Work Order Cost Type**

Enter the Cost Type to be used in Job Cost accruals.

- or -

Press <F2> to select from the list of Cost Types.

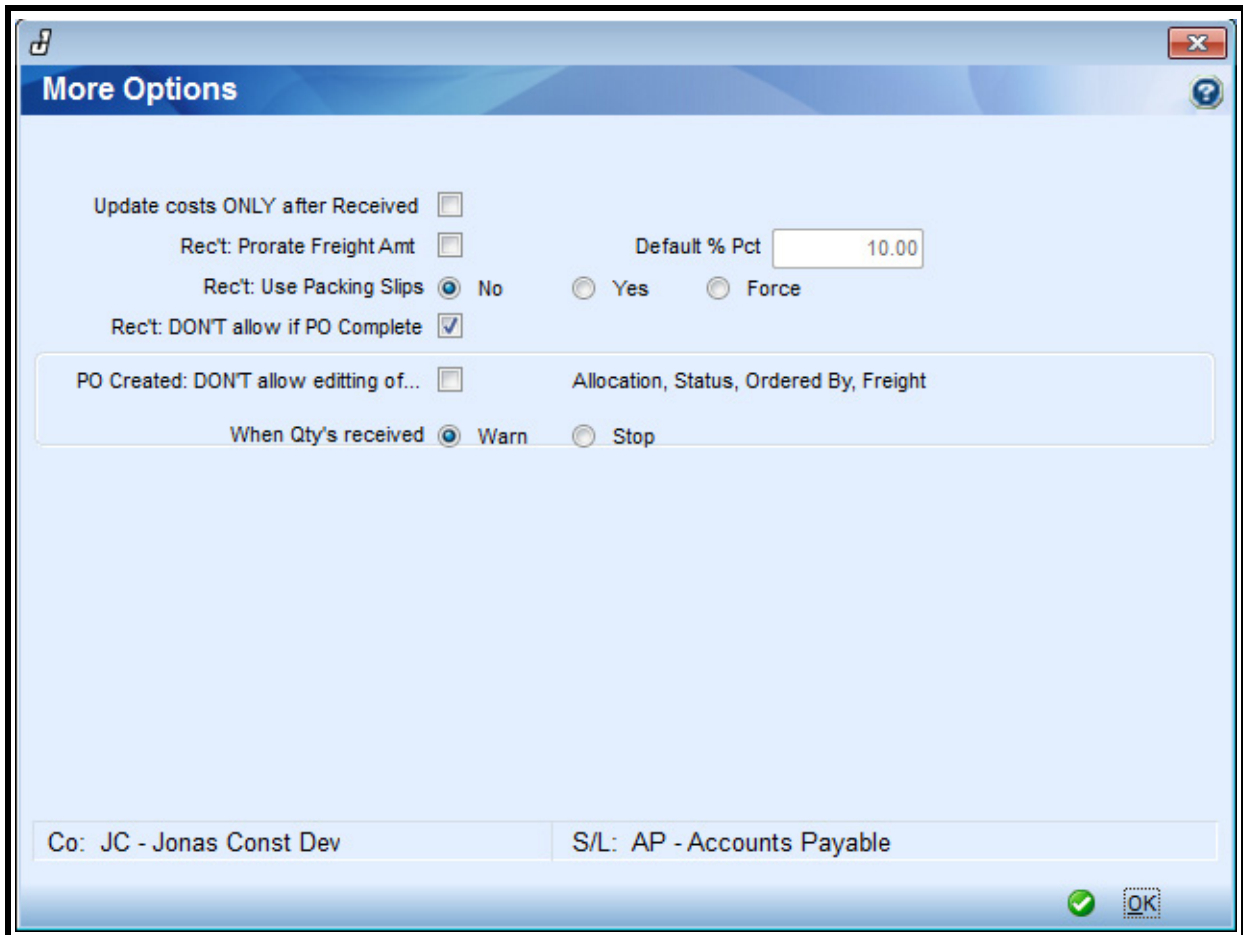
**Note:**

An accrual entry will be made for "Single" type P.O.'s, where you have used the "Receive Parts Against P.O." program. When the supplier invoice is received and posted into Accounts Payable, the system will reverse the entries made to the accrual Cost Types and post to the Cost Type entered on the Purchase Order.



Purchase Order -> Files -> P.O. System Profile ~ More Options Button

# More Options Button



**More Options**

Update costs ONLY after Received ☐

Rec't: Prorate Freight Amt ☐

Rec't: Use Packing Slips ☒ No ☐ Yes ☐ Force

Rec't: DONT allow if PO Complete ☒

PO Created: DONT allow editing of... ☐

Allocation, Status, Ordered By, Freight

When Qty's received ☒ Warn ☐ Stop

Co: JC - Jonas Const Dev S/L: AP - Accounts Payable

OK

## Update costs Only after Received

If '**Y**' then Part Costs and Supplier Costs will be updated ONLY when it is Received.

If '**N**' then Costs will be updated during Purchase Order creation.

## Rec't: Prorate Freight Amt

Select this option to prorate Freight Amounts.

**Default % Pct**

Enter the Default percentage to apply to PO's here.

**Rec't: Use Packing Slips**

If you select 'Yes' or 'Force' you will be able to tie packing slips to your purchase orders when MULTIPLE/BLANKET orders are received. Packing slips are stored so they can be edited. They will also appear on certain special reports.

Selecting the 'Force' option will work the same way as 'Yes', except that in **P/O -> Processing -> Receive Parts Against P.O.'s**, you must enter a packing slip and cannot leave the field blank.

**Rec't: DON'T allow if PO Complete**

If this option is selected, then do not allow receiving of Parts if the PO is marked as "Completed". If it is not selected, then a warning message will be displayed.

**PO Created: DON'T allow editing of...** (Custom for Direct Energy)

If 'Y' then after a PO is created and you go into a PO, the following fields will be disabled

**Note:**

Ordered By and Freight will be disabled during creation.

**When Qty's Received**

This flag will either Warn or Stop the user from editing the line if Quantities have been received or if invoices have been processed against that PO#.

Purchase Order -> Files -> Standard Clauses or Phrases

# Standard Clauses or Phrases

To reduce the entry of redundant phrases, this program allows you to create a list of short-form codes that can instantly call up a lengthy phrase that is often repeated on Purchase Orders.

## Code

Enter the Common Purchase Order Phrase code or press <F2> to select from a list of codes or to create a new code. Press <F9> to print (or design) a listing.

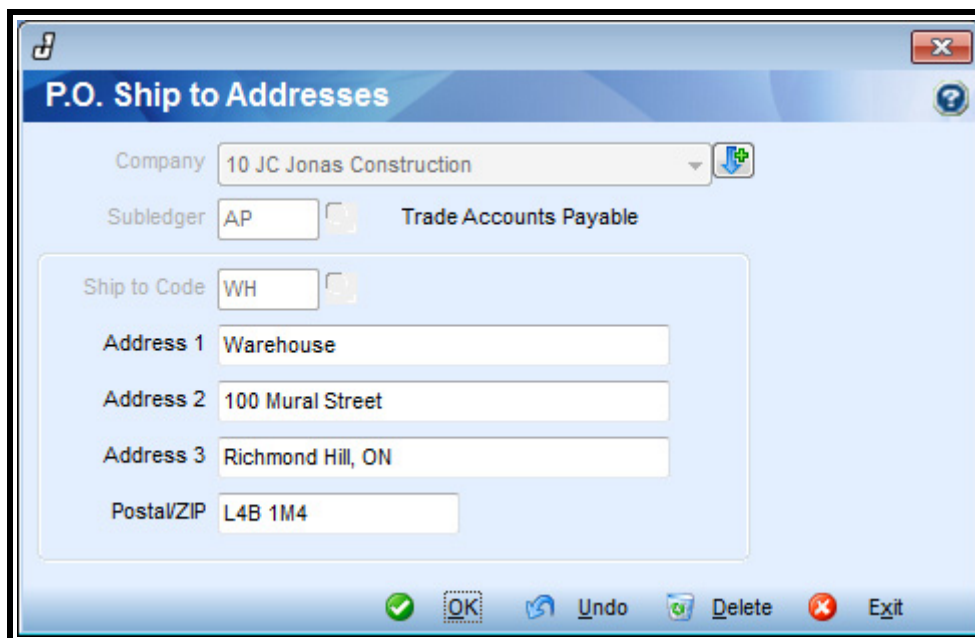
## Clause/Phrase (1-5)

Enter lines of the phrase/description/etc (max 48 characters per line).

Purchase Order -> Files -> PO Ship to Addresses

# PO Ship to Addresses

This program allows you to setup numerous Ship-To addresses. This is useful when you have items on your Purchase Orders being shipped to various locations.



## Company

Press **<ENTER>** to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.

## Subledger

Enter the Sub-Ledger code. Press **<F2>** to select from a list of codes.

## Ship to Code

Enter the Ship-To code. (This is another address to which goods may be sent, e.g. if the Job has multiple sites). Press **<F2>** to select from a list of codes. Press **<F9>** to print (or design) a listing.



**Address 1-3**

Enter the lines of the Ship-To address (max 30 characters per line).

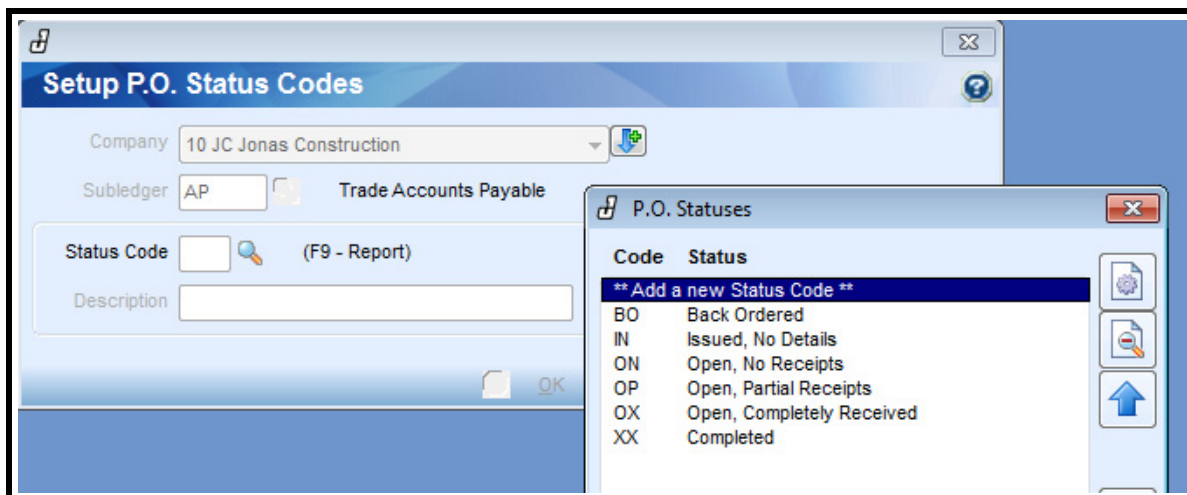
**Postal/ZIP**

Enter the ZIP/Postal code of the Ship-To address.

Purchase Order -> Files -> PO Status Codes

# PO Status Codes

This program allows you to track the different stages of a Purchase Order. (i.e. Partial receipts, completed etc.) When processing or editing Purchase Orders you can change the status of the purchase order and in so doing will be able to do some reporting for Purchase Orders in different stages of completion.



## Company

Press <ENTER> to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.

## Subledger

Enter the Sub-Ledger code. Press <F2> to select from a list of codes.

## Status Code

Enter a status code or press <F2> to select from a list of codes.

## Description

Enter a description for the status code.

Purchase Order -> Files -> Special P.O./Job No. Series

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Purchase Order -> Files -> Special P.O./User ID Series

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# Special P.O./Job No. Series /User ID Series

Some Companies like to maintain a separate series of numbers for each Job or User. This program allows you to setup the ranges to be used. By using either program, if materials are ordered from the site, the purchasing agent or superintendent will be able to quote a P.O. number to their supplier, since they will know the P.O. number sequence. It won't help in reporting since you can report by job without a special series.

