

Purchasing IBS Bookmaster Release 8.0

Version 7.8

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Purchasing

Overview

The Purchasing system is broken down into three main processes:

- Purchase ordering (manual and suggested entry)
- Shipping invoice tracking
- Purchase receipt entry (and their associated inquiries and reports)

This module manages the purchasing cycle from entry of the order and receipt of the goods through to the allocation and processing of the supplier's invoice.

Also provided is the option to automatically create and place orders on the Suggested Order File. A report of the suggested orders is printed and the user may alter or cancel the order or any of its titles. Official order forms can then be printed (by supplier) and the ordered titles transferred to the Open Order File.

Purchase Order can be entered individually with multiple order lines allowed for each order. All validations are carried out at the time of entry. A Purchase Order may also be linked to backorders and forward orders. When linked to a backorder the system automatically takes the titles from backorder and produces a purchase order. The same occurs for forward orders.

Orders can be one of two types:

- Inventory automatic – Purchase Order number is automatically assigned to the system.
- Inventory manual – Purchase Order number is manually entered.

EDI of purchase order/invoice is catered for.

Single purchase orders can be raised on behalf of multiple business units and forwarded to the supplier. The supplier ships the stock to a single destination and stock is allocated to the various business units in accordance with the original requisitions. The receipt invoice is interfaced to Accounts Payable and allocated to business units' creditor accounts. The invoice is not split to the various business units. The whole purchase order is invoiced to one creditor.

In order to provide an efficient way of maintaining purchase order items, Purchase Order Maintenance by Title has been designed, which offers direct access to all purchase orders (either outstanding or completed) for a selected title. The individual line items display in purchase order number sequence, and can then be selected for maintenance as required. A Date stamp file is created, and date time stamp records are generated against each ISBN when the status or quantities of a PO are changed. The user responsible for the change is included in the log. The statuses **C**, **D**, **O**, **P**, **R**, **X** and **Z** will record an entry in the date stamp.

Also a Purchase Order Filter is available to list Purchase Orders by selected status, suppliers, warehouse, shipping method, Port of Embarkation, Currency or Specific title.

The Purchase Order does not display Titles that are restricted to the user and any related cost sensitive information (like Buying Price) for that restricted title. A message displays User is not authorised to view the title for those specific titles.

A Purchase Order Completion report can be run on the completion of a purchase order. This report is produced showing the before and after on-board and on-order quantities.

Purchase Order Cancellation is used to cancel all outstanding titles on a specific purchase order and print a cancellation advice to the supplier. Purchase Order Cancellation looks at the purchase order line by line and determines which quantities to cancel. The status of the Purchase Order changes to a "C" = Completed and the warehouse stock quantities are adjusted to reflect the cancelled Purchase Order. A Request to Cancel Outstanding Titles report is then generated.

The purchasing parameter definition includes entry parameters Buying Method & Discount. The Buying Method field enables creation of multiple definitions for each shipping method/supplier. The Discount field is used to assign a special discount percentage to a particular supplier.

Buying method & Discount is defaulted when the relevant supplier/shipping method/port of embarkation is entered on the Purchase Order header. Entries are validated against the definition held on the Purchasing Parameter, so that a hard warning will appear if the supplier/shipping method/buying method/port of embarkation combination do not exist on the Purchasing Parameter file.

PUW600 Work with Purchase Orders

Overview

Work with purchase orders screen allows you to maintain existing purchase orders and also can create new purchase order using the Add functionality. The purchase orders can be approved, rejected and copied through this screen. The complete option has been added in Purchase Order completion to be able to complete the order details of an item for a selected warehouse and also to complete all order details for selected items in all logical warehouses on the Purchase Order the Outstanding order links offers the outstanding order a link to the purchase orders. The description details can be maintained in the text option.

A Purchase order warning popup window is shown to warn the user of any Purchase order line change that triggers the print flag change. Activation/de-activation of this warning screen is controlled in the TMSDS\PO-TRGS.

Examples

This section illustrates examples concerning:

[Example 1: Create a new Purchase Order for an Item](#)

[Example 2: Maintenance of an existing Purchase Order for an Item.](#)

[Example 3: Copy an existing Purchase Order for an Item.](#)

[Example 4: Approve an existing Purchase Order for an Item.](#)

[Example 5: Complete an existing Purchase Order for an Item.](#)

[Example 6: Reject an existing Purchase Order for an Item.](#)

[Example 7: Display text of an existing Purchase Order for an Item.](#)

[Example 8: O/S order to P/O link Inquiry.](#)

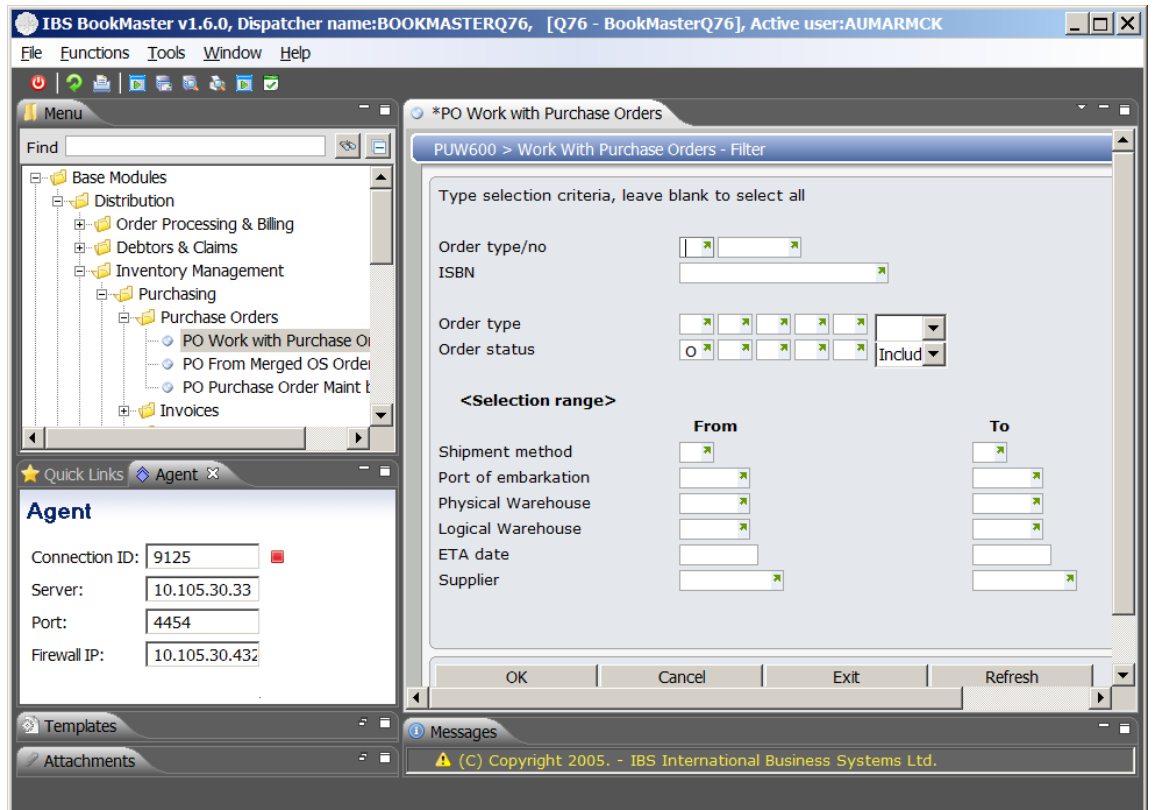
[Example 9: Cancel an existing Purchase Order for an Item.](#)

Example 1: Create a new Purchase Order for an Item

This example describes how to create a new Purchase Order for an item.

1. Select menu option **PO Work with Purchase Order** from Distribution>Inventory Management>Purchasing>Purchase Orders Menu.

PUW600 Work with Purchase Orders - Filter panel is displayed.



Relevant Fields

Order type/no

In Purchase Order Entry/Maintenance, the purchase order (PO) number can either be manually entered or system generated depending on the setup in TMSDS/PO-TYPE. A zero purchase order number is not allowed.

In Shipment/Invoice Entry/Maintenance, the purchase order number and type are mandatory.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

Item

In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered.

In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.

Order type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse.

Order status

Status/Selection by status

Select one of the following status options:

C=Closed/Complete

O=Outstanding

R=Released

In Purchase order Maintenance by Title, select one of the following status options:

Outstanding meaning there is a balance outstanding (default).

Complete meaning the order is complete.

P/O Status

In Work with Purchase Order search for purchase orders matching the status entered. The status defaults to O for Outstanding but can be overridden if required.

PO status

In Purchase Order Print, the Purchase Order status defaults to Original but may be overridden.

Original is used to print the original purchase order.

Amendments is used to print the purchase order after any amendments have been made.

Reprint is used to reprint the purchase order if required.

Shipment method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead

time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

Port of
Embarkation
Physical
Warehouse

This field can default to N/A, and be overridden, by setting up a blank as a code in TMSDS/IM-PEMB.

In Purchase Order Allocation, determine the physical warehouse to be used with its Logical warehouses for stock allocation when creating purchase orders.

Logical
Warehouse

This code consists of a Warehouse Location (2 characters) and Branch Code (2 characters).

In Purchase Order Allocation, determine the physical warehouse to be used with its Logical warehouses for stock allocation when creating purchase orders.

ETA date

The Order lead time will be from the buying price file while the delivery lead time will be from the supplier item file. This is computed as order date + order lead time + delivery lead time.

Another way of handling ETA dates is as follows:

Set TMSDS/PO-COST to B for the system to use the Buying Price Definition which has the Title/Supplier link and stores the Buying Method. The Purchasing Parameters then need to be set up with a Delivery Lead Time and Receipt Day Code for the Title/Supplier combination established in the Buying Price Definition.

Receipt Day Codes (RDC) are established in TMSDS/PSI-RDC and these determine on which day of the week the warehouse prefers to receive goods and whether the calculation should compute the receipt period as this month or next month.

If the ETA works out to be equal to or greater than the day stipulated by the RDC and the flag is set to next month (2) the receipt period is considered as next month.

Purchase Orders with ETA's towards the end of the month

Supplier

can be considered as next months receipts for planning purposes.

An ETA can be updated if necessary by selecting Function ETA Update. If the ETA date changes the Publication Date of a title is automatically updated.

The ETA date can be viewed on the Purchase Order Inquiry. No ETA entry reflects on inquiries as 99/99/99.

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

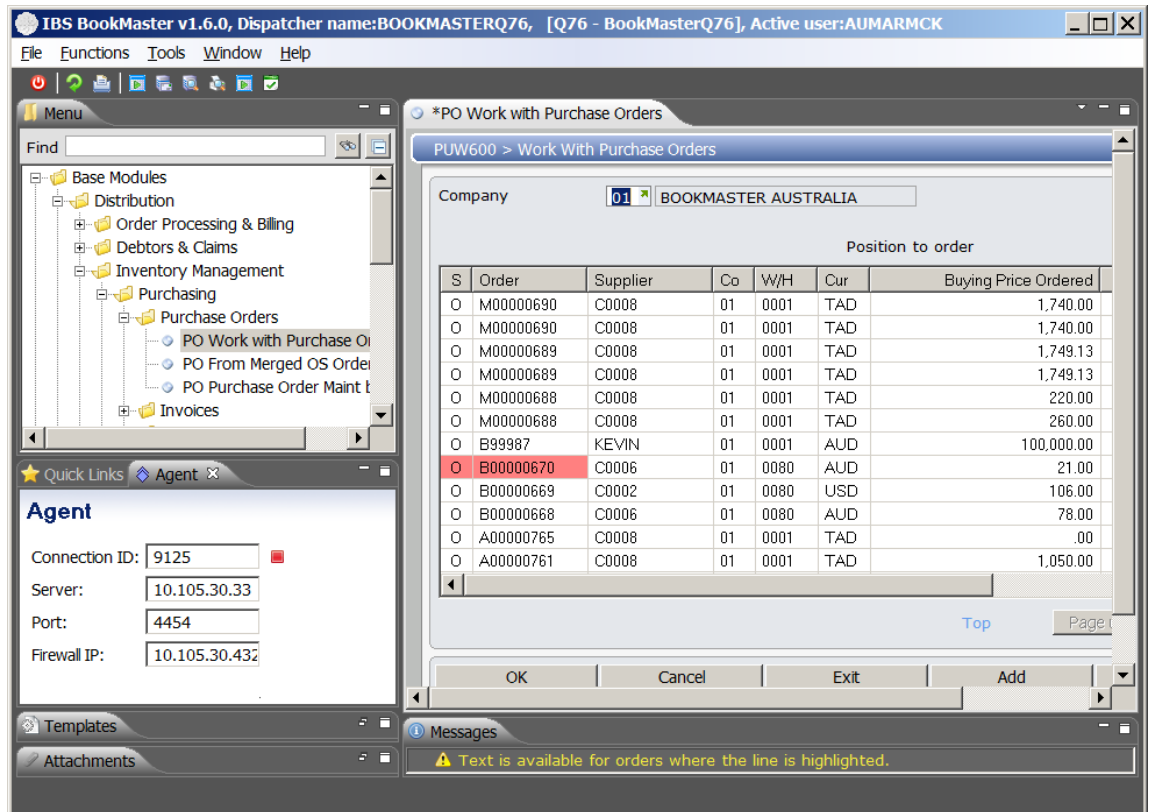
A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

2. Enter the required details and click **OK** to confirm.

PUW600 Work with Purchase Orders selection panel is displayed.



