Microsoft Dynamics® GP

Purchase Order Processing

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INTRODUCTION

Introduction

You can use Purchase Order Processing to enter standard, drop-ship, and blanket purchase orders for items. When necessary, you can change the status of a purchase order or the individual line items on the purchase order. For example, you might cancel a line item on a purchase order if the item that you've ordered has been discontinued or if you won't be receiving part of the quantity ordered for the purchase order.

You also can use Purchase Order Processing to complete the following tasks:

- Enter and post shipment receipts, in-transit inventory receipts, and invoice receipts individually or in batches
- Enter and post shipment/invoice receipts individually or in batches
- Match shipments to invoices so that accurate costs are assigned to items received into inventory
- Apply landed costs, such as shipping costs and handling fees, to items
- Use purchase order generator to automatically create purchase orders to replenish inventory quantities
- Process purchasing returns and offsets the original purchase order transaction amount against inventory accounts and applicable general ledger accounts. Returned items are matched to the original receipts.

If you are using Project Accounting, you can enter purchase orders and drop-ship purchase orders for projects.

If you are using Sales Order Processing, you can commit purchase order line items to Sales Order Processing line items to fill sales orders.

If you are using Purchase Order Enhancements, you can approve and commit purchase orders and return items that have been received on a shipment or shipment/invoice receipt. For more information, see the Purchase Order Enhancements documentation.

This introduction is divided into the following sections:

- *What's in this manual*
- *Symbols and conventions*
- *Resources available from the Help menu*
- *Send us your documentation comments*

What's in this manual

This manual is designed to give you an understanding of how to use the features of Purchase Order Processing, and how it integrates with the Microsoft Dynamics® GP system.

To make best use of Purchase Order Processing, you should be familiar with systemwide features described in the System User's Guide, the System Setup Guide, and the System Administrator's Guide.

Some features described in the documentation are optional and can be purchased through your Microsoft Dynamics GP partner.

To view information about the release of Microsoft Dynamics GP that you're using and which modules or features you are registered to use, choose Help >> About Microsoft Dynamics GP.

The manual is divided into the following parts:

- Part 1, **Setup and cards**, introduces Purchase Order Processing and gives detailed instructions on setting it up.
- Part 2, **Purchase orders**, explains how to enter, print, issue, and manage purchase orders.
- Part 3, **Receipts**, explains how to enter and manage receipts.
- Part 4, **Purchase order returns**, includes information about using purchase order returns.
- Part 5, **Inquiries and reports**, explains how to use inquiries and reports to analyze your purchasing and receiving activity.
- Part 6, **Utilities**, describes procedures you can use to reconcile purchase order information or remove history.

Symbols and conventions

This manual uses the following symbols to make specific types of information stand out.

Symbol	**Description**
💡	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
⚠	The warning symbol indicates situations you should be especially aware of when completing tasks. Typically, this includes cautions about performing steps in their proper order, or important reminders about how other information in Microsoft Dynamics GP may be affected.
💵	The multicurrency symbol points out features or procedures that apply if you're using Multicurrency Management.

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	**Description**
Creating a batch	Italicized type indicates the name of a section or procedure.
File >> Print or **File > Print**	The (>>) or (**>**) symbol indicates a sequence of actions, such as selecting items from a menu or toolbar, or pressing buttons in a window. This example directs you to go to the File menu and choose Print.
TAB or ENTER	Small capital letters indicate a key or a key sequence.

Resources available from the Help menu

The Microsoft Dynamics GP Help menu gives you access to user assistance resources on your computer, as well as on the Web.

Contents

Opens the Help file for the active Microsoft Dynamics GP component, and displays the main "contents" topic. To browse a more detailed table of contents, click the Contents tab above the Help navigation pane. Items in the contents topic and tab are arranged by module. If the contents for the active component includes an "Additional Help files" topic, click the links to view separate Help files that describe additional components.

To find information in Help by using the index or full-text search, click the appropriate tab above the navigation pane, and type the keyword to find.

To save the link to a topic in the Help, select a topic and then select the Favorites tab. Click Add.

Index

Opens the Help file for the active Microsoft Dynamics GP component, with the Index tab active. To find information about a window that's not currently displayed, type the name of the window, and click Display.

About this window

Displays overview information about the current window. To view related topics and descriptions of the fields, buttons, and menus for the window, choose the appropriate link in the topic. You also can press F1 to display Help about the current window.

Lookup

Opens a lookup window, if a window that you are viewing has a lookup window. For example, if the Checkbook Maintenance window is open, you can choose this item to open the Checkbooks lookup window.

Show Required Fields

Highlights fields that are required to have entries. Required fields must contain information before you can save the record and close the window. You can change the font color and style used to highlight required fields. On the Microsoft Dynamics GP menu, choose User Preferences, and then choose Display.

Printable Manuals

Displays a list of manuals in Adobe Acrobat .pdf format, which you can print or view.

What's New

Provides information about enhancements that were added to Microsoft Dynamics GP since the last major release.

Microsoft Dynamics GP Online

Opens a Web page that provides links to a variety of Web-based user assistance resources. Access to some items requires registration for a paid support plan.

Customer Feedback Options

Provides information about how you can join the Customer Experience Improvement Program to improve the quality, reliability, and performance of Microsoft® software and services.

Send us your documentation comments

We welcome comments regarding the usefulness of the Microsoft Dynamics GP documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: bizdoc@microsoft.com.

To send comments about specific topics from within Help, click the Documentation Feedback link, which is located at the bottom of each Help topic.

Note: By offering any suggestions to Microsoft, you give Microsoft full permission to use them freely.

Part 1: Setup and cards

Use the following information to set up Purchase Order Processing. Setup procedures generally need to be completed once, but you can refer to the information at other times for instructions on modifying or viewing existing entries.

The following topics are discussed:

- Chapter 1, "Module setup," provides instructions for setting up the Purchase Order Processing module.
- Chapter 2, "Buyers," describes how to set up and manage buyer IDs. Identifying a buyer on a purchase order makes it easier to track orders.
- Chapter 3, "Purchase order generator setup," provides instructions for setting up the purchase order generator.
- Chapter 4, "Project setup for Purchase Order Processing," provides instructions for setting up project information in the Purchase Order Processing module.

Chapter 1: Module setup

Use this information to learn about and set up Purchase Order Processing. The setup procedures are organized in an order that will ensure Purchase Order Processing is set up properly.

When you set up Purchase Order Processing, you can open each setup window and enter information, or you can use the Setup Checklist window (Microsoft Dynamics GP menu >> Tools >> Setup >> Setup Checklist) to guide you through the setup process. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information about the Setup Checklist window.

This information is divided into the following sections:

- *Purchase Order Processing document types*
- *Purchase Order Processing history types*
- *Before you set up Purchase Order Processing*
- *Setting up Purchase Order Processing preferences and default entries*
- *Setting up currency decimal places for non-inventoried items*
- *Setting up Purchase Order Processing tax options*
- *Setting up user-defined fields for receivings*
- *Setting up comments*

Purchase Order Processing document types

Use Purchase Order Processing to track your company's purchasing activity. You can enter and manage purchase orders, track shipments and invoices received, and match shipments to invoices that were received separately. There are seven types of documents in Purchase Order Processing.

- Standard purchase orders list items that will be shipped to your business to be received into your inventory. For more information, see *Entering a standard purchase order* on page 38. If you are using Project Accounting, see *Entering a standard purchase order for projects* on page 65 for more information.

- Drop-ship purchase orders list items that will be shipped directly to the customer. The vendor sends you an invoice and you, in turn, send an invoice to the customer. For more information, see *Entering a drop-ship purchase order* on page 41. If you are using Project Accounting, see *Entering a drop-ship purchase order for projects* on page 68 for more information.

- Blanket purchase orders list a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The items will be shipped to your business to be received into your inventory. For more information, see *Entering a blanket purchase order* on page 43. If you are using Project Accounting, you can't enter blanket purchase orders for projects.

- Drop-Ship blanket purchase orders list a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer. For more information, see *Entering a drop-ship blanket purchase order* on page 47. If you are using Project Accounting, you can't enter drop-ship blanket purchase orders for projects.

- Shipment/invoice receipts record the receipt of goods and services accompanied by an invoice. For more information, see *Receiving a shipment/ invoice* on page 119. If you are using Project Accounting, see *Receiving a shipment/invoice for projects* on page 139 for more information.

- Shipment receipts record the receipt of goods and services without an invoice. For more information, see *Receiving a shipment* on page 123. If you are using Project Accounting, see *Receiving a shipment for projects* on page 142 for more information.

- Invoice receipts record an invoice received for a shipment you received and posted earlier, or an invoice received for a shipment that you have not yet received. For more information, see *Entering an invoice receipt* on page 173. If you are using Project Accounting, see *Entering an invoice receipt for projects* on page 187 for more information.

Purchase Order Processing history types

When setting up Purchase Order Processing, you'll have the option to maintain the following types of history. If you are using Project Accounting, historical information for project line items will be maintained in Project Accounting.

Purchase Order This option keeps a detailed copy of each purchase order in history. When you transfer a purchase order to history using the Remove Completed Purchase Orders window, or when you void a purchase order using the Purchase Order Entry window, purchase order history will include line-by-line detail of all information entered for each purchase order.

Account Distributions This option keeps a detailed record of transaction distributions that are posted to General Ledger. Account distribution history will be updated when each receipt is posted. Distribution history includes the audit trail code, account, account description, debit or credit amount, and other information about each transaction.

Receipt This option keeps a detailed copy of each receipt in history. When you post or void a receipt using the Receivings Transaction Entry window or the Purchasing Invoice Entry window, receipt history will include line-by-line detail of all the information entered for each receipt, including serial numbers, lot numbers, and bin information.

Keeping history will increase the amount of hard disk space needed. You should periodically remove the historical records you no longer need. For more information, see Chapter 27, "Purchase order history removal."

Before you set up Purchase Order Processing

You should complete setup procedures in Payables Management and Inventory Control before you set up Purchase Order Processing. If you haven't completed all of the following tasks, be sure to do so before continuing.

- Set up Payables Management
- Create vendor cards
- Enter beginning inventory quantities
- Set up item records (be sure to assign price lists and vendor items)

- Set up item sites
- Set up inventory and purchasing accounts in the Posting Accounts Setup window

To view the Posting Accounts Setup window, choose Microsoft Dynamics GP menu >> Tools >> Setup >> Posting >> Posting Accounts and then select to view Inventory or Purchasing accounts.

Be sure you've also completed the setup procedures for your company, currency, checkbooks, and posting options. Tax schedules and tax details also should be set up. For more information about completing these procedures, refer your System Setup instructions (Help >> Contents >> select Setting Up the System).

If you're using landed costs, be sure to set up landed cost records and groups before you set up Purchase Order Processing. For details, see the Inventory Control documentation.

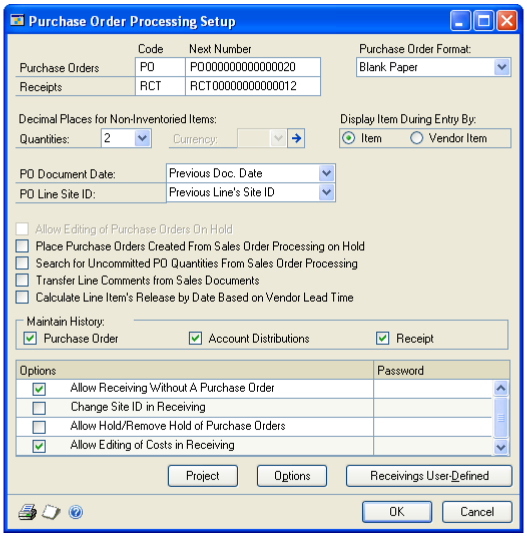
If you're using Multicurrency Management, be sure to set up currencies, exchange rate tables, and rate types before you set up Purchase Order Processing. For details, see the Multicurrency Management documentation.

Setting up Purchase Order Processing preferences and default entries

Use the Purchase Order Processing Setup window to set preferences and default entries that appear throughout Purchase Order Processing.

To set up Purchase Order Processing preferences and default entries:

1. Open the Purchase Order Processing Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing)



	Code	Next Number
Purchase Orders	PO	PO000000000000020
Receipts	RCT	RCT0000000000012

Purchase Order Format: Blank Paper

Decimal Places for Non-Inventoried Items:
Quantities: 2
Currency:

Display Item During Entry By: ● Item ○ Vendor Item

PO Document Date: Previous Doc. Date
PO Line Site ID: Previous Line's Site ID

☐ Allow Editing of Purchase Orders On Hold
☐ Place Purchase Orders Created From Sales Order Processing on Hold
☐ Search for Uncommitted PO Quantities From Sales Order Processing
☐ Transfer Line Comments from Sales Documents
☐ Calculate Line Item's Release by Date Based on Vendor Lead Time

Maintain History:
☑ Purchase Order ☑ Account Distributions ☑ Receipt

Options	Password
☑ Allow Receiving Without A Purchase Order	
☐ Change Site ID in Receiving	
☐ Allow Hold/Remove Hold of Purchase Orders	
☑ Allow Editing of Costs in Receiving	

2. Accept or change the default document code and enter the next document number you want to use for purchase orders.

The document code can be used to identify the documents on reports and inquiries. The next number will be the starting document number when receipts are entered. You can reuse a document number if the document has been deleted or removed from history (if you're keeping history).

By defining the next document number, you also are determining the number of unique document numbers that will be available. For example, if you enter PO001 as the next purchase order number, you'll be able to enter up to 999 purchase orders; if you enter PO0001 as the next purchase order number, you'll be able to enter up to 9,999 purchase orders. Be sure to enter a next number that will accommodate your business volume.

3. Select the format you want to use when purchase orders are printed. If you are using Project Accounting, the default document format for a purchase order with project information will be the document format specified for the vendor record in the PA Vendor Options window.

To use purchase order forms other than the suggested forms, you may want to use Report Writer to be sure the information is printed on your forms correctly. For more information, refer to Report Writer help.

4. Accept or change the default document code that appears and enter the next document number you want to use for receipts.

   The document code can be used to identify the documents on reports and inquiries. The next number will be the starting document number when receipts are entered. You can reuse a document number if the document has been deleted or removed from history (if you're keeping history).

5. Enter the number of decimal places to use when displaying and entering quantity and currency amounts for non-inventoried items.

   If you're using Multicurrency Management, choose the expansion button to open the Purchasing Non-Inventoried Currency Decimals Setup window. Use this window to define currency decimal places for each currency to which you have access. For more information, see *Setting up currency decimal places for non-inventoried items* on page 15.

6. Select which item numbers to use during transaction entry—the item numbers your company uses or the item numbers used by your vendors.

   If you are using Project Accounting and select Vendor Items, you can't enter a project number and a cost category for purchase orders, shipment receipts, shipment/invoice receipts, or invoice receipts.

7. Select which date to use as a default date each time that you open the Purchase Order Entry window to work with purchase orders. You can use the date from the last document you entered or the user date.

8. Select a default site ID for purchase order line items. You can select either the default site ID set up for the item in Item Quantities Maintenance window or the previous purchase order line's site ID.

9. Indicate whether you want New purchase orders generated in Sales Order Processing to be placed on hold when they appear in the Purchase Order Entry window. If you mark this option, committing a Sales Order Processing line item to an existing purchase order line item will not cause the purchase order to be placed on hold.

   If you mark this option and you've assigned a password to the option "Allow Hold/Remove Hold of Purchase Orders," you will not need to enter the password during the purchase order generation process in Sales Order Processing. However, the password to remove holds will apply when a purchase order is viewed in the Purchase Order Entry window.

   If you are using Project Accounting, you can't create purchase orders for projects from Sales Order Processing.

10. Indicate whether you want the system to search for uncommitted purchase order quantities when you attempt to create a link between a sales line and a purchase order. If you don't mark the option, you'll be able to create a new purchase order for the sales document, but you won't be able to link the sales line to an existing purchase order. Refer to the Sales Order Processing documentation for information about linking an item to an existing purchase order.

    If you are using Project Accounting, you can't commit purchase orders for projects to sales documents.

11. Indicate whether you want to transfer line item comments from sales documents to new purchase orders. If you mark this option, existing purchase order line comments will not change if linked to sales line items with comments.

    If you are using Project Accounting, you can't transfer line comments from sales line items to purchase order line items that are assigned to projects.

12. Indicate whether the release by date for a purchase order line item should be calculated by subtracting the vendor's planning lead time from the required date. By marking this option, you can use the PO Line Items to Release Report to identify purchase order line items that should be released to the vendor. If you don't mark this option, the release by date isn't calculated automatically.

    If you are using Project Accounting, the release by date isn't calculated for purchase order line items that are assigned to projects.

13. Select the types of historical information you want to maintain for your purchase transactions. If you are using Project Accounting, historical information for project line items will be maintained in Project Accounting. For information about history types, see Purchase Order Processing history types on page 10.

If you've selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window, the system will maintain the history necessary to reprint posting journals whether or not you've marked to maintain history in the Purchase Order Processing Setup window.

14. In the Options scrolling window, mark the check boxes next to the options you want to enable. You can assign passwords to the options to restrict who has access to them. If an option is marked, but no password is entered, anyone with access to the affected window can perform the action. You can select to allow the following:

    Receiving items without a purchase order Select this option to allow line items not assigned to a purchase order to be entered on a shipment, shipment/invoice or invoice receipt. If the option isn't selected, you won't be able to receive or invoice line items not associated with a purchase order.

    Changing the site ID in receiving Select this option to allow receiving line items to different locations than indicated on the original purchase order.

    Allowing/removing holds on purchase orders Select this option to allow users to place and remove holds on New, Released or Change Order purchase orders of either type—standard or drop-ship.

    When you mark this option, you also can indicate whether you want to allow editing of purchase orders on hold. If you don't allow editing on-hold purchase orders, you will be able to view purchase orders that have been placed on hold, but you won't be able to edit, delete or void them.

    Editing costs in receiving Select this option to allow changing an item's Unit Cost and Extended Cost in the Receivings Transaction Entry window.

    When deciding whether to allow the editing of costs in receiving, keep in mind that purchase price variances are calculated by comparing the cost posted from receiving with the standard cost for items with periodic valuation methods. For more information about standard cost and valuation methods, see the Inventory Control documentation.

    If you allow receiving without a purchase order, you should allow editing of costs in receiving, or you won't be able to enter costs for items without purchase orders. To restrict access, you can require a password.

15. If you are using Project Accounting, choose Project to open the PA Purchase Order Processing Setup Options window, where you can select preferences and default entries for purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts for projects. See *Setting up project preferences and default entries in Purchase Order Processing* on page 28 for more information.

16. Choose Options to open the Purchase Order Processing Setup Options window, where you can set up tax calculations in Purchase Order Processing. See *Setting up Purchase Order Processing tax options* on page 16 for more information. If you are using purchase order generator, you can use the Purchase Order Processing Setup Options window select options for generating purchase orders. See *Setting up purchase order generator default entries* on page 21 for more information.

17. Choose Receivings User-Defined to enter labels for user-defined fields, lists, and dates that will be used when entering shipments and shipment/invoices. See *Setting up user-defined fields for receivings* on page 17 for more information.

18. Choose OK to save the entries you've made in the Purchase Order Processing Setup window.

19. Print a Purchase Order Processing Setup List (optional).

    Choose File >> Print while the Purchase Order Processing Setup window is displayed to print a Purchase Order Processing Setup List to review the setup options you've entered. If you've identified errors in the setup list, simply enter or select the correct information.

    This report also can be printed using the Purchasing Setup Reports window.

Setting up currency decimal places for non-inventoried items

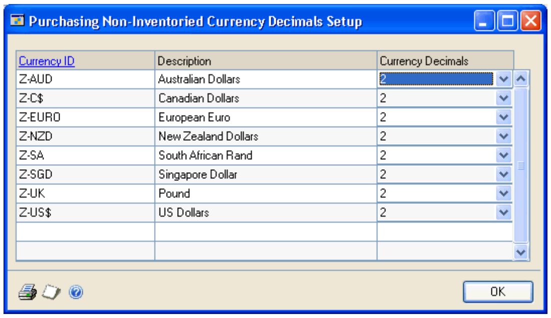
Use the Purchasing Non-Inventoried Currency Decimals Setup window to define currency decimal places for non-inventoried items for each currency to which your company has access. This window is available only if you are using Multicurrency Management. If you aren't using Multicurrency Management, use the Purchase Order Processing Setup window to define the number of decimal places when displaying currency amounts for non-inventoried items.

The default number of decimal places for each currency was determined when the currencies were set up. Use this window to change the number of decimal places used to display currency amounts for non-inventoried items. You can change the non-inventoried currency decimal places for a currency at any time.

Changing the decimal place setting for a currency won't change the decimal place settings of non-inventoried items already entered on existing documents. Only new items added to existing transactions or new transactions will use the new settings.

To set up currency decimal places for non-inventoried items:

1. Open the Purchasing Non-Inventoried Currency Decimals Setup window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing >> Currency expansion button)



Currency ID	Description	Currency Decimals
Z-AUD	Australian Dollars	2
Z-C$	Canadian Dollars	2
Z-EURO	European Euro	2
Z-NZD	New Zealand Dollars	2
Z-SA	South African Rand	2
Z-SGD	Singapore Dollar	2
Z-UK	Pound	2
Z-US$	US Dollars	2

2. In the Currency Decimals column, change the number of currency decimal places to use for non-inventoried items. Amounts will appear in the format defined in this window whenever a non-inventoried item is entered for a specific currency.

3. Continue this process until you define the decimal places for all the currencies displayed in the window.

4. Choose File >> Print to print the Non-Inventoried Currency Decimals Setup List.

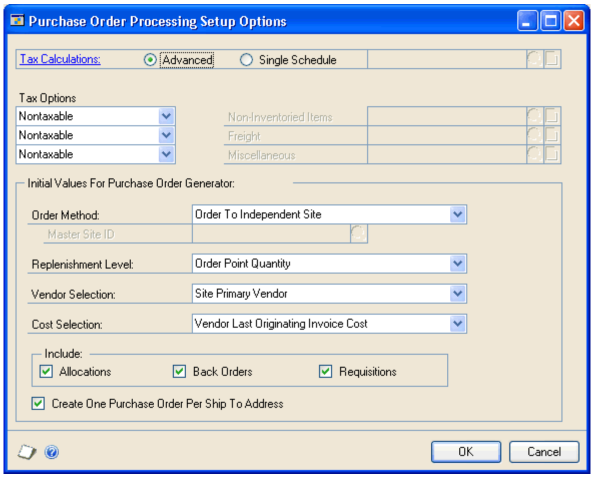
5. Choose OK to close the window.

Setting up Purchase Order Processing tax options

Use the Purchase Order Processing Setup Options window to set up the tax calculations that will be used on documents. Depending on the tax calculation selected, you can enter default tax schedules for non-inventoried items, freight, and miscellaneous items. For information about setting up the purchase order generator, see Chapter 3, "Purchase order generator setup."

To set up Purchase Order Processing tax options:

1. Open the Purchase Order Processing Setup Options window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing >> Options button)



Tax Calculations: ● Advanced ○ Single Schedule

Tax Options
Nontaxable — Non-Inventoried Items
Nontaxable — Freight
Nontaxable — Miscellaneous

Initial Values For Purchase Order Generator:
Order Method: Order To Independent Site
Master Site ID
Replenishment Level: Order Point Quantity
Vendor Selection: Site Primary Vendor
Cost Selection: Vendor Last Originating Invoice Cost
Include: ☑ Allocations ☑ Back Orders ☑ Requisitions
☑ Create One Purchase Order Per Ship To Address

2. Mark the type of tax calculation to use on documents.

   Advanced Mark Advanced to specify a tax schedule to use for non-inventoried items, freight, and miscellaneous charges. For inventory items, the tax schedule you chose for each item in the Item Maintenance window will be used.

   Single Schedule Mark Single Schedule to specify one tax schedule for all items on all documents. Items on each document will be taxed using the tax details in the schedule you specify here, even if the item is nontaxable or if the vendor is tax exempt. Taxes won't be calculated on freight or miscellaneous charges.

3. If you marked Advanced in step 2, enter or select tax options for non-inventoried items, freight, and miscellaneous charges. You can change the tax schedules used for a transaction in a tax schedule entry window during transaction entry. The tax options are:

   Taxable The tax details that are assigned to the vendor or site will be compared to the tax details in the tax schedule you specify here.

Nontaxable No taxes will be calculated.

Base on vendor The tax schedule assigned to the vendor's purchase address will be used calculating taxes.

4. Choose OK.

   To print the Purchase Order Processing Setup List, choose File >> Print in the Purchase Order Processing Setup window.

Setting up user-defined fields for receivings

Use the Receivings User-Defined Fields Setup window to enter labels for up to 35 user-defined fields to further track additional information for shipment and shipment/invoice receipts. Later, when you enter receivings transactions, the labels will appear in the Receivings User-Defined Fields Entry window, where you can enter information that is unique to the transaction. You can set up the following types of user-defined fields.

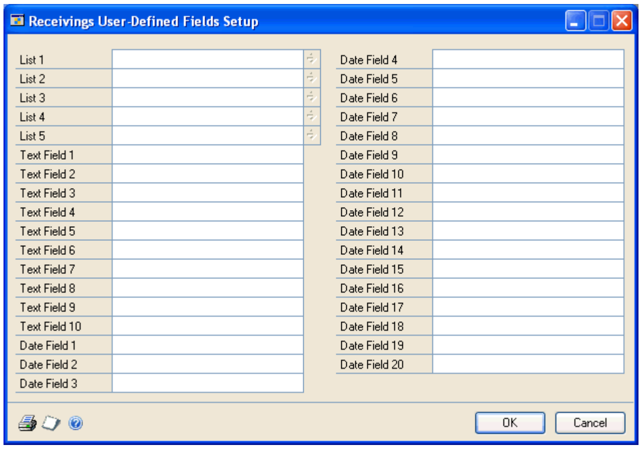
List Use list fields to predefine options to track information that is specific to your business. For example, to track the origin of orders, you could name a list Order Origin and enter Fax, Phone, and Mail as values for the list. When you enter transactions, Order Origin will appear as a title in the Receivings User-Defined Fields Entry window and you can select where the order originated from the list you created or include additional values.

Text Use text fields to record additional information about the transactions you enter in the Receivings Transaction Entry window. For example, to track special ID numbers for shipped equipment, you can enter Shipping ID in a text field.

Dates Use date fields to record additional dates that affect your documents. For instance, if you want to track the date that an installation was complete, enter Install Date in a date field.

To set up user-defined fields for receivings:

1. Open the Receivings User-Defined Fields Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing >> Receivings User-Defined button)


Receivings User-Defined Fields Setup
List 1
List 2
List 3
List 4
List 5
Text Field 1
Text Field 2
Text Field 3
Text Field 4
Text Field 5
Text Field 6
Text Field 7
Text Field 8
Text Field 9
Text Field 10
Date Field 1
Date Field 2
Date Field 3
Date Field 4
Date Field 5
Date Field 6
Date Field 7
Date Field 8
Date Field 9
Date Field 10
Date Field 11
Date Field 12
Date Field 13
Date Field 14
Date Field 15
Date Field 16
Date Field 17
Date Field 18
Date Field 19
Date Field 20
OK
Cancel

2. Enter as many as five list fields. Choose the expansion button next to each list name you‘ve entered; the Receivings User-Defined List Setup window will appear. Use this window to enter values for each list.

3. Enter as many as 10 text fields to track additional information about your customers.

4. Enter as many as 20 date fields to record additional dates that affect your documents.

5. Choose File >> Print to print the Receivings User-Defined Fields Setup List.

6. Choose OK to return to the Purchase Order Processing Setup window. Your changes are saved when you choose OK in the Purchase Order Processing Setup window.

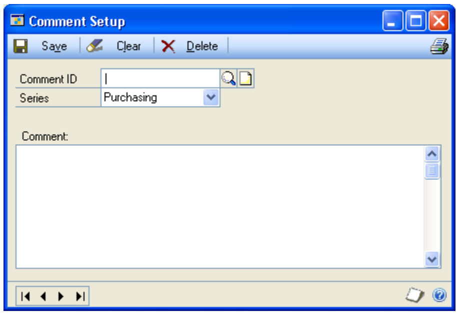
Setting up comments

You can add comments to purchase orders or to individual line items on a purchase order or receipt. Comments are printed automatically on the purchase order and line item comments are printed below the item on the purchase order or receipt.

Use the Comment Setup window to define comments for each company. You can use these comments on Sales Order Processing, Invoicing or Purchase Order Processing documents. You also can modify standard comments for a particular document or item, or create one-time comment.

To set up comments:

1. Open the Comment Setup window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Comments)



Series: Purchasing

2. Enter a short identifier for the comment.

3. Select a series this comment will be associated with.

4. Enter the comment text.

You can enter up to 200 characters, which will appear on the purchase order or receipt as four lines of 50 characters each. If you want longer comments to appear, use Report Writer to modify the document layout.

5. Choose Save.

Chapter 2: Buyers

Large companies typically have several buyers working in the purchasing department, with each buyer assuming responsibility for certain items. A buyer's job may include vendor selection, negotiation, and purchase order placement and follow-up.

Identifying a buyer on a purchase order makes it easier to track orders. For example, if your company employs ten buyers who enter purchase orders in the same system, the purchase order numbers are not an effective way of locating a particular buyer's documents. If buyers are assigned to purchase orders, you can print a report sorted by Buyer ID.

This information is divided into the following sections:

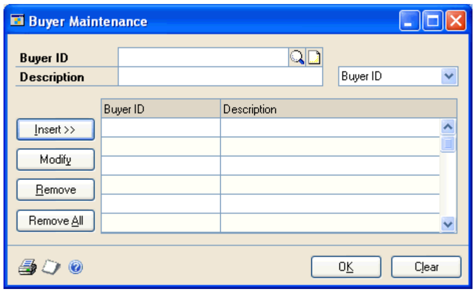
- *Adding buyer IDs*
- *Modifying buyer IDs*
- *Removing buyer IDs*

Adding buyer IDs

Use the Buyer Maintenance window to add new buyer IDs. For example, a buyer ID can be based on a location, a group of items, or an existing user ID.

To add buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)



2. Enter a buyer ID in the Buyer ID field.

3. Enter a description.

4. Choose Insert to insert the buyer ID in the scrolling window and save the record.

5. Choose OK when you're finished adding buyer IDs.

Modifying buyer IDs

Use the Buyer Maintenance window to modify existing buyer IDs.

To modify buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)

2. Select a buyer ID in the scrolling window.

3. Choose Modify. The buyer you selected will appear in the Buyer ID and Description fields.

4. Edit the existing description.

5. Choose Insert to insert the buyer ID in the scrolling window and save the record.

6. Choose OK when you're finished modifying a buyer ID.

Removing buyer IDs

Use the Buyer Maintenance window to delete buyer IDs you no longer want to use.

If you remove a buyer ID that is linked to an active purchase order (one that isn't in history), the buyer ID will remain attached to that purchase order. If the Manufacturing Series is registered and you delete a buyer ID that is linked to items in Item Engineering, the buyer ID will be removed from those items.

To remove buyer IDs:

1. Open the Buyer Maintenance window.
   (Cards >> Purchasing >> Buyers)

2. To remove a single buyer ID, select it in the scrolling window and choose Remove. To remove all of your buyer IDs, choose Remove All.

Chapter 3: Purchase order generator setup

If you are using the purchase order generator, you can automatically generate purchase orders to replenish inventory based on a reorder point you specify. If you are using Project Accounting, you can't generate purchase orders for projects.

Use the purchase order generator to analyze inventory levels and suggest purchase order line items based on default settings and reorder levels; the suggested purchase orders can be modified before they are created.

This information is divided into the following sections:

- *Sites and purchase order generator*
- *Setting up purchase order generator default entries*
- *Mapping inventory sites to addresses*

Sites and purchase order generator

You'll use master sites, subordinate sites, and independent sites when generating suggested purchase orders. How the demand is purchased, received, and distributed depends on how you use these sites.

A **master site** is a central location where its requirements are consolidated with the net demand from subordinate sites. A purchase order is placed from the total net demand at the master site. You can have more than one master site. A **subordinate site** is a location that passes its requirements to a central location, the master site, to be purchased, received, and distributed. An **independent site** is a location that has requirements that must be fulfilled by the items that are to be purchased. A master site is an independent site.

The order method you select for an item decides which site will be used when generating purchase orders. If you select Order to Master Site, suggested purchase order quantities will be based on requirements for this site and other sites that have the same master site. When you are ordering to a master site, you'll need to set up your master site before setting up your subordinate sites in the Purchase Order Generator Item Maintenance window. The master site must have an order method of Order To Independent Site. Assume that your default master site is Warehouse. If you didn't set up Warehouse as an independent site, any subordinate site that would have used Warehouse as their master site will use order to independent site as their order method.

If you select Order to Independent, suggested purchase orders can be generated for the site where the material is required or if the site is a master site for subordinate sites as well as the master site. Requirements from subordinate sites will not be required is the site isn't a master site.

Setting up purchase order generator default entries

Use the Purchase Order Processing Setup Options window to define default reorder information that will appear in the Purchase Order Generator Item Maintenance window and the Purchase Order Item Mass Update window.

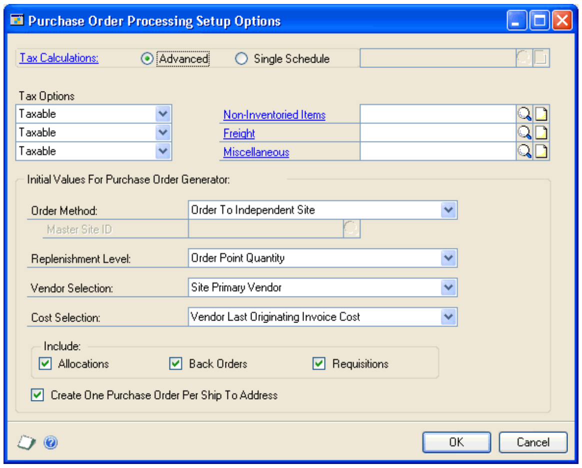
You also can select how purchase orders should be created when you generate suggested purchase order line items using the Suggested Purchase Orders Preview window. You can select to create a purchase order for all items that have the same vendor, buyer, and ship-to address or create a purchase order for all items that have the same vendor and buyer.

You should set up general default information before you define preferences for a specific item-site combination or a group of items and sites. You can change the entries for individual item-site combinations, if necessary. Use the Purchase Order Generator Item Maintenance window to set up reorder preferences for each item at a specific site. Use the Purchase Order Item Mass Update window to set up or change reorder preferences for a group of items. For more information, see the Inventory Control documentation.

If you are using Project Accounting, you can't generate purchase orders for projects.

To set up purchase order generator default entries:

1. Open the Purchase Order Processing Setup Options window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing >> Options button)



Tax Calculations: ● Advanced ○ Single Schedule

Tax Options
Taxable — Non-Inventoried Items
Taxable — Freight
Taxable — Miscellaneous

Initial Values For Purchase Order Generator:
Order Method: Order To Independent Site
Master Site ID
Replenishment Level: Order Point Quantity
Vendor Selection: Site Primary Vendor
Cost Selection: Vendor Last Originating Invoice Cost
Include:
☑ Allocations ☑ Back Orders ☑ Requisitions
☑ Create One Purchase Order Per Ship To Address

2. Select a default order method for automatically generated purchase orders.

   Order To Independent Site Use this option if you want to order to the site where the material is required.

   Order To Master Site Use this option if items are purchased to a central location (a master site) and distributed to other sites (subordinate sites).

3. If the order method is Order To Master Site, enter or select a master site. Demand from all subordinate sites will be combined with demand for the master site you select when determining the order quantity.

4. Select a default replenishment level.

   Order Point Quantity Select this level to order a quantity that will bring available inventory up to the order point defined in the Item Resource Planning Maintenance window.

   Order-Up-To-Level Select this level to order a quantity that will bring available inventory up to the order-up-to level defined in the Item Resource

Planning Maintenance window. The Order Point Quantity will be used if the Order-Up-To Level is zero or less than the Order Point Quantity.

Vendor EOQ Select this level to order a quantity that is equal to the economic order quantity defined in the Item Vendors Maintenance window for the selected vendor. The vendor economic quantity is used when it is greater than the required quantity otherwise, the required quantity is used.You won't be able to select this option if the order method is Order To Master Site.

Refer to *How quantities are calculated for suggested purchase orders* on page 91 for information about how replenishment levels affect required quantity.

5. If the order method is Order To Independent Site, indicate which vendor to use for purchase orders.

   Site Primary Vendor The primary vendor specified in the Item Quantities Maintenance window for the item-site combination is used.

   Vendor with Lowest Cost The vendor with the lowest cost will be selected based on the functional equivalent of the Last Originating Invoice Cost field in the Item Vendors Maintenance window.

   Vendor with Shortest Lead Time The vendor with the shortest planning lead time will be selected based on the Planning Lead Time field in the Item Vendors Maintenance window.

   You won't be able to select a vendor selection if the order method is Order To Master Site. The master site's vendor selection will be used to determine the vendor.

6. If the order method is Order To Independent Site, indicate which item cost to use for purchase orders.

   Vendor Last Originating Invoice Cost The last originating invoice cost from the Item Vendors Maintenance window for the selected vendor will be used.

   Item Current Cost The current cost from the Item Maintenance window will be used.

   Item Standard Cost The standard cost from the Item Maintenance window will be used.

   Specified Cost (In Functional Currency) The cost specified in the Purchase Order Generator Item Maintenance window will be used regardless of the vendor.

   You won't be able to select a cost selection if the order method is Order To Master Site. The master site's cost selection will be used to determine the cost.

7. Mark Allocations to subtract the allocated quantity from the current supply when the required quantity is calculated.

8. Mark Back Orders to subtract the back ordered quantity from the current supply when the required quantity is calculated.

9. Mark Requisitions to subtract the requisitioned quantity from the current supply when the required quantity is calculated.

10. Unmark Create One Purchase Order per Ship To Address to generate a purchase order for all items that have the same vendor and buyer. If this option is marked, you can generate a purchase order for all items that have the same vendor, buyer, and ship-to address.

11. Choose OK to close the window and return to the Purchase Order Processing Setup window.

Mapping inventory sites to addresses

Use the Purchase Order Generator Map Sites window to define the relationship between inventory site IDs and company addresses. The company address you assign to an inventory site is used as the ship-to address on suggested purchase orders for that site. If there is no company address mapped to a site, the company's primary address ID is used on purchase orders for that site.

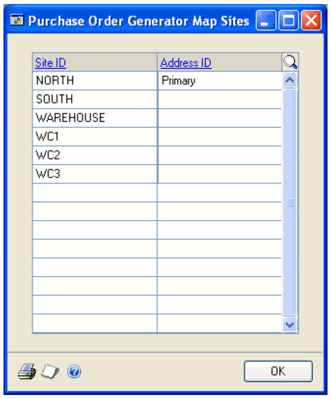
When suggested purchase order line items are generated, all items for the same vendor, buyer ID, and ship-to address will be grouped together on a single purchase order. The ship-to address for a purchase order line is determined by the item's site ID.

For example, if an item needs to be replenished at three sites and all sites have the same address ID, three lines for the item will be created on the same purchase order—one line for each site.

If you are using Project Accounting, you can't generate purchase orders for projects.

To map inventory sites to addresses:

1. Open the Purchase Order Generator Map Sites window.
   (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Generator Map Sites)



Site ID	Address ID
NORTH	Primary
SOUTH	
WAREHOUSE	
WC1	
WC2	
WC3	

All inventory site IDs defined for the current company will be displayed.

2. Enter or select an address ID (defined in the Company Addresses Setup window) for each site ID.

   Any site that is left unmapped will use the primary company address. Suggested purchase order line items for these sites will be consolidated as lines on a purchase order.

3. Choose OK to save changes and to close the window when you're finished mapping sites.

Chapter 4: Project setup for Purchase Order Processing

If you are using Project Accounting, you can enter project information on purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts. Use the following information to set up project preferences and default entries for Purchase Order Processing.

This information is divided into the following sections:

- *Projects in Purchase Order Processing*
- *Before you set up Purchase Order Processing for projects*
- *Setting up project preferences and default entries in Purchase Order Processing*

Projects in Purchase Order Processing

You can set up, enter and maintain project records and transactions using Project Accounting. You also can budget resources, manage purchases, schedule tasks, monitor costs, bill customers, and recognize revenue. For more information about Project Accounting, projects, and cost categories, refer to the Project Accounting documentation.

You can acquire goods and services to be used in projects or you can buy them on behalf of customers. You can enter standard and drop-ship purchase orders for projects. As you receive the goods and services that you purchase for projects, you can enter the receipt of shipments and invoices. Items received from a standard purchase order are stored in inventory. To transfer these items to a project to make the items billable, you'll use the Inventory Transfer Entry window in Projecting Accounting. Items from a drop-ship purchase order are automatically invoiced and transferred to a project.

You can complete the following tasks if you aren't entering project information for purchase orders, shipment receipts, shipment/invoice receipts, or invoice receipts.

- Enter blanket and drop-ship blanket purchase orders
- Commit purchase orders to sales documents
- Enter manufacturers' item numbers for purchase orders
- Enter manufacturing job links for purchase orders, shipment, shipment/invoice, and invoice receipts
- Open the MRP Item Inquiry window to view Material Requirements Planning information for an item if you're using the Manufacturing Series
- Automatically generate purchase orders to replenish inventory, based on a reorder point that you specify

Before you set up Purchase Order Processing for projects

You should complete setup procedures in Project Accounting before you set up Purchase Order Processing for projects. If you haven't completed all of the following tasks, be sure to do so before continuing. Refer to the Project Accounting documentation for more information about setting up Project Accounting.

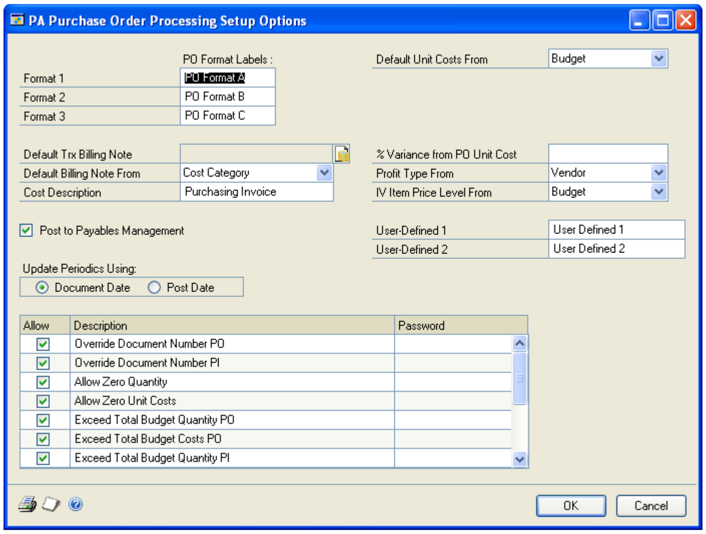
Task to complete	**Window used**
Set up user options for purchase orders	User Purchase Order Settings window
Set up user options for invoice receipts	User Purchasing Invoice Settings window
Set up user class options for purchase orders	User Class Purchase Order Settings window
Set up user class options for invoice receipts	User Class Purchasing Invoice Settings window
Set up project default entries	Project Setup window
Set up project and contract status options	Project Setup – Status Options window
Create contract records	Contract Maintenance window
Create a cost category record	Cost Category Maintenance window
Create project records	Project Maintenance window
Assign cost categories to a project	Budget Maintenance window
Create cost category budgets	Budget Detail Entry window
Assign inventoried items to cost categories	Budget Detail IV Items window
Set up vendor default entries for profit, purchase order format, and unit cost	PA Vendor Options window

Setting up project preferences and default entries in Purchase Order Processing

Use the PA Purchase Order Processing Setup window to set up preferences and default entries that will be used when entering purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts for projects.

To set up project preferences and default entries in Purchase Order Processing:

1. Open the PA Purchase Order Processing Setup Options window. (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Processing >> Project button)



	PO Format Labels :
Format 1	PO Format A
Format 2	PO Format B
Format 3	PO Format C

Default Unit Costs From: Budget

Default Trx Billing Note:

Default Billing Note From: Cost Category

Cost Description: Purchasing Invoice

% Variance from PO Unit Cost:

Profit Type From: Vendor

IV Item Price Level From: Budget

☑ Post to Payables Management

User-Defined 1: User Defined 1

User-Defined 2: User Defined 2

Update Periodics Using: ● Document Date ○ Post Date

Allow	Description	Password
☑	Override Document Number PO	
☑	Override Document Number PI	
☑	Allow Zero Quantity	
☑	Allow Zero Unit Costs	
☑	Exceed Total Budget Quantity PO	
☑	Exceed Total Budget Costs PO	
☑	Exceed Total Budget Quantity PI	

2. Enter purchase order label descriptions for three purchase order formats that are available when you are using Project Accounting. These labels will be displayed as options in the Purchase Order Format list in the Purchase Order Print Options window and the Print Purchasing Documents window.

3. Enter and attach a default transaction billing note. This note is used only when you select None in the Default Billing Note From field. The note will be displayed when you enter an item in the Purchase Order Entry window, in the Receivings Transaction Entry window, or in the Purchasing Invoice Entry window.

4. Select the default billing note to be displayed when entering items in the Purchase Order Entry window, in the Receivings Transaction Entry window, or in the Purchasing Invoice Entry window.

   Budget Select to use the billing note entered for the cost category in the project budget.

   Cost Category Select to use the billing note entered for the cost category record.

   None Select to use the billing note entered as the default transaction billing note.

5. Enter the cost description that will be assigned to invoice receipts. The cost description will be displayed as the collective name of invoice receipts in Project Accounting windows such as the Project Billing Settings window, Contract Settings window, and Budget Maintenance window.

6. Select to update periodic budget amounts for actual costs using the document date or posting date of invoice receipts.

7. Select the unit cost to use for project line items when entering purchase orders and receipts.

   Budget Select to use the unit cost entered for the cost category in the project budget.

   Cost Category Select to use the unit cost entered for the cost category record.

   None Select if you don’t want to use a default unit cost.

8. Enter a percentage of how much the unit cost of an invoice receipt can exceed the unit cost of a purchase order that the invoice receipt is matched to. To vary the unit cost by an unlimited amount, mark the Exceed PO Unit Cost option in the scrolling window.

9. Select the default profit type when entering invoice receipts.

   Budget Select to use the profit type entered for the cost category in the project budget.

   Cost Category Select to use the profit type entered for the cost category record.

   Vendor Select the profit type entered for the vendor record in the PA Vendor Options window.

10. Select the default inventory item price level when entering invoice receipts.

    Budget Select to use the default price level entered for the item in the cost category in a project budget.

    Cost Category Select to use the default price level entered for the item in the Item Price List Maintenance window.

    None Select if you want to enter the price level when entering invoice receipts.

11. You can enter user-defined field labels to track information about invoice receipts.

12. In the scrolling window, mark the Allow check boxes next to the options that you want to use. You can assign passwords to the options to restrict who has access to them. If an option is marked, but no password is entered, anyone with access to the affected window can perform the action. You can select to allow the following options.

    Override Document Number PO Select this option to change the purchase order number that appears as a default entry in the Purchase Order Entry window. If you don't mark this option, the PO Number field in the Purchase Order Entry window will display the next number available. The number can’t be changed.

    Override Document Number PI Select this option to change the document number that appears as a default entry in the Purchasing Invoice Entry window. If you don't mark this option, the Document Number field in the

Purchasing Invoice Entry window will display the next number available. The number can't be changed.

Allow Zero Quantity Select this option to enter a zero quantity for purchase orders and invoice receipts.

Allow Zero Unit Costs Select this option to enter a zero unit cost for purchase orders and invoice receipts.

Exceed Total Budget Quantity PO Select this option to enter a quantity for a purchase order that exceeds the Forecast quantity set in the Budget Detail Entry window.

Exceed Total Budget Costs PO Select this option to use a total cost for a purchase order that exceeds the Forecast total cost set in the Budget Detail Entry window.

Exceed Total Budget Quantity PI Select this option to enter a quantity for an invoice receipt that exceeds the Forecast quantity set in the Budget Detail Entry window.

Exceed Total Budget Costs PI Select this option to use a total cost for an invoice receipt that exceeds the Forecast total cost set in the Budget Detail Entry window.

Exceed Total Budget Revenue/Profit Select this option to use a total cost that exceeds the Forecast revenue set in the Budget Detail Entry window.

Exceed Total PO Quantity Select this option to enter invoice receipts that exceed the total quantity specified in purchase orders.

Exceed Total PO Costs Select this option to enter invoice receipts that exceed the total cost specified in purchase orders.

Exceed PO Unit Cost Select this option to enter invoice receipts that exceed the unit costs specified in purchase orders.

Allow Receiving of Unprinted PO Select this option to receive against unprinted purchase orders.

13. Choose OK.

PART 2: PURCHASE ORDERS

Part 2: Purchase orders

This part of the documentation explains how to enter, print, issue, and manage purchase orders. The data entry windows were designed to resemble actual purchase order documents, with vendor, line item, and totals information.

Following is a list of topics that are discussed:

- Chapter 5, "Multicurrency transactions," describes the effects of using Multicurrency Management with Purchase Order Processing.
- Chapter 6, "Purchase order entry," describes how to enter and print purchase order information.
- Chapter 7, "Purchase order entry for projects," describes how to enter purchase order information for projects.
- Chapter 8, "Purchase order detail entry," describes how to enter detailed information about a purchase order, vendor, line item, or other elements of a transaction.
- Chapter 9, "Purchase order generator," explains how to automatically generate purchase orders to replenish inventory based on a reorder point you specify.
- Chapter 10, "Taxes for purchase orders," explains how tax is calculated, modified, and distributed for purchase orders.
- Chapter 11, "Purchase order maintenance," explains how to correct, delete, and void purchase orders. It also explains purchase order statuses and holds.

Chapter 5: Multicurrency transactions

If you're using Multicurrency Management with Purchase Order Processing, you can choose the currency you want to enter on purchase orders and receipts.

This information is divided into the following sections:

- *Viewing multiple currencies*
- *Exchange rate and document date*
- *Multicurrency account distributions*

Viewing multiple currencies

You can choose whether you want to view multicurrency transactions in the originating or the functional currency. Choose View >> Currency >> Functional or Originating while entering a purchase order or receipt. The option will be saved on a per user, per window basis.

You also can use the currency list button in the windows that support changing the currency view. The View >> Currency menu options and currency list button are available in the following windows:

- Purchase Order Entry
- Receivings Transaction Entry
- Purchasing Invoice Entry

The first time you open these windows after registering Multicurrency Management, all the transactions will be displayed in the originating currency. If you change the currency view, the option you last used will be the default view the next time you open that window.

Exchange rate and document date

If a transaction's currency ID is not in the functional currency, a rate type and associated exchange rate table are assigned to the transaction. The rate type is based on the rate type you've assigned to the selected vendor. If one isn't assigned to the vendor, the default rate type for the Purchasing series specified in the Multicurrency Setup window is used. You also can choose the currency expansion button to open the Exchange Rate Entry window to view or modify the default exchange rate.

The document date (receipt or invoice date) assigned to a transaction determines which exchange rate is used, based on the currency ID and associated rate type that's entered for the transaction. Each time you change the document date on a multicurrency transaction, the system searches for a valid exchange rate. If a valid rate doesn't exist, you can enter an exchange rate using the Exchange Rate Entry window. If you've entered a General Ledger posting date that's different from the document date, the exchange rate expiration date must be after the posting date.

Multicurrency account distributions

For multicurrency transactions, distribution amounts are displayed in both the functional and originating currencies. However, you can change only the originating amounts.

When you’re entering a multicurrency transaction, the originating debit and credit amounts must balance. If the functional equivalents don’t balance, the difference is posted automatically to a Rounding Difference account and a distribution type of Round identifies the distribution amount in the Purchasing Distribution Entry window.

For example, assume you’ve entered an invoice in the euro currency, with an amount of 28,755.42 EUR, a trade discount of 586.84 EUR, a discount available of 1544.33 EUR and the exchange rate is 1.0922. The distributions would be calculated as follows:

Account	**Euro debit**	**Euro credit**	**US Dollars debit**	**US Dollars credit**
Accounts Payable		28,755.42 EUR		$31,406.67
Trade Discount		586.84 EUR		$640.95
Discount Available		1544.33 EUR		$1686.72
Accrued Purchases	30,886.59 EUR		$33,734.33	
Totals	30,886.59 EUR	30,886.59 EUR	$33,734.34	$33,734.33
Rounding Difference			$0.01	
Totals	30,886.59 EUR	30,886.59 EUR	$33,734.34	$33,734.34

Chapter 6: Purchase order entry

Entering purchase orders is a common routine in many businesses. You can enter four types of purchase orders. The following table describes the types of purchase orders you can enter.

Purchase order type	**Description**
Standard	A document that lists items that will be shipped to your business to be received into your inventory.
Drop-ship	A document that lists items that will be shipped directly to the customer. The vendor sends you an invoice and you, in turn, send an invoice to the customer.
Blanket	A document that lists a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The item will be shipped to your business to be received into your inventory.
Blanket drop-ship	A document that lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer.

If you are using Project Accounting, see Chapter 7, "Purchase order entry for projects," to enter purchase orders for projects. You can't enter blanket purchase orders or drop-ship blanket purchase orders for projects.

This information is divided into the following sections:

- *Purchase order approval workflow*
- *Entering a standard purchase order*
- *Entering a drop-ship purchase order*
- *Entering a blanket purchase order*
- *Entering a drop-ship blanket purchase order*
- *Copying a purchase order*
- *Committing purchase orders to sales documents*
- *Print options for purchase orders*
- *Requirements for sending purchase orders in e-mail*
- *Printing and sending an individual purchase order in e-mail*
- *Printing and sending multiple purchase orders in e-mail*
- *Printing an individual blanket purchase order delivery schedule*
- *Printing multiple blanket purchase order delivery schedules*

Purchase order approval workflow

If your company uses the Workflow feature among its business controls, purchase orders might have to be approved before receiving or invoicing items. The rules for approving purchase orders can be defined to fit your organization's needs. Multiple approvers might be required, or approval might not be required for purchase orders with certain buyers or small currency amounts. When a purchase order is ready to be approved, approvers can be notified and the purchase orders can be approved, using Microsoft Office Outlook®, Microsoft Dynamics GP, or SharePoint®. After a purchase order is approved, it can be printed, sent in e-mail, received, or invoiced against. For more information about Workflow, see the System Setup Guide (Help >> Printable Manuals >> select System >> select System Setup Guide) or the Workflow Administrator's Guide (Help >> Printable Manuals >> select System >> select Workflow Administrator's Guide).

Before you can use the purchase order approval workflow for Purchase Order Processing, you must unmark the Activate Approvals option in the PO Enhancements Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> Purchasing >> Purchase Order Enhancements).

Entering a standard purchase order

Use the Purchase Order Entry window to enter purchase orders. You can use this window to modify purchase orders with New, Released, and Change Order statuses. You also can enter detailed information for each purchase order and enter non-inventoried items.

If you are using Project Accounting, see Chapter 7, "Purchase order entry for projects" to enter purchase orders for projects.

From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. You also can select Copy PO Lines to Current PO from the Actions button to copy line items from one purchase order to another. See *Copying a purchase order* on page 51 or *Copying line items* on page 81 for more information.

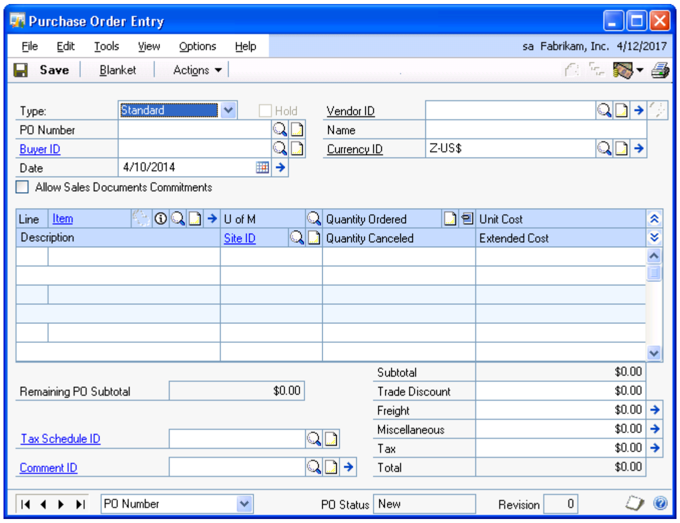
You also can select options from the Actions button to open additional windows where you can receive items, receive and invoice items, or invoice the items from the purchase order. See *Receiving items from a purchase order* on page 131 or *Invoicing items from a purchase order* on page 184 for more information.

Use the View >> Currency menu option or the currency list button to view amounts in the Purchase Order Entry window in the originating or functional currency.

To enter a standard purchase order:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Standard Purchase Order to open the Purchase Order Entry window.


Purchase Order Entry
File
Edit
Tools
View
Options
Help
Save
Blanket
Actions
Hold
PO Number
Buyer ID
Vendor ID
Name
Line
Item
U of M
Quantity Ordered
Unit Cost
Description
Site ID
Quantity Canceled
Extended Cost
Tax Schedule ID
Comment ID
PO Number

sa Fabrikam, Inc. 4/12/2017

Type: Standard

Date 4/10/2014

Currency ID Z-US$

☐ Allow Sales Documents Commitments

Remaining PO Subtotal $0.00

Subtotal $0.00
Trade Discount $0.00
Freight $0.00
Miscellaneous $0.00
Tax $0.00
Total $0.00

PO Status New

Revision 0

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the purchase order. Choose OK to return to the Purchase Order Entry window.

7. Mark the Allow Sales Document Commitments option to allow purchase order line items to be committed to matching sales order line items.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Select the line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 52.

8. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

9. Choose the Vendor E-mail Detail Entry expansion button to open the Purchasing E-mail Detail Entry window to update a vendor's e-mail information for a purchase order. See *Updating a vendor's e-mail information for a purchase order* on page 72 for more information.

   The document type to send in e-mail must be available for the vendor before you can open the Purchasing E-mail Detail Entry window.

10. Enter or select a currency ID, or change the default currency ID.

    If the currency ID is not the company's functional currency, a rate type and associated exchange rate table is assigned to the transaction.

11. Enter or select the number of the vendor item or item you're purchasing. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 83, *Adding an item to inventory* on page 84, or *Using non-inventoried items* on page 85 for more information.

    - The item number will be displayed if Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

- To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 79 for more information.

- To view or enter additional information for a vendor item, item, or non-inventoried item, open the Purchasing Item Detail Entry window by choosing Item or Vendor Item expansion button. For more information, see *Entering line item detail information* on page 74.

12. Enter the item quantity.

13. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

14. Enter a site ID, or accept the default site.

Sites are required for line items. You must enter a site ID before continuing to the next line.

15. Continue to enter all the line items for the purchase order.

16. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

17. Enter the trade discount, freight, miscellaneous, and tax amounts. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 10, "Taxes for purchase orders." To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 101. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

18. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

19. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order, send the purchase order in e-mail, or both. (optional).

    You also can print the purchase order by choosing the printer button or send the purchase order in e-mail by choosing the Send in e-mail button in the upper right of the Purchase Order Entry window.

If you are using purchase order approval workflow, the purchase order must be approved before you can print it. You also can print a purchase order that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

You can select to send a purchase order in e-mail or print purchase orders in the functional or originating currency by using the currency list button. To send a purchase order in e-mail or print a purchase order in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

20. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Entering a drop-ship purchase order

Use the Purchase Order Entry window to enter a drop-ship purchase order to purchase items on behalf of a customer. A customer also can be a vendor. The items on the purchase order are shipped directly to the customer without ever being physically received in your inventory. The vendor will invoice your business and you, in turn, will invoice the customer. The quantity on hand isn't updated in Inventory Control, but the current cost for the drop-shipped items and the item vendor information will be updated when the invoice is posted. If the item uses the Average Perpetual valuation method, the current cost for the drop-shipped item won't be updated.

If you are using Project Accounting, see Chapter 7, "Purchase order entry for projects" to enter purchase orders for projects

From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. You also can select Copy PO Lines to Current PO from the Actions button to copy line items from one purchase order to another. See Copying a purchase order on page 51 or Copying line items on page 81 for more information.

You can select Invoice the PO Items from the Actions button to open additional windows where you can invoice the items from the purchase order. See Invoicing items from a purchase order on page 184 for more information.

To enter a drop-ship purchase order:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Drop-Ship Purchase Order to open the Purchase Order Entry window.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the drop-ship purchase order. Choose OK to return to the Purchase Order Entry window.

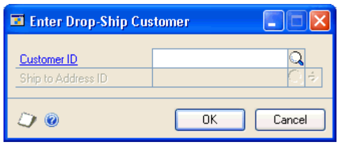
7. Mark Allow Sales Document Commitments to allow purchase order line items to be committed to matching sales order line items.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Select the line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 52.

8. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

9. Moving from the Vendor ID field opens the Enter Drop-Ship Customer window.

   In the Enter Drop-Ship Customer window, enter or select the customer ID and ship-to address ID where the vendor is shipping the items. Choose OK to return to the Purchase Order Entry window.

10. Choose the Vendor E-mail Detail Entry expansion button to open the Purchasing E-mail Detail Entry window to update a vendor's e-mail information for a purchase order. See *Updating a vendor's e-mail information for a purchase order* on page 72 for more information.

    The document type to send in e-mail must be available for the vendor before you can open the Purchasing E-mail Detail Entry window.

11. Enter or select the number of the vendor item or item you're purchasing. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 83, *Adding an item to inventory* on page 84, or *Using non-inventoried items* on page 85 for more information.

    - The item number will be displayed if Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.
    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 79 for more information.

12. Enter the item quantity.

13. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

14. Enter a site ID, or accept the default site.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

15. Continue to enter all the line items for the purchase order.

16. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

17. Enter the trade discount, freight, miscellaneous, and tax amounts for this purchase order. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99. To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 101. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

18. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

19. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order, send the purchase order in e-mail, or both (optional).

    You also can print the purchase order by choosing the printer button or send the purchase order in e-mail by choosing the Send in e-mail button in the upper right of the Purchase Order Entry window.

    You can select to send purchase orders in e-mail or print purchase orders in the functional or originating currency by using the currency list button.