**Special P.O./Job No. Series**

Company Code: 10 JC Jonas Construction

A/P Subledger:

Job Number:

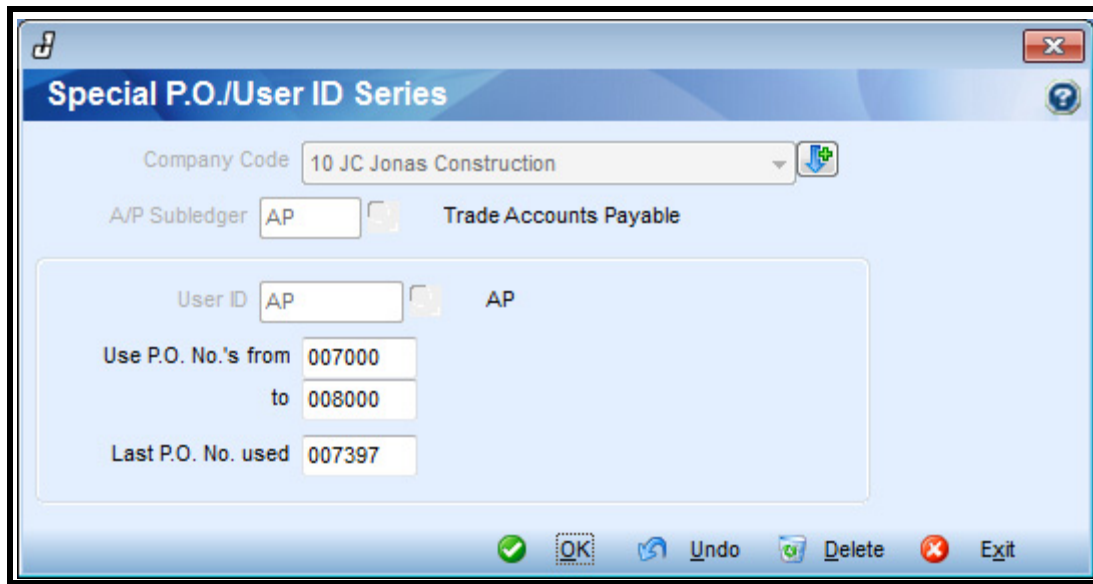
Use P.O. No.'s from:

to:

Last P.O. No. used:

(NOTE: Range 000000-009999 is reserved for non-Job P.O.'s or Jobs not setup)

OK Undo Delete Exit



**Note:**

Purchase Order numbers 000000 to 009999 cannot be used. They are reserved for non-Job Purchase Orders or for Jobs that are not yet setup. Enter the last Purchase Order number that was used. If you are creating a new series, enter the same number as the starting number.

Afterward, the computer will update this number automatically each time it uses a new Purchase Order number.

**Note:**

You cannot have a special series for both User and Job.

**Note:**

You may not use Purchase Order numbers 000000 to 009999; they are reserved

- for non-Job Purchase Orders or
- for Jobs that are not yet set up.

## Company

Press <ENTER> to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.



**Subledger**

Enter the Sub-Ledger code. Press <F2> to select from a list of codes.

**Job Number**

Enter the Job number or press <F2> to select from a list of Jobs.

**Use P.O. No.'s from**

Enter the starting Purchase Order number that this Job will use. Make sure that the option to assign the next Purchase Order Number Immediately is turned off. This is in **Purchase Order -> Files -> P.O. System Profile -> Entry**.

**Use P.O. No's To**

Enter the ending Purchase Order number that this Job will use.

**Last P.O. No. Used**

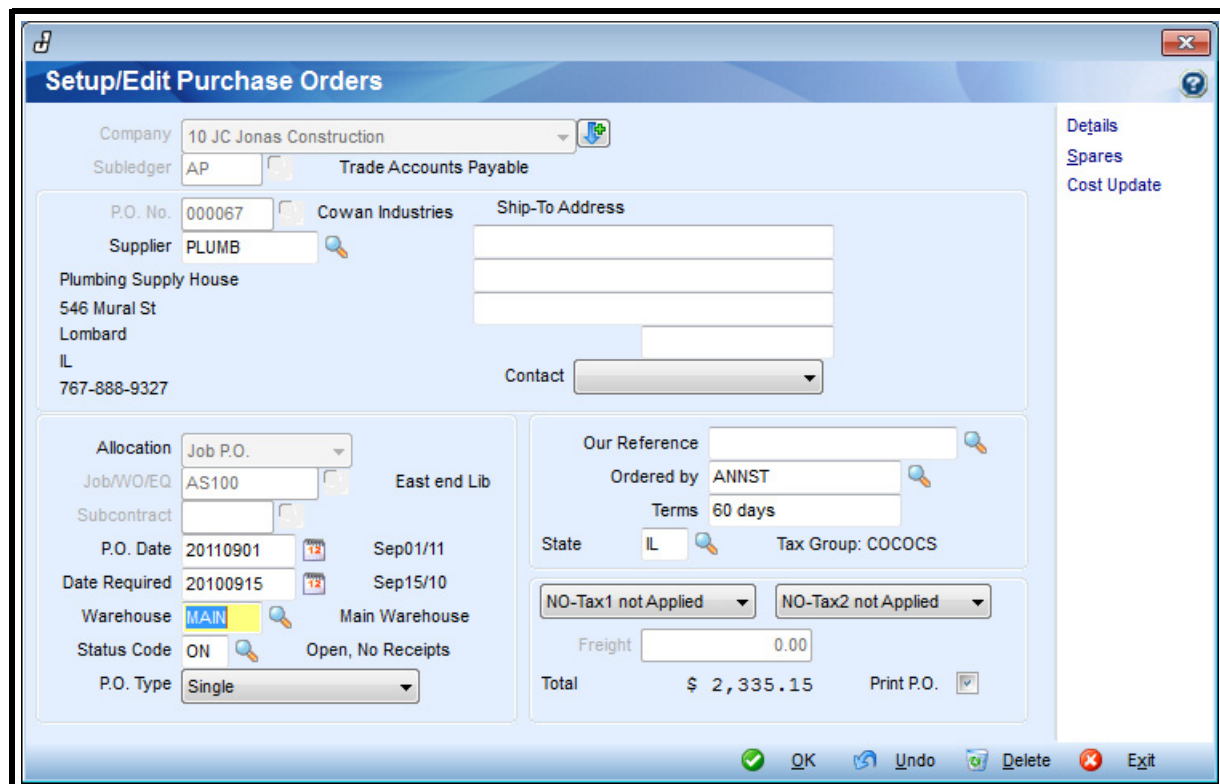
Enter the last Purchase Order number that was used. If you are creating a new series, enter the same number as the starting number. Afterward, the computer will update this number automatically each time it uses a new Purchase Order number.

Purchase Order -> Purchase Orders -> Setup/Edit Purchase Orders

Purchase Orders

# Setup/Edit Purchase Orders

You will enter new P.O. and revise existing P.O.'s here. You will notice that the entry of new P.O.'s has been made quicker by the defaults that were setup in the P.O. System Profile.



## Company

Press **<ENTER>** to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.

## Sub-Ledger

If you are using multiple A/P sub-ledgers then you will pick which sub ledger the P.O. will be issued from.

## P.O. No.

Most users allow the system to give them the next number by simply not entering anything in this field and pressing <ENTER> so the system will assign the next number. Only enter a P.O. number if you have pre-numbered forms and you wish to use that number.

### **Note:**

A Job P.O. will print the job number as a prefix to the actual P.O. number, then when your supplier refers to your P.O. they will be giving you back your own job number. The job number is not actually part of the P.O. number; it only prints that way.

## Supplier

P.O.'s can only be charged to valid Suppliers. If the Supplier code hasn't been setup, use a Bookmark and set it up now.

## Allocation

In this field you will enter from the available options (noted below) where you want the P.O. allocated:

- **N/A misc.** This option is usually used for the entry of inventory parts. When the goods are received the inventory quantities will be updated. Costs will be revised when the A/P is processed.

### **Note:**

Please note that you should not use this code if you are using the multiple/ blanket purchase order option (discussed later), as the quantities will not be updated.

- **Job/WO/EQ** If this Purchase Order is for a specific Job/Work Order/Equipment, enter the Job/Work Order/Equipment Unit Number or press <F2> to select from the list of Jobs, Work Orders or Equipment Unit Numbers.
- **Multi (must have selected Enable Multi Allocations Flag in the P.O. Profile)** will allow you to enter a different Job / WO / EQ or GL Allocation for each P.O. Detail entered on the Details screen. This Option will also work for Multiple/Blanket P.O. types when allocating inventory purchases.

### **Note:**

If the "Restrict Postings to Closed Jobs" field on the "More Options" screen of the "Job Costing Profile" program is set to "Yes", you will get a warning message preventing you from posting to the selected Job. If the field is set to "No", but the Job is not active, you will get a message that warns you, but allow you to proceed.

### Subcontract (*Works only with Job Costing*)

If this P.O. is not just a material purchase but is a Sub Contract, select "Create a New Sub" from the <F2> window within the subcontract field. Another option is to pick an existing sub contract where this P.O. will create a change order to the existing sub contract. When using the P.O. module to create a subcontract, all revisions and C/O's to the subcontract must be managed through P.O. as well. If it is a material only purchase, skip the subcontract field and enter the date of the P.O.

#### **Note:**

If you use this field to setup a Subcontract, you MUST remember to post your payable to this Purchase Order, NOT to the Subcontract directly.

### P.O. Date

Enter the Purchase Order date to be used. Press <ENTER> to accept the displayed date or press <F2> to select the date from the Calendar.

### Date Required

Following the P.O. Date, this is the date the goods are required. This can be the Date for all goods on the P.O. If you require Date Required by Line Item, turn this feature on in the P.O. System Profile.

### Warehouse

This warehouse code is a pre-filled code specified in the Parts/Invoicing Parameters program (Inventory, Files, Parts/Invoicing Parameters). Press <F2>, click on the Lookup button, or type in the desired Warehouse Code.

### Status Code

The default Status Code is pre-filled for you from your choice in the **P.O. System Profile -> Entry Options** screen. Press <F2>, click on the Lookup button, or type in the desired Status Code. If you have filled in all the status option in the profile screen then the status will change with the changes in the P.O. itself.

### P.O. Type

When creating Purchase Orders, you are asked which type of Purchase Order it is. Press <ENTER> to accept the default type (which is set from the **System Profile -> Entry Options** screen) or from the list, select whether this Purchase Order is:

- **SINGLE PO** -When you receive parts against a **Single PO**, the program will only update the quantities received, and NOT post an entry to the G/L. Then, when you post A/P against a Single P.O., your A/P distribution will update your G/L

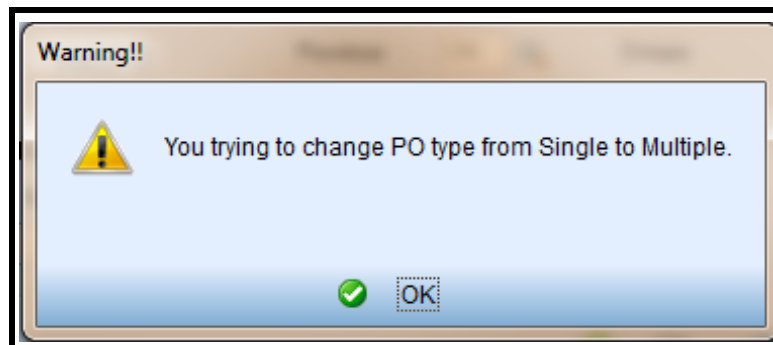
inventory account, your Job, your Work Order, etc. Normally, you would follow the distribution as set-up on the P.O.

- **MULTIPLE REL/ACCRUAL** When you set-up a Multiple P.O., the Receive Parts program will post a debit to the account distribution you have set-up on your P.O. The credit will go to the Accrual Account that you have selected on the main screen of the P.O. system profile. Then, when you post A/P against a Multiple P.O., the distribution must go to the Accrual Account. If your invoice amount does not match the accrual amount posted, you will be required to distribute the difference.

**Note:**

Multiple Rel/Accrual P.O.'s must have an allocation; G/L, Job.WO or Equip.

The system will check for the presence of invoice records against the P.O. If they exist, you will see the following message and will not be allowed to change the P.O. type:



## Ship-To Address

The Ship-To Address may be entered or press <F2> to see a list of the Ship To's you have setup. Press F9 to pull the Job Address from the Job Master.

## Contact

Use this field to select from the contacts setup in the A/P master file.