Options

O/S links

Access DSI102 O/S Order to P/O Link Inquiry to inquire outstanding order link to purchase order.

Text

Access PUW039 Work with Text in display mode to display any line detail text.

Complete

Access Work with Purchase Orders in Complete mode to complete the purchase order by the various options available.

Work with

Access DSE035 Purchase Order Entry/Maintenance displaying the purchase order along with Date Stamp and pending enquiry details.

Copy

Access DSE035 Purchase Order Entry/Maintenance to copy the order details.

Reject

Access Work with Purchase Orders in Reject mode to reject the order by giving appropriate reasons for rejection.

Approve

Access Work with Purchase Orders in Approve mode to approve the order.

Functions

Add

Access DSE035 Purchase Order Entry/Maintenance to add new purchase orders for an item.

Trade/Base

To inquire Trade and base currency by using the Currency Function.

Prev Window

To view previous columns of the window.

Next Window

To view next columns of the window.

3. Click **Next Window** to view additional columns of the display.
4. Click **Add**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.

Example 2: Maintenance of existing Purchase Order for an Item

This example describes how to maintain existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Work with**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.

Example 3: Copy an existing Purchase Order for an Item

This example describes how to copy existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Copy**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.

Example 4: Approve an existing Purchase Order for an Item

This example describes how to approve existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Approve**.

PUW600 Work with Purchase Orders panel is displayed in approve mode.

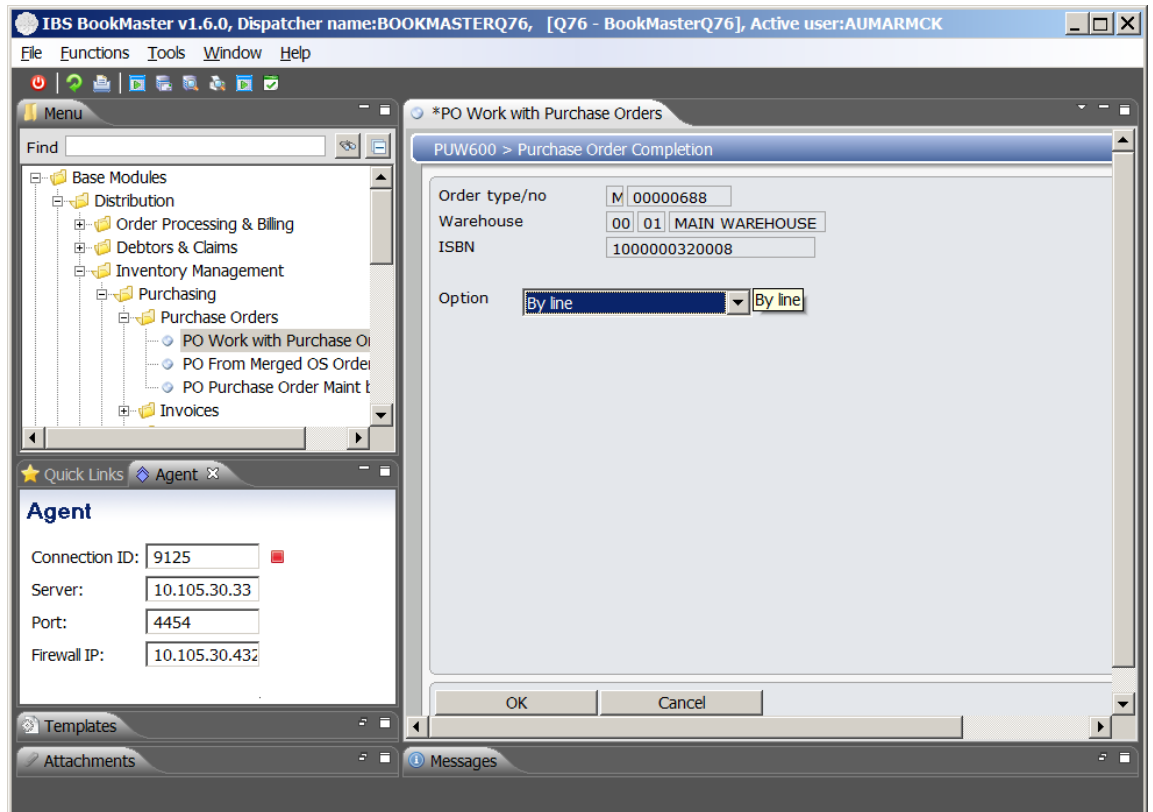
3. Key in the required Approve Reason and Click **OK** to approve the Purchase Order.
This approves the selected Purchase Order.

Example 5: Complete an existing Purchase Order for an Item

This example describes how to complete existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Complete**.

PUW600 Work with Purchase Orders panel is displayed in Purchase Order Completion mode.



Relevant Fields

Option

The order can be completed by selecting the appropriate option.

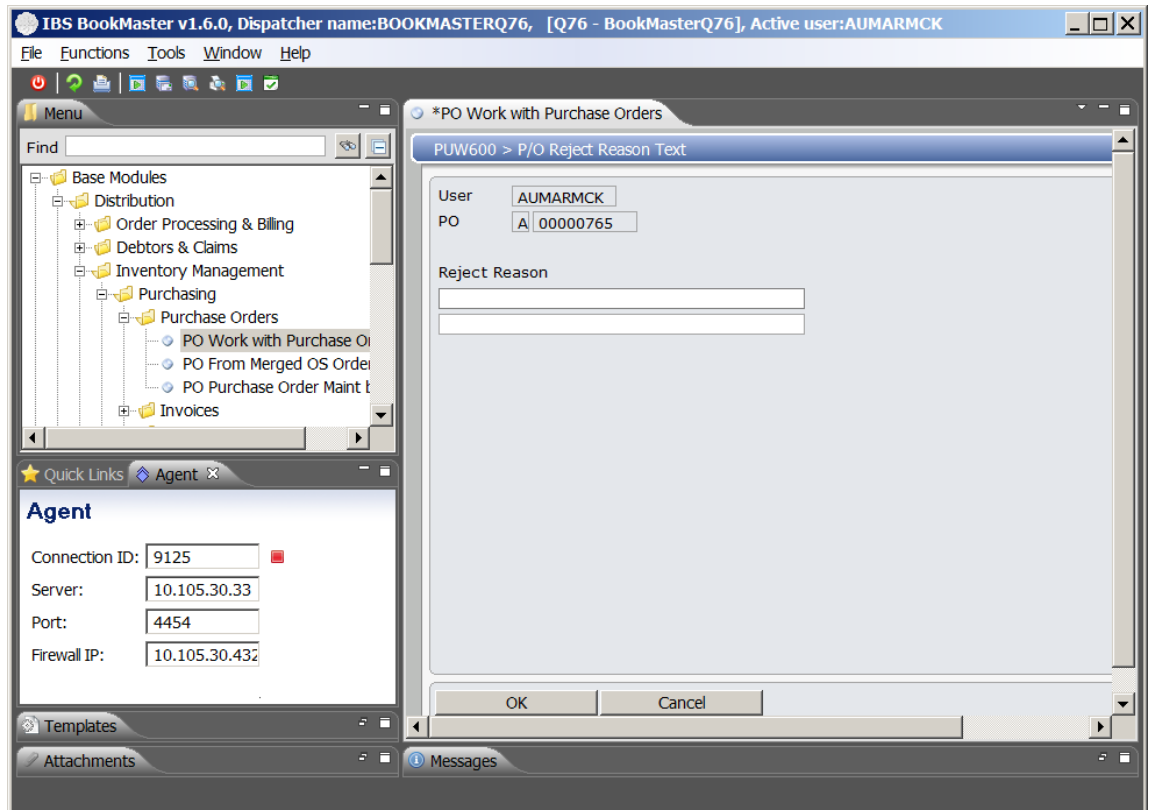
3. Key in the required option and click **OK** to confirm the completion. This completes the purchase order by the options available.

Example 6: Reject an existing Purchase Order for an Item

This example describes how to reject existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Reject**.

PUW600 Work with Purchase Orders panel is displayed in reject mode.



Relevant Fields

Reject Reason The order can be rejected by giving the appropriate reason.

3. Key in the required Reject Reason and click **OK** to confirm the rejection. This rejects the existing purchase.

Example 7: Display Text of an existing Purchase Order for an Item

This example describes how to display Text of an existing purchase order for an item.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Text**.

PUW039 Work with Text panel is displayed.

Example 8: O/S order to P/O link Inquiry

This example describes the O/S order to P/O link inquiry.

1. Repeat step 1, 2 and 3 of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **O/S links**.

DSI102 O/S Order to P/O link Inquiry panel is displayed.

Example 9: Cancel an existing Purchase Order for an Item

This example describes how to cancel an existing purchase order for an item.

1. Repeat step **1**, **2** and **3** of [Example 1: Create a new Purchase Order for an item.](#)
2. Select an existing record and click option **Cancel**.

DSM061 Purchase Order Cancellation panel is displayed.

DSE035 Purchase Order Entry/Maintenance

Overview

The Purchase Order Entry function is used for the creation of new purchase orders and the alteration, approval and deletion of existing information. Purchase order entry or maintenance is not allowed for digital items.

Explanation

Each purchase order is entered individually with multiple order lines allowed for each order. All validations are carried out at the time of entry. Purchase orders can be created for:

- Inventory purchases
- Drop shipments

When creating a purchase order against a Physical Warehouse the system shows a breakdown by line item for each Logical Warehouse.

A Purchase order can be raised for one single warehouse with delivery to a single physical warehouse (nominated in the PO header) but ordering can be on behalf of multiple logical warehouses (nominated in each PO line).

On Order and On Board quantities are reflected against the relevant logical warehouse with the expected receipt quantity being recorded against the physical warehouse.

On receipt of the stock, the physical warehouse stock is increased as is the relevant logical warehouses stock. The shipping invoice will be posted directly to AP and Goods in Transit entries posted to each business unit's GL accounts by including the logical warehouse on the GL definition.

Purchase order numbering can be system generated or manually entered depending on the type of purchase order being created.

A Search facility is available on existing purchaser orders, this displays the Purchase Order type, Supplier, Warehouse, Shipping Method, Port of embarkation, Purchase Order Status, and the Purchase Order Buying Currency. Refer to the section on Search for a Purchase Order.

Titles can be maintained that belong to a license title for Ledger type '2' Book Production.

This is so a License title can be linked to the Purchase Order in Distribution but also allows processes for the non linked license title to remain as current.

Purchase Order Entry is subject to User Access Restrictions. Refer to User Access/Restrictions documentation for more information on this feature.

Logical Warehouse Allocation

If there is more than one logical warehouse linked to a physical warehouse, the user will be prompted to enter the allocation of the ordered quantity to the various logical warehouses. This task can be performed manually or automatically allocated to each

warehouse according to the setup in TMSDS/PO-WHALC with specifies the company code and the auto PO allocation flag for logical warehouses. The Auto warehouse allocation flag present on the Purchase Order header screen has default setting in TMSDS/PO-WHALC. It can also be dynamically overridden for the specific Purchase Order being maintained. The flag allows the user to select manual or automatic quantity allocation by logical warehouse and changes DSE035 accordingly.