    If you are using purchase order approval workflow, the purchase order must be approved before you can print it. You also can print a purchase order that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

20. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Entering a blanket purchase order

Use the Purchase Order Entry window to enter blanket purchase orders. A blanket purchase order lists a single item and its quantities that will be delivered in a series of shipments, usually on specific dates. The line items you enter for a blanket purchase order must be the same item number. The item will be shipped to your business to be received into your inventory.

Blanket purchase orders allow you to make long-term agreements with vendors to purchase the same item—usually to receive a volume discount or to be sure of obtaining items that are hard to get. The agreement you make with the vendor can be based on the total cost of the item or on the total quantity of the item. You'll use the Purchasing Blanket Detail Entry window to enter line items for the blanket purchase order.

The first line item entered for a blanket purchase order is called the control blanket line item and has the line number 0. This is the line item that the blanket line items are based on. For example, you might enter a quantity of 5,000 for the control blanket line item and then enter five blanket line items with a quantity of 1,000 each. The control blanket line item isn't included in tax amounts, in the purchase order's subtotal, or printed on purchase orders. If you delete the control blanket line item, all blanket line items are deleted. A control blanket line item can't be deleted if a blanket line item has been received against. Unlike blanket line items, the control blanket line item can't be received or invoiced against.

If you are using Project Accounting, the Project Number field and the Cost Cat. ID field will be displayed in the Purchase Order Entry window, but you can't enter project information.

From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. See *Copying a purchase order* on page 51 for more information.

You also can select options from the Actions button to open additional windows where you can receive items, receive and invoice items, or invoice the items from the purchase order. See *Receiving items from a purchase order* on page 131 or *Invoicing items from a purchase order* on page 184 for more information.

Use the View >> Currency menu option or the currency list button to view amounts in the Purchase Order Entry window in the originating or functional currency.

To enter a blanket purchase order:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Blanket Purchase Order to open the Purchase Order Entry window.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the blanket purchase order. Choose OK to return to the Purchase Order Entry window.

7. Enter or select the vendor that you're purchasing items from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

8. Choose the Vendor E-mail Detail Entry expansion button to open the Purchasing E-mail Detail Entry window to update a vendor's e-mail information for a purchase order. See *Updating a vendor's e-mail information for a purchase order* on page 72 for more information.

   The document type to send in e-mail must be available for the vendor before you can open the Purchasing E-mail Detail Entry window.

9. Enter or select a currency ID, or change the default currency ID.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table is assigned to the transaction.

10. Mark the Allow Sales Document Commitments option to allow blanket purchase order line items to be committed to matching sales order line items.

    The Link Purchase Order icon will be displayed in the Quantity Ordered field for blanket line items with sales commitments. Select the blanket line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. You can't add commitments to the control blanket line item. For more information, see *Committing purchase orders to sales documents* on page 52.

11. Enter or select the number of the vendor item or item you're purchasing that will be the control blanket line item. If a vendor item or an item hasn't been set up in your inventory, see *Adding a vendor item* on page 83, *Adding an item to inventory* on page 84, or *Using non-inventoried items* on page 85 for more information.

    - The item number will be displayed if Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 79 for more information.

12. Enter the maximum quantity of the item to order.

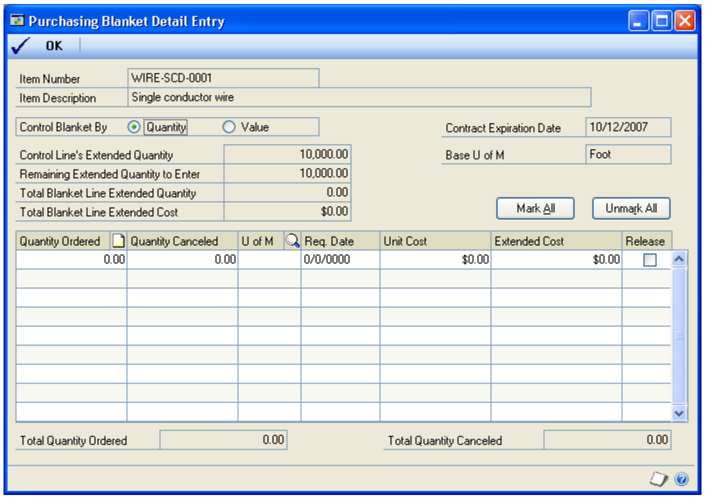
13. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can edit the default unit cost.

14. Enter a site ID, or accept the default.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

15. If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

16. Choose Blanket to open the Purchasing Blanket Detail Entry window to enter line items for the blanket purchase order and to select which line items will be released to the vendor when the blanket purchase order is printed.



Item Number: WIRE-SCD-0001
Item Description: Single conductor wire
Control Blanket By: ● Quantity ○ Value
Contract Expiration Date: 10/12/2007
Base U of M: Foot
Control Line's Extended Quantity: 10,000.00
Remaining Extended Quantity to Enter: 10,000.00
Total Blanket Line Extended Quantity: 0.00
Total Blanket Line Extended Cost: $0.00

Quantity Ordered	Quantity Canceled	U of M	Req. Date	Unit Cost	Extended Cost	Release
0.00	0.00		0/0/0000	$0.00	$0.00	☐

Total Quantity Ordered: 0.00
Total Quantity Canceled: 0.00

17. If the agreement you made with the vendor is based on the total quantity, mark Quantity to control the blanket by. If the agreement you made with the vendor is based on the total cost of the item, mark Value to control the blanket by. If you are managing the blanket by value, you still must enter quantities for the blanket purchase order's delivery schedule.

18. Enter line items using different required dates and quantities, as necessary. You also can mark each line item to be released to the vendor when the purchase order is printed.

    When you've finished entering line items, choose OK to return to the Purchase Order Entry window.

19. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

20. Enter the trade discount, freight, miscellaneous, and tax amounts. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. The control blanket line item isn't included when calculating taxes. For more information about tax calculations, see Chapter 10, "Taxes for purchase orders." To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 101. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

21. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

22. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order or a blanket purchase order delivery schedule. You also can send the purchase order in e-mail (optional).

    You also can print the purchase order by choosing the printer button or send the purchase order in e-mail by choosing the Send in e-mail button in the upper right of the Purchase Order Entry window.

    If you are using purchase order approval workflow, you can print the purchase order delivery schedule, but the purchase order must be approved before you can print it or send it in e-mail. You also can print a purchase order or send a purchase order in e-mail that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

    You can select to send purchase orders in e-mail or print purchase orders in the functional or originating currency using the currency list button in the Purchase Order Entry window. To send a purchase order in e-mail or print a purchase order in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

    You also can select to print blanket purchase order delivery schedules in the functional or originating currency using the currency list button. To print blanket purchase order delivery schedule in your reporting currency, you must use the Purchase Order Inquiry Zoom window.

23. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Entering a drop-ship blanket purchase order

Use the Purchase Order Entry window to enter a drop-ship blanket purchase order to purchase items on behalf of a customer. A customer also can be a vendor. A drop-ship blanket purchase order lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The items on the drop-ship blanket purchase order are shipped directly to the customer without ever being physically received in your inventory. The vendor will send an invoice to your business and you, in turn, will send an invoice to the customer.

Blanket purchase orders allow you to make long-term agreements with vendors to purchase the same item—usually to receive a volume discount or to be sure of obtaining hard to get items. The agreement you make with the vendor can be based on the total cost of the item or for the total quantity of the item.

The quantity on hand isn't updated in Inventory Control, but the current cost for the drop-shipped item and the item vendor information will be updated when the invoice is posted. If the item uses the Average Perpetual valuation method, the current cost for the drop-shipped item won't be updated.

The first line item entered for a drop-ship blanket purchase order is called the control blanket line item and it has the line number of 0. This is the line item that the blanket line items are based on. For example, you might enter a quantity of 5,000 for the control blanket line item and then enter five blanket line items with a quantity of 1,000 each. The control blanket line item isn't included in tax amounts, in the purchase order's subtotal, or printed on purchase orders. If you delete the control blanket line item, all blanket line items are deleted. A control blanket line item can't be deleted if a blanket line item has been received against. Unlike blanket line items, the control blanket line item can't be received or invoiced against.

If you are using Project Accounting, the Project Number field and the Cost Cat. ID field will be displayed in the Purchase Order Entry window, but you can't enter project information.

From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. See *Copying a purchase order* on page 51 for more information.

You also can select Invoice the PO Items from the Actions button to open additional windows where you can invoice the items from the purchase order. See *Invoicing items from a purchase order* on page 184 for more information.

To enter a drop-ship blanket purchase order:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Drop-Ship Blanket Purchase Order to open the Purchase Order Entry window.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a contract expiration date for the drop-ship blanket purchase order. Choose OK to return to the Purchase Order Entry window.

7. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

8. Moving from the Vendor ID field opens the Enter Drop-Ship Customer window.

   In the Enter Drop-Ship Customer window, enter or select the customer ID and ship-to address ID where the vendor is shipping the items to. Choose OK to return to the Purchase Order Entry window.

9. Choose the Vendor E-mail Detail Entry expansion button to open the Purchasing E-mail Detail Entry window to update a vendor's e-mail information for a purchase order. See *Updating a vendor's e-mail information for a purchase order* on page 72 for more information.

   The document type to send in e-mail must be available for the vendor before you can open the Purchasing E-mail Detail Entry window.

10. Mark Allow Sales Document Commitments to allow purchase order line items to be committed to matching sales order line items.

    The Link Purchase Order icon will be displayed in the Quantity Ordered field for blanket line items with sales commitments. Select the blanket line item and choose the button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. You can't add a sales commitment to the control blanket line item. For more information, see *Committing purchase orders to sales documents* on page 52.

11. Enter or select the number of the vendor item or item you're purchasing that will be the control blanket line item. If a vendor item or an item that hasn't been set up in your inventory, see *Adding a vendor item* on page 83, *Adding an item to inventory* on page 84, or *Using non-inventoried items* on page 85 for more information.

    - The item number will be displayed if Options >> Display Vendor Item is unmarked. If Display Vendor Item is marked, the vendor item will be displayed.

    - To indicate that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 79 for more information.

12. Enter the maximum quantity of the item to order.

13. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

14. Enter a site ID, or accept the default site.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

15. If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

16. Choose Blanket to open the Purchasing Blanket Detail Entry window to enter line items for the drop-ship blanket purchase order and to select which line items will be released to the vendor when the drop-ship blanket purchase order is printed.

17. If the agreement you made with the vendor is based on the total quantity, mark Quantity to control the blanket by. If the agreement you made with the vendor is based on the total cost of the item, mark Value to control the blanket by. If you are managing the blanket by value, you still must enter quantities for the blanket purchase order's delivery schedule.

18. Enter line items using different required dates and quantities, as necessary. You also can mark each line item to be released to the vendor when the purchase order is printed.

    When you've finished entering line items, choose OK to return to the Purchase Order Entry window.

19. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

20. Enter the trade discount, freight, miscellaneous, and tax amounts for this purchase order. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. The control blanket line item isn't included when calculating taxes. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99. To change the tax amounts for the document, see *Calculating and distributing summary taxes for purchase orders* on page 101. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

21. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

22. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order or a blanket purchase order delivery schedule, You also can send the purchase order in e-mail (optional).

    You also can print the purchase order by choosing the printer button or send the purchase order in e-mail by choosing the Send in e-mail button in the upper right of the Purchase Order Entry window.

    If you are using purchase order approval workflow, you can print the purchase order delivery schedule, but the purchase order must be approved before you can print it or send it in e-mail. You also can print a purchase order or send a purchase order in e-mail that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

    You can select to send purchase orders in e-mail or print purchase orders in the functional or originating currency using the currency list button in the Purchase Order Entry window. To send a purchase order in e-mail or print a purchase order in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

You also can select to print blanket purchase order delivery schedules in the functional or originating currency using the currency list button. To print blanket purchase order delivery schedule in your reporting currency, you must use the Purchase Order Inquiry Zoom window.

23. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Copying a purchase order

Use the Copy a Purchase Order window to create a new purchase order from an existing purchase order. You can copy a blanket purchase order or drop-ship blanket purchase order to another purchase order of the same type.

If the new and existing orders have different currencies and neither is the functional currency, amounts are converted from the currency of the existing order to the functional currency and then to the currency for the new order.

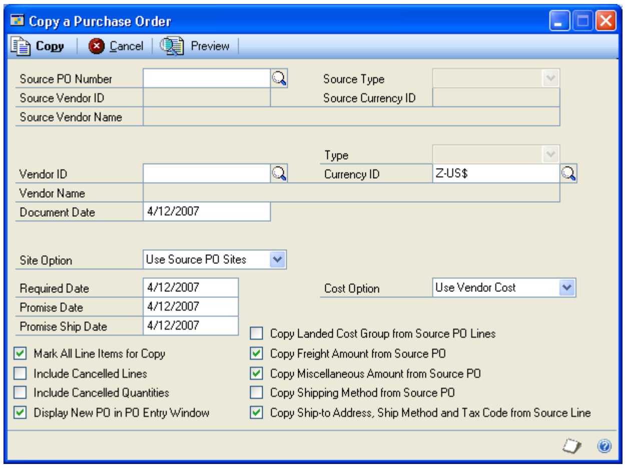
You can copy a purchase order if you are using Workflow. The new purchase order is assigned a status of Not Submitted.

To copy a purchase order:

1. Open the Purchase Order Entry window.
(Transactions >> Purchasing >> Purchase Order Entry)

2. Choose Actions and select Create and Copy New PO to open the Copy a Purchase Order window.

3. Enter or select a purchase order with a status of New, Released, or Change Order to copy. You can't create a new purchase order from a purchase order that has project information.



Document Date 4/12/2007
Currency ID Z-US$
Site Option Use Source PO Sites
Cost Option Use Vendor Cost
Required Date 4/12/2007
Promise Date 4/12/2007
Promise Ship Date 4/12/2007
☑ Mark All Line Items for Copy
☐ Include Cancelled Lines
☐ Include Cancelled Quantities
☑ Display New PO in PO Entry Window
☐ Copy Landed Cost Group from Source PO Lines
☑ Copy Freight Amount from Source PO
☑ Copy Miscellaneous Amount from Source PO
☐ Copy Shipping Method from Source PO
☑ Copy Ship-to Address, Ship Method and Tax Code from Source Line

4. You can change the vendor, currency, and document date for the new order.

5. For drop-ship purchase orders, enter or select a customer ID and a ship-to address ID.

6. Select a site option. If you select Use Site, enter or select a site.

7. Enter the required, promise, and promise ship dates.

8. Select a cost option.

9. Mark the desired copy options.

10. You can choose Preview to open the Preview Line Items window, where you can mark and modify line items before you copy them. See *Previewing line items* on page 82 for more information.

11. Choose Copy.

Committing purchase orders to sales documents

Use the Sales Commitments for Purchase Order window to fill sales orders by committing (linking) purchase order line items to Sales Order Processing line items. You can link Sales Order Processing orders or back orders to existing New, Released, or Change Order purchase orders. For more information about linking sales documents to purchase orders, see the Sales Order Processing documentation.

If you are using Project Accounting, you can't commit purchase order line items for projects to Sales Order Processing line items.

If you are using Workflow, you can commit purchase orders to sales documents, except for rejected purchase orders. To commit a purchase order that is pending approval, you must be the current approver of the purchase orders.

The purchase order must allow sales document commitments, and sales and purchasing line items must meet the following requirements:

- The purchase order line item that has an uncommitted quantity isn't the control blanket line item for a blanket purchase order or a drop-ship blanket purchase order.

- The uncommitted quantity on the purchase order is equal to or more than the quantity required by the sales document.

- The item numbers match.

- For inventoried items, the U of M matches if you selected to use the U of M from the sales order line in the Sales Order Processing Setup Options window. The U of M doesn't have to match if you selected to use the item's default purchasing U of M.

- The site ID on the purchase order matches the site ID in the Sales Order Processing Setup Options window, if you selected the option Use a Single Site for All POs.

- The site ID on the purchase order matches the site ID on the sales line, if you did not select to use a single site for purchase orders in the Sales Order Processing Setup Options window.

- For non-inventoried line items, the item number and U of M match.

- For drop-ship line items, the customer ID, shipping method, and ship-to address match.

If a purchase order line item is committed to more than one sales order line item, you can use the Sales Commitments for Purchase Order window to specify the sequence in which the sales line items will be received. You must commit the full quantity of the sales line item to the purchase order line item. Linking a purchase order line item to a sales document will not change purchase order information.

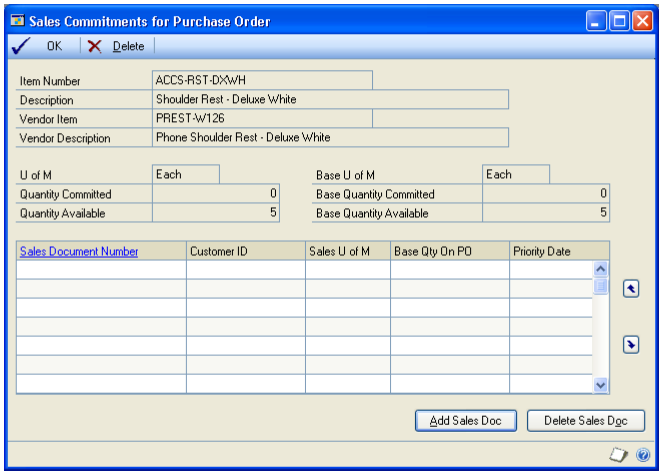
To commit purchase orders to sales documents:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order. Be sure the Allow Sales Document Commitments option is marked.

3. Select a purchase order line item with an uncommitted quantity. Choose the Link Purchase Order button on the Quantity Ordered field to open the Sales Commitments for Purchase Order window.

   The item number, description, available quantity, and other information for the item will be displayed. If you selected a line item with existing commitments, sales item information will be displayed in the scrolling window.

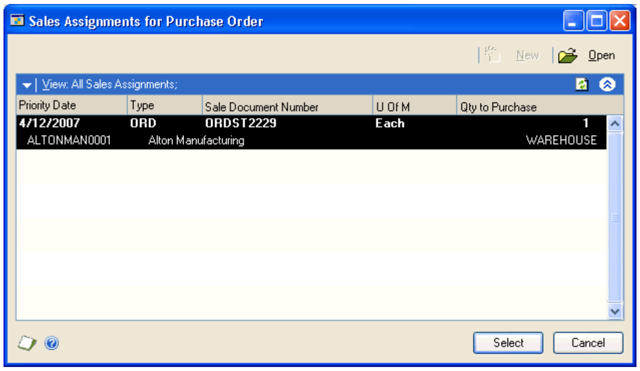


Item Number	ACCS-RST-DXWH
Description	Shoulder Rest - Deluxe White
Vendor Item	PREST-W126
Vendor Description	Phone Shoulder Rest - Deluxe White

U of M	Each	Base U of M	Each
Quantity Committed	0	Base Quantity Committed	0
Quantity Available	5	Base Quantity Available	5

Sales Document Number	Customer ID	Sales U of M	Base Qty On PO	Priority Date

4. In the Sales Commitments for Purchase Order window, choose the Add Sales Doc button to open the Sales Assignments for Purchase Order window, where you can select sales line items.



View: All Sales Assignments;

Priority Date	Type	Sale Document Number	U Of M	Qty to Purchase
4/12/2007	ORD	ORDST2229	Each	1
ALTONMAN0001	Alton Manufacturing			WAREHOUSE

5. In the Sales Assignments for Purchase Order window, select a sales line item and choose the Select button to create a link between the purchase order and the line item. The window will close, and information for the sales line item you chose will appear in the Sales Commitments for Purchase Order window.

A sales line item can be linked to only one purchase order line item, but a purchase order line item can have multiple sales commitments. A drop-ship purchase order or a drop-ship blanket purchase order can be committed only to drop-ship sales order line items.

6. If a line item has more than one Sales Order Processing commitment, you can use the arrow buttons in the Sales Commitments for Purchase Order window to specify the order in which committed quantities will be received.

To view document information for a Sales Order Processing line item, click on the Sales Document Number link.

7. Choose the OK button to save the commitments and return to the Purchase Order Entry window.

Print options for purchase orders

In the Purchase Order Print Options window and the Print Purchasing Documents window, you can select the type of information you want to print on purchase orders. When you send purchase orders to your vendors in e-mail, you use the same options you use as when you are printing purchase orders. The print options that are available depend on the document you are printing or sending in e-mail.

Print Canceled Items All line items that exist on each purchase order will be printed including line items with a Canceled status, if they were released to the vendor. Line items that changed from New to Canceled (and were never released) will not be printed or sent. Items with a partially canceled quantity are always printed or sent, regardless of whether you mark this option. If you don't print canceled items, line items that have a Canceled status won't be printed on the purchase order and the quantity ordered will be reduced by the canceled quantity.

For example, assume that you've entered a purchase order that has two line items in the Purchase Order Entry window.

Item	Quantity Ordered	Quantity Canceled	Unit Cost	Extended Cost	Status
Item 1	10	1	$1.00	$10.00	Released
Item 2	5	5	$1.00	$5.00	Canceled

The Subtotal amount is $15.00. The Remaining PO Subtotal amount is $9.00.

If you marked the Print Canceled Items option, the following information would be printed on the purchase order:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	9	$1.00	$9.00

Include In Totals Amounts from canceled items will be included in the purchase order total. If you print both canceled line items and their amounts, the quantity ordered for the purchase order is taken from the Quantity Ordered field in the Purchase Order Entry window.

Using the information from the previous example, the following information would be printed on the purchase order if you marked the Print Canceled Items and the Include In Totals options:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	10	$1.00	$10.00
Item 2	5	$1.00	$5.00

The Subtotal amount is $15.00.

If you print canceled line items but not their amounts, the quantity ordered is reduced by the canceled quantity. The following information would be printed:

Item	Quantity Ordered	Unit Price	Extended Price
Item 1	9	$1.00	$9.00
Item 2	0	$1.00	$0.00

The Subtotal amount is $9.00.

Include POs On Hold Mark this option to print purchase orders that are on hold. Printing a purchase order that is on hold will not change its status.

Print Reference Number and FOB The reference number and Free on Board designation are printed in addition to the vendor item number. (The vendor item number is printed on the purchase order regardless of whether you selected to print the reference number.) The reference number is the item number as it was entered in the Item Maintenance window.

Combine Similar Items Similar items are combined into a single line item when printing a purchase order.

Line items on blanket purchase orders and drop-ship blanket purchase orders will not be combined when this option is marked.

Similar inventoried items can be combined when the item number, unit of measure, originating unit cost, required date, shipping method, and address information are the same. Similar non-inventoried items can be combined if the item number, vendor item number, unit of measure, originating unit cost, required date, shipping method, and address information are the same. The address information includes name, contact, address, city, state, ZIP code or postal code, and country/region.

For example, assume that two different departments submitted requests for a fax machine. Each request was entered as a separate line item on one standard purchase order.

Line	Item Number	Vendor Item	U of M	Site	Quantity	Unit Cost	Extended Cost	Requested by
1	FAX001	FAX	Each	North	1	$450.75	$450.75	Support
2	PHONE001	TELEPHONE	Each	North	1	$ 75.87	$ 75.87	Support
3	FAX001	FAX	Each	North	1	$450.75	$450.75	Admin
4	DESK001	COMPUTER DESK	Each	South	1	$750.99	$750.99	Admin

If you choose to combine similar items on a purchase order and the shipping method and address information are the same for both line items, the following line items would be printed on the purchase order as.

Line	Item Number	Vendor Item	U of M	Site	Quantity	Unit Cost	Extended Cost
1	FAX001	FAX	Each	North	2	$450.75	$901.50
2	PHONE001	TELEPHONE	Each	North	1	$ 75.87	$ 75.87
4	DESK001	COMPUTER DESK	Each	South	1	$750.99	$750.99

When printing a standard or drop-ship purchase order and similar items are combined into a single line item, the purchase order will display the first line number for the combined line items. In the above example, line 1 and line 3 are combined and line 1 will display the combined items.

Reprint Previously Printed POs Reprint purchase orders that you've already printed. When you print a purchase order with a Change Order status, the status of the purchase order changes to Released. This option is available only in the Print Purchasing Documents window.

Print One Purchase Order per Address Line items that have the same address and shipping method can be included on the same purchase order. For example, assume that you've marked the Print One Purchase Order per Address option and have entered the following line item information for PO001, a standard purchase order.

Item	Shipping method	Address
Item A	NEXT DAY	1234 Allen Street East Chicago, IL
Item B	PICKUP	123 West Boardwalk New York, NY
Item C	NEXT DAY	12345 Market Drive Chicago, IL
Item D	PICKUP	123 West Boardwalk New York, NY

When you print PO001, three separate purchase orders will be printed.

- A purchase order PO001 for Item A.
- A purchase order PO001 for Item B and D.
- A purchase order PO001 for Item C.

However, if the Print One Purchase Order per Address option isn't marked, only one purchase order for PO0001 will be printed. The address and shipping method for each purchase order item will be printed on the purchase order.

If you are using Project Accounting, this option will not apply to the purchase order formats that you entered in the PA Purchase Order Processing Setup Options window.

Include Tax Details The tax details that were used to calculate the tax will be printed directly beneath the item on the document. Each tax detail must have the Print on Documents option in the Tax Detail Maintenance window marked before the tax detail can be printed on documents. Mark Print Dual Currencies to print summary tax information in both the originating and functional currencies on purchase orders that include tax details. Mark Line Item and Summary if you want to include details for line items as well as summary tax information. Mark Summary Taxes Only if you want to include only the summary of tax detail information for each printed document. Summary taxes are printed at the bottom of the document.

Requirements for sending purchase orders in e-mail

You can send purchase orders, drop-ship purchase orders, blanket purchase orders, drop-ship blanket purchases orders in e-mail if the following conditions are met.

- The document type to send in e-mail must be available for the vendor to send in e-mail.
- At least one e-mail address, To, Cc, or Bcc, must be assigned to the vendor using the Internet Information window or the Purchasing E-mail Detail Entry window.
- Word templates for Microsoft Dynamics GP for the vendor and document type must be enabled in the Template Configuration Manager window before you can send documents as DOCX, PDF, or XPS attachments.
- The Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office is required if you are sending XPS or PDF documents in e-mail.
- Depending on the document type, Microsoft Word 2007 or greater and Word templates for Microsoft Dynamics GP are required.

File format	Word 2007	Word templates
XPS	Required	Enabled
PDF	Required	Enabled
DOCX	Not required	Enabled
HTML	Not required	Not required

- You can send documents by e-mail only if you're using a MAPI-compliant e-mail service.
- The file size of the document must not be greater than the maximum file size set in the Vendor E-mail Options window.
- Depending on the file format you choose to send your documents in e-mail, your customers and vendors must be using the following components to view their documents.

File format	Component
XPS	Microsoft XPS Viewer
PDF	Adobe Reader
DOCX	Microsoft Word Viewer
HTML	Internet Explorer 7 Internet Explorer 8

Printing and sending an individual purchase order in e-mail

Use the Purchase Order Print Options window to print an individual purchase order when you've finished entering it and are satisfied there are no mistakes on it. You also can send the purchase order in e-mail using the Purchase Order Print Options window or by you choosing the Send in e-mail button in the upper right of the Purchase Order Entry window. See Printing and sending multiple purchase orders in e-mail on page 59 for information about printing and sending several purchase orders at once.

If you are using purchase order approval workflow, the purchase order must be approved before you can print or send it. You can print or send a purchase order that doesn't need approval. If you are using vendor approval workflow, you can print or send a purchase order only if the vendor assigned to the purchase order has been approved or has a workflow status of No Approval Needed.

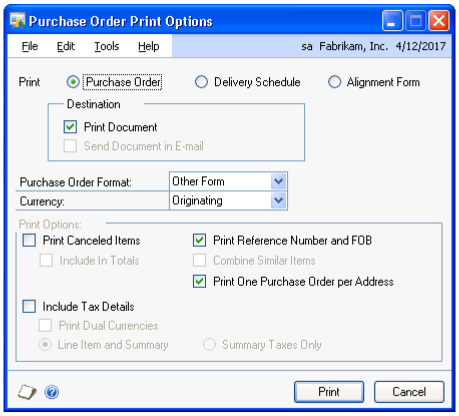
You also can print and send a historical purchase order in e-mail, which is a closed or canceled purchase order that has been moved to history. To print or send an historical purchase order, you must use the Purchase Order Inquiry Zoom window to open the Purchase Order Print Options window. See Viewing purchasing documents on page 266 for more information.

To print and send an individual purchase order in e-mail:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order.

3. Choose File >> Print to open the Purchase Order Print Options window.



Print ● Purchase Order ○ Delivery Schedule ○ Alignment Form

Destination
☑ Print Document
☐ Send Document in E-mail

Purchase Order Format: Other Form
Currency: Originating

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☑ Print Reference Number and FOB
☐ Combine Similar Items
☑ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary ○ Summary Taxes Only

If you're using preprinted purchase order forms, we recommend that you print an alignment form. Xs will be printed in the place of the actual purchase order information. Verify that the purchase order forms are aligned correctly.

4. Select to print, send the purchase order in e-mail, or both.

5. Select a format for the purchase order.

   To send a purchase order in e-mail, the document format must be Blank Paper.

6. From the currency list button, select whether to print or send the purchase order in the functional or originating currency.

To print or send a purchase order in the reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information, see Viewing purchasing documents on page 266.

7. Select the print options when printing or sending the purchase order. For example, you can print canceled items and the totals from the canceled items on the purchase orders.

8. Select whether to include tax details on the document.

9. Print the purchase order, send the purchase order in e-mail, or both.

   The status of New purchase orders will be changed to Released when at least one line item on the purchase order changes from New to Released. A Change Order purchase order also changes to Released when printing it or sending it in e-mail results in at least one Released purchase order line item and no remaining Change Order purchase order line items.

   If you are printing or sending blanket and drop-ship blanket purchase orders, the status of New line items will be changed to Released, if line items have been marked to release in the Purchasing Blanket Detail Entry window. For more information, see *Entering line items with multiple release dates* on page 74. For more information about statuses, see *Status overview* on page 109.

   The control blanket line item isn't printed on the blanket purchase order or the blanket drop-ship purchase order.

Printing and sending multiple purchase orders in e-mail

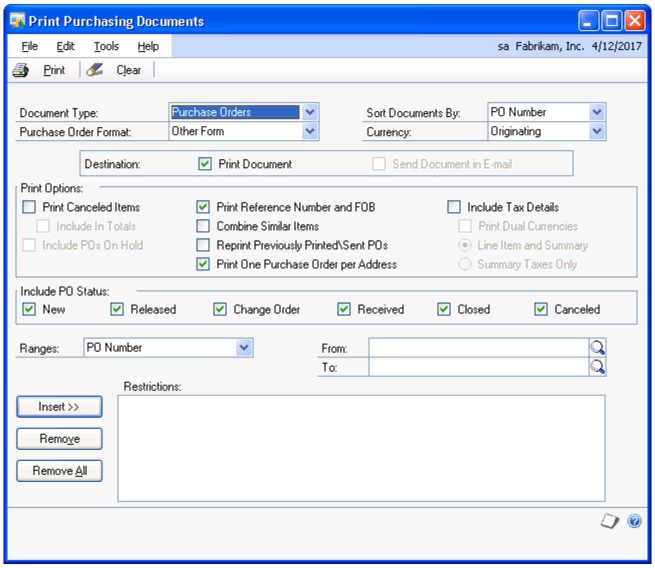
Use the Print Purchasing Documents window to print a range of purchase orders when you've finished entering them and are satisfied there are no mistakes on them. You also can send a range of purchase orders in e-mail. See *Printing and sending an individual purchase order in e-mail* on page 58 for information about printing and sending individual purchase orders in e-mail.

If you are using purchase order approval workflow, the purchase order must be approved before you can print or send it. You also can print or send a purchase order that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

You also can print or send a range of historical purchase orders. A historical purchase order is a closed or canceled purchase order that has been moved to history.

To print and send multiple purchase orders in e-mail:

1. Open the Print Purchasing Documents window.
   (Transactions >> Purchasing >> Print Purchasing Documents)



Document Type: Purchase Orders
Purchase Order Format: Other Form
Sort Documents By: PO Number
Currency: Originating
Destination: ☑ Print Document ☐ Send Document in E-mail

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☐ Include POs On Hold
☑ Print Reference Number and FOB
☐ Combine Similar Items
☐ Reprint Previously Printed\Sent POs
☑ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary
○ Summary Taxes Only

Include PO Status:
☑ New ☑ Released ☑ Change Order ☑ Received ☑ Closed ☑ Canceled

Ranges: PO Number

If you're using preprinted purchase order forms, we recommend that you print an alignment form. X's will be printed in the place of the actual purchase order information. Verify that the purchase order forms are aligned correctly.

2. Select to print or send purchase orders or historical purchase orders.

3. Select a format for purchase orders.

   To send a purchase order in e-mail, the document format must be Blank Paper.

4. Select whether to sort purchase orders by purchase order number or by vendor ID.

5. From the currency list button, select whether to print the purchase orders in functional, originating, or reporting currency.

6. Select the print options when printing purchase orders, sending purchase orders in e-mail, or both. For example, you can print canceled items and the totals from the canceled items on the purchase orders.

7. Select which purchase order statuses you want to include.

   The status of New purchase orders will be changed to Released when at least one purchase order line item changes from New to Released. A Change Order purchase order also changes to Released when printing it or sending it in e-mail results in at least one Released purchase order line and no remaining Change Order purchase order line items.

   If you are printing or sending blanket and drop-ship blanket purchase orders, the status of New line items will be changed to Released, if line items have been marked to release in the Purchasing Blanket Detail Entry window.

8. Select a range type and enter starting and ending values for the range.

9. Choose Insert to move the range restriction you've defined into the Restrictions list.

   You can define additional range restrictions, but you can define only one range restriction per range type. For example, you can specify a range of purchase orders and a range of item numbers, but you can't specify two purchase order ranges.

10. Print the purchase orders, send the purchase orders in e-mail, or both.

    The control blanket line item isn't printed on a blanket purchase order or a blanket drop-ship purchase order.

Printing an individual blanket purchase order delivery schedule

Use the Purchase Order Print Options window to print an individual estimated delivery schedule after you've finished entering a blanket purchase order or a drop-ship blanket purchase order. See *Printing multiple blanket purchase order delivery schedules* on page 62 for information about printing several delivery schedules at once.

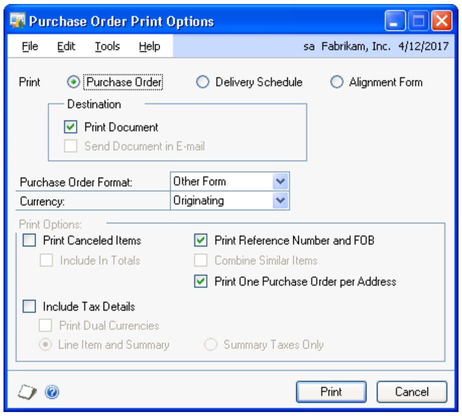
Printing the delivery schedule won't release the items to the vendor. To release items to the vendor, print a purchase order.

To print an individual blanket purchase order delivery schedule:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a blanket purchase order or drop-ship blanket purchase order.

3. Choose File >> Print to open the Purchase Order Print Options window.



Print ● Purchase Order ○ Delivery Schedule ○ Alignment Form

Destination
☑ Print Document
☐ Send Document in E-mail

Purchase Order Format: Other Form
Currency: Originating

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☑ Print Reference Number and FOB
☐ Combine Similar Items
☑ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary ○ Summary Taxes Only

4. Select to print a delivery schedule.

5. From the currency list button, select whether to print in the functional or originating currency.

To print a blanket purchase order delivery schedule in the reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information, see Viewing purchasing documents on page 266.

6. Choose Print to print the delivery schedule.

Printing multiple blanket purchase order delivery schedules

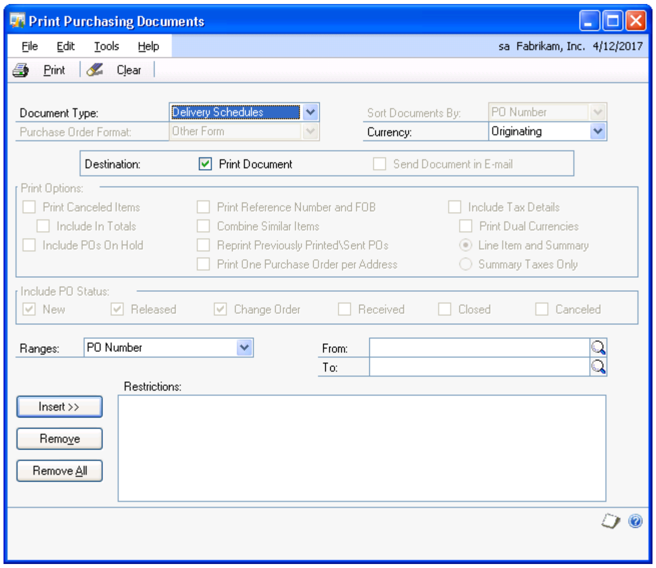
Use the Print Purchasing Documents window to print a range of estimated delivery schedules for blanket and drop-ship blanket purchase orders. See *Printing an individual blanket purchase order delivery schedule* on page 61 for information about printing individual delivery schedule.

Printing the delivery schedule won't release the items to the vendor. To release items to the vendor, print a purchase order.

To print multiple blanket purchase order delivery schedules:

1. Open the Print Purchasing Documents window.
   (Transactions >> Purchasing >> Print Purchasing Documents)

2. Select to print delivery schedules.



Document Type: Delivery Schedules
Purchase Order Format: Other Form
Sort Documents By: PO Number
Currency: Originating
Destination: ☑ Print Document ☐ Send Document in E-mail

Print Options:
☐ Print Canceled Items
☐ Include In Totals
☐ Include POs On Hold
☐ Print Reference Number and FOB
☐ Combine Similar Items
☐ Reprint Previously Printed\Sent POs
☐ Print One Purchase Order per Address
☐ Include Tax Details
☐ Print Dual Currencies
● Line Item and Summary
○ Summary Taxes Only

Include PO Status:
☑ New ☑ Released ☑ Change Order ☐ Received ☐ Closed ☐ Canceled

Ranges: PO Number
From:
To:
Restrictions:

3. From the currency list button, select whether to print the delivery schedules in functional, originating, or reporting currency.

4. Select whether or not to include purchase orders that are on hold.

5. Select a range type and enter starting and ending values for the range.

6. Choose Insert to move the range restriction you've defined into the Restrictions list.

   You can define additional range restrictions, but you can define only one range restriction per range type. For example, you can specify a range of purchase orders and a range of item numbers, but you can't specify two purchase order ranges.

7. Choose Print to print the delivery schedules.

Chapter 7: Purchase order entry for projects

If you are using Project Accounting, you can enter standard and drop-ship purchase orders for projects. You can enter blanket and drop-ship blanket purchase orders, but you can't enter a project number or a cost category for items assigned to those purchase order types. For more information about blanket purchase orders, see *Entering a blanket purchase order* on page 43. For more information about drop-ship blanket purchase orders, see *Entering a drop-ship blanket purchase order* on page 47.

This information is divided into the following sections:

- *Project numbers and cost categories in Purchase Order Processing*
- *Entering a standard purchase order for projects*
- *Entering a drop-ship purchase order for projects*

Project numbers and cost categories in Purchase Order Processing

A project number identifies the project where the item in the purchase order, shipment receipt, shipment/invoice receipt or invoice receipt will be used. Each project has its own budget and is made up of cost categories. If an item isn't assigned to a project, you can enter <None> or leave the project number blank. If an item isn't assigned to a project, the item isn't assigned to a budget.

A cost category is a name given to a project expense, such as, labor, building rental, and materials. When a cost category is used in a project, it is usually called a budget item. Each cost category that is assigned to a project has its own budget. If an item doesn't have a project number, you don't have to enter a cost category. You can leave the cost category blank. You must enter a cost category ID if the item you're entering is part of a project.

Entering a standard purchase order for projects

Use the Purchase Order Entry window to enter purchase orders. A purchase order can involve various projects, cost categories, and items—all of them to be acquired from a single vendor only. You can use this window to modify purchase orders with New, Released, and Change Order statuses. You also can enter detailed information for each purchase order and enter inventoried and non-inventoried items. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

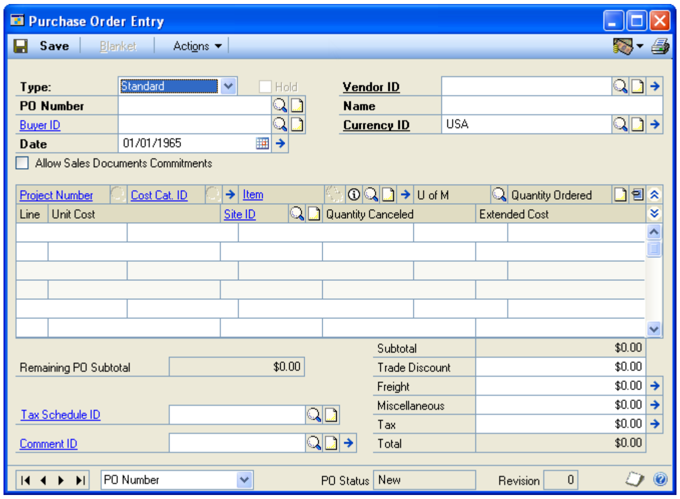
From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. You also can select Copy PO Lines to Current PO from the Actions button to copy line items from one purchase order to another. You won't be able to copy purchase orders or line items that have project numbers and cost categories assigned to them. See *Copying a purchase order* on page 51 or *Copying line items* on page 81 for more information.

You also can select options from the Actions button to open additional windows where you can receive items, receive and invoice items, or invoice the items from the purchase order. See *Receiving items from a purchase order* on page 131 or *Invoicing items from a purchase order* on page 184 for more information.

Use the View >> Currency menu option or the currency list button to view amounts in the Purchase Order Entry window in the originating or functional currency.

To enter a standard purchase order for projects:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)


Purchase Order Entry
Save
Blanket
Actions
Hold
PO Number
Buyer ID
Vendor ID
Name
☐ Allow Sales Documents Commitments
Project Number
Cost Cat. ID
Item
U of M
Quantity Ordered
Line
Unit Cost
Site ID
Quantity Canceled
Extended Cost
Tax Schedule ID
Comment ID
PO Number

Type: Standard
Date: 01/01/1965
Currency ID: USA
Remaining PO Subtotal: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00
PO Status: New
Revision: 0

2. Select Standard as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID, and associated rate type that's entered for the transaction.

6. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

7. Enter or select a currency ID, or change the default currency ID.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table is assigned to the transaction.

8. Enter or select the project where an item will be used. If the item that you're purchasing isn't assigned to a project, enter <NONE> or leave the Project No. field blank.

   You cannot enter a project number that belongs to a contract with a status of On Hold, Closed, or Estimate. In addition, you cannot enter a project number for a project, contract, or customer that doesn't allow you to enter or post cost transactions.

You can't enter a project number and a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

9. Enter or select the cost category where an item will be used. You must enter a cost category ID if the item you're entering is part of a project. If the item isn't a part of a project, leave the Cost Category field blank.

10. Enter or select the number of the item you're purchasing. If an item hasn't been set up in your inventory, see *Adding an item to inventory* on page 84 or *Using non-inventoried items* on page 85 for more information.

    Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

11. Enter the item quantity.

12. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

13. Enter a site ID, or accept the default site.

    Sites are required for line items. You must enter a site ID before continuing to the next line.

14. Continue to enter all the line items for the purchase order.

15. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

16. Enter the trade discount, freight, miscellaneous, and tax amounts. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 10, "Taxes for purchase orders." You can't change the Tax amount in the Purchase Order Entry window even if your system is set up to allow editing summary-level taxes in the Company Setup Options window. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

17. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

18. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order (optional). See *Printing and sending an individual purchase order in e-mail* on page 58 for more information. For information about printing several purchase orders at once, see *Printing and sending multiple purchase orders in e-mail* on page 59.

If you are using purchase order approval workflow, the purchase order must be approved before you can print it. You also can print a purchase order that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

You can select to print purchase orders in the functional or originating currency using the currency list button. To print a purchase order in your reporting currency, you must use the Purchase Order Inquiry Zoom window. For more information about reporting currency, see the Multicurrency Management documentation.

19. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Entering a drop-ship purchase order for projects

Use the Purchase Order Entry window to enter a drop-ship purchase order to purchase items on behalf of a customer. A customer also can be a vendor. The items on the purchase order are shipped directly to the customer without ever being physically received in your inventory. The vendor will invoice your business and you, in turn, will invoice the customer. The quantity on hand isn't updated in Inventory Control, but the current cost for the drop-shipped items and the item vendor information will be updated when the invoice is posted. If the item uses the Average Perpetual valuation method, the current cost for the drop-shipped item won't be updated.

You also can enter detailed information for each purchase order and enter inventoried and non-inventoried items. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

From the Actions button, you can select Create and Copy New PO to create a new purchase order record from an existing purchase order. You also can select Copy PO Lines to Current PO from the Actions button to copy line items from one purchase order to another. You won't be able to copy purchase orders or line items that have project numbers and cost categories assigned to them. See *Copying a purchase order* on page 51 or *Copying line items* on page 81 for more information.

You can select Invoice the PO Items from the Actions button to open additional windows where you can invoice the items from the purchase order. See *Invoicing items from a purchase order* on page 184 for more information.

To enter a drop-ship purchase order for projects:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select Drop-Ship as the document type.

3. Enter a purchase order number or accept the default entry.

4. Enter or select a buyer ID.

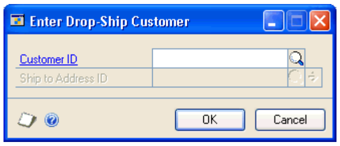
5. Accept the default date or enter a date that will be used to update your purchasing records.

   In multicurrency transactions, the exchange rate used is based on the document date, the currency ID and associated rate type that's entered for the transaction.

6. Enter or select the vendor that you're ordering the item from.

   To enter a temporary vendor—a vendor with whom you have a short-term relationship and want to keep minimal information—place the pointer in the Vendor ID field and choose Options >> Temporary Vendor. The Vendor Maintenance window will open, where you can enter a vendor name and any other information.

7. Moving from the Vendor ID field opens the Enter Drop-Ship Customer window.



   In the Enter Drop-Ship Customer window, enter or select the customer ID and ship-to address ID where the vendor is shipping the items. Choose OK to return to the Purchase Order Entry window.

8. Enter or select the project where an item will be used. If the item that you're purchasing isn't assigned to a project because the item isn't assigned to a budget, leave the Project No. field blank.

   You cannot enter a project number that belongs to a contract with a status of On Hold, Closed, or Estimate. In addition, you cannot enter a project number for a project, contract, or customer that doesn't allow you to enter or post cost transactions.

   You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

9. Enter or select the cost category. You must enter a cost category ID if the item you're entering is part of a project. If the item isn't part of a project, you can leave the Cost Category ID field blank.

10. Enter or select the number of the item you're purchasing. If an item hasn't been set up in your inventory, see *Adding an item to inventory* on page 84 or *Using non-inventoried items* on page 85 for more information.

    Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

11. Enter the item quantity.

12. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can modify the default unit cost.

13. Enter a site ID, or accept the default site.

Sites are required for line items. You must enter a site ID before continuing to the next line.

14. Continue to enter all the line items for the purchase order.

15. Enter a tax schedule ID or accept the default entry. This tax schedule ID will be used to calculate tax on the amount of the document. See *Default tax schedules for purchase orders* on page 99 for more information about default tax schedule IDs for purchase orders.

16. Enter the trade discount, freight, miscellaneous, and tax amounts for this purchase order. The trade discount is automatically calculated if you've assigned a trade discount percentage to the vendor that you're purchasing the items from.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99. You can't change the Tax amount in the Purchase Order Entry window even if your system is set up to allow editing summary-level taxes in the Company Setup Options window. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

17. Enter a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

18. Choose File >> Print to open the Purchase Order Print Options window, where you can print the purchase order (optional). See *Printing and sending an individual purchase order in e-mail* on page 58 for more information. For information about printing several purchase orders at once, see *Printing and sending multiple purchase orders in e-mail* on page 59.

If you are using purchase order approval workflow, the purchase order must be approved before you can print it. You also can print a purchase order that doesn't need approval. If you are using vendor approval workflow, the vendors assigned to the purchase orders must be approved or have the workflow status of No Approval Needed.

    You can select to print purchase orders in the functional or originating currency using the currency list button.

19. Save the purchase order or submit the purchase order for approval, if you are using Workflow.

Chapter 8: Purchase order detail entry

The Purchase Order Entry window is designed to resemble a physical purchase order document and includes vendor, line item, and total information. Use the expansion buttons in the Purchase Order Entry window to open windows where you can enter detailed information about a document, vendor, line item, or other elements of a purchase order.

This information is divided into the following sections:

- *Entering vendor information*
- *Updating a vendor's e-mail information for a purchase order*
- *Entering line items with multiple release dates*
- *Entering line item detail information*
- *Entering project line item detail information*
- *Specifying the manufacturer's item numbers to print on a purchase order*
- *Entering and releasing blanket line items*
- *Copying line items*
- *Previewing line items*
- *Adding a vendor item*
- *Adding an item to inventory*
- *Using non-inventoried items*
- *Inventoried items and non-inventoried items for projects*
- *Adding comments to purchasing documents*

Entering vendor information

Use the Purchasing Vendor Detail Entry window to display or enter additional information about a vendor for a purchase order. You can change information such as the name, address, and shipping method. If you select a vendor ID in the Purchase Order Entry window before opening this window, that vendor will be displayed.

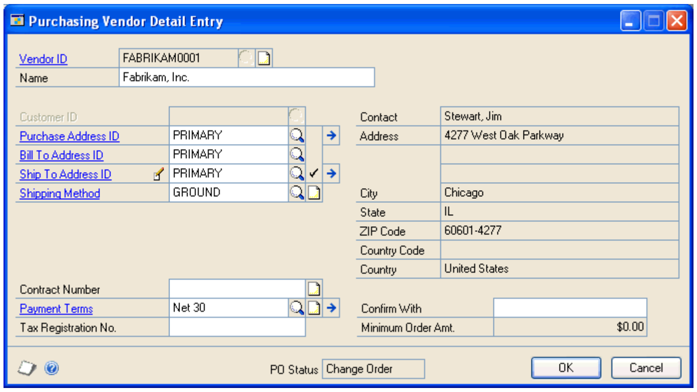
Any changes you make in the Purchasing Vendor Detail Entry window will be applied to the purchase order you're working with, but won't affect the vendor's permanent record.

To enter vendor information:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order.

3. Choose the Vendor ID expansion button to open the Purchasing Vendor Detail Entry window.



Vendor ID: FABRIKAM0001
Name: Fabrikam, Inc.
Customer ID:
Purchase Address ID: PRIMARY
Bill To Address ID: PRIMARY
Ship To Address ID: PRIMARY
Shipping Method: GROUND
Contact: Stewart, Jim
Address: 4277 West Oak Parkway
City: Chicago
State: IL
ZIP Code: 60601-4277
Country Code:
Country: United States
Contract Number:
Payment Terms: Net 30
Tax Registration No.:
Confirm With:
Minimum Order Amt.: $0.00
PO Status: Change Order

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

4. Enter the information or highlight the fields to change, such as vendor name, customer ID (if you're entering a drop-ship purchase order or drop-ship blanket purchase order), the address IDs, contract number, payment terms, or shipping method. You also can enter the name or initials of the person who should approve the order, and a tax registration number if applicable.

   If you change the purchase address ID, ship-to address ID, or shipping method, the line items assigned to the purchase order aren't updated automatically. You should review address and shipping information for each item.

5. To make changes to the purchase address information or ship-to address information for the document, choose the expansion button next to the Purchase Address ID field or the Ship To Address ID field to open the Purchasing Ship To Address Entry window.

6. Choose OK to close the window and continue entering the purchase order.

Updating a vendor's e-mail information for a purchase order

Use the Purchasing E-mail Detail Entry window to update a vendor's e-mail information for a transaction. The changes you enter in this window will affect only the current transaction. To make permanent changes to the vendor record for e-mail settings, make them using the Vendor E-mail Options window.

You can change the subject, message ID, and message if the Allow Update of E-mail at Entry option in the Purchasing E-mail Setup window is marked. You can update the reply to address if the Changing'Reply to' Address option in the Purchasing E-mail Setup window is marked.

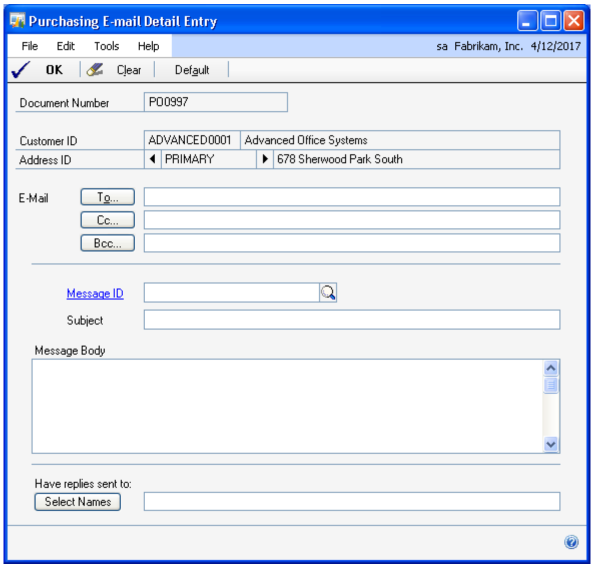
To update vendor’s e-mail information for a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order.

3. Select a vendor ID.

4. Choose the E-mail Detail Entry expansion button to open the Purchasing E-mail Detail Entry window.


Purchasing E-mail Detail Entry
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
OK
Clear
Default
E-Mail
To...
Cc...
Bcc...
Message ID
Subject
Message Body
Have replies sent to:
Select Names

Document Number PO0997

Customer ID ADVANCED0001 Advanced Office Systems

Address ID PRIMARY 678 Sherwood Park South

5. Enter a To, Cc, or Bcc address to send the transaction in e-mail. You must enter at least one e-mail address to send transactions in e-mail. The default e-mail addresses entered in the Internet Information window are displayed for the vendor. You can update the To, Cc, and Bcc e-mail addresses, if applicable.

6. Enter or select a message ID if you want to use a predefined message.

7. Enter a subject line for the message. If you don't enter a subject for the message, the document number of the transaction you are sending is used.

8. Edit the message that will appear in the e-mail when sending the purchase order.

9. Update the address that a vendor can use to send a reply e-mail. For example, assume that you have entered purchasing@fabrikam.com as the reply to address. If you send a document in e-mail to a vendor, the vendor receives e-mail from someone@fabrikam.com. When the vendor replies to the e-mail, purchasing@fabrikam.com is used in the To field.

10. Choose Save to save your changes.

    Choose Default to restore the default e-mail settings entered for the vendor in Vendor E-mail Options window.

Entering line items with multiple release dates

Use the Release By Date field in the Purchasing Item Detail Entry window to specify the date you'd like to order an item. You can enter release by dates to create a purchase order with multiple line items that will be released to the vendor at different times.

The release by date is calculated if the Calculate Line Item's Release By Date Based on Vendor Lead Time option in the Purchase Order Processing Setup window is marked. The release by date is calculated by subtracting the number of planning lead time days from the required date entered for the line item. The Release By Date is not recalculated when you modify the Required Date. If the Calculate Line Item's Release By Date based on Vendor Lead Time option isn't marked, the release by date isn't calculated.

If you are using Project Accounting, you can't use the Calculate Line Item's Release By Date Based on Vendor Lead Time option to calculate the release by date.

You can monitor the release by dates of purchase order lines by printing a PO Line Items to Release report.

You also can set up a business alert to notify you when a purchase order line's release by date equals the user date, if you are using business alerts.

If a purchase order is generated from Material Requirements Planning (in the Manufacturing Series), the release by date will be calculated and filled based on the required date and the item/vendor's planning lead time.

If you are using Project Accounting, you can't generate purchase orders for projects from Material Requirements Planning.

Entering line item detail information

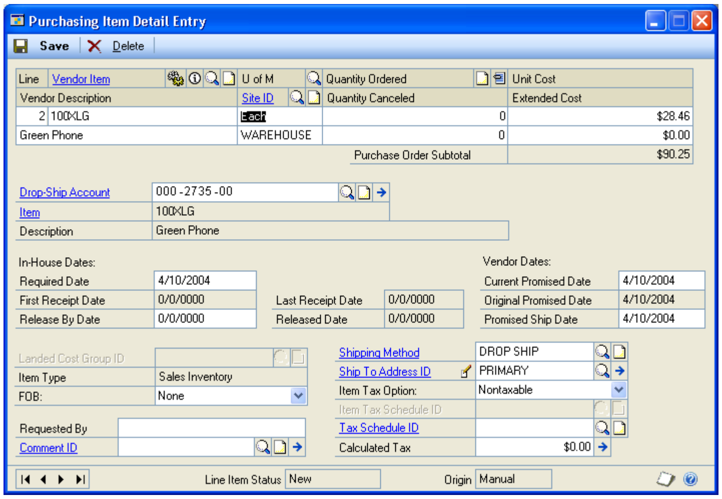
Use the Purchasing Item Detail Entry window to view or enter additional information for a vendor item, item, or non-inventoried item. You can enter more specific information, such as the required and promised shipping dates, and a comment ID. You also can use the Release By Date field to specify the date you'd like to order an item. For more information about release dates, see *Entering line items with multiple release dates* on page 74. If you select an item in the Purchase Order Entry window before opening this window, that item will be displayed.

If you are using Project Accounting, you can enter blanket purchase order line items. The Project Number field and the Cost Cat. ID field will be displayed in the Purchasing Item Detail Entry window, but you can't enter project information. To enter additional information for a line item assigned to a project, see *Entering project line item detail information* on page 77.

To enter line item detail information:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order number, select a line item, and choose the Vendor Item or Item expansion button to open the Purchasing Item Detail Entry window.



Line	Vendor Item	U of M	Quantity Ordered	Unit Cost
Vendor Description		Site ID	Quantity Canceled	Extended Cost
2	100XLG	Each	0	$28.46
Green Phone		WAREHOUSE	0	$0.00
			Purchase Order Subtotal	$90.25

Drop-Ship Account: 000 -2735 -00
Item: 100XLG
Description: Green Phone

In-House Dates:
Required Date: 4/10/2004
First Receipt Date: 0/0/0000
Release By Date: 0/0/0000
Last Receipt Date: 0/0/0000
Released Date: 0/0/0000

Vendor Dates:
Current Promised Date: 4/10/2004
Original Promised Date: 4/10/2004
Promised Ship Date: 4/10/2004

Landed Cost Group ID:
Item Type: Sales Inventory
FOB: None
Requested By:
Comment ID:
Shipping Method: DROP SHIP
Ship To Address ID: PRIMARY
Item Tax Option: Nontaxable
Item Tax Schedule ID:
Tax Schedule ID:
Calculated Tax: $0.00
Line Item Status: New
Origin: Manual

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

3. Enter the item using either the vendor's item number or your company's item number. You also can enter a vendor item or an item that hasn't been set up in your inventory.

   You can display the vendor's item number by marking Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this at any time.

   If you are entering line items for a blanket purchase order or a drop-ship blanket purchase order, all line items must have the same item number. The first item entered for a blanket purchase order or a drop-ship blanket purchase order is the control blanket line item and it has the line number of 0.

   To specify that an item must be a specific manufacturer's item, choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window. See *Specifying the manufacturer's item numbers to print on a purchase order* on page 79 for more information.

4. Enter or modify the quantity ordered. If you are entering the quantity ordered for a control blanket line item for a blanket or drop-ship blanket purchase order, enter the maximum quantity amount to order.

   The Link Purchase Order icon will be displayed in the Quantity Ordered field for line items with sales commitments. Choose the Link Purchase Order button next to the Quantity Ordered heading to view, add, or delete commitments in the Sales Commitments for Purchase Order window. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order can't be added to a commitment. For more information, see *Committing purchase orders to sales documents* on page 52.

5. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can edit the default unit cost.

6. Enter a site ID, or accept the default.

7. If the agreement you made with the vendor is based on the total cost of the item for a blanket purchase order or a drop-ship blanket purchase order, modify the extended cost to match the agreed cost.

8. Enter or select a default posting account that will be used when receipts are posted (optional).

9. Enter or change in-house dates—required date, release by date—if necessary.

10. Enter or change vendor dates—current promised date, promised ship date—if necessary.

    Date information is used for reports, such as the Expected Shipments Report and the Purchase Order Analysis Report, and also in the Purchase Order Processing Item Inquiry window.

11. Enter a landed cost group ID, or accept the default if you're using landed cost. The landed cost IDs that are part of the group will be assigned automatically when the shipment is received.

12. Select an FOB (Free on Board) designation of None, Origin, or Destination, or accept the default.

13. Enter the name of the person who requested the item and a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

14. Enter a shipping method and ship-to address or accept the default entries.

    You can't modify a ship-to address for an item assigned to a standard purchase order or blanket purchase order that has a Delivery shipping method type.

    You can't modify the ship-to address or shipping method if a drop-ship sales order line item is linked to a drop-ship purchase order or drop-ship blanket purchase order.

15. Select the tax status of the line item that's displayed. You can define the item as taxable or non-taxable, or base the tax on the tax schedule assigned to the vendor.

    This field isn't available if the Single Schedule tax option is marked in the Purchase Order Processing Setup Options window.

16. Enter the ID for the tax schedules that will be used to calculate tax on the item that's displayed.

17. Enter the tax amount. Taxes will be calculated automatically as you enter items. Taxes aren’t calculated for the control blanket line item of a blanket purchase order or a drop-ship blanket purchase order. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99. If you want to change the tax distribution that’s calculated automatically for the item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

18. Choose Save to save the item.

19. Close the window when you are finished entering item information.

Entering project line item detail information

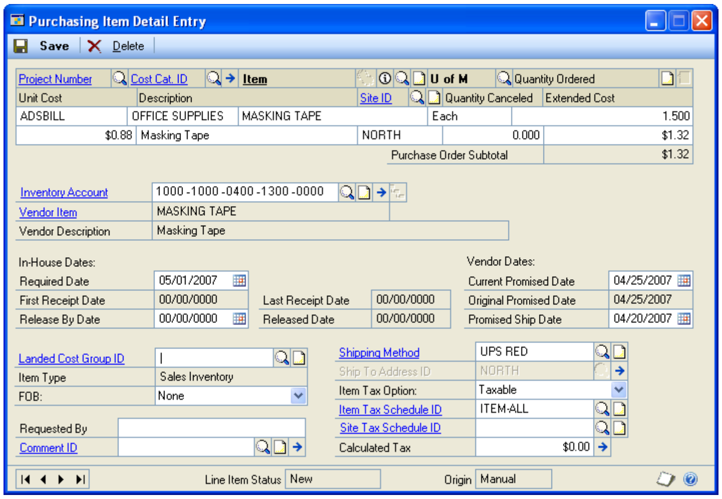
If you are using Project Accounting, you can use the Purchasing Item Detail Entry window to view or enter additional information for an inventoried item or non-inventoried item. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

You can enter more specific information, such as the required and promised shipping dates, and a comment ID. You also can use the Release By Date field to specify the date you’d like to order an item. For more information about release dates, see *Entering line items with multiple release dates* on page 74.