## Our Reference

For example, if you are charging to a General Ledger Account, you can enter the G/L number as a Reference. This Reference will appear in the Purchase Order status window in Accounts Payable processing and in the <F2> look-up window in A/P processing. Appearing in these two places makes it a valuable tool if needed.

### Ordered by

Press <ENTER> to accept the default name (from the System Profile). If there is no default setup in the System Profile, this field will default to your USER ID - or - Enter the name of the person who placed this Order or press <F2> to select from the list of User Ids.

### Terms

The terms will come from the default setup in the P.O. System Profile, but can be overridden. These terms will print on the P.O. and are a memo field only. Use the <F9> key to read the first line of the Job Notes file for that job and populate the first 15 characters of the Terms field. Job Notes are added in **Job Costing > Files > Job/Project Master: Job Notes**. This is useful for standard terms set on a job-by-job basis, and can be used if the "Allocation" type of a P.O. is set to "Job P.O.". If the PO Terms are blank for the Job, then terms will default to the normal terms as indicated in the PO Profile.

### State (or Province) – (For Sales Tax calculation)

Press <ENTER> to accept the default State/ Province Code (from the Supplier record) or Enter the State/Province Code whose rates apply or press <F2> to select from the list of Codes.

### Taxes

Is Sales Tax applicable to the Purchase Order? Select **YES** if tax does apply and must be added to the Purchase Order or select **NO** if Tax is not applicable i.e., The Purchase Order is Tax Exempt. Select **INCLUDED** if Tax is already included in the Purchase Order.

**Note:**

You are setting the default for the detail lines on the next screen.

### Freight

If 'Freight' is turned on in the A/P Subledger, this amount will pre-fill the 'Freight' field when recording the invoice associated with this P.O. (If 'Freight' is turned off, then this amount will be added to the 'Purchase Amount'). Enter the dollar amount of any applicable freight charge. It will be added to the total of the P.O.

### Total

The system keeps a running tally of the value of the P.O.

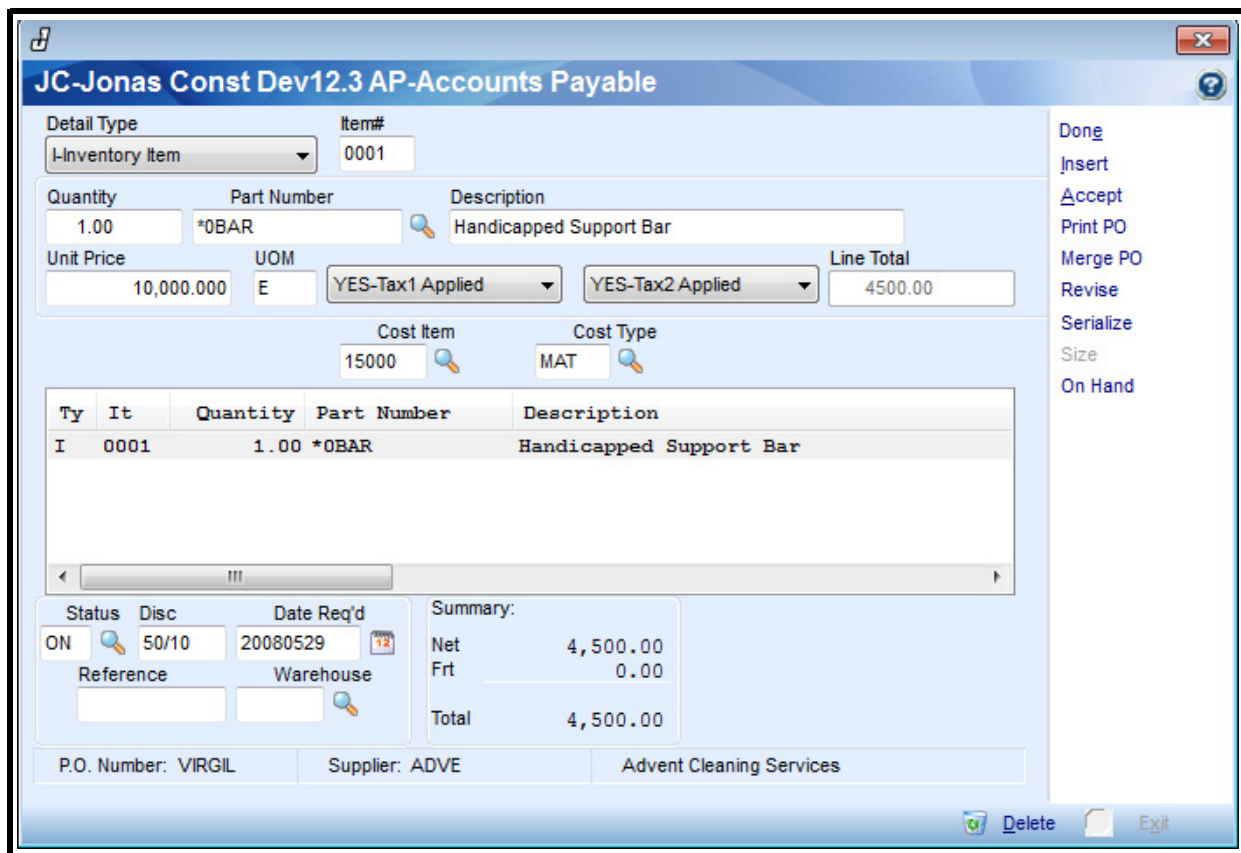
### Print P.O.

The default set in the P.O. System Profile determines if this is check-marked or not. If it is selected, the system will offer to print or fax the P.O. after you have finished entering it.

Purchase Order -> Purchase Orders -> Setup/Edit Purchase Orders ~ Details

# Details Button

The fields for entry that you see on this screen will vary depending on the Detail Type you choose.



The screenshot shows the 'JC-Jonas Const Dev12.3 AP-Accounts Payable' window. The 'Detail Type' is set to 'Inventory Item' and the 'Item#' is '0001'. The line item details are as follows:

Quantity	Part Number	Description	Unit Price	UOM	YES-Tax1 Applied	YES-Tax2 Applied	Line Total
1.00	*0BAR	Handicapped Support Bar	10,000.000	E	YES	YES	4500.00

Below the line item table, there is a 'Cost Item' field with value '15000' and a 'Cost Type' field with value 'MAT'. A summary table is also present:

Ty	It	Quantity	Part Number	Description
I	0001	1.00	*0BAR	Handicapped Support Bar

At the bottom, there is a 'Summary' section with the following values:

Summary:	Value
Net	4,500.00
Frt	0.00
Total	4,500.00

Additional fields include 'Status' (ON), 'Disc' (50/10), 'Date Req'd' (20080529), 'Reference', 'Warehouse', 'P.O. Number' (VIRGIL), 'Supplier' (ADVE), and 'Advent Cleaning Services'.

## Detail Type

There are three types of lines that can be put on a P.O.:

- **Comment Lines** Selecting Comment Lines causes a window to be brought up so you can simply type the terms, conditions or more description for the goods you are ordering.
- **Inventory** An Inventory Line is used for ordering a Part that you do have a part # for in your inventory. It must be a valid part number.

- **Line Item** This type of line is used for ordering goods that you do not have a part # for in your inventory. This is the default line type that is displayed when you first enter this screen. It is selected in **System Administration -> System Setup -> System Parameters -> Options -> User**.

### Item Number

This numbers the items and governs the order in which they print. Most users simply press Enter and go past this field, as the Item Number is optional. It may be alphabetical, numerical or alphanumerical. If numerical, the program will automatically increment the number by one for each new line.

For comment lines, the Item Number is *optional*.

### Quantity/Description/Unit Price

Enter the quantity and the description of the item. If it is an inventory item, the description and price will be offered to you. If it is a Line Item, you will need to enter this or select a common phrase. If you require more room for description, use a Comment Line to add extra text.

### Part Number

Use the <F2> key, or the magnifying glass button to select from a list of Part Numbers, or type the Part Number in this field.

### Description (For Comment Lines)

Enter the comments, up to a maximum of 1440 characters. The program will split the characters up into several Comment lines, if necessary.

You can also press <F2> to select from the list of standard Clauses/Phrases.

### UOM

Unit of Measure - The default is "**Each**". Press <ENTER> and it will go past this field. If the goods are priced per 100 choose C; if per 1000 choose M.

### Sales Taxes

Sales taxes can be controlled on a line-by-line basis, although it is rare to mix taxable and non-taxable goods on the same P.O.

### Tax 1

Is Sales Tax applicable to the Purchase Order? Select **YES** if tax does apply and must be



added to the Purchase Order or select **NO** if Tax is not applicable i.e., The Purchase Order is Tax Exempt. Select **INCLUDED** if Tax is already included in the Purchase Order.

## Tax 2

Does your second Sales Tax apply to this item?

Select YES to calculate and add Tax or NO (red circle icon) if it is Tax exempt.

## Allocation

From the drop down list, you will need to tell the system the cost allocation. The choices are General Ledger, Job Cost, Work Order and Equipment. Once you have entered the coding for the first line it becomes the default for subsequent lines.

### **Note:**

This is only available if the P.O. Allocation on the header screen is set to "**MULTI**".

## Cost Item

Enter the Job Cost Item Code that applies to this Job and Purchase Order Detail or press <F2> to select from a list of Codes.

## Cost Type

Enter the Job Cost Type Code that applies to this Job and Purchase Order or press <F2> to select from a list of Codes.

## Status

This is an optional field. Enter the Status Code desired or press <F2> to select from a list of Status Codes.

## Discount

If this feature is turned on, you may enter 1 or 2 levels of discount. If there are 2 levels of discount put a '/' between them, for example \$100 item with 50/50 discount would be \$100x 50% x 50% = \$25.00.

## Date Required by Line

If this feature is turned on, you can tell the system the date you require the goods.

## Reference

This is an optional memo field.

## Warehouse

This field appears if the line type is Inventory and defaults to the Warehouse field on the main Purchase Order screen. Enter the Warehouse Code desired or press <F2> to select from a list of Warehouse Codes.

## Accept Button

After all detail items have been entered for each line, the program will automatically go to the Accept button at the top of the screen. Once the line has been accepted, you can continue to enter detail lines until your P.O. is complete.

### **Note:**

After entering the detail line, the system will keep a running total of your P.O. in the **Summary** field at the bottom of the screen.

## Insert Button

You may insert a line by highlighting one of the completed lines on the P.O. The new line will be inserted above the line selected.

## Delete Button

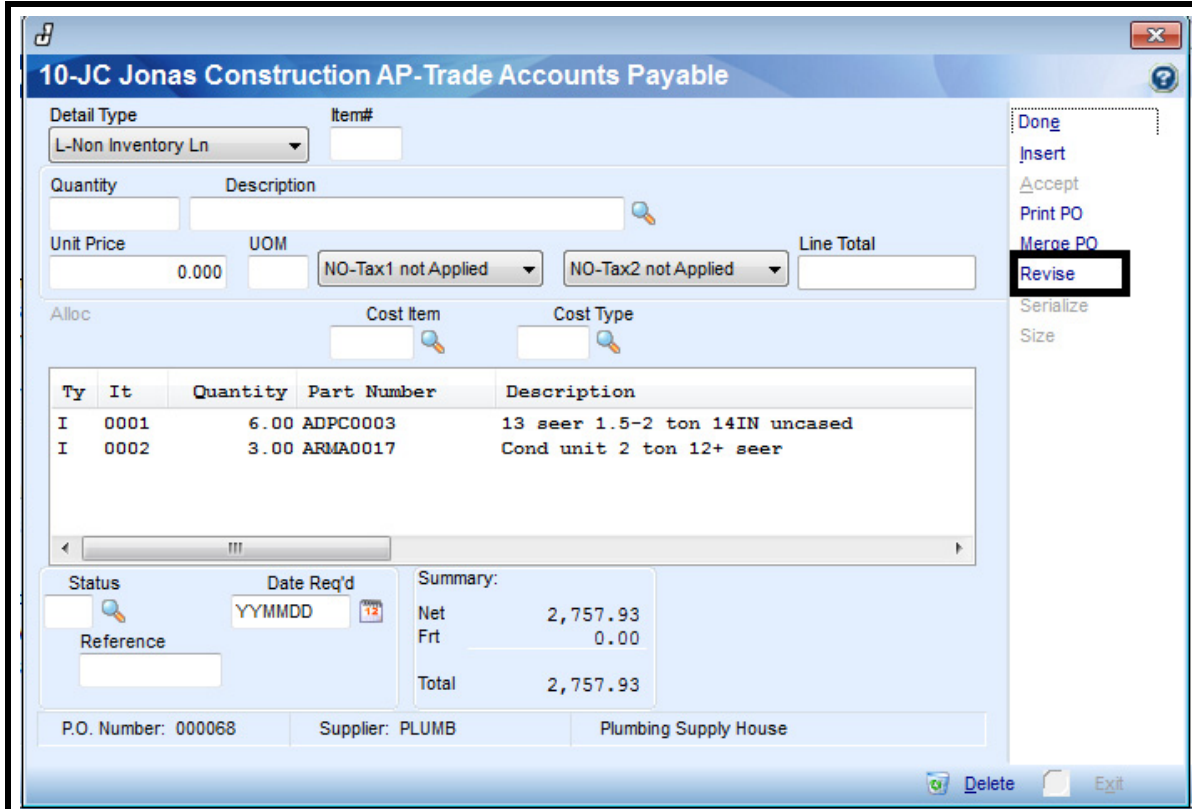
The user may delete a line simply by highlighting the undesired line and clicking the 'Delete' button.