The Purchase Order sent to the supplier will have the consolidated quantities from the various logical warehouses since they do not need to know the allocation.

Line Text

If multi-locations are available and allocation is required but not done when the Text option is selected, the allocations will need to be done first. Once Line text has been selected the Work with Text screen displays for selecting the Text Type to be appended to a line.

Link purchase order to customer backorder

Purchase Orders are linked to Customer Backorders using Line Option Link O/S order in Purchase Order Entry/Maintenance (DSE035).

The link stays in place until the stock is received or the backorder is cancelled. When the stock is received (or partially received), the system looks at the backorders and automatically allocates the stock. If a backorder is deleted, the stock goes into normal stock.

Drop Shipments could also use this backorder linking facility.

An example of linking is: a new PO has been created via the purchase order entry program and there are 3 titles on this order. The first title is to be linked to a Backorder and this is done via the line option Link O/S order.

Create purchase order from outstanding order

The Purchase Order from Merged Outstanding Orders program generates one Purchase order from merged backorders with multiple customers under one supplier.

The system updates the standard cost in the warehouse file for new titles without a cost but with an outstanding Purchase Order quantity.

The Supplier Item from the Title Masterfile is used in the purchase order detail but if the Supplier Item is blank on the Title Masterfile the ISBN will be used.

Combine with P/O generation from B/O for drop ship the user has option to select the drop ship warehouse or all warehouses.

Create a drop ship purchase order

Drop Ship Purchases are used when the Supplier delivers the ordered goods directly to the Customer.

Using Purchase Order Entry/Maintenance, create a Purchase Order the same way as delivery to the warehouse, except for completing the customer details screen. Logical warehouses will still be shown on these transactions.

Note: Remember that for a drop shipment, the warehouse selected must be a non location controlled drop shipment warehouse. Default drop shipment warehouses are established in TMSDS/WH-DFTDR.

A Sales backorder is usually created prior to the Purchase Order being raised and if this is the case, the backorder can be linked to the Purchase Order. Note the Sales Order must reflect the warehouse as the Drop Ship warehouse.

The Order Processing function caters for multiple warehouses when processing a customers order for Drop Shipment. TMSDS/OE-DWH defines the rules to default multiple warehouses. This definition can be used at Branch or Company level. This is used in conjunction with TMSDS/OE-FMTPM which holds the user defined menu order types.

Drop Shipment Purchase Orders can also be created automatically by the system. This creation process depends on whether the suppliers account is closed or stopped. A purchase order is not created in these instances. The shipping method defaults by order carrier.

If the Customer backorder has been raised, link the purchase order titles to this backorder.

Refer to the section Link Purchase Order to Customer Backorder for more information on this topic.

Once the supplier has delivered the goods to the customer and sent the Invoice for payment, a Stock Receipt needs to be processed to update the Drop Ship warehouse. As the purchase order is linked to a backorder, the customer's Already Delivered invoice is produced with the next Backorder Release run.

Create a purchase order for direct receipting

Direct Receipting is commonly used for local purchases where additional costs do not need to be included in the costing of titles.

When processing a Direct Receipt, using Purchase Order/Shipment for location controlled warehouse, a Purchase Order number is entered instead of a shipment number in the menu option.

Release Order can automatically generate a shipment with a status of P for Purchase Order. TMSPU/ACTIVE determines whether a Shipping Invoice is active or not and if not the shipping invoice will not be generated. The on-order quantity will remain and does not move to on-board since the shipping invoice is not created. No further work is required on the shipment and it does not need to be released. The generated pro-forma invoice in shipping for the Purchase Order can also be posted to Accounts Payable as per normal.

The automatically generated shipment number provides the link to a range of Preliminary shipment reports depending on TMSDS/PO-SHPR. These reports are used in the receiving process.

The Purchase Order is received by Purchase Order Number or the automatically generated shipment number can be used in the normal shipment receipt process. A range of Shipment Receipt Reports for use in the balancing process can print depending on TMSDS/PO-RCPT.

A purchase order is created as usual by selecting Purchase Order Entry. Enter the purchase order type and if manual purchase order numbers are being used, enter the purchase order number. Enter the Header information and refer to the section Create a Purchase Order for requirements.

When the goods arrive in the warehouse the receipting option to use is From Purchase Order/Shipment for Location Controlled warehouses or From Purchase Order for non Location Controlled warehouses.

Either the original purchase order or the system generated shipment number can be used to receive the stock.

Search for a purchase order

This program displays the Purchase Order header information to allow selection and display of Purchase Order details. This program can be called by any program that needs to display Purchase Order information. The Purchase Order entry and Purchase Order inquiry by Purchase Order number are some of the programs that have been enhanced to call this program.

The program parameters are:

- a) PO type
- b) PO number
- c) Status
- d) Supplier code

TMSDS/PO-STS is used to define the Purchase Order Status.

This search is available on the following programs:

- P/O Entry/Maintenance (DSE035)
- Purchase order receiving (DSE046)
- PSI Maintenance (DSE152)
- Purchase order inquiry (DSI100)
- Purchase order/item completion (DSM060)
- Purchase Order Cancellation (DSM061)
- Suggested Orders Generation (DSO145)
- PSI - Suggested Order Generation (DSO582)
- Purchase order listing (DSR425)
- Purchase order print (DSR430)
- Retail Receipts Entry (WHE046)
- Shipping receipts entry - Non RF (WHE045)

Maintain titles and quantities

More titles can also be added to the purchase order. To delete a title from the order blank out the order quantity.

An audit trail is generated (if Control File set up) into the PSI Minute Manager file (DSPMT00P) each time a quantity is changed. This can be viewed in the PSI Maintenance – Minute option.

Maintain ETA's

ETA Update is used to update the estimated time of arrival. It appears on the order screening the P/O Entry program DSE035. It displays the estimated date a title is due to arrive, automatically, when the title is entered in the order screen.

Enter the new estimated time of arrival in the ETA field on the top right hand side of the screen.

Select the ETA function and all the dates will changes on the purchase order.

The ETA's can be viewed in Purchase Order Inquiries and Reports.

Book production link on ETA's on purchase order

TMSBP/PJ-PUBD determines which release dates are updated on the system.

The pub date can be updated for the Item Masterfile (DS), purchase order (DS), Schedule (BP), Project header (BP) book specification and Whs (ETA) date (DS)

The Pub 'P' or Whs 'W' determines which type of date is to be used in the selected processes.

The flags determine which dates are updated automatically as a result of the change in pub date entered into the system.

Print amended purchase order

To print an amended version of the Purchase Order, enter A for Amended in the Print field.

Display item and invoice quantity

Details are used to view more details, the Title and Invoice Quantity, about the title being ordered.

Delete a purchase order

A purchase order could be deleted either due to it having been created in error or duplicated. An order can only be deleted if no goods have been received against it. If goods have been received and the outstanding quantities are to be deleted, the order needs to be completed.

Complete a purchase order

This process can be performed via Complete Order in Purchase Order Entry or a stand alone menu option DSM060 Purchase Order Completion. The stand alone option gives the user a choice to complete individual titles on a purchase order.

Once a purchase order has been flagged as completed no further receipting can take place against this order. If a purchase order is linked to a Shipment, it can only be completed once the Receipt is flagged as completed and the shipment has been closed.

Once a valid purchase order type and number have been entered, click **OK** to access the Title Detail screen.

Repeat Position to Title repeats the instruction to position the cursor on the line next to the title being ordered.

Examples

This section illustrates examples concerning:

[Example 1: Creation of an Inventory Purchase Order](#)

[Example 2: Allocate logical warehouse](#)

[Example 3: Create purchase order from outstanding purchase order](#)

[Example 4: Create a drop ship purchase order](#)

[Example 5: Create a purchase order for direct receipting](#)

[Example 6: Change a purchase order](#)

[Example 7: Maintain ETA's](#)

[Example 8: Delete a purchase order](#)

[Example 9: Complete a purchase order](#)

Example 1: Creation of an Inventory Purchase Order

This example describes how to create an Inventory Purchase Order.

1. Select option **PO Work with Purchase Orders** from Distribution > Inventory Management > Purchasing > Purchase Orders.

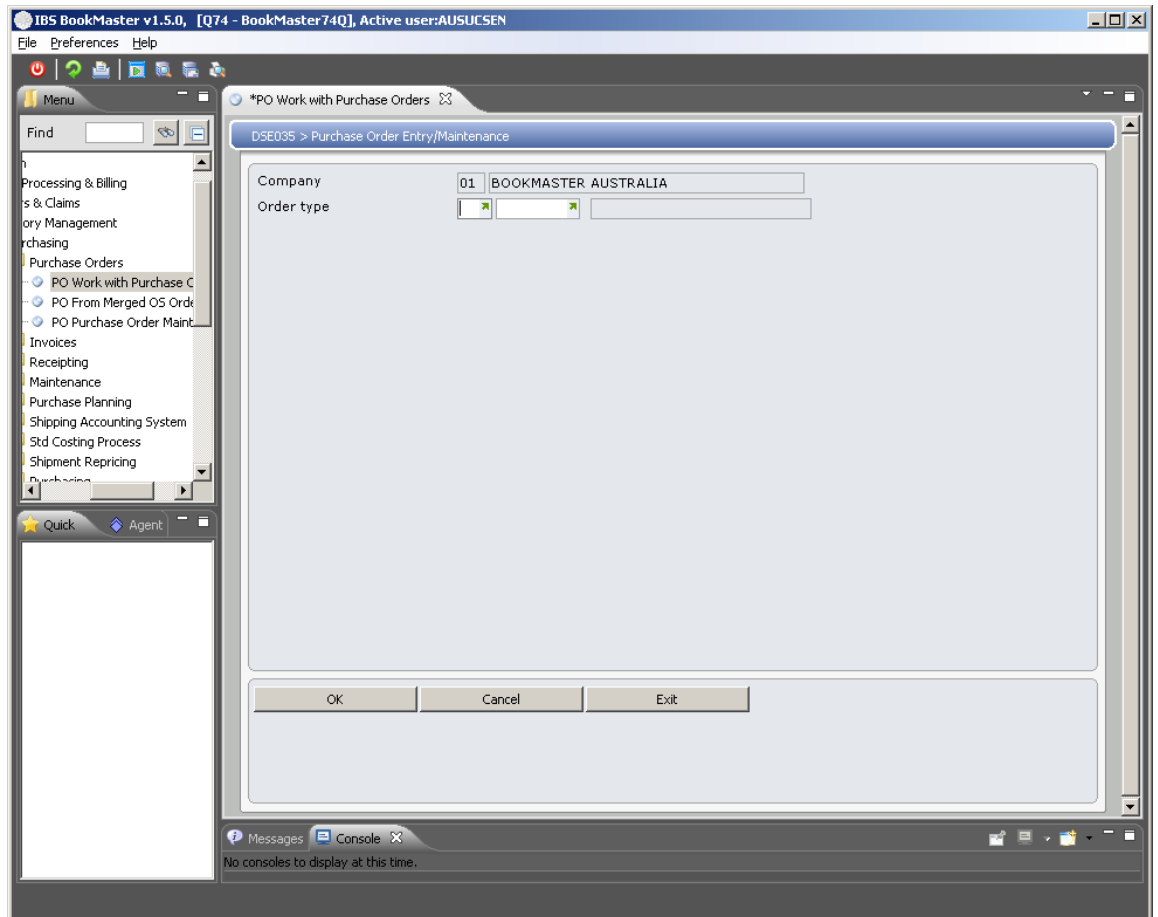
PUW600 Work with Purchase Orders – Filter panel is displayed.

2. Select required fields or leave blank to select all and click **OK**.

PUW600 Work with Purchase Orders main panel is displayed.

3. Click **Add**.

DSE035 Purchase Order Entry/Maintenance panel is displayed in add mode.



Relevant Fields

Company

Enter the company code for this order.

Order type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

4. For manual numbering, in the first entry field select a purchase order type. In the second entry field enter the purchase order number and click **OK**. If automatic numbering is in use, enter the order type and click **OK**.
5. Key in the required fields and click **OK**.

DSE035 Purchase Order Entry/Maintenance panel is displayed in add mode.