To enter project line item detail information:

1. Open the Purchase Order Entry window.
(Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order number, select a line item, and choose the Item expansion button to open the Purchasing Item Detail Entry window.



Project Number	Cost Cat. ID	Item	U of M	Quantity Ordered
ADSBILL	OFFICE SUPPLIES	MASKING TAPE	Each	1.500

Unit Cost	Description	Site ID	Quantity Canceled	Extended Cost
$0.88	Masking Tape	NORTH	0.000	$1.32

Purchase Order Subtotal $1.32

Inventory Account 1000 -1000 -0400 -1300 -0000
Vendor Item MASKING TAPE
Vendor Description Masking Tape

In-House Dates:
Required Date 05/01/2007
First Receipt Date 00/00/0000
Release By Date 00/00/0000
Last Receipt Date 00/00/0000
Released Date 00/00/0000

Vendor Dates:
Current Promised Date 04/25/2007
Original Promised Date 04/25/2007
Promised Ship Date 04/20/2007

Landed Cost Group ID
Item Type Sales Inventory
FOB: None
Requested By
Comment ID

Shipping Method UPS RED
Ship To Address ID NORTH
Item Tax Option: Taxable
Item Tax Schedule ID ITEM-ALL
Site Tax Schedule ID
Calculated Tax $0.00

Line Item Status New
Origin Manual

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

3. Enter or select the project where an item will be used. If the item that you’re purchasing isn’t assigned to a project, leave the Project No. field blank.

You cannot enter a project number that belongs to a contract with a status of On Hold, Closed, or Estimate. In addition, you cannot enter a project number for a project, contract, or customer that doesn't allow you to enter or post cost transactions.

You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

4. Enter or select the cost category where an item will be used. You must enter a cost category ID if the item that you're entering is part of a project. If the item isn't part of a project, leave the Cost Cat. ID field blank.

   To view additional project information, choose the Cost Cat. ID expansion button to open the PA Purchasing Item Detail Entry window.

5. Enter or select the number of the item you're purchasing. If an item hasn't been set up in your inventory, see *Adding an item to inventory* on page 84 or *Using non-inventoried items* on page 85 for more information.

   Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

   You can choose the Cost Cat. ID expansion button to open the PA Purchasing Item Detail Entry window, where you can enter a billing note.

6. Enter or modify the quantity ordered.

7. If you've entered a non-inventoried item, enter the unit cost. If you've entered an inventoried item, you can edit the default unit cost.

8. Enter a site ID, or accept the default.

9. Enter or select a default posting account that will be used when receipts are posted (optional).

10. Enter or change in-house dates—required date, release by date—if necessary.

11. Enter or change vendor dates—current promised date, promised ship date—if necessary.

    Date information is used for reports, such as the Expected Shipments Report and the Purchase Order Analysis Report, and also in the Purchase Order Processing Item Inquiry window.

12. Enter a landed cost group ID, or accept the default if you're using landed cost. The landed cost IDs that are part of the group will be assigned automatically when the shipment is received.

13. Select an FOB (Free on Board) designation of None, Origin, or Destination, or accept the default.

14. Enter the name of the person who requested the item and a comment ID (optional). For more information about comments, see *Adding comments to purchasing documents* on page 86.

15. Enter a shipping method and ship-to address or accept the default entries.

    You can't modify a ship-to address for an item assigned to a standard purchase order that has a Delivery shipping method type.

16. Select the tax status of the line item that's displayed. You can define the item as taxable or non-taxable, or base the tax on the tax schedule assigned to the vendor.

    This field isn't available if the Single Schedule tax option is marked in the Purchase Order Processing Setup Options window.

17. Enter the ID for the tax schedules that will be used to calculate tax on the item that's displayed.

18. Enter the tax amount. Taxes will be calculated automatically as you enter items. Taxes aren't calculated for the control blanket line item of a blanket purchase order or a drop-ship blanket purchase order. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99. If you want to change the tax distribution that's calculated automatically for the item, see *Calculating and distributing detail taxes for purchase order items* on page 102.

19. Choose Save to save the item.

20. Close the window when you are finished entering item information.

Specifying the manufacturer's item numbers to print on a purchase order

Use the Purchasing Manufacturer's Item Number Entry window to specify that a sales inventory item or a discontinued item must be a specific manufacturer's item and to have the manufacturer's item number printed on the purchase order. You can include up to five manufacturer item numbers to be printed on the purchase order for an item. You also can modify manufacturer item number information.

If you entered manufacturer item number information for an item using the Manufacturer's Item Number Maintenance window, that information will appear as default values in the Purchasing Manufacturer's Item Number Entry window.

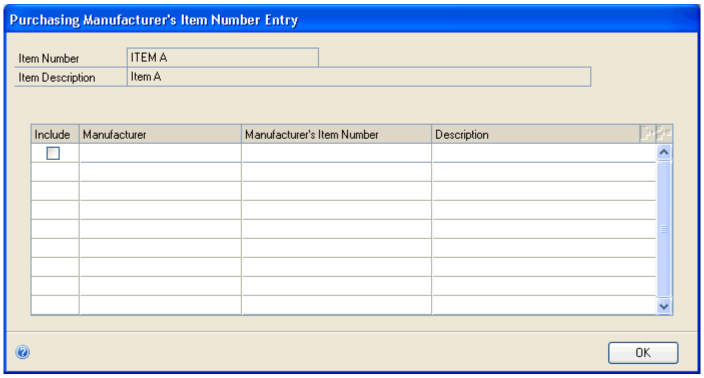
You also can open the Purchasing Manufacturer's Item Number Entry window from the Purchasing Item Detail Entry window.

If you are using Project Accounting, you can't use manufacturers' item numbers for purchase order line items that have project information.

To specify the manufacturer's item numbers to print on a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order number, select a line item, and choose the Manufacturer's Item Number expansion button to open the Purchasing Manufacturer's Item Number Entry window.



Purchasing Manufacturer's Item Number Entry

Item Number: ITEM A
Item Description: Item A

3. Enter or modify the name of the manufacturer, manufacturer's item number, and description of the item.

4. Mark Include to have the manufacturer's item number printed on the purchase order.

5. Choose OK to save your changes.

Entering and releasing blanket line items

Use the Purchasing Blanket Detail Entry window to enter all of the blanket line items at once, or to enter additional blanket lines later when you know more about the quantities, required date, and costs of the item. You also can select which blanket line items should be released when the purchase order is printed.

You must enter the control blanket line item for a blanket purchase order or a drop-ship blanket purchase order in the Purchase Order Entry window before you can enter or modify blanket line items in the Purchasing Blanket Detail Entry window.

If you are using Project Accounting, you can't enter blanket purchase orders or drop-ship blanket purchase orders for projects.

To enter and release blanket line items:

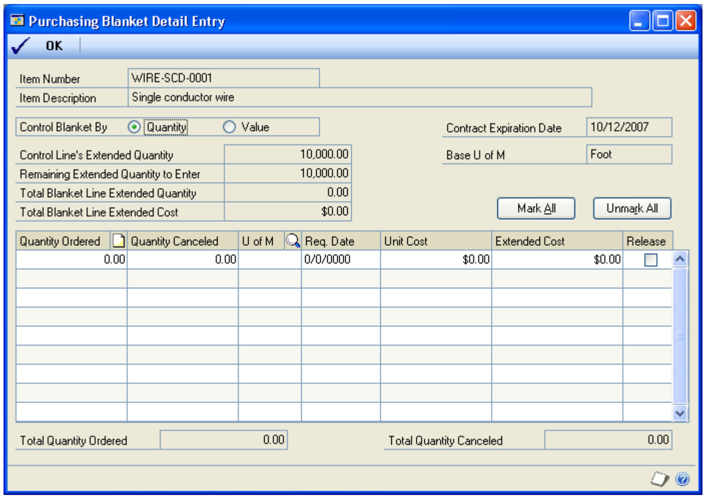
1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a blanket purchase order or a drop-ship blanket purchase order.

3. For a new blanket purchase order or a drop-ship purchase order, enter the control blanket line item.

If the agreement you made with the vendor is based on the total cost of the item, modify the extended cost to match the agreed cost.

4. Choose Blanket to open the Purchasing Blanket Detail Entry window.



Item Number: WIRE-SCD-0001
Item Description: Single conductor wire
Control Blanket By: ● Quantity ○ Value
Contract Expiration Date: 10/12/2007
Control Line's Extended Quantity: 10,000.00
Remaining Extended Quantity to Enter: 10,000.00
Total Blanket Line Extended Quantity: 0.00
Total Blanket Line Extended Cost: $0.00
Base U of M: Foot

Quantity Ordered	Quantity Canceled	U of M	Req. Date	Unit Cost	Extended Cost	Release
0.00	0.00		0/0/0000	$0.00	$0.00	☐

Total Quantity Ordered: 0.00
Total Quantity Canceled: 0.00

Currency amounts in this window appear in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

5. Enter the information or highlight the fields to change.

   - You can change the Control Blanket By option until one of the blanket line items has a status other than New or Canceled. If you change the Control Blanket By option to Value, be sure that the extended cost amount for the control blanket line item in the Purchase Order Entry window is correct. You also must enter quantities for the blanket purchase order's delivery schedule if you are managing the blanket by value.

   - You can enter additional blanket line items for the purchase order and modify the quantities, required dates, and costs for the existing blanket line items.

   - You can select which line items will be released to the vendor when the purchase order is printed.

6. When you've finished entering blanket line items, choose OK to return to the Purchase Order Entry window.

Copying line items

Use the Copy a Purchase Order window to copy line items from one purchase order to another. Copied line items are assigned line numbers based on the number of existing line items in the new purchase order. If you are using Project Accounting, you won't be able to copy line items that have project information assigned to them. You cannot copy line items to or from an existing blanket purchase order.

If the new and existing orders have different currencies and neither is the functional currency, amounts will be converted from the currency of the existing order to the functional currency and then to the currency for the new order.

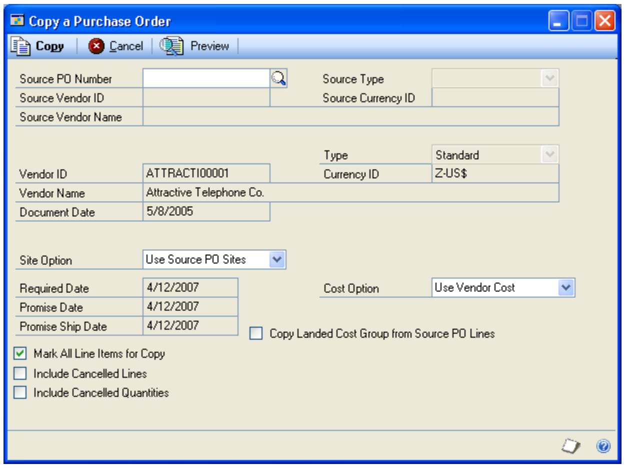
If you are using Workflow and you've copied line items to a purchase order that isn't pending changes or pending approval, you have to resubmit the purchase order.

To copy line items:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a standard or drop-ship purchase order to add line items to. To create a new purchase order, select a type, then enter a new purchase order number and vendor ID.

3. Choose Actions and select Copy PO Lines to Current PO to open the Copy a Purchase Order window.



Source PO Number	
Source Type	
Source Vendor ID	
Source Currency ID	
Source Vendor Name	
Type	Standard
Vendor ID	ATTRACTI00001
Currency ID	Z-US$
Vendor Name	Attractive Telephone Co.
Document Date	5/8/2005
Site Option	Use Source PO Sites
Required Date	4/12/2007
Cost Option	Use Vendor Cost
Promise Date	4/12/2007
Promise Ship Date	4/12/2007

☐ Copy Landed Cost Group from Source PO Lines
☑ Mark All Line Items for Copy
☐ Include Cancelled Lines
☐ Include Cancelled Quantities

You also can press ALT + P to copy purchase order line items.

4. Enter or select an existing purchase order to copy from.

5. Select a site option. If you select Use Site, enter or select a site.

6. Select a cost option.

7. Mark the desired copy options.

   You can choose Preview to open the Preview Line Items window, where you can mark and modify line items before you copy them. See *Previewing line items* on page 82 for more information.

8. Choose Copy.

Previewing line items

Use the Preview Line Items window to mark and modify purchase order line items before you copy them. You also can view warnings and correct error messages. You can't mark a line item that contains an error (red symbol) until you correct the error. You can mark a line item that contains a warning (yellow symbol).

If the line items are assigned to project, the line items will be copied except for the project numbers and cost categories assigned to them. These fields will be blank.

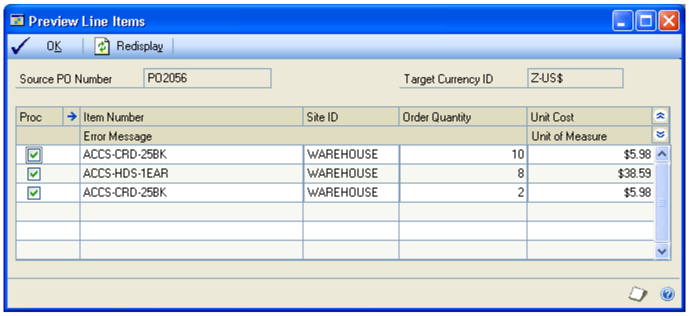
To preview line items:

1. Open the Copy a Purchase Order window.
   (Transactions >> Purchasing >> Purchase Order Entry >>Actions >> Create And Copy New PO)
   (Transactions >> Purchasing >> Purchase Order Entry >> select a standard or drop-ship purchase order >> Actions >> Copy PO Lines to Current PO)

2. Enter an order number.

3. Mark the desired copy options.

4. Choose Preview.



Source PO Number: PO2056
Target Currency ID: Z-US$

Proc	Item Number Error Message	Site ID	Order Quantity	Unit Cost Unit of Measure
☑	ACCS-CRD-25BK	WAREHOUSE	10	$5.98
☑	ACCS-HDS-1EAR	WAREHOUSE	8	$38.59
☑	ACCS-CRD-25BK	WAREHOUSE	2	$5.98

5. If you selected the Mark All Line Items for Copy option, all line items will be marked. You can unmark any line item that shouldn't be copied.

6. If a line item contains an error, select the line item and click the expansion button to view the error. Then you can correct the error and mark the line item.

7. You can change the order quantity of any line item. You can change the unit cost of any purchase order line item.

8. Choose OK to save your changes and close the Preview Line Items window.

Adding a vendor item

You can add vendor items as you enter purchase orders, shipment receipts, shipment/invoice receipts, and invoice receipts. If you mark Options >> Add Item, you'll get a message each time you enter a vendor item number that doesn't exist in your records. (To enter vendor items, Options >> Display Vendor Item also must be marked.) You'll have the option to add the vendor item to inventory, or enter a non-inventoried item.

To add a vendor item:

1. Be sure Add Item and Display Vendor Item are marked in the Options menu. (Choose Options >> Add Item and Options >> Display Vendor Item.)

2. When entering line items for a purchase order, enter a new vendor item number. You'll get a message asking whether you want to assign an item number to the vendor item.

3. Choose Yes; the Item Vendors Maintenance window will open. The vendor ID and vendor item will be default entries in this window.

4. Enter or select an item. If you select an item, the item description appears as the description for the vendor item.

   If you enter a new item, you'll get a message asking whether you want to add the item. Choose to add the item; the Item Maintenance window will open and you can enter item information. Be sure that you assign a price list and a site.

5. Enter the default purchasing U of M.

6. Choose Save and close the Item Maintenance window. Continue entering the purchase order.

Adding an item to inventory

You can add inventoried items as you enter transactions. If you mark Options >> Add Item, you'll get a message each time you enter an item number that doesn't exist in your records. You'll have the option to add the item to inventory, or enter a non-inventoried item. To add inventoried items, Options >> Display Vendor Item must be unmarked.

To add an item to inventory:

1. Be sure that Add Item is marked and Display Vendor Item is not marked in the Options menu. (Choose Options >> Add Item and Options >>Display Vendor Item.)

2. When entering line items for a purchase order, enter an item that hasn't been set up in your inventory. You'll get a message asking whether you want to add the item.

3. Choose Yes; the Item Maintenance window will open. Use this window to enter item information.

   When entering information for a new item, be sure that you assign a price list, vendor item and a site, using the appropriate buttons in the Item Maintenance window. Choose Save and close the Item Maintenance window.

   If you are using Project Accounting, you must assign a new inventoried item to be used for a project to a cost category in the Budget Detail IV Items window.

4. If you add the item and do not assign a vendor item, another message appears asking if you want to assign a vendor item to the item. Choose Yes; the Item Vendors Maintenance window will open.

   The item and vendor ID entered for the purchase order are displayed in the Item Vendors Maintenance window. The item description entered in the Item Maintenance window is a default entry for the vendor item description. You can either accept the item description as the vendor item description or enter a new vendor item description.

5. Choose Save and close the Item Vendors Maintenance window. Continue entering the purchase order.

Using non-inventoried items

If you mark Options >> Add Item, each time you enter a new vendor item or item you'll have the option of adding the item or vendor item to your inventory records. If you choose not to add the item to inventory, it will be recorded as a non-inventoried item.

If you don't mark Options >> Add Item, no message appears when you enter a new item, and all new items you enter will be recorded as non-inventoried items.

To use non-inventoried items:

1. When entering line items for a purchase order, enter a vendor item or item that hasn't been set up in your inventory.

2. If Options >> Add Item is marked, a message appears. Choose not to assign an item to the vendor item or add the item to your inventory.

   If Options >> Add Item isn't marked, all new items you enter will be recorded as non-inventoried items.

3. Enter the unit cost of the non-inventoried item, the item description, and the site ID.

   Transaction information for non-inventoried items is maintained in Purchase Order Processing history, but doesn't affect Inventory records.

   When you enter a non-inventoried item, the default vendor item number and vendor description are the same as the item number and description. You can change this information.

Inventoried items and non-inventoried items for projects

If you are entering a purchase order or a receipt that is part of a project, you can use the inventoried items that have been assigned to cost categories in the Budget Detail IV Items window. In the Budget Detail IV Items window, you can specify the inventory items that comprise a single cost category. You also use the Budget Detail IV Items window to view or modify inventory item budgets.

If you are entering a purchase order or a receipt that you're entering is not part of a project, you can use an inventoried item that has been entered in the Item Maintenance window.

You also can enter non-inventoried items for project or non-project purchase orders and receipts. These items aren't tracked in your inventory.

The following table shows the situations where you can use inventoried and non-inventoried items for projects and cost categories.

Project	**Cost category**	**Item to use**
Yes	Yes	An inventoried item assigned to the cost category in the Budget Detail IV Items window
No	Yes	Non-inventoried
No	No	Non-inventoried
Yes	Yes	Non-inventoried
No	No	An inventoried item entered in the Item Maintenance window

Adding comments to purchasing documents

You can add comments to purchase orders or to individual line items on a purchase order or receipt. Comments can be predefined on a company-wide basis, and used on Sales Order Processing, Invoicing or Purchase Order Processing documents. You can enter the ID of a predefined comment in the Purchase Order Entry or Purchasing Item Detail Entry windows.

You can enter up to 200 characters, which will appear on the purchase order or receipt as four lines of 50 characters each. If you want longer comments to appear, use Report Writer to modify the document layout.

You can create new comments while you are entering transactions. You also can create custom comments for a particular document or line item, or modify existing comments. One-time comments or modified comments won't be available for other documents or line items. To modify a comment for new documents and line items, choose Microsoft Dynamics GP menu >> Tools >> Setup >> Company >> Comments to open the Comment Setup window and make your changes. If the modified comment should appear on existing documents or line items, you must reassign the comment ID.

To create a new comment:

1. In the Purchase Order Entry window, the Purchasing Item Detail Entry window or the Recevings Item Detail Entry window, enter a new value in the Comment ID field, then press TAB.

2. A message will ask if you want to add this comment ID. Choose Add to display the Comment Setup window.

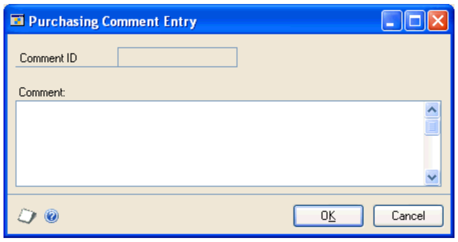
3. Select a series this comment will be associated with.

4. Enter the comment text.

5. Choose Save, then close the Comment Setup window.

To create a one-time comment:

1. In the Purchase Order Entry window, the Purchasing Item Detail Entry window or the Receivings Item Detail Entry window, choose the Comment ID expansion button to open the Purchasing Comment Entry window.


Purchasing Comment Entry
Comment ID
Comment:
OK
Cancel

If the Comment ID field contained a value, you'll be able to modify the existing comment. If the Comment ID field was blank, you'll be able to create a new, one-time comment.

2. Enter the comment text.

3. Choose OK.

Chapter 9: Purchase order generator

If you are using the purchase order generator, you can automatically generate purchase orders to replenish inventory based on a reorder point you specify. If you are using Project Accounting, you can't generate purchase orders for projects.

Use the purchase order generator to analyze inventory levels and suggest purchase order line items based on default settings and reorder levels. You can modify the suggested purchase order line items before generating them into purchase orders in Purchase Order Processing.

This information is divided into the following sections:

- *Purchase order generator overview*
- *How the replenishment level is used for suggested purchase orders*
- *How the vendor is selected for suggested purchase orders*
- *How the cost is selected for suggested purchase orders*
- *How quantities are calculated for suggested purchase orders*
- *Generating suggested purchase orders*
- *Suggested purchase order errors and warnings*
- *Generating purchase orders in Purchase Order Processing*
- *Modifying suggested purchase order detail*
- *Viewing sources of demand*

Purchase order generator overview

If you're using the purchase order generator, you need to choose an order policy of Use PO Gen in the Item Resource Planning Maintenance window so suggested purchase orders will be created. To generate suggested purchase orders, you must define default reorder information in the Purchase Order Processing Setup Options window. You can modify the item options for each item at a specific site using the Purchase Order Generator Item Maintenance window or modify item options for a group of items using the Purchase Order Item Mass Update window. These options are as follows:

Order method This option indicates whether you are ordering to an Order to Independent Site—so that suggested purchase orders can be generated for each item-site combination—or to an Order to Master Site—so that suggested purchase order quantities from subordinate sites will be added to the requirements of the master site. The master site will receive and then disperse the purchased items to the sites that required them.

Replenishment level This allows you to specify which inventory level to order to. For more information about replenishment level, see *How the replenishment level is used for suggested purchase orders* on page 90.

Vendor selection An option that specifies how you want to select which vendor will be used for suggested purchase orders. For more information about vendor selection, see *How the vendor is selected for suggested purchase orders* on page 90.

Cost selection An option that specifies where the default cost for the suggested purchase order should come from. For more information about cost selection, see *How the cost is selected for suggested purchase orders* on page 91.

How the replenishment level is used for suggested purchase orders

The specified replenishment level for the item controls the calculations of the order quantity. Refer to *How quantities are calculated for suggested purchase orders* on page 91 for information about how replenishment levels affect required quantity.

If you selected Order Point Quantity as the replenishment level, the available inventory will be brought up to the order point defined in the Item Resource Planning Maintenance window.

If you selected Order-Up-To Level as the replenishment level, the available inventory will be brought up to the order-up-to level defined in the Item Resource Planning Maintenance window. The Order Point Quantity will be used if the Order-Up-To Level is zero or less than the Order Point Quantity.

If you selected Vendor EOQ as the replenishment level, the vendor economic quantity is used when it is greater than the required quantity. Otherwise, the required quantity is used. You won't be able to select this option if the order method is Order To Master Site.

How the vendor is selected for suggested purchase orders

The vendor selection you selected in the Purchase Order Generator Item Maintenance window allows you to indicate which vendor will be used for suggested purchase order line items. The vendor selection is dependent on the order method you selected. If the order method is Order To Master Site, the master site's vendor selection will be used to determine the vendor. If the order method is Order To Independent Site, the default vendor can be selected from one of the following options: Site Primary Vendor, Vendor with Lowest Cost, or Vendor with Shortest Lead Time.

If you selected Site Primary Vendor as the vendor selection, the primary vendor specified in the Item Quantities Maintenance window for the item-site combination is used.

If you selected Vendor with Lowest Cost as the vendor selection, the vendor with the lowest cost will be selected based on the functional equivalent of the Last Originating Invoice Cost field in the Item Vendors Maintenance window. If the last originating invoice cost couldn't be converted to its functional equivalent, the vendor won't be selected. If a vendor's cost is zero, that vendor won't be selected.

If you selected Vendor with Shortest Lead Time as the vendor selection, the vendor with the shortest planning lead time will be selected based on the Planning Lead Time field in the Item Vendors Maintenance window. If a vendor's lead time is zero, that vendor won't be selected.

How the cost is selected for suggested purchase orders

The cost selection you selected in the Purchase Order Generator Item Maintenance window allows you to indicate where the default cost for the suggested purchase order should come from. The cost selection is dependent on the order method you selected. If the order method is Order To Master Site, the master site's cost selection will be used to determine the cost. If the order method is Order To Independent Site, the default cost can be selected from one of the following options: Vendor Last Originating Invoice Cost, Item Current Cost, Item Standard Cost, or Specified Cost (In Functional Currency).

If you selected Vendor Last Originating Invoice Cost as the cost selection, the last originating invoice cost from the Item Vendors Maintenance window for the selected vendor will be used.

If you selected Item Current Cost as the cost selection, the current cost from the Item Maintenance window will be used.

If you selected Item Standard Cost as the cost selection, the standard cost from the Item Maintenance window will be used.

If you selected Specified Cost (In Functional Currency) as the cost selection, the cost specified in the Purchase Order Generator Item Maintenance window will be used regardless of the vendor.

How quantities are calculated for suggested purchase orders

The suggested quantity for an item on a purchase order is based on the quantity available for the item at a site and on which demands are to be included in the calculation indicated by how you set up items using the Purchase Order Generator Item Maintenance window. In addition, if you are using Use PO Gen as the order policy of an item, the suggested quantity can be calculated as a multiple of the number entered as the order multiple in the Item Vendors Maintenance window. For example, assume that you need 50 widgets and the order multiple for widgets is 8. The suggested order quantity for the purchase order would be 56.

Available quantity

The available quantity is the amount of the item that is on hand now—or that is already on order less the demand for the item at that site. The quantity is calculated using the following formula.

(Quantity On Hand + Quantity On Order + Quantity On Order from purchase order lines with New status) - (Quantity Allocated + Quantity Requisitioned + Quantity Back Ordered + Quantity required by subordinate sites)

The quantity allocated, quantity requisitioned, and quantity back ordered will be included in the available quantity calculation only if you mark those options in the Purchase Order Generator Item Maintenance window. If you are using eRequisition, the quantity requisitioned doesn't include requisitions from eRequisition.

Refer to the table for information about when the quantities are included in the calculation.

Quantity:	**Is included:**
Quantity On Hand from Item Quantity Maintenance window	Always
Quantity On Order from Item Quantity Maintenance window	Always
Quantity On Order from "New" purchase order lines, less any cancelled quantities	Always
Quantity Allocated from Item Quantity Maintenance window	If Allocated is marked in the Purchase Order Generator Item Maintenance window
Quantity Requisitioned from the Item Quantity Maintenance window	If Requisitioned is marked in the Purchase Order Generator Item Maintenance window
Quantity Back Ordered from the Item Quantity Maintenance window	If Back Orders is marked in the Purchase Order Generator Item Maintenance window
Required quantities for subordinate sites	If the site is a master site

Required quantity

If you're using master sites with the purchase order generator, quantities for subordinate sites are reflected in quantities for the master site.

Basically, the required quantity of an item for each subordinate site is the difference between what's needed and what's available. Calculating the required quantity depends on the replenishment level selected for the item-site combination.

Refer to the table for information about how required quantities are calculated for each type of replenishment level.

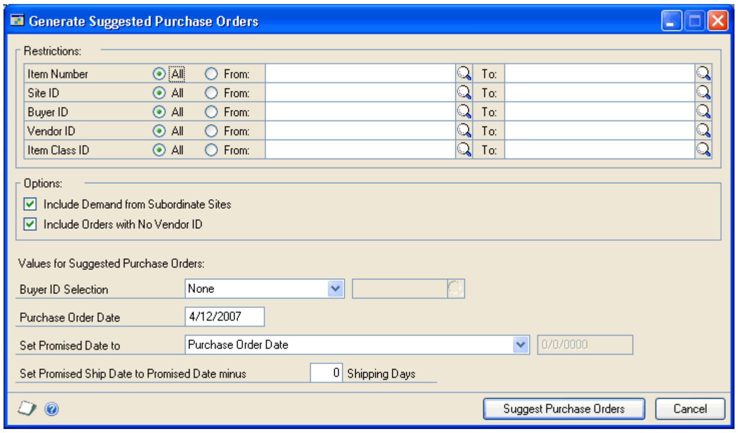
Replenishment level	**Availability**	**Required quantity calculation**
Order Point Quantity	Available for either order method	Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity
Order-Up-To Level		Order-Up-To Level (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity, *unless* the Order-Up-To Level is zero or less than the Order Point Quantity. If that's the case, then the calculation is Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity
Vendor EOQ	Only available for Order To Independent Site order method	First, calculate the requirement for the item: Order Point Quantity (from Item Resource Planning Maintenance window) - Available Quantity = Required Quantity. Then compare that quantity to the economic order quantity (EOQ) for the vendor. The suggested order quantity will be the greater of the two values.

Generating suggested purchase orders

Use the Generate Suggested Purchase Orders window to generate suggested purchase order line items to replenish inventory levels. If you are using Project Accounting, you can't generate purchase orders for projects.

To generate suggested purchase orders:

1. Open the Generate Suggested Purchase Orders window.
   (Transactions >> Purchasing >> Purchase Order Generator)



Restrictions:

Item Number	● All	○ From:		To:
Site ID	● All	○ From:		To:
Buyer ID	● All	○ From:		To:
Vendor ID	● All	○ From:		To:
Item Class ID	● All	○ From:		To:

Options:

☑ Include Demand from Subordinate Sites

☑ Include Orders with No Vendor ID

Values for Suggested Purchase Orders:

Buyer ID Selection: None

Purchase Order Date: 4/12/2007

Set Promised Date to: Purchase Order Date 0/0/0000

Set Promised Ship Date to Promised Date minus 0 Shipping Days

2. Select all item numbers or enter a range of item numbers for which you want to generate suggested purchase order line items.

3. Select all sites or enter a range of sites for which you want to generate suggested purchase orders.

4. Select all buyers or enter a range of buyers for which you want to generate suggested purchase orders. Suggested purchase orders will be generated for item/site combinations that are associated with the buyer IDs in the range. If you want to specify the buyer ID that should be on the suggested purchase order, use the Buyer ID Selection field.

5. Select all vendors or enter a range of vendors for which you want to generate suggested purchase orders.

6. Select all item classes or enter a range of item classes for which you want to generate suggested purchase orders.

7. Unmark the Include Orders with No Vendor ID if you don't want to generate suggested orders for which a vendor couldn't be identified.

8. Unmark the Include Demand from Subordinate Sites if you don't want to include demand at subordinate sites when determing order quantity. Keep this option marked if you are using master sites and you want to include demand from subordinate sites.

9. Select whether or not you want to assign a buyer ID to suggested purchase orders. If you select to specify a buyer ID, enter a buyer ID.

10. Enter the purchase order date to appear on purchase orders.

11. Select whether you want the promised date set to the purchase order date, the purchase order date plus the vendor planning lead time, or a specified date.

    If you choose to use a specified date, enter a date.

12. Specify the number of shipping days.

    The number of shipping days helps determine the promised ship date. For example, if the vendor promise date is 10/08/07 and you specify 3 as the number of shipping days, the promised ship date will be set to 10/05/07.

13. Choose Suggest Purchase Orders. When processing is complete, the Suggested Purchase Orders Preview window will be displayed. For more information about on using window to complete the process of creating purchase orders, see *Generating purchase orders in Purchase Order Processing* on page 94.

Suggested purchase order errors and warnings

If a problem is detected on a suggested purchase order line item, an error or warning icon will appear next to the item in the Suggested Purchase Orders Preview scrolling window and in the Suggested Purchase Order Detail window. These icons are listed in the following table.

Icon	Description
⊗	Error—A suggested purchase order that contains an error won't be created. You must correct the error before generating the purchase order for that item-site. Examples of errors include an inactive vendor or no purchasing unit of measure.
⚠	Warning— You can create a purchase order even if it contains a warning. Examples of warnings include a vendor is on hold or the unit cost is zero.

Information about the error or warning will appear at the bottom of the Suggested Purchase Order Detail window.

Generating purchase orders in Purchase Order Processing

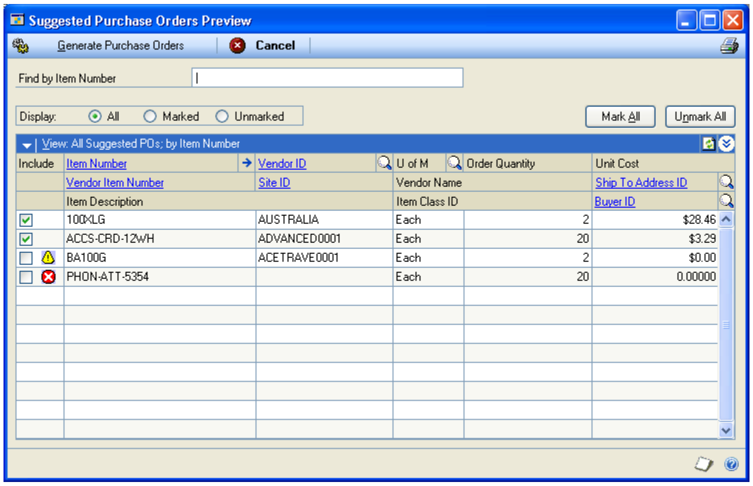
Use the Suggested Purchase Orders Preview window to modify or view suggested purchase order line items and then generate them into purchase orders. Before generating purchase orders, you can print the Suggested Purchase Orders Report by choosing File >> Print.

An icon will appear next to the item in the Suggested Purchase Orders Preview scrolling window if an error or warning is detected. See *Suggested purchase order errors and warnings* on page 94 for more information.

If you are using Project Accounting, you can't generate purchase orders for projects.

To generate purchase orders in Purchase Order Processing:

1. Open the Suggested Purchase Orders Preview window.
(Transactions >> Purchasing >> Purchase Order Generator >> Suggest Purchase Orders)


Suggested Purchase Orders Preview
Generate Purchase Orders
Cancel
Mark All
Unmark All
View: All Suggested POs; by Item Number

Find by Item Number

Display: ● All ○ Marked ○ Unmarked

Include	Item Number Vendor Item Number Item Description	Vendor ID Site ID	U of M Vendor Name Item Class ID	Order Quantity	Unit Cost Ship To Address ID Buyer ID
☑	100XLG	AUSTRALIA	Each	2	$28.46
☑	ACCS-CRD-12WH	ADVANCED0001	Each	20	$3.29
☐ ⚠	BA100G	ACETRAVE0001	Each	2	$0.00
☐ ☒	PHON-ATT-5354		Each	20	0.00000

2. In the Display field, select how you want to view the suggested purchase orders.

If a long list of purchase order line items is displayed, you can type in the find field, then press TAB to go to the first occurrence of that item. The label of the find field is associated with the view menu and how you select to sort the purchase order line items in the scrolling window.

3. Mark the Include option next to lines you want to create, after you have resolved any errors. If you don’t want to generate a purchase order line for a particular item, unmark the Include option. If a line doesn’t have any errors, the Include option will be marked.

   Choose Unmark All to unmark all lines. The Mark All option will mark only lines with no errors.

4. Make any necessary changes.

   - If you change the vendor ID, the quantities, promised dates, FOB, U of M, and the unit cost may be recalculated.

   - If you change the U of M, the quantity ordered will remain the same, but the unit cost will be recalculated.

5. To get more information about an item, select the row and choose the Item expansion button to open the Suggested Purchase Order Detail window. When you're finished viewing information and resolving errors, choose Save or Cancel to return to the Suggested Purchase Orders Preview window. For more information, see *Modifying suggested purchase order detail* on page 96.

If you selected to view a suggested purchase order line item in the Suggested Purchase Order Detail window and returned to the Suggested Purchase Orders Preview window, the purchase order line that you viewed information for will be the first item in the scrolling window.

6. Choose Generate Purchase Orders to create the purchase orders in Purchase Order Processing. When processing is complete, a report will be generated listing the purchase orders that were created. Errors will be listed in an error log that prints after the Purchase Order Generated report.

   Unmarked items and items with errors will remain in the scrolling window.

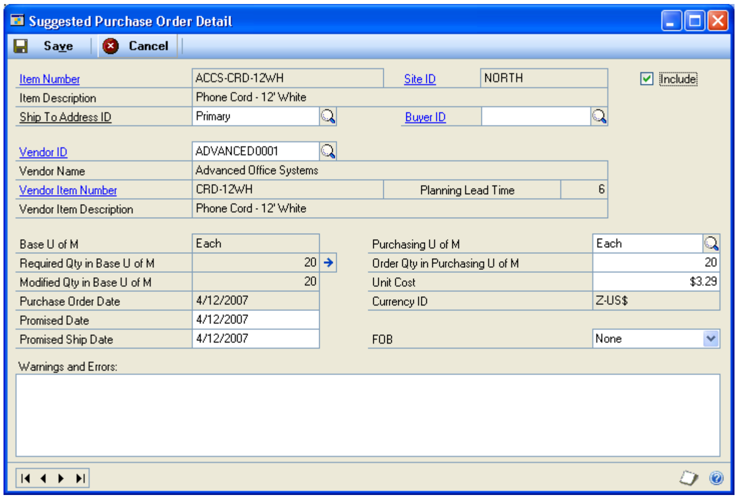
7. The purchase orders that were created have a status of New; use the Print Purchasing Documents window (Transactions >> Purchasing >> Print Purchasing Documents) to print and release the orders. See *Printing and sending multiple purchase orders in e-mail* on page 59 for information about printing purchase orders.

Modifying suggested purchase order detail

The Suggested Purchase Order Detail window provides additional information about a suggested order. You can use this window to view and resolve errors or warnings on suggested orders. See *Suggested purchase order errors and warnings* on page 94 for more information.

To modify suggested purchase order detail:

1. Open the Suggested Purchase Order Detail window.
   (Transactions >> Purchasing >> Purchase Order Generator >> Suggest Purchase Orders >> select an item and choose the Item Number expansion button)



Item Number: ACCS-CRD-12WH
Site ID: NORTH
☑ Include
Item Description: Phone Cord - 12' White
Ship To Address ID: Primary
Buyer ID:
Vendor ID: ADVANCED0001
Vendor Name: Advanced Office Systems
Vendor Item Number: CRD-12WH
Planning Lead Time: 6
Vendor Item Description: Phone Cord - 12' White
Base U of M: Each
Required Qty in Base U of M: 20
Modified Qty in Base U of M: 20
Purchase Order Date: 4/12/2007
Promised Date: 4/12/2007
Promised Ship Date: 4/12/2007
Purchasing U of M: Each
Order Qty in Purchasing U of M: 20
Unit Cost: $3.29
Currency ID: Z-US$
FOB: None
Warnings and Errors:

2. In the Suggested Purchase Order Detail window, make any necessary changes.

   - If you change the vendor ID, the quantities, promised dates, FOB, purchasing unit of measure, and the unit cost may be recalculated.

   - If you change the purchasing unit of measure, the quantity ordered will remain the same, but the unit cost will be recalculated.

   - If you don't want to generate a purchase order line for an item, unmark the Include option.

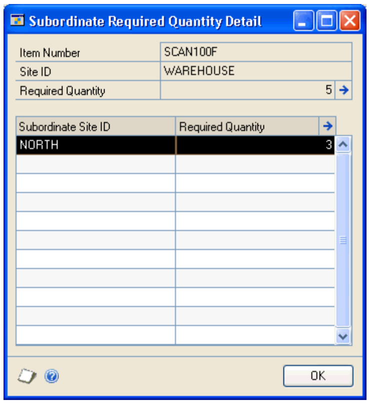
   - If you want to include a suggested purchase order line item that has errors, you must fix those errors before you can include the item.

3. Choose Save. If errors or warnings exist, the window will not close. Use the close box if you want to close the window without resolving all errors.

Viewing sources of demand

Use the Subordinate Required Quantity Detail window or the Required Quantity Detail window to view sources of demand for an item.

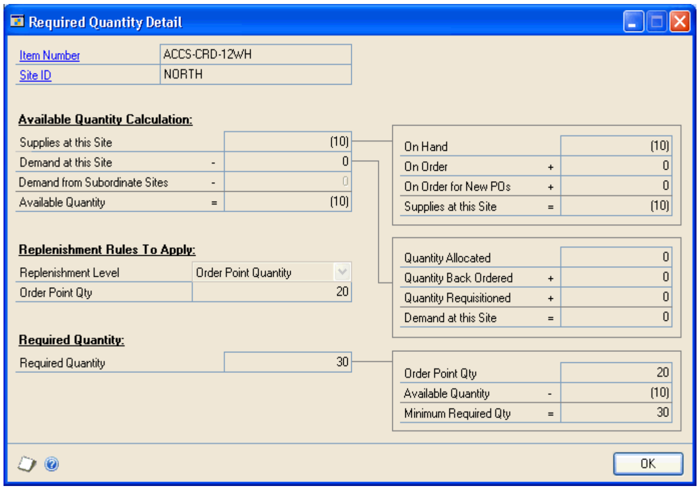
The Subordinate Required Quantity Detail window shows the sources of demand from subordinate sites if ordering by master site. In the Suggested Purchase Order Detail window, you can choose the Required Qty in Base U of M expansion button to open the Subordinate Required Quantity Detail window. The Subordinate Required Quantity Detail window will open if a master site is used for the item-site combination.



Item Number	SCAN100F
Site ID	WAREHOUSE
Required Quantity	5

Subordinate Site ID	Required Quantity
NORTH	3

The Required Quantity Detail window shows the details of the required quantity calculation for a site. The quantities that are displayed in this window were saved at the time the suggested purchase order line item was generated. In the Suggested Purchase Order Detail window, you can choose the Required Qty in Base U of M expansion button to open the Required Quantity Detail window if a master site isn't used for the item-site combination. This window also can be opened by choosing the Required Quantity field expansion button for the subordinate site ID in the Subordinate Required Quantity Detail window.



Item Number	ACCS-CRD-12WH
Site ID	NORTH

Available Quantity Calculation:

Supplies at this Site		(10)
Demand at this Site	-	0
Demand from Subordinate Sites	-	0
Available Quantity	=	(10)

On Hand		(10)
On Order	+	0
On Order for New POs	+	0
Supplies at this Site	=	(10)

Quantity Allocated		0
Quantity Back Ordered	+	0
Quantity Requisitioned	+	0
Demand at this Site	=	0

Replenishment Rules To Apply:

Replenishment Level	Order Point Quantity
Order Point Qty	20

Required Quantity:

Required Quantity	30

Order Point Qty		20
Available Quantity	-	(10)
Minimum Required Qty	=	30

Chapter 10: Taxes for purchase orders

Purchases tax can be calculated, modified, and distributed for purchase orders. Use the Purchase Order Tax Summary Entry window to view tax distributions and to change tax distributions, if your system is set up to allow editing summary-level taxes. To change tax details or the amounts distributed to tax details for individual line items, use the Purchase Order Line Item Tax Detail Entry window.

This information is divided into the following sections:

- *Tax calculations in Purchase Order Processing*
- *Default tax schedules for purchase orders*
- *Tax schedules for purchase order items*
- *Calculating and distributing summary taxes for purchase orders*
- *Calculating and distributing detail taxes for purchase order items*

Tax calculations in Purchase Order Processing

You can use advanced tax calculations or a single tax schedule for all documents in Purchase Order Processing. If you want to use a single tax schedule for all documents, select Single Schedule and enter the tax schedule you want to use in the Purchase Order Processing Setup window. All items will be taxed using all the details on the schedule that you assign; however, taxes won't be calculated for freight and miscellaneous charges.

If you decided not to use the shipping method to determine the default tax schedule and decided to use advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

When Advanced is selected in the Purchase Order Processing Setup window, you can specify a default tax schedule for non-inventoried items, freight, and miscellaneous charges that will appear on the document. You can select tax options for non-inventoried items, freight, and miscellaneous charges. You can make the item taxable, nontaxable, or base taxes on vendor.

When using advanced tax calculations, the tax details included in the tax schedules that are assigned to the vendor, item, site, freight, and miscellaneous charges are compared, depending on the shipping method selected on the document. Tax is calculated only for the details that match between the tax schedules that are being used.

Calculations for taxes on freight are based on comparisons between the tax schedule for the document and the freight tax schedule. Calculations for taxes on miscellaneous charges are based on comparisons between the tax schedule for the document and the miscellaneous tax schedule.

Keep in mind that each time the shipping method, payment terms, site ID, or purchase address for the document is changed, the tax schedule may be changed and taxes may be recalculated.

Default tax schedules for purchase orders

The shipping method for a purchase order is used to determine where the exchange of goods takes place. The shipping method will determine which tax schedule appears as a default schedule for the purchase order and the default schedule to compare against the item. Refer to the following table for the default tax schedule for a purchase order.

Tax calculation option	Purchase order type	Shipping method	Default tax schedule	Label name
Advanced	Drop-ship and Drop-ship Blanket	Not applicable	Blank	Tax Schedule
Advanced	Standard and Blanket	Pickup	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	Standard and Blanket	No shipping method	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	Standard and Blanket	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Tax schedule that is assigned as the single tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Tax schedules for purchase order items

To calculate tax for an item, the tax schedule for the item is compared with another tax schedule assigned to the item. Taxes aren't calculated for the control blanket line item of a blanket purchase order or a drop-ship blanket purchase order. The default tax schedule for the item is as follows.

Item	Default tax schedule
Inventoried item	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to compare against the item's tax schedule is as follows.

Tax calculation option	Document type	Inventory Control	Shipping method	Default tax schedule	Label name
Advanced	All document types	Not applicable	No shipping method	No tax schedule	Tax Schedule ID
Advanced	All document types	Not applicable	Pickup	Tax schedule assigned purchase address in the Purchasing Vendor Detail Entry window	Purch Addr Tax Sched
Advanced	Standard and Blanket	Registered	Delivery	Purchase tax schedule assigned to the site	Site Tax Schedule ID
Advanced	Standard and Blanket	Not registered	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	All document types	Not applicable	Not applicable	Tax schedule that is assigned as the single tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

Calculating and distributing summary taxes for purchase orders

Use the Purchase Order Tax Summary Entry window to edit or view summarized tax amounts for a purchase order. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Purchase Order Line Item Tax Detail Entry window. You won't be able to edit tax included in item price tax at the summary level. Tax edits made for each line item will change the summary tax amounts in the Purchase Order Tax Summary Entry window.

You can't change the Tax amount in the Purchase Order Entry window or the tax information in the Purchase Order Tax Summary Entry window if your system isn't set up to allow editing summary-level taxes. If you want to change tax information, use the Purchase Order Line Item Tax Detail Entry window. For more information about the setup option to make summary edits to taxes, see the System Setup documentation.

If you are using Project Accounting, you can't change the Tax amount in the Purchase Order Entry window or the tax information in the Purchase Order Tax Summary Entry window for standard and drop-ship purchase orders even if your system is set up to allow editing summary-level taxes. If you want to change tax information, use the Purchase Order Line Item Tax Detail Entry window.

To calculate and distribute summary taxes for purchase orders:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter document information, including the document type, purchase order number, buyer ID, and the document date.

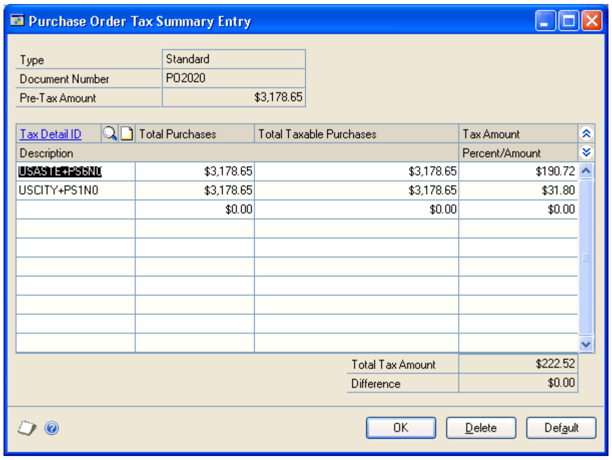
   Choose the Date expansion button to open the Purchasing Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated. To enter a tax date, the Enable Tax Date option the Company Setup Options window must be marked.

3. Enter or select a vendor ID. Choose the Vendor ID expansion button to view address, and shipping method information.

4. Enter line item information. To change the tax status, tax schedules, or tax amount for an item, choose the Item or Vendor Item expansion button to open the Purchasing Item Detail Entry window.

5. Enter total information. Taxes will be calculated automatically as you enter items. If you change the tax amount, you'll need to edit the tax distribution amounts for your change.

6. Choose the Tax expansion button in the Purchase Order Entry window to open the Purchase Order Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Standard
Document Number	PO2020
Pre-Tax Amount	$3,178.65

Tax Detail ID	Total Purchases	Total Taxable Purchases	Tax Amount
Description			Percent/Amount
USASTE+PS6N0	$3,178.65	$3,178.65	$190.72
USCITY+PS1N0	$3,178.65	$3,178.65	$31.80
	$0.00	$0.00	$0.00

Total Tax Amount	$222.52
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Purchase Order Entry window.

7. To edit tax information, enter or select a tax detail ID and enter a tax amount. Continue entering tax details until your tax is fully distributed.

8. To distribute tax to multiple tax details, change the amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Purchase Order Entry window.

   Choose Delete to delete all the tax details for the purchase order.

   Choose Default to restore the default tax information.

Calculating and distributing detail taxes for purchase order items

Use the Purchase Order Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount.

Summary tax edits won't change the taxes calculated for each line item in the Purchase Order Line Item Tax Detail Entry window. You will be able to edit tax included in item price taxes. Tax edits made for each line item will change the summary tax amounts in the Purchase Order Tax Summary Entry window.

To calculate and distribute detail taxes for purchase order items:

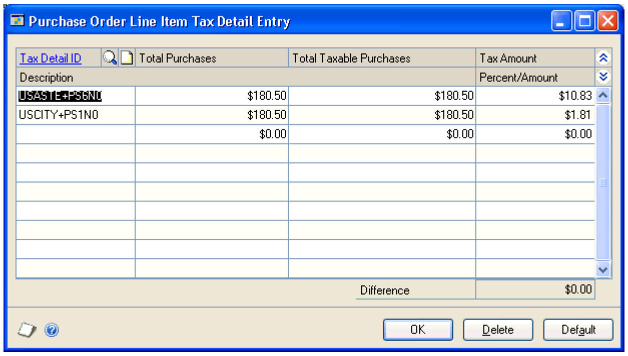
1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter document information, including the document type, purchase order number, buyer ID, document date, and vendor ID.

3. Enter or select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Item Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

   Taxes will be calculated automatically as you enter items. If you change the tax amount, you'll need to edit the tax distribution amounts for your change.

4. Choose the Calculated Tax expansion button to open the Purchase Order Line Item Tax Detail Entry window, where you can view or edit tax distribution amounts.



Tax Detail ID	Total Purchases	Total Taxable Purchases	Tax Amount
Description			Percent/Amount
USASTE+PS6N	$180.50	$180.50	$10.83
USCITY+PS1N0	$180.50	$180.50	$1.81
	$0.00	$0.00	$0.00
		Difference	$0.00

5. To edit tax distributions, enter or select a tax detail ID. Continue entering tax details until your tax is fully distributed.

6. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

7. Choose OK to save your entries and return to the Purchasing Item Detail Entry window.

   Choose Delete to delete all the tax details for the line item.

   Choose Default to restore the default tax information.

Chapter 11: Purchase order maintenance

Throughout the purchasing process, you can print a variety of reports that allow you to double-check the documents you've entered. If you identify errors on these reports, the errors must be corrected to ensure accurate reporting of your purchasing activity. You may want to delete and void purchase orders that are no longer valid.

You may also want to change the status of your purchase orders or the status of the line items after you've entered a purchase order in the Purchase Order Entry window. When your purchase orders are complete, you can remove them from the system or move them to history.

This information is divided into the following sections:

- *Deleting a purchase order*
- *Voiding a purchase order*
- *Modifying a purchase order*
- *Placing or removing a purchase order hold*
- *Editing a purchase order that's on hold*
- *Status overview*
- *Editing purchase order or line item status*
- *Removing completed purchase orders*

Deleting a purchase order

Use the Purchase Order Entry window to delete purchase orders with a New status (purchase orders that have never been printed or sent to the vendor). You can't delete purchase orders that have a status of Released or Change Order, or when the status is New and there are unposted receipts or invoices. To delete a purchase order when you are using Workflow, the purchase order must have a Workflow status of Not Submitted or Submitted. Deleting removes purchase order information from the system and makes purchase order numbers available for reuse.

If you're using Manufacturing and the job is linked to a job, you must have authority to unlink items from jobs to be able to delete the purchase order. Refer to Manufacturing documentation for more information. If you are using Project Accounting, job links aren't available for transactions that have project information assigned to them.

To delete a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select the number of the purchase order (with a New status) you want to delete.

You cannot delete a purchase order that is linked to a sales line item with a Quantity on Purchase Order.

3. Choose Actions and then select Delete.

To delete a purchase order using the action pane:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. Mark the purchase orders (with a New status) you want to delete.

You cannot delete a purchase order that is linked to a sales line item with a Quantity on Purchase Order.

3. Delete the purchase orders.

Voiding a purchase order

Use the Purchase Order Entry window to void purchase orders with a New status (purchase orders that have never been printed). To void a purchase order when you are using Workflow, the purchase order must not be pending changes or pending approval. Voiding moves purchase order information to history and doesn't make purchase order numbers available for reuse until history is removed, if you're keeping history. If you're not keeping history, voiding removes purchase order information.

If you track voided purchase orders, you'll know why a purchase order number is missing or out of sequence. If you're tracking purchase order history, you can view information about voided purchase orders using the purchasing inquiry windows or by printing the Purchasing Voided Journal or the Purchase Order History Report.

To void purchase orders or lines linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window. If you are using Project Accounting, job links aren't available for transactions that have project information assigned to them.

To void a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select the number of the purchase order (with a New status) you want to void.

You cannot void a purchase order that is linked to a sales line item with a Quantity on Purchase Order.

3. Choose Actions and then select Void. Depending on if you're keeping purchase order history, the purchase orders will be removed from the system, or moved to history.

   The Purchasing Voided Journal is printed when you close the Purchase Order Entry window after voiding, if you marked the option to print it in the Posting Setup window.

Modifying a purchase order

Use the Purchase Order Entry window to add an additional item to a purchase order after it's been printed, to delete a line item if you haven't released it to the vendor, or to make other changes.

You can't edit purchase orders with a Received, Closed, or Canceled status using the Purchase Order Entry window. To edit a closed or canceled purchase order, use the Edit Purchase Order Status window. See *Editing purchase order or line item status* on page 109 for more information.

If you are using Workflow, review the following information about modifying a purchase order.

- You can modify a purchase order that is pending approval if you are the current approver of the purchase order.
- You must resubmit a purchase order if you modify a standard or drop-ship purchase order that is approved or that doesn't need approval.
- You can modify the control line item of a blanket or drop-ship blanket purchase order, but you must resubmit the purchase order.
- You can modify blanket line items without having to resubmit the blanket or drop-ship blanket purchase order.

To modify a purchase order:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. Mark the purchase order you want to edit. In the Modify group, choose Edit to open the Purchase Order Entry window.

   If Edit isn't available in the Modify group, the purchase order you have selected has a Received, Closed, or Canceled status.

3. Highlight the fields to change and enter the correct information. If you won't be receiving part of the quantity ordered for the purchase order that you are modifying, enter a canceled quantity. You can change line items that have quantities received or invoiced against them, but you can't delete the line items. To add an additional item, enter or select an item.

   You can't change certain item information if the purchase order already has items received or invoiced against it. (For example, you can't change the U of M or Site ID fields. You can change the Unit Cost and Extended Cost fields if the line item isn't Received or Closed.)

   If you are using Project Accounting and the purchase order was entered for a project, you can enter an inventoried item if the item was previously assigned to a budget. Otherwise, you must add the item to a budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window.

4. Choose File >> Print to print or reprint the purchase order (optional).

   If you are using Workflow, the purchase order must be approved before you can print it.

5. Save the purchase order or submit the purchase order, if you are using Workflow.

Placing or removing a purchase order hold

You can place a purchase order on hold by marking the Hold check box in the Purchase Order Entry window, if you have the option set up in the Purchase Order Processing Setup window. See *Setting up Purchase Order Processing preferences and default entries* on page 11 for more information.

Occasionally a situation will arise that requires you to temporarily place a purchase order on hold to stop further processing. For example, a buyer may want to use a hold if he or she has a purchasing amount limit, and needs a supervisor's approval before sending a purchase order to the vendor. The buyer could enter a purchase order and place it on hold, then print a copy to send to the supervisor for approval. The printed purchase order will clearly indicate that it is on hold. The buyer could later remove the hold with the supervisor's approval, and then print the purchase order and send it to the vendor. The supervisor could also review the purchase order online and remove the hold. The purchase order note field could be used for entering comments. You can't place a purchase order on hold if you are using Workflow and the purchase order is pending approval.

Placing a hold on a purchase order you've already sent will prevent shipment and shipment/invoice receipts from being entered or posted. You may want to do this if problems arise with a vendor, and you don't want to accept shipments. You will be able to enter and save, but not post, invoice receipts for purchase orders on hold.

Once a purchase order is on hold, you cannot edit it, unless you have selected the option to Allow Editing of Purchase Orders on Hold in Purchase Order Processing Setup. Printing a purchase order that is on hold will not change its status.

To place or remove a purchase order hold:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Select the purchase order you want to place on or release from hold.

3. Mark or unmark the Hold check box and choose Save.

To place or remove a purchase order hold using the action pane:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. Mark the purchase order you want to place on or release from hold.

3. In the Modify group, choose Apply Hold or Remove Hold.

Editing a purchase order that's on hold

The option to Allow Editing of Purchase Orders on Hold in the Purchase Order Processing Setup window must be selected before you can edit a purchase order that's on hold.

If a purchase order with a Released status is on hold and you edit the purchase order, the purchase order's status will be changed to Change Order.

Status overview

Purchase order and line item status indicates whether the line items and the purchase order have been released to the vendor, received, changed, or closed. A purchase order or line item can have one of six statuses:

Status	**How it's assigned**
New	The purchase order or line item is saved for the first time, and has not yet been released to the vendor. You can change a New line item or purchase order without affecting its status.
Released	**Line item—**The standard or drop-ship purchase order is printed or sent in e-mail. The blanket line item is marked to release in the Purchasing Blanket Detail Entry window and the blanket purchase order or drop-ship blanket purchase order is printed. A New line is partially received against.
	Purchase order—At least one purchase order line has a status of Released, and there are no lines with a status of Change Order. Released status indicates that the purchase order has been sent to the vendor, and typically occurs when you send a New purchase order in e-mail or print a New purchase order.
Change Order	A purchase order or line item with a Released status has been edited. The purchase order could also have been manually changed from Closed or Received to Change Order.
Received	The entire quantity ordered has been received, but not matched to an invoice. There may be a canceled quantity, as well.
Closed	**Line item—**The entire quantity ordered has been received and invoiced, and the line will not be processed any further. There may be a canceled quantity, as well.
	Purchase order—All of the line items have been received and invoiced, and the purchase order will not be processed any further. There may be canceled lines, as well.
Canceled	**Line item—**The line item has not been received or invoiced against, and it is no longer valid. The line will not be processed any further.
	Purchase order—All of the line items have been canceled and haven't been received or invoiced against.

For information about changing purchase order or line item status, see *Editing purchase order or line item status* on page 109.

Editing purchase order or line item status

Use the Edit Purchase Order Status window to change the status of a purchase order or the status of the line items on a purchase order. You may want to cancel a line item on a purchase order, for example, if the item you've ordered has been discontinued or if you won't be receiving part of the quantity ordered for the purchase order. You won't be able to edit a purchase order in the Edit Purchase Order Status window if you are using Workflow and the purchase order is pending approval.

You can change the status of an on-hold purchase order or its line items, if you marked the option to allow editing of on-hold purchase orders in Purchase Order Processing Setup. However, you cannot make changes that make the status of an on-hold purchase order Received, Canceled, or Closed, unless you remove the hold.

To remove a purchase order with a Released, Received, or Change Order status, close the purchase order, transfer it to history (if you're keeping history) using the Remove Completed Purchase Orders window, and then remove it using the Remove Purchasing History window.

You can close purchase orders with landed costs that haven't been matched to an invoice; however, if you close a purchase order line item with landed costs that haven't been matched to an invoice, the shipments for that line item won't be available for matching. You may need to manually adjust General Ledger accruals for landed costs.