## Done Button

When you are finished entering, press 'Done' to be returned to the main screen. OK will be highlighted. Pressing <OK> tells the system you are finished entering information and would like to create the P.O.

## Revise Button

To revise a P.O. that was previously issued, go to **Setup/Edit P.O.'s -> Details** and then choose **Revise** under **Functions**, at the bottom right side as shown below:



The screenshot shows the '10-JC Jonas Construction AP-Trade Accounts Payable' window. The 'Detail Type' is set to 'L-Non Inventory Ln'. The 'Quantity' is 0.000 and the 'UOM' is 'NO-Tax1 not Applied'. The 'Line Total' is 0.000. The 'Cost Item' is 'NO-Tax2 not Applied'. The 'Status' is 'I' and the 'Date Req'd' is 'YYMMDD'. The 'Reference' is empty. The 'Summary' shows: Net 2,757.93, Frt 0.00, Total 2,757.93. The 'P.O. Number' is 000068, the 'Supplier' is PLUMB, and the 'Plumbing Supply House' is listed. The 'Revise' button is highlighted in the Functions menu on the right.

Ty	It	Quantity	Part Number	Description
I	0001	6.00	ADPC0003	13 seer 1.5-2 ton 14IN uncased
I	0002	3.00	ARMA0017	Cond unit 2 ton 12+ seer

You may now enter the revised figures.

### **Note:**

A revision is different from an edit. Edits *change* the original figures. A revision *forces additional lines*, + or - in value. Some companies do not allow the editing of a P.O. once it is printed. To take advantage of this feature, simply set the flag **"Allow Edit of a Printed P.O."** in **Administration -> System Setup -> System Parameters -> Options ~ User**.

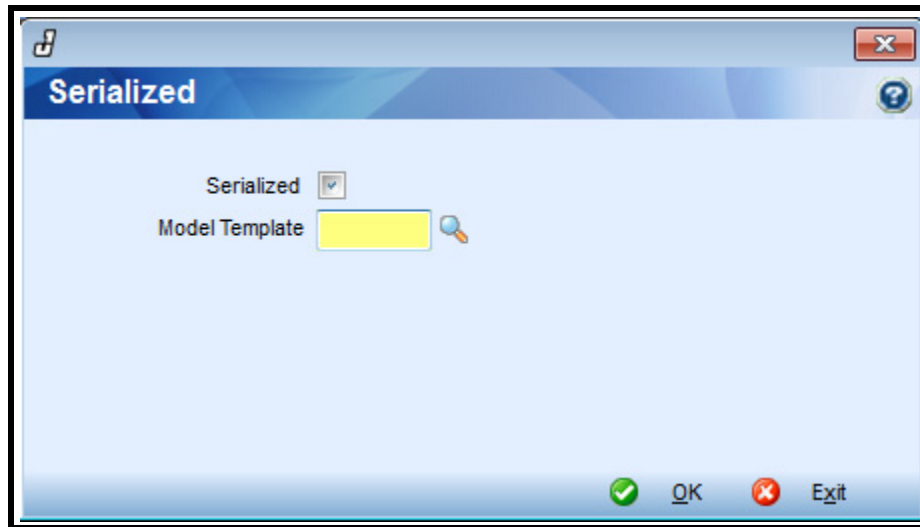
If you choose to add (or subtract) from an existing P.O. by clicking on the **Revise** button, you will not be able to re-print the detail lines of your original order. A revision creates a balance forward and adds (and prints) the details of "this revision" to the balance forward.

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## Serialized Button

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If the part being ordered is a serialized part being ordered for a Job or Work Order, selecting this feature will allow the setup of the Customer Service Item and a Service Contract when the serialized part is received. You can select the **Model Template** for the part as well.



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## On Hand Button

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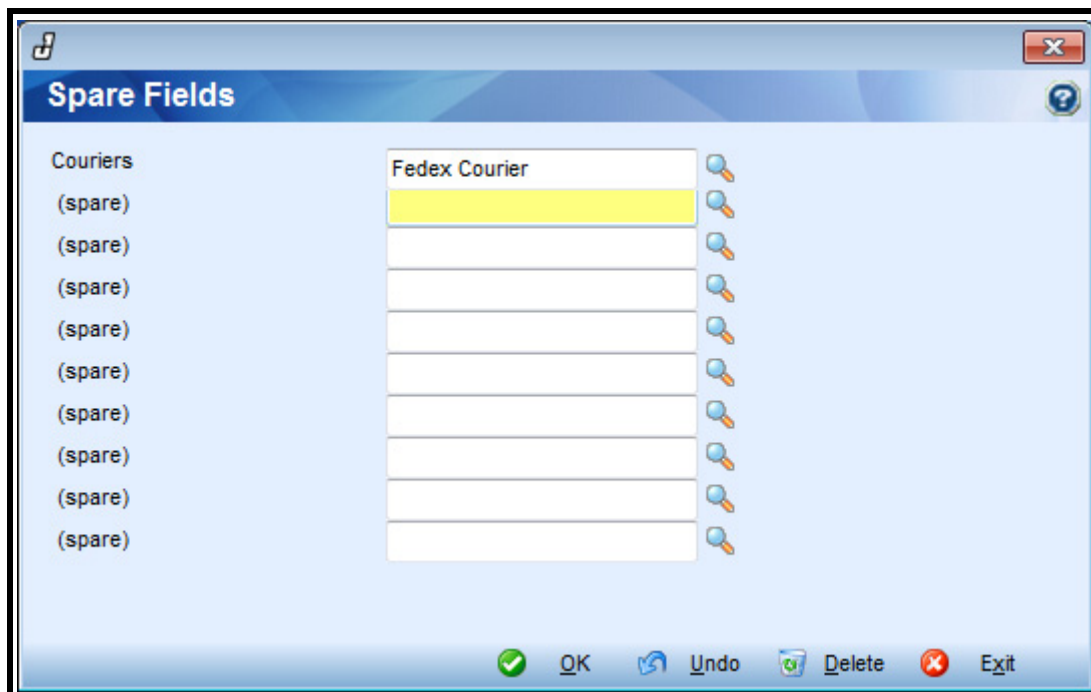
This button will only be displayed if the flag “Extra On Hand Info” is selected on the **Inventory -> Files -> Parts/Invoicing Parameters: Options** screen.

To display the inventory of a line item, highlight the item and press the <**On Hand**> button.

Purchase Order -> Purchase Orders -> Setup/Edit Purchase Orders ~ Spares

# Spares Button

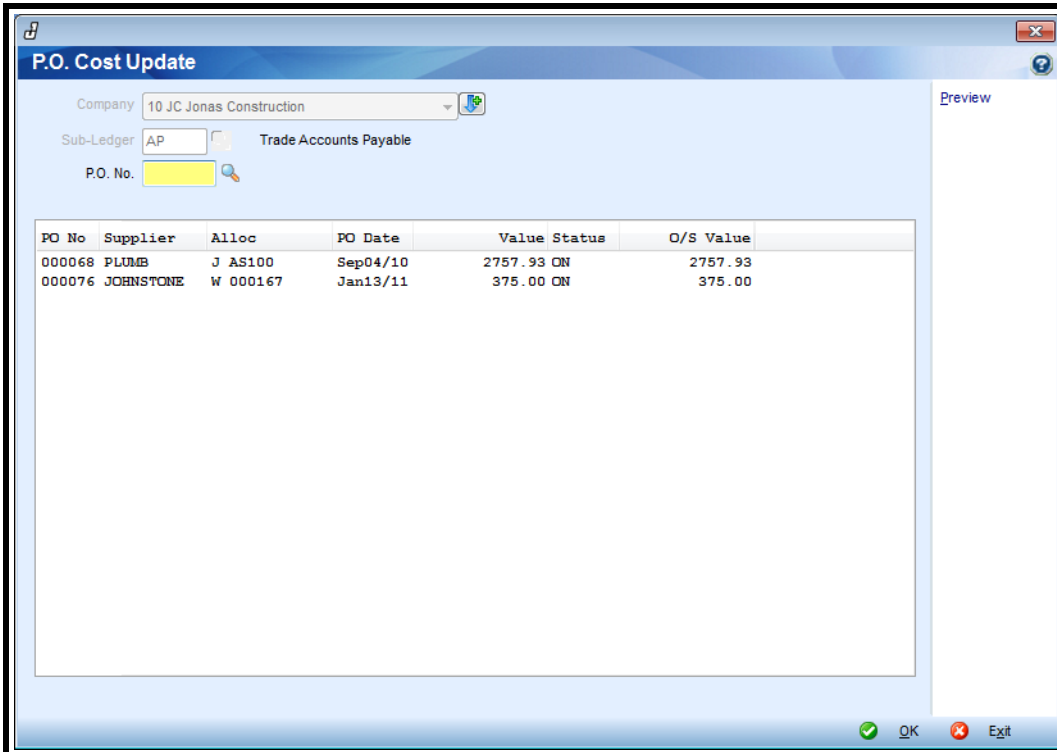
The description of this field is user-defined on the "Spares" screen of **P.O. System Profile** -> **Files** sub-menu. Use the description to guide you in entering the corresponding description/reference/date/etc or press <F2> to select from a list of items (defined on the "Spares" screen of "P.O. System Profile" when you select the button for this user-defined field).



Purchase Order -> Purchase Orders -> Setup/Edit Purchase Orders ~ Cost Update

# Cost Update Button

Select this button to update the costs associated with the P.O. You can preview the information prior to updating.

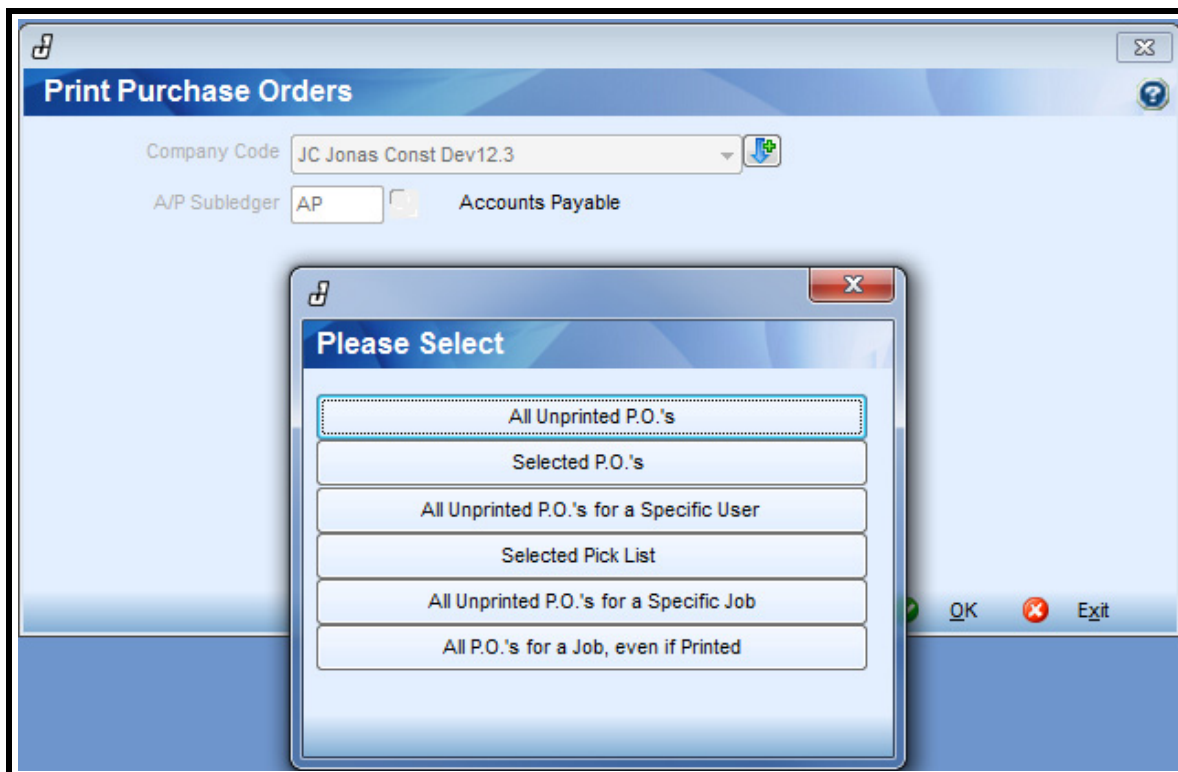


PO No	Supplier	Alloc	PO Date	Value	Status	O/S Value
000068	PLUMB	J AS100	Sep04/10	2757.93	ON	2757.93
000076	JOHNSTONE	W 000167	Jan13/11	375.00	ON	375.00