The screenshot displays the IBS BookMaster v1.5.0 application window. The main panel is titled 'DSE035 > Purchase Order Entry/Maintenance'. The 'Order type/no' field contains 'A' and '00000747'. The 'Company' field is filled with '01 BOOKMASTER AUSTRALIA'. The 'Supplier' field is empty. The 'Name & address' section has several empty text boxes. The 'Warehouse' field contains '01' and '01'. The 'Port of embarkn' field is empty. The 'Shipping method' field is empty. The 'Currency' field is empty. The 'PSI Type' field is empty. The 'Confirmation flag' field is empty. The 'Confirmation date' field is empty. The 'Print' field is set to 'Yes'. The 'Spec instructions' field is empty. At the bottom of the panel, there are buttons for 'OK', 'Cancel', 'Exit', 'Ext instruction', 'Date Stamp', 'Pend Inq', and 'View'. The left sidebar shows a menu with 'Purchase Orders' selected. The status bar at the bottom indicates 'No consoles to display at this time.'

Relevant Fields

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Name and address

The system automatically retrieves the supplier name and address, on entry of the supplier code, from the Supplier Masterfile. The name and address is printed on the purchase order.

Warehouse

In Work with Shipping Invoice GL Item Definition this is the Logical warehouse or Business Unit.

In Purchase Order Entry/Maintenance the main physical warehouse defaults from TMSDS/IM-WHDFT but may be overridden. This is the physical warehouse into which the goods are to be received. The company number is allocated with the Logical and Physical warehouse.

Port of embarkation

This field can default to N/A, and be overridden, by setting up a blank as a code in TMSDS/IM-PEMB.

Shipping method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

Currency

In Purchase Order Entry/Maintenance the currency defaults from the Supplier Masterfile and cannot be overridden.

Bond

A PSI code is mandatory when creating a purchase order and identifies a specific warehouse type of stock which may be

allocated via the stock allocation program.

Confirmation flag

This flag indicates whether a purchase order has been confirmed and is only used with EDI orders. This flag is also used by the Purchase Order Listing to determine whether or not confirmed purchase orders are to be included in the report.

Confirmation date

When creating a purchase order this is the date on which the purchase order was confirmed. This is only used for EDI orders.

Print

This flag determines what is to be printed and when:

-Yes print immediately

-No print in the next batch run

-EDI

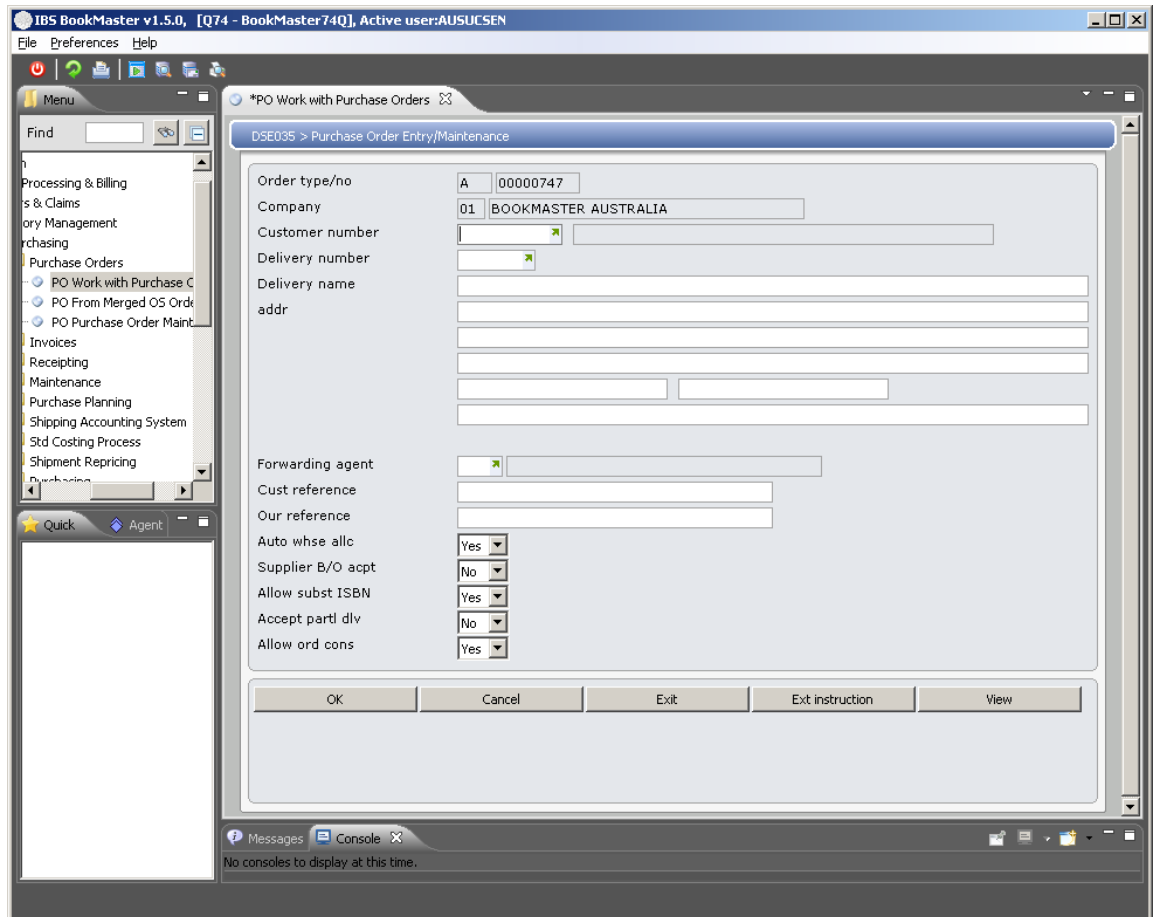
-Amended purchase order

The EDI flag is only applicable for those suppliers identified to the system as capable of electronic trading. A facility is available only to accept entry of EDI if it is mandatory for a supplier's orders to be sent through EDI. This is set up on a system Control File which instructs the system to check whether EDI sent purchase orders are mandatory for a supplier. If this is the case the print flag field only accepts EDI. If not, then the warning message 'Warning Print Flag should be E = EDI for this supplier' displays notifying the user orders for this supplier are usually placed via EDI. However, any of the other print flag codes can be keyed in.

Special instructions

This is free form text for special instructions or remarks. Unlimited special instructions, details, notes etc. can be defined in TMSPU/PO-TEXT to determine the maximum number of lines. These are initially set at 999 maximum records.

6. Page Down.



Customer information is only required for Drop Shipments so leave these fields blank when creating a normal purchase order.

Functions

Ext Instruction

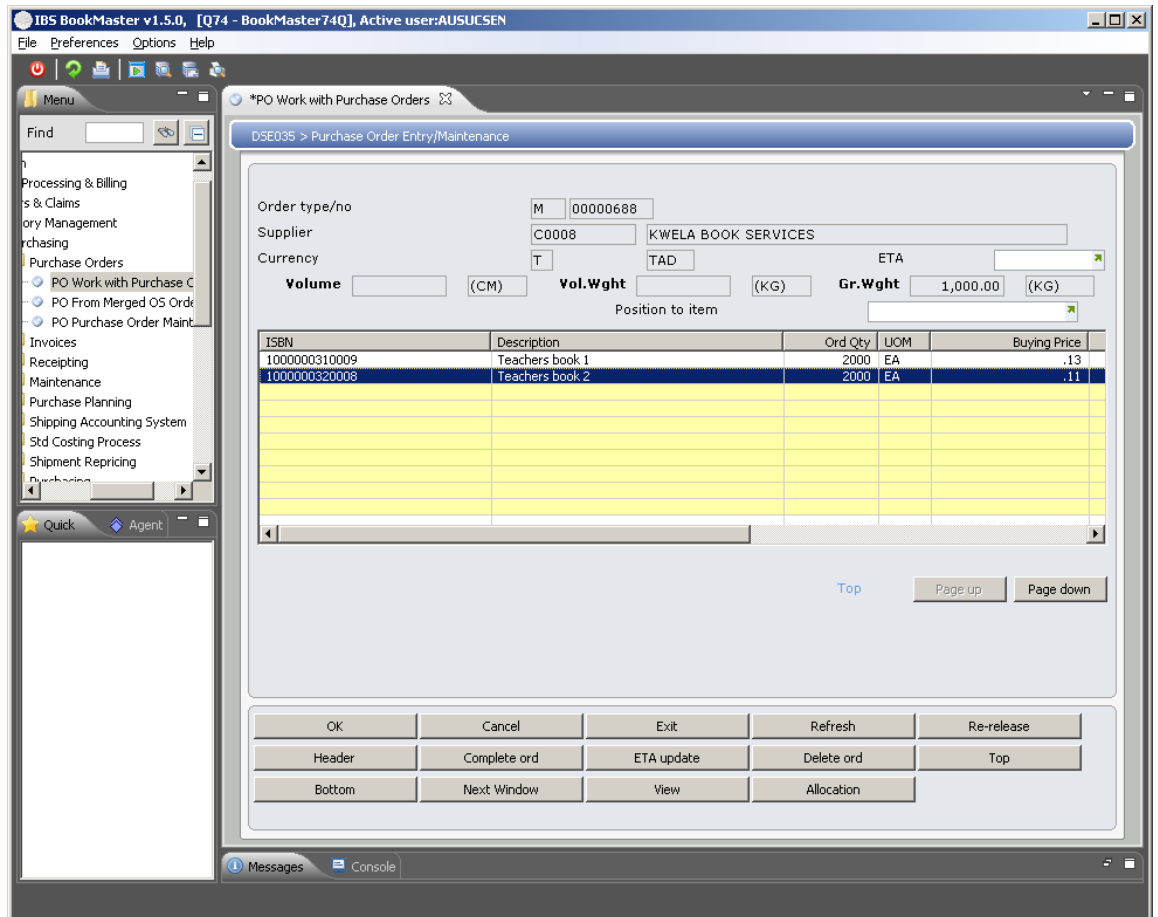
Access PUW039 Work with Text in Add mode to add a text for a purchase order

View

Access *****/SPY-TMS TMS document imaging

7. Key in required fields and click **OK**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.



Options

[Line text](#)

Access PUW039 Work with Text in Add mode to select a text type highlight the PO detail lines that have associated text

[Allocation](#)

Access DSE035 Purchase Order Entry/Maintenance to link selected item to logical warehouse.

[View](#)

Access *****/SPY-TMS TMS document imaging

Functions

[Detail](#)

Access Work with Shipments in Add mode to add a Shipment.

[Release Order](#)

Release a purchase order. Release order routine can also be called for purchase orders with status 'R'

[Header](#)

Access DSE035 Purchase Order Entry/Maintenance to change purchase order header details.

[Complete Order](#)

Completes items in purchase order.

[ETA Update](#)

It will maintain or update ETA's.

[Delete Order](#)

Deletes selected purchase order

[Pre window](#)

Access DSE035 Purchase Order Entry/Maintenance to go back to the left hand side of the screen.

[Next window](#)

Access DSE035 Purchase Order Entry/Maintenance to go to the right hand side of the screen.

[View](#) Access *****/SPY-TMS TMS document imaging

[Allocation](#) Access DSE035 Purchase Order Entry/Maintenance to link selected item to logical warehouse.

Relevant Fields

[Volume](#) This is the total volume of all the titles being ordered. This figure is the sum of all the volumes of all the purchase detail lines. Volume on each purchase order detail line is computed as volume per unit as derived from the Title Masterfile multiplied by quantity ordered.

[Volumetric weight](#) The volumetric weight of all the titles ordered. This figure is the sum of all the volumetric weights of all the purchase detail lines. Volumetric weight on each purchase order detail line is computed as volumetric weight per unit as derived from the Title Masterfile multiplied by quantity ordered.

[Gross weight](#) This is the total gross weight of all the titles ordered. This figure is the sum of all the gross weights of all the purchase detail lines. Gross weight on each purchase order detail line is computed as gross weight per unit as derived from the Title Masterfile multiplied by quantity ordered.

[ISBN](#) In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered.

In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.

[Order quantity](#) This is the quantity of the title to be ordered. If the message Warning: Order Qty is different from Supplier Pack qty or less than Min Ord Qty displays, correct the entry.

[Unit of measure](#) The ordered quantity is calculated based on the unit of measure (UOM) entered. To default the UOM from the Title Masterfile, TMSDS/PO-COST must be setup for the Purchase Order Entry program and flagged as I for Title Masterfile.