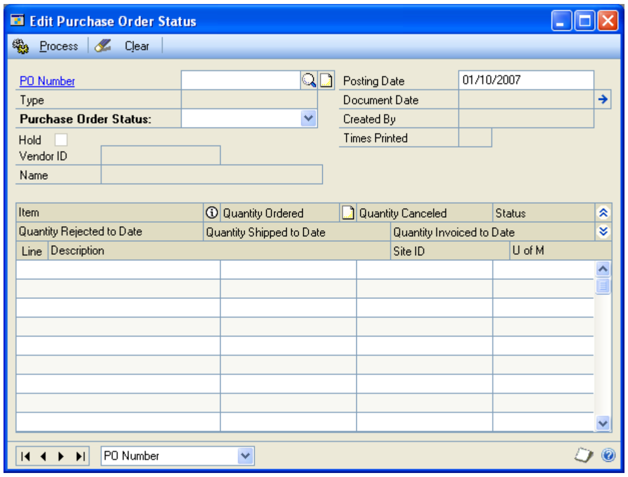
The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order won't be displayed in the Edit Purchase Order Status window. You can view the status of the control blanket line item in the Purchasing Item Detail Entry window. The status of the control blanket line item is the same as the blanket or drop-ship blanket purchase order's status.

If you are using Project Accounting, the Project Number field and the Cost Category field will be displayed by the Description field in the Edit Purchase Order Status scrolling window.

For more information about a specific status, see *Status overview* on page 109.

To edit purchase order or line item status:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.
2. Mark the purchase order that you want to edit the status of.
3. In the Modify group, choose Edit Purchase Order Status to open the Edit Purchase Order Status window.


Edit Purchase Order Status
Process
Clear
PO Number
Type
Purchase Order Status:
Hold
Vendor ID
Name
Posting Date
Document Date
Created By
Times Printed
Item
Quantity Ordered
Quantity Canceled
Status
Quantity Rejected to Date
Quantity Shipped to Date
Quantity Invoiced to Date
Line
Description
Site ID
U of M

Posting Date 01/10/2007

PO Number

4. Change the purchase order status.
   - Only statuses that are available for the purchase order will be displayed in the list.
   - If a purchase order is on hold, you cannot change its status to Received, Closed, or Canceled unless you remove the hold.

- If a purchase order has sales commitments, you cannot change its status to Received, Closed, or Canceled.
- If the status of a blanket purchase order or a drop-ship blanket purchase order is changed from New to Released and not all of the blanket lines have been marked to be released in the Purchasing Blanket Detail Entry window, you'll have the option to release all of the line items or release the line items marked to be released.
- If the contract expiration date for the purchase order has passed when changing the status from New to Released, you can release the line items.

5. Change the purchase order line item status.
   - You can change a status of a line item to Closed, if a receipt has been posted for the line, but you can't reopen the item. If a line item has sales commitments, you cannot change its status to Received, Closed, or Canceled.
   - You can change the quantity canceled; your changes may affect the status of the line item and the status of the purchase order. Use the line item information button to open the Purchasing Quantity Status window, where you can view quantity information for the line item, including the quantity ordered, the quantity remaining to be shipped, and remaining posted shipments to be matched.
   - You can release a blanket line item if it hasn't been marked to be released in the Purchasing Blanket Detail Entry window when you change the line item status from New to Released.
   - You can release line items even if the contract expiration date has passed.
6. Choose Process to process changes you've made.

   The Release option in the Purchasing Blanket Detail Entry window will be marked for those items that were released when changing statuses.

   If you are using Workflow, you might have to resubmit the purchase order, depending on the changes you've made

Amounts may be posted to General Ledger when you close purchase orders or line items that have an item with a shipped quantity that is greater than the invoiced quantity. Purchase receipts in Inventory Control may be adjusted, as well.

One or more posting journals and distribution breakdown registers may be printed when you close the Edit Purchase Order Status window, depending on the options selected in the Posting Setup window.

Removing completed purchase orders

Use the Remove Completed Purchase Orders window to remove any closed or canceled documents from the Purchase Order Work table that haven't yet been removed or moved to history. You should remove your completed purchase orders periodically.

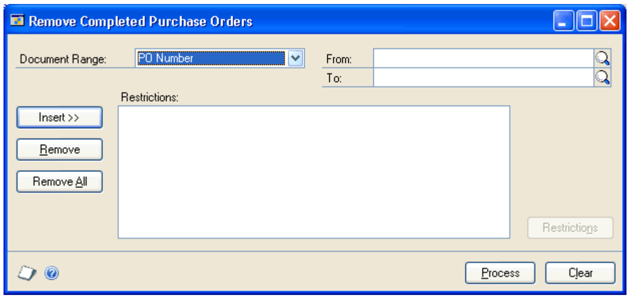
If you're keeping purchase order history and you remove completed purchase orders, the purchase orders will be moved to history. If you aren't keeping history, completed purchase orders will be deleted from your records. For more information, see Chapter 27, "Purchase order history removal."

After you've transferred the completed purchase orders to history, you can use the Remove Purchasing History window to delete purchase order history or print the Purchase Order Trx History Removal Report before removing history.

Before removing purchase orders, back up your company's accounting data. For more information about making backups, refer your System Administrator's Guide (Help >> Contents >> select System Administration).

To remove completed purchase orders:

1. Open the Remove Completed Purchase Orders window.
(Microsoft Dynamics GP menu >> Tools >> Routines >> Purchasing >> Remove Completed Purchase Orders)



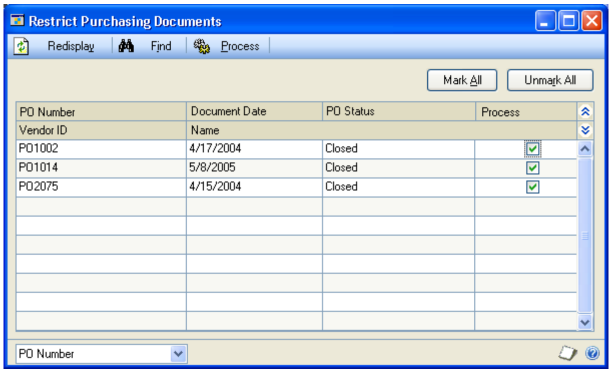
2. Select a type of range to remove information for purchase orders, then enter the first and last records in the selected range.

3. Choose Insert to insert the range you've chosen to remove in the Restrictions List.

   You can insert only one restriction for each document range. For example, you can insert one purchase order number restriction (PO001 to PO099) and one vendor ID restriction (ADVANCED0001 to BEAUMONT0001).

4. Choose Restrictions to open the Restrict Purchasing Documents window to select documents you want to remove from the range you've entered (optional).

   For example, assume that you entered a range restriction to include purchase order numbers PO0990 through PO1010. Purchase order PO1000 was canceled because the vendor was out of stock of the items, but now the vendor can fill the order. You can remove the mark from the Process box for PO1000 so that purchase order won't be removed, as in the following example.


Restrict Purchasing Documents
Redisplay
Find
Process
Mark All
Unmark All
PO Number

PO Number	Document Date	PO Status	Process
Vendor ID	Name		
PO1002	4/17/2004	Closed	☑
PO1014	5/8/2005	Closed	☑
PO2075	4/15/2004	Closed	☑

5. Choose the Process button to remove purchase orders.

   When processing is complete, the Completed PO Removal Report is printed, listing the purchase orders that were removed from the Purchase Order Work Table.

Part 3: Receipts

This part of the documentation explains how to enter and manage receipts. The data entry windows were designed to resemble actual receipt documents, with vendor, line item, and totals information. Receipts can be saved, edited if necessary, and then posted so that they become part of your permanent accounting records. Posting receipts also updates inventory quantities. If your system includes General Ledger, you can update the balances of your posting accounts, as well.

Following is a list of topics that are discussed:

- Chapter 12, "Receipt batches," explains how to use batches to group purchasing documents for posting.
- Chapter 13, "Shipment and in-transit inventory receipt entry," describes how to enter shipment, shipment/invoice, and in-transit inventory receipts.
- Chapter 14, "Shipment receipt entry for projects," describes how to enter shipment and shipment/invoice receipts for projects.
- Chapter 15, "Shipment receipt detail entry," describes how to enter detailed information about a document, line item, or other elements of a transaction.
- Chapter 16, "Invoice receipt entry," explains how to enter invoice receipts and match them to shipment receipts.
- Chapter 17, "Invoice receipt entry for projects," explains how to enter invoice receipts and match them to shipment receipts for projects.
- Chapter 18, "Invoice receipt detail entry," describes how to enter detailed information about a document, or other elements of a transaction.
- Chapter 19, "Landed costs for receipts," describes how to enter, apportion, and match landed costs.
- Chapter 20, "Taxes for receipts," explains how tax is calculated, modified, and distributed for receipts.
- Chapter 21, "Receipt posting," describes the methods of posting transactions in Purchase Order Processing.
- Chapter 22, "Receipt maintenance," includes procedures for correcting, deleting, and voiding shipment, in-transit inventory, and invoice receipts.

Chapter 12: Receipt batches

All receipt document types can be entered in a batch. Batches are groups of transactions, identified by a name or a number, that are used for identification purposes and to make the posting process easier. You can enter receipts in batches to group similar transactions during data entry and review them before posting at a later time. Batches can be identified as a group of transactions entered by a specific employee, or a group of transactions entered on a particular date.

To post invoice receipts in a batch if you are using vendor approval workflow, the vendors assigned to invoice receipts must have the workflow status of Approved or No Approval Needed. If you post a batch and a vendor isn't approved, invoice receipts for that vendor aren't posted and remain in the batch. For more information about vendor approval workflow, see *Vendor approval workflow* on page 24.

This information is divided into the following sections:

- *Using batches to group receipts*
- *Creating a receipt batch*
- *Modifying or deleting a batch*

Using batches to group receipts

Receipts can be entered individually or in batches. Individual transactions are entered and posted immediately, so your records are always up to date. You can't print edit lists for transactions that aren't entered in a batch. Batches can be used to group and save transactions, which allows you to review the transactions and make corrections before they're posted. More than one person can enter transactions in the same batch; however, a batch can't be posted if anyone is making changes to it.

Purchase Order Processing batches originate in either the Receivings Transaction Entry window or the Purchasing Invoice Entry window. A batch with a Receivings Transaction Entry origin can contain a mix of different receipt document types. A batch with a Purchasing Invoice Entry origin can contain only invoice receipt documents. Since batches can have only one origin, you can have batches with the same name, but different origins.

- For information about entering transactions with the Receivings Transaction Entry origin, see Chapter 13, "Shipment and in-transit inventory receipt entry."

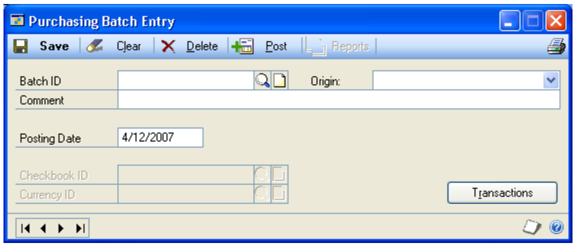
- For information about entering transactions with the Purchasing Invoice Entry origin, see Chapter 16, "Invoice receipt entry."

Creating a receipt batch

Use the Purchasing Batch Entry window to create a receipt batch. Each transaction in the batch must have the same origin.

To create a receipt batch:

1. Open the Purchasing Batch Entry window.
   (Transactions >> Purchasing >> Purchasing Batches)



Posting Date 4/12/2007

2. Enter a batch ID to identify the batch.

3. Select a batch origin.

4. Enter a batch comment.

5. Enter a posting date.

   This field is available only if, in the Posting Setup window, Batch is selected in the Posting Date From field.

   The posting date you enter here is the date that General Ledger files are updated. Your records in Purchase Order Processing are updated using the receipt date you enter in the Receivings Transaction Entry window or the invoice date you enter in the Purchasing Invoice Entry window.

   If the batch contains multicurrency transactions whose exchange rates expired before the batch posting date, you will be able to save but not post those transactions.

6. When you have entered and saved all transactions for a batch, choose File >> Print to verify your entries with a Receivings Edit List or a Purchasing Invoice Edit List.

Modifying or deleting a batch

Use the Purchasing Batch Entry window to change or delete an unposted batch. See Chapter 22, “Receipt maintenance,” for information about changing the transactions in a batch.

To modify or delete a batch:

1. Open the Purchasing Batch Entry window.
   (Transactions >> Purchasing >> Purchasing Batches)

2. Enter or select a batch ID. If you enter a batch, you also must enter the batch origin before information about the batch will be displayed.

3. If you select a batch that has been marked for posting, you won’t be able to edit it.

4. To correct the batch, replace the incorrect information with correct information. Choose Save to save your changes. To delete the batch, choose Delete.

Chapter 13: Shipment and in-transit inventory receipt entry

A shipment receipt is a document used to record shipments received for purchase orders. You can enter two types of shipment receipts in Purchase Order Processing: shipment/invoice and shipment. Enter a shipment/invoice receipt to record the receipt of goods and services accompanied by an invoice. Enter a shipment receipt to record the receipt of goods and services without an invoice. You can enter receipt transactions in a batch or enter and post them individually. Receipts can't be saved unless they're in a batch.

If you are transferring material from one site to another and want to use a via site, you can enter in-transit transfers in Inventory Control. A via site is an interim location to prevent the material from being sold while the material is in-transit. After you post the in-transit transfer, you can use the Receivings Transaction Entry window to enter an in-transit inventory receipt. An in-transit inventory receipt is a document used to record the receipt of the material into the final destination site.

If you are using Project Accounting and want to enter shipment/invoice receipts or shipment receipts for projects, see Chapter 14, "Shipment receipt entry for projects."

This information is divided into the following sections:

- *Receiving a shipment/invoice*
- *Receiving a shipment*
- *Receiving items without a purchase order*
- *Receiving items using the Select Purchase Order window*
- *Using the Select Purchase Order Items window*
- *Receiving items from multiple purchase orders*
- *Receiving items from a purchase order*
- *Entering an in-transit inventory receipt*
- *Using the Select In-Transit Items window*
- *Receiving items from in-transit transfers*

Receiving a shipment/invoice

Use the Receivings Transaction Entry window to record a shipment/invoice if you've received an invoice and merchandise at the same time. The inventory quantity on hand will be updated for the items received and the vendor's account will be increased. You can include items from multiple purchase orders (from a single vendor) on a shipment/invoice receipt.

You can receive against line items with New, Released, Change Order, or Received statuses.

If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

You can't enter a shipment/invoice receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment/invoice receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

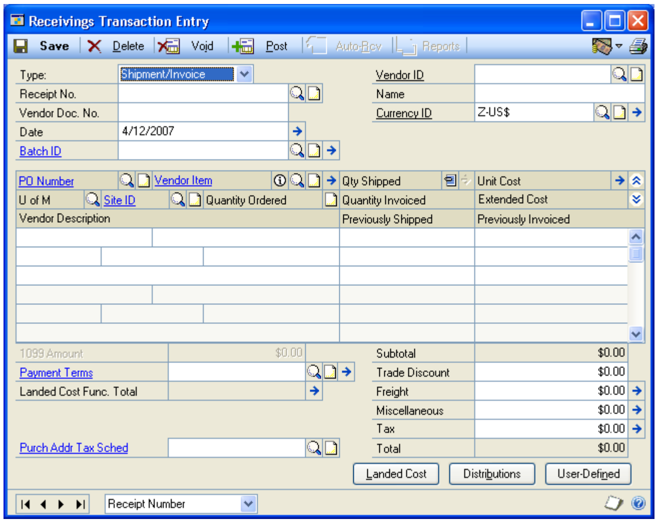
If you are using Project Accounting, you can enter a shipment/invoice for blanket purchase orders. The Project Number field and the Cost Category ID field will be displayed in the Receivings Transaction Entry window, but you can't enter project information. To enter a shipment/invoice for a purchase order with project information, see Chapter 14, "Shipment receipt entry for projects."

You can use the View >> Currency menu option or the currency list button to view currency amounts in the Receivings Transaction Entry window in the originating or functional currency.

To receive a shipment/invoice:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Shipment and Invoice Receipt to open the Receivings Transaction Entry window.



Type: Shipment/Invoice
Date: 4/12/2007
Currency ID: Z-US$
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00

Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Vendor Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Vendor Description
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Purch Addr Tax Sched
Landed Cost
Distributions
User-Defined
Receipt Number

3. Enter a vendor document number.

4. Enter the receipt date.

To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and the associated rate type entered for the transaction.

5. Enter or select a batch ID (optional).

In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

See *Creating a receipt batch* on page 117 for more information.

6. Enter or select a vendor ID.

7. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the shipment/invoice must match the currency ID of the purchase orders being received against.

8. Enter or select the purchase order number for which you're receiving a shipment/invoice. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 129 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

9. Enter items using either the vendor's item number or your company's item number. You also can enter a non-inventoried item.

   You can display the vendor's item number by marking Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

10. Enter the quantity shipped.

    The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window will open if an item that isn't tracked by lot or serial numbers requires that you enter bin information.

    An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 52.

    If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

11. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

    If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

12. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in the Purchase Order Processing Setup window.

13. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

14. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 216. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 218.

15. Enter or accept the 1099 amount, if applicable.

16. Enter or accept the payment terms and tax schedule ID.

17. If you are using Project Accounting, choose the Amount Received expansion button to open the PA Receivings Amount Received Entry window, where you can enter an amount received. You can enter the amount you're paying by cash, check, or credit card.

18. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 206 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 209.

19. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions for a landed cost won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

    See *Distributing transaction amounts for shipment receipts* on page 170 for more information.

20. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

21. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 12, "Receipt batches."

Receiving a shipment

Use the Receivings Transaction Entry window to record a shipment if you've received merchandise but haven't received the invoice for the merchandise. A shipment transaction will increase the quantity on hand for the items received for sales and discontinued item types. You can include items from multiple purchase orders (from a single vendor) on a shipment receipt.

You can receive against line items with New, Released, Change Order, or Received statuses.

If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

You can't enter a shipment receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

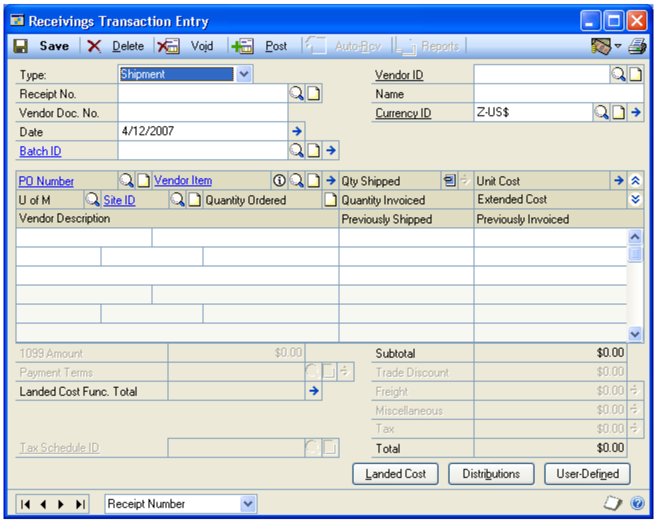
If you are using Project Accounting, you can enter a shipment for blanket purchase orders. The Project Number field and the Cost Category ID field will be displayed in the Receivings Transaction Entry window, but you can't enter project information. To enter a shipment for a purchase order with project information, see Chapter 14, "Shipment receipt entry for projects."

You can use the View >> Currency menu option or the currency list button to view amounts in the Receivings Transaction Entry window in originating or functional currency.

To receive a shipment:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Shipment Receipt to open the Receivings Transaction Entry window.


Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Vendor Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Vendor Description
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Tax Schedule ID
Landed Cost
Distributions
User-Defined
Receipt Number

Type: Shipment
Date: 4/12/2007
Currency ID: Z-US$
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00

3. Enter a vendor document number (optional).

4. Enter the receipt date.

   To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

   For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and associated rate type that's entered for the transaction.

5. Enter or select a batch ID (optional). See *Creating a receipt batch* on page 117 for more information.

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

6. Enter or select the vendor ID.

7. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

8. Enter the purchase order number for which you're receiving a shipment. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 129 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

9. Enter items using either the vendor's item number or your company's item number. You also can enter a non-inventoried item.

   You can display the vendor's item number by marking Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

10. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

    If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

11. Enter the quantity shipped.

    The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window will open if an item that isn't tracked by lot or serial numbers requires that you enter bin information.

    An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 52.

    If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

12. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in Purchase Order Processing Setup.

13. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 206 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 209.

14. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions for a landed cost won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

    See *Distributing transaction amounts for shipment receipts* on page 170 for more information.

15. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

16. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 12, "Receipt batches."

Receiving items without a purchase order

In the Receivings Transaction Entry window, you have the option to receive items that weren't included on the original purchase order or receive items without a purchase order.

To set up this option, you must select to allow receiving items without a purchase order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order.

If you are using Project Accounting, you can receive items without project information. The Project Number field and the Cost Category ID field will be displayed in the Receivings Transaction Entry window. To enter a shipment/invoice or shipment with project information, see Chapter 14, "Shipment receipt entry for projects."

To receive items without a purchase order:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, date, and vendor ID.

4. To add vendor items or items that weren't included on the original purchase order, simply leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

5. Continue entering the receipt.

   You must enter the unit cost of non-inventoried items.

6. In the Receivings Transaction Entry window, save or post the transaction.

Receiving items using the Select Purchase Order window

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a shipment or shipment/invoice. See *Receiving a shipment* on page 123 or *Receiving a shipment/invoice* on page 119 for more information.

If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

If you are using Project Accounting, you can receive items for blanket purchase orders. The Project Number field and the Cost Category ID field will be displayed in the Receivings Transaction Entry window, but you can't enter project information. To receive items for purchase orders with project information, see Chapter 14, "Shipment receipt entry for projects."

To receive items using the Select Purchase Order window:

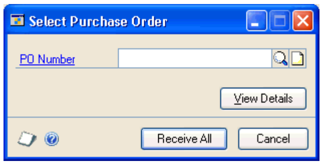
1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

4. Choose Auto-Rcv to automatically receive items. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



5. Enter or select a purchase order for which you want to receive line items.

6. Choose Receive All in the Select Purchase Order window to automatically receive all items on the selected purchase order.

   The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn’t included when you automatically receive items. Blanket line items with a New status won’t be included, either. You can use the Receivings Transaction Entry window to enter blanket line items with a New status.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Choose Receive to automatically receive items on the selected purchase order.

   Blanket line items with a New status or line items with a New status for a standard purchase order with an expired contract date won’t be marked. To receive these items, you must mark the items individually.

7. In the Receivings Transaction Entry window, continue entering receipt information, if necessary, and save or post the transaction.

Using the Select Purchase Order Items window

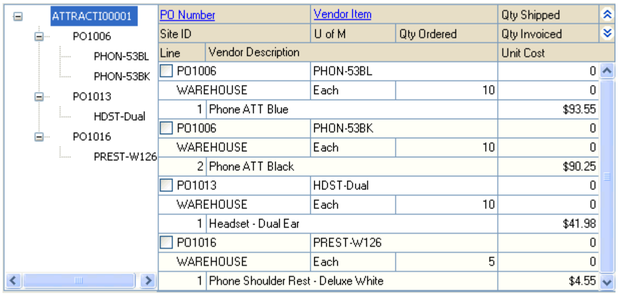
Use the Select Purchase Order Items window to receive line items on multiple purchase orders. In the Select Purchase Order Items window, the tree view and the Sort By option control the information that is displayed. When you change the focus in the tree view, or when you choose a different sorting option, the information in the window is refreshed.

The scrolling window shows detail about the object selected in the tree view. When you highlight a different object in the tree view, such as a purchase order or a site, only the information about that object is displayed in the scrolling window. To display all information for a vendor, you must select the vendor ID in the tree view.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Select Purchase Order Items scrolling window.

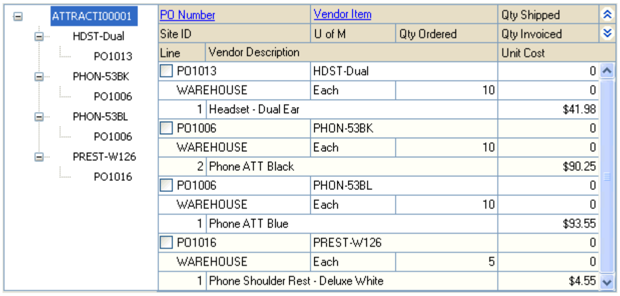
The sorting option you select determines the order in which objects appear in the tree view and the scrolling window. You can sort objects in four ways:

PO/Items Objects in the tree view and scrolling window are sorted first by purchase order number, then by the order items were entered on the purchase orders.



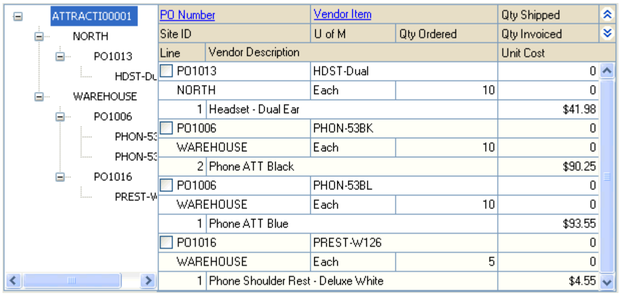
PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Item Number/PO Objects in the tree view and scrolling window are sorted first by item number, then by purchase order number under each item.



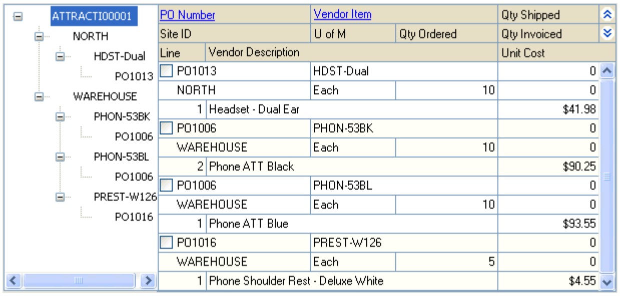
PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Site/PO/Item Number Objects in the tree view and scrolling window are sorted first by site, then by purchase order number under each site, then by item number under each purchase order.



PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

Site/Item Number/PO Objects in the tree view and scrolling window are sorted first by site, then by item number under each site, then by purchase order number under each item.



- ATTRACTI00001
  - NORTH
    - HDST-Dual
      - PO1013
  - WAREHOUSE
    - PHON-53BK
      - PO1006
    - PHON-53BL
      - PO1006
    - PREST-W126
      - PO1016

PO Number		Vendor Item		Qty Shipped
Site ID		U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description			Unit Cost
☐ PO1013		HDST-Dual		0
NORTH		Each	10	0
1	Headset - Dual Ear			$41.98
☐ PO1006		PHON-53BK		0
WAREHOUSE		Each	10	0
2	Phone ATT Black			$90.25
☐ PO1006		PHON-53BL		0
WAREHOUSE		Each	10	0
1	Phone ATT Blue			$93.55
☐ PO1016		PREST-W126		0
WAREHOUSE		Each	5	0
1	Phone Shoulder Rest - Deluxe White			$4.55

Receiving items from multiple purchase orders

Use the Select Purchase Order Items window to receive line items on multiple purchase orders. New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. See *Receiving a shipment* on page 123 or *Receiving a shipment/invoice* on page 119 for more information.

If you are using Workflow, purchase orders must be approved before you can receive against them. You can receive against purchase orders that don't need approval.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Select Purchase Order Items window. To receive items from purchase orders with project information, see Chapter 14, "Shipment receipt entry for projects."

To receive items from multiple purchase orders:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose the appropriate document type for the transaction to open the Receivables Transaction Entry window.

3. Enter the vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

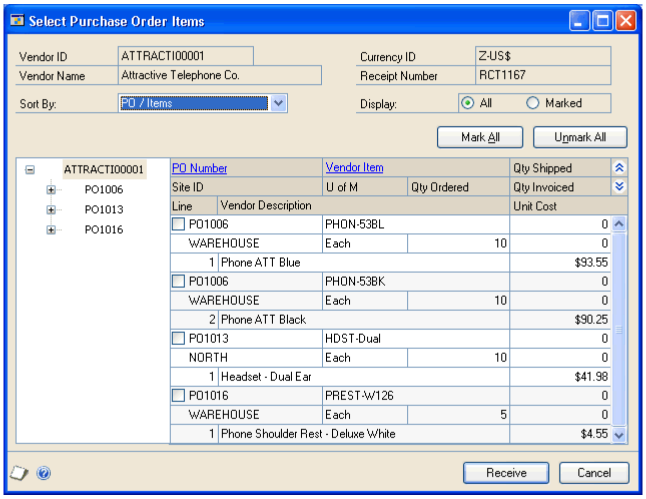
4. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

5. Choose the Auto-Rcv button. The Select Purchase Order Items window will open.

   New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically receive items.

If only a Vendor ID is displayed, the selected vendor does not have any New, Released, or Change Order purchase orders with items to receive. Only purchase orders with currency IDs that match the receipt will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Rcv without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the receipt will come from the purchase order you select.



Vendor ID ATTRACTI00001
Vendor Name Attractive Telephone Co.
Sort By: PO / Items
Currency ID Z-US$
Receipt Number RCT1167
Display: ● All ○ Marked

ATTRACTI00001
- PO1006
- PO1013
- PO1016

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
NORTH	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

6. Select a sorting option.

7. Mark the check boxes next to the items you want to receive. To select all items displayed in the scrolling window, choose Mark All.

   Blanket line items with a New status or line items with a New status for a standard purchase order with an expired contract date won’t be marked. To receive these items, you must mark the items individually.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

8. Select whether to display all items or only items marked to receive.

9. Edit Quantity Shipped, Quantity Invoiced (for shipment/invoice receipts) and Unit Cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to receive.

10. Choose the Receive button to add the items to your receipt. The Select Purchase Order Items window will close, and the items will appear in the Receivings Transaction Entry window. Taxes are calculated at this time.

    To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

11. In the Receivings Transaction Entry window, save or post the receipt.

Receiving items from a purchase order

Use the Select Purchase Order Items window and the Receivings Transaction Entry window to receive items. After you enter or select a standard or blanket purchase order with a New, Released, or Change Order status in the Purchase Order Entry window, you can select to receive items or receive and invoice items. From the Actions button, you can select the Receive the PO Items option to enter a shipment receipt. You can select the Receive and Invoice the PO Items option to enter a shipment/invoice receipt for a purchase order. If you are using Workflow, the purchase order must be approved before you can receive against it. You can receive against a purchase order that doesn't need approval.

For more information about a shipment receipt or a shipment/invoice receipt, see *Receiving a shipment* on page 123 or *Receiving a shipment/invoice* on page 119. For more information about the Select Purchase Order Items window, see *Using the Select Purchase Order Items window* on page 127.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Select Purchase Order Items window and the Receivings Transaction Entry window. To receive items with project information, see Chapter 14, "Shipment receipt entry for projects."

To receive items from a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a standard or blanket purchase order that has one or more items with a quantity to receive.

3. Choose Actions, and then select one of the following options.

   - If you are receiving goods and services without an invoice, select Receive the PO Items.

   - If you are receiving goods and services accompanied by an invoice, select Receive and Invoice the PO Items.

4. The Select Purchase Order Items window and the Receivings Transaction Entry window will open.

   In the Select Purchase Order Items window, New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. The purchase order that you entered in the Purchase Order Entry window will be selected in the tree view. Each item on the purchase order that is available to be received in the scrolling window is marked, except for blanket line items that have a status of New. The control blanket line item for a blanket purchase order isn't included when you receive items.

5. Select a sorting option.

6. Mark the check boxes next to the items to receive. To select all items displayed in the scrolling window, choose Mark All.

Blanket line items with a New status or line items with a New status for a standard purchase order with an expired contract date won't be marked. To receive these items, you must mark the items individually.

When you choose Mark All or Unmark All, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to receive.

8. Modify the quantity shipped, quantity invoiced (for shipment/invoice receipts) and unit cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to receive.

9. Choose Receive to add the items to your receipt. The Select Purchase Order Items window will close, and the items will appear in the Receivings Transaction Entry window. Taxes are calculated at this time.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Receivings Transaction Entry window, continue entering receipt information, if necessary, and save or post the transaction. For a shipment/invoice, you must enter the vendor document number.

Entering an in-transit inventory receipt

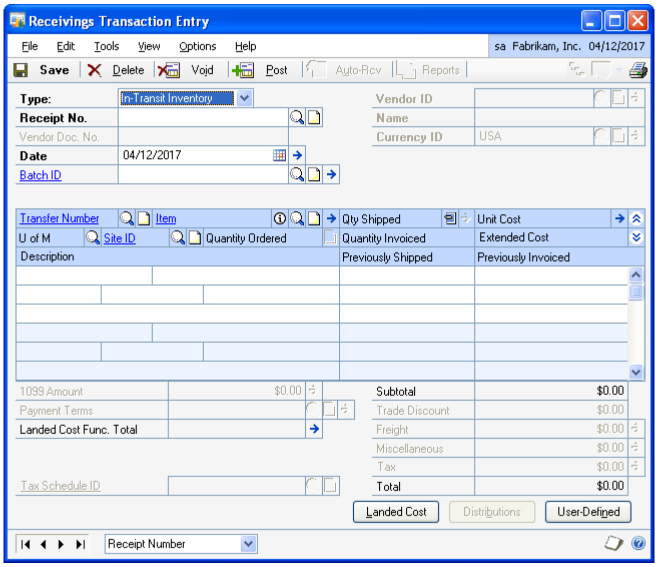
If you've entered an in-transit transfer transaction in Inventory Control, you can record the receipt of the material into the final destination site using an in-transit inventory receipt type in the Receivings Transaction Entry window. Any landed costs incurred as a result of the in-transit transfer can be recorded on the in-transit inventory receipt, as well. After you post the in-transit inventory receipt, the goods are removed from the via site and placed in the final destination site. Landed costs from in-transit transfer receipts can be invoiced just like landed costs incurred on shipments or shipment invoices in the Purchasing Invoice Entry window.

If you are using Project Accounting, the Project Number field and the Cost Category ID field are displayed in the Receivings Transaction Entry window, but you can't enter project information for an in-transit inventory receipt.

To enter an in-transit inventory receipt:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose In-Transit Inventory to open the Receivings Transaction Entry window.


Receivings Transaction Entry
File
Edit
Tools
View
Options
Help
sa Fabrikam, Inc. 04/12/2017
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
Transfer Number
Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Description
Previously Shipped
Previously Invoiced
1099 Amount
Payment Terms
Landed Cost Func. Total
Tax Schedule ID
Landed Cost
Distributions
User-Defined
Receipt Number

Type: In-Transit Inventory
Date: 04/12/2017
Currency ID: USA
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00

3. Enter the receipt date.

To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

4. Enter or select a batch ID (optional).

See Creating a receipt batch on page 117 for more information.

5. Enter or select the transfer number for which you're entering a receipt. You can receive items from multiple transfer numbers by entering or selecting a different transfer number in a new row.

6. Enter items using either the vendor's item number or your company's item number. You also can enter a non-inventoried item.

7. Enter the quantity shipped.

The In-Transit Lot Number Entry window or the In-Transit Serial Number Entry window opens if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window opens if an item that isn't tracked by lot or serial numbers requires that you enter bin information.

If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

8. You can change the site ID to receive line items to a location other than the location specified on the in-transit transfer, if the Change Site ID in Receiving option is marked in Purchase Order Processing Setup window. Changing the site on the receipt will not change the site on the in-transit transfer.

If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The In-Transit Lot Number Entry window or the In-Transit Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

9. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 206 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 209.

10. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

11. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 12, "Receipt batches."

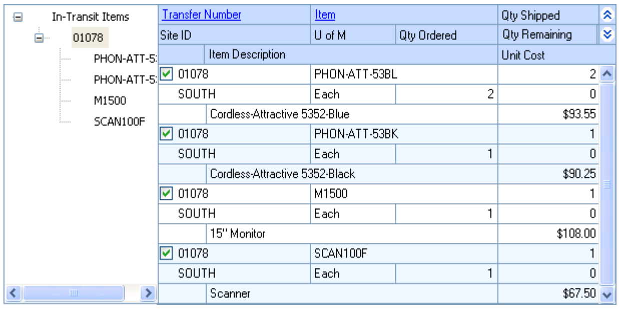
Using the Select In-Transit Items window

Use the Select In-Transit Items window to receive line items on in-transit transfer transactions. In the Select In-Transit Items window, the tree view and the Sort By option control the information that is displayed. When you change the focus in the tree view, or when you choose a different sorting option, the information in the window is refreshed.

The scrolling window shows detail about the object selected in the tree view. When you highlight a different object in the tree view, such as an in-transit item or a site, only the information about that object is displayed in the scrolling window. To display all information for an in-transit transfer, you must select the in-transit transfer in the tree view.

The sorting option you select determines the order in which objects appear in the tree view and the scrolling window. You can sort objects in four ways:

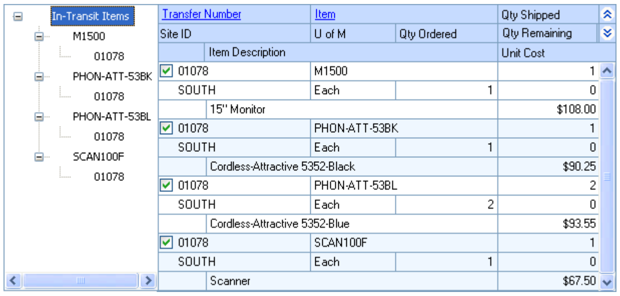
Transfer/Items Objects in the tree view and scrolling window are sorted first by transfer number, then by the order items were entered on the transfers.



In-Transit Items
- 01078
  - PHON-ATT-5
  - PHON-ATT-5
  - M1500
  - SCAN100F

Transfer Number	Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Remaining
	Item Description		Unit Cost
☑ 01078	PHON-ATT-53BL		2
SOUTH	Each	2	0
	Cordless-Attractive 5352-Blue		$93.55
☑ 01078	PHON-ATT-53BK		1
SOUTH	Each	1	0
	Cordless-Attractive 5352-Black		$90.25
☑ 01078	M1500		1
SOUTH	Each	1	0
	15" Monitor		$108.00
☑ 01078	SCAN100F		1
SOUTH	Each	1	0
	Scanner		$67.50

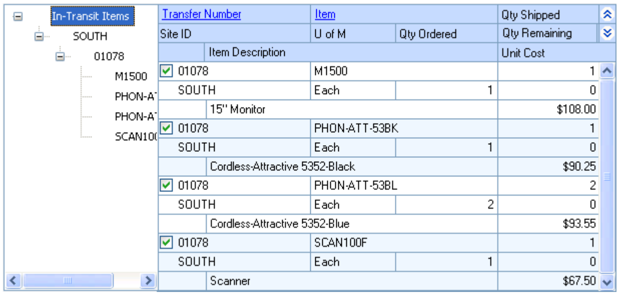
Item Number/Transfer Objects in the tree view and scrolling window are sorted first by item number, then by transfer number under each item.



In-Transit Items
- M1500
  - 01078
- PHON-ATT-53BK
  - 01078
- PHON-ATT-53BL
  - 01078
- SCAN100F
  - 01078

Transfer Number	Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Remaining
	Item Description		Unit Cost
☑ 01078	M1500		1
SOUTH	Each	1	0
	15" Monitor		$108.00
☑ 01078	PHON-ATT-53BK		1
SOUTH	Each	1	0
	Cordless-Attractive 5352-Black		$90.25
☑ 01078	PHON-ATT-53BL		2
SOUTH	Each	2	0
	Cordless-Attractive 5352-Blue		$93.55
☑ 01078	SCAN100F		1
SOUTH	Each	1	0
	Scanner		$67.50

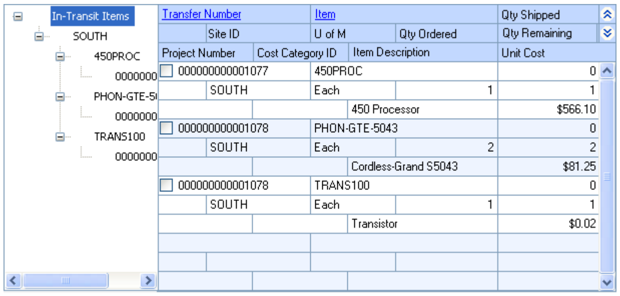
Site/Transfer/Item Number Objects in the tree view and scrolling window are sorted first by site, then by transfer number under each site, then by item number under each transfer.



In-Transit Items
- SOUTH
  - 01078
    - M1500
    - PHON-A
    - PHON-A
    - SCAN10

Transfer Number	Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Remaining
	Item Description		Unit Cost
☑ 01078	M1500		1
SOUTH	Each	1	0
	15" Monitor		$108.00
☑ 01078	PHON-ATT-53BK		1
SOUTH	Each	1	0
	Cordless-Attractive 5352-Black		$90.25
☑ 01078	PHON-ATT-53BL		2
SOUTH	Each	2	0
	Cordless-Attractive 5352-Blue		$93.55
☑ 01078	SCAN100F		1
SOUTH	Each	1	0
	Scanner		$67.50

Site/Item Number/Transfer Objects in the tree view and scrolling window are sorted first by site, then by item number under each site, then by transfer number under each item.


In-Transit Items
SOUTH
450PROC
0000000
PHON-GTE-5(
0000000
TRANS100
0000000

Transfer Number	Site ID	Project Number	Cost Category ID	Item	U of M	Qty Ordered	Item Description	Qty Shipped	Qty Remaining	Unit Cost
☐ 000000000001077	SOUTH			450PROC	Each	1	450 Processor	0	1	$566.10
☐ 000000000001078	SOUTH			PHON-GTE-5043	Each	2	Cordless-Grand S5043	0	2	$81.25
☐ 000000000001078	SOUTH			TRANS100	Each	1	Transistor	0	1	$0.02

Receiving items from in-transit transfers

Use the Select In-Transit Items window to receive line items on multiple in-transit transfers. In-transit transfers that have one or more items with a quantity remaining to receive will be displayed. See *Entering an in-transit inventory receipt* on page 132 for more information.

To receive items from an in-transit transfer:

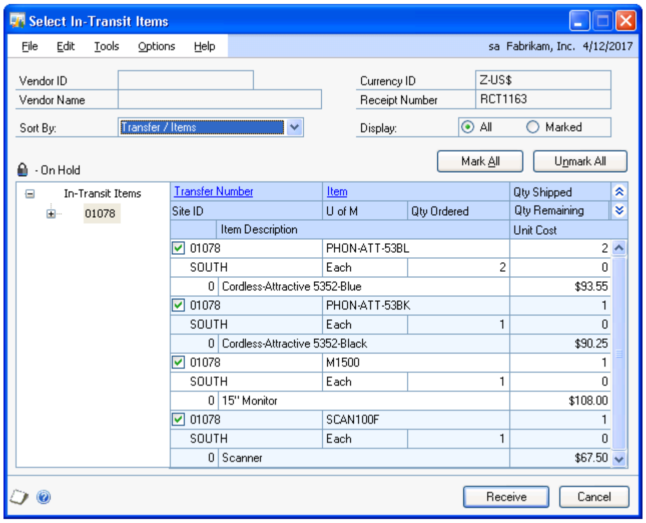
1. In the navigation pane, choose the Inventory button, and then choose the In-Transit Transfers list.

2. Mark the in-transit transfers you want to receive against.

3. In the Actions group, choose Receive Items.

4. The Select In-Transit Items window and the Receivings Transaction Entry window will open.

   In the Select In-Transit Items window, in-transit transfers that have one or more items with a quantity remaining to receive will be displayed. Each item on the in-transit transfer that is available to be received in the scrolling window is marked.


Select In-Transit Items
File
Edit
Tools
Options
Help
sa Fabrikam, Inc. 4/12/2017
- On Hold
Mark All
Unmark All
In-Transit Items
01078
Receive
Cancel

Vendor ID
Vendor Name
Currency ID Z-US$
Receipt Number RCT1163
Sort By: Transfer / Items
Display: ● All ○ Marked

Transfer Number	Site ID		Item	U of M	Qty Ordered	Item Description	Qty Shipped	Qty Remaining	Unit Cost
☑ 01078	SOUTH	0	PHON-ATT-53BL	Each	2	Cordless-Attractive 5352-Blue	2	0	$93.55
☑ 01078	SOUTH	0	PHON-ATT-53BK	Each	1	Cordless-Attractive 5352-Black	1	0	$90.25
☑ 01078	SOUTH	0	M1500	Each	1	15" Monitor	1	0	$108.00
☑ 01078	SOUTH	0	SCAN100F	Each	1	Scanner	1	0	$67.50

5. Select a sorting option.

6. Mark the check boxes next to the items you want to receive. To select all items displayed in the scrolling window, choose Mark All.

   When you choose Mark All or Unmark All in the Select In-Transit Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if an in-transit transfer is selected in the tree view, only items from that in-transit transfer will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items, the In-Transit Items must be selected in the tree view.

7. Select whether to display all items or only items marked to receive.

8. Edit Quantity Shipped, if necessary. You can't enter a quantity shipped that is greater than the quantity remaining to be received. If you edit an item in the scrolling window, it will be marked to receive.

9. Choose the Receive button to add the items to your receipt. The Select In-Transit Items window will close, and the items will appear in the Receivings Transaction Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Receivings Transaction Entry window, save or post the receipt.

Chapter 14: Shipment receipt entry for projects

If you are using Project Accounting, you can enter a shipment receipt to record shipments received for purchase orders entered for projects. You can enter shipment receipts and shipment/invoice receipts in Purchase Order Processing. Enter a shipment/invoice receipt to record the receipt of goods and services accompanied by an invoice. Enter a shipment receipt to record the receipt of goods and services without an invoice. You can enter receipt transactions in a batch or enter and post them individually. Receipts can't be saved unless they're in a batch.

To enter a shipment/invoice receipt or a shipment receipt for a blanket purchase order, refer to Chapter 13, "Shipment and in-transit inventory receipt entry."

This information is divided into the following sections:

- *Receiving a shipment/invoice for projects*
- *Receiving a shipment for projects*
- *Receiving project items without a purchase order*
- *Receiving items for projects using the Select Purchase Order window*
- *Receiving items for projects from multiple purchase orders*
- *Receiving items for projects from a purchase order*

Receiving a shipment/invoice for projects

Use the Receivings Transaction Entry window to record a shipment/invoice if you've received an invoice and merchandise at the same time. The inventory quantity on hand will be updated for the items received and the vendor's account will be increased. You can include items from multiple purchase orders (from a single vendor) on a shipment/invoice receipt. To enter a shipment/invoice receipt for a blanket purchase order, refer to Chapter 13, "Shipment and in-transit inventory receipt entry."

When you enter a shipment/invoice receipt for a non-inventoried item and then save or post the transaction, the project costs will be updated automatically. For an inventoried item, the actual costs for the item will be updated automatically. You can receive against line items with New, Released, Change Order, or Received statuses.

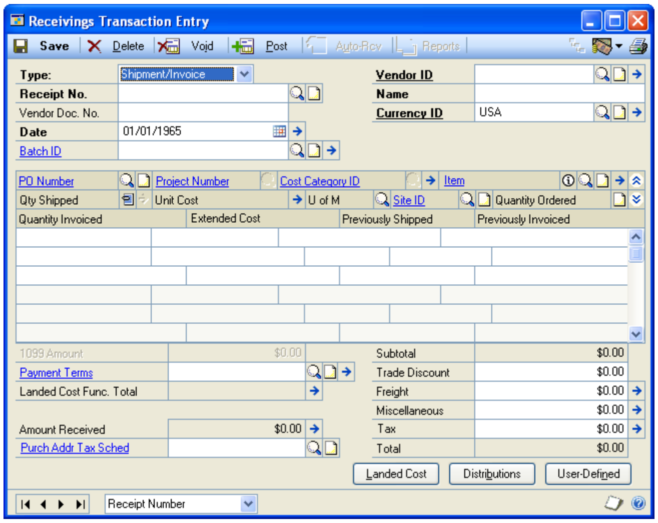
If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

You can't enter a shipment/invoice receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment/invoice receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

You can use the View >> Currency menu option or the currency list button to view currency amounts in the Receivings Transaction Entry window in the originating or functional currency.

To receive a shipment/invoice for projects:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)


Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Project Number
Cost Category ID
Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Purch Addr Tax Sched
Landed Cost
Distributions
User-Defined

Type: Shipment/Invoice
Date 01/01/1965
Currency ID USA
1099 Amount $0.00
Amount Received $0.00
Subtotal $0.00
Trade Discount $0.00
Freight $0.00
Miscellaneous $0.00
Tax $0.00
Total $0.00
Receipt Number

2. Select Shipment/Invoice as the document type for the transaction.

3. Enter or select the receipt number.

4. Enter a vendor document number.

5. Enter the receipt date.

   To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

   For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and the associated rate type entered for the transaction.

6. Enter or select a batch ID (optional).

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

   See *Creating a receipt batch* on page 117 for more information.

7. Enter or select a vendor ID.

8. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the shipment/invoice must match the currency ID of the purchase orders being received against.

9. Enter or select the purchase order number for which you're receiving a shipment/invoice. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items for projects from multiple purchase orders* on page 147 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in the Purchase Order Processing Setup window, you can leave the PO Number field blank.

   You can enter a purchase order that hasn't been printed if the Allow Receiving of Unprinted PO option is marked in the PA Purchase Order Processing Setup Options window.

10. Enter a project number and cost category ID.

    You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

11. Enter one or more items using your company's item number.s You also can enter non-inventoried items.

    Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget.

12. Enter the quantity shipped.

    The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window will open if an item that isn't tracked by lot or serial numbers requires you to enter bin information.

    If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

13. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in the Purchase Order Processing Setup window.

14. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

    If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

15. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

16. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, “Taxes for receipts.” You can't change the Tax amount in the Receivings Transaction Entry window even if your system is set up to allow editing summary-level taxes. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/ invoice line items* on page 218.

17. Enter or accept the 1099 amount, if applicable.

18. Enter or accept the payment terms and tax schedule ID.

19. To enter an amount received, choose the Amount Received expansion button to open the PA Receivings Amount Received Entry window. You can enter the amount you’re paying by cash, check, or credit card.

20. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 206 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 209.

21. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.

    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.

    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions for a landed cost won’t be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

    See *Distributing transaction amounts for shipment receipts* on page 170 for more information.

22. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

23. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you’ve entered a batch ID, you can’t post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 12, “Receipt batches.”

Receiving a shipment for projects

Use the Receivings Transaction Entry window to record a shipment if you’ve received merchandise but haven’t received the invoice for the merchandise. A shipment receipt will increase the quantity on hand for the items received for sales and discontinued item types. You can include items from multiple purchase orders (from a single vendor) on a shipment receipt. To enter a shipment receipt for a blanket purchase order, refer to Chapter 13, “Shipment and in-transit inventory receipt entry.”

When you enter a shipment receipt for a non-inventoried item and then save or post the transaction, the project costs will be updated automatically. For an inventoried item, the actual costs for the item will be updated automatically.

You can receive against line items with New, Released, Change Order, or Received statuses.

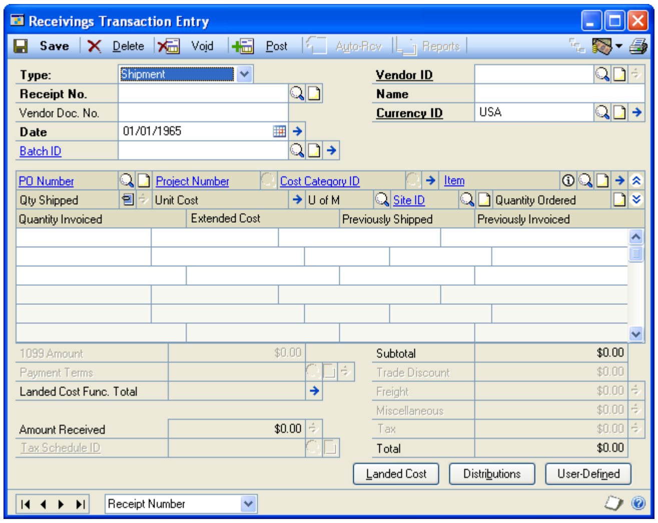
If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don’t need approval.

You can’t enter a shipment receipt for a purchase order that is on hold. If a purchase order is placed on hold after its shipment receipt is saved to a batch, the receipt for that purchase order will not be posted and will remain in the batch.

You can use the View >> Currency menu option or the currency list button to view amounts in the Receivings Transaction Entry window in originating or functional currency.

To receive a shipment for projects:

1. Open the Receivings Transaction Entry window. (Transactions >> Purchasing >> Receivings Transaction Entry)


Type: Shipment
Date: 01/01/1965
Currency ID: USA
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax: $0.00
Total: $0.00
1099 Amount: $0.00
Amount Received: $0.00

Receivings Transaction Entry
Save
Delete
Void
Post
Auto-Rcv
Reports
Receipt No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
PO Number
Project Number
Cost Category ID
Item
Qty Shipped
Unit Cost
U of M
Site ID
Quantity Ordered
Quantity Invoiced
Extended Cost
Previously Shipped
Previously Invoiced
Payment Terms
Landed Cost Func. Total
Tax Schedule ID
Landed Cost
Distributions
User-Defined
Receipt Number

2. Select Shipment as the document type for the transaction.

3. Enter or select the receipt number.

4. Enter a vendor document number (optional).

5. Enter the receipt date.

To enter a General Ledger posting date that is different from the transaction date, choose the Date expansion button; the Receivings Date Entry window will open, where you can enter date information.

For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID and associated rate type that's entered for the transaction.

6. Enter or select a batch ID (optional). See *Creating a receipt batch* on page 117 for more information.

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

7. Enter or select the vendor ID.

8. Enter or select a currency ID. If a currency ID is assigned to the vendor you select, it will appear in the Currency ID field. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

9. Enter the purchase order number for which you're receiving a shipment. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items for projects from multiple purchase orders* on page 147 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in the Purchase Order Processing Setup window, you can leave the PO Number field blank.

   You can enter a purchase order that hasn't been printed if the Allow Receiving of Unprinted PO option is marked in the PA Purchase Order Processing Setup Options window.

10. Enter a project number and cost category ID.

    You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

11. Enter one or more items using your company's item numbers. You also can enter non-inventoried items.

    Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget.

12. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

    If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

13. Enter the quantity shipped.

The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window will open if an item that isn't tracked by lot or serial numbers requires you to enter bin information.

If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

14. You can edit the unit cost or extended cost, if the Allow Editing of Costs in Receiving option is marked in Purchase Order Processing Setup.

15. If you are using landed costs, choose Landed Cost to open the Receivings Landed Cost Apportionment Entry window, where you can add landed costs to all line items on a receipt. See *Entering landed costs for a shipment receipt* on page 206 for more information. If you want to enter landed costs for an item, see *Entering landed costs for a shipment item* on page 209.

16. Choose Distributions to open the Purchasing Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions for a landed cost won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

    See *Distributing transaction amounts for shipment receipts* on page 170 for more information.

17. Choose User-Defined to open the Receivings User-Defined Fields Entry window, where you can enter user-defined information for this receipt.

18. Choose Save or Post. If you post the receipt, one or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window.

    If you've entered a batch ID, you can't post the transaction individually; you must use batch posting, series posting, or master posting. For more information, see Chapter 12, "Receipt batches."

Receiving project items without a purchase order

In the Receivings Transaction Entry window, you have the option to receive items that weren't included on the original purchase order or receive items without a purchase order.

To set up this option, you must select to allow receiving items without a purchase order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order.

To receive project items without a purchase order:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, date, and vendor ID.

4. Enter a project number and cost category ID. If the item that you're receiving isn't assigned to a project because the item isn't assigned to a budget, enter <NONE> or leave the Project No. field blank. If there isn't a project number, you can leave the Cost Category field blank. If the item is assigned to a project, you must enter a cost category.

   You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display vendor items.

5. To add items that weren't included on the original purchase order, leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

   Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

6. Continue entering the receipt.

   You must enter the unit cost of non-inventoried items.

7. In the Receivings Transaction Entry window, save or post the transaction.

Receiving items for projects using the Select Purchase Order window

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a shipment or shipment/invoice. See *Receiving a shipment for projects* on page 142 or *Receiving a shipment/invoice for projects* on page 139 for more information. To receive items on a blanket purchase order, refer to Chapter 13, "Shipment and in-transit inventory receipt entry."

If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don’t need approval.

To receive items for projects using the Select Purchase Order window:

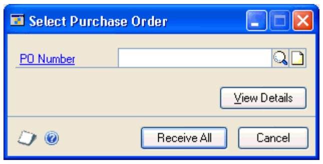
1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

4. Choose Auto-Rcv to automatically receive items. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



5. Enter or select a purchase order for which you want to receive line items.

6. Choose Receive All in the Select Purchase Order window to automatically receive all items on the selected purchase order.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Choose Receive to automatically receive items on the selected purchase order.

7. In the Receivings Transaction Entry window, continue entering receipt information, if necessary, and save or post the transaction.

Receiving items for projects from multiple purchase orders

Use the Select Purchase Order Items window to receive line items for projects on multiple purchase orders. New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. See *Receiving a shipment for projects* on page 142 or *Receiving a shipment/invoice for projects* on page 139 for more information.

To receive items from multiple blanket purchase orders, refer to Chapter 13, “Shipment and in-transit inventory receipt entry.”

If you are using Workflow, the purchase orders must be approved before you can receive against them. You can receive against purchase orders that don’t need approval.

To receive items for projects from multiple purchase orders for projects:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the appropriate document type for the transaction.

3. Enter the receipt number, vendor document number, and date. (A vendor document number is required for a shipment/invoice.)

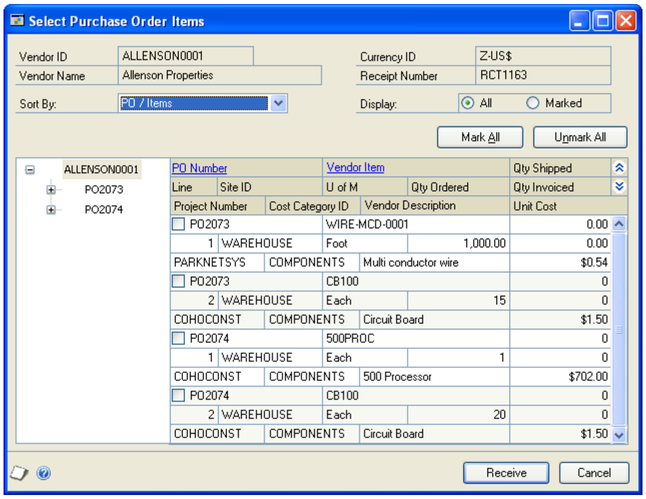
4. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

5. Choose the Auto-Rcv button. The Select Purchase Order Items window will open.

   New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed.

   If only a Vendor ID is displayed, the selected vendor does not have any New, Released, or Change Order purchase orders with items to receive. Only purchase orders with currency IDs that match the receipt will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Rcv without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the receipt will come from the purchase order you select.



Vendor ID: ALLENSON0001
Vendor Name: Allenson Properties
Currency ID: Z-US$
Receipt Number: RCT1163
Sort By: PO / Items
Display: ● All ○ Marked

ALLENSON0001
  PO2073
  PO2074

PO Number		Vendor Item		Qty Shipped
Line	Site ID	U of M	Qty Ordered	Qty Invoiced
Project Number	Cost Category ID	Vendor Description		Unit Cost
☐ PO2073		WIRE-MCD-0001		0.00
1	WAREHOUSE	Foot	1,000.00	0.00
PARKNETSYS	COMPONENTS	Multi conductor wire		$0.54
☐ PO2073		CB100		0
2	WAREHOUSE	Each	15	0
COHOCONST	COMPONENTS	Circuit Board		$1.50
☐ PO2074		500PROC		0
1	WAREHOUSE	Each	1	0
COHOCONST	COMPONENTS	500 Processor		$702.00
☐ PO2074		CB100		0
2	WAREHOUSE	Each	20	0
COHOCONST	COMPONENTS	Circuit Board		$1.50

6. Select a sorting option.

7. Mark the check boxes next to the items you want to receive. To select all items displayed in the scrolling window, choose Mark All.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

8. Select whether to display all items or only items marked to receive.

9. Modify the quantity shipped, quantity invoiced (for shipment/invoice receipts) and unit cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to receive.

10. Choose the Receive button to add the items to your receipt. The Select Purchase Order Items window will close, and the items will appear in the Receivings Transaction Entry window. Taxes are calculated at this time.

    To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

11. In the Receivings Transaction Entry window, save or post the receipt.

Receiving items for projects from a purchase order

Use the Select Purchase Order Items window and the Receivings Transaction Entry window to receive items. After you enter or select a standard order with New, Released, or Change Order statuses in the Purchase Order Entry window, you can select to receive items or receive and invoice items. From the Actions button, you can select the Receive the PO Items option from the Actions button to enter a shipment receipt. You can select the Receive and Invoice the PO Items option to enter a shipment/invoice receipt for a purchase order.

If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

For more information about a shipment receipt or a shipment/invoice receipt, see *Receiving a shipment for projects* on page 142 or *Receiving a shipment/invoice for projects* on page 139. For more information about the Select Purchase Order Items window, see *Using the Select Purchase Order Items window* on page 127.

To receive items from a blanket purchase order, refer to Chapter 13, "Shipment and in-transit inventory receipt entry."

To receive items for projects from a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a standard purchase order that has one or more items with a quantity to receive.

3. Choose Actions, and then select one of the following options.

   - If you are receiving goods and services without an invoice, select Receive the PO Items.

   - If you are receiving goods and services accompanied by an invoice, select Receive and Invoice the PO Items.

4. The Select Purchase Order Items window and the Receivings Transaction Entry window will open.

   In the Select Purchase Order Items window, New, Released, or Change Order purchase orders that have one or more items with a quantity remaining to receive will be displayed. The purchase order that you entered in the Purchase Order Entry window will be selected in the tree view. Each item on the purchase order that is available to be received in the scrolling window is marked.

5. Select a sorting option.

6. Mark the check boxes next to the items to receive. To select all items displayed in the scrolling window, choose Mark All.

   When you choose Mark All or Unmark All, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to receive.

8. Modify the quantity shipped, quantity invoiced (for shipment/invoice receipts) and unit cost amounts, if necessary. If you modify an item in the scrolling window, it will be marked to receive.

9. Choose Receive to add the items to your receipt. The Select Purchase Order Items window will close, and the items will appear in the Receivings Transaction Entry window. Taxes are calculated at this time.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Receivings Transaction Entry window, continue entering receipt information, if necessary, and save or post the transaction. For a shipment/invoice, you must enter the vendor document number.

Chapter 15: Shipment receipt detail entry

The Receivings Transaction Entry window is designed to resemble a physical shipment document and includes vendor, line item, and total information. Use the expansion buttons in the Receivings Transaction Entry window to open windows where you can enter detailed information about a line item, lot number, serial number mask, or other elements of a transaction.