Purchase Order -> Purchase Orders -> Print Purchase Orders

# Print Purchase Orders

This program allows you to print all previously un-printed Purchase Orders, print/re-print selected Purchase Orders, or print all un-printed Job Purchase Orders. In addition, the following options are also available:



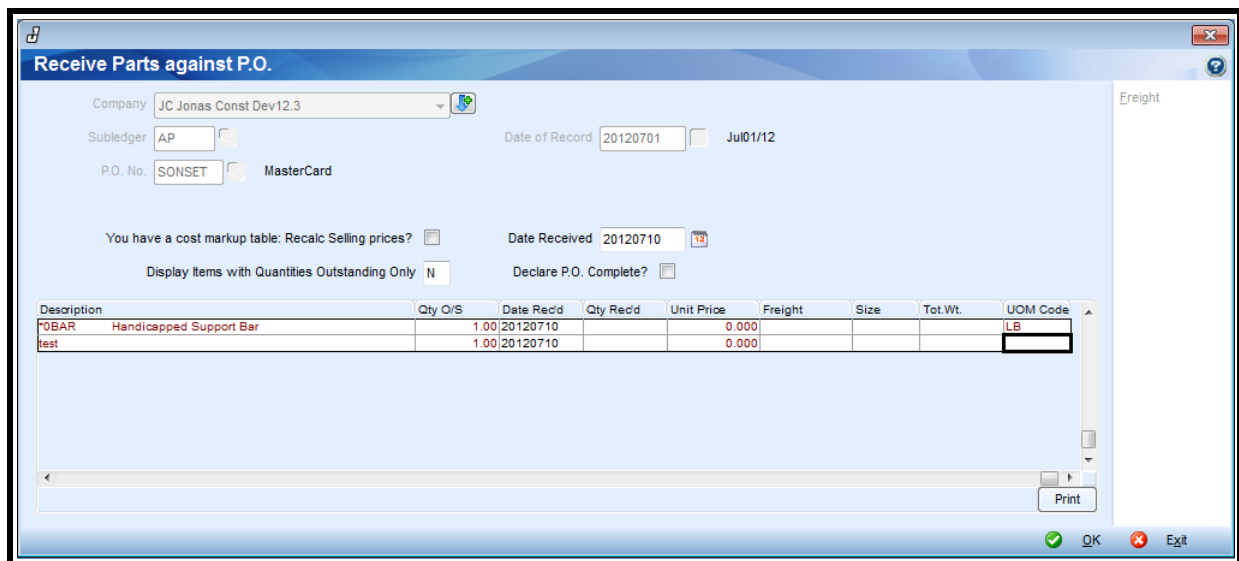
Depending on your selection, additional fields may display on the screen to further customize the Purchase Orders printed.

Purchase Order -> Processing -> Receive Parts against P.O.

## Processing

# Receive Parts Against P.O.

This screen is used to receive the parts against a P.O. It will update the P.O. and indicate that the parts have been received and the date they were received. If it is an inventory part it will update the inventory with the quantity. No G/L entry will be made as that is a function of receiving the Suppliers invoice and entering it into A/P.



Description	Qty O/S	Date Rec'd	Qty Rec'd	Unit Price	Freight	Size	Tot. Wt.	UOM Code
OBAR Handicapped Support Bar	1.00	20120710		0.000				LB
test	1.00	20120710		0.000				

### **Note:**

The UOM code displayed on this screen is taken from what is displayed on the **Inventory -> Files -> Parts/Inventory Master** screen.

## Company

Press <ENTER> to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.

## Sub-Ledger

If you are using multiple A/P sub-ledgers then you will pick which sub ledger the P.O. will



be issued from.

**Date of Record**

Select the date that is to be used for recording from the calendar, or enter in a date. Pressing enter will default to today's date.

**P.O. No.**

Enter the Purchase Order number or press <F2> to select from a list of numbers.

**Warehouse Code**

Enter the Warehouse code where these Parts are stored or press <F2> to select from a list of codes.

**You have a cost markup table: Recalc Selling prices?**

This is only applicable if you do Parts Invoicing and have the different **Sell Price Levels** setup. **It is not applicable to most users.**

**Date Received**

Enter the date that the parts were received.

**Display Items with Quantities Outstanding Only**

Enter "**Y**" (yes) to display only the line items from a PO that have not been fully received.

Enter "**N**" (no) to display all line items whether the items have been received or not. This is the default option that will be selected if you just press Enter on this field.

**Declare PO Complete?**

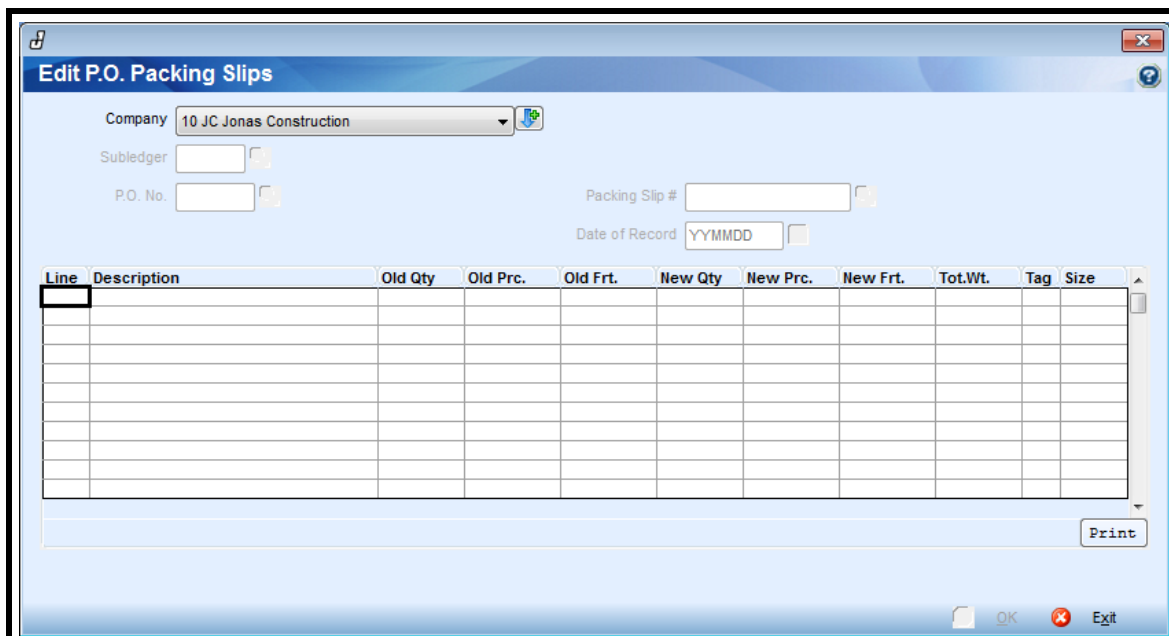
If this option is selected, the PO will be declared complete as of today's date.

On the line items listed, the **Description**, **Quantity Outstanding**, and **Unit Price** fields will be filled in by the system. Enter in the **Date Received** (will default to the date entered above, but can be changed per line if necessary) **Quantity Received**, **Freight**, **Size** and **Total Weight** fields for each line.

Purchase Order -> Processing -> Edit Packing Slips

# Edit Packing Slips

This program allows you to edit packing slip detail only if the option **Rec'ts: Use Packing Slips** is turned on in PO Profile. For each line edited, two separate lines will show on the audit trail, the first being the original receipt line, with reverse quantity and weight, and the second will show the edited information.



## Company

Press <ENTER> to accept the default Company whose information you wish to set up or use the Small Down Arrow to select from a list of Companies.

## Sub-Ledger

If you are using multiple A/P sub-ledgers then you will pick which sub ledger the P.O. will be issued from.

## P.O. No.

Enter the Purchase Order number or press <F2> to select from a list of numbers.

**Packing Slip**

Enter the packing slip number here or press <F2> to select from the list of packing slips.

**Date of Record**

Enter the date that you want the packing slip to be recorded, or select a date from the calendar.

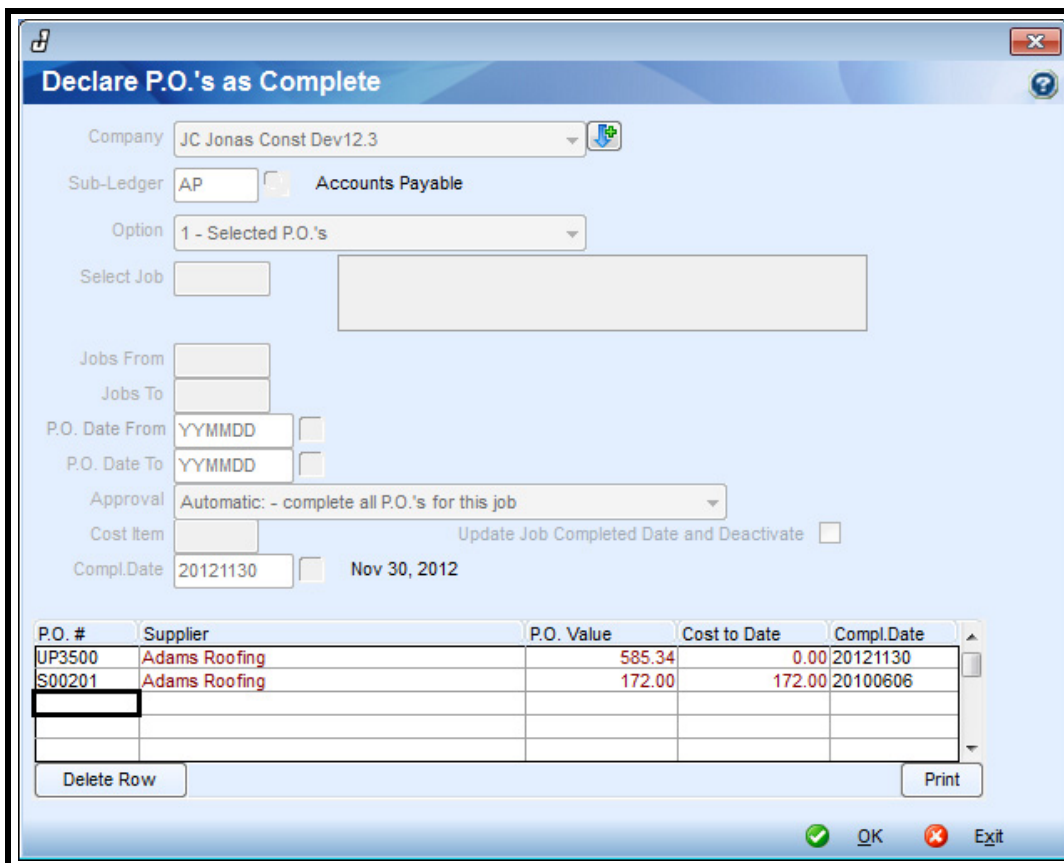
On the line items listed, the **Description**, **Old Quantity**, **Old Price**, and **Old Freight and New Freight** fields will be filled in by the system. You can change the **New Quantity** and **New Prc.** fields, and add the **Total Weight**, **Tag**, and **Size** for each line.