[Buying price](#) Where the system gets the default values such as Buying price from TMSPU/BP-DFT, will precede any values from TMSDS/PO-COST. The options are:

B=Buy prc to take costs from the Buying Price File

P=P/O to enter the price at the time of purchasing

H=Inv Hdr to take the price from the Supplier's invoice

0=Zero means to default the price to zero

I=Title M/F to take the price on the Title Masterfile.

The default buying method is retrieved from TMSPU/BP-DFT, if the cost is retrieved from the Buying Price file. If a blank buying method is setup in the Control File the system will retrieve the buying method from the Buying file via the Buying

Price Retrieval program.

The buying price can be retrieved based on the buying method and its effective/expiry date, both of which are stored on the Buying Price file on the Database Management module. If this date has expired the buying price defaults from the Title Masterfile.

Depending on TMSPU/BP-RTV the Buying Price can also be retrieved by ETA date or by ETD date.

Both the Buying Price and the Buying Method code can be overridden if required.

Note: The Title Masterfile must have the same currency as the Buying Price File otherwise the price does not display.

Discount

This is the amount of discount to be taken off the Buying Price.

Note: The Title Masterfile must have the same currency as the Buying Price File otherwise the price does not display.

In Work with Shipping Invoice the discount defaults from the Purchase Order, depending on the set up in TMSDS/PO-COST.

Complete invoice flag

When creating a purchase order the default is No at time of Entry. This Complete Invoice flag indicates whether or not an invoice for this purchase order has been received and if it has been completed. This defaults to Yes at time of invoice. Complete Receipt flag indicates whether stock has been received against this invoice. This defaults to Yes at the time of receipt.

Complete receipt flag

When creating a purchase order the default is No at time of Entry. This Complete Invoice flag indicates whether or not an invoice for this purchase order has been received and if it has been completed. This defaults to Yes at time of invoice. Complete Receipt flag indicates whether or not stock has been received against this invoice. This defaults to Yes at the time of receipt. In Purchase Order Maintenance by Title, the flag indicates whether the title has been received in full.

Estimated time of arrival

The Order lead time will be from the buying price file while the delivery lead time will be from the supplier item file. This is computed as order date + order lead time + delivery lead time.

Another way of handling ETA dates is as follows:

Set TMSDS/PO-COST to B for the system to use the Buying Price Definition which has the Title/Supplier link and stores the Buying Method. The Purchasing Parameters then need to be set up with a Delivery Lead Time and Receipt Day Code for the Title/Supplier combination established in the Buying Price Definition.

Receipt Day Codes (RDC) are established in TMSDS/PSI-RDC and these determine on which day of the week the warehouse prefers to receive goods and whether the

calculation should compute the receipt period as this month or next month.

If the ETA works out to be equal to or greater than the day stipulated by the RDC and the flag is set to next month (2) the receipt period is considered as next month.

Purchase Orders with ETA's towards the end of the month can be considered as next months receipts for planning purposes.

An ETA can be updated if necessary by selecting Function ETA Update. If the ETA date changes the Publication Date of a title is automatically updated.

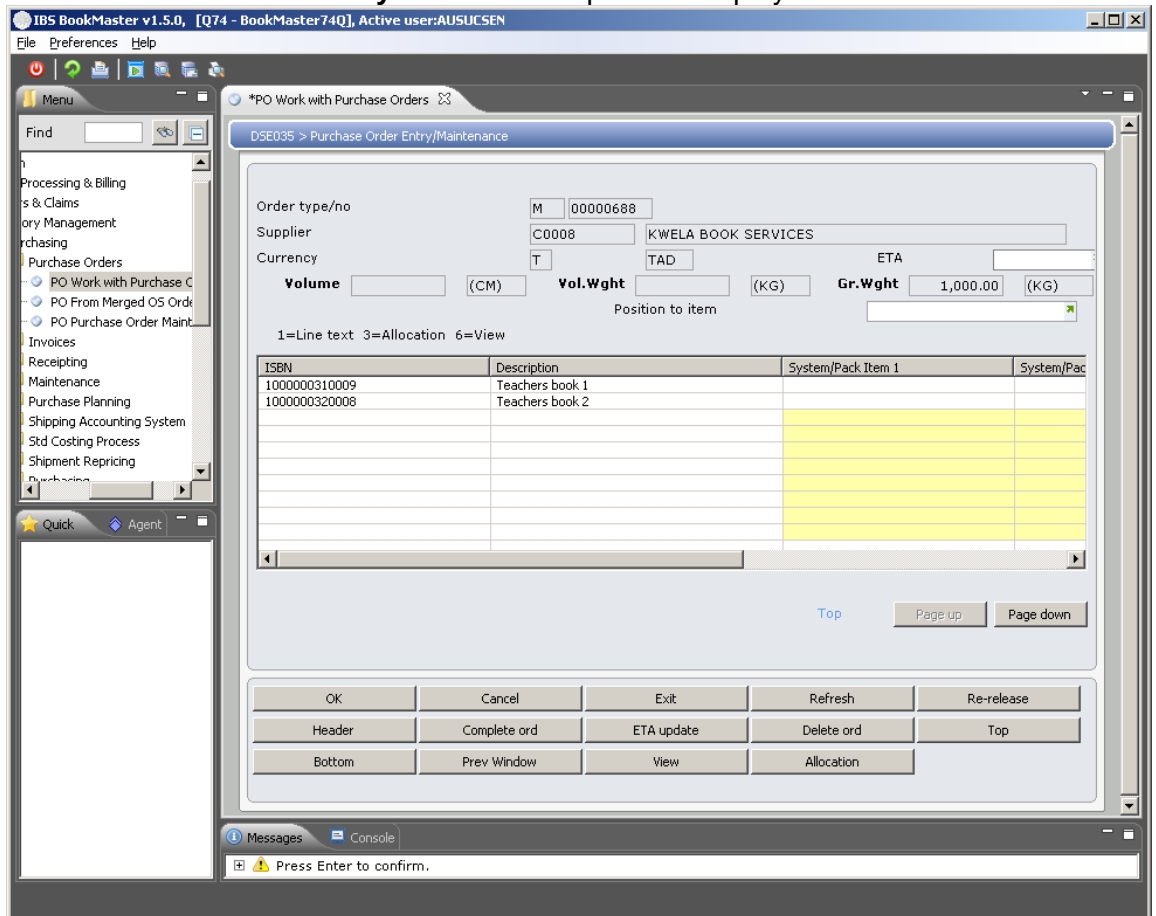
The ETA date can be viewed on the Purchase Order Inquiry. No ETA entry reflects on inquiries as 99/99/99.

Buying method

The column heading displays as Stock Report Code or Buying Method depending on the setup in TMSDS/DSE035. The most needed column can be setup to display on the first detail screen, for example Buying Method, in which case Stock Report Code displays on the second detail screen which is accessed via Function Right.

8. Click **Next Window**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.



Relevant Fields

**System/Pack
item 1****System/pack item 1**

If the title being ordered is a component of a system or pack, the System Item Code displays. This will allow the system to link components to system/pack when the stocks are receipted and stop the components from being sold individually prior to the system stock being built from the components.

S/P or Special Instruction

Special instructions that relate to the current line can be entered.

**System/Pack
item 2**

If the title being ordered is a component of a system or pack, the System Item Code displays.

Stock report code

Whether or not the column heading on this screen displays as Stock Report Code or Buying Method depends on the setup in TMSDS/DSE035. The most needed column can be setup to display on the first details screen, for example Buying Method in which case Stock Report Code displays on the second detail screen which is accessed via the Function Right.

If the Buying Method was used on the header screen, enter the stock report code which identifies the reason why stock has not been supplied by the supplier.

Total amount

Whether or not the column heading on this screen displays as Stock Report Code or Buying Method depends on the setup in TMSDS/DSE035. The most needed column can be setup to display on the first details screen, for example Buying Method in which case Stock Report Code displays on the second detail screen which is accessed via the Function Right.

If the Buying Method was used on the header screen, enter the stock report code which identifies the reason why stock has not been supplied by the supplier.

Supplier Item

The Supplier Item displays when Detail is selected. The Supplier Item can be defined in the Buying Price File (PUBP00P). If it does not exist in the Buying Price file then it is retrieved from the Title Masterfile.

Example 2: Allocate logical Warehouse

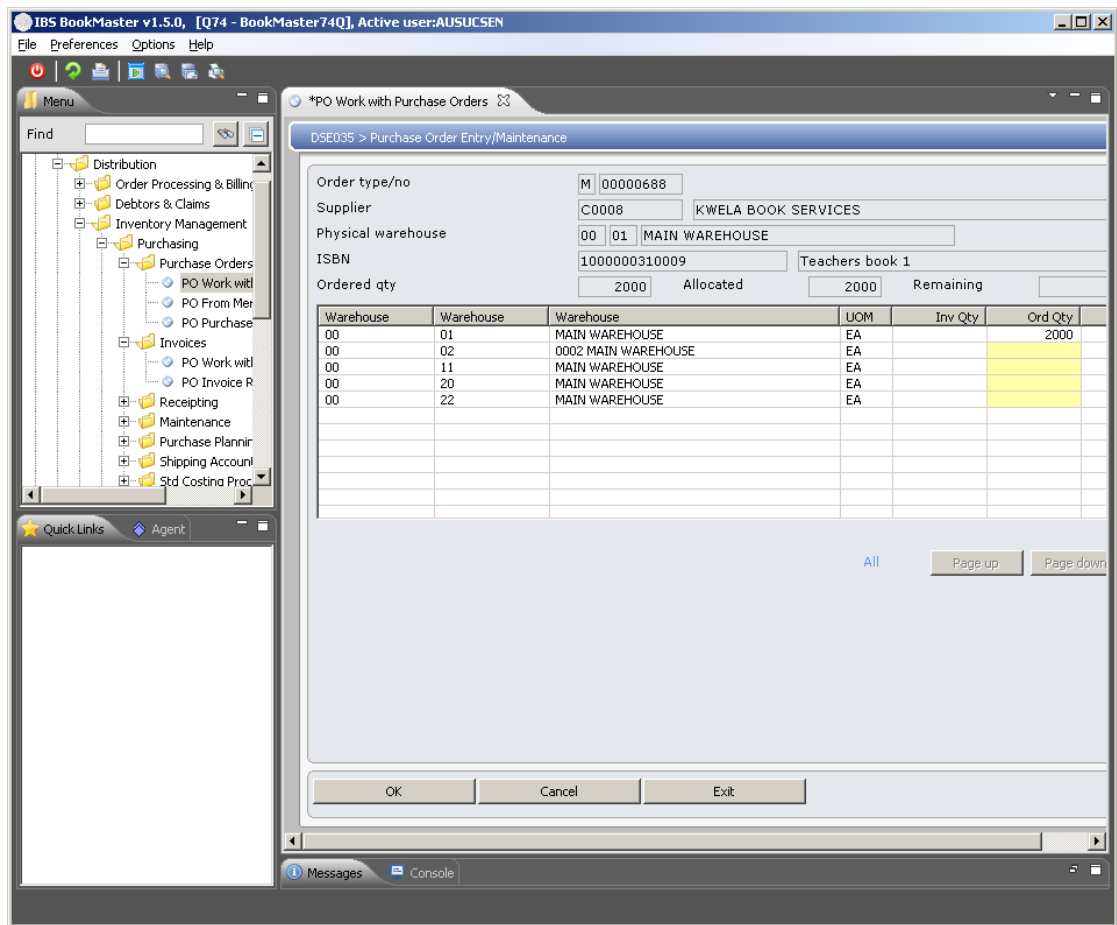
This example describes how to link the selected title to logical warehouse.

1. Repeat steps 1 to 7 as in [Example 1: Creation of an Inventory Purchase Order](#)

DSE035 Purchase Order Entry/Maintenance panel is displayed.

2. Select a line and click option **Allocation**.

DSE035 Purchase Order Entry/Maintenance panel is displayed to link the selected title to a logical warehouse.



Options

[Line text](#)

Access PUW039 Work with Text in Add mode to select a text type highlight the PO detail lines that have associated text

[Link O/S order](#)

Access DSE037 Back order for this ISBN to link the selected item to customer backorder or remove a purchase order to backorder link

Relevant Fields

[Ord Qty](#)

Order Quantities can be generated either by keying the quantity against each warehouse or using the automatic generation, which is predefined in the PO Allocation by Logical Warehouse program.