This information is divided into the following sections:

- *Entering detail information for a purchasing receipt*
- *Entering detail information for an in-transit inventory receipt*
- *Entering project item detail information for a purchasing receipt*
- *Defining a lot number mask*
- *Generating lot numbers automatically*
- *Entering lot numbers manually for a purchasing receipt*
- *Entering lot numbers for an in-transit inventory receipt*
- *Removing lot numbers for a purchasing receipt*
- *Defining a serial number mask*
- *Generating serial numbers automatically*
- *Entering serial numbers manually*
- *Entering serial numbers for an in-transit inventory receipt*
- *Removing serial numbers*
- *Multiple bins in Purchase Order Processing*
- *Changing bins for a receipt*
- *Merging trade discount and purchase distributions*
- *Distributing transaction amounts for shipment receipts*
- *Entering Intrastat trade statistics*

Entering detail information for a purchasing receipt

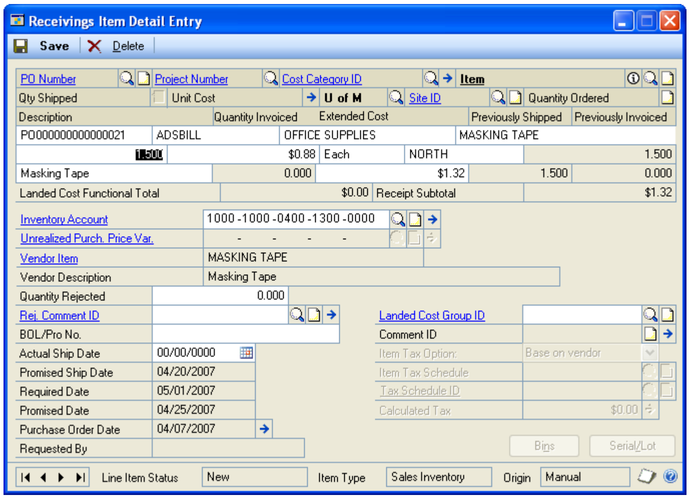
Use the Receivings Item Detail Entry window to add or modify line item information such as rejected quantities, or to change a line item's posting accounts. If you select an item in the Receivings Transaction Entry window before opening this window, information for that item will be displayed.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Receivings Item Detail Entry window, but you can't enter project information for blanket purchase order line items. To enter additional information for a line item assigned to a project, see *Entering project item detail information for a purchasing receipt* on page 155.

To enter detail information for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a receipt number and vendor and open the Receivings Item Detail Entry window by choosing the Vendor Item or Item expansion button.



PO Number	Project Number	Cost Category ID	Item	
Qty Shipped	Unit Cost	U of M	Site ID	Quantity Ordered
Description	Quantity Invoiced	Extended Cost	Previously Shipped	Previously Invoiced
PO000000000000021	ADSBILL	OFFICE SUPPLIES	MASKING TAPE	
1.500	$0.88	Each	NORTH	1.500
Masking Tape	0.000	$1.32	1.500	0.000

Landed Cost Functional Total $0.00
Receipt Subtotal $1.32
Inventory Account 1000 -1000 -0400 -1300 -0000
Unrealized Purch. Price Var. - - - -
Vendor Item MASKING TAPE
Vendor Description Masking Tape
Quantity Rejected 0.000
Rej. Comment ID
BOL/Pro No.
Actual Ship Date 00/00/0000
Promised Ship Date 04/20/2007
Required Date 05/01/2007
Promised Date 04/25/2007
Purchase Order Date 04/07/2007
Requested By
Landed Cost Group ID
Comment ID
Item Tax Option: Base on vendor
Item Tax Schedule
Tax Schedule ID
Calculated Tax $0.00
Line Item Status New
Item Type Sales Inventory
Origin Manual

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Receivings Transaction Entry window.

3. Enter the purchase order number for which you're receiving a shipment. You can receive items from multiple purchase orders by entering or selecting a different purchase order number in a new row. See *Receiving items from multiple purchase orders* on page 129 for more information.

   If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can leave the PO Number field blank.

   If you are using Workflow, the purchase order must be approved before you can receive against the purchase order. You can receive against purchase orders that don't need approval.

4. If you are entering an item for a project, assign a project number and cost category ID.

   You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

5. Enter or select the number of the vendor item or item you're receiving. You also can enter a non-inventoried item.

   Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

6. Enter the quantity shipped.

The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The

Bin Quantity Entry window will open if an item that isn't tracked by lot or serial numbers requires you to enter bin information. You can't assign serial or lot numbers to a non-inventoried item.

An icon will be displayed in the Qty Shipped field for purchase order line items with sales commitments. Select a line item and choose the button next to the Qty Shipped heading to view or prioritize commitments in the Sales Commitments for Purchase Order window. For more information, see *Committing purchase orders to sales documents* on page 52. If you are using Project Accounting, you can't commit purchase order line items for projects to Sales Order Processing line items.

If you're using multiple bins and you change the quantity shipped or the unit of measure after selecting bins for an item, you might have to modify the bin information.

7. If you want to enter landed costs for an item, choose the Unit Cost expansion button to open the Receivings Landed Cost Entry window. See *Entering landed costs for a shipment item* on page 209 for more information.
8. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the option is marked in Purchase Order Processing Setup. Changing the site on the receipt will not change the site on the purchase order.

   If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open for you to assign lot numbers or serial numbers. You can change the bin.

   If you're using landed costs and change the site ID, the landed cost group ID will change to the landed cost group ID assigned to the item at the new site. You can specify a landed cost group for each item-site combination in the Item Quantities Maintenance window.
9. Enter the quantity invoiced, which is the number of items on the vendor's invoice.
10. The default accounts for posting the receipt and for posting purchase price variances will be displayed. If no accounts are displayed, you can enter them.

    Default accounts come from the purchase order. If you're receiving without a purchase order, the default accounts will come from the item. If there are no accounts associated with an inventoried item, the accounts will come from Posting Accounts Setup. If there are no accounts associated with a non-inventoried item, the accounts will come from the vendor or Posting Accounts Setup.
11. Enter the quantity rejected, if any, and a rejected comment ID. You also can enter a comment explaining the reason for rejecting the goods. For more information about comments, see *Adding comments to purchasing documents* on page 86.

Rejecting an item assumes that the vendor will be replacing the goods. If the goods won't be replaced, you should enter a quantity canceled instead.

12. In the BOL/Pro No. field, enter the bill of lading or progressive number assigned to the shipment by the carrier.

13. If you are using landed costs, enter a landed cost group ID or accept the default ID.

14. Enter or accept the item tax option and the tax schedule IDs. The tax information is available only for shipment/invoices.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 216. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 218.

15. Enter the actual date the vendor shipped the order (optional).

16. Choose Save to save the item information.

Entering detail information for an in-transit inventory receipt

Use the Receivings Item Detail Entry window to modify line item information such as rejected quantities, or to change a line item's posting account. If you select an item in the Receivings Transaction Entry window before opening this window, information for that item will be displayed.

To enter detail information for an in-transit inventory receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a receipt number and open the Receivings Item Detail Entry window by choosing the Item expansion button.

3. Enter the transfer number for which you're entering a receipt. You can receive items from multiple in-transit transfers by entering or selecting a different transfer number in a new row.

4. Enter or select the number of the item.

5. Enter the quantity shipped.

The In-Transit Lot Number Entry window or the In-Transit Serial Number Entry window opens if the item requires that you assign lot or serial numbers. If you are using multiple bins, you also can enter a bin number for the serial or lot number. The Bin Quantity Entry window opens if an item that isn't tracked by lot or serial numbers requires you to enter bin information.

If you're using multiple bins and you change the quantity shipped after selecting bins for an item, you might have to modify the bin information.

6. If you want to enter landed costs for an item, choose the Unit Cost expansion button to open the Receivings Landed Cost Entry window. See *Entering landed costs for a shipment item* on page 209 for more information.

7. You can change the site ID to receive line items to a location other than the location specified on the purchase order, if the Change Site ID in Receiving option is marked in Purchase Order Processing Setup window. Changing the site on the receipt will not change the site on the in-transit transfer.

   If you are using multiple bins and you change the site ID, the default purchase receipts bin assigned to the new site ID will replace your previous bin selections. If the item is tracked by serial or lot numbers, your previous lot number or serial number selections are removed. The In-Transit Lot Number Entry window or the In-Transit Serial Number Entry window opens for you to assign lot numbers or serial numbers. You can change the bin.

   If you're using landed costs and change the site ID, the landed cost group ID changes to the landed cost group ID assigned to the item at the new site. You can specify a landed cost group for each item-site combination in the Item Quantities Maintenance window.

8. The default account for posting the receipt is displayed. If no account is displayed, you can enter it.

   The inventory account assigned to the item in the Item Account Maintenance window is the default posting account. If you didn't enter posting accounts in the Item Account Maintenance window, the inventory account entered in the Posting Setup window is used as the default entry.

9. Enter the quantity rejected, if any, and a rejected comment ID. You also can enter a comment explaining the reason for rejecting the goods. For more information about comments, see *Adding comments to purchasing documents* on page 86.

Rejecting an item assumes that the item will be replaced. If the item won't be replaced, you should enter a quantity canceled instead.

10. In the BOL/Pro No. field, enter the bill of lading or progressive number assigned to the shipment by the carrier.

11. If you are using landed costs, enter a landed cost group ID or accept the default ID.

12. Enter the actual date the vendor shipped the order (optional).

13. Choose Save to save the item information.

Entering project item detail information for a purchasing receipt

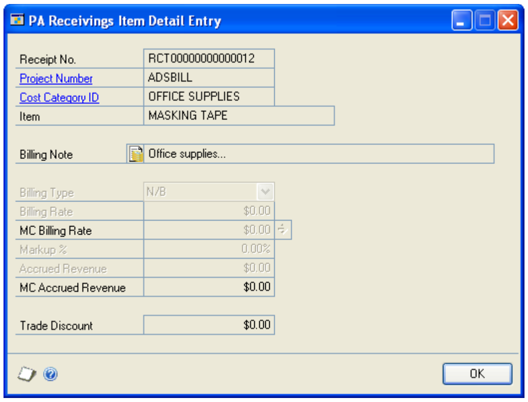
You can use the PA Receivings Item Detail Entry window to add a billing note or modify the billing type. If the item is for a time and materials project, you can enter a billing rate or a markup percentage and view the accrued revenue.

To enter project item detail information for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a receipt number, vendor ID, project number, cost category, and item.

3. Choose the Cost Category expansion button to open the PA Receivings Item Detail Entry window.



Receipt No.	RCT00000000000012
Project Number	ADSBILL
Cost Category ID	OFFICE SUPPLIES
Item	MASKING TAPE
Billing Note	Office supplies...
Billing Type	N/B
Billing Rate	$0.00
MC Billing Rate	$0.00
Markup %	0.00%
Accrued Revenue	$0.00
MC Accrued Revenue	$0.00
Trade Discount	$0.00

4. Enter or modify a billing note.

5. Modify the billing type, if applicable. The item must be a non-inventoried item to modify the billing type.

6. If the non-inventoried item is for a time and materials project, you can enter a billing rate or markup percentage.

7. Choose OK to close the window and return to the Receivings Transaction Entry window.

Defining a lot number mask

Use the Item Serial/Lot Number Definition window to set up lot number masks for lot-tracked items. A lot number mask is a pre-defined lot number format used to generate lot numbers automatically. With a lot number mask, you can specify starting and ending lot numbers for an item, create incrementing segments, and control the character type. You must create a lot number mask before you can automatically generate lot numbers in Purchase Order Processing.

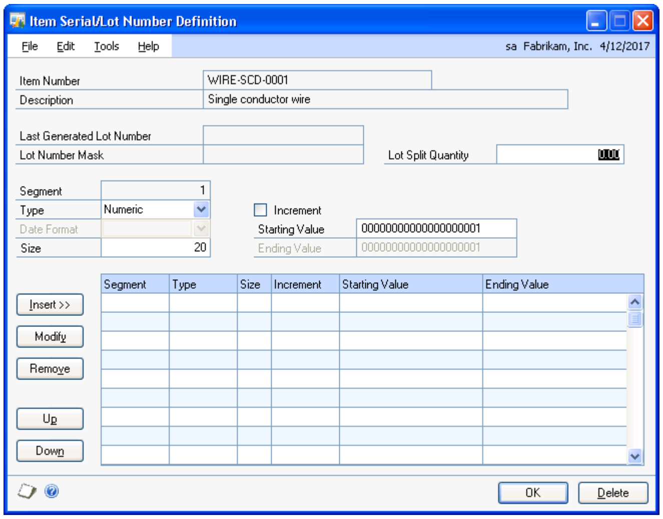
You also can enter a lot split quantity, which is the breakpoint for creating separate lots for a lot-tracked item. For example, assume that you enter a lot split quantity of 50. If you receive 120 units for a lot -tracked item, two lots of 50 and one lot of 20 are created. If the starting value for the mask is AA-001, the first lot is AA-001, the second lot is AA-002, and the third lot for the remainder is AA-003. If the lot split quantity is zero, the total quantity is treated as a single lot.

To define a lot number mask:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Select an item, then choose Options to open the Item Maintenance Options window.

3. Choose Lot Numbers from the Track drop-down list, then choose the Track expansion button to open the Item Serial/Lot Number Definition window.



Item Number WIRE-SCD-0001
Description Single conductor wire
Last Generated Lot Number
Lot Number Mask
Lot Split Quantity 0.00
Segment 1
Type Numeric
Date Format
Size 20
☐ Increment
Starting Value 00000000000000000001
Ending Value 00000000000000000001

Information for the item you selected, including the last lot number that was generated and any current mask information, will appear.

4. Enter a lot split quantity, if applicable.

5. Select a character type for the first segment: Numeric, Alpha, Symbol, User Date, or Space. The character type will determine which of the remaining fields are editable.

6. Enter a size, if you selected a character type of Alpha or Numeric.

   Symbol and Space character types must have a size of 1. The size of a User Date segment depends on the date format you select.

7. Mark Increment if you want this segment to increase each time a lot number is generated. You must have at least one segment marked to increment in order to automatically generate lot numbers for an item.

   You can use the Increment option only if the character type is Alpha or Numeric. Symbol and space characters do not change. User date segments automatically increment when the user date changes.

   If more than one segment is marked to increment, the segments increment from right to left. For example, assume you have incrementing segments 0001-0001. The next lot number contains the segments 0001-0002. The first segment increments when the second reaches its maximum value (from 0001-9999 to 0002-0000). If the mask contains a date segment, other incrementing segments will reset when the date segment increments.

8. Enter starting and ending values.

   If you selected a type of User Date or Space, you won't be able to set starting and ending values. If you selected a type of Symbol, you will be able to enter a single character in the starting value field.

9. If you selected a character type of User Date, select a date format.

10. Choose the Insert button to add the segment to the lot number mask. The segment's starting value appears in the Lot Number Mask field.

11. Define and insert the remaining segments. lot number masks can be a maximum of 20 characters long.

12. To move a segment to a different position in the lot number mask, select the segment, then choose Up or Down.

    Choose Remove to delete the selected segment or choose Modify to change the selected segment's information.

Generating lot numbers automatically

Use the Purchasing Lot Number Entry window to assign lot numbers for lot-tracked line items. You can assign lot numbers automatically, manually, or a combination of the two. In order to automatically generate lot numbers, you must first set up the item and its lot number mask. For more information, see *Defining a lot number mask* on page 156.

If you're using multiple bins and are generating lot numbers automatically, the bin number entered in the Purchasing Lot Number Entry window will be used with each generated lot number.

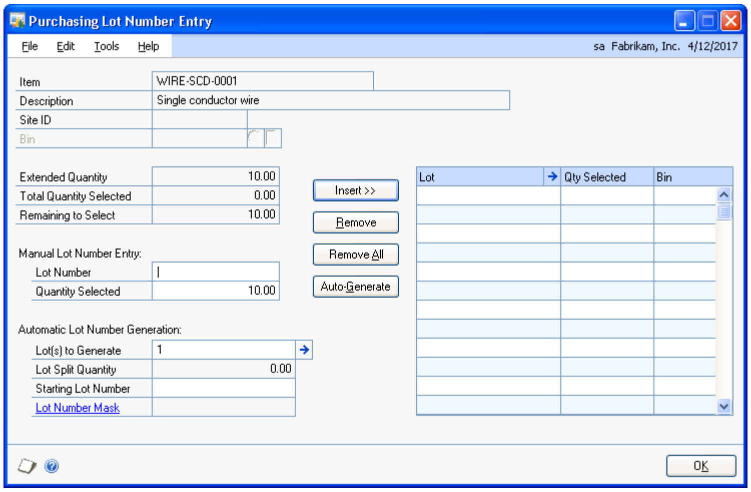
To generate lot numbers automatically:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes at least one lot-numbered item.

3. Enter the quantity shipped for the line items that contain a lot number.

4. Enter a site ID. Press TAB or choose the Quantity Shipped expansion button to open the Purchasing Lot Number Entry window. (This window will automatically open when you choose the Auto-Rcv button in the Receivings Transaction Entry window and lot-numbered items are entered for the receipt.)



Item: WIRE-SCD-0001
Description: Single conductor wire
Site ID:
Bin:
Extended Quantity: 10.00
Total Quantity Selected: 0.00
Remaining to Select: 10.00
Manual Lot Number Entry:
Lot Number:
Quantity Selected: 10.00
Automatic Lot Number Generation:
Lot(s) to Generate: 1
Lot Split Quantity: 0.00
Starting Lot Number:
Lot Number Mask:

5. If you are using multiple bins, enter a bin number or accept the default bin number.

To set up a lot number mask for the item, click the Lot Number Mask link in the Purchasing Lot Number Entry window to open the Item Serial/Lot Number Definition window.

6. Enter the lot(s) to generate (optional). The default lot(s) to generate is the Remaining to Select quantity divided by the Lot Split Quantity rounded to the next whole number.

7. Edit the starting lot number, if necessary.

   If you modify the starting lot number, it must conform to the lot number mask. If you delete the starting lot number, you will not be able to automatically generate lot numbers for the item.

8. Choose Auto-Generate. Lot numbers for the items are inserted in the scrolling window. Numbers that already exist will be skipped.

   The Total Quantity Selected must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

9. Choose OK to save the lot numbers that were automatically generated.

Entering lot numbers manually for a purchasing receipt

Use the Purchasing Lot Number Entry window to assign lot numbers for shipment or shipment/invoice receipt line items.

To enter lot numbers manually for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a lot-numbered item.

3. Enter the quantity shipped on the line item containing a lot number.

4. Enter a site ID. Press TAB or choose the Quantity Shipped expansion button to open the Purchasing Lot Number Entry window. (This window will automatically open when you choose the Auto-Rcv button in the Receivings Transaction Entry window and lot-numbered items are entered for the receipt.)

5. If you are using multiple bins, enter a bin number or accept the default bin number.

6. Enter a lot number and a quantity selected.

7. Choose Insert to add the lot number to the scrolling window.

8. To assign values to the lot attributes for the item, choose the Lot expansion button to open the Lot Attribute Entry window.

   If you are using sales workflow and are tracking the minimum shelf life for the lot item, the dates that you enter in this window and the number of days entered in the Item Maintenance Options window are used to determine whether or not the item meets the minimum shelf life when you receive the item. If you are using Project Accounting, you can’t use sales workflow with project items.

9. Continue entering lot numbers for the item. The Total Quantity Selected must equal the item’s extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

10. Choose OK to save the lot numbers you’ve added.

Entering lot numbers for an in-transit inventory receipt

Use the In-Transit Lot Number Entry window to assign lot numbers for in-transit inventory receipt line items.

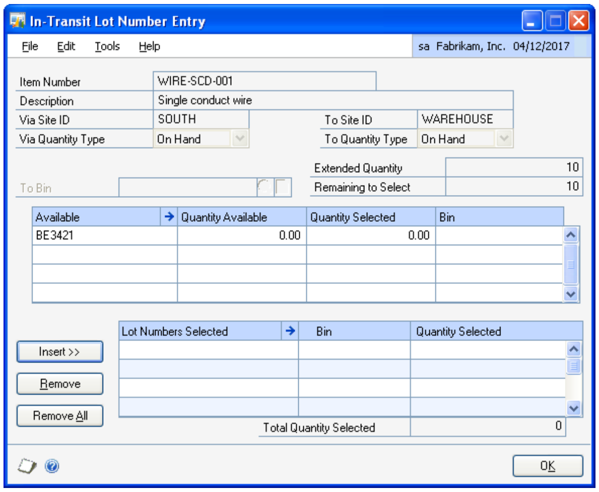
To enter lot numbers for an in-transit inventory receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select an in-transit inventory receipt that includes a lot-numbered item.

3. Enter the quantity shipped on the line item containing a lot number.

4. Press TAB or choose the Quantity Shipped expansion button to open the In-Transit Lot Number Entry window.



sa Fabrikam, Inc. 04/12/2017

Item Number: WIRE-SCD-001
Description: Single conduct wire
Via Site ID: SOUTH
To Site ID: WAREHOUSE
Via Quantity Type: On Hand
To Quantity Type: On Hand
Extended Quantity: 10
Remaining to Select: 10

Available	Quantity Available	Quantity Selected	Bin
BE3421	0.00	0.00	

Lot Numbers Selected	Bin	Quantity Selected

Total Quantity Selected: 0

5. If you are using multiple bins, enter a bin number or accept the default bin number.

6. In the Available list, enter a quantity selected for a lot number.

7. Choose Insert to add the lot number to the Lot Numbers Selected list.

8. To assign values to the lot attributes for the item, choose the Available expansion button or the Lot Numbers Selected expansion button to open the Lot Attribute Entry window.

   If you are using the sales fulfillment workflow and are tracking the minimum shelf life for the lot item, the dates that you enter in this window and the number of days entered in the Item Maintenance Options window are used to determine whether or not the item meets the minimum shelf life when you receive the item.

9. Continue entering lot numbers for the item. The Quantity Selected must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

10. Choose OK to save the lot numbers you've added.

Removing lot numbers for a purchasing receipt

Use the Purchasing Lot Number Entry window to remove lot numbers for shipment or shipment/invoice receipt line items.

To remove lot numbers for a purchasing receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a lot-numbered item.

3. Select a line item that contains a lot number.

4. Choose the Quantity Shipped expansion button to open the Purchasing Lot Number Entry window.

5. Select the lot number from the Lot list and choose Remove. To remove all the lot numbers from the Lot list, choose Remove All.

6. Enter new lot numbers for the item.

7. Choose OK to save your changes.

Defining a serial number mask

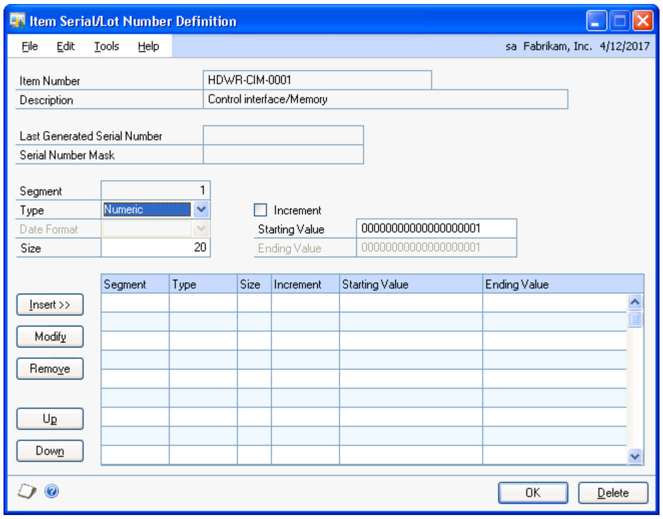
Use the Item Serial/Lot Number Definition window to set up serial number masks for serial-tracked items. A serial number mask is a pre-defined serial number format used to generate serial numbers automatically. With a serial number mask, you can specify starting and ending serial numbers for an item, create incrementing segments, and control the character type. You must create a serial number mask before you can automatically generate serial numbers in Purchase Order Processing.

To define a serial number mask:

1. Open the Item Maintenance window.
   (Cards >> Inventory >> Item)

2. Select an item, then choose Options to open the Item Maintenance Options window.

3. Choose Serial Numbers from the Track drop-down list, then choose the Track expansion button to open the Item Serial/Lot Number Definition window.



Item Serial/Lot Number Definition
File
Edit
Tools
Help
sa Fabrikam, Inc. 4/12/2017
Last Generated Serial Number
Serial Number Mask
Date Format
Segment
Type
Size
Increment
Starting Value
Ending Value
Insert >>
Modify
Remove
Up
Down
OK
Delete

Item Number: HDWR-CIM-0001
Description: Control interface/Memory
Segment: 1
Type: Numeric
Size: 20
☐ Increment
Starting Value: 00000000000000000001
Ending Value: 00000000000000000001

Information for the item you selected, including the last serial number that was generated and any current mask information, will appear.

4. Select a character type for the first segment: Numeric, Alpha, Symbol, User Date, or Space. The character type will determine which of the remaining fields are editable.

5. Enter a size, if you selected a character type of Alpha or Numeric.

   Symbol and Space character types must have a size of 1. The size of a User Date segment depends on the date format you select.

6. Mark Increment if you want this segment to increase each time a serial number is generated. You must have at least one segment marked to increment in order to automatically generate serial numbers for an item.

   You can use the Increment option only if the character type is Alpha or Numeric. Symbol and space characters do not change. User date segments automatically increment when the user date changes.

   If more than one segment is marked to increment, the segments increment from right to left. For example, assume you have incrementing segments 0001-0001. The next serial number contains the segments 0001-0002. The first segment increments when the second reaches its maximum value (from 0001-9999 to 0002-0000). If the mask contains a date segment, other incrementing segments will reset when the date segment increments.

7. Enter starting and ending values.

   If you selected a type of User Date or Space, you won’t be able to set starting and ending values. If you selected a type of Symbol, you will be able to enter a single character in the starting value field.

8. If you selected a character type of User Date, select a date format.

9. Choose the Insert button to add the segment to the serial number mask. The segment’s starting value appears in the Serial Number Mask field.

10. Define and insert the remaining segments. Serial number masks can be a maximum of 20 characters long.

11. To move a segment to a different position in the serial number mask, select the segment, then choose Up or Down.

    Choose Remove to delete the selected segment or choose Modify to change the selected segment’s information.

Generating serial numbers automatically

Use the Purchasing Serial Number Entry window to assign serial numbers for serial-tracked line items. You can assign serial numbers automatically, manually, or a combination of the two. In order to automatically generate serial numbers, you must first set up the item and its serial number mask. For more information, see *Defining a serial number mask* on page 162.

If you’re using multiple bins and are generating serial numbers automatically, the bin number entered in the Purchasing Serial Number Entry window will be used with each generated serial number.

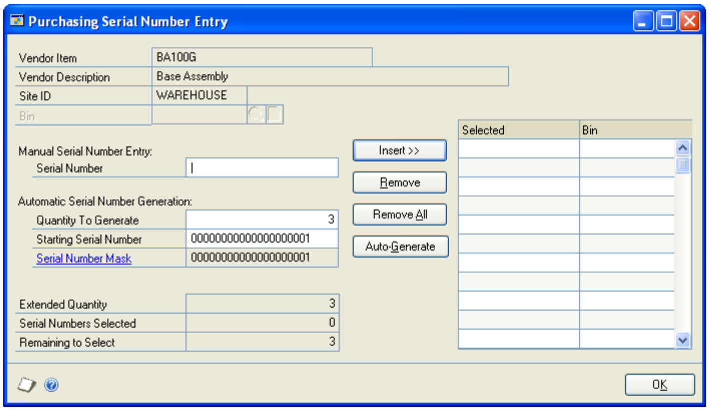
To generate serial numbers automatically:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes at least one serial-numbered item.

3. Enter the quantity shipped for the line items that contain a serial number.

4. Enter a site ID. Press TAB or choose the Qty Shipped expansion button to open the Purchasing Serial Number Entry window. (This window automatically opens when you choose the Auto-Rcv. button in the Receivings Transaction Entry window and serial-numbered items are entered for the receipt.)



Purchasing Serial Number Entry
Bin
Manual Serial Number Entry:
Serial Number
Automatic Serial Number Generation:
Insert >>
Remove
Remove All
Auto-Generate
Selected
Bin
OK

Vendor Item: BA100G
Vendor Description: Base Assembly
Site ID: WAREHOUSE
Quantity To Generate: 3
Starting Serial Number: 00000000000000000001
Serial Number Mask: 00000000000000000001
Extended Quantity: 3
Serial Numbers Selected: 0
Remaining to Select: 3

5. If you are using multiple bins, enter a bin number or accept the default bin number.

To set up a serial number mask for the item, click the Serial Number Mask link in the Purchasing Serial Number Entry window to open the Item Serial/Lot Number Definition window.

6. Enter the Quantity to Generate (optional). The default Quantity to Generate is the Remaining to Select quantity.

7. Edit the starting serial number, if necessary.

   If you modify the starting serial number, it must conform to the serial number mask. If you delete the starting serial number, you will not be able to automatically generate serial numbers for the item.

8. Choose Auto-Generate. Serial numbers for the items are inserted in the scrolling window. Numbers that already exist will be skipped.

   The number of serial numbers must equal the item's extended quantity before you can return to the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

9. Choose OK to save the serial numbers that were automatically generated.

Entering serial numbers manually

Use the Purchasing Serial Number Entry window to assign serial numbers manually for shipment or shipment/invoice receipt line items.

To enter serial numbers manually:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes at least one serial-numbered item.

3. Enter the quantity shipped for the line items that contain a serial number.

4. Enter a site ID. Press TAB or choose the Quantity Shipped expansion button to open the Purchasing Serial Number Entry window.

   (This window automatically opens when you choose the Auto-Rcv. button in the Receivings Transaction Entry window and serial-numbered items are entered for the receipt.)

5. If you are using multiple bins, enter a default bin number or accept the default bin number.

6. Enter a serial number.

7. Choose Insert to add the serial number to the scrolling window.

8. Continue entering serial numbers for the item.

   The number of serial numbers entered must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

9. Choose OK to save the serial numbers you've added.

Entering serial numbers for an in-transit inventory receipt

Use the In-Transit Serial Number Entry window to assign serial numbers for in-transit inventory receipt line items.

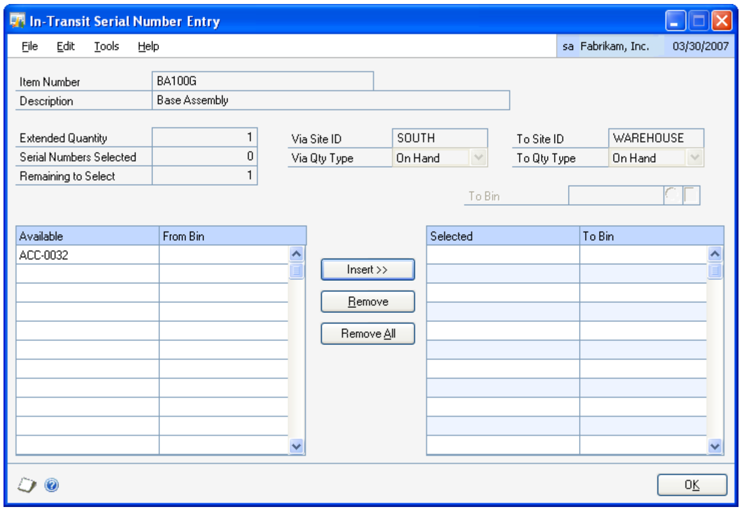
To enter serial numbers for an in-transit inventory receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select an in-transit inventory receipt that includes at least one serial-numbered item.

3. Enter the quantity shipped for the line items that contain a serial number.

4. Press TAB or choose the Qty Shipped expansion button to open the In-Transit Serial Number Entry window.



Item Number BA100G
Description Base Assembly
Extended Quantity 1
Serial Numbers Selected 0
Remaining to Select 1
Via Site ID SOUTH
Via Qty Type On Hand
To Site ID WAREHOUSE
To Qty Type On Hand
To Bin

Available	From Bin
ACC-0032	

Selected	To Bin

5. If you are using multiple bins, enter a default bin number or accept the default bin number.

6. Select an available serial number and choose Insert to add the serial number to the Selected scrolling window.

7. Continue entering serial numbers for the item.

   The number of serial numbers entered must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

8. Choose OK to save the serial numbers you've added.

Removing serial numbers

Use the Purchasing Serial Number Entry window to remove serial numbers for shipment or shipment/invoice receipt line items. Whether you have auto-generated or manually entered serial numbers, you can always choose to remove an incorrect number from the scrolling window, correct or modify it and reinsert it. You cannot modify serial numbers once they are saved.

To remove serial numbers:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice that includes a serial-numbered item.

3. Select a line item that contains a serial number.

4. From the Quantity Shipped column, choose the Quantity Shipped expansion button to open the Purchasing Serial Number Entry window.

5. Select the serial number from the serial number selected list and choose Remove. To remove all the serial numbers from the serial number selected list, choose Remove All.

6. Enter new serial numbers for the item. The number of serial numbers entered must equal the item's extended quantity before you can move to the next line item in the Receivings Transaction Entry window or the Receivings Item Detail Entry window.

7. Choose OK to save your changes.

Multiple bins in Purchase Order Processing

Use multiple bins to add another level of detail to item quantity tracking. Besides tracking items within inventory sites, with multiple bins you can track item quantities in bins that reside within each site. Bin quantities are processed and displayed in the item's base unit of measure.

You can set up bin information when multiple bins functionality has been installed and registered. However, you must also enable this feature in Inventory Control before you can use bins to track items. For more information about enabling multiple bins, see the Inventory Control documentation.

Default bins for transaction types at each site can be identified for use in transactions. For example, a default bin could be created for purchasing transactions at your warehouse site. Default bins can also be identified for a particular item and transaction type at a site. If you always use Bin A when purchasing a certain item from your main site, for example, you can set up Bin A as the default purchase receipts bin for the item at the main site. Microsoft Dynamics GP automatically creates item-site-bin relationships the first time a bin is used for a transaction.

When you enter a transaction, the default bin for the transaction type at the item-site or the site is used automatically. If there isn't a default bin at the item-site or at the site, you will be required to enter a bin. If the site's default bin is used, an item-site-bin record is created automatically. If you delete the line or document after the item-site-bin record is automatically created, that item-site-bin record is not deleted. The on-hand quantity of the item increases at the bin within the site when you post a shipment or shipment/invoice.

For more information about setting up and using multiple bins, see the Inventory Control documentation.

Changing bins for a receipt

If you're using multiple bins, use the Bin Quantity Entry window to verify or change bin allocations for items that are not tracked by serial or lot numbers.

For items that are tracked by serial or lot numbers, you can verify or change bins in the Purchasing Serial Number Entry window or the Purchasing Lot Number Entry window for shipment receipts and shipment/invoice receipts. You can use the In-Transit Serial Number Entry window or the In-Transit Lot Number Entry window to verify or change bins for items that tracked serials or lot numbers for in-transit inventory receipt.

You can distribute a line item quantity to multiple bins. For example, if the quantity shipped is 20, you can receive 15 items into Bin 1, and five into Bin 2 at site A. You might need to change bin selections manually if you change quantities, the unit of measure, or the site after you already selected bins.

To change bins for a receipt item that isn't tracked by serial or lot numbers:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment receipt, a shipment/invoice receipt, or an in-transit inventory receipt.

3. Select an item that isn't tracked by serial or lot numbers and choose the Qty Shipped expansion button to open the Bin Quantity Entry window.

   You also can select an item that isn't tracked by serial or lot numbers and choose the item expansion button to open the Receivings Item Detail Entry window. Choose Bins.

4. Select the bin to change and choose Remove.

5. Select a bin to use from the list of available bins. You also can enter a new bin.

6. Enter a quantity for the bin.

7. Choose Insert.

8. Choose OK to save your changes and close the window.

9. In the Receivings Item Detail Entry window or the Receivings Transaction Entry window and choose Save and close the window.

To change bins for a shipment receipt item that is tracked by serial or lot numbers:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice.

3. Select an item that is tracked by serial or lot numbers and choose the Qty Shipped expansion button to open the Purchasing Serial Number Entry window or Purchasing Lot Number Entry window.

   You also can select an item that is tracked by serial or lot numbers and choose the item expansion button to open the Purchasing Item Detail Entry window. Choose Serial/Lot.

4. Select the serial number or lot number to change and choose Remove.

5. For an item that is tracked by serial numbers, select a bin number and serial number. You can select a bin to use from the list of available bins. You also can enter a new bin.

6. For an item that is tracked by lot numbers, enter a lot number, a quantity, and select a bin number. You can select a bin to use from the list of available bins. You also can enter a new bin.

7. Choose Insert.

8. Choose OK to save your changes and close the window.

9. In the Receivings Item Detail Entry window or the Receivings Transaction Entry window and choose Save and close the window.

To change bins for an in-transit inventory receipt item that is tracked by serial or lot numbers:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select an in-transit inventory receipt.

3. Select an item that is tracked by serial or lot numbers and choose the Qty Shipped expansion button to open the In-Transit Serial Number Entry window or In-Transit Lot Number Entry window.

   You also can select an item that is tracked by serial or lot numbers and choose the item expansion button to open the Purchasing Item Detail Entry window. Choose Serial/Lot.

4. Select the serial number or lot number to change and choose Remove.

5. For an item that is tracked by serial numbers, select a to bin number and serial number. You also can enter a new bin.

6. For an item that is tracked by lot numbers, select a to bin and enter a quantity selected. You also can enter a new bin.

7. Choose Insert.

8. Choose OK to save your changes and close the In-Transit Serial Number Entry window or In-Transit Lot Number Entry window.

9. Choose Save and close the Receivings Item Detail Entry window or the Receivings Transaction Entry window.

Merging trade discount and purchase distributions

If you've marked the Merge Trade Discount Distributions in Purchasing option in the Company Setup Options window, the trade discount distributions will be merged with the purchases distribution for shipment/invoice receipts. If you are using Project Accounting, the trade discount distributions won't be merged with the purchases distributions for shipment/invoice receipts.

For example, assume that you've entered a purchase transaction of $100.00 with a trade discount of $15.00. If you've marked the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions will be merged as in the following example.

Account	Debit	Credit
Account A PURCH	$85	
Account C PAY		$85

If you didn't mark the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions are separated from the purchase distribution.

Account	Debit	Credit
Account A PURCH	$100	
Account B TRADE		$15
Account C PAY		$85

Distributing transaction amounts for shipment receipts

Use the Purchasing Distribution Entry window to redistribute transaction amounts to posting accounts. Transactions will be distributed automatically to the posting accounts assigned in the Vendor Account Maintenance window or the Item Account Maintenance window. If accounts aren't assigned to vendor or item records, the accounts assigned in the Posting Accounts Setup window will be used instead.

If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Distribution Entry window. To view landed cost distributions, print the Receivings Edit List.

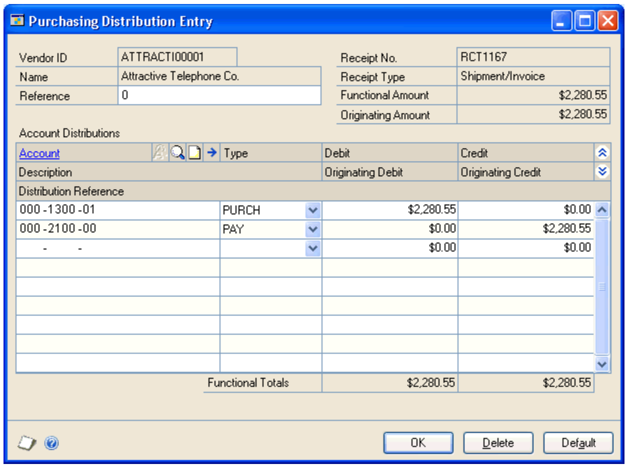
Currency amounts in the Purchasing Distribution Entry window are displayed in both the functional and originating currencies.

To distribute transaction amounts for shipment receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment or shipment/invoice.

3. Choose Distributions to open the Purchasing Distribution Entry window.



Vendor ID	ATTRACTI00001	Receipt No.	RCT1167
Name	Attractive Telephone Co.	Receipt Type	Shipment/Invoice
Reference	0	Functional Amount	$2,280.55
		Originating Amount	$2,280.55

Account Distributions

Account Description Distribution Reference	Type	Debit Originating Debit	Credit Originating Credit
000 -1300 -01	PURCH	$2,280.55	$0.00
000 -2100 -00	PAY	$0.00	$2,280.55
- -		$0.00	$0.00
	Functional Totals	$2,280.55	$2,280.55

4. Enter a reference for the receipt, or accept the default. The reference entered will be posted to General Ledger.

5. Change the amounts for the default accounts. To distribute the transaction to multiple posting accounts, change the default amount in the scrolling window.

6. In the next available line, enter or select another purchasing distribution account, choose the distribution type and enter the next amount.

   If you want to remove a distribution, select it and choose Edit >> Delete Row. If you changed distribution accounts and amounts and decide you want to use the original distributions, choose Default.

7. Continue entering distribution accounts until your transaction is fully distributed.

8. Enter a distribution reference (optional).

   This is the reference that will post as the General Ledger distribution reference for the account. If you leave this field blank, the reference information entered in the Reference field will post to General Ledger.

9. Choose OK to save your entries. Continue entering the transaction. You can save the transaction if it's not fully distributed, but you won't be able to post until the full amount is distributed and debits equal credits.

Entering Intrastat trade statistics

Use the Purchasing Intrastat Entry window to enter the information required to create the Intrastat Trade Report you submit to your government. You can enter Intrastat statistics for each line item. For information about setting up Intrastat codes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

Intrastat is the system for collecting statistics on the trade of goods between European Union (EU) countries. Intrastat data is required for all items either bought from EU vendors or sold to EU customers, and must be provided on a monthly basis. Requirements for Intrastat are similar in all EU countries. The government uses these statistics as an economic indicator.

If Intrastat information was entered for the vendor's ship from address ID, that information appears in this window. Each time you enter a new line item, the Intrastat statistics from the previous line item will be the default Intrastat entry for the new line item. You can use the Purchasing Intrastat Entry window to change Intrastat information for an individual transaction, or to enter Intrastat information if none was entered for the vendor.

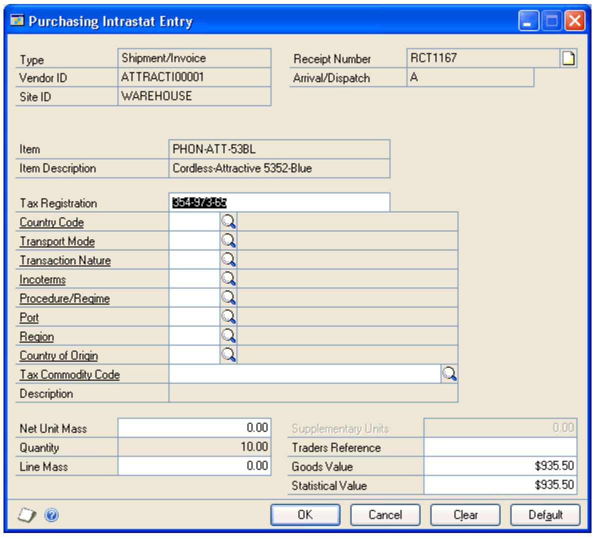
You can enter Intrastat statistics only if you have marked to enable Intrastat tracking in the Company Setup Options window.

To enter Intrastat trade statistics:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter the shipment/invoice receipt and mark the EU transaction option.

Choose the EU button to open the Purchasing Intrastat Entry window. You can also open the Purchasing Intrastat Entry window by choosing the EU button in the Receivings Item Detail Entry window.


Purchasing Intrastat Entry
Country Code
Transport Mode
Transaction Nature
Incoterms
Procedure/Regime
Port
Region
Country of Origin
Tax Commodity Code
Description
Traders Reference
OK
Cancel
Clear
Default

Type: Shipment/Invoice
Vendor ID: ATTRACTI00001
Site ID: WAREHOUSE
Receipt Number: RCT1167
Arrival/Dispatch: A
Item: PHON-ATT-53BL
Item Description: Cordless-Attractive 5352-Blue
Tax Registration: 354-973-65
Net Unit Mass: 0.00
Quantity: 10.00
Line Mass: 0.00
Supplementary Units: 0.00
Goods Value: $935.50
Statistical Value: $935.50

3. Enter Intrastat information, or change the default entries, if necessary.

4. In the Net Unit Mass field, enter the weight of the goods in kilograms or accept the default.

5. Enter the quantity of the goods being purchased.

   The line mass displays the total mass per item and is calculated automatically when you press TAB on the Quantity field. The line mass total is equal to the amount entered in the Unit Mass field multiplied by the amount entered in the Quantity field.

6. Enter a supplementary units amount, if applicable. The supplementary units amount is simply a second quantity. Supplementary unit amounts are required by the EU Combined Nomenclature for certain goods.

7. In the Traders Reference field, enter a reference code, such as an invoice or dispatch number, or any other information that will identify the transaction.

8. Enter a goods value and statistical value, if applicable.

9. Choose OK to save the record.

Chapter 16: Invoice receipt entry

Enter an invoice receipt to record an invoice received for a shipment receipt entered and posted earlier, or to record an invoice received for a shipment that you have not yet received. You also can enter an invoice for drop-ship purchase order line items and blanket drop-ship purchase order line items. You can enter invoice receipt transactions in a batch or enter and post them individually. Invoice receipts can't be saved unless they're in a batch.

If you are using vendor approval workflow, the vendor must have the workflow status of Approved or No Approval Needed before you can post the invoice receipt.

If you are using Project Accounting, see Chapter 17, "Invoice receipt entry for projects" to enter invoice receipts for projects.

This information is divided into the following sections:

- *Entering an invoice receipt*
- *Matching shipments to an invoice receipt*
- *Invoicing items without a purchase order*
- *Invoicing items using the Select Purchase Order window*
- *Using the Select Purchase Order Items window*
- *Invoicing items from multiple purchase orders*
- *Invoicing items from a purchase order*

Entering an invoice receipt

Use the Purchasing Invoice Entry window to enter, save, and post invoice receipts. You can enter detailed information for each invoice. You can include items from multiple purchase orders (from a single vendor) on an invoice receipt. If you are using landed costs, you can enter a landed cost as a line item.

If you are using Workflow, a drop-ship purchase order or a drop-ship blanket purchase order must be approved before you can invoice against the purchase order. You can invoice against purchase orders that don't need approval.

You can enter and save, but not post, invoice receipts for purchase orders that are on hold. If an invoice for an on hold purchase order is saved to a batch, the batch can be posted, but the invoice for the on hold purchase order will remain in the batch.

If you expect to receive multiple invoices for a single shipment, we recommend that you post the shipment receipt and invoice receipts separately instead of entering a shipment/invoice receipt document. If you enter a single shipment/invoice receipt document (with Quantity Shipped greater than Quantity Invoiced) in the Receivings Transaction Entry window and later enter additional invoice documents, amounts in General Ledger and Inventory won't match.

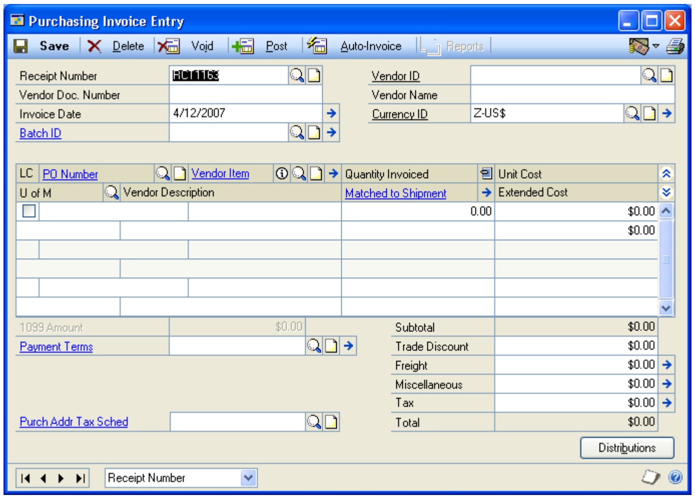
If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Purchasing Invoice Entry window, but you can't enter project information for blanket purchase orders. To enter an invoice for a purchase order with project information, see Chapter 17, "Invoice receipt entry for projects."

You can use the View >> Currency menu option or the currency list button to view amounts in the Purchasing Invoice Entry window in originating or functional currency.

To enter an invoice receipt:

1. In the navigation pane, choose the Purchasing button, and then choose the Purchase Order Transactions list.

2. In the New group or its overflow menu, choose Invoice Receipt to open the Purchasing Invoice Entry window.


Purchasing Invoice Entry
Save
Delete
Void
Post
Auto-Invoice
Reports
Vendor Doc. Number
Batch ID
Vendor ID
Vendor Name
LC
PO Number
Vendor Item
Quantity Invoiced
Unit Cost
U of M
Vendor Description
Matched to Shipment
Extended Cost
1099 Amount
Payment Terms
Purch Addr Tax Sched
Distributions
Receipt Number

Receipt Number RCT1163
Invoice Date 4/12/2007
Currency ID Z-US$

3. Enter a vendor document number.

4. Enter the invoice date.

To enter a General Ledger posting date that is different from the invoice date, choose the Invoice Date expansion button; the Purchasing Invoice Date Entry window will open, where you can enter date information.

For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID that's entered for the transaction and the associated rate type.

5. Enter or select a batch ID (optional).

If you've received the invoice, but not the shipment, you'll need to save the invoice receipt in a batch until you receive and post the shipment. Then you can match the invoice to the shipment and post the invoice.

Invoices entered for drop-ship purchase orders and drop-ship blanket purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order or a drop-ship blanket purchase order.

In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

See *Creating a receipt batch* on page 117 for more information.

6. Enter or select a vendor ID.

7. Enter or select a currency ID, or change the currency ID that appears as a default entry.

   If the currency ID is not the company's functional currency, a rate type and associated exchange rate table are assigned to the transaction. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

8. Mark the LC option if you want to enter a landed cost.

9. Enter the purchase order number.

   You can leave this field blank if you're entering an invoice for a shipment received without a purchase order. You can receive invoices for multiple purchase orders by entering or selecting a different purchase order number in a new row.

   You won't be able to enter a purchase order number if you are invoicing a landed cost. You will specify the purchase order you are matching the to the landed cost in the Match Options window.

10. Enter items using either the vendor's item number or your company's item number. If you marked the LC option, you can enter a landed cost as an item.

    You can display the vendor's item number by marking Options >> Display Vendor Item. If the option is not marked, your company's item number will be displayed. You can change this selection at any time.

11. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

    If multiple shipments exist for the line item, you'll get a message asking if you want to match the invoice line items to items on a shipment or shipment/invoice before you move to the next line item.

    - Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched.

    - Choose No and the line items automatically will be matched in shipment receipt number order.

    For more information, see *Matching shipments to an invoice receipt* on page 176.

    An icon will be displayed in the Quantity Invoiced field for drop-ship purchase order line items with sales commitments. Select a line item and choose the button next to the Quantity Invoiced heading to view commitments in the Sales Commitments for Purchase Order window. If the purchase order line item is committed to more than one sales order line item, you can use the Sales Commitments for Purchase Order window to specify the sequence in which the sales line items will be received. For more information, see *Committing purchase orders to sales documents* on page 52.

12. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for invoice receipts* on page 221. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for invoice line items* on page 223.

13. Enter or accept the 1099 amount, if applicable.

14. If you are using Project Accounting, choose the Amount Received expansion button to open the PA Purchasing Invoice Amount Received Entry window, where you can enter an amount received. You can enter the amount you're paying by cash, check, or credit card.

15. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions. See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

16. Choose Save or Post. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Matching shipments to an invoice receipt

Use the Match Shipments to Invoice window if you've entered shipments in the Receivings Transaction Entry window and want to match the line items on the shipments to an invoice you're entering in the Purchasing Invoice Entry window. Invoices entered for drop-ship purchase orders or drop-ship blanket purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order or a drop-ship blanket purchase order. For information about matching shipment line items to landed costs, see *Matching landed costs to shipment line items* on page 210. Landed costs aren't automatically matched.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Match Shipments to Invoice window. To match shipments to an invoice receipt with project information, see Chapter 17, "Invoice receipt entry for projects."

To match shipments to an invoice receipt:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

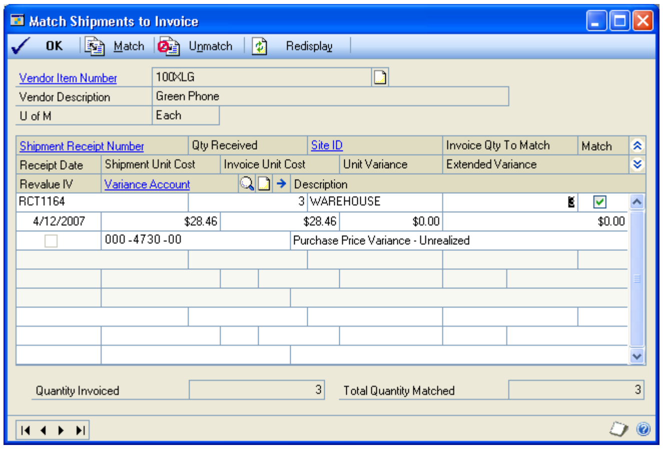
2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. Enter the PO number and line items.

   If you are using Workflow, a drop-ship purchase order or a drop-ship blanket purchase order must be approved before you can invoice against the purchase order. You can invoice against purchase orders that don't need approval.

4. Enter the quantity invoiced. If multiple shipments exist for the line item, you'll get a message asking whether you want to automatically match the invoice line items to items on a shipment or shipment/invoice when you move to the next line.

5. Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched. (If you choose No, the line items will be matched in shipment receipt number order.)



Vendor Item Number: 100XLG
Vendor Description: Green Phone
U of M: Each

Shipment Receipt Number	Qty Received	Site ID	Invoice Qty To Match	Match
Receipt Date	Shipment Unit Cost	Invoice Unit Cost	Unit Variance	Extended Variance
Revalue IV	Variance Account	Description		
RCT1164	3	WAREHOUSE		☑
4/12/2007	$28.46	$28.46	$0.00	$0.00
☐	000 -4730 -00	Purchase Price Variance - Unrealized		

Quantity Invoiced: 3
Total Quantity Matched: 3

Currency amounts in this window may be displayed in functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

6. Select the shipment line items you want to match to the invoice.

7. Verify or change the default price variance posting account (optional). The difference between the shipment unit cost and the invoice cost, if any, will be posted to this account. Any unrealized purchase price variance associated with the shipment lines will also be posted to this account.

8. Choose OK to save your changes and to close the Match Shipments to Invoice window.

9. In the Purchasing Invoice Entry window, enter trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

10. If you are using Project Accounting, choose the Amount Received expansion button to open the PA Purchasing Invoice Amount Received Entry window, where you can enter an amount received. You can enter the amount you're paying by cash, check, or credit card.

11. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.
    - To add additional accounts, select the account and enter an amount.
    - To remove an account, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

12. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Invoicing items without a purchase order

In the Purchasing Invoice Entry window, you can enter invoice receipts for items not included on the original purchase order or items not associated with a purchase order.

To set up this option, you must select Allow Receiving Without a Purchase Order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order. See *Setting up Purchase Order Processing preferences and default entries* on page 11 for more information.

If receiving items without a purchase order is allowed, you can enter items, non-inventoried items or vendor items that don't exist on the purchase order on an invoice receipt as long as those items or vendor items are on a shipment that has been posted.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Purchasing Invoice Entry window. To invoice items with project information, see Chapter 17, "Invoice receipt entry for projects."

To invoice items without a purchase order:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. To add vendor items or items that weren't included on the original purchase order, simply leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

   To enter a landed cost, mark the LC option and enter a landed cost as an item.

4. Continue entering the invoice.

   If you enter a non-inventoried item that isn't assigned to a purchase order, you'll need to enter a unit cost. If you enter a non-inventoried item that's assigned to a purchase order, the unit cost from the purchase order will be displayed and you can change the cost.

5. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

   One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

Invoicing items using the Select Purchase Order window

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a invoice receipt.

If you are using Workflow, a drop-ship purchase order or a drop-ship blanket purchase order must be approved before you can invoice against the purchase order. You can invoice against purchase orders that don't need approval.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Purchasing Invoice window, but you can't enter project information for blanket purchase orders.To receive items for purchase orders with project information, see Chapter 14, "Shipment receipt entry for projects."

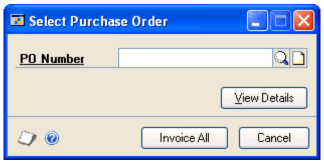
To invoice items using the Select Purchase Order window:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

3. Choose the Auto-Invoice button. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



4. Enter or select the purchase order for which you want to invoice all line items.

5. Choose Invoice All in the Select Purchase Order window to automatically invoice all items on the selected purchase order. Landed costs aren't included when you automatically invoice items. You must enter the landed costs on the invoice.

   The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically invoice items. Blanket line items with a New status won't be included, either. You can use the Purchasing Invoice Entry window to enter blanket line items with a New status.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Landed costs won't appear in the Select Purchase Order Items window.

Drop-ship blanket line items with a New status and line items with a New status for a drop-ship purchase order with an expired contract date won't be marked when you choose Mark All. To invoice these items, you must mark the items individually.

6. Choose OK to save information and to close the Select Purchase Order window.

7. If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can enter items or vendor items that don't exist on the purchase order.

8. You can enter blanket line items with a New status if you are invoicing items from a blanket purchase order or a drop-ship blanket purchase order.

9. To enter a landed cost, mark the LC option and enter a landed cost as an item.

10. Edit trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 216. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 218.

11. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.

    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.

    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

    See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

12. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

Using the Select Purchase Order Items window

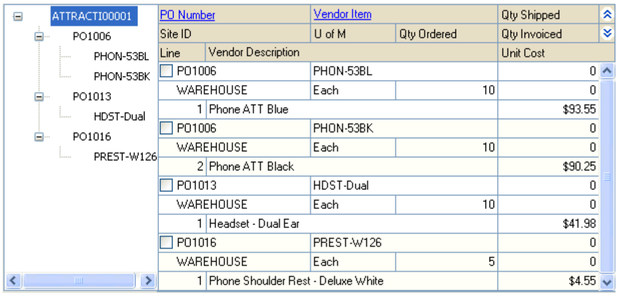
Use the Select Purchase Order Items window to invoice line items that have been received from multiple purchase orders. In the Select Purchase Order Items window, the tree view and the Sort By option control the information that is displayed. When you change the focus in the tree view, or when you choose a different sorting option, the information in the window is refreshed.

The scrolling window shows detail about the object selected in the tree view. When you highlight a different object in the tree view, such as a purchase order or a site, only the information about that object is displayed in the scrolling window. To display all information for a vendor, you must select the vendor ID in the tree view.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Select Purchase Order Items scrolling window.

The sorting option you select determines the order in which objects appear in the tree view and the scrolling window. You can sort objects in four ways:

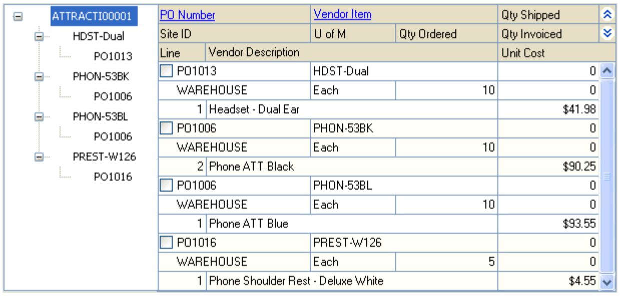
PO/Items Objects in the tree view and scrolling window are sorted first by purchase order number, then by the order items were entered on the purchase orders.



- ATTRACTI00001
  - PO1006
    - PHON-53BL
    - PHON-53BK
  - PO1013
    - HDST-Dual
  - PO1016
    - PREST-W126

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

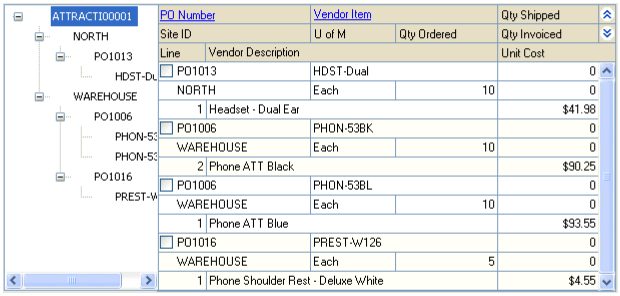
Item Number/PO Objects in the tree view and scrolling window are sorted first by item number, then by purchase order number under each item.



- ATTRACTI00001
  - HDST-Dual
    - PO1013
  - PHON-53BK
    - PO1006
  - PHON-53BL
    - PO1006
  - PREST-W126
    - PO1016

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1013	HDST-Dual		0
WAREHOUSE	Each	10	0
1	Headset - Dual Ear		$41.98
☐ PO1006	PHON-53BK		0
WAREHOUSE	Each	10	0
2	Phone ATT Black		$90.25
☐ PO1006	PHON-53BL		0
WAREHOUSE	Each	10	0
1	Phone ATT Blue		$93.55
☐ PO1016	PREST-W126		0
WAREHOUSE	Each	5	0
1	Phone Shoulder Rest - Deluxe White		$4.55

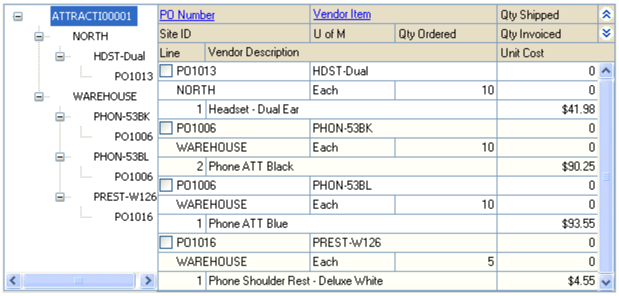
Site/PO/Item Number Objects in the tree view and scrolling window are sorted first by site, then by purchase order number under each site, then by item number under each purchase order.



- ATTRACTI00001
  - NORTH
    - PO1013
      - HDST-Du
  - WAREHOUSE
    - PO1006
      - PHON-53
      - PHON-53
    - PO1016
      - PREST-W

PO Number		Vendor Item		Qty Shipped
Site ID		U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description			Unit Cost
☐ PO1013		HDST-Dual		0
NORTH		Each	10	0
1	Headset - Dual Ear			$41.98
☐ PO1006		PHON-53BK		0
WAREHOUSE		Each	10	0
2	Phone ATT Black			$90.25
☐ PO1006		PHON-53BL		0
WAREHOUSE		Each	10	0
1	Phone ATT Blue			$93.55
☐ PO1016		PREST-W126		0
WAREHOUSE		Each	5	0
1	Phone Shoulder Rest - Deluxe White			$4.55

Site/Item Number/PO Objects in the tree view and scrolling window are sorted first by site, then by item number under each site, then by purchase order number under each item.