Purchase Order -> Processing -> Declare P.O.'s as Complete

# Declare P.O.'s as Complete

Declaring a P.O. as “**complete**” tells the system that all the goods have been received and all the invoices have been charged to this P.O. If the value of the P.O. is not equal to the dollars charged to it, declaring the P.O. as complete will make a commitment adjustment.

A commitment adjustment,(+ or -), changes the value of the P.O. to the value of goods charged to it. For example, a \$100 P.O. has \$98 charged to it and there will be no more invoices charged to the P.O. Declaring the P.O. as “**Complete**” will write a -\$2 adjustment to the P.O. Prior to being declared complete, the system would have been expecting \$2 more to be charged to this P.O. There would have been an outstanding commitment of \$2.



P.O. #	Supplier	P.O. Value	Cost to Date	Compl.Date
UP3500	Adams Roofing	585.34	0.00	20121130
S00201	Adams Roofing	172.00	172.00	20100606

### Option

From the list, select which Purchase Orders to process:

- 1 - Selected P.O.'s
- 2 - P.O.'s for a Selected Job
- 3 - P.O.'s for a Range of Jobs
- 4 - P.O.'s for a Date Range
- 5 - All N/A P.O.'s
- 6 - All Equipment P.O.'s
- 7 - All Multi P.O.'s
- 8 - P.O.'s for Closed Work Orders

For options 5, 6, and 7 above, enter in a completion date to be used.

### Select Job

Enter the Job number or press <F2> to select from the list of Jobs.

### Jobs From

Enter a starting "From" job for to be selected for P.O. completion. Press <F2> to select from a list of Jobs.

### Jobs To

Enter an ending "To" job to be selected for P.O. completion. Press <F2> to select from a list of Jobs.

### P.O. Date From

Enter the starting (**FROM**) date to be used (ie. only P.O.'s from the FROM date up to and including the TO date will be included). Press <ENTER> to start at the first date on file or press <F2> to select the date from the Calendar.

### P.O Date To

Enter the ending (**TO**) date to be used (ie. only P.O.'s from the FROM date up to and including the TO date will be included). Press <ENTER> to end at the last date on file or press <F2> to select the date from the Calendar.

### Cost Item

Enter the Cost Item or press <F2> to select from the list.

### P.O. #

Enter the PO Number or Press <F2> to select from the list of P.O.s. If above you have selected Option 2 or 3, P.O.s will be listed automatically and you will not have an <F2> option.

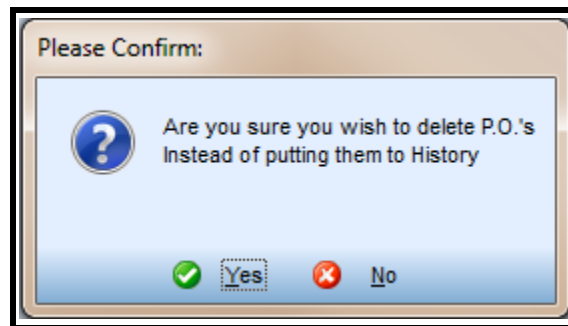
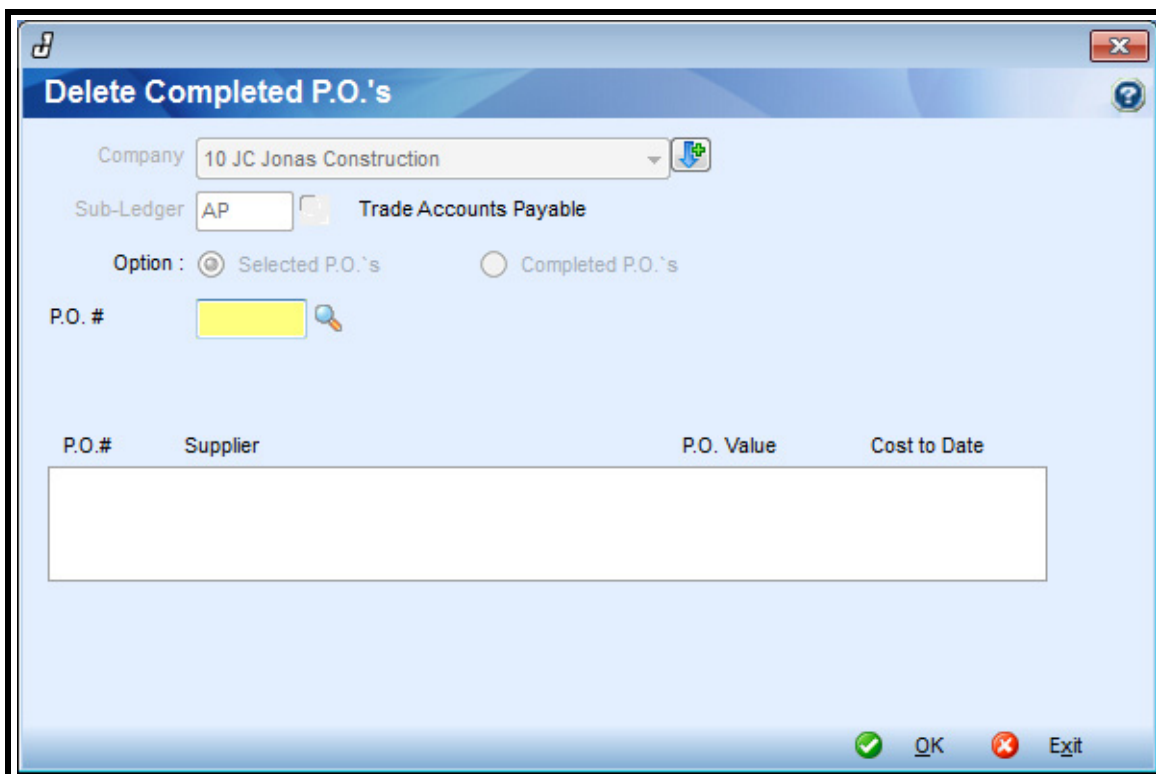
**Compl. Date**

Enter the Completion date to be used. Press <ENTER> for the current date or press <F2> to select the date from the Calendar.

Purchase Order -> Processing -> Delete Completed P.O.'s

# Delete Completed P.O.'s

When you are satisfied that a Purchase Order is complete and has been fully billed, this program will delete the Purchase Order. When you first access this screen, you will see the following warning message:

P.O.#	Supplier	P.O. Value	Cost to Date

**Sub-Ledger**

If you are using multiple A/P sub-ledgers then you will pick which sub ledger the P.O. will be issued from.

**Option**

Which Purchase Orders do you want to delete?

Selected P.O.s (check the box) to pick the Purchase Orders to be deleted.

Completed P.O.s (check the box) to delete all completed Purchase Orders.

**P.O. #**

Enter the Purchase Order number to be deleted. (Each Purchase Order you enter/ select will be shown in the box at the bottom of the screen.) Press <F2> to select from the list of numbers.

To Remove a Selected P.O.:

If you select a Purchase Order, then decide that it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box at the bottom of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).

**As of Date: (for Completed P.O.'s)**

Select the As of Date that you want completed P.O.'s to be deleted from.

**Delete For (For Completed P.O's)**

Select an option for which to delete:

- All Jobs (Job PO's only)
- Range of Closed Jobs
- Selected Jobs
- Work Orders (Closed)
- N/A (Misc) Type
- Multi PO's (Closed)



**Note:**

Job Options refer only to Purchase Orders allocated on the main setup screen to a single Job. Purchase Orders with Work Order, Equipment, NA or Multiple Allocations will be skipped.

Work Order options refer only to Purchase Orders allocated on the main setup screen to a single Work Order. Purchase Orders with Job, Equipment, NA or Multiple Allocations will be skipped.

To delete Equipment or Multiple Allocation Purchase Orders, use the Selected P.O.'s Option.

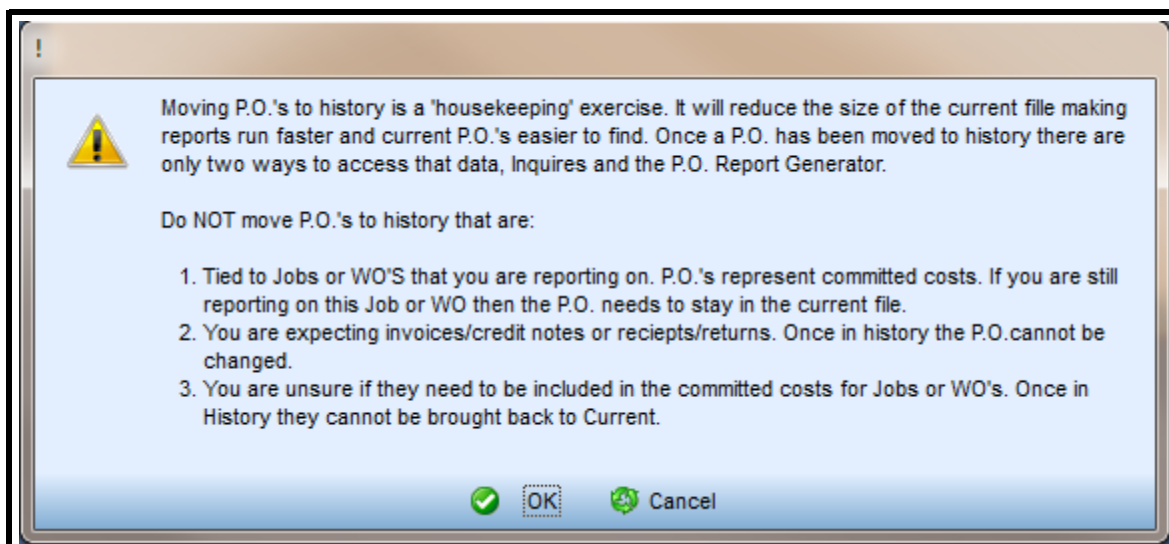
Purchase Order -> Processing -> Move Completed P.O.'s to History

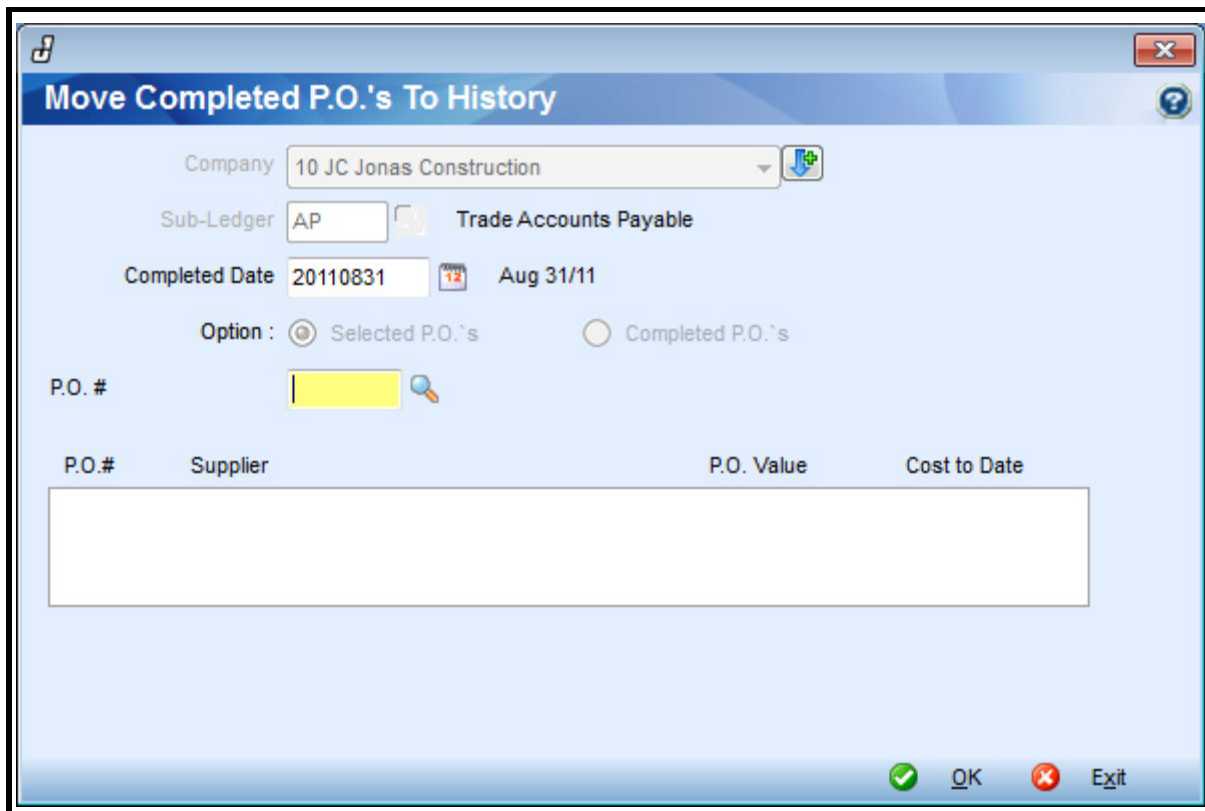
---

# Move Completed P.O.'s to History

This program allows you to move completed P.O.'s to history. They need not be deleted. Once in history they can be reported on via the P.O. Report Generator or through P.O. Inquiry.