Manual Entry

Enter the required quantity that is to be allocated for each logical warehouse. If total quantities entered for the various logical warehouses do not match the ordered quantity, a message displays Allocated quantity less than ordered quantity for this item. Correct the entries to balance with the ordered quantity.

Example 3: Create purchase order from outstanding order

This example describes how to create purchase order from outstanding order.

1. Following setup must be done:

TMSDS/DSO155 defaults the Bond type, P/O type and buying price ID for creating purchases orders from merged outstanding orders.

Or Generate Purchase Orders for selected Customer Classification types.

The purchase Order generation for selected Customer Classification types is determined by **TMSDS/DSO155-C** and **TMSDS/DSO155-T**

TMSDS/DSO155-C Any customer classified as this type, example Buying Group CC-BG, then will use **TMSDS/DSO155-T** as a decision table to determine whether a P/O should be generated from drop ship B/O, the P/O delivery address and the EDI flag on the P/O.

These drop ship customer classification types will be one of the decision table parameters in **TMSDS/DSO155-T**.

TMSDS/DSO155-T uses the Actual Customer Classification code along with the Supplier that has been established in the Purchasing Parameters maintenance, which is based on the Title Hierarchy, The customer's carrier code that was entered on the Backorder and the Forwarding Agent for that Customer.

In **TMSDS/DSO155-T** a flag Forwarder Address combines with the Forwarder's code to determine whether the forwarder's address is to be used as the Purchase Order Delivery Address. If blank, the delivery address will be the order delivery address.

A Drop Ship flag indicates whether the system should convert the selected backorder for the Titles/Supplier to a Drop Shipment if the flag is set to Yes. This is determined by the delivery warehouse on the Back Order.

If the Drop Ship flag is set to No, the Purchase Order is not created. The system will automatically convert the drop ship warehouse back to the Customer normal delivery warehouse for the Backorder.

A second Forwarding Agent code is entered to indicate the purchase order's Forwarding Agent.

The EDI flag indicates that the generated Purchase Order is to be sent by EDI and not to be printed if the Flag is set to yes.

TMSDS/IM-PACK determines whether component explosion is required according to the pack/system identifier when generating a Purchase Order from a Backorder.

2. Repeat steps 1 to 6 as in [Example 1: Creation of an Inventory Purchase Order](#)

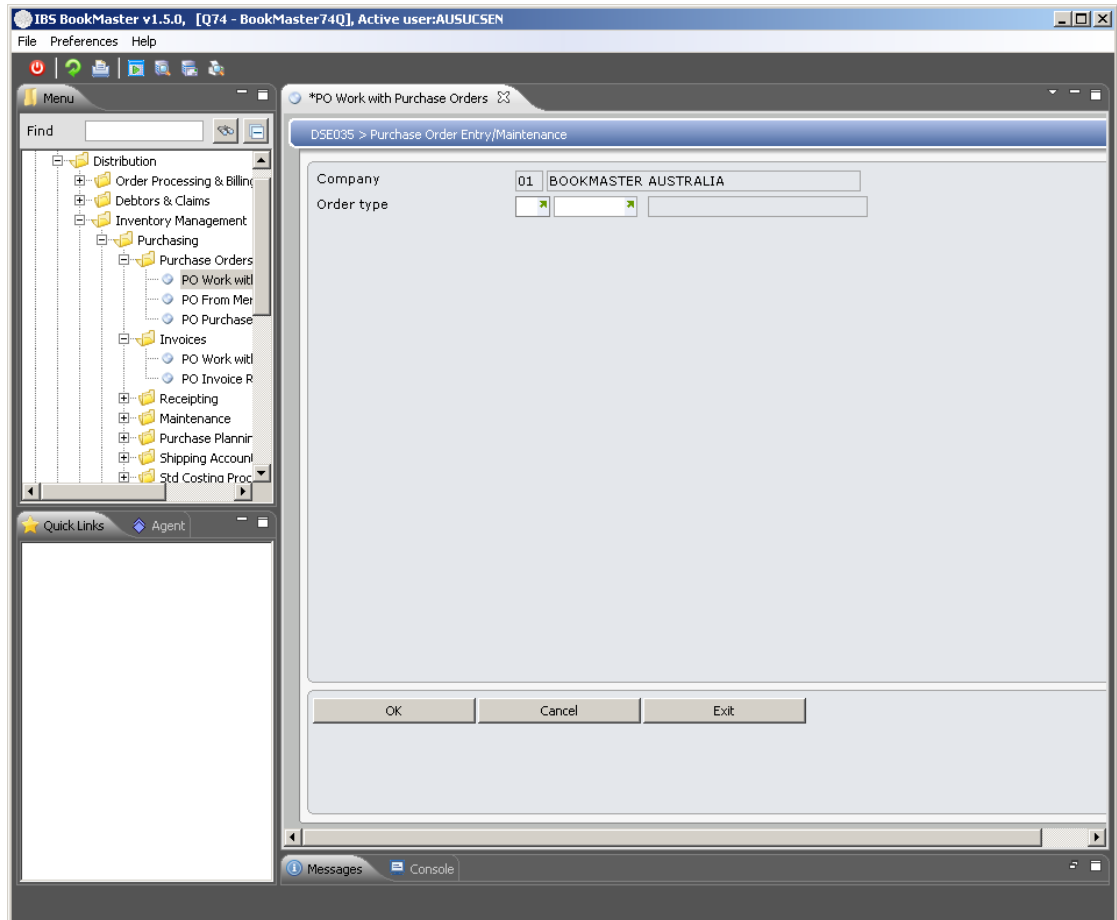
This creates purchase order from outstanding order.

Example 4: Create a drop ship purchase order

This example describes how to create a drop ship purchase order. Select order type M to make manual entry of order number.

1. Repeat steps 1 and 2 as in [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **Add**.

DSE035 Purchase Order Entry/Maintenance panel is displayed in Add mode.



Relevant Fields

Order type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

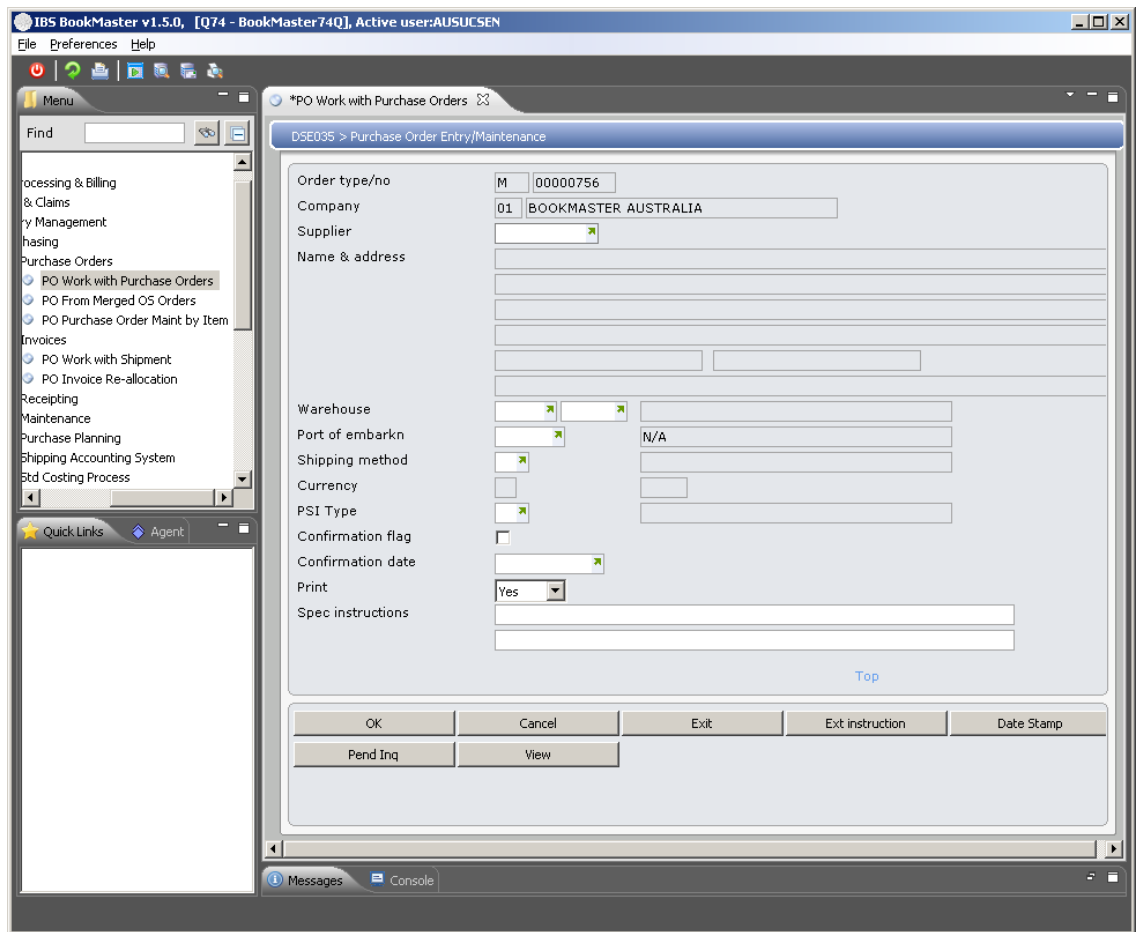
The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

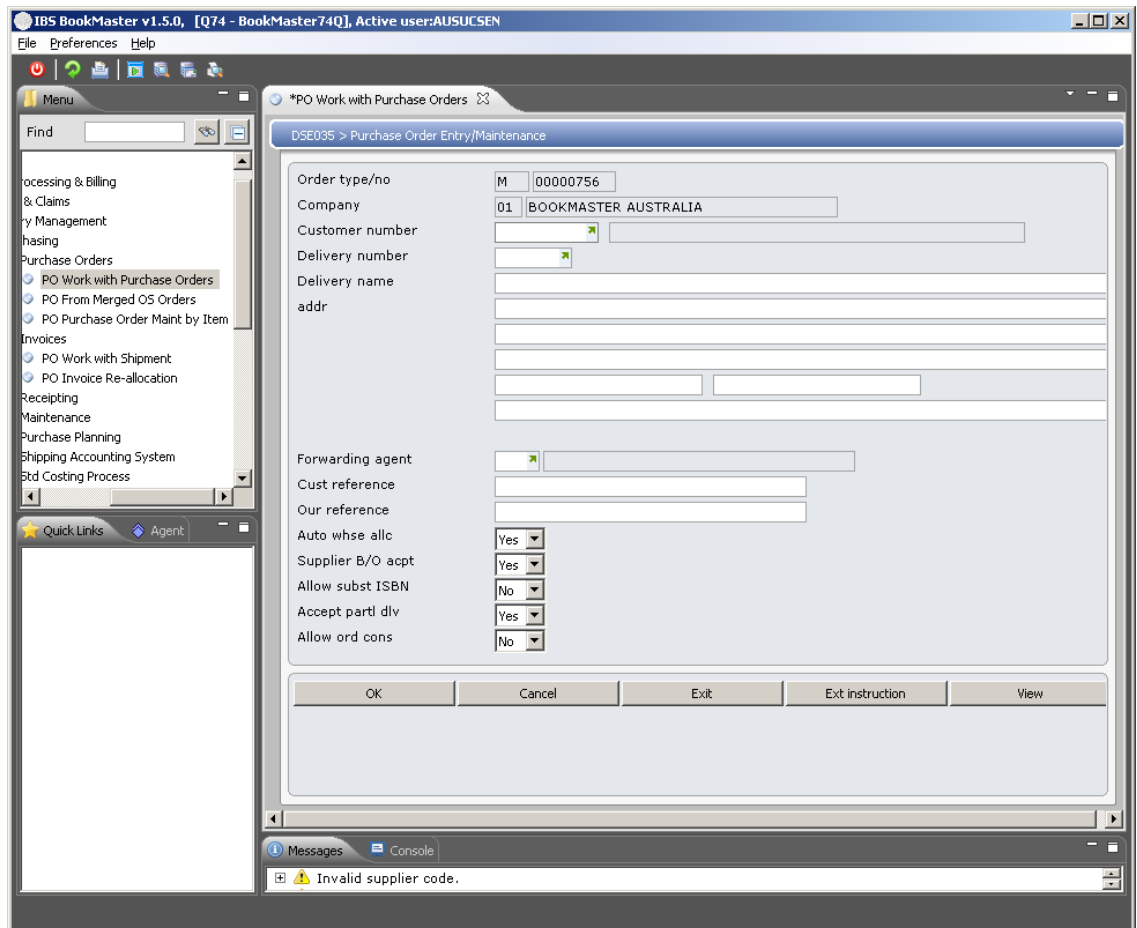
3. Key in the required fields and click **OK**.