- ATTRACTI00001
  - NORTH
    - HDST-Dual
      - PO1013
  - WAREHOUSE
    - PHON-53BK
      - PO1006
    - PHON-53BL
      - PO1006
    - PREST-W126
      - PO1016

PO Number		Vendor Item		Qty Shipped
Site ID		U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description			Unit Cost
☐ PO1013		HDST-Dual		0
NORTH		Each	10	0
1	Headset - Dual Ear			$41.98
☐ PO1006		PHON-53BK		0
WAREHOUSE		Each	10	0
2	Phone ATT Black			$90.25
☐ PO1006		PHON-53BL		0
WAREHOUSE		Each	10	0
1	Phone ATT Blue			$93.55
☐ PO1016		PREST-W126		0
WAREHOUSE		Each	5	0
1	Phone Shoulder Rest - Deluxe White			$4.55

Invoicing items from multiple purchase orders

Use the Select Purchase Order Items window to invoice line items that have been received from multiple purchase orders. Only items with posted shipments and quantities remaining to be invoiced will be displayed. See *Entering an invoice receipt* on page 173 for more information. Landed costs won't appear in the Select Purchase Order Items window.

If you are using Workflow, drop-ship purchase orders or a drop-ship blanket purchase orders must be approved before you can invoice against them. You can invoice against purchase orders that don't need approval.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Select Purchase Order Items window. To receive items from purchase orders with project information, see Chapter 17, "Invoice receipt entry for projects."

To invoice items from multiple purchase orders:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

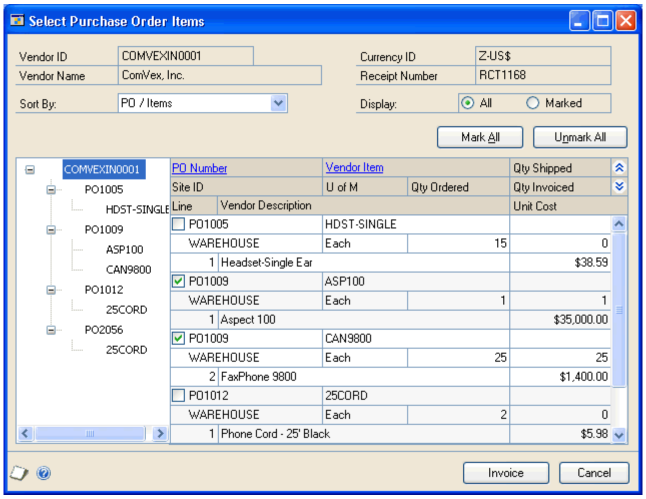
3. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

4. Choose the Auto-Invoice button. The Select Purchase Order Items window will open.

   Items with posted shipments and quantities remaining to be invoiced will be displayed. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically invoice items.

   If only a Vendor ID is displayed, the selected vendor does not have any purchase orders with items that have been received, but not invoiced. Only purchase orders with currency IDs that match the invoice will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Invoice without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the invoice will come from the purchase order you select.



Vendor ID: COMVEXIN0001
Vendor Name: ComVex, Inc.
Sort By: PO / Items
Currency ID: Z-US$
Receipt Number: RCT1168
Display: ● All ○ Marked

PO Number	Vendor Item		Qty Shipped
Site ID	U of M	Qty Ordered	Qty Invoiced
Line	Vendor Description		Unit Cost
☐ PO1005	HDST-SINGLE		
WAREHOUSE	Each	15	0
1	Headset-Single Ear		$38.59
☑ PO1009	ASP100		
WAREHOUSE	Each	1	1
1	Aspect 100		$35,000.00
☑ PO1009	CAN9800		
WAREHOUSE	Each	25	25
2	FaxPhone 9800		$1,400.00
☐ PO1012	25CORD		
WAREHOUSE	Each	2	0
1	Phone Cord - 25' Black		$5.98

5. Select a sorting option.

6. Mark the check boxes next to the items you want to invoice. To select all items displayed in the scrolling window, choose Mark All.

   Drop-ship blanket line items with a New status and line items with a New status for a drop-ship purchase order with an expired contract date won't be marked when you choose Mark All. To invoice these items, you must mark the items individually.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to invoice.

8. Edit Quantity Invoiced and Unit Cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to invoice.

9. Choose the Invoice button to add the items to your invoice. The Select Purchase Order Items window will close, and the items you marked will appear in the Purchasing Invoice Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Purchasing Invoice Entry window, save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

Invoicing items from a purchase order

Use the Select Purchase Order Items window and the Purchasing Invoice Entry window to invoice items. After you select a purchase order that has at least one posted shipment received against it in the Purchase Order Entry window, you can select the Invoice the PO Items option from the Actions button. You also can enter or select a drop-ship purchase order or a blanket drop-ship purchase order and select the Invoice the PO Items option from the Actions button to invoice against those items.

For more information about invoice receipts, see *Entering an invoice receipt* on page 173. For more information about the Select Purchase Order Items window, see *Using the Select Purchase Order Items window* on page 181. Landed costs won't appear in the Select Purchase Order Items window.

If you are using Project Accounting, the Project Number field and the Cost Cat. ID field will be displayed in the Select Purchase Order Items window and the Purchasing Invoice Entry window. If you want to receive items with project information, see Chapter 17, "Invoice receipt entry for projects."

To invoice items from a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order that has one or more items with a quantity to invoice.

3. Select Invoice the PO Items from the Actions button.

4. The Select Purchase Order Items window and the Purchasing Invoice Entry window will open.

   Items with posted shipments and quantities remaining to be invoiced will be displayed. The purchase order that you entered in the Purchase Order Entry window will be selected in the tree view. Each item on the purchase order that is available to be invoiced in the scrolling window is marked. The control blanket line item for a blanket purchase order or a drop-ship blanket purchase order isn't included when you automatically invoice items.

5. Select a sorting option.

6. Mark the check boxes next to the items to invoice. To select all items displayed in the scrolling window, choose Mark All.

Drop-ship blanket line items with a New status and line items with a New status for a drop-ship purchase order with an expired contract date won't be marked when you choose Mark All. To invoice these items, you must mark the items individually.

When you choose Mark All or Unmark All, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to invoice.

8. Modify the quantity invoiced and unit cost amounts, if necessary. If you modify an item in the scrolling window, it will be marked to invoice.

9. Choose the Invoice button to add the items to your invoice. The Select Purchase Order Items window will close, and the items you marked will appear in the Purchasing Invoice Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Purchasing Invoice Entry window, continue entering invoice information, if necessary, and save or post the transaction. For an invoice, you must enter the vendor document number.

    If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

Chapter 17: Invoice receipt entry for projects

If you are using Project Accounting, you can enter an invoice receipt to record an invoice received for a shipment receipt entered and posted earlier, or to record an invoice received for a shipment that you have not yet received. You also can enter an invoice for drop-ship purchase order line items. You can enter invoice receipt transactions in a batch and save them to post later, or enter and post them individually.

If you are using vendor approval workflow, the vendor must have the workflow status of Approved or No Approval Needed before you can post the invoice receipts.

To enter an invoice receipt for a blanket purchase order or a drop-ship blanket purchase order, refer to Chapter 16, "Invoice receipt entry."

This information is divided into the following sections:

- *Entering an invoice receipt for projects*
- *Matching shipments to an invoice receipt for projects*
- *Invoicing items for projects without a purchase order*
- *Invoicing items for projects using the Select Purchase Order window*
- *Invoicing items for projects from multiple purchase orders*
- *Invoicing items for projects from a purchase order*

Entering an invoice receipt for projects

Use the Purchasing Invoice Entry window to enter, save, and post invoice receipts for projects. You can enter detailed information for each invoice. You can include items from multiple purchase orders (from a single vendor) on an invoice receipt. If you are using landed costs, you can enter a landed cost as a line item.

To enter an invoice receipt for a blanket purchase order, refer to Chapter 16, "Invoice receipt entry."

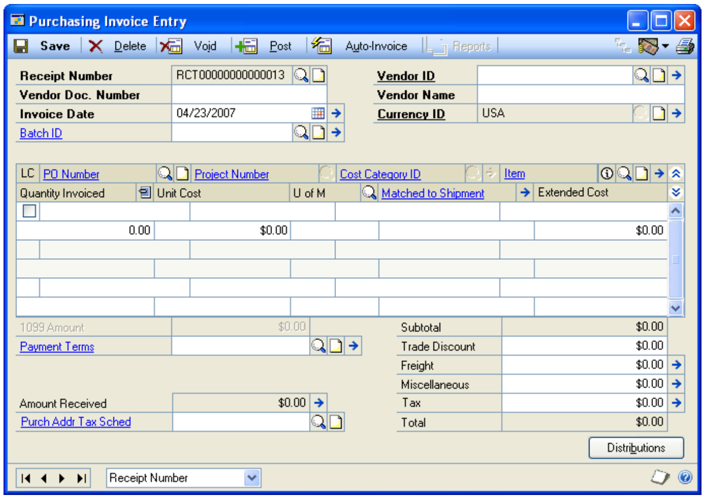
You can enter and save, but not post, invoice receipts for purchase orders that are on hold. If an invoice for a purchase order that is on hold is saved to a batch, the batch can be posted, but the invoice for the purchase order that is on hold will remain in the batch.

If you expect to receive multiple invoices for a single shipment, we recommend that you post the shipment receipt and invoice receipts separately instead of entering a shipment/invoice receipt document. If you enter a single shipment/invoice receipt document (with quantity shipped greater than quantity invoiced) in the Receivings Transaction Entry window and later enter additional invoice documents, amounts in General Ledger and Inventory won't match.

You can use the View >> Currency menu option or the currency list button to view amounts in the Purchasing Invoice Entry window in originating or functional currency.

To enter an invoice receipt for projects:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)


Purchasing Invoice Entry
Save
Delete
Void
Post
Auto-Invoice
Reports
Vendor Doc. Number
Batch ID
Vendor ID
Vendor Name
LC
PO Number
Project Number
Cost Category ID
Item
Quantity Invoiced
Unit Cost
U of M
Matched to Shipment
Extended Cost
Payment Terms
Purch Addr Tax Sched
Distributions

Receipt Number RCT00000000000013
Invoice Date 04/23/2007
Currency ID USA

Quantity Invoiced	Unit Cost	U of M	Matched to Shipment	Extended Cost
0.00	$0.00			$0.00

1099 Amount $0.00
Amount Received $0.00

Subtotal	$0.00
Trade Discount	$0.00
Freight	$0.00
Miscellaneous	$0.00
Tax	$0.00
Total	$0.00

Receipt Number

2. Enter or select the receipt number.

3. Enter a vendor document number.

4. Enter the invoice date.

   To enter a General Ledger posting date that is different from the invoice date, choose the Invoice Date expansion button; the Purchasing Invoice Date Entry window will open, where you can enter date information.

   For multicurrency transactions, the document date determines which exchange rate is used, based on the currency ID that's entered for the transaction and the associated rate type.

5. Enter or select a batch ID (optional).

   If you've received the invoice, but not the shipment, you'll need to save the invoice receipt in a batch until you receive and post the shipment. Then you can match the invoice to the shipment and post the invoice.

   Invoices entered for drop-ship purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order.

   In multicurrency transactions, if the batch posting date does not fall on or before the exchange rate's expiration date, you will receive a message. Choose Yes to open the Batch Entry window and change the batch posting date. If you choose No, you will be able to save but not post the receipt.

   See *Creating a receipt batch* on page 117 for more information.

6. Enter or select a vendor ID.

7. Enter or select a currency ID, or change the currency ID that appears as a default entry.

If the currency ID is not the company's functional currency, a rate type and associated exchange rate table are assigned to the transaction. The currency ID assigned to the invoice must match the currency ID of the purchase order being received against.

8. Mark the LC option if you want to enter a landed cost.

9. Enter the purchase order number.

   You can leave this field blank if you're entering an invoice for a shipment received without a purchase order. You can receive invoices for multiple purchase orders by entering or selecting a different purchase order number in a new row.

   You can't enter a purchase order number if you are invoicing a landed cost. You will specify the purchase order you are matching the to the landed cost in the Match Options window.

   You can enter a purchase order that hasn't been printed if Allow Receiving of Unprinted PO option is marked in the PA Purchase Order Processing Setup Options window.

10. Enter a project number and cost category ID.

    You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display the vendor items.

11. Enter one or more items using your company's item numbers. You also can enter non-inventoried items. If you marked the LC option, you can enter a landed cost as an item.

    Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget.

12. Enter the quantity invoiced, which is the number of items on the vendor's invoice.

    If multiple shipments exist for the line item, you'll get a message asking if you want to match the invoice line items to items on a shipment or shipment/ invoice before you move to the next line item.

    - Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched.

    - Choose No and the line items automatically will be matched in shipment receipt number order.

    For more information, see *Matching shipments to an invoice receipt for projects* on page 190.

13. Enter trade discount, freight, miscellaneous, and tax amounts.

    Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." You can't change the Tax amount in the Purchasing Invoice Entry window even if your system is set up to allow editing summary-level taxes. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for invoice line items* on page 223.

14. Enter or accept the 1099 amount, if applicable.

15. To enter an amount received, choose the Amount Received expansion button to open the PA Receivings Amount Received Entry window. You can enter the amount you're paying by cash, check, or credit card.

16. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions. See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

17. Choose Save or Post. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Matching shipments to an invoice receipt for projects

Use the Match Shipments to Invoice window if you've entered shipments in the Receivings Transaction Entry window and want to match the line items on the shipments to an invoice you're entering in the Purchasing Invoice Entry window. Invoices entered for drop-ship purchase orders won't be matched because you can't enter a shipment receipt for a drop-ship purchase order. For information about matching shipment line items to landed costs, see *Matching landed costs to shipment line items* on page 210. Landed costs aren't automatically matched.

If you want match shipments for blanket purchase orders to an invoice receipt, see Chapter 16, "Invoice receipt entry."

To match shipments to an invoice receipt for projects:

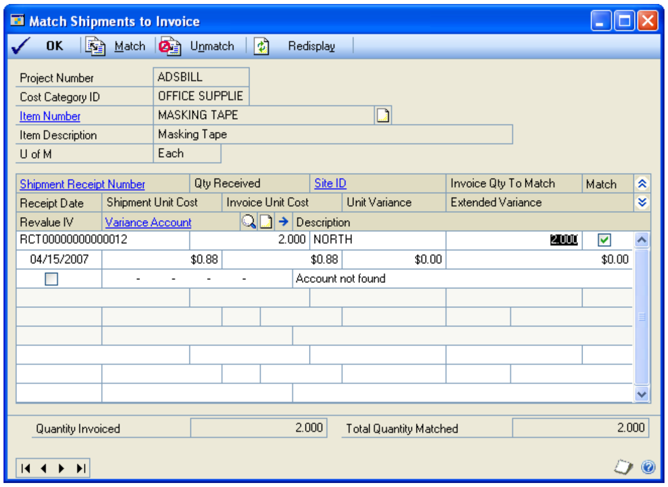
1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. Enter the PO number, project number, cost category ID, and line items.

4. Enter the quantity invoiced. If multiple shipments exist for the line item, you'll get a message asking whether you want to automatically match the invoice line items to items on a shipment or shipment/invoice when you move to the next line.

5. Choose Yes and the Match Shipments to Invoice window will open, where you can choose which line items can be matched. (If you choose No, the line items will be matched in shipment receipt number order.)



Project Number: ADSBILL
Cost Category ID: OFFICE SUPPLIE
Item Number: MASKING TAPE
Item Description: Masking Tape
U of M: Each

Shipment Receipt Number	Qty Received	Site ID	Invoice Qty To Match	Match
RCT00000000000012	2.000	NORTH	2.000	☑

Receipt Date	Shipment Unit Cost	Invoice Unit Cost	Unit Variance	Extended Variance
04/15/2007	$0.88	$0.88	$0.00	$0.00

Revalue IV	Variance Account	Description
☐	- - - -	Account not found

Quantity Invoiced: 2.000
Total Quantity Matched: 2.000

Currency amounts in this window may be displayed in functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

6. Select the shipment line items you want to match to the invoice.

7. Verify or change the default price variance posting account (optional). The difference between the shipment unit cost and the invoice cost, if any, will be posted to this account. Any unrealized purchase price variance associated with the shipment lines will also be posted to this account.

8. Choose OK to save your changes and to close the Match Shipments to Invoice window.

9. In the Purchasing Invoice Entry window, enter trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

10. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions are calculated for a landed cost but won’t be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

    See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

11. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you saved the transaction to a batch, you can print an edit list.

Invoicing items for projects without a purchase order

In the Purchasing Invoice Entry window, you can enter invoice receipts for items not included on the original purchase order or items not associated with a purchase order.

To set up this option, you must select Allow Receiving Without a Purchase Order in the Purchase Order Processing Setup window. You may assign a password that must be entered before entering a line item not assigned to a purchase order. See *Setting up Purchase Order Processing preferences and default entries* on page 11 for more information.

If receiving items without a purchase order is allowed, you can enter items or non-inventoried items that don't exist on the purchase order on an invoice receipt as long as those items are on a shipment that has been posted.

To invoice items for projects without a purchase order:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID.

3. Enter a project number and cost category ID. If the item that you're receiving isn't assigned to a project because the item isn't assigned to a budget, enter <NONE> or leave the Project Number field blank. If there isn't a project number, you can leave the Cost Category field blank. If the item is assigned to a project, you must enter a cost category.

   You can't enter a project number or a cost category if the Options >> Display Vendor Item is marked to display vendor items.

4. To add items that weren't included on the original purchase order, simply leave the PO number field blank. You don't have to enter a purchase order if you've set up the system to allow receiving items without a purchase order.

   Inventoried items entered for a project must be assigned to a cost category in the Budget Detail IV Items window. If the item isn't assigned to a budget, you must add the item to the budget. You cannot add a new inventoried item if the Allow Entry of New Budgets/Materials option is not marked in the User Purchase Order Settings window. See *Inventoried items and non-inventoried items for projects* on page 85 for more information.

   To enter a landed cost, mark the LC option and enter a landed cost as an item.

5. Continue entering the invoice.

If you enter a non-inventoried item that isn't assigned to a purchase order, you'll need to enter a unit cost. If you enter a non-inventoried item that's assigned to a purchase order, the unit cost from the purchase order will be displayed and you can change the cost.

6. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

   One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

Invoicing items for projects using the Select Purchase Order window

Use the Select Purchase Order window to select a purchase order to quickly enter line items on a invoice receipt.

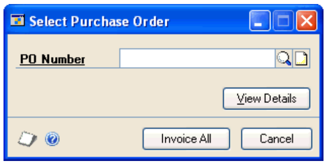
To invoice items for projects using the Select Purchase Order window:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

3. Choose the Auto-Invoice button. The Select Purchase Order window will open.

If you entered a vendor ID, the Select Purchase Order Items window will open instead of the Select Purchase Order window.



4. Enter or select the purchase order for which you want to invoice all line items.

5. Choose Invoice All in the Select Purchase Order window to automatically invoice all items on the selected purchase order. Landed costs aren't included when you automatically invoice items. You must enter the landed costs on the invoice.

   If you choose to view details in the Select Purchase Order window, the Select Purchase Order Items window will open, and the purchase order line items will be marked to receive. Landed costs won't appear in the Select Purchase Order Items window.

6. Choose OK to save information and to close the Select Purchase Order window.

7. If the Allow Receiving Without a Purchase Order option is marked in Purchase Order Processing Setup, you can enter items or vendor items that don't exist on the purchase order.

8. To enter a landed cost, mark the LC option and enter a landed cost as an item.

9. Edit trade discount, freight, miscellaneous, and tax amounts. Also enter a 1099 amount, if applicable.

   Taxes will be calculated automatically as you enter items. For more information about tax calculations, see Chapter 20, "Taxes for receipts." If you want to change the tax amounts for the document, see *Calculating and distributing summary taxes for shipment/invoice receipts* on page 216. If you want to change the tax amounts for a line item, see *Calculating and distributing detail taxes for shipment/invoice line items* on page 218.

10. Choose Distributions to open the Purchasing Invoice Distribution Entry window, where you can make changes to account distributions.

    - To add additional accounts, select the account and enter an amount.
    - To remove an account in the scrolling window, select the row containing the account and choose Edit >> Delete Row.
    - To restore the original distributions, choose Default.

    If you are using landed costs, the distributions are calculated for a landed cost but won't be displayed in the Purchasing Invoice Distribution Entry window. To view landed cost distributions, print the Purchasing Invoice Edit List.

    See *Distributing transaction amounts for invoice receipts* on page 199 for more information.

11. Save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

    One or more posting journals and distribution breakdown registers may be printed, depending on the options selected in the Posting Setup window. If you've saved the transaction to a batch, you can print an edit list.

Invoicing items for projects from multiple purchase orders

Use the Select Purchase Order Items window to invoice line items that have been received from multiple purchase orders. Only items with posted shipments and quantities remaining to be invoiced will be displayed. See *Entering an invoice receipt for projects* on page 187 for more information. Landed costs won't appear in the Select Purchase Order Items window.

To invoice items for projects from multiple purchase orders:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, and invoice date.

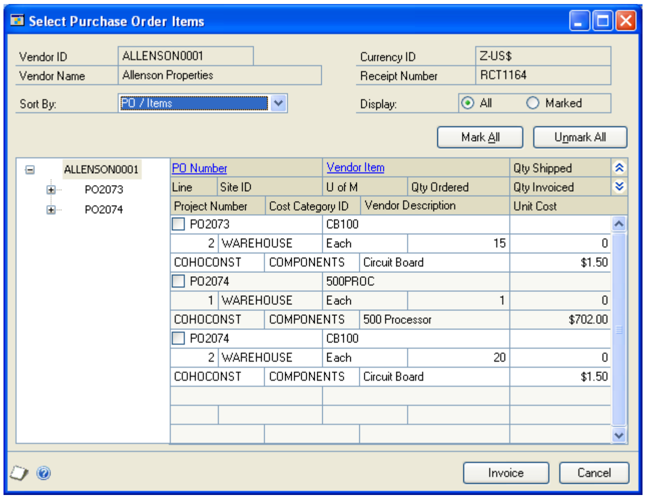
3. Enter or select a vendor ID. The currency ID assigned to the vendor will be the default currency ID for the receipt.

4. Choose the Auto-Invoice button. The Select Purchase Order Items window will open.

   Items with posted shipments and quantities remaining to be invoiced will be displayed.

   If only a Vendor ID is displayed, the selected vendor does not have any purchase orders with items that have been received, but not invoiced. Only purchase orders with currency IDs that match the invoice will be displayed.

If you know the purchase order number but not the vendor ID, you can choose Auto-Invoice without entering a vendor ID. The Select Purchase Order window will open. The vendor and currency ID for the invoice will come from the purchase order you select.



Vendor ID: ALLENSON0001
Vendor Name: Allenson Properties
Sort By: PO / Items
Currency ID: Z-US$
Receipt Number: RCT1164
Display: ● All ○ Marked

ALLENSON0001
PO2073
PO2074

PO Number		Vendor Item		Qty Shipped
Line	Site ID	U of M	Qty Ordered	Qty Invoiced
Project Number	Cost Category ID	Vendor Description		Unit Cost
☐ PO2073		CB100		
2	WAREHOUSE	Each	15	0
COHOCONST	COMPONENTS	Circuit Board		$1.50
☐ PO2074		500PROC		
1	WAREHOUSE	Each	1	0
COHOCONST	COMPONENTS	500 Processor		$702.00
☐ PO2074		CB100		
2	WAREHOUSE	Each	20	0
COHOCONST	COMPONENTS	Circuit Board		$1.50

5. Select a sorting option.

6. Mark the check boxes next to the items you want to invoice. To select all items displayed in the scrolling window, choose Mark All.

When you choose Mark All or Unmark All in the Select Purchase Order Items window, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to invoice.

8. Modify the quantity invoiced and unit cost amounts, if necessary. If you edit an item in the scrolling window, it will be marked to invoice.

9. Choose the Invoice button to add the items to your invoice. The Select Purchase Order Items window will close, and the items you marked will appear in the Purchasing Invoice Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Purchasing Invoice Entry window, save or post the transaction. If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

Invoicing items for projects from a purchase order

Use the Select Purchase Order Items window and the Purchasing Invoice Entry window to invoice items. After you select a purchase order that has at least one posted shipment received against it in the Purchase Order Entry window, you can select the Invoice the PO Items option from the Actions button. You also can enter or select a drop-ship purchase order and select the Invoice the PO Items option from the Actions button to invoice against those items.

For more information about invoice receipts, see *Entering an invoice receipt for projects* on page 187. For more information about the Select Purchase Order Items window, see *Using the Select Purchase Order Items window* on page 181. Landed costs won't appear in the Select Purchase Order Items window.

To receive items from multiple blanket purchase orders, refer to Chapter 16, "Invoice receipt entry."

To invoice items for projects from a purchase order:

1. Open the Purchase Order Entry window.
   (Transactions >> Purchasing >> Purchase Order Entry)

2. Enter or select a purchase order that has one or more items with a quantity to invoice.

3. Select Invoice the PO Items from the Actions button.

4. The Select Purchase Order Items window and the Purchasing Invoice Entry window will open.

   Items with posted shipments and quantities remaining to be invoiced will be displayed. The purchase order that you entered in the Purchase Order Entry window will be selected in the tree view. Each item on the purchase order that is available to be invoiced in the scrolling window is marked.

5. Select a sorting option.

6. Mark the check boxes next to the items to invoice. To select all items displayed in the scrolling window, choose Mark All.

   When you choose Mark All or Unmark All, only items displayed in the scrolling window will be marked or unmarked. For example, if a purchase order is selected in the tree view, only items from that purchase order will be displayed in the scrolling window, and only those items will be marked when you choose Mark All. To mark or unmark all items for a vendor, the vendor ID must be selected in the tree view.

7. Select whether to display all items or only items marked to invoice.

8. Modify the quantity invoiced and unit cost amounts, if necessary. If you modify an item in the scrolling window, it will be marked to invoice.

9. Choose the Invoice button to add the items to your invoice. The Select Purchase Order Items window will close, and the items you marked will appear in the Purchasing Invoice Entry window.

   To cancel your selections, choose Cancel. To revert all displayed items to unmarked, choose Unmark All.

10. In the Purchasing Invoice Entry window, continue entering invoice information, if necessary, and save or post the transaction. For an invoice, you must enter the vendor document number.

    If you post, the invoiced quantities for each item on the receipt must be fully matched to shipment quantities.

Chapter 18: Invoice receipt detail entry

The Purchasing Invoice Entry window is designed to resemble a physical invoice document and includes vendor, line item, and total information. Use the buttons in the Purchasing Invoice Entry window to open windows where you can enter detailed information about distributions and Intrastat trade statistics.

This information is divided into the following sections:

- *Merging trade discount and purchase distributions*
- *Distributing transaction amounts for invoice receipts*
- *Entering project item detail information for an invoice receipt*
- *Entering Intrastat trade statistics*

Merging trade discount and purchase distributions

If you've marked the Merge Trade Discount Distributions in Purchasing option in the Company Setup Options window, the trade discount distributions will be merged with the purchases distribution for invoice receipts. If you are using Project Accounting, the trade discount distributions won't be merged with the purchases distributions for invoice receipts.

For example, assume that you've entered a purchase transaction of $100.00 with a trade discount of $15.00. If you've marked the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions will be merged as in the following example.

Account	Debit	Credit
Account A PURCH	$85	
Account C PAY		$85

If you didn't mark the Merge Trade Discount Distributions in Purchasing option, the trade discount distributions are separated from the purchase distribution.

Account	Debit	Credit
Account A PURCH	$100	
Account B TRADE		$15
Account C PAY		$85

Distributing transaction amounts for invoice receipts

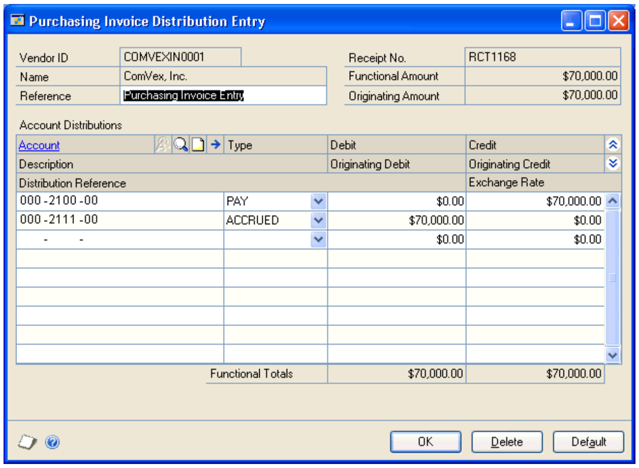
Use the Purchasing Invoice Distribution window to distribute transaction amounts for invoices. Transactions will be distributed automatically to posting accounts; however, those distributions can be edited.

To distribute transaction amounts for invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter or select an invoice.

3. Choose Distributions to open the Purchasing Invoice Distribution Entry window.



Vendor ID	COMVEXIN0001	Receipt No.	RCT1168
Name	ComVex, Inc.	Functional Amount	$70,000.00
Reference	Purchasing Invoice Entry	Originating Amount	$70,000.00

Account Distributions

Account Description Distribution Reference	Type	Debit Originating Debit	Credit Originating Credit Exchange Rate
000 -2100 -00	PAY	$0.00	$70,000.00
000 -2111 -00	ACCRUED	$70,000.00	$0.00
- -		$0.00	$0.00
	Functional Totals	$70,000.00	$70,000.00

4. In the Reference field, change the reference displayed (optional). The reference entered will post to General Ledger as the reference for the receipt.

5. Change the amounts for the default accounts.

6. You can distribute a transaction to multiple posting accounts. Change the default amount in the scrolling window.

7. In the next available line, enter or select another purchasing distribution account, choose the distribution type and enter the next amount.

   If you want to delete an account, select the row containing it and choose Edit >> Delete Row. If you changed distribution accounts and amounts and want to use the original distributions, choose Default.

8. Continue entering distribution accounts until your transaction is fully distributed.

9. Enter a reference or accept the default. This is the reference that will be posted as the General Ledger distribution reference for the account.

10. Choose OK to save your entries and continue entering the transaction. You can save the transaction if it's not fully distributed, but you won't be able to post until the full amount is distributed and debits equal credits.

Entering project item detail information for an invoice receipt

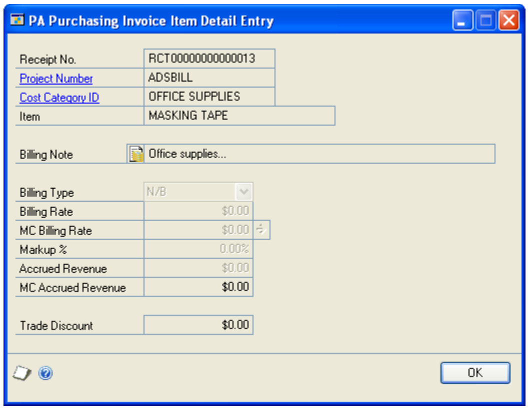
If you are using Project Accounting, you can use the PA Purchasing Invoice Item Detail Entry window to add a billing note or modify the billing type. If the item is for a time and materials project, you can enter a billing rate or markup percentage and view the accrued revenue.

To enter project item detail information for an invoice receipt:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Purchasing Invoice Entry)

2. Enter or select a receipt number, vendor ID, project number, cost category, and item.

3. Choose the Cost Category expansion button to open the PA Purchasing Invoice Item Detail Entry window.



Receipt No. RCT00000000000013
Project Number ADSBILL
Cost Category ID OFFICE SUPPLIES
Item MASKING TAPE
Billing Note Office supplies...
Billing Type N/B
Billing Rate $0.00
MC Billing Rate $0.00
Markup % 0.00%
Accrued Revenue $0.00
MC Accrued Revenue $0.00
Trade Discount $0.00

4. Enter or modify a billing note.

5. Modify the billing type, if applicable. The item must be a non-inventoried item to modify the billing type.

6. If the non-inventoried item is for a time and materials project, you can enter a billing rate or markup percentage.

   Choose OK to close the window and return to the Purchasing Invoice Entry window.

Entering Intrastat trade statistics

Use the Purchasing Intrastat Entry window to enter the information required to create the Intrastat Trade Report you submit to your government. You can enter Intrastat statistics for each line item. For information about setting up Intrastat codes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

Intrastat is the system for collecting statistics on the trade of goods between European Union (EU) countries. Intrastat data is required for all items either bought from EU vendors or sold to EU customers, and must be provided on a monthly basis. Requirements for Intrastat are similar in all EU countries. The government uses these statistics as an economic indicator.

If Intrastat information was entered for the vendor’s ship from address ID, that information appears in this window. Each time you enter a new line item, the Intrastat statistics from the previous line item will be the default Intrastat entry for the new line item.You can use the Purchasing Intrastat Entry window to change

Intrastat information for an individual transaction, or to enter Intrastat information if none was entered for the vendor.

You can enter Intrastat statistics only if you have marked to enable Intrastat tracking in the Company Setup Options window.

To enter Intrastat trade statistics:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the EU transaction, including the vendor ID and the goods value.

3. Choose the EU button to open the Purchasing Intrastat Entry window. You can also open the Purchasing Intrastat Entry window by choosing the EU button in the Receivings Item Detail Entry window.

4. Enter Intrastat information, or change the default entries, if necessary.

5. In the Net Unit Mass field, enter the weight of the goods in kilograms.

6. Enter the quantity of the goods being purchased.

   The line mass displays the total mass per item and is calculated automatically when you press TAB on the Quantity field. The line mass total is equal to the amount entered in the Unit Mass field multiplied by the amount entered in the Quantity field.

7. Enter a supplementary units amount, if applicable. The supplementary units amount is simply a second quantity. Supplementary unit amounts are required by the EU Combined Nomenclature for certain goods.

8. In the Traders Reference field, enter a reference code, such as an invoice or dispatch number, or any other information that will identify the transaction.

9. Enter a goods value and statistical value, if applicable.

10. Choose OK to save the record.

Chapter 19: Landed costs for receipts

Landed costs are the additional costs that might be associated with purchasing a product. For example, if you purchase items from another country/region, the amount you must pay also might include freight costs, or duties.

To assign a landed cost to all the items on a receipt, use the Receivings Landed Cost Apportionment window. To assign a landed cost to an item on a receipt, use the Receivings Landed Cost Entry window.

This information is divided into the following sections:

- *Landed cost overview*
- *How landed costs are apportioned*
- *Invoice matching and distributions*
- *Entering landed costs for a shipment receipt*
- *Entering landed costs for an in-transit inventory receipt*
- *Entering landed costs for a shipment item*
- *Entering landed costs for an in-transit inventory item*
- *Matching landed costs to shipment line items*
- *Matching landed costs to in-transit inventory line items*

Landed cost overview

Landed costs are the additional costs that might be associated with purchasing a product, such as freight costs, insurance, or duties. To use landed costs, you must set up landed cost records and groups in Inventory Control. You can define different landed costs in the Landed Cost Maintenance window, including information such as the vendor the landed cost is for, the cost calculation method used, and whether invoices must be matched. You can create as many landed cost records as you like.

Once you've created landed cost records, you can create landed cost groups using the Landed Cost Group Maintenance window. A landed cost group is a collection of several landed cost records. Each landed cost record can exist in multiple landed cost groups. Each landed cost group can include as many landed cost records as you like. By creating a landed cost group and assigning it to item-site combinations, you can associate many different landed cost records with an item-site combination. For more information about landed cost records and groups, refer to the Inventory Control documentation.

When the item-site combination is entered on a purchase order or in-transit transfer, the landed cost group information automatically is reflected in the transaction. You can enter a landed cost group or accept the default landed cost group ID for the purchase order or in-transit transfer. You can use the Item Quantities Maintenance window to enter information for each item-site combination.

As you enter a receipt in Purchase Order Processing, you can assign landed costs. To assign a landed cost to all the items on a receipt, use the Receivings Landed Cost Apportionment window. To assign a landed cost to an item on a receipt, use the Receivings Landed Cost Entry window.

You can use the Match Shipments to Invoice window to match the landed costs that you've entered in the Purchasing Invoice Entry window to one or more shipment items or in-transit inventory items. Landed costs aren't automatically matched. To match the landed costs to shipment items or in-transit inventory items, the landed costs must be set up to invoice match. You can mark the landed costs to match when entering landed costs using the Receivings Landed Cost Apportionment window or the Receivings Landed Cost Entry window. More information about landed costs is included in the Inventory Control documentation.

How landed costs are apportioned

In the Receivings Landed Cost Apportionment window, you can select how to apportion or distribute the landed cost amounts among line items.You can apportion a calculation method of Flat Amount by Value, Quantity, or Weight. If the calculation method is Flat Amount per Unit or Percent of Extended Cost, the landed costs will be created for all line items.

During the apportionment calculation, a remaining amount for the flat amount is tracked. The calculated apportionment amount for each line item is subtracted from the remaining amount. If a remaining amount can't be distributed across items due to rounding, it will be distributed to the last line item.

Quantity apportionment calculation

If you selected to apportion landed costs by quantity, the calculation for apportionment is a line item's quantity shipped - the quantity rejected / the sum of all line items' quantity shipped - quantity rejected x the Flat Amount.

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	Qty shipped	Qty rejected	Unit cost	Extended cost
Item1	10	2	10.00	80.00
Item2	2	0	20.00	40.00
Item3	6.5467	0.000	2	13.09

The landed cost would be apportioned as follows:

Item	Qty shipped	Qty rejected	Net qty shipped	Landed cost calculation	Remaining amt	Landed cost amt
Item1	10	2	8	(8/16.5467) x 50 = 24.17	50.00 - 24.17 =26.83	24.17
Item2	2	0	2	(2/16.5467) x 50 = 6.04	26.83 - 6.04 = 19.79	6.04
Item3	6.5467	0.000	6.5467	(6.5467/16.5467) x 50 = 19.78	19.79 - 19.78 = .01	19.79
Total	18.5467	2	16.5467		50.00	50.00

Note that the last item received the remaining $.01.

Value apportionment calculation

If you selected to apportion landed costs by Value, the calculation for apportionment is the percent of the line item's value to the total of all the line items' value x the Flat Amount.

The percent is calculated as [(Individual Line Item's Qty Shipped - Individual Line Item's Qty Rejected) x Originating Unit Cost]/ Sum of all line item's [Qty Shipped-Qty Rejected) x Originating Unit Cost)].

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	**Qty shipped**	**Qty rejected**	**Unit cost**	**Extended cost**
Item1	10	2	10.00	80.00
Item2	5	0	20.00	100.00
Item3	6.5467	0.000	2	13.09

The landed cost would be apportioned as follows

Item	**Landed cost calculation**	**Remaining amt**	**Landed cost amt**
Item1	[[(10-2) x 10.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]]x 50.00 = 20.72	50.00 - 20.72 = 29.28	20.72
Item2	[[(5-0) x 20.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]] x 50.00 = 25.89	29.28 - 25.89 = 3.39	25.89
Item3	[[(6.5467-0) x 2.00)]/[(10-2) x 10.00]+ [(5-0) x 20.00]+[(6.5467-0.0000) x 2.00]] x 50.00 = 3.39	3.39 - 3.39 = 0.00	3.39
Total		50.00	50.00

Weight apportionment calculation

If you selected to apportion landed costs by Weight, the calculation for apportionment is the (Individual Line Item's Extended Shipping Weight / Sum of all line items' Extended Shipping Weight} x the Flat Amount.

The Extended Shipping Weight is calculated as the Individual Line Item's Shipping Weight x (quantity shipped - quantity rejected).

For example, assume that you have the following receipt line items entered. The calculation amount for the landed cost is Flat Amount and the Flat Amount is $50.00.

Item	**Shipping weight**	**Qty shipped**	**Qty rejected**	**Extended shipping weight**	**Unit cost**	**Extended cost**
Item1	5.00	10	2	5.00 x (10 - 2) = 40	10.00	80.00
Item2	1.23	5	0	1.23 x (5 - 0) = 6.15	20.00	100.00
Item3	.99	6.5467	0.0000	0.99 x (6.5467 - 0.0000) = 6.4812	2.00	13.09
Total				52.6312		

The landed cost would be apportioned as follows

Item	**Shipping weight**	**Landed cost calculation**	**Remaining amt**	**Landed cost amt**
Item1	5.00	(40.00/52.6312) x 50.00 = 38.00	50.00 - 38.00 = 12.00	38.00
Item2	1.23	(6.15/52.6312) x 50.00 = 5.84	12.00 - 5.84 = 6.16	5.84
Item3	0.99	(6.4812/52.6312) x 50.00 = 6.16	6.16 - 6.16 = 0.00	6.16
Total			50.00	50.00

Invoice matching and distributions

Matching items assigned to a shipment or shipment/invoice to the landed costs entered on the invoice will affect account distributions. If you decide not to match, you will be responsible for making entries of the accrual account into an adjusting expense account for cost variances. For example, suppose that a shipment is recorded for 10 items at $1 each. The landed cost uses the Flat Amount cost calculation method on an amount of $0.50.

The distributions for the shipment would look as follows:

Account	**Debit amount**	**Credit amount**
Inventory	$10.50	
Accrued Purchases - Landed Cost		$0.50
Accrued Purchases - Inventory		$10

Suppose that when the invoice is received, the cost of the goods is unchanged, but the landed cost has increased to $0.75. If Match is not marked, the account distributions would be as follows:

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.75	
Accrued Purchases - Inventory	$10	
Accounts Payable		$10.75

If Match and Revalue IV is marked, the account distributions would be as follows:

Account	**Debit amount**	**Credit amount**
Accrued Purchases - Landed Cost	$0.50	
Accrued Purchases - Inventory	$10	
Inventory	$0.25	
Accounts Payable		$10.75

Entering landed costs for a shipment receipt

Use the Receivings Landed Cost Apportionment window to distribute landed costs to all receivings line items assigned to a document. The landed cost is distributed based on its calculation method. You also can change or delete landed costs that have been assigned to receivings line items. If you want to remove a landed cost, select the landed cost ID and choose Edit >> Delete Row. If you want to remove all the apportioned landed costs from all associated receiving line items, choose Delete.

If you want to enter a landed cost for an individual receivings line item, see *Entering landed costs for a shipment item* on page 209.

To enter landed costs for a shipment receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select a shipment or shipment/invoice as the receipt type.

3. Enter document information, including receipt number, vendor document number, and receipt date.

4. Receive items.

   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.

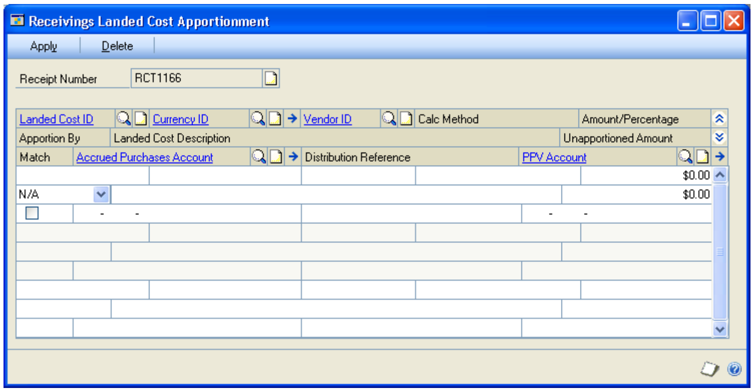
   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

If you are using Workflow, purchase orders must be approved before you can receive against them. You can receive against purchase orders that don't need approval.

5. Enter total information in the Receivings Transaction Entry window.

6. Choose the Landed Cost button to open the Receivings Landed Cost Apportionment window.


Receivings Landed Cost Apportionment
Apply
Delete
Landed Cost ID
Currency ID
Vendor ID
Calc Method
Amount/Percentage
Apportion By
Landed Cost Description
Unapportioned Amount
Match
Accrued Purchases Account
Distribution Reference
PPV Account

Receipt Number RCT1166

N/A

$0.00

$0.00

7. Enter or select a landed cost ID.

8. Select how to apportion the landed costs for the items.

9. Mark the Match option if you want the landed cost assigned to the shipment item to be matched to an invoice.

10. Enter the reference that you want to post as the General Ledger distribution reference for the accrued purchases account (optional).

11. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set up to invoice match in the Landed Cost Maintenance window.

12. Choose Apply to apply the apportioned landed costs to the line item.

    If you are done working in this window, use the close box to return to the Receivings Transaction Entry window.

Entering landed costs for an in-transit inventory receipt

Use the Receivings Landed Cost Apportionment window to distribute landed costs to all in-transit inventory line items assigned to a receipt. The landed cost is distributed based on its calculation method. You also can change or delete landed costs that have been assigned to in-transit inventory line items. If you want to remove a landed cost, select the landed cost ID and choose Edit >> Delete Row. If you want to remove all the apportioned landed costs from all associated in-transit inventory line items, choose Delete.

If you want to enter a landed cost for an individual in-transit inventory line item, see *Entering landed costs for a shipment item* on page 209.

To enter landed costs for an in-transit inventory receipt:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select In-Transit Inventory as the receipt type.

3. Enter receipt number and receipt date.

4. Enter line item information.

5. Choose the Landed Cost button to open the Receivings Landed Cost Apportionment window.

6. Enter or select a landed cost ID.

7. Select how to apportion the landed costs for the items.

8. Mark the Match option if you want the landed cost assigned to the in-transit inventory item to be matched to an invoice.

9. Enter the reference that you want to post as the General Ledger distribution reference for the accrued purchases account (optional).

10. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set up to invoice match in the Landed Cost Maintenance window.

11. Choose Apply to apply the apportioned landed costs to the line item.

    If you are done working in this window, use the close box to return to the Receivings Transaction Entry window.

Entering landed costs for a shipment item

Use the Receivings Landed Cost Entry window to view, edit, add, or delete landed costs that are assigned to a selected receiving line item. If you assigned a landed cost group ID to a purchase order item, the landed costs assigned to that group will be displayed in this window when you receive against the purchase order item. You also can view the landed costs assigned to the item using the Receivings Landed Cost Apportionment window. For more information about entering landed costs to all receivings line items assigned to a document, see *Entering landed costs for a shipment receipt* on page 206.

If you want to remove a landed cost, select the landed cost ID and choose Edit >> Delete Row. If you want to remove all the landed costs from the item, choose Delete.

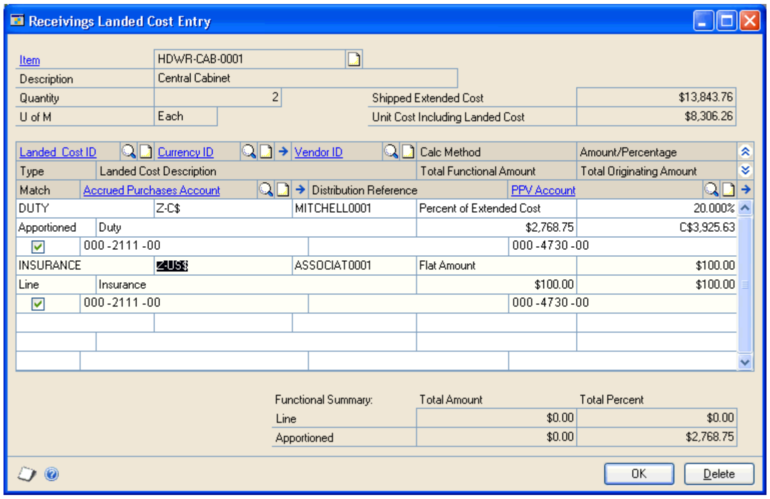
To enter landed costs for a shipment item:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select a document type and enter document information, including receipt number, vendor document number, receipt date, vendor ID, and currency ID.

3. Enter the item or vendor item.

4. Choose the Unit Cost button to open the Receivings Landed Cost Entry window.



Item	HDWR-CAB-0001		
Description	Central Cabinet		
Quantity	2	Shipped Extended Cost	$13,843.76
U of M	Each	Unit Cost Including Landed Cost	$8,306.26

Landed Cost ID	Currency ID	Vendor ID	Calc Method	Amount/Percentage
Type	Landed Cost Description		Total Functional Amount	Total Originating Amount
Match	Accrued Purchases Account	Distribution Reference	PPV Account	
DUTY	Z-C$	MITCHELL0001	Percent of Extended Cost	20.000%
Apportioned	Duty		$2,768.75	C$3,925.63
☑	000 -2111 -00		000 -4730 -00	
INSURANCE	Z-US$	ASSOCIAT0001	Flat Amount	$100.00
Line	Insurance		$100.00	$100.00
☑	000 -2111 -00		000 -4730 -00	

Functional Summary:	Total Amount	Total Percent
Line	$0.00	$0.00
Apportioned	$0.00	$2,768.75

5. Enter or select a landed cost ID.

   If a landed cost group ID was assigned to the item you're receiving against, the landed costs assigned to that group ID will be displayed.

6. Mark the Match option if you want the landed cost assigned to the shipment item to be matched to an invoice.

7. Enter the reference that you want to post as the General Ledger distribution reference for the accrued purchases account (optional).

8. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set to invoice match in the Receivings Landed Cost Entry window.

9. Choose OK to save your changes and close the window.

Entering landed costs for an in-transit inventory item

Use the Receivings Landed Cost Entry window to view, edit, add, or delete landed costs that are assigned to a selected in-transit inventory line item. If you assigned a landed cost group ID to an in-transit transfer item, the landed costs assigned to that group will be displayed in this window when you enter an in-transit inventory receipt for an in-transit transfer. You also can view the landed costs assigned to the item using the Receivings Landed Cost Apportionment window. For more information about entering landed costs to all in-transit inventory line items assigned to a document, see *Entering landed costs for a shipment receipt* on page 206.

If you want to remove a landed cost, select the landed cost ID and choose Edit >> Delete Row. If you want to remove all the landed costs from the item, choose Delete.

To enter landed costs for an in-transit inventory item:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select In-Transit Inventory as the document type.

3. Enter the receipt number and receipt date.

4. Enter the transfer number and item.

5. Choose the Unit Cost expansion button to open the Receivings Landed Cost Entry window.

6. Enter or select a landed cost ID.

   If a landed cost group ID was assigned to the item you're entering an in-transit inventory receipt for, the landed costs assigned to that group ID will be displayed.

7. Mark the Match option if you want the landed cost assigned to the in-transit inventory item to be matched to an invoice.

8. Enter the reference that you want to post as the General Ledger distribution reference for the accrued purchases account (optional).

9. Enter a purchase price variance account. A purchase price variance account is required if the landed cost is set to invoice match in the Receivings Landed Cost Entry window.

10. Choose OK to save your changes and close the window.

Matching landed costs to shipment line items

If you are using landed costs, you can use the Match Shipments to Invoice window to match the landed costs that you've entered in the Purchasing Invoice Entry window to one or more shipment items. All the shipment items that are available to match to the landed cost IDs are displayed in the Match Shipments to Invoice window. Landed costs aren't automatically matched. To match the landed costs to shipment items, the landed costs must be set up to invoice match. You can mark the landed costs to match when entering landed costs using the Receivings Landed Cost Apportionment window or the Receivings Landed Cost Entry window. You must be keeping receipt history to match landed costs.

To match landed costs to shipment line items:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID assigned to the landed cost ID.

The currency ID of the invoice must be the same as the shipment receipt that the landed cost was entered on.

3. Invoice items (optional).

   - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

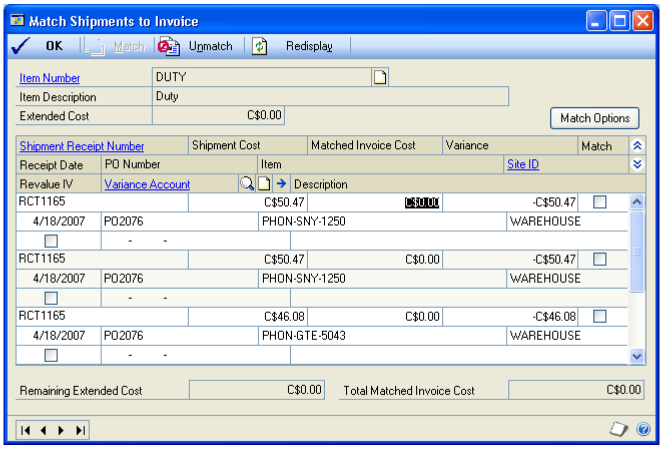
   - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

If you are using Workflow, drop-ship purchase orders and drop-ship blanket purchase orders must be approved before you can invoice against them. You can invoice against purchase orders that don't need approval.

4. Mark the LC option and enter a landed cost ID.

1. Choose the Match Shipments to Invoice expansion button to open the Match Shipments to Invoice window.



Item Number: DUTY
Item Description: Duty
Extended Cost: C$0.00

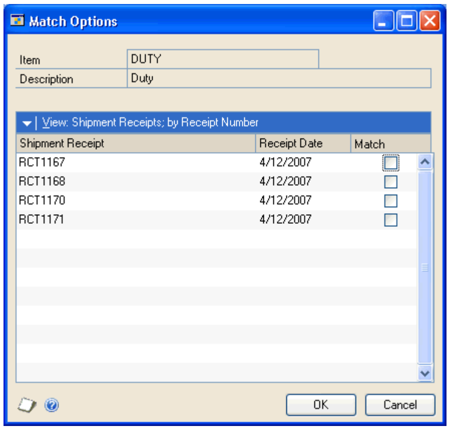
Shipment Receipt Number	Shipment Cost	Matched Invoice Cost	Variance	Match
Receipt Date	PO Number	Item	Site ID	
Revalue IV	Variance Account	Description		
RCT1165	C$50.47	C$0.00	-C$50.47	☐
4/18/2007	PO2076	PHON-SNY-1250	WAREHOUSE	
☐	- -			
RCT1165	C$50.47	C$0.00	-C$50.47	☐
4/18/2007	PO2076	PHON-SNY-1250	WAREHOUSE	
☐	- -			
RCT1165	C$46.08	C$0.00	-C$46.08	☐
4/18/2007	PO2076	PHON-GTE-5043	WAREHOUSE	
☐	- -			

Remaining Extended Cost: C$0.00
Total Matched Invoice Cost: C$0.00

Currency amounts in this window may be displayed in functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

2. Mark the Match option for the shipment line items you want to match to the landed cost item entered on the invoice.

3. To quickly match all line items for a shipment or shipment/invoice to the landed cost entered on the invoice, choose the Match Options button to open the Match Options window. You can match the selected landed cost to the items on the shipment or shipment/invoice by either receipt number or PO number.



Item: DUTY
Description: Duty

View: Shipment Receipts; by Receipt Number

Shipment Receipt	Receipt Date	Match
RCT1167	4/12/2007	☐
RCT1168	4/12/2007	☐
RCT1170	4/12/2007	☐
RCT1171	4/12/2007	☐

4. Mark Revalue IV if you want to have purchase receipts revalued if the cost variance for a matched invoice is greater than the tolerance percentage.

5. Verify or change the default price variance posting account (optional).

6. Choose OK to save your changes and to close the Match Shipments to Invoice window.

Matching landed costs to in-transit inventory line items

If you are using landed costs, you can use the Match Shipments to Invoice window to match the landed costs that you've entered in the Purchasing Invoice Entry window to one or more in-transit inventory items. All the in-transit inventory items that are available to match to the landed cost IDs are displayed in the Match Shipments to Invoice window. Landed costs aren't automatically matched. To match the landed costs to in-transit inventory items, the landed costs must be set up to invoice match. You can mark the landed costs to match when entering landed costs using the Receivings Landed Cost Apportionment window or the Receivings Landed Cost Entry window. You must be keeping receipt history to match landed costs.

To match landed costs to in-transit inventory line items:

1. Open the Purchasing Invoice Entry window.
(Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter the receipt number, vendor document number, invoice date, and vendor ID assigned to the landed cost ID.

3. Mark the LC option and enter a landed cost ID as an item.

4. Choose the Match Shipments to Invoice expansion button to open the Match Shipments to Invoice window.

5. Mark the Match option for the in-transit inventory line items you want to match to the landed cost item entered on the invoice.

6. To quickly match all line items for an in-transit inventory receipt to the landed cost entered on the invoice, choose the Match Options button to open the Match Options window. You can match the selected landed cost to the items on the in-transit inventory receipt by receipt number.

7. Mark Revalue IV if you want to have purchase receipts revalued if the cost variance for a matched invoice is greater than the tolerance percentage.

8. Verify or change the default price variance posting account (optional).

9. Choose OK to save your changes and to close the Match Shipments to Invoice window.

Chapter 20: Taxes for receipts

Purchases tax can be calculated, modified, and distributed in Purchase Order Processing. Use the Receivings Tax Summary Entry window or the Purchasing Invoice Tax Summary Entry window to change tax distributions for receipts, if your system is set up to allow editing summary-level taxes. To change tax details or the amounts distributed to tax details for individual line items, use the Receivings Line Item Tax Detail Entry window or the Purchasing Invoice Line Item Tax Detail Entry window. For more information about tax calculations, see *Tax calculations in Purchase Order Processing* on page 99.

This information is divided into the following sections:

- *Default tax schedules for shipment/invoices*
- *Tax schedules for shipment/invoice items*
- *Calculating and distributing summary taxes for shipment/invoice receipts*
- *Calculating and distributing detail taxes for shipment/invoice line items*
- *Default tax schedules for invoices*
- *Tax schedules for invoice items*
- *Calculating and distributing summary taxes for invoice receipts*
- *Calculating and distributing detail taxes for invoice line items*

Default tax schedules for shipment/invoices

Where the exchange of goods takes place is based on the shipping method assigned to the vendor's purchase address. The default schedule for the shipment/invoice and the default schedule to compare against the item are selected based on the shipping method. Refer to the following table for the default tax schedule for a shipment/invoice.

Tax calculation option	Shipping method	Default tax schedule	Label name
Advanced	Pickup	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	No shipping method	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Tax schedules for shipment/invoice items

To calculate tax for an item, the tax schedules assigned to the item are compared. The item's default tax schedule is as follows:

Item	**Default tax schedule**
Item is assigned to a purchase order	Tax schedule assigned to the item on the purchase order
Inventoried item that isn't assigned to a purchase order	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item that isn't assigned to a purchase order	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to mask against the item's tax schedule is as follows:

Tax calculation option	**Purchase order assigned**	**Shipping method**	**Inventory Control**	**Default tax schedule**	**Label name**
Advanced	Yes	Not applicable	Not applicable	Tax schedule from the purchase order	Purch Addr Tax Sched
Advanced	No	No shipping method	Not applicable	Tax schedule assigned to the shipment/invoice	Purch Addr Tax Sched
Advanced	No	Pickup	Not applicable	Tax schedule assigned to the shipment/invoice	Purch Addr Tax Sched
Advanced	No	Delivery	Registered	Purchase tax schedule assigned to the site	Site Tax Schedule ID
Advanced	No	Delivery	Not registered	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Calculating and distributing summary taxes for shipment/invoice receipts

Use the Receivings Tax Summary Entry window to add, change, delete, or view summarized tax amounts for a shipment/invoice, as well as the accounts to which the amounts will be posted. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Receivings Line Item Tax Detail Entry window.

If your system isn't set up to allow editing summary-level taxes, you can't change the Tax amount in the Receivings Transaction Entry window or the tax information in the Receivings Tax Summary Entry window, except for the account. You'll be able to change the account for tax included in item taxes at the summary level regardless of how your system is set up. If you want to change tax information, use the Receivings Line Item Tax Detail Entry window. For more information about the setup option to make summary edits to taxes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

If you are using Project Accounting, you can't change the Tax amount in the Receivings Transaction Entry window or the tax information in the Receivings Tax Summary Entry window even if your system is set up to allow editing summary-level taxes. If you want to change tax information, use the Receivings Line Item Tax Detail Entry window.

To calculate and distribute summary taxes for shipment/invoice receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment/invoice. Tax information cannot be entered for shipment receipts.

3. Enter document information, including receipt number, vendor document number, and receipt date.

   Choose the Date expansion button to open the Receivings Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

4. Receive items.

   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.

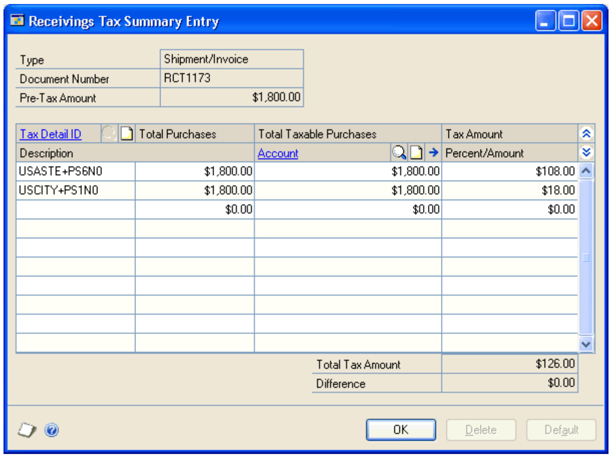
   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

5. To change the tax status, tax schedules, or tax amount for an item, choose the Item or Vendor Item expansion button to open the Receivings Item Detail Entry window.

6. Enter total information in the Receivings Transaction Entry window.

7. Choose the Tax expansion button to open the Receivings Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Shipment/Invoice
Document Number	RCT1173
Pre-Tax Amount	$1,800.00

Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N0	$1,800.00	$1,800.00	$108.00
USCITY+PS1N0	$1,800.00	$1,800.00	$18.00
	$0.00	$0.00	$0.00

Total Tax Amount	$126.00
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Receivings Transaction Entry window.

8. To edit tax information, enter a tax detail ID, a tax amount, total purchases, or select a new account. (The tax amount for the detail will be posted to the account.)

9. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

10. Choose OK to save your entries and return to the Receivings Transaction Entry window.

    If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Receivings Transaction Entry window, the tax amount will be adjusted to match the total tax amount.

    Choose Delete to delete the tax information in the Receivings Tax Summary Entry window.

    Choose Default to restore the default tax information.

Calculating and distributing detail taxes for shipment/ invoice line items

Use the Receivings Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Receivings Line Item Tax Detail Entry window. Tax edits made for each line item will change the summary tax amounts in the Receivings Tax Summary Entry window.