Note the following warnings before you use this option (this screen will appear before proceeding):





**Move Completed P.O.'s To History**

Company: 10 JC Jonas Construction

Sub-Ledger: AP Trade Accounts Payable

Completed Date: 20110831 Aug 31/11

Option: ☒ Selected P.O.'s ☐ Completed P.O.'s

P.O. #

P.O.#	Supplier	P.O. Value	Cost to Date

OK Exit

### Completed Date

Select the As of Date that you want completed P.O.'s to be moved from. Only P.O.'s Completed on or before this date will be moved to history.

### Option

Which Purchase Orders do you want to move?

**Selected P.O.s** (check the box) to pick the Purchase Orders to be move.

**Completed P.O.s** (check the box) to move all completed Purchase Orders.

### P.O. #

Enter the Purchase Order number to be deleted. (Each Purchase Order you enter/ select will be shown in the box at the bottom of the screen.) Press <F2> to select from the list of numbers.

To Remove a Selected P.O.:

If you select a Purchase Order, then decide that it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box at the bottom of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).

Purchase Order -> Processing -> Remove PO's From History

# Remove PO's From History

If you want to permanently delete your P.O.'s from history, use this program.

**Remove P.O.'s from History**

Company: 10 JC Jonas Construction

Sub-Ledger: AP Trade Accounts Payable

Completed Date: 20100731 Jul 31/10

Option : ☒ Selected P.O.'s ☐ History P.O.'s

P.O. #

OK Exit

## Completed Date

Select the As of Date that you want completed P.O.'s to be removed from. Only P.O.'s Completed on or before this date will be removed from history.

## Option

Which Purchase Orders do you want to move?

**Selected P.O.s** (check the box) to pick the Purchase Orders to be move.

**History P.O.s** (check the box) to move all History PO's before a certain date.

**P.O. #**

Enter the Purchase Order number to be deleted. (Each Purchase Order you enter/ select will be shown in the box at the bottom of the screen.) Press <**F2**> to select from the list of numbers.

**To Remove a Selected P.O.:**

If you select a Purchase Order, then decide that it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box at the bottom of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).

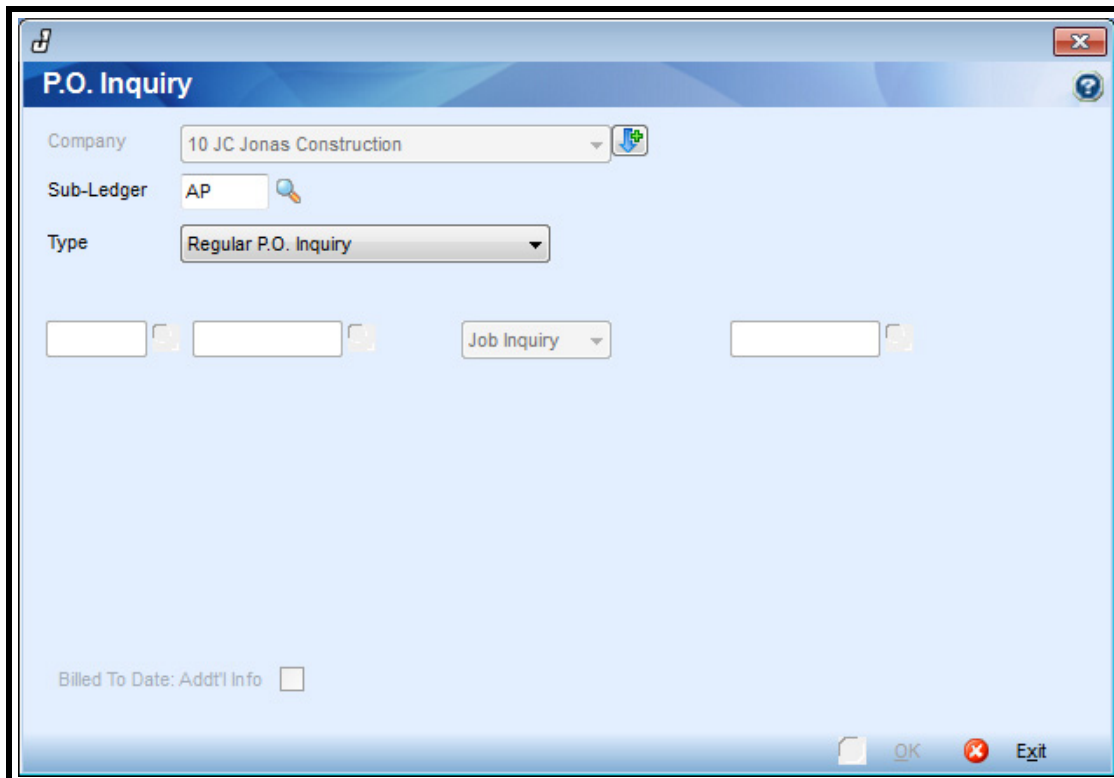
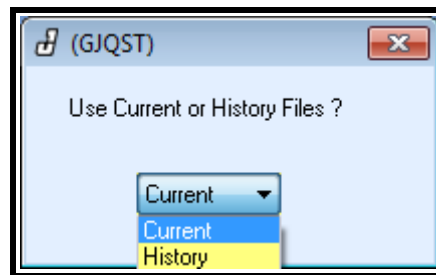
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Purchase Order -> Inquiries

---

# PO Inquiry

This program allows you to view Purchase Order information on the screen or printer. You can view information for all Purchase Orders for a particular Supplier, or for a particular Job. You will be asked to select which PO's you wish to include in your inquiry from History or Current.



## Type

Select the Type of P.O. Inquiry:

- Regular P.O. Inquiry
- Parts Inquiry
- Date Inquiry

## Part Number

Enter the Part number or press <F2> to select from a list of Parts.

## From Date

Enter the starting (**FROM**) date to be used (ie. only P.O.'s from the FROM date up to and including the TO date will be included). Press <ENTER> to start at the first date on file or press <F2> to select the date from the Calendar.

## To Date

Enter the ending (**TO**) date to be used (ie. only P.O.'s from the FROM date up to and including the TO date will be included). Press <ENTER> to end at the last date on file or press <F2> to select the date from the Calendar.

## P.O.#

Press <ENTER> if you want to show all Purchase Orders for a selected Supplier, or for a selected Job.

- or -

Enter the Purchase Order number you want to see. (Each Purchase Order you enter/ select will be shown in the box at the bottom of the screen.)

- or -

Press <F2> to select from the list of numbers.

## To Remove a Selected P.O.:

If you select a Purchase Order, then decide that it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box at the bottom of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).

## Supplier Code

Press <ENTER> if you want all Purchase Orders for all Suppliers for a particular Job.

- or -

Enter the Supplier code if you want the inquiry restricted to all Purchase Orders for just one Supplier.

- or -

Press <F2> to select from a list of Suppliers.

### **Inquiry List**

From the list, select whether you want:

- a Job inquiry,
- a Work Order inquiry, or
- an Equipment inquiry.

### **Job/WO/Equip**

Press <ENTER> if you want all Jobs/Work Orders/Equipment (or if Jobs/Work Orders/Equipment are not applicable).

- or -

Enter the Job/Work Order/Equipment number, to restrict the inquiry to a single Job/Work Order/Equipment.

- or -

Press <F2> to select from the list of numbers.

### **Billed To Date Addt'l info**

If this option is selected, additional information will show in the Bill To Date section: Due Date, Chk #, Chk Date.

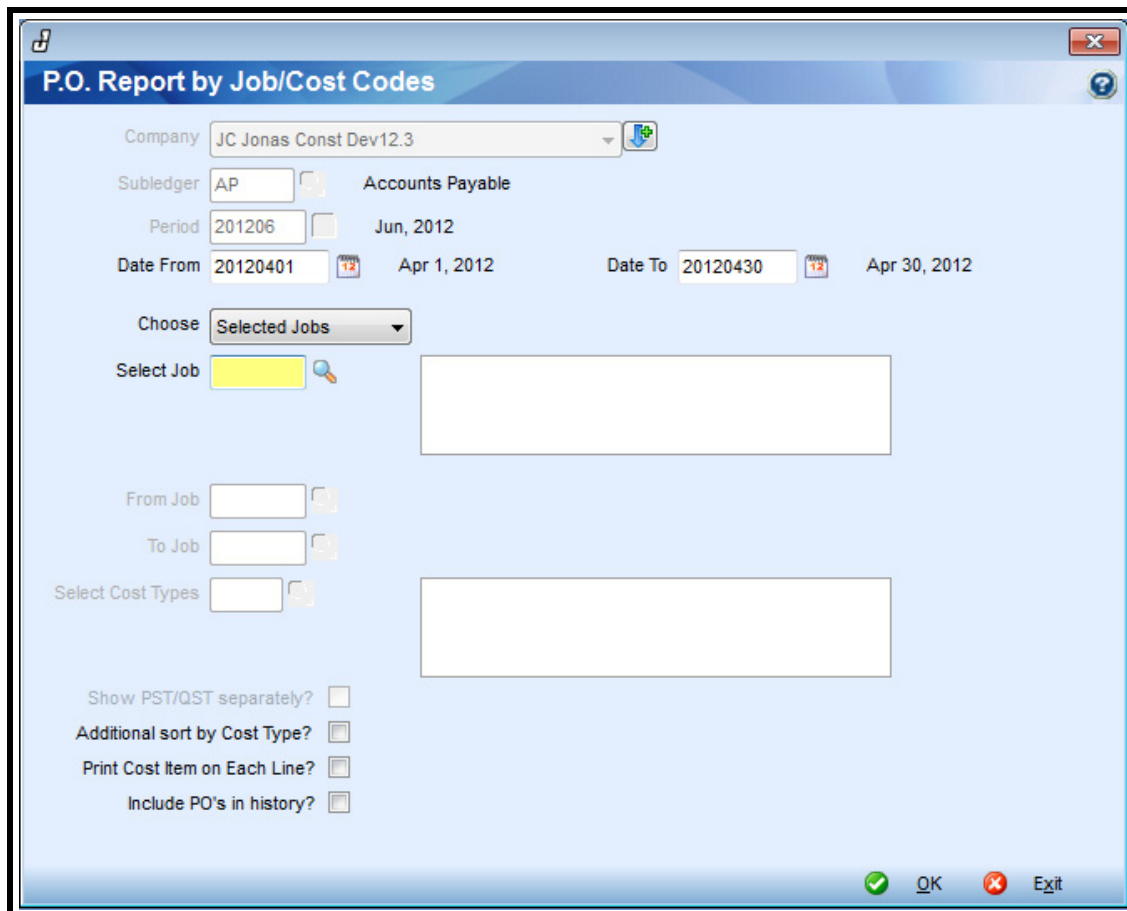


Purchase Order -> Reports -> P.O. Report by Job/Cost Codes

# P.O. Report by Job/Cost Codes

This option reports Purchase Orders issued for Jobs and issued by Job and Cost Item. You must have the option, in **Accounts Payable > Options > User Options**, to post your invoices in detail as this report gives you the amount invoiced by your Supplier and charged to specific Cost Items.

If using the accrual system, this report will not show the amount invoiced.