DSE035 Purchase Order Entry/Maintenance panel is displayed in add mode.



4. Page Down.

DSE035 Purchase Order Entry/Maintenance panel is displayed in add mode.



Relevant Fields

Customer number

To identify the purchase order as a drop shipment order, a customer number is required. This is the code by which the customer is always referred to and how access is gained to the customer's records.

Delivery number

Multiple delivery addresses can be stored on the Customer Masterfile, each is identified by a unique number. Identify to which address the supplier must deliver the goods on this purchase order.

Delivery customer name and address

The Delivery Name and Address is automatically retrieved when a valid customer number and delivery number combination is entered.

Forwarding agent

When creating a purchase order a Forwarding Agent code defaults and is used to identify the agent responsible for forwarding goods. Forwarding Agents are used by freight companies to continue the transport of the goods if the freight company itself is unable to complete delivery.

Customer reference

This is a reference number for the purchase order given by the customer, usually an authorization reference for raising the drop ship purchase order. If the customer reference for the same customer already exists then a message is displayed. **WARNING: Customer reference already exists.** Check and correct the entry.

Our reference

This is the reference number for internal records. If the reference for the same customer already exists then a message is displayed. **WARNING:** Our reference already exists. Check and correct the entry

Auto whse allocation

The flag will default to the setting in TMSDS/PO-WHALC but can be dynamically overridden for the specific PO being maintained. This flag allows the user to select manual or auto qty allocation by logical warehouse and changes DSE035.

Allow substitute

A Substitute title is a valid title that would be supplied if there was insufficient stock of the original title ordered. The default value for this field is taken from TMSDS/PO-DFT

Accept partial delivery

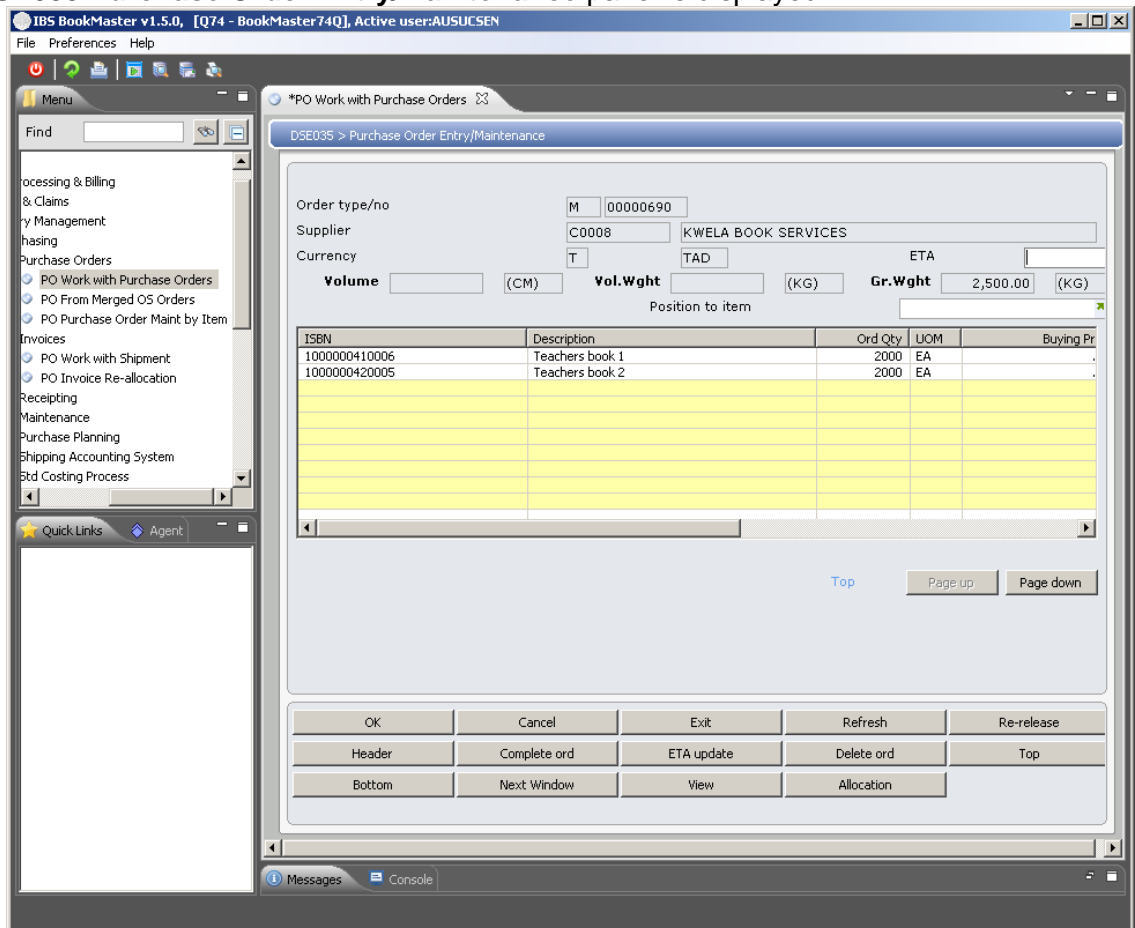
Indicate whether this purchase order can be partially delivered or is delivery only accepted when all stock can be supplied. The default value is taken from TMSDS/PO-DFT.

Allow order consolidation

Indicate whether this purchase order can be consolidated with another purchase order from this supplier. The default value is taken from TMSDS/PO-DFT.

5. Key in required fields and click **OK**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.



6. Enter the titles in the same way as for a normal purchase order.

If the Customer backorder has been raised, link the purchase order titles to this backorder.

Refer to the section **Link Purchase Order to Customer Backorder** for more information on this topic.

Once the supplier has delivered the goods to the customer and sent the Invoice for payment, a Stock Receipt needs to be processed to update the Drop Ship warehouse. As the purchase order is linked to a backorder, the customer's Already Delivered invoice is produced with the next Backorder Release run.

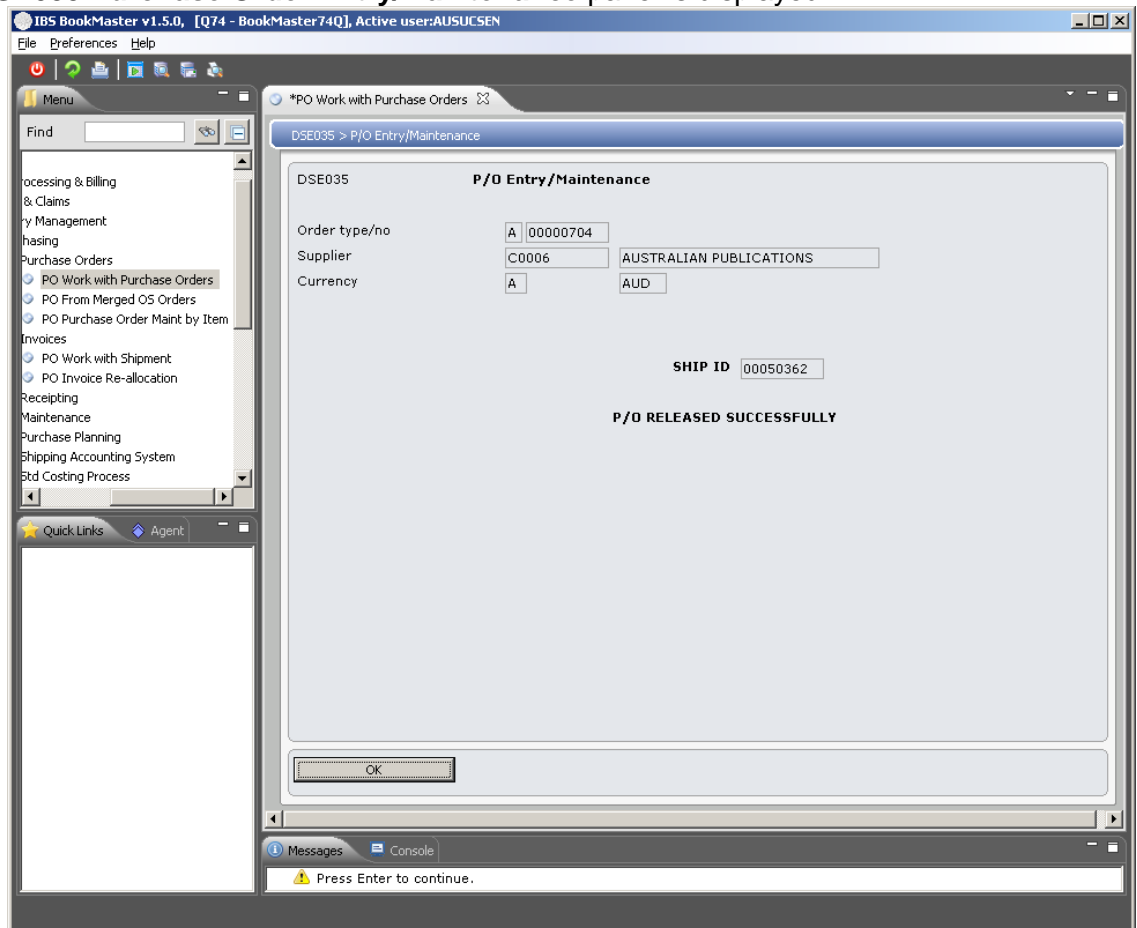
This will create a drop ship purchase order.

Example 5: Create a purchase order for direct receipting

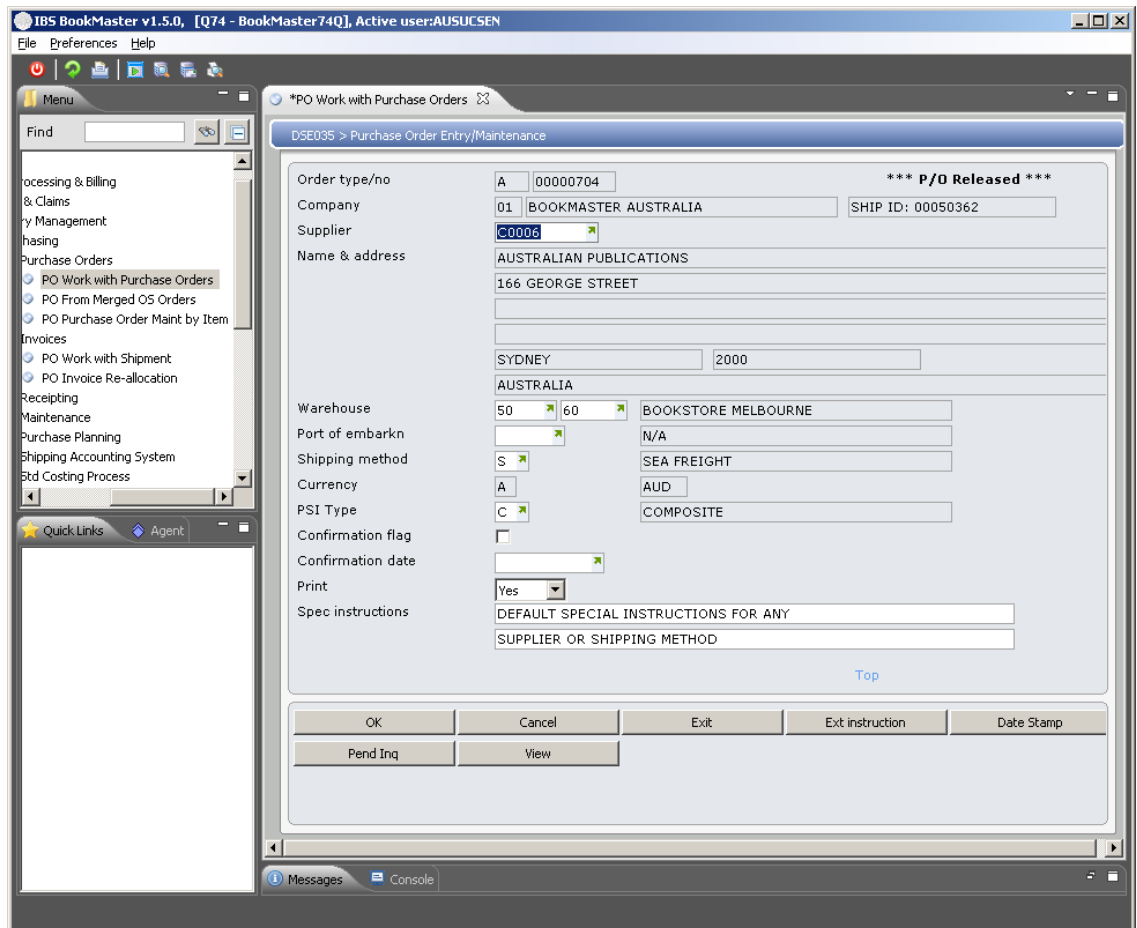
This example describes how to reset Shipment in use.

1. Repeat steps 1 to 6 as in [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **Release Order**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.



3. If the Purchase Order is accessed again a Released message displays as follows:



Example 6: Change purchase order header

This example describes how to change purchase order header.

1. Repeat steps 1 to 6 of [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **Header**.

DSE035 Purchase Order Entry/Maintenance panel is displayed.

3. Make required changes and click **OK**.

This changes the purchase order header.

Example 7: Maintain ETA's

This example describes how to maintain ETA's.

1. Repeat steps 1 to 6 of [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **ETA update**.
3. Enter the new estimated time of arrival in the **ETA** field on the top right hand side of the screen. Select the ETA function and all the dates will changes on the purchase order.

The ETA's can be viewed in Purchase Order Inquiries and Reports.

Example 8: Delete a purchase order

This example describes how to delete a purchase order.

1. Repeat steps 1 to 6 of [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **Delete Order**.

This deletes selected purchase order.

Example 9: Complete a purchase order

This example describes how to complete a purchase order.

1. Repeat steps **1** to **6** of [Example 1: Creation of an Inventory Purchase Order](#)
2. Click **Complete Order**.

Individual titles on a purchase order get completed.

Cross Reference

- BPM040 – Commitment Link
- DSE160 – PSI - Purchase order selection by item
- DSM151 – Order history maintenance
- PUW600 – Work With Purchase Orders
- DSI908A – P/O Alpha Search

DSO155 Create Purchase Orders from Merged O/S Orders

Overview

The Purchase Order from Merged Outstanding Orders program generates one Purchase order from merged backorders with multiple customers under one supplier.

The system updates the standard cost in the warehouse file for new items without a cost but with an outstanding Purchase Order quantity.

The Supplier Item from the Item Masterfile is used in the purchase order detail but if the Supplier Item is blank on the Item Masterfile the ISBN will be used.

Combine with P/O generation from B/O for drop ship the user has option to select the drop ship warehouse or all warehouses.

Examples

This section illustrates examples concerning:

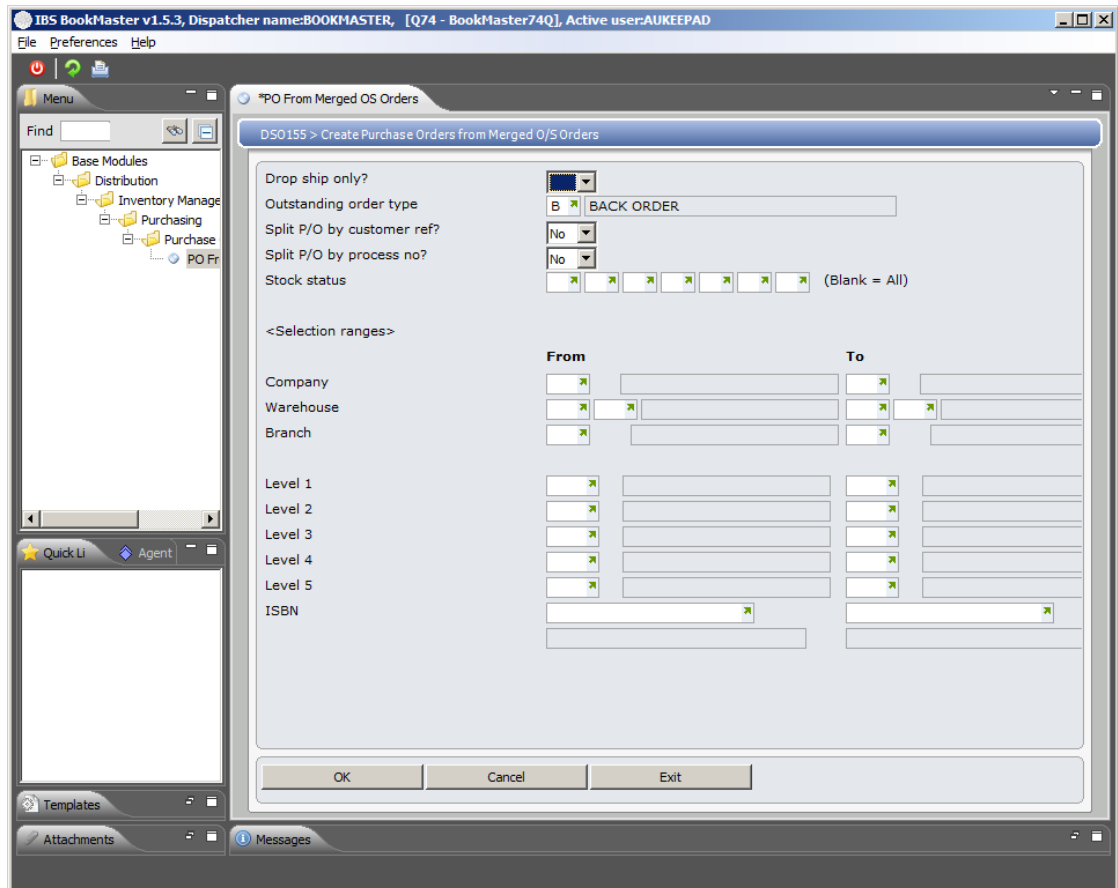
[Example 1: Create a purchase order from merged O/S orders](#)

Example 1: Create a purchase order from merged O/S orders

This example describes how to create a purchase order from a merged O/S orders.

1. Select menu option PO from Merged OS Orders from Purchasing menu.

DSO155 Create Purchase Orders from Merged O/S Orders panel is displayed.



Relevant Fields

Drop ship only

Specify if it should be drop ship only.

Outstanding order type

Select the Outstanding order type to be used in this purchase order generation.

Split P/O by customer ref

Specify if the PO should be split by the customer reference.

Split P/O by process no

Specify if the PO should be split by the customer reference.

Stock status

Specify the stock status.

Company

This number is used to uniquely identify a company to the system.

Warehouse

Select a valid warehouse.

Branch

Entry of a branch code or a range of branch codes is optional.

Level 1-5

Title Level groups define product details into different levels for analysis purposes. It is a hierarchical structure. The Levels are system-defined; however, each level can hold an unlimited number of user-defined codes to identify the various grouping

ISBN

The International Standard Book Number (ISBN) identifying the book.

2. Select the desired details and press **<ENTER>**.

XAR905 Create Purchase Orders by Merged O/S ord panel is displayed, click **OK**.

Cross Reference

- DSO129 - Order split by warehouse
- DSO155B- B/O to P/O creation
- DSO155F- P/O creation call by Process Number

DSW035 Purchase Order Allocation

Overview

This program will automatically allocate the ordered quantities to the various logical warehouses based on a percentage allocation that is set by the user.

The default percentage allocation is entered for each of the logical warehouses linked to a physical warehouse. The allocation rule can be by company, supplier and PO type.

The ordered quantities entered on the Purchase Order detail line will be automatically allocated to the different logical warehouses using the default percentage allocation. The user will be able to override the default allocation on a particular Purchase Order being created. This is done by selecting the Function Key which displays the defaults and allows changes.

The automatic allocation will only be done when the Purchase Order is initially created. The allocated quantities to the logical warehouses can still be manually changed on each detail line using the normal Purchase Order maintenance function.

Examples

This section illustrates examples concerning:

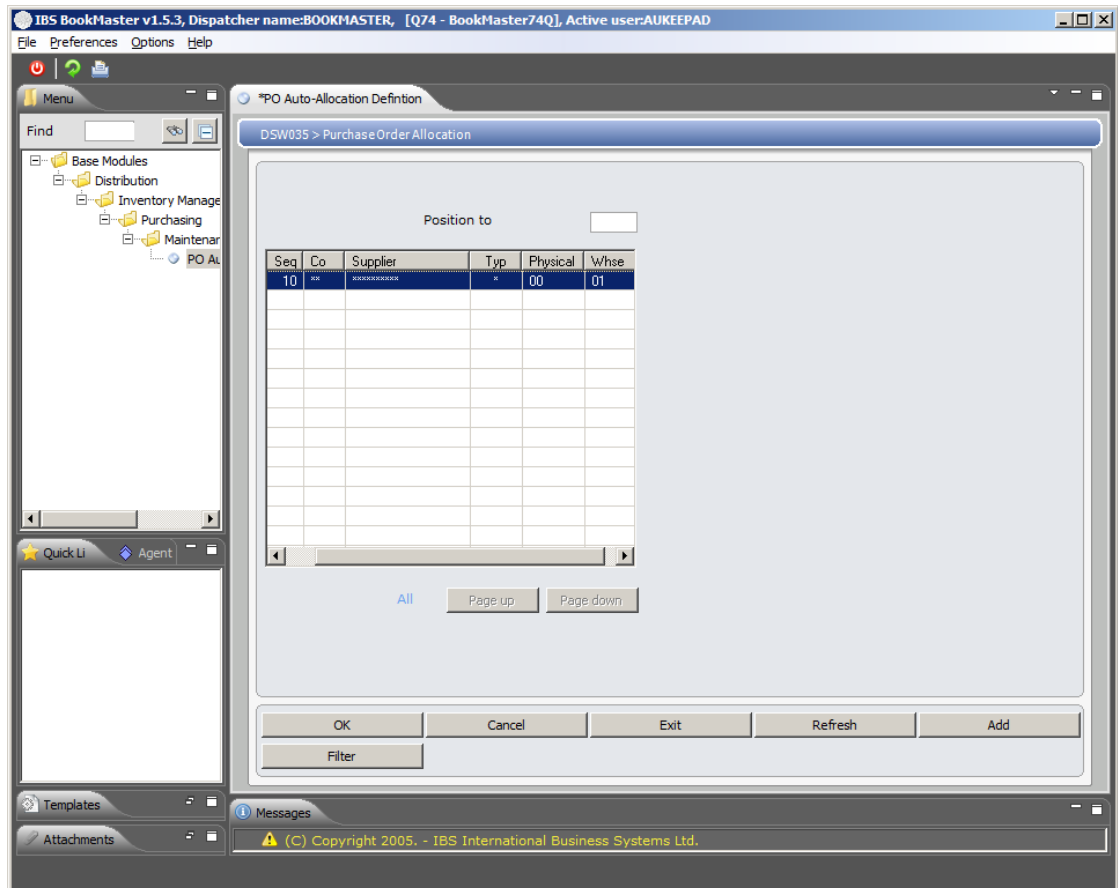
[Example 1: Addition of PO Allocation definition](#)

Example 1: Addition of PO Allocation definition

This example describes how to add a purchase order allocation definition.

1. Select option **PO Auto-Allocation Definition** from Base Modules> Distribution> Inventory Management> Purchasing> Maintenance menu.

DSW035 Purchase Order Allocation main panel is displayed in change mode.



Options

Work with

Access Purchase Order Allocation in maintenance mode to change the percentage of stock to be allocated to each Logical Warehouse.

Delete

Access Purchase Order Allocation in delete mode to delete selected definition.

Change

Access Purchase Order Allocation in change mode to change the header definition, for Company, Supplier Purchase Order Type and Physical Warehouse.

Copy

Access Purchase Order Allocation in copy mode to copy the details of definition of the selected Purchase order allocation definition.

Inquiry

Access Purchase Order Allocation in inquiry mode to inquire on details of the selected Purchase Order Allocation definition.

Functions

Add