To calculate and distribute detail taxes for shipment/invoice line items:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select a shipment/invoice. Tax information cannot be entered for shipment receipts.

3. Enter document information, including receipt number, vendor document number, and receipt date.

4. Receive items.

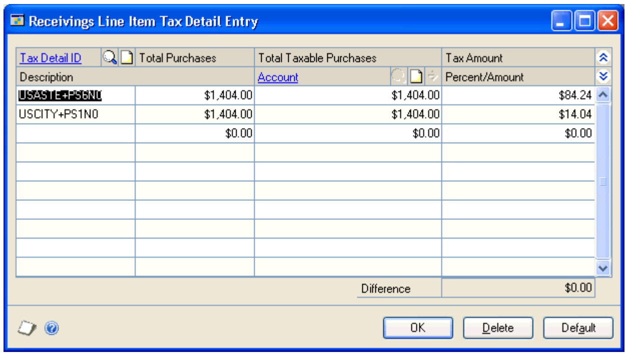
   - Choose Auto-Rcv to open the Select Purchase Order window, where you can select a purchase order to receive items from.

   - Enter or select a vendor ID and choose Auto-Rcv to open the Select Purchase Order Items window, where you can receive line items on multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

5. Select a line item and choose the Vendor Item or Item expansion button to open the Receivings Item Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

6. Choose the Calculated Tax expansion button to open the Receivings Line Item Tax Detail Entry window, where you can view or edit tax distribution amounts.



Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N	$1,404.00	$1,404.00	$84.24
USCITY+PS1N0	$1,404.00	$1,404.00	$14.04
	$0.00	$0.00	$0.00

Difference $0.00

7. To edit tax information, enter a tax detail ID, total purchases, or tax amount. (The tax amount for the detail will be posted to the account.)

8. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Receivings Item Detail Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Receivings Transaction Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete all the tax details.

   Choose Default to restore the default tax information.

Default tax schedules for invoices

Where the exchange of goods takes place is based on the shipping method assigned to the vendor's purchase address. The default schedule for the invoice and the default schedule to compare against the item are selected based on the shipping method. Refer to the following table for the default tax schedule for an invoice.

Tax calculation option	Shipping method	Default tax schedule	Label name
Advanced	Pickup	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	No shipping method	Tax schedule assigned to the vendor's purchase address	Purch Addr Tax Sched
Advanced	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Tax schedules for invoice items

To calculate tax for an item, the tax schedules assigned to the item are compared. The item's default tax schedule is as follows:

Item	Default tax schedule
Item is assigned to a purchase order	Tax schedule assigned to the item on the purchase order
Inventoried item that isn't assigned to a purchase order	Purchase tax schedule assigned to the item in the Item Maintenance window
Non-inventoried item that isn't assigned to a purchase order	Tax schedule assigned to non-inventoried items in the Purchase Order Processing Setup Options window

The default tax schedule to mask against the item's tax schedule is as follows:

Tax calculation option	Purchase order assigned	Shipping method	Default tax schedule	Label name
Advanced	Yes	Not applicable	Tax schedule from the purchase order	
Advanced	No	No shipping method	Tax schedule assigned to the invoice	Purch Addr Tax Sched
Advanced	No	Pickup	Tax schedule assigned to the invoice	Purch Addr Tax Sched
Advanced	No	Delivery	Purchases tax schedule assigned in the Company Setup window	Company Tax Sched
Single schedule	Not applicable	Not applicable	Tax schedule assigned as the single schedule tax schedule in the Purchase Order Processing Setup Options window	Single Tax Schedule ID

If you decided not to use the shipping method to determine the default tax schedule and decided to use the advanced tax calculations method, the tax schedule assigned to the vendor's purchase address will be the default tax schedule.

Calculating and distributing summary taxes for invoice receipts

Use the Purchasing Invoice Tax Summary Entry window to add, change, delete, or view summarized tax amounts for an invoice, as well as the accounts to which the amounts will be posted. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Purchasing Invoice Line Item Tax Detail Entry window.

If your system isn't set up to allow editing summary-level taxes, you can't change the Tax amount in the Purchasing Invoice Entry window or the tax information in the Purchasing Invoice Tax Summary Entry window, except for the account. You'll be able to change the account for tax included in item taxes at the summary level regardless of how your system is set up. If you want to change tax information, use the Purchasing Invoice Line Item Tax Detail Entry window. For more information on the setup option to make summary edits to taxes, refer to your System Setup instructions (Help >> Contents >> select Setting Up the System).

If you are using Project Accounting, you can't change the Tax amount in the Purchasing Invoice Entry window or the tax information in the Purchasing Invoice Tax Summary Entry window even if your system is set up to allow editing summary-level taxes. If you want to change tax information, use the Purchasing Invoice Line Item Tax Detail Entry window.

To calculate and distribute summary taxes for invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter document information, including receipt number, vendor document number, and invoice date.

Choose the Invoice Date expansion button to open the Purchasing Invoice Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

3. Invoice items.

   - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

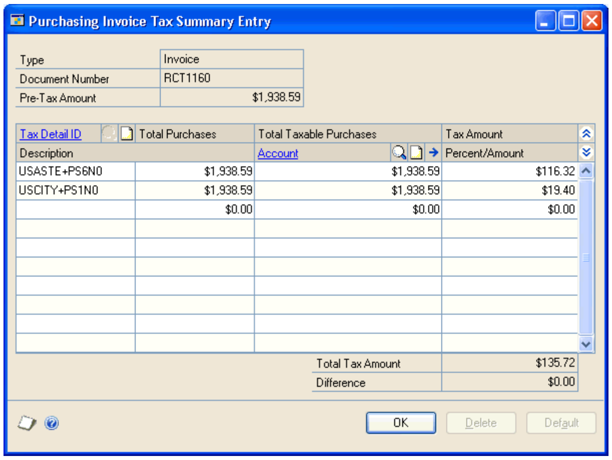
   - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

4. Select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Invoice Item Tax Entry window. You can change the tax status, tax schedules, or tax amount for an item.

5. Enter total information in the Purchasing Invoice Entry window.

6. Choose the Tax expansion button to open the Purchasing Invoice Tax Summary Entry window, where you can view or edit the tax distribution amounts.



Type	Invoice
Document Number	RCT1160
Pre-Tax Amount	$1,938.59

Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N0	$1,938.59	$1,938.59	$116.32
USCITY+PS1N0	$1,938.59	$1,938.59	$19.40
	$0.00	$0.00	$0.00

Total Tax Amount	$135.72
Difference	$0.00

Currency amounts in this window may be displayed in the functional or originating currency, depending on the view selected in the Purchasing Invoice Entry window.

7. To edit tax information, enter a tax detail ID, a tax amount, total purchases, or select a new account. (The tax amount for the detail will be posted to the account.)

8. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

9. Choose OK to save your entries and return to the Purchasing Invoice Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Purchasing Invoice Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete the tax information.

   Choose Default to restore the default tax information.

Calculating and distributing detail taxes for invoice line items

Use the Purchasing Invoice Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Purchases amount. Summary tax edits won't change the taxes calculated for each line item in the Purchasing Invoice Line Item Tax Detail Entry window. Tax edits made for each line item will change the summary tax amounts in the Purchasing Invoice Tax Summary Entry window.

To calculate and distribute detail taxes for invoice line items:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Enter document information, including receipt number, vendor document number, and invoice date.

   Choose the Invoice Date expansion button to open the Purchasing Invoice Date Entry window, where you can enter a tax date and posting date that differ from the document date. The tax date you enter is the date your tax records are updated.

3. Invoice items.

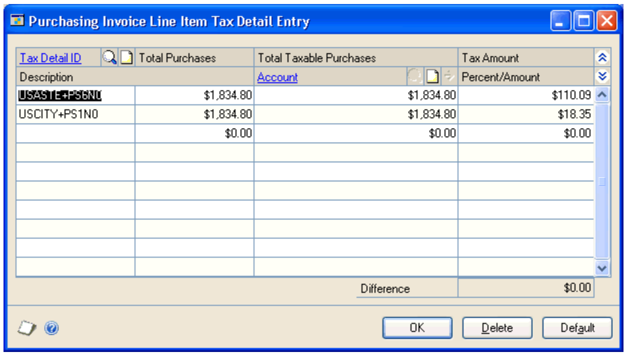
   - Choose Auto-Invoice to open the Select Purchase Order window, where you can automatically invoice all shipment line items available for an invoice.

   - Enter or select a vendor ID and choose Auto-Invoice to open the Select Purchase Order Items window, where you can invoice line items that have been received from multiple purchase orders.

   - Enter or select a vendor ID and enter line item information.

4. Select a line item and choose the Vendor Item or Item expansion button to open the Purchasing Invoice Item Tax Detail Entry window. You can change the tax status, tax schedules, or tax amount for an item.

5. Choose the Calculated Tax expansion button to open the Purchasing Invoice Line Item Tax Detail Entry window, where you can view or edit the tax amounts.



Tax Detail ID Description	Total Purchases	Total Taxable Purchases Account	Tax Amount Percent/Amount
USASTE+PS6N	$1,834.80	$1,834.80	$110.09
USCITY+PS1N0	$1,834.80	$1,834.80	$18.35
	$0.00	$0.00	$0.00
		Difference	$0.00

6. To edit tax information, enter a tax detail ID, total purchases, or tax amount. (The tax amount for the detail will be posted to the account.)

7. To distribute tax to multiple tax details, change the default amount in the scrolling window and enter or select another tax detail and tax amount in the next available line.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row.

8. Choose OK to save your entries and return to the Purchasing Invoice Item Tax Detail Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Purchasing Invoice Entry window, the tax amount will be adjusted to match the total tax amount.

   Choose Delete to delete all the tax details.

   Choose Default to restore the default tax information.

Chapter 21: Receipt posting

Posting is the process of transferring transactions to permanent records. Until transactions are posted, they can be changed or deleted. After you post transactions in Purchase Order Processing, they can’t be changed or deleted. To print a posting journal after the transaction was posted, use the Purchasing Posting Journals window or the Purchasing Posting Journal Options window.

Posting reports will be printed when you post transactions, either individually or in batches. For more information about posting reports for Purchase Order Processing, refer to *Purchase Order Processing standard reports summary* on page 271.

For more information about setting up posting, see the System Setup Guide (Help >> Contents >> select Setting up the System).

This information is divided into the following sections:

- *Posting a receipt*
- *Posting a purchasing batch*
- *Posting Purchasing series batches*

Posting a receipt

Transaction-level posting allows you to enter and post transactions individually without ever having to create a batch. Purchasing receipt information always will be up-to-date immediately when you post using this method, because transactions must be posted or deleted immediately. They can’t be saved or posted later.

You can perform transaction-level posting in the Receivings Transaction Entry window and in the Purchasing Invoice Entry window. Purchasing and inventory information will be update immediately every time you post using this method. All transactions posted individually in a single data entry session will have the same audit trail code.

Transaction-level posting is optional and can be selected in the Posting Setup window when you set up Microsoft Dynamics GP. If you aren’t allowed to post individual transactions, you’ll be asked to create a batch when you attempt to post transactions. Also, you can post an individual transaction that was previously entered in a batch. To do so, select the transaction from the batch, clear the Batch ID field and post the transaction.

If you’re posting by transaction date, the posting date and the document date will be the same. If you change the posting date in the date entry window, the document date won’t be affected.

You can’t post to a year that hasn’t been set up using the Fiscal Periods Setup window. Also, if the year has been set up but the Purchasing period is closed, posting won’t be allowed. The posting journal will indicate the transactions that were posted, as well as the transactions that weren’t posted. Transactions will be posted to General Ledger, even if a Financial series period has been closed. However, transactions will not post through General Ledger.

The reports for individually posted transactions contain information only for the transactions that were entered and posted since the Receivings Transaction Entry window or the Purchasing Invoice Entry window was opened. These reports are printed when you close the window.

Posting a purchasing batch

Use the Purchasing Batch Entry window to post a single batch. Before you post, be sure quantities for each item on an invoice receipt are fully matched to shipment quantities.

To post a purchasing batch:

1. Make a backup of your company's data. Refer your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about making backups.

2. Open the Purchasing Batch Entry window.
   (Transactions >> Purchasing >> Purchasing Batches)

3. Print an edit list to review the transactions in the batch. An edit list can be printed from the Purchasing Batch Entry window by choosing File >> Print with the appropriate batch ID displayed. If you need to make corrections, do so at this time.

4. Enter or select the batch ID and origin for the batch you want to post.

5. Choose Post. Your Purchase Order Processing records will be updated to reflect the information from the transactions. Your General Ledger accounts will be updated depending on your posting setup selections.

   If you're set up to post to General Ledger in the Posting Setup window, the batch appears in the Financial Series Posting and Master Posting windows; you can edit the transactions in the General Ledger Transaction Entry window before posting them again. Your accounts are updated when you post the transactions in General Ledger.

   If you post through General Ledger, your accounts are updated at once and you don't need to post the batch again in General Ledger.

6. One or more posting journals may be printed, depending on the options selected in the Posting Setup window. A Report Destination window may appear for each posting journal that was selected to print, depending on how they were set up.

Posting Purchasing series batches

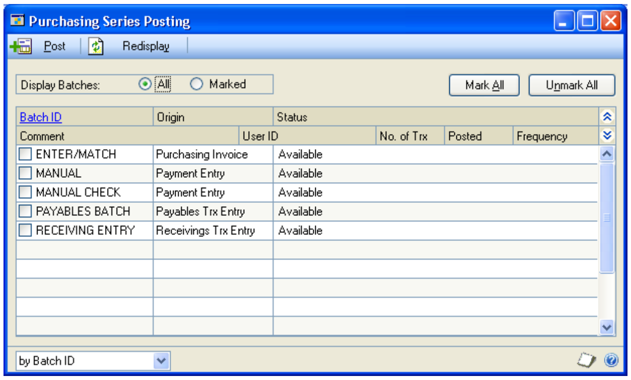
Use the Purchasing Series Posting window to post multiple batches in the Purchasing series at the same time. Before you post, be sure quantities for each item on an invoice receipt are fully matched to shipment quantities.

To post Purchasing series batches:

1. Make a backup of your company's data. Refer your System Administrator's Guide (Help >> Contents >> select System Administration) for more information about making backups.

2. Print an edit list to review the transactions in the batch. An edit list can be printed from the Purchasing Batch Entry window by choosing File >> Print with the appropriate batch ID displayed. If you need to make corrections, do so at this time.

3. Open the Purchasing Series Posting window.
(Transactions >> Purchasing >> Series Post)



Display Batches: ● All ○ Marked

Batch ID	Origin	Status
Comment	User ID	No. of Trx / Posted / Frequency
☐ ENTER/MATCH	Purchasing Invoice	Available
☐ MANUAL	Payment Entry	Available
☐ MANUAL CHECK	Payment Entry	Available
☐ PAYABLES BATCH	Payables Trx Entry	Available
☐ RECEIVING ENTRY	Receivings Trx Entry	Available

by Batch ID

4. Mark the box next to the batch ID for each batch you want to post. The status changes to Marked, which indicates to other users that the batch is ready to be posted.

If a batch was marked previously, the User ID column identifies the person who marked it. If you want to post that batch, unmark it and mark it again so the batch is assigned to you. Series posting allows you to post only those batches that you've marked; you can't post batches marked by another user.

5. Choose Post. One or more posting journals may be printed, depending on the options selected in the Posting Setup window. A Report Destination window may appear for each posting journal that was selected to print, depending on how they were set up.

Chapter 22: Receipt maintenance

Proper maintenance of your receiving information is essential for preserving the accuracy of your records. This chapter focuses on the tasks that allow you to maintain your records effectively.

Throughout the receiving process, you can print a variety of reports you can use to double-check documents you've entered. If you identify errors on these reports, the errors must be corrected to ensure accurate reporting of your receiving activity. You also may want to delete or void shipment, shipment/invoice and invoice receipts that are no longer valid.

If you are using Purchase Order Enhancements, you can process returns against Purchase Order Processing receipts. Items that have been received on a shipment or shipment/invoice receipt can be returned as a Return or a Return w/Credit document type. For more information, see the Purchase Order Enhancements documentation.

This information is divided into the following sections:

- *Correcting unposted shipment, shipment/invoice, and in-transit inventory receipts*
- *Correcting unposted invoice receipts*
- *About deleting and voiding receipts*
- *Deleting shipment, shipment/invoice, or in-transit inventory receipts*
- *Voiding shipment, shipment/invoice, or in-transit inventory receipts*
- *Deleting invoice receipts*
- *Voiding invoice receipts*

Correcting unposted shipment, shipment/invoice, and in-transit inventory receipts

Use the Receivings Transaction Entry window to correct shipment, shipment/invoice, or in-transit inventory receipts before posting. After you enter receipts, print an edit list to determine if the entries contain errors. (You can print edit lists only for receipts entered in a batch.) If you discover that an unposted receipt was entered incorrectly, you can correct the error using the following procedure.

To correct unposted shipment, shipment/invoice, and in-transit inventory receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Select the receipt. (You can find the receipt number on the Receivings Edit List you used to pinpoint the error.)

3. Highlight the fields you want to change and enter the correct information.

    - If you changed a quantity shipped or quantity rejected for a lot-numbered item or a serial-numbered item, the Purchasing Lot Number Entry window or the Purchasing Serial Number Entry window will open; you can assign lot or serial numbers to the item. The In-Transit Serial Number Entry window or the In-Transit Lot Number Entry window opens for an in-transit inventory receipt, where you can assign lot or serial numbers to an item.

- If receiving items without a purchase order is allowed, you can enter items, non-inventoried items or vendor items that don't exist on the purchase order. If you are using Project Accounting, you can't enter vendor items for projects.

- If you delete an item when you are using landed costs, all line and apportioned landed costs assigned to the item also are deleted. Deleting an item that has apportioned landed costs will cause the unapportioned amount and the document's landed cost functional total to recalculate.

4. Choose File >> Print to verify the corrections you've entered with a Receivings Edit List.

5. Choose Save to save the corrected transaction.

Correcting unposted invoice receipts

Use the Purchasing Invoice Entry window to correct invoice receipts before posting. After you enter receipts, print an edit list to determine if the entries contain errors. (You can print edit lists only for receipts entered in a batch.) If you discover that an unposted receipt was entered incorrectly, you can correct the error using the following procedure.

To correct unposted invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)

2. Select the receipt. (You can find the receipt number on the Purchasing Invoice Edit List you used to pinpoint the error.)

3. Highlight the fields you want to change and enter the correct information.

   - If receiving items without a purchase order is allowed, you can enter items, non-inventoried items, or vendor items that don't exist on the purchase order as long as those items or vendor items are on a shipment that has been posted. If you are using Project Accounting, you can't enter vendor items for projects.

   - You can match or unmatch shipment line items to invoices. You also can match or unmatch landed cost items.

4. Choose File >> Print to verify the corrections you've entered with a Purchasing Invoice Edit List.

5. Choose Save to save the corrected transaction.

About deleting and voiding receipts

Deleting and voiding receipts reduces the following quantities in the Purchasing Quantity Status window:

- Unposted shipment
- Unposted invoice
- Unposted rejected quantities
- Unposted matched quantities

Deleting and voiding receipts increases the following quantities in the Purchasing Quantity Status window:

- Remaining to ship quantity. (This quantity will be increased by the quantity shipped minus the quantity rejected. The remaining to ship quantity is the remaining to receive quantity for in-transit inventory receipts.)
- Remaining to invoice quantities. (These quantities will be increased by the quantity invoiced.)
- Remaining posted shipments to match quantities. (These quantities will be increased by the quantity invoiced when you void or delete an unposted invoice receipt.)

Deleting shipment, shipment/invoice, or in-transit inventory receipts

Use the Receivings Transaction Entry window to delete unposted shipment. shipment/invoice, or in-transit inventory receipts. Deleting removes receipt information from the system and makes receipt numbers available for reuse.

To delete receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window. You can’t link line item jobs to in-transit inventory receipts. If you are using Project Accounting, you can’t link line items to jobs.

To delete shipment, shipment/invoice, or in-transit inventory receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)

2. Enter or select the receipt number of the receipt you want to delete.

3. Choose Delete.

Voiding shipment, shipment/invoice, or in-transit inventory receipts

Use the Receivings Transaction Entry window to void unposted shipment, shipment/invoice, and in-transit inventory receipts. Voiding moves receipt information to history and does not make receipt numbers available for reuse until history is removed, if you’re keeping history. If you’re not keeping history, voiding removes receipt information from the system.

If you track voided receipts, you’ll know why a receipt number is missing or out of sequence. If you’ve selected to track receipts in history, you can view information about voided receipts using the purchasing inquiry windows or by printing the Receivings Voided Journal or the Receivings Transaction History Report.

To void receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window. You can’t link line item jobs to in-transit inventory receipts. If you are using Project Accounting, you can’t link line items to jobs.

To void shipment, shipment/invoice, or in-transit inventory receipts:

1. Open the Receivings Transaction Entry window.
   (Transactions >> Purchasing >> Receivings Transaction Entry)
2. Enter or select the receipt number of the receipt you want to void.
3. Choose Void. The Receivings Voided Journal is printed when you close the Receivings Transaction Entry window after voiding, if you've marked the option to print it in the Posting Setup window.

Deleting invoice receipts

Use the Purchasing Invoice Entry window to delete unposted invoice receipts. Deleting removes receipt information from the system and makes receipt numbers available for reuse.

To delete invoice receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window. If you are using Project Accounting, you can't link line items to jobs.

To delete invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)
2. Enter or select the receipt number of the receipt you want to delete.
3. Choose Delete.

Voiding invoice receipts

Use the Purchasing Invoice Entry window to void unposted invoice receipts.

If you track voided receipts, you'll know why a receipt number is missing or out of sequence. If you've selected to track receipts in history, you can view information about voided receipts using the purchasing inquiry windows or by printing the Voided Invoice Journal or the Receivings Transaction History Report.

To void invoice receipts or line items linked to jobs, you must have authority to unlink line items from a job. Security is set in the Job Costing Preference Defaults window. If you are using Project Accounting, you can't link line items to jobs.

To void invoice receipts:

1. Open the Purchasing Invoice Entry window.
   (Transactions >> Purchasing >> Enter/Match Invoices)
2. Enter or select the receipt number of the receipt you want to void.
3. Choose Void. The Voided Invoice Journal is printed when you close the Purchasing Invoice Entry window after voiding invoice receipts, if you've marked the option to print it in the Posting Setup window.

PART 4: PURCHASE ORDER RETURNS

Part 4: Purchase order returns

This part of the documentation includes information about using purchase order returns. The following topics are discussed:

- Chapter 23, “Returns transactions,” describes how to process returns from Purchase Order Processing.
- Chapter 24, “Taxes for returns,” contains information about tax calculation in purchase order returns.

Chapter 23: Returns transactions

Returning goods to vendors is a common event during the purchase order life cycle. Returns can occur anytime—before or after receipt of the vendor's invoice—and returns may or may not involve credit. purchase order returns makes it possible for you to process purchase order returns quickly and easily, with or without credit to the vendor, based on the specific circumstances of that return.

You will have to make a manual adjustment within Payables Management for restocking fees charged by the vendor. This release of purchase order returns does not include a field for these fees.

You can start to use purchase order returns immediately. No special setup is necessary.

Purchase order returns transaction information is divided into the following sections:

- *About purchase order returns*
- *Purchase order returns and Project Accounting*
- *Return transaction document types*
- *Creating a purchasing returns batch*
- *Processing purchasing return transactions*
- *Processing project return-from-inventory transactions*
- *Printing purchasing returns transactions*
- *Entering detail information for a return*
- *Entering Intrastat trade statistics for returns*
- *Multiple bins in purchase order returns*
- *Changing bins for a return transaction*
- *Assigning lot numbers to a return*
- *Assigning serial numbers to a return*
- *Distributing return transaction amounts*
- *Return distribution accounts*
- *Processing manual adjustments for returns when closing purchase order lines*

About purchase order returns

You can process returns against both Purchase Order Processing receipts and Inventory receipts. Items that have been received on a shipment or shipment/invoice receipt are available to be returned as a Return or a Return w/Credit document type. Items that have been transferred to another site, added to inventory through an inventory adjustment or variance, or returned by a customer are available to be returned in Purchase Order Processing as an Inventory or Inventory w/Credit document type.

Using purchase order approvals, you can process returns against the following receipt types:

Module	**Receipt types**
Purchase Order Processing	Shipment
	Shipment Invoice

Module	Receipt types
Inventory Control	Adjustment
	Variance
	Transfer
	Sales return

When you post a return, the original transaction amount is offset against quantities in inventory and the applicable General Ledger accounts. If the unit cost of the item has changed, you can return at the new unit cost (applicable to returns with credit only). If you are using Multicurrency Management, you can return items involving alternative currencies.

When you process a Return w/Credit return document, a return transaction is created in Payables Management. The return transaction must be manually applied to the invoice from the vendor. See the Payables Management documentation (Help >> Printable Manuals) for more information.

Purchase order returns and Project Accounting

If you are using Project Accounting, you can enter project information on standard purchase orders and drop-ship purchase orders in Purchase Order Processing. Items received from a standard purchase order are stored in inventory. To transfer items to a project, you'll use the Inventory Transfer Entry window in Projecting Accounting. Items from a drop-ship purchase order are invoiced and transferred to a project automatically.

You can use purchase order returns to return an item that is in inventory. This is called a project return-from inventory transaction. If the item has been transferred to a project, you can use Project Accounting to return the item. See the Project Accounting documentation for more information.

Return transaction document types

You can process purchasing returns using the following return transaction document types:

- Return
- Return w/Credit
- Inventory
- Inventory w/Credit

You must use the document types Return or Return w/Credit to return non-inventoried items or any items with the item types of Misc Charges, Flat Fee, or Services. Returns against kit items are not allowed.

Each of the return document types is described in detail as follows.

Return

Select Return for shipment receipts or shipment/invoice receipts when the item is not matched to an invoice and vendor credit is not applicable. An example would be when the item is being replaced.

Manual adjustments may be necessary for return documents using the Return document type, refer to *Processing manual adjustments for returns when closing purchase order lines* on page 256 for more information.

Return w/Credit

Select Return w/Credit for shipment receipts that are matched with an invoice, or shipment/invoice receipts when vendor credit is applicable.

To return all of the items on a partially invoiced receipt, you must complete two return transactions: one for the invoiced items using document type Return w/Credit and another for the uninvoiced items using document type Return.

Inventory

Select Inventory for inventory adjustment receipts, variance receipts, transfer receipts and sales return receipts when the item is not matched to an invoice and vendor credit is not applicable. An example would be when the item is being replaced. If you are using Project Accounting, you can't enter this return document type for project return-from-inventory transactions.

When you process an Inventory return, if the items being returned will be replaced by the vendor, you must make adjusting journal entries to remove the accrual created by the new shipment receipt.

Inventory w/Credit

Select Inventory w/Credit for inventory adjustment receipts, variance receipts, transfer receipts and sales return receipts when vendor credit is applicable. If you are using Project Accounting, you can't enter this return document type for project return-from-inventory transactions.

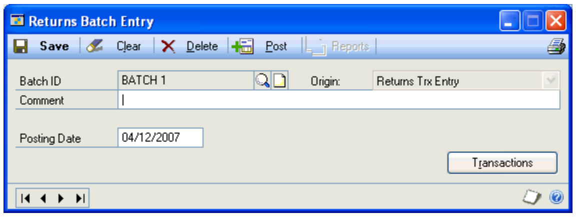
When you process a Return w/Credit return document or Inventory w/Credit return document type, a return transaction is created in Payables Management. The return transaction must be manually applied to the invoice from the vendor. See the Payables Management documentation (Help >> Printable Manuals) for more information.

Creating a purchasing returns batch

Use the Returns Batch Entry window to create a return batch. All transactions in the batch must originate with Returns Transaction Entry window.

To create a purchasing returns batch:

1. Open the Returns Batch Entry window.
   (Transactions >> Purchasing >> Returns Batches)



Batch ID BATCH 1
Origin: Returns Trx Entry
Posting Date 04/12/2007

2. Enter a batch ID to identify the batch.

3. Enter a batch comment (optional).

4. Enter a posting date.

   This field is available only if Batch is selected in the Posting Date From field in the Posting Setup window.

   The posting date you enter here is the date that General Ledger files are updated. Your records in Purchase Order Processing are updated based on the date of the return.

5. Choose Save to save the batch.

   To verify the transactions you entered, print a returns Edit List. For more information, see *Printing purchasing returns transactions* on page 247.

Processing purchasing return transactions

Use the Returns Transaction Entry window to process purchasing return transactions.

If you're using multiple bins and a default purchase returns bin exists at either the item-site or the site, the quantity at the default bin will decrease by the extended quantity for an item that is not tracked by serial or lot numbers. You can modify the default bin selections. If a default purchase returns bin doesn't exist, you will be required to enter one. For serial- and lot-numbered items, the purchase returns bin is the bin associated with the serial or lot number, and you can't to change the bin.

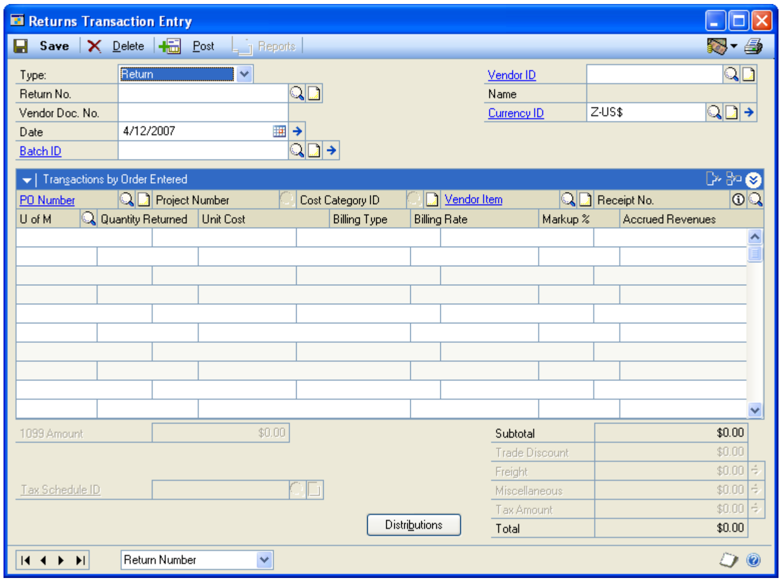
If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Returns Transaction Entry window. To enter a return for a project return-from-inventory transaction, see *Processing project return-from-inventory transactions* on page 243.

To process purchasing return transactions:

1. In the navigation pane, choose the Purchasing button, and then choose the All Purchasing Transactions list.

2. Select a shipment receipt or a shipment/invoice receipt.

3. Choose Purchase Returns Transactions and then select a document type to open the Returns Transaction Entry window.


Returns Transaction Entry
Save
Delete
Post
Reports
Vendor ID
Name
Return No.
Vendor Doc. No.
Batch ID
Transactions by Order Entered
PO Number
Project Number
Cost Category ID
Vendor Item
Receipt No.
U of M
Quantity Returned
Unit Cost
Billing Type
Billing Rate
Markup %
Accrued Revenues
1099 Amount
Tax Schedule ID
Distributions
Trade Discount
Freight
Miscellaneous
Tax Amount
Return Number

Type: Return
Date: 4/12/2007
Currency ID: Z-US$
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax Amount: $0.00
Total: $0.00

4. Select a document type for the return transaction. For more information about return document types, see *Return transaction document types* on page 236.

5. Enter a return number or accept the default entry. The default entry will be the next available receipt number in the Purchase Order Processing Setup window.

6. Enter a vendor document number. A vendor document number is required for returns with credit.

7. Enter the return date. The user date is the default entry.

   To enter a General Ledger posting date or a tax date that is different from the return date, choose the Date expansion button; the Returns Date Entry window will open.

   For multicurrency transactions and for document types Return w/Credit, Inventory, and Inventory w/Credit, the return document date determines the exchange rate that will be used, based on the currency ID that's entered for the transaction and the associated rate type. For a Return document type, the exchange rate of the original receipt will be assigned to each return line. There is no overall exchange rate for the transaction.

8. Enter or select a batch ID (optional). See *Creating a purchasing returns batch* on page 237 for more information.

9. Enter or select a vendor ID.

10. Enter or accept the currency ID. The default currency ID will be the currency ID assigned to the vendor you selected. If no currency ID has been assigned for this vendor, the company's functional currency will be used.

The currency ID assigned to the return must match the currency ID of the receipts in the scrolling window.

If the selected currency ID is not the company's functional currency, a rate type and associated exchange rate table will be assigned to the transaction. The rate type is based on the rate type assigned to the selected vendor. If the vendor does not have a rate type assigned, the default rate type for the Purchasing series specified in the Multicurrency Setup window is used.

For Return w/Credit, Inventory, and Inventory w/Credit returns, you can view or modify the default exchange rate by choosing the currency ID expansion button to open the Exchange Rate Entry window. For more information about exchange rates, refer to the Multicurrency Management documentation.

11. To select an option for how returned goods are invoiced, mark a combination of the Replace Returned Goods and Invoice Expected for Returned Goods fields.

    The following table shows which options to choose.

Options marked	**When to use**	**Results**	**Notes**
Replace Returned Goods and Invoice Expected for Returned Goods	When you want to replace the returned goods, using the original purchase order. When you have yet to process the invoice for the original goods. When you want to process an invoice for all of the original quantity of goods received (even though you have returned some of them).	Returned goods are replaced. The same purchase order is used for the replaced goods. You can process the invoice for all of the original goods, including the goods that will be replaced.	If the original purchase order is no longer available (for example, moved to history), a new one is created automatically. The new purchase order includes only the returned goods and quantity that you want to replace. The Invoice Expected from Vendor option is available only for return types Return or Inventory.
Replace Returned Goods	When you want to replace the returned goods, using the original purchase order. When you do not expect to receive an invoice for the goods you're returning, or when you do not expect the invoice to match the original quantity of goods.	Returned items are replaced. The same purchase order is used for the replaced items.	You can process an invoice for only the goods you kept, not the returned goods. If the original purchase order is no longer available (for example, moved to history), a new one is created automatically. The new purchase order includes only the returned goods and quantity that you want to replace. Invoices that you already have processed are not affected by choosing this option.
Invoice Expected for Returned Goods	When you do not want to replace the returned goods. For example, when you expect a refund or a credit. When you want to close the purchase order when the invoice is processed.	The credit or refund occurs separately from the original invoice. When you process the invoice, the purchase order is automatically closed.	You returned some goods, but did not ask to replace them. Thus, the transaction is complete and the purchase order is closed.
Neither option is marked	When you do not want to replace the returned goods. For example, when you expect a refund or a credit. When you have already processed the invoice, or when you do not expect to receive an invoice from the vendor.	The credit or refund occurs separately from the original invoice.	You can process an invoice for only the goods that you kept, not the returned goods. Invoices that you already have processed are not affected by choosing this option.

12. If the item being returned was purchased from an EU vendor, mark EU Transaction. See *Entering Intrastat trade statistics for returns* on page 249 for more information.

13. If the item being returned is subject to withholding tax, mark the Subject to Withholding option and enter or accept the tax rate. If a withholding vendor hasn’t been specified in the Company Setup Options window, these fields will not be available.

14. Use the scrolling window to select the items to be returned and to match the items to receipts.

    For document types Return or Return w/Credit, enter or select the purchase order number applicable to this return. You can leave this field blank if you prefer. All purchase orders that have been received for this vendor will be available in the Purchase Orders lookup window.

    The PO Number field is not available for document types Inventory and Inventory w/Credit.

    Only standard purchase orders that have been received can be returned. You cannot process returns for drop-ship, canceled, or on-hold purchase orders.

15. Enter or select the items you want to return using either the vendor’s item number or your company’s item number.

    You can display the vendor’s item number by marking Display Vendor Items (Options >> Display Vendor Item). If the option is not marked, your company’s item number will be displayed. You can change this selection at any time.

    Non-inventoried items cannot be selected from the lookup window, however, you can return these by entering the item number.

16. Enter or select the receipt number for this return.

    You must select an item, or a vendor item, before you can select the receipt number.

    The currency ID of the receipt you select must match the currency ID of the return document.

    If the receipt number that you enter is matched to more than one receipt line or inventory receipt line, a lookup window (Purchasing Returns PO Receipt Numbers window or Purchasing Returns Inventory Receipt Numbers window) will open allowing you to select the applicable receipt line. The Purchasing Returns PO Receipt Numbers lookup window displays the unit of measure from the original receipt which may be different from the unit of measure in the Returns Transaction Entry window.

    If there's more than one invoice receipt attached to the receipt number you select, the Purchasing Returns PO Invoice Receipt Numbers lookup window will open automatically allowing you to select the applicable invoice receipt.

    If there are no quantities available for the receipt number that you entered, you will have the option to search for another receipt. If you choose yes, a lookup window will open where you can select another receipt with the same item.

    The only way to change a receipt number after it has been entered is to delete the return line and reenter the information.

17. Enter or accept the unit of measure.

18. Enter the quantity to be returned or accept the default entry, that is, the total quantity available on the selected receipt.

    If you’re using multiple bins, the total quantity selected for bins must equal the extended quantity of the line item.

19. The default entry for unit cost of the item or vendor item is based on the document type.

    The following table lists the default unit cost for each document type.

Document type	**Default unit cost**
Return with/Credit	The original invoice receipt
Inventory w/Credit	The posted inventory purchase receipt
Return or Inventory AND	
—If Item type is Average Perpetual	The average cost of the item
—If Item type is Periodic	The standard cost of the item
—If any other item type	The original shipment receipt

    If necessary, you can change the unit cost for returns with credit.

    If you change the default unit cost, a purchase price variance will occur. Also, if landed costs are included in the original shipment receipt, a purchase price variance will occur.

    If the returned item is tracked by lot or serial number, the Returns Lot or Returns Serial Number Entry window will open when you leave the line. Select the lot or serial numbers to be returned. See *Assigning lot numbers to a return* on page 251 or *Assigning serial numbers to a return* on page 252 for more information.

    If you are using multiple bins, the Bin Quantity Entry window will open if a returned item that isn’t tracked by lot or serial numbers requires you to enter bin information. The total quantity selected for bins must equal the line’s extended quantity.

    You also can open the Purchasing Returns Lot Number Entry window or the Purchasing Returns Serial Entry window by choosing Show Details on the Returns Transaction Entry window and then choosing Serial/Lot. To open the Bin Quantity Entry window, choose Show Details >> Bins.

20. Enter or accept the 1099 amount if applicable for a 1099 vendor and returns with credit.

21. If your system is set up to calculate taxes using the Advanced tax calculation method and you’re entering a return with credit, enter or accept the Tax Schedule ID.

22. Enter or accept trade discount, freight and miscellaneous amounts for returns with credit.

    If your system is using the Advanced tax calculation method, taxes on freight and miscellaneous will be calculated automatically.

23. Taxes will be calculated automatically as you enter items.

    - To change the tax amounts for the document, see *Calculating and distributing summary taxes for returns* on page 258 for more information. If you are using Project Accounting, you can't change the tax amount in the Returns Transaction Entry window for return and return with credit transactions even if your system is set up to allow editing summary-level taxes.

    - To change the tax amounts for a line item, use the Returns Line Item Tax Detail Entry window. See *Calculating and distributing detail taxes for return line items* on page 260 for more information.

    - If your system is set up to enable GST for Australia/New Zealand and you want to indicate that a tax invoice has been received, see *Returns for Australia/New Zealand* on page 261.

24. Choose Distributions to open the Purchasing Returns Distribution Entry window where you can view or modify account distributions. See *Distributing return transaction amounts* on page 253 for more information.

25. Choose Save or Post. If you want to post this return later, the return must be assigned to a Batch ID. You can post the transaction immediately by choosing Post.

    Manual adjustments may be necessary for return documents with the Return document type, refer to *Processing manual adjustments for returns when closing purchase order lines* on page 256 for more information.

    For an Inventory document type, if the items being returned will be replaced by the vendor, you must make adjusting journal entries to remove the accrual created by the new shipment receipt.

    Refer to the General Ledger documentation for information about correcting General Ledger entries.

    If you're using multiple bins and posting fails, bin quantities will revert to their previous values.

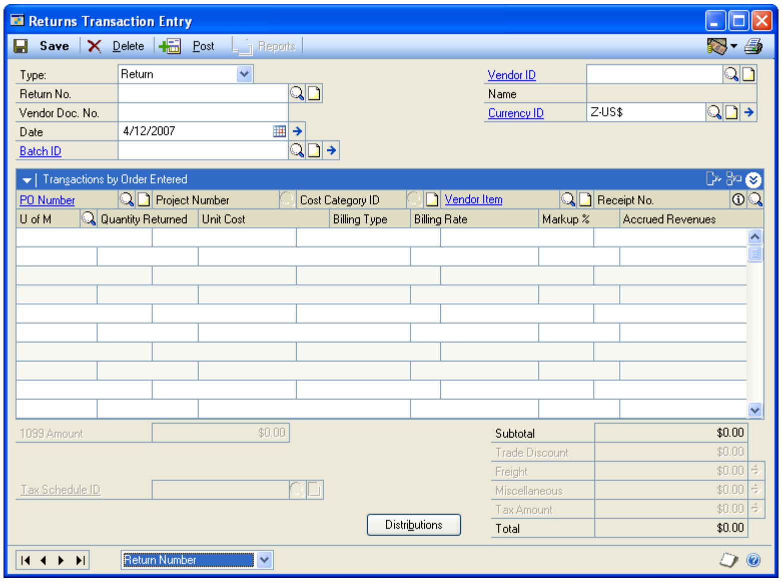
Processing project return-from-inventory transactions

If you are using Project Accounting, you can use the Returns Transaction Entry window to process project return-from-inventory transactions.

If you're using multiple bins and a default purchase returns bin exists at either the item-site or the site, the quantity at the default bin will decrease by the extended quantity for an item that is not tracked by serial or lot numbers. You can modify the default bin selections. If a default purchase returns bin doesn't exist, you will be required to enter one. For serial- and lot-numbered items, the purchase returns bin is the bin associated with the serial or lot number and you won't be able to change the bin.

To process project return-from-inventory transactions:

1. Open the Returns Transaction Entry window.
(Transactions >> Purchasing >> Returns Transaction Entry)


Returns Transaction Entry
Save
Delete
Post
Reports
Return No.
Vendor Doc. No.
Batch ID
Vendor ID
Name
Transactions by Order Entered
PO Number
Project Number
Cost Category ID
Vendor Item
Receipt No.
U of M
Quantity Returned
Unit Cost
Billing Type
Billing Rate
Markup %
Accrued Revenues
Tax Schedule ID
Distributions
Return Number

Type: Return
Date: 4/12/2007
Currency ID: Z-US$
1099 Amount: $0.00
Subtotal: $0.00
Trade Discount: $0.00
Freight: $0.00
Miscellaneous: $0.00
Tax Amount: $0.00
Total: $0.00

2. Select a return type for the return transaction. See *Return transaction document types* on page 236 for more information about return document types.

3. Enter a return number or accept the default entry. The default entry will be the next available receipt number in the Purchasing Invoice Setup window.

4. You can enter a vendor document number.

5. Enter the return date. The user date is the default date.

   To enter a General Ledger posting date or a tax date that is different than the return date, choose the Date expansion button; the Returns Date Entry window will open.

   For multicurrency transactions and for the document type Return w/Credit, the return document date determines the exchange rate that will be used, based on the currency ID entered for the transaction and the associated rate type. For a Return document type, the exchange rate of the original receipt is assigned to the transaction. See the Multicurrency Management documentation (Help >> Printable Manuals) for more information.

6. Enter or select a batch ID (optional). See *Creating a purchasing returns batch* on page 237 for more information.

7. Enter or select a vendor ID.

8. Enter a currency ID or accept the default entry. The default currency ID is the currency ID assigned to the vendor you selected. If no currency ID has been assigned for this vendor, the functional currency for the company will be used.

   The currency ID assigned to the return must match the currency ID of the receipts in the scrolling window.

If the selected currency ID is not the functional currency for the company, a rate type and associated exchange rate table will be assigned to the transaction. The rate type is based on the rate type assigned to the selected vendor; if the vendor does not have a rate type assigned, the default rate type for the Purchasing series specified in the Multicurrency Setup window is used.

For a Return w/Credit return, you can view or modify the default exchange rate by choosing the currency ID expansion button to open the Exchange Rate Entry window.

9. If the item being returned was purchased from an EU vendor, mark EU Transaction. See *Entering Intrastat trade statistics for returns* on page 249 for more information.

10. You can enter or select the purchase order number applicable to this return. All purchase orders associated with the receipt number will be available in the PA Purchase Orders lookup window.

    Only standard purchase orders that have been received can be returned. You cannot process returns for drop-ship, canceled, or on-hold purchase orders.

11. Enter or select a project and cost category.

12. Enter or select the items to return using the item number from the vendor. All items previously received for the specified purchase order will be available in the lookup window.

    Non-inventoried items cannot be selected from the lookup window. However, you can return these by entering the item number.

13. Enter or select the receipt number applicable to this return.

    You must select an item, or a vendor item, before you can select the receipt number.

    The currency ID of the receipt you select must match the currency ID of the return document.

    If the receipt number that you enter is matched to more than one receipt line or inventory receipt line, a lookup window (Purchasing Returns PO Receipt Numbers) will open, where you can select the applicable receipt line. The Purchasing Returns PO Receipt Numbers lookup window displays the unit of measure from the original receipt, which may be different than the unit of measure in the Returns Transaction Entry window.

    If there are multiple invoice receipts attached to the receipt number you select, the Purchasing Returns PO Invoice Receipt Numbers lookup window will open, where you can select the applicable invoice receipt.

    If there are no quantities available for the receipt number that you entered, you will have the option to search for another receipt. If you choose Yes, a lookup window will open, where you can select another receipt with the same item.

    The only way to change a receipt number after it has been entered is to delete the return line and reenter the information.

14. Enter or accept the unit of measure.

15. Enter the quantity to be returned or accept the default entry.

    If you're using multiple bins, the total quantity selected for bins must equal the extended quantity of the line item.

16. Enter or accept the unit cost.

    The default entry for the unit cost of the item is based on the document type, as shown in the following table.

Document type	**Default unit cost**
Return w/Credit	The original invoice receipt
Return AND	
—If Item type is Average Perpetual	The average cost of the item
—If Item type is Periodic	The standard cost of the item
—If any other item type	The original shipment receipt

    You can change the unit cost only for returns with credit.

    If you change the default unit cost, a purchase price variance will occur. Also, if landed costs are included in the original shipment receipt, a purchase price variance will occur.

    If the returned item is tracked by lot or serial number, the PA Purchasing Returns Lot Number Entry or PA Purchasing Returns Serial Number Entry window will open when you leave the line. Select the lot or serial numbers to be returned. See *Assigning lot numbers to a return* on page 251 or *Assigning serial numbers to a return* on page 252 for more information.

    If you are using multiple bins, the Bin Quantity Entry window will open if a returned item that isn't tracked by lot or serial numbers requires you to enter bin information. The total quantity selected at bins must equal the line's extended quantity.

You also can open the Purchasing Returns Lot Entry window or the Purchasing Returns Serial Number Entry window by choosing Show Details on the Returns Transaction Entry window and then choosing Serial/Lot. To open the Bin Quantity Entry window, choose Show Details >> Bins.

17. To see more details about a line item, select the item and choose the shown button to expand the scrolling window. In the detailed view, you can change the posting account, extended cost, tax details, or comment. The changes will apply only to the current line item.

To delete a row in the Returns Transaction Entry scrolling window, select the row and choose Transactions by Order Entered >> Delete Row or choose the delete row button.

18. Enter or accept the 1099 amount, if applicable for a 1099 vendor.

19. Enter or select a tax schedule ID.

20. Enter or accept trade discount, freight, and miscellaneous amounts for returns with credit only. All of these fields are optional.

    If your system is using the Advanced tax calculation method, taxes on freight and miscellaneous will be calculated automatically.

21. You can enter a tax amount for Return w/Credit transactions. To change the tax amounts for the document, see *Calculating and distributing summary taxes for returns* on page 258 for more information. To change the tax amounts for a line item, see *Calculating and distributing detail taxes for return line items* on page 260 for more information.

    See *Returns for Australia/New Zealand* on page 261 if your system is set up for GST for Australia/New Zealand and you must indicate that a tax invoice has been received.

22. Choose Save or Post. To post this return later, the return must be assigned to a batch ID. You can post the transaction immediately by choosing Post.

    Manual adjustments may be necessary for return documents with the Return document type. See *Processing manual adjustments for returns when closing purchase order lines* on page 256 for more information.

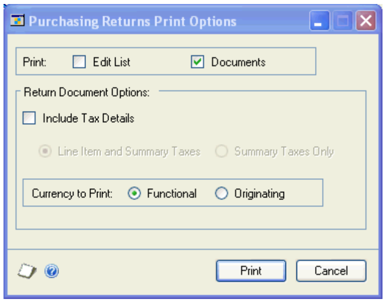
    If you're using multiple bins and posting fails, bin quantities will revert to their previous values.

Printing purchasing returns transactions

Use the Purchasing Returns Print Options window to print the Edit List or return documents. You can use the edit list to verify the transaction information you entered. Print the return document if you want to give a copy to vendors or others in your organization.

To print purchasing returns documents:

1. Open the Purchasing Returns Print Options window.
   (Transactions >> Purchasing >> Returns Transaction Entry >> select a return document >> Print button)
   (Transactions >> Purchasing >> Returns Batches >> select a batch >> Print button)
   (From the Returns Transaction Inquiry Zoom window, select a return document >> Print button)



Purchasing Returns Print Options

Print: ☐ Edit List ☑ Documents

Return Document Options:

☐ Include Tax Details

● Line Item and Summary Taxes ○ Summary Taxes Only

Currency to Print: ● Functional ○ Originating

2. To print an edit list of the selected document or all the unposted return transactions in the selected batch, select Edit List.

3. To print the selected document, or all the documents in the selected batch, select Documents.

   Options in Return Document Options are available to add more detail to the printed document.

   - To include tax details on the printed document, mark Include Tax Details. For the tax details to print on return documents, Print on Documents must be marked in the Tax Detail Maintenance window.

     Selecting Line Item and Summary Taxes prints the tax details for each item. A summary of the tax details of all line items is printed at the bottom.

     Selecting Summary taxes prints a summary of the tax details of all line items at the bottom.

   - To select the currency that should be used on the printed document, select the Currency to Print. This option is available only if Multicurrency Management is registered.

     Selecting Functional prints amounts on the return document in currency your company uses. This may be useful if the document will be used by others in your organization.

     Selecting Originating prints amounts in the currency your vendor uses. This can help in communicating with the vendor about the document.

4. To print the documents, select Print.

If you select both Documents and Edit List, the edit list will print first followed by the selected document or batches of documents.

Entering detail information for a return

Use the Returns Transaction Entry scrolling detail view to add or modify line item information such as extended cost or to change a line item's posting accounts.

To enter detail information for a return:

1. In the navigation pane, choose the Purchasing button, and then choose the All Purchasing Transactions list.

2. Select a shipment receipt or a shipment/invoice receipt.

1. Choose Purchase Returns Transactions and then select a document type to open the Returns Transaction Entry window.

2. Enter document information, including return number, vendor document number, date, and vendor ID.

3. Enter or select the item to be returned and enter line item information.

4. If you are entering a project return-from-inventory transaction, you can modify the billing rate for Time and Materials Projects and the markup percentage for all project types.

5. The default inventory and purchase price variance accounts for posting the return will be displayed. If no accounts are displayed, you can enter them.

6. Enter a comment ID (optional).

7. You may change the extended cost for returns with credit, if necessary.

8. For returns with credit, you may change the item tax option, the item tax schedule, the tax schedule, and the calculated tax when the Advanced Tax Calculation method has been selected in Purchase Order Processing Setup Options window.

   Refer to the *Default tax schedules for return items* on page 259 for more information about the tax schedule field.

9. Choose the Show button to display details about line items. You can then modify line item detail information or you can choose the Add Row or Delete Row buttons to add or delete line items.

You also can choose the arrow beside Transactions by Order Entered and select an option from the list to add or delete a row or show or hide details.

Entering Intrastat trade statistics for returns

Use the Purchasing Intrastat Entry window to enter the information required to create the Intrastat Trade Report that you submit to your government, and the EC Sales List, which displays cumulative goods value totals by each vendor or customer tax registration number. You can enter line items along with trade statistics.

If Intrastat information was entered for the ship-from address ID for the vendor, that information will be displayed in this window. Each time that you enter a new line item, the Intrastat statistics entered for the first line item will be applied as the default values for the new line item—except for the Transaction Nature field. The default value of the Transaction Nature field for each individual line will be determined by the setup information in the Intrastat Setup window. You can use the Purchasing Intrastat Entry window to change Intrastat information for an individual transaction, or to enter Intrastat information if none was entered for the vendor.

To use the EU Transaction option, your system must be set up in the Company Setup Options window to track Intrastat statistics.

To enter Intrastat trade statistics for returns:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)

2. Enter return information, including return type, return number, vendor document number, date, and vendor ID.

3. Mark EU Transaction.

4. Enter or select the item to be returned and enter the line item information.

5. Choose the EU expansion button to open the Purchasing Intrastat Entry window, where you can enter or change Intrastat information.

6. In the Net Unit Mass field, enter the weight of the goods in kilograms or accept the default entry. The default entry is from the shipping weight of the item, the default weight of non-inventoried items is 0.

   The Quantity field displays the quantity of the goods you are returning.

   The Line Mass field displays the total mass per item and is calculated automatically. The line mass total is equal to the amount entered in the Net Unit Mass field multiplied by the amount in the Quantity field.

7. If applicable, enter a supplementary units amount or accept the default entry. The supplementary units amount is a second quantity. Supplementary unit amounts are required by the EU Combine Nomenclature for certain goods.

   If Supplementary Units Required is not marked in the Tax Commodity Code Maintenance window, the Supplementary Units field is unavailable.

8. In the Traders Reference field, enter a reference code, such as an invoice or dispatch number, or other information that will identify the transaction.

9. Enter a goods value and statistical value, if applicable.

10. Choose OK to save the record.

Multiple bins in purchase order returns

Use multiple bins to add another level of detail to item quantity tracking. Besides tracking items within inventory sites, with multiple bins you can track item quantities in bins that reside within each site. Bin quantities are processed and displayed in the item's base unit of measure.

You can set up bin information when multiple bins functionality has been installed and registered. However, you must also enable this feature in Inventory Control before you can use bins to track items. For more information about enabling multiple bins, see the Inventory Control documentation.

Default bins for transaction types at each site can be identified for use in transactions. For example, a default bin could be created for return transactions at your warehouse site. Default bins also can be identified for a particular item and transaction type at a site. If you always use Bin A when returning a certain item from your main site, for example, you can set up Bin A as the default purchase purchase returns bin for the item at the main site. Microsoft Dynamics GP automatically creates item-site-bin relationships the first time a bin is used for a transaction.

If you're using multiple bins and a default purchase returns bin exists at either the item-site or the site, the quantity at the default bin will decrease by the extended quantity for an item that is not tracked by serial or lot numbers. You can modify the default bin selections. If a default purchase returns bin doesn't exist, you will be required to enter one. For serial- and lot-numbered items, the purchase returns bin is the bin associated with the serial or lot number and you won't be able to change the bin.

For more information about setting up and using multiple bins, see the Inventory Control documentation

Changing bins for a return transaction

If you're using multiple bins, use the Bin Quantity Entry window to verify or change bin allocations for items that are not tracked by serial or lot numbers. For items that are tracked by serial or lot numbers, you can verify bins in the Purchasing Returns Serial Number Entry window or the Purchasing Returns Lot Number Entry window. For more information, see *Assigning lot numbers to a return* on page 251 or *Assigning serial numbers to a return* on page 252.

You can select from more than one bin per site for an item that tracks serial or lot numbers. For example, if the quantity returned is 20, you can select 15 from Site A, Bin 1 and 5 from Site A, Bin 2.

To change bins for a return transaction:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)
2. Enter document information, including return type, return number, vendor document number, date, and vendor ID.
3. Select a sales inventory or discontinued item that isn't tracked by serial or lot numbers and choose the Bins button to open the Bin Quantity Entry window.
4. From the list of available bins, select one to use. You also can enter a bin that hasn't been created yet.
5. Enter a quantity for the item.
6. Choose Insert.
7. Choose OK to save your changes and close the window.
8. Save your changes and close the Returns Transaction Entry window.

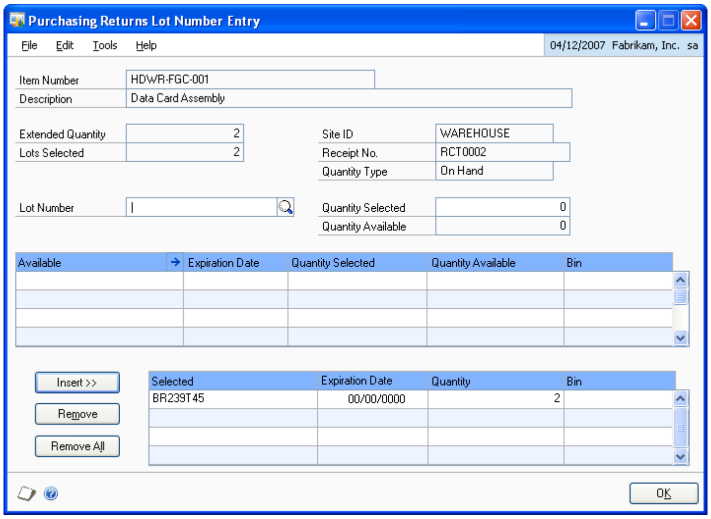
Assigning lot numbers to a return

Use the Purchasing Returns Lot Number Entry window to assign lot numbers for returned items. This window will open automatically when you leave the line after entering a lot-numbered item in the Returns Transaction Entry window. If the quantity returned matches the quantity available in the lot or lots, the lot numbers are displayed automatically.

To assign lot numbers to a return:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)
2. Enter a document information, including return type, return number, vendor document number, date, and vendor ID.
3. If you are entering a project return-from-inventory transaction, enter or select a project and cost category.

4. Enter or select the lot-numbered item to be returned and enter line item information. The Purchasing Returns Lot Number Entry window will open automatically when you leave the line in the Returns Transaction Entry scrolling window.


Purchasing Returns Lot Number Entry
File
Edit
Tools
Help
04/12/2007 Fabrikam, Inc. sa
Insert >>
Remove
Remove All
OK

Item Number: HDWR-FGC-001
Description: Data Card Assembly
Extended Quantity: 2
Lots Selected: 2
Site ID: WAREHOUSE
Receipt No.: RCT0002
Quantity Type: On Hand
Lot Number:
Quantity Selected: 0
Quantity Available: 0

Available	Expiration Date	Quantity Selected	Quantity Available	Bin

Selected	Expiration Date	Quantity	Bin
BR239T45	00/00/0000	2	

To open the Purchasing Returns Lot Number Entry window manually, choose the Show Details button on the Returns Transaction Entry window and then choose Serial/Lot.

5. Select a lot number from the Available column of the scrolling window. You also can enter an available lot number in the Lot Number field.

   An icon appears in the Lot Number field and the Expiration Date field if the lot has already expired.

6. Enter the quantity you want to return from the lot number in the Quantity Selected column and then choose Insert. The Bin columns display the number of the bin containing the available or selected lot-numbered item.

   - If you entered a lot number using the Lot Number field, enter the quantity that you want to return from this lot number in the Quantity Selected field and then choose Insert.

   - To remove a selected lot number, choose Remove. To remove all selected lot numbers, choose Remove All.

7. Repeat steps 4 and 5 until all desired lot numbers have been selected.

8. Choose OK to save your changes to the window.

Assigning serial numbers to a return

Use the Purchasing Returns Serial Number Entry window to assign serial numbers for returned items. This window will open automatically when you leave the line after entering a serial-numbered item in the Returns Transaction Entry window. If the quantity returned matches the quantity available in the lot or lots, Microsoft Dynamics GP will select and display the serial numbers automatically.

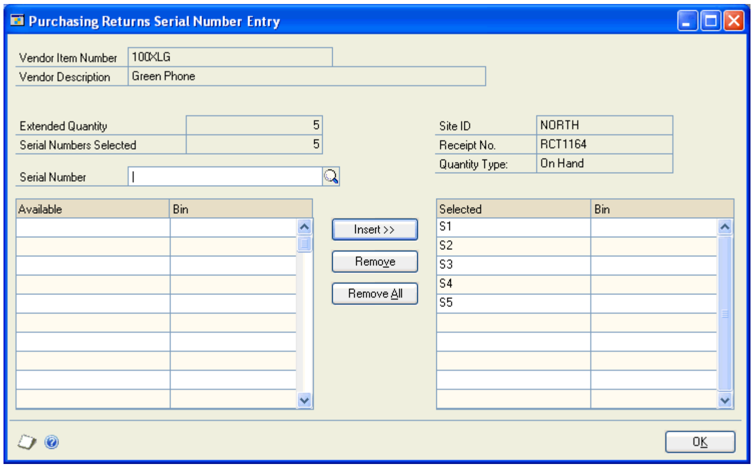
To assign serial numbers to a return:

1. Open the Returns Transaction Entry window.
(Transactions >> Purchasing >> Returns Transaction Entry)

2. Enter document information, including return type, return number, vendor document number, date, and vendor ID.

3. If you are entering a project return-from-inventory transaction, enter or select a project and cost category.

4. Enter or select the serial-numbered item to be returned and enter line item information. The Purchasing Returns Serial Number Entry window will open automatically when you leave the line in the Returns Transaction Entry scrolling window.



Vendor Item Number 100XLG
Vendor Description Green Phone
Extended Quantity 5
Serial Numbers Selected 5
Serial Number
Site ID NORTH
Receipt No. RCT1164
Quantity Type: On Hand

Available	Bin

Selected	Bin
S1	
S2	
S3	
S4	
S5	

You can open the Purchasing Returns Serial Number Entry window manually by choosing the Show Details button on the Returns Transaction Entry window and then choosing Serial/Lot.

5. Select a serial number from the Available column and choose Insert. You also can enter an available serial number in the Serial Number field and choose Insert. The Bin columns display the number of the bin containing the serial-numbered item.

   - To remove a selected serial number, choose Remove.

   - To remove all selected serial numbers, choose Remove All.