The screenshot shows the 'P.O. Report by Job/Cost Codes' window. The window has a title bar with a question mark icon. The main area contains the following fields and options:

- Company:** JC Jonas Const Dev12.3
- Subledger:** AP (Accounts Payable)
- Period:** 201206 (Jun, 2012)
- Date From:** 20120401 (Apr 1, 2012)
- Date To:** 20120430 (Apr 30, 2012)
- Choose:** Selected Jobs
- Select Job:** (Empty text box with a magnifying glass icon)
- From Job:** (Empty text box with a magnifying glass icon)
- To Job:** (Empty text box with a magnifying glass icon)
- Select Cost Types:** (Empty text box with a magnifying glass icon)
- Show PST/QST separately?** ☐
- Additional sort by Cost Type?** ☐
- Print Cost Item on Each Line?** ☐
- Include PO's in history?** ☐

At the bottom right, there are three buttons: a green checkmark icon, 'OK', and a red 'X' icon, followed by 'Exit'.

**Date From**

Enter a From date here which can be any date prior to and within the Period Indicated. The Period selected is an "As of Period".

**Date To**

Enter a To date here which can be any date up to and including the last day of the month for the period selected.

**Additional Sort by Cost Type**

If 'Y' then within each Cost Item, there will be an additional sub-total sort by '**Cost Type**'.

**Include PO's in history?**

If this option is selected, then when printing a report, PO's that were moved to history using the "**Move Completed P.O.'s to History**" program will be included in the report.

**Select Cost Types**

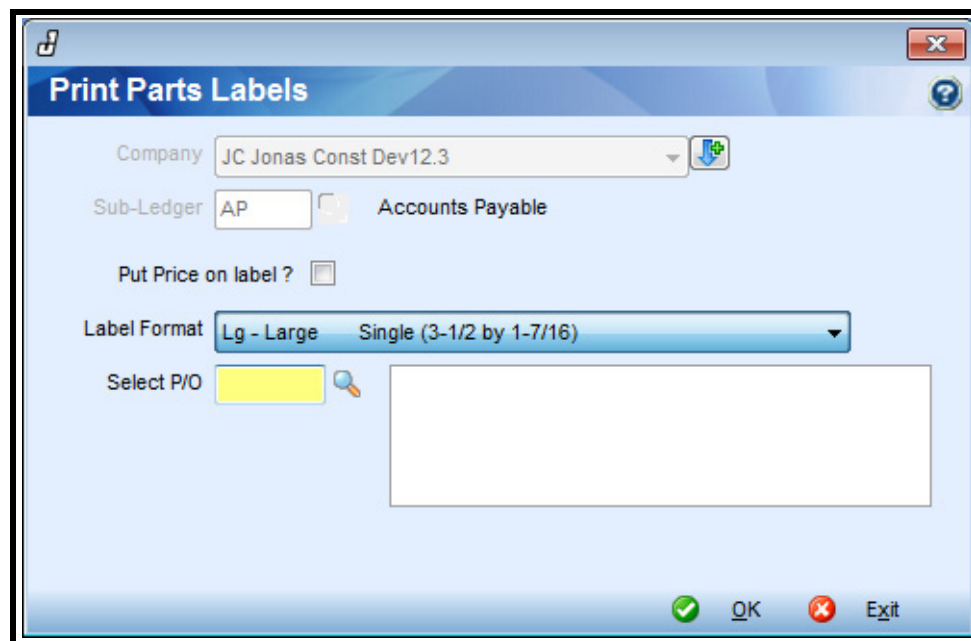
Enter the Cost Type code or press <F2> to select from the list of codes or to select all Cost Types at once. A sub-total will print per Cost Type on the report.

Purchase Order -> Reports -> Print Parts Labels by P.O.

# Print Parts Labels by P.O.

This program allows you to create Parts Labels for all the items on selected P.O.s. In addition, it will check a field in the **Parts/Inventory Master -> Misc.** screen (called 'Print 1 Label per') that will reduce the number of Parts Labels created.

For example, if something is costed on a per unit basis, but you purchase and sell them in boxes of 100, then if you have a P.O. for 200 (2 boxes), you only need 2 Parts Labels created for them, not 200.



## Put Price on label?

Do you want the computer to put the Part Price on the Label?

**YES** (check the box) to print the Price

**NO** (do not check the box) to suppress the Price

## Label Format

From the list, select the Label format you want.

**Select P/O**

Enter the Purchase Order number you want to print labels for. (Each Purchase Order you enter/ select will be shown in the box at the right of this field.) Press <F2> to select from the list of numbers.

To Remove a Selected P.O.:

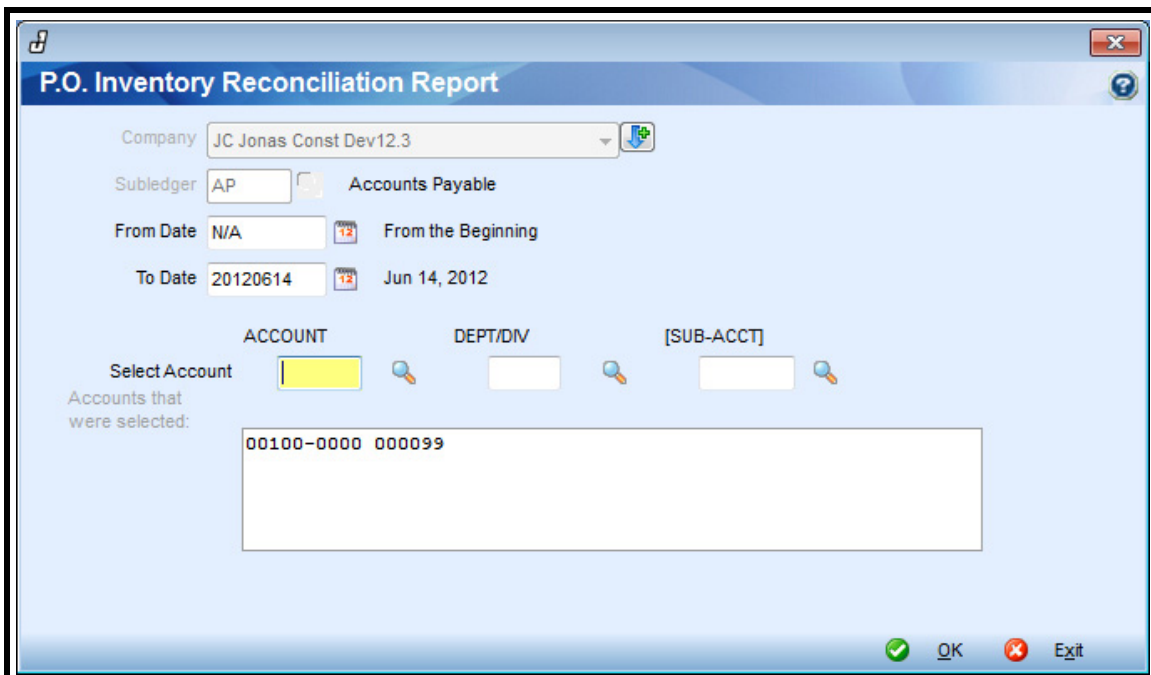
=====

If you select a Purchase Order, then decide that it is not the one you want, you may remove it from the "selected" list by double clicking the one you want to remove from the box at the bottom of the screen (the computer will ask you to confirm that you want to remove it from the "selected" list).

Purchase Order -> Reports -> P.O. Inventory Reconciliation Report

# P.O. Inventory Reconciliation Report

This report matches parts received and invoices from A/P and tries to reconcile differences. This works with multi-PO setups.



The screenshot shows a software window titled "P.O. Inventory Reconciliation Report". The window has a blue header bar with the title and a help icon. Below the header, there are several input fields and buttons:

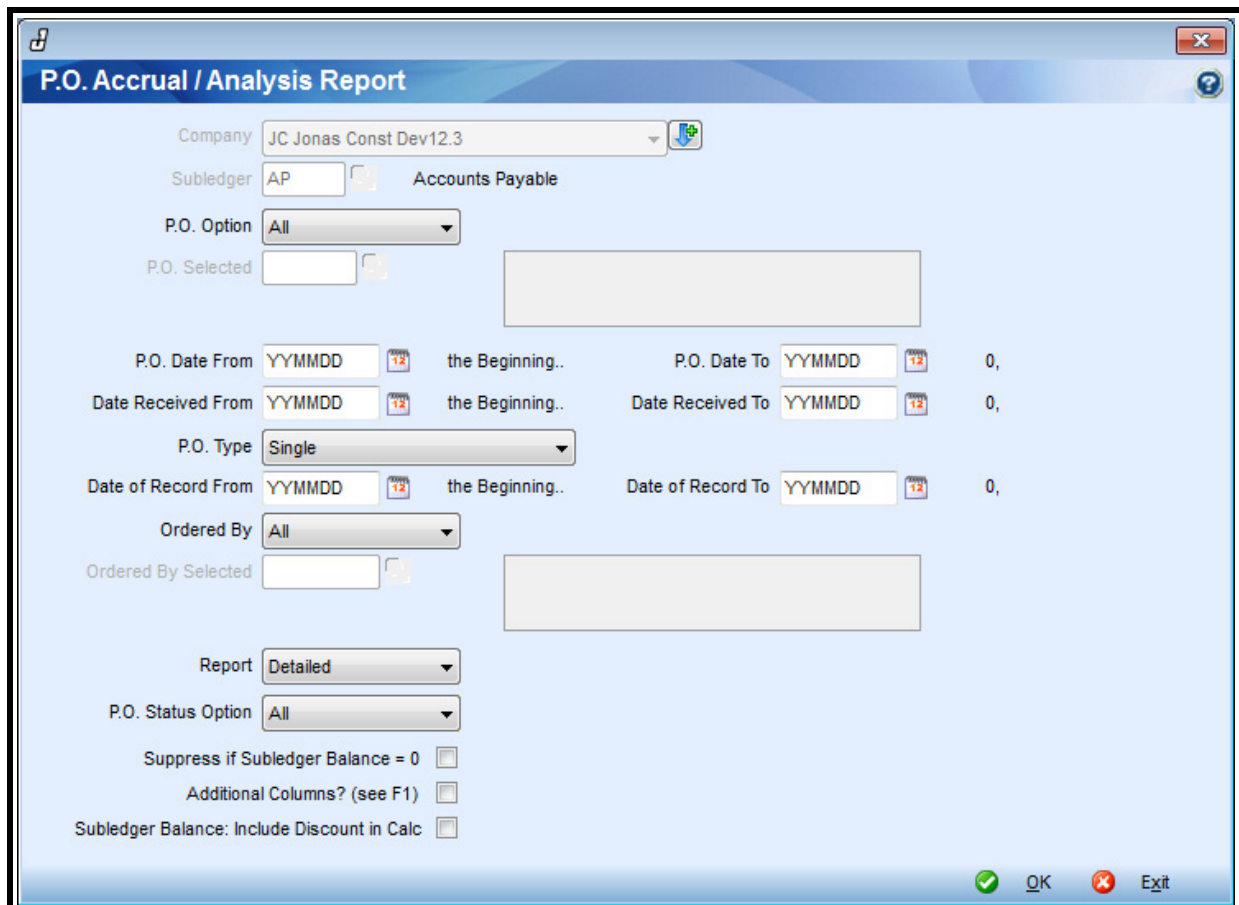
- Company:** A dropdown menu showing "JC Jonas Const Dev12.3".
- Subledger:** A dropdown menu showing "AP" and a button labeled "Accounts Payable".
- From Date:** A text field showing "N/A" and a calendar icon, with a label "From the Beginning".
- To Date:** A text field showing "20120614" and a calendar icon, with a label "Jun 14, 2012".
- ACCOUNT, DEPT/DIV, [SUB-ACCT]:** Three text fields with search icons. The "ACCOUNT" field is highlighted in yellow.
- Select Account:** A button next to the "ACCOUNT" field.
- Accounts that were selected:** A text area showing "00100-0000 000099".
- Buttons:** At the bottom right, there are three buttons: a green checkmark icon, "OK", and a red X icon labeled "Exit".

Purchase Order -> Reports -> P.O. Accrual/Analysis Report

# P.O. Accrual/Analysis Report

This was originally created as a Custom Report for a specific client, but it is available for anyone to use.

The columns of this report were created according to a custom Client request and the way it works, is as per that request.



## Additional Columns?

If this option is selected, then the report will display the following additional columns:

Sales Tax

Freight

Discount

**Subledger Balance: Include Discount in Calc**

The Subledger Balance = Amount Paid to Date - Accrued to Date If this flag is checked 'On' then it will include the Discount amount in the Subledger calculation.