6. Repeat step 4 until all desired serial numbers have been selected.

7. Choose OK to save your changes to the window.

Distributing return transaction amounts

Use the Purchasing Returns Distribution Entry window to view or modify the Returns distribution transaction. Return transaction amounts are distributed to posting accounts automatically based on the document type. The distributions can be edited.

For more information about the origin of account default entries, see Return distribution accounts on page 255.

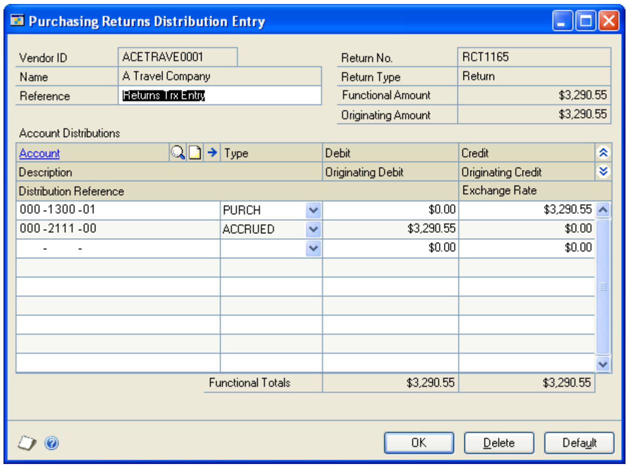
To distribute return transaction amounts:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)

2. Enter document information, including return type, vendor document number, date, and vendor ID.

3. Enter or select the item to be returned and enter line item information.

4. Choose Distributions to open the Purchasing Returns Distribution Entry window.



Vendor ID	ACETRAVE0001	Return No.	RCT1165
Name	A Travel Company	Return Type	Return
Reference	Returns Trx Entry	Functional Amount	$3,290.55
		Originating Amount	$3,290.55

Account Distributions

Account Description Distribution Reference	Type	Debit Originating Debit	Credit Originating Credit Exchange Rate
000 -1300 -01	PURCH	$0.00	$3,290.55
000 -2111 -00	ACCRUED	$3,290.55	$0.00
- -		$0.00	$0.00
	Functional Totals	$3,290.55	$3,290.55

If you are using Multicurrency Management and if the originating debits and credits balance but the functional equivalents do not balance, the difference will be posted automatically to the Rounding Difference account. This also occurs when Euro currency relationships are enabled and the functional amounts balance, but there are amounts remaining in the originating currency. For more information on multicurrency transactions with Purchase Order Processing, see the Purchase Order Processing documentation.

5. Enter a reference for the return or accept the default entry. The reference entered will post to the General Ledger as the reference for the return.

6. Enter or accept the default amounts.

See Entering detail information for a return on page 248 for more information on entering these details.

To distribute a transaction to multiple posting accounts, change the default amount in the scrolling window. In the next available line, enter or select another distribution account, choose the distribution type and enter the amount.

7. Continue entering distribution amounts until your transaction is fully distributed.

8. Enter a distribution reference (optional). This reference will be posted to the General Ledger as the distribution reference for the account.

9. Choose OK to save your entries and continue entering the return. You can save the return if it's not fully distributed, but you won't be allowed to post until the full amount is distributed and debits equal credits.

Return distribution accounts

The posting accounts will distribute as shown in the following table:

Account	Document type	Default entry
PURCH (Inventory)	Return, Return w/Credit	Shipment receipt.
	Inventory, Inventory w/ Credit	Accounts set up for the item or vendor item. If accounts haven't been set up for the item or vendor item, then the accounts assigned in the Posting Setup window will be used.
PURCH (PPV)	Return, Return w/Credit	Shipment receipt. If not found then the accounts set up for the item or vendor item will be used. If accounts haven't been set up for the item or vendor item, then the accounts assigned in the Posting Setup window will be used.
	Inventory w/Credit (not applicable to Inventory return document type)	Accounts set up for the item/vendor item. If accounts haven't been set up for the item or vendor item, then the accounts assigned in the Posting Setup window will be used.
PURCH (UPPV)	Return (not applicable to other return document types)	Shipment receipt. Applicable to item types Sales Inventory and Discontinued using the Periodic valuation method.
ACCRUED	Return	Shipment receipt. If not found, then the accounts assigned in the Posting Setup window for the Purchasing Series will be used.
	Inventory (if Variance)	Variance account set up for the item or vendor item. If an account hasn't been set up for the item or vendor item, then the variance account assigned in the Posting Setup window for the Inventory Series will be used.
	Inventory (if Adjustment, Transfer or Sales Return)	Inventory offset account set up for the item or vendor item. If an account hasn't been set up for the item or vendor item, then the inventory offset account assigned in the Posting Setup window for the Inventory Series will be used.
PAY, TRADE, FREIGHT, MISC, TAX	Return w/Credit, Inventory w/Credit	Accounts set up for the vendor. If accounts haven't been set up for the vendor, then the accounts assigned in the Posting Setup window will be used.
ROUND	All return document types	Rate type. If the rate type hasn't been set up, then the rounding account set up in the Currency setup window will be used.
OVHD, APP-OVHD	Return or Return w/ Credit	Posted shipment receipt.
	Inventory or Inventory w/Credit	Accounts set up for the item or vendor item. If accounts haven't been set up for the item or vendor item, then the accounts assigned in the Posting Setup window for the Manufacturing Series will be used.

Processing manual adjustments for returns when closing purchase order lines

Some manual adjustments are required for Return type return documents based on the particular circumstances of that transaction. Purchase order lines are closed automatically when they are completely invoiced. If the returned item is not going to be replaced or if the replacement item will be received on a new purchase order, you must manually close the purchase order line. If the purchase order has been partially invoiced, the purchase receipt cost will be adjusted incorrectly. To correct this, you will need to manually adjust the inventory unit costs and create an adjusting journal entry.

If the returned item will be replaced, we recommend that you close the purchase order line after the non-returned items have been invoiced.

To process manual adjustments for returns when closing purchase order lines:

1. Open the Edit Purchase Orders window.
   (Transactions >> Purchasing >> Edit Purchase Orders)

2. Enter the purchase order number.

3. Change the purchase order line item status to Closed.

   For more information about editing purchase order status, refer to the Purchase Order Processing documentation.

4. Use the posting journal and distribution breakdown registers to check the adjustment entries created by Purchase Order Processing when closing the purchase order.

5. If the purchase receipt cost has been adjusted incorrectly—this happens when the purchase order has been partially invoiced—adjust the Inventory Unit Cost using the Inventory Adjust Costs window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Inventory >> Adjust Costs).

   For more information about adjusting the purchase receipt cost of an item, refer to the Inventory Control documentation.

6. If necessary, create an adjusting journal entry to correct the accrued and the inventory accounts.

   Refer to the General Ledger documentation for information about correcting General Ledger entries.

Chapter 24: Taxes for returns

Taxes for returns with credit can be calculated, modified, and distributed in purchase order approvals. Taxes are calculated automatically when you leave the line in the Returns Transaction Entry window. Taxes for freight and miscellaneous are calculated automatically when you enter those fields. The total tax amount for the return is displayed in the Tax field.

If your system is set up to allow editing summary-level taxes, use the Returns Tax Summary Entry window to change tax distributions for returns. To change tax details or the tax distribution for individual line items, use the Returns Line Item Tax Detail Entry window.

If your system is set up to specify tax details for automatic tax calculation, only those tax details that are marked in the Tax Schedule Maintenance window will be used to calculate taxes automatically.

This information is divided into the following sections:

- *Default tax schedules for return documents*
- *Calculating and distributing summary taxes for returns*
- *Default item tax schedules*
- *Default tax schedules for return items*
- *Calculating and distributing detail taxes for return line items*
- *Returns for Australia/New Zealand*

Default tax schedules for return documents

The tax calculation option assigned in the Purchase Order Processing Setup window is used to determine which default tax schedule will be assigned to the return document. The shipping method assigned to the vendor's purchase address is checked as well to determine where the exchange of goods took place. Together the shipping method and the tax calculation option determine which tax schedule appears as a default tax schedule for the return document.

Refer to the following table for the default tax schedules for a return document.

Tax Calculation option	Shipping method	Default tax schedule for the return
Single	Not applicable	Single tax schedule assigned in the Purchase Order Processing Setup Options window
Advanced	Pickup OR No shipping method	Tax schedule assigned to the vendor's purchase address
Advanced	Delivery	Purchases tax schedule assigned in the Company Setup window

If you decided not to use the shipping method to determine the default tax schedule, the tax schedule assigned to the vendor's purchase address will be the default tax schedule no matter what tax calculation method you selected to use.

Calculating and distributing summary taxes for returns

Use the Returns Tax Summary Entry window to add, change, delete, or view summarized tax amounts and the posting accounts for a return. Taxes are calculated automatically as you enter each tax detail or edit the Total Returns amount. Summary tax edits won't change the taxes calculated for each line item in the Returns Line Item Tax Detail Entry window.

If your system isn't set up to allow editing summary-level taxes, you can't change the tax amount in the Returns Transaction Entry window or the tax information in the Returns Tax Summary Entry window, except for the account.

If you are using Project Accounting, you can't change the tax amount in the Returns Transaction Entry window or the tax information in the Returns Tax Summary Entry window for return and return with credit transactions even if your system is set up to allow editing summary-level taxes.

Regardless of how your system is set up, you will be able to change the account for tax included in item price taxes at the summary level. For more information on setup options, see the System Setup instructions (Help >> Contents >> select Setting up the System).

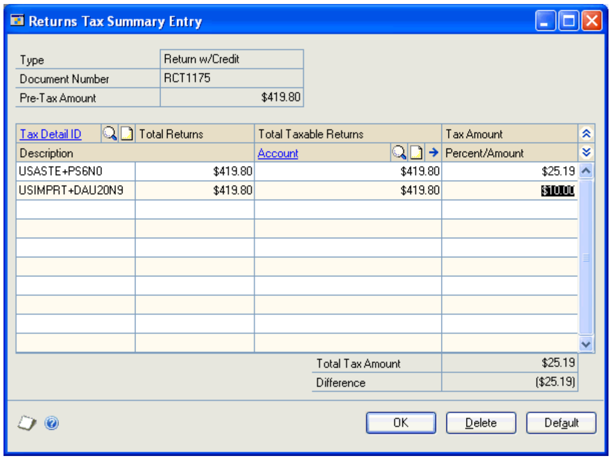
To calculate and distribute summary taxes for returns:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)

2. Enter document information, including return type, return number, vendor document number, date, and vendor ID. You cannot enter tax information for returns without credit.

3. Enter or select the item to be returned and enter line item information.

4. Choose the Tax expansion button to open the Returns Tax Summary Entry window where you can view or edit the tax distribution amounts.



Type: Return w/Credit
Document Number: RCT1175
Pre-Tax Amount: $419.80

Tax Detail ID / Description	Total Returns	Total Taxable Returns / Account	Tax Amount / Percent/Amount
USASTE+PS6N0	$419.80	$419.80	$25.19
USIMPRT+DAU20N9	$419.80	$419.80	$10.0

Total Tax Amount: $25.19
Difference: ($25.19)

Currency amounts in this window may be displayed in the functional or originating currency depending on the view selected in the Returns Transaction Entry window.

5. To edit tax information, enter a tax detail ID, total returns, total taxable returns, tax amount, or select a new account. (The tax amount for the detail will be posted to the account).

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row. To delete all the tax distributions, choose Delete.

   To restore the default tax information, choose Default.

6. Continue entering tax details until the tax is fully distributed. See *Entering detail information for a return* on page 248 for more information on entering these details.

To restore the default tax information, choose Default.

7. Choose OK to save your entries and return to the Returns Transaction Entry window.

   If there is a difference between the total tax amount distributed to tax details and the tax amount entered in the Returns Transaction Entry window, the tax amount will be adjusted to match the total tax amount.

Default item tax schedules

The Item Tax Schedule field on the detail view of the Returns Transaction Entry window displays the default tax schedule assigned to the item that is applicable to this return line. The item tax schedule that will be used depends on the return type and the tax calculation method assigned in Purchase Order Processing Setup Options window. Refer to the following table for the item tax schedule default values:

Return type	Tax Calculation Option	Default item tax schedule
Return w/Credit OR Inventory w/Credit	Single schedule	None
Inventory w/Credit	Advanced	Purchase tax schedule assigned to the item in the Item Maintenance window
Return w/Credit	Advanced	Tax schedule assigned to the item on the original receipt

Default tax schedules for return items

When the Single Tax Calculation method is selected in Purchase Order Processing Setup Options window, tax is calculated for each individual return line based on the tax schedule assigned to the return document.

When the Advanced tax calculation method is selected in Purchase Order Processing Setup Options window, taxes are calculated for individual return lines based on the item taxable option as follows:

- When the item taxable option is Taxable, the item tax schedule IDs are masked against the tax schedule IDs assigned to the return line. Masking means that only tax details that exist in both schedules will be used.
- When the item taxable option is Nontaxable, no tax is calculated.
- When the item taxable option is Base on Vendor, the tax schedule IDs assigned to the return line will be used to calculate taxes.

Refer to the following table for the default tax schedules for return lines.

Return Type	**Tax Calculation option**	**Shipping Method**	**Default Tax Schedule**
Return w/Credit or Inventory w/Credit	Single	Not applicable	Single tax schedule assigned in the Purchase Order Processing Setup window
Return w/Credit	Advanced	Not applicable	Tax schedule assigned to the original purchase receipt
Inventory w/Credit	Advanced	Pickup OR No shipping method	Tax schedule assigned to the return
Inventory w/Credit	Advanced	Delivery	Purchase tax schedule assigned to the site

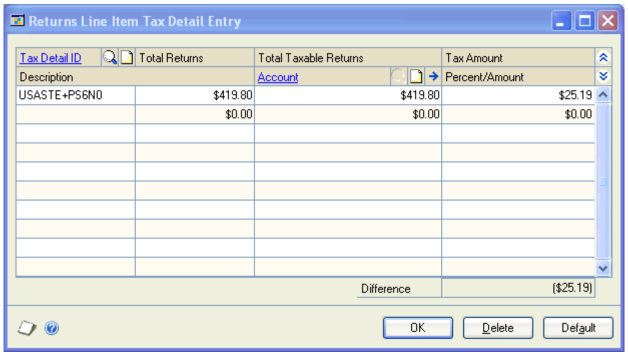
Calculating and distributing detail taxes for return line items

Use the Returns Line Item Tax Detail Entry window to add, change, delete, or view tax amounts calculated on an individual line item. Taxes are calculated automatically as you enter each tax detail or edit the Total Returns amount. Summary tax edits won’t change the taxes calculated for each line item in the Returns Line Item Tax Detail Entry window. However, tax edits made for each return line will change the summary tax amounts in the Returns Tax Summary Entry window.

To calculate and distribute detail taxes for return line items:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)
2. Enter document information, including return type, return number, vendor document number, date, and vendor ID. You cannot enter tax information for returns without credit.
3. Enter or select the item to be returned and enter line item information.

4. Enter a calculated tax amount or choose the Calculated Tax expansion button to open the Returns Line Item Tax Detail Entry window, where you can view or edit tax distribution amounts.



Tax Detail ID	Total Returns	Total Taxable Returns	Tax Amount
Description		Account	Percent/Amount
USASTE+PS6N0	$419.80	$419.80	$25.19
	$0.00	$0.00	$0.00

Difference ($25.19)

If your system is set up to enable GST for Australia/New Zealand, you also can change the account.

5. To edit tax information, enter a tax detail ID, total returns or tax amount for the line item. (The tax amount for the detail will be posted to the account.) See *Entering detail information for a return* on page 248 for more information on entering these details.

   To delete all the tax details, choose Delete.

   To delete a single tax detail, select the row containing it and choose Edit >> Delete Row. To delete all the tax distributions, choose Delete.

   To restore the default tax information, choose Default.

6. Choose OK to save your entries and return to the Returns Transaction Entry window.

   If there is a difference between the total tax amount distributed to tax details and the calculated tax amount entered in the scrolling window of the Returns Transaction Entry window, the calculated tax amount will be adjusted to match the total tax amount distributed to tax details.

Returns for Australia/New Zealand

If your system is set up to enable GST for Australia/New Zealand, you can indicate whether a tax invoice has been received for the return transaction. You also will be able to print a Recipient Created Adjustment Note from the Returns Batch Entry window or from the Returns Transaction Entry window.

Indicating that a tax invoice has been received

The Returns Transaction Entry window displays Tax Invoice Received and Tax Invoice Required options for returns with credit when your system is set up to enable GST for Australia/New Zealand. The information from these options will be provided to the Tax Invoice Required and Tax Invoice Received reports available to you from the Tax Invoice Received window.

Use the Tax Invoice Received option to indicate whether a tax invoice has been received for this return transaction. For more information about the Tax Invoice Required and Tax Invoice Received reports, refer to the GST and Australian Taxes documentation.

To indicate that a tax invoice has been received:

1. Open the Returns Transaction Entry window.
   (Transactions >> Purchasing >> Returns Transaction Entry)

2. Enter document information, including return type, vendor document number, date, and vendor ID. You cannot enter tax information for returns without credit.

   If you enter a vendor who has the Tax Invoice Received option marked in the Vendor Maintenance Options window, the Tax Invoice Received option in this window will be marked.

3. Enter or select the item to be returned and enter line item information.

4. To indicate that a tax invoice has been received for this return, mark the Tax Invoice Received option.

   If the Tax Invoice Required option in the Tax Detail Maintenance window is marked for any tax detail for this transaction, the Tax Invoice Required option in this window will be marked.

5. Complete the return transaction as explained in *Processing purchasing return transactions* on page 238 or in *Processing project return-from-inventory transactions* on page 243.

Recipient Created Adjustment Note for Returns

An adjustment note shows the corrections made on the Business Activity Statement, which usually means the GST charges or input tax credits attributed to the statement are less or more than they should be. The report shows the same information printed in a tax invoice, with the transaction amount modified.

The following table lists the windows from which you can print an adjustment note.

Window	Navigation
Returns Transaction Entry (Transactions >> Purchasing >> Returns Transaction Entry)	Reports button
Reports Batch Entry (Transaction >> Purchasing >> Returns Batches)	Reports button

For more information about Recipient Created Adjustment Notes, refer to the GST and Australian Taxes documentation.

PART 5: INQUIRIES AND REPORTS

Part 5: Inquiries and reports

This part of the documentation explains how to use inquiries and reports to analyze your purchasing and receiving activity. You can analyze transaction and item information, and display the information either on screen or on a printed report.

In Purchase Order Processing, inquiries allow you to quickly view both current and historical purchase order information. You can review information in summary or detailed form, with the option of printing the information in the window by choosing File >> Print.

Purchase Order Processing reports help you analyze your overall business activity. Some reports are important for the audit trail, to ensure that you're tracking every transaction that's been entered.

The following topics are discussed:

- Chapter 25, "Inquiries," explains how to use Purchase Order Processing inquiry windows to view document and item information.
- Chapter 26, "Reports," describes how to use reports to analyze purchasing and receiving activity and pinpoint errors in transaction entry.

Chapter 25: Inquiries

You can view important information about your purchasing and receiving activity on-screen using the Inquiry windows. These windows provide easy access to detailed and summarized Purchase Order Processing information.

This information is divided into the following sections:

- *Viewing multiple currencies*
- *About reporting currency*
- *Viewing purchasing documents*
- *Viewing item information for purchasing documents*

Viewing multiple currencies

You can choose whether you want to view multicurrency amounts in the originating, functional, or reporting currency. Choose View >> Currency >> Functional, Originating, or Reporting while viewing an inquiry window. The option will be saved on a per user, per window basis.

You also can use the currency list button in the windows that support changing the currency view. The View >> Currency menu option and currency list button are available in the following windows:

- Purchase Order Processing Document Inquiry
- Purchase Order Inquiry Zoom
- Receivings Transaction Inquiry Zoom
- Purchasing Invoice Inquiry Zoom

The first time you open these windows after registering Multicurrency Management, all the transactions will be displayed in the originating currency. If you change the currency view, the option you last used will be the default view the next time you open that window.

About reporting currency

A reporting currency is used to convert functional or originating currency amounts to another currency on inquiries and reports. For example, if the Canadian dollar is the functional currency for a company, you can set up the euro as your reporting currency to view an inquiry window with currency amounts displayed in the euro currency.

During the reporting currency setup in Multicurrency Management, you'll set up a reporting currency and enter a default exchange rate and rate calculation method. Depending on how your system is set up, you may be able to override the default reporting currency exchange rate or rate calculation method on inquiries and reports. To change the default reporting currency exchange rate, choose View >> Currency >> Modify Reporting Rate to open the Modify Reporting Rate window.

For more information about the reporting currency, see the Multicurrency Management documentation.

Viewing purchasing documents

Use the Purchase Order Processing Document Inquiry window to view information about documents you've entered in Purchase Order Processing. This window provides easy access to detailed or summarized information about purchase orders and receipts.

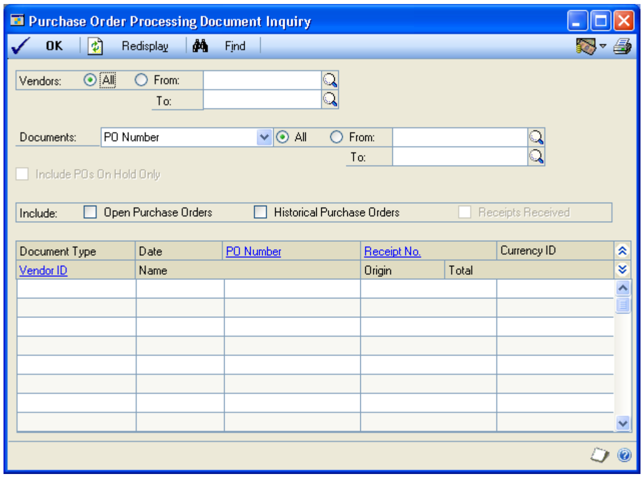
You can view information as it was originally entered by clicking on link fields. For example, you can select a purchase order and click on the PO Number label to the Purchase Order Inquiry Zoom window to view the purchase order as it was entered.

You can choose File >> Print in the Purchase Order Inquiry Zoom window to print and send the purchase order in e-mail, even if the purchase order is in history. When you choose to print from this window, the Purchase Order Print Options window will open, where you can select to print or send the document in the functional, originating, or reporting currency.

To view a receipt, select it in the Purchase Order Processing Document Inquiry window and click on the Receipt No. label. To view an in-transit transfer, select it in the Purchase Order Processing Document Inquiry window and click on the Transfer Number label.

To view purchasing documents:

1. Open the Purchase Order Processing Document Inquiry window. (Inquiry >> Purchasing >> Purchase Order Documents)


Purchase Order Processing Document Inquiry
OK
Redisplay
Find
Vendors: ● All ○ From:
To:
Documents: PO Number ● All ○ From:
To:
☐ Include POs On Hold Only
Include: ☐ Open Purchase Orders ☐ Historical Purchase Orders ☐ Receipts Received
Document Type
Date
PO Number
Receipt No.
Currency ID
Vendor ID
Name
Origin
Total

2. Select all vendors or a range of vendors.

To view in-transit transfer inventory receipts, select to view all vendors or leave the From field blank if you want to view a specific range. In-transit transfer inventory receipts aren't assigned to vendor IDs.

3. In the Documents list, select PO Number, Receipt Number, or Purchase Order Date as the sorting order.

4. Select to view all documents or a range of documents.

5. To display only purchase orders that are on hold, mark Include POs On Hold Only.

6. Mark which documents you want to include in the inquiry. When you restrict by PO Number, Receipt Number, or Purchase Order Date, the options that appear next to the Include field will change.

   The following table shows Documents List selections and their corresponding Include options:

Documents list selection	**Include options**
PO Number	Open Purchase Orders Historical Purchase Orders Receipts Received
Receipt Number	Unposted Receipts Historical Receipts Assigned PO
Purchase Order Date	Open documents Historical documents

7. Choose Redisplay to display the documents in the scrolling window. To print the Purchasing Document Inquiry Report, choose File >> Print.

8. Highlight a record and click a link to open a window to view more detailed information (optional).

   The following table shows the link field and the window that the link opens:

Link field	**Window that opens**
PO Number*	Purchase Order Inquiry Zoom window
Transfer Number	In-Transit Transfer Inquiry Zoom window
Receipt No.	Receivings Transaction Inquiry Zoom window or Purchasing Invoice Inquiry Zoom window, depending on the type of receipt selected Returns Transaction Inquiry Zoom window
Vendor ID	Vendor Inquiry window

*Because one receipt can be associated with multiple purchase orders, you will not be able to use the link on the purchase order field if you select Receipt Number from the Documents list and mark to include Assigned PO.

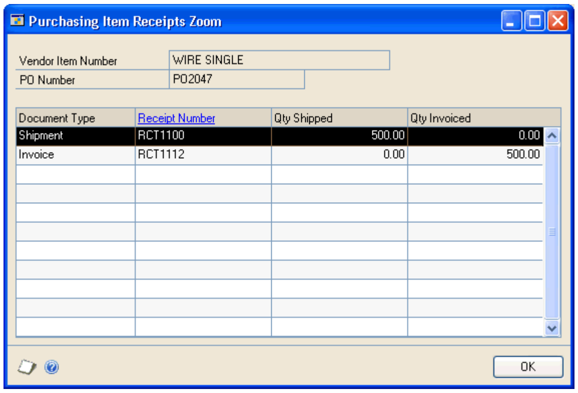
Viewing item information for purchasing documents

Use the Purchase Order Processing Item Inquiry window to view items assigned to purchase orders and receipts. Control blanket line items for blanket and drop-ship blanket purchase orders won't be displayed in the window. If you are restricting by the on-order quantity, line items that don't have an on-order quantity won't be displayed. Line items entered on drop-ship purchase orders or drop-ship blanket purchase orders won't be displayed because the line items don't update the on-order quantity. Line items entered on a standard or blanket purchase orders with a status of New, Canceled, Closed, or Received also won't be displayed because they don't have an on-order quantity.

To view items by the vendor's item number, choose Options >> Display Vendor Item. The Vendor Item label will be displayed in the Purchase Order Processing Item Inquiry scrolling window. If Display Vendor Item isn't selected, the Item label will be displayed in the Purchase Order Item Inquiry scrolling window and you can view items using your item number.

If you are using Project Accounting, the Project Number field and the Cost Category ID field will be displayed in the Purchase Order Processing Item Inquiry scrolling window.

You can view information as it was originally entered by clicking on link fields. For example, you can select an item and click on the Qty Shipped label to open the Purchasing Item Receipts Zoom window, where you can view the invoiced and shipped quantities of the item.

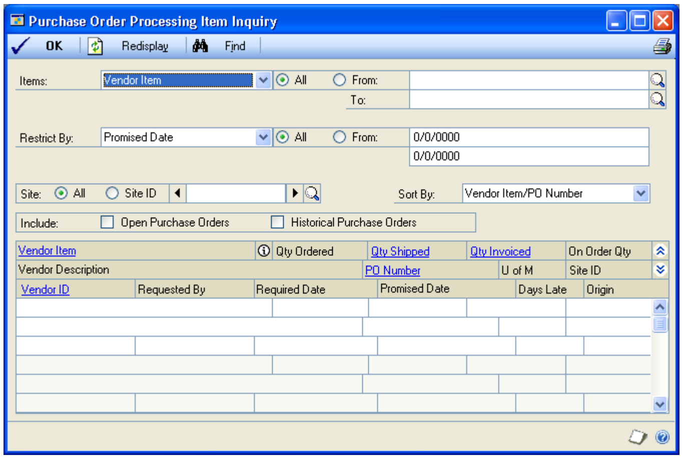

Purchasing Item Receipts Zoom
OK

Vendor Item Number: WIRE SINGLE
PO Number: PO2047

Document Type	Receipt Number	Qty Shipped	Qty Invoiced
Shipment	RCT1100	500.00	0.00
Invoice	RCT1112	0.00	500.00

To view item information for purchasing documents:

1. Open the Purchase Order Processing Item Inquiry window.
   (Inquiry >> Purchasing >> Purchase Order Items)


Purchase Order Processing Item Inquiry
OK
Redisplay
Find
Vendor Item
Qty Ordered
Qty Shipped
Qty Invoiced
On Order Qty
Vendor Description
PO Number
U of M
Site ID
Vendor ID
Requested By
Required Date
Promised Date
Days Late
Origin

Items: Vendor Item ● All ○ From:
To:
Restrict By: Promised Date ● All ○ From: 0/0/0000
0/0/0000
Site: ● All ○ Site ID
Sort By: Vendor Item/PO Number
Include: ☐ Open Purchase Orders ☐ Historical Purchase Orders

2. From the Items list, select Item (your item number) or Vendor Item (your vendor’s item number).

3. Select All to view all items or select a range of items.

4. From the Restrict By list, select an additional range to further restrict your inquiry. You can select one of the following options from the list.

Promised Date To view items from the date the vendor promised that you would receive the merchandise or services.

Required Date To view items from the date you must receive all the items.

Promised Ship Date To view items from the date the vendor promised to ship the merchandise or services you've ordered.

Requested By To view the items ordered by a department or person.

Vendor ID To view items from a particular vendor.

Description or Vendor Description (if you are viewing vendor items) To restrict items by description.

On Order Qty To view the items by their on order quantities.

Project Number To view items assigned to a project. This option is available if you are using Project Accounting.

Cost Category ID To view items assigned to a cost category ID. This option is available if you are using Project Accounting.

5. Select All or select a range of items that meet the additional restriction.
6. Select whether to display items at all sites or a specific site.
7. Select to sort results by purchase order number or vendor ID.
8. Select whether to include open purchase orders, historical purchase orders or both.
9. Choose Redisplay to display the items in the scrolling window. To print the Purchase Order Processing Item Inquiry Report, choose File >> Print.
10. Highlight a record and click a link to open a window to view more detailed information (optional).

    The following table shows the link field and the window that the link opens.

Link field	Window that opens
PO Number	Purchase Order Inquiry Zoom window
Vendor ID	Vendor Inquiry window
Vendor Item	Item Vendors Maintenance window
Item	Item Inquiry window
Qty Shipped and Qty Invoiced	Purchasing Item Receipts Zoom window
Project Number (available if you are using Project Accounting)	PA Project Inquiry window
Cost Category ID (available if you are using Project Accounting)	Cost Category Maintenance Inquiry window

Chapter 26: Reports

Purchase Order Processing reports help you analyze purchasing and receiving activity and pinpoint errors in transaction entry. Use this information to guide you through printing reports, and working with report options.

For more information about creating and printing reports, using sample reports and modified reports from the Reports Library, and the various reporting tools that you can use with Microsoft Dynamics GP, refer to your System User's Guide (Help >> Contents >> select Using The System).

Reports information is divided into the following sections:

- *Purchase Order Processing standard reports summary*
- *Specifying a Purchase Order Processing report option*
- *Microsoft SQL Server® Reporting Services reports in Purchase Order Processing*

Purchase Order Processing standard reports summary

You can print several types of reports using Purchase Order Processing. Some reports automatically are printed when you complete certain procedures; for example, posting journals can be printed automatically when you post transactions, depending on how your posting options are set up. You can choose to print some reports during procedures; for example, you can print an edit list when entering transactions by choosing the Print button in the batch entry window. In order to print some reports, such as analysis or history reports, you must set up report options to specify sorting options and ranges of information to include on the report. For more information, refer to *Specifying a Purchase Order Processing report option* on page 273.

The following table lists the report types available in Purchase Order Processing and the reports that fall into those categories. (Reports printed using Payables Management are printed using many of the same windows. Refer to the Payables Management documentation for information about reports printed in that module.)

Report type	Report	Printing method
Setup reports/Lists	Buyer ID List Purchase Order Generator Site Mapping List Purchase Order Processing Setup List Receivings User-Defined Fields Setup List	Choose File >> Print in the setup windows **or** create report options in the Purchasing Setup Reports window.
Documents	Purchase Order *† Blanket Purchase Order Delivery Schedule*	Select a document in the Purchase Order Entry window and choose File >> Print to print a single document or choose File >> Print in the Purchase Order Inquiry Zoom window. Choose Transactions >> Print Purchasing Documents to print a range of documents.
* Indicates reports that can be printed with multicurrency information displayed. † Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator’s Guide (Help >> Contents >> select System Administration).		

Report type	**Report**	**Printing method**
Posting reports	Back Ordered Items Received Report Purchasing Voided Journal* Purchasing Voided Journal Currency Summary* Cost Variance Journal* Invoice Cost Variance Journal Edit PO Status Cost Variance Journal Edit PO Status Distribution Detail Purchase Receipts Update Detail Purchasing Invoice Distribution Detail* Purchasing Invoice Posting Journal* Purchasing Invoice Posting Journal Currency Summary* Receivings Distribution Detail* Receivings Posting Journal* Receivings Posting Journal Currency Summary* Receivings Voided Journal* Receivings Voided Journal Currency Summary* Returns Posting Journal* Returns Posting Journal Currency Summary Returns Distribution Detail* Returns Cost Variance Journal* Voided Purchase Invoice Journal* Voided Purchase Invoice Journal Currency Summary*	Choose File >> Print in the window you use to complete the procedure **or** some will be printed automatically when you complete the procedure.
Edit lists	Purchasing Invoice Edit List* Purchasing Invoice Edit List Currency Summary* Receivings Edit List* Receivings Edit List Currency Summary* Returns documents* Returns Edit List* Returns Edit List Currency Summary* Suggested Purchase Orders	Choose File >> Print in the window you used to complete the procedure.
History reports	Distribution History Report Distribution Detail History (purchase order returns) Purchase Order History Report Receivings Trx History Report Returns Trx History – Summary Returns Trx History – Detail	Create report options in the Purchasing History Reports window.

* Indicates reports that can be printed with multicurrency information displayed.

† Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

Report type	Report	Printing method
Utility reports	Account Distribution Removal Report Completed PO Removal Report Journal History Removal Report Purchase Order Trx History Removal Report Receivings Trx Removal Report Reconcile Purchasing Documents Report	These reports will be printed when you complete the corresponding procedure.
Analysis reports	Back-Ordered Items Received† Expected Shipments† Purchase Order Analysis† Purchase Order Status Report† PO Line Items to Release Report† Received/Not Invoiced Report† Shipment/Invoice Matching Activity Report†	Create report options in the Purchasing Analysis Reports window.
Processing reports	Print Documents Exception Report Purchase Order Edited Status Journal Purchase Order Generated Purchase Order Generated Error Log Purchasing Voided Journal* Purchasing Voided Journal Currency Summary*	These reports will be printed when you complete the corresponding procedure.
Inquiry reports	Purchase Order Processing Item Inquiry Document Inquiry Report	Choose File >> Print in the corresponding Inquiry window.

* Indicates reports that can be printed with multicurrency information displayed.

† Indicates reports that can be assigned to named printers. For more information, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

Specifying a Purchase Order Processing report option

Report options include specifications for sorting options and range restrictions for a particular report. In order to print several Purchase Order Processing reports, you must first create a report option. Each report can have several different options so that you can easily print the information you need. For example, you can create report options for the Purchase Order Status Report that show either detailed or summary information.

A single report option can't be used by multiple reports. If you want identical options for several reports, you must create them separately.

Use the Purchasing series report options windows to create sorting, restriction, and printing options for the reports that have been included with Purchase Order Processing.

To specify a Purchase Order Processing report option:

1. Open a Purchasing reports window. There are separate windows for each report type.
(Reports >> Purchasing >> Setup/Lists)
(Reports >> Purchasing >> Analysis)
(Reports >> Purchasing >> Posting Journals)
(Reports >> Purchasing >> History)

2. Select a report from the Reports list.

3. Choose New to open the report options window. Your selection in step 2 determines which report options window appears.

4. Name the option and enter information to define the option. The name you choose for the option won't appear on the report. The selections available for defining report options vary, depending on the report type you've selected.

5. Enter range restrictions. The Ranges list shows the available options for each report. The available ranges vary, depending on the type of report.

You can enter only one restriction for each restriction type. For instance, you can insert one vendor ID restriction (ADVANCED0001 to BEAUMONT0001) or one document number restriction (PO0001 to PO0299).

6. Choose Insert to insert the range in the Restrictions List. To remove an existing range from the list, select the range and choose Remove.

7. Choose Destination to select a printing destination. Reports can be printed to the screen, to the printer, to a file or to any combination of these options. If you select Ask Each Time, you can select printing options each time you print this report option.

   For more information about printing reports, refer to your System User's Guide (Help >> Contents >> select Using The System).

8. To print the report option from the report options window, choose Print before saving it. If you don't want to print the option now, choose Save and close the window. The report window will be redisplayed.

Microsoft SQL Server® Reporting Services reports in Purchase Order Processing

You can view Purchase Order Processing Reporting Services reports from the Reporting Services Reports list. If you are using Reporting Services 2008, purchasing metrics for your home page also appear in the Reporting Services Reports list. You can access the Reporting Services Reports list from the navigation pane or from an area page in the Microsoft Dynamics GP application window. This report list appears if you specified the location of your Reporting Services reports using the Reporting Tools Setup window. See your System Setup Guide (Help >> Contents >> select Setting up the System) for more information.

The following Reporting Services reports are available for Purchase Order Processing.

Back-ordered Items Received
Expected Shipments
Purchase Order History
Purchase Order Status
Received Not Invoiced
Receivings Trx History

To print a Reporting Services report:

1. In the navigation pane, choose the Purchasing button, and then choose the Reporting Services Reports list.

2. Mark the Purchase Order Processing report that you want to print.

3. In the Actions group, choose View to open the Report Viewer.

4. In the Report Viewer, select the specifications for the report and choose View Report.

5. After viewing the report, select a format and print the report.

PART 6: UTILITIES

Part 6: Utilities

This part of the documentation explains how to maintain your Purchase Order Processing data. Once you've determined how much historical information is necessary, you can remove the information that's no longer needed.

Be sure to back up your accounting data before performing any of these procedures, because they remove historical data from your system.

The following topics are discussed:

- Chapter 27, "Purchase order history removal," explains the different types of historical information you can keep in Purchase Order Processing, and describes how remove historical information that is no longer needed.
- Chapter 28, "Purchase order reconciliation," describes reconciliation, the process of verifying that your accounting records are accurate.

Chapter 27: Purchase order history removal

History records provide useful information for auditing purposes. If you’re keeping history, you can maintain and review records for an unlimited number of years. Because historical records increase the amount of hard disk space needed, you should remove history periodically to ensure that you’re keeping only the information you need.

This information is divided into the following sections:

- *Purchase Order Processing history types*
- *Removing purchasing history*
- *Removing tax history*
- *Removing Intrastat history*

Purchase Order Processing history types

Purchase Order Processing allows you to maintain four types of history: purchase order, receipt, account distribution, and journal. When you remove purchasing history, select one of the four history types for the date range you want to remove.

Account Distributions Select Account Distributions to remove account distribution history without also removing receipts. Distribution history includes a detailed list of each account and amount posted to the General Ledger, including the audit trail code, account number, account description, debit or credit amount. Once account distribution history has been removed, the documents in the range you’ve removed won’t be printed on the Distribution History Report.

Purchase Order Select Purchase Order to remove purchase order history. If you’re keeping purchase order history, line-by-line detail of all the information entered for each purchase order has been kept. When voiding a new purchase order or removing a completed purchase order, the purchase order is transferred to history. Once purchase order history has been removed, the documents in the range you’ve removed won’t be printed on the Purchase Order History Report.

Receipt Select Receipt to remove detailed information about shipment and invoice receipts. If you’re keeping receipt history, line-by-line detail of all the information entered on each receipt has been kept, including landed costs, lot numbers, serial numbers, and bin information. Once receipt history has been removed, the documents in the range you’ve removed won’t be printed on the Receivings Transaction History Report.

By selecting Receipt, you also can remove purchase order returns history.

If you’ve marked Receipt, you can select to remove both the receipts and the account distribution history for the receipts. Distribution history is a detailed record of how receipt transactions have affected the balances of posting accounts in General Ledger. When you remove account distribution history, the audit trail code, account, account description, debit or credit amounts and other information about receipts will be removed.

Journal Select Journal to remove posting journal history. If you’ve selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window, the system will maintain the history necessary to reprint posting journals whether you've marked to maintain history or not in the Purchase Order Processing Setup window. Once journal history has been removed, you won't be able to reprint posting journals for the range of information you're removing.

If you haven't selected to maintain purchase order and receipt history in the Purchase Order Processing Setup window, purchase orders will be deleted when they're removed using the Remove Completed Purchase Orders window. Receipts will be deleted after they've been posted unless you've selected to reprint Purchase Order Processing posting journals in the Audit Trail Codes Setup window. In this case, the system will maintain the history necessary to reprint posting journals.

If you are maintaining purchase order history, you may want to use the Remove Completed Purchase Orders window to transfer closed or canceled purchase orders to history.

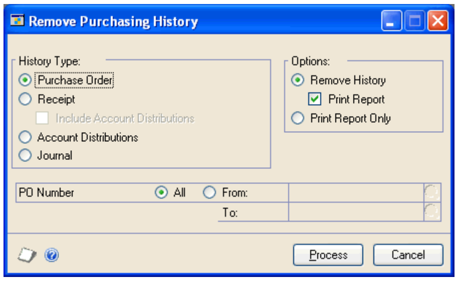
Removing purchasing history

Use the Remove Purchasing History window to remove Purchase Order Processing history. You also can remove Purchase Order Returns history. When you remove history, any corresponding multicurrency information will be removed, as well.

Before removing history, back up your company's accounting data. For more information about making backups, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

To remove purchasing history:

1. Open the Remove Purchasing History window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> Remove Purchasing History)



History Type:
● Purchase Order
○ Receipt
☐ Include Account Distributions
○ Account Distributions
○ Journal

Options:
● Remove History
☑ Print Report
○ Print Report Only

PO Number ● All ○ From:
To:

2. Select a history type to remove.

   If you remove purchase order history but not receipt history, you may notice that information is missing when you view your receipts. The required date, promised date, promised ship date, and comment ID information for the purchase order will not appear when you view the receipt in the Receivings Item Detail Inquiry Zoom window.

3. Select whether you want to remove history and print the history removal report. To print a history removal report without removing history, mark Print Report Only.

Depending on the type of history you're removing, you can print one of the following reports:

- Purchase Order Transaction History Removal Report
- Receivings Transaction Removal Report
- Account Distribution Removal Report
- Journal History Removal Report

4. Using the All, From, and To fields, define a restriction.

If you enter a value in only one of the restriction fields, purchasing history will be removed from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchasing history from the starting value to the end of the records will be removed.

5. Choose Process to remove history or to print the removal report.

If you aren't keeping history and select to print the history removal report, the report will be blank. The report also will be blank if no records exist within the range you specified.

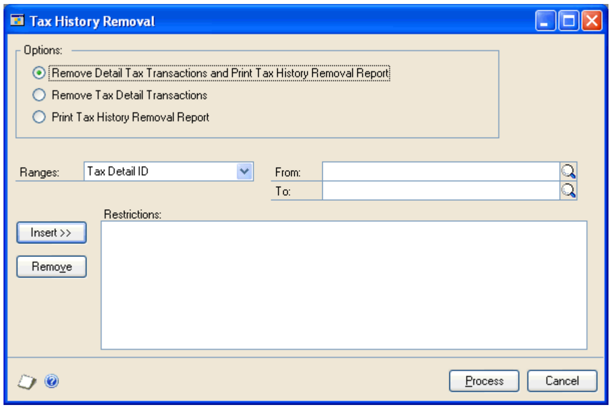
Removing tax history

Use the Tax History Removal window to remove tax detail transactions. Only the tax history for the range you specify will be removed. Once tax history has been removed, the tax details in the range you've removed won't be printed on tax reports.

Before removing history, back up your company's accounting data. For more information about making backups in Microsoft Dynamics GP, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

To remove tax history:

1. Open the Tax History Removal window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Remove Tax History)



Options:
● Remove Detail Tax Transactions and Print Tax History Removal Report
○ Remove Tax Detail Transactions
○ Print Tax History Removal Report

Ranges: Tax Detail ID
From:
To:
Restrictions:

2. Select whether you want to remove tax detail transactions and print the Tax History Removal Report, remove the tax detail transactions, or print the Tax History Removal Report.

3. Enter or select a range of tax history to remove or print a report of.

4. Choose Insert to insert the range.

5. Choose Process to remove tax history. If Print Tax History Removal Report was marked, the Tax History Removal Report will print.

Removing Intrastat history

Use the Remove Intrastat History window to remove Intrastat history records that are no longer necessary. Only the Intrastat records for the range you specify will be removed.

Before removing history, back up your company's accounting data. For more information about making backups in Microsoft Dynamics GP, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

Once history has been removed, you won't be able to print the Intrastat removal reports for the ranges of information you've removed.

To remove Intrastat history:

1. Open the Remove Intrastat History window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Company >> Remove Intrastat History)

2. Select a range type for the historical information you want to remove. Define the beginning and the end of the range, then choose Insert to display the range.

You can enter and insert additional ranges. However, you can enter only one range for each range type. For example, if you enter a restriction specifying that history should be deleted for customer records COMPUTER0003 through GRAHAMAR0001, you can't enter another restriction for customer IDs CONTINEN0001 through EXECUTIV0001.

3. Mark Remove Transactions, then mark Print Report to print the Intrastat removal reports for the range of customer records or vendor records you've specified. Print these reports to retain a permanent record of your past Intrastat records after you've cleared history.

You can print the Intrastat removal reports without removing history. To do so, mark only Print Report and choose OK.

Chapter 28: Purchase order reconciliation

Reconciling is the process of verifying that your accounting records are accurate. Reconcile Purchase Order Processing before reconciling Payables Management or Inventory Control. It's important that the purchasing documents are correct since purchasing information may be altered and is used when reconciling inventory quantities and payables accounts.

Before reconciling purchase orders, back up your company's accounting data. For more information about making backups, refer to your System Administrator's Guide (Help >> Contents >> select System Administration).

This information is divided into the following topics:

- *Printing a reconcile report*
- *Reconciling purchase orders*

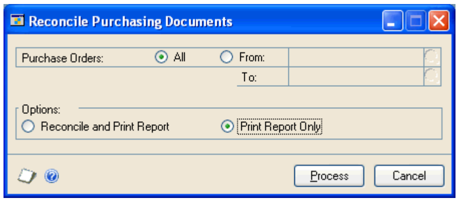
Printing a reconcile report

Use the Reconcile Purchasing Documents window to print the Reconcile Purchasing Documents Report without reconciling your purchasing records. You can print the report for all documents or a selected range of documents.

If you print this report before you reconcile, you can verify which documents in the range will be reconciled before you actually reconcile the records.

To print a reconcile report:

1. Open the Reconcile Purchasing Documents window.
(Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents)



Purchase Orders: ● All ○ From: To:

Options: ○ Reconcile and Print Report ● Print Report Only

2. Using the All, To, and From fields, select a document range.

If you're creating a range, you must enter at least one value in the restriction fields. If you enter a value in only one of the restriction fields, the report will show purchase orders from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchase orders from the starting value to the end of the records will be reconciled.

3. Select Print Report Only to print the Reconcile Purchasing Documents Report without reconciling.

4. Choose Process. When processing is complete, the Reconcile Purchasing Documents Report will be printed. This report lists the purchasing documents that will be reconciled.

If the Reconcile Purchasing Documents Report indicates that an amount will be adjusted for a specific purchasing document, review the document to verify the accuracy of the changes that were made.

Reconciling purchase orders

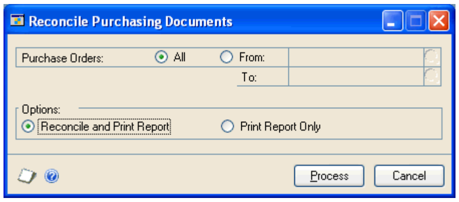
Use the Reconcile Purchasing Documents window to reconcile your purchasing records. You can reconcile all records or a selected range of records.

When you reconcile purchase orders, the following information will be recalculated and adjusted, if needed:

- Document quantity canceled
- Quantities linked to sales line items
- Line item status
- Purchase order status
- Line item extended cost
- Remaining purchase order subtotals
- Document subtotals
- Document extended costs
- Discount available
- Trade discount
- Taxes
- Quantity ordered for the control blanket line item on blanket purchase orders and drop-ship blanket purchase orders

To reconcile purchase orders:

1. Open the Reconcile Purchasing Documents window.
   (Microsoft Dynamics GP menu >> Tools >> Utilities >> Purchasing >> Reconcile Purchasing Documents)



Reconcile Purchasing Documents

Purchase Orders: ● All ○ From: To:

Options: ● Reconcile and Print Report ○ Print Report Only

2. Using the All, To, and From fields, select a document range.

If you're creating a range, you must enter at least one value in the restriction fields. If you enter a value in only one of the restriction fields, purchase orders will be reconciled from the value you enter to either the beginning or end of the records. For example, if you enter a starting value and the ending value is blank, all purchase orders from the starting value to the end of the records will be reconciled.

3. Select to reconcile and print the Reconcile Purchasing Documents Report.

   Select Print Report Only to print the Reconcile Purchasing Documents Report without reconciling. If you select the Print Report Only option before you reconcile and print, you can verify which documents in the range will be reconciled before you actually reconcile the documents.

4. Choose Process to reconcile purchasing documents. When processing is complete, the Reconcile Purchasing Documents Report will be printed. This report lists the purchasing documents that were reconciled.

If the Reconcile Purchasing Documents Report indicates that an amount has been adjusted for a specific purchasing document, review the document to verify the accuracy of the changes that were made.

Glossary

1099 statement

A report required by the US Internal Revenue Service for each vendor from whom goods and services worth $600 or more have been purchased within a calendar year. There are three possible formats for a 1099: miscellaneous (1099-MISC), interest (1099-INT) and dividend (1099-DIV).

1099 vendor

A vendor from whom goods and services worth $600 or more have been purchased within a calendar year.

Active vendor

A vendor with whom business is being conducted on a regular basis.

Alert message

A message that appears when inappropriate, inadequate or unclear data or instructions are issued, when data is not accessible or when a confirmation is sought. Additional information about some alert messages and their causes can be viewed by clicking the Help button in the alert message dialog box. You can also choose Help >> About this item from the window where you received the message and select the Messages tab.

Alignment form

A document that ensures text will be properly aligned when documents are printed.

Audit trail

A series of permanent records used to track a transaction to the point where it was originally entered in the accounting system. The audit trail can be used to verify the accuracy of financial statements by outside accountants or auditors.

Audit trail code

A series of alphanumeric characters providing a precise record of each transaction and where it has been posted.

Backing up

The process of storing data on a secondary medium, usually on diskettes or magnetic tape, in order to minimize the difficulty of recovering from data loss. Backups should be performed routinely.

Batch

A group of transactions identified by a unique name or number. Batches are used in computerized accounting to conveniently group transactions, both for identification purposes and to speed up the posting process.

Batch inquiry

A window that shows which users are currently working with batches and the status of those batches.

Batch-level posting

A posting method that allows transactions to be saved in batches so you can post a batch whenever convenient. There are three types of batch-level posting: batch posting, series posting, and master posting.

Bin

A storage device to hold discrete items.

Blanket purchase order

A document that lists a single item and the quantities that will be delivered in a series of shipments, usually on specific dates. The item quantities will be shipped to your business to be received into your inventory.

BOL (Bill of Lading)

Identification number assigned to a shipment by the carrier.

Buyer

A person whose job includes vendor selection, negotiation, and purchase order placement and follow-up.

Calendar year

An accounting period running from January 1 to December 31.

Calendar year history

Transaction history records maintained in a calendar-year format.

Canceled status

A purchase order is assigned Canceled status when all of the line items have been canceled and haven’t been received against. If you change the purchase order status to Canceled, then all of the line items will be canceled.

A line item with this status doesn’t have shipped or invoiced quantities. A line item with a Canceled status can be changed to New or Change Order, but not Closed.

Change Order status

This status occurs when a purchase order with a Released status has been edited. A purchase order’s revision number increases every time its status becomes Change Order. A Change Order status purchase order can’t be deleted or voided, but it can be received against in the Receivings Transaction Entry window. To remove a purchase order with a Change Order status, close or cancel the purchase order and then transfer it to history.

A line item with this status has also been changed since it was released. Change Order line items become Released when the purchase order is printed again.

Closed status

A purchase order is assigned this status when all of the line items for the purchase order have been closed or canceled.

A line item with a Closed status can’t be reopened or change its status to Canceled.

Control blanket line item

The first line item entered for a blanket or drop-ship blanket purchase order is and has the line number 0. Blanket line items are based on this is the line item. It can’t be received or invoiced against.

Comma-delimited field

The standard comma-separated ASCII character format used when exporting a report so that it can be read by database programs.

Comment ID

Identifies a particular comment that will be printed on a purchase order. Comments for each line item can be entered also.

Default entry

A value that is displayed in a window automatically, and that will be used unless a different value is entered.

Default site

A site ID selected in the Item Quantities Maintenance window that identifies an item’s primary storage location.

Detailed report

A report that displays detailed transaction information for each account.

Discount available

A reduction in the amount payable, typically offered if the payment is made by a certain date.

Discount date

The date an invoice must be paid for a discount to be valid.

Discount taken

A valid discount applied to a vendor document. *See also* Discount available.

Distributing

The process of allocating to separate accounts a percentage or part of transaction amounts.

Distribution accounts

Accounts designated to receive a percentage or part of a posted transaction.

Distribution history

A record of the debits and credits for each document that was distributed to individual posting accounts.

Document type

A selection that identifies a document’s purpose and how document amounts will be posted.

Drop-ship blanket purchase order

A document that lists a single item and the quantities that will be delivered to the customer in a series of shipments, usually on specific dates. The vendor sends you an invoice and you, in turn, send an invoice to the customer.

Drop-ship purchase order
A document whose items will be shipped directly to the customer. The vendor will invoice your business and you, in turn, will invoice the customer.

Edit list
A list of transactions in an unposted batch that can be printed to verify the accuracy of transactions before posting. Edit lists can be printed from the Batch Entry window or any transaction entry window as long as a batch ID has been entered.

EOM (End of Month)
A payment term requiring payment at month-end for all purchases made during that month.

Error message
See Alert message.

Financial year
See Fiscal year.

Fiscal period
Division of the fiscal year, usually monthly, quarterly, or semiannually, when transaction information can be summarized and financial statements are prepared.

Fiscal year
An annual accounting cycle of up to 54 consecutive periods, ordinarily beginning with the first day of a month and ending on the last day of the twelfth month. In Australia and New Zealand, this is referred to as a financial year.

Fiscal year history
A record of purchases, payments and other transactions for a historical year.

FOB (Free on Board)
Terms of sale that identify when ownership passes to the buyer. An FOB of Origin means that ownership transfers to the buyer when the vendor delivers the goods to the carrier. An FOB of Destination means that ownership transfers to the buyer when the goods are received from the carrier. The FOB is especially important when in-transit damages occur.

Group printing
Creating and printing report options in groups. For example, a report group could be used to print all the financial statements and the Trial Balance before closing a month, quarter, or fiscal year.

GST (Goods and Services Tax)
A federal tax on the consumption of goods and services used in Canada, New Zealand and other countries.

Hold
A way to temporarily stop further processing on a purchase order.

Inactive vendor
A vendor with whom business isn't being conducted. Typically, these vendors can't be deleted because historical records are being maintained.

Inquiry
A feature that allows users to view current-year and historical information.

In-transit inventory receipt
A document used to record the receipt of the material into the final destination site.

Intrastat statistics
The system for collecting statistics on the trade of goods between European Union countries.

Invoice
The bill provided by the seller to the buyer for items that have been purchased.

Landed cost
The cost of an item that includes the cost from the vendor plus any additional costs, such as duty, freight, import taxes, handling fees, and so on, to get the item into inventory.

Lookup window
A window that displays a list of accounts, customers, documents, or other items in the system. Lookup windows for a specific field are displayed by clicking the lookup button next to the field.

Lot number
A number that describes items that were created at the same time and have the same characteristics, such as the dye used when manufacturing fabrics and carpet.

Master posting
A posting process in which marked batches from different series can be posted simultaneously.

Miscellaneous charge
A charge that isn't part of the normal purchasing process. A miscellaneous charge may be a service charge such as installation or repair of merchandise.

New status
A purchase order or line item is assigned to this status when it is saved for the first time. A purchase order or line item that has a New status can be deleted or voided. A New purchase order or line item will automatically change from New to Released when the purchase order is printed.

When a shipment, shipment/invoice or invoice is posted against a line item, the purchase order status and line item status will change from New to Released.

Note
A feature that is used to attach messages to windows and fields throughout the system. The Note button also shows whether a note is attached to a window. Notes can be edited, reattached, and deleted.

Payment terms
Conditions for payment agreed upon when a purchase transaction takes place. For example, a vendor might extend a discount if payment is received within a specified time period.

Periodic valuation method
Detailed information for the cost of all items is maintained. The current cost for an item is the cost the last time it was received. Items are valued at standard cost.

Perpetual valuation method
Detailed information for the cost of all items is maintained. The current cost for an item is the cost the last time it was received. Items are valued at actual cost.

Posting
A procedure to make transactions a part of permanent records or to update accounts by transaction amounts. In manual accounting, posting transfers journal entries to the proper accounts in a general ledger.

Posting account
A financial account that tracks assets, liabilities, revenue, or expenses. These accounts will appear on the financial statements and other reports created in the financial series.

Posting journal
A report printed following the posting process that shows the detail for each transaction that has been posted. Posting journals also include the audit trail code, which is a precise record of where each transaction has been posted.

Pro No. (Progressive Number)
Identification number assigned to a shipment by the carrier.

Promised date
Date the vendor promised that you would receive merchandise or services.

Promised ship date
Date the vendor promised to ship the merchandise or services you've ordered.

PST (Provincial Sales Tax)
A tax for the Canadian provinces that is set by each province.

Purchase order
A document authorizing a seller to deliver goods with payment to be made later.

Purchase order status
The status of a purchase order indicates whether all line items on a purchase order have been received. You can change the status of the purchase order in the Edit Purchase Order Status window. Refer to the definitions of individual statuses.

QST (Québec Sales Tax)
The Provincial Sales Tax for the province of Québec. *See also* PST (Provincial Sales Tax).

Range
A selection used to narrow the amount of records that will be printed on a report. For example, a selected range of vendor IDs could be those between 5000 and 6000.

Real-time posting
See Transaction-level posting.

Receipt
A document recording the shipment of items that have been ordered from a vendor via a purchase order. Also refers to a document for invoicing the items received.

Receiving
Recording the receipt (shipment) of items that have been ordered from a vendor via a purchase order. Receiving also can refer to recording the invoice for the items received.

Received status
When items for a purchase order have been fully received, but not invoiced, the purchase order is assigned this status. A Received purchase order can’t be deleted or voided, but it can be received against in the Purchasing Invoice Entry window. To remove a purchase order with a Received status, close the purchase order and then transfer it to history.

A line item with this status has fully received shipments, but no invoice receipts.

Reconciling
A procedure used to verify that Purchase Order Processing data is accurate. Reconciling in Purchase Order Processing involves only purchase order documents. Reconciling is often performed after rebuilding a file, and is necessary after changing fiscal periods.

Release by date
Date a purchase order line item should be released to the vendor.

Released status
When a purchase order is printed or received against, it’s assigned this status. A Released purchase order can’t be deleted or voided, but it can be received against in the Receivings Transaction Entry window. To remove a purchase order with a Released status, close or cancel the purchase order and then transfer it to history.

A line item with this status either doesn’t have quantities shipped or invoiced or has partially shipped or invoiced quantities.

Remove history
A procedure used to erase ranges of historical information that are no longer useful.

Report option
A collection of entries that specify the amount of information or the type of information that will appear on a report. Multiple report options can be created.

Required date
Date you must receive items.

Serial number
A number that is one of a series and is assigned to a specific inventory item to identify it and differentiate it from similar items with the same item number. Serial numbers allow you to track an individual item from the time you receive it until you sell it.

Serial number mask
A pre-defined format for serial numbers of Inventory items. If an item has been identified as being tracked by serial numbers, the mask is used to generate the starting serial number used when you automatically generate serial numbers.

Series
A group of modules that form an interrelated set of applications. For example, Purchase Order Processing is part of the Purchasing series.

Series posting
A posting process in which marked batches from the same series can be posted simultaneously.

Shipment receipt
The document used to record merchandise received from a vendor.

Shipping method
The means used to send goods from a vendor. Also, the expected arrival time of a shipment.

Site
A store, warehouse or other building from which you do business or store items.

Standard cost
A predetermined cost associated with an item that has a periodic valuation method. Standard costs are compared to actual costs to compute price variances.

Standard purchase order
A document whose items will be shipped to your business to be received into your inventory.

Summary report
A report summarizing the transactions made to a particular record.

Tab-delimited field
The tab-separated ASCII character format used for exporting a report.

Tax detail
A definition of a tax that may apply to customers. Tax details are grouped into tax schedules. *See also* Tax schedule.

Tax schedule
Groups of tax details that define each tax that may apply to customers, items, or other taxable costs. Tax schedules are used to determine which taxes apply to individual sales.

Temporary vendor
A vendor used on a one-time or occasional basis. An example might be a caterer for a company party.

Text-only format
A file format that saves reports as text without formatting. This format is used when exporting reports to applications that are unable to read other formats available in Microsoft Dynamics GP.

Trade discount
A discount given by a vendor. The rate is calculated at the time of a purchase.

Transaction date
The date a transaction occurred; not necessarily the date it was entered in the system.

Transaction history
A record of a fully applied transaction.

Transaction-level posting
A posting method in which transactions can be entered and posted without having to create a batch. Also know as real-time posting. *See also* Batch-level posting.

Unit cost
The amount per unit paid for an item.

Unit of measure
A user-defined unit in which you purchase or sell an item, such as each, pair or case.

Valuation method

The method by which you track the cost of an item from the time you receive it until you sell it. Different businesses and industries use different valuation methods, which are sometimes specified by law.

VAT (Value-Added Tax)

A sales tax used in Europe and elsewhere in the world.

Vendor

A person or company providing goods or services in return for payment.

Vendor ID

An alphanumeric identification assigned to a vendor in Payables Management setup. The vendor ID can be used to sort information for reports.

Voiding

The process of recording a transaction to reverse the effect of an original transaction.

ZIP code

In the United States, the postal code assigned to business and residential addresses. In other countries/regions, it may be referred to as post code or postal code.

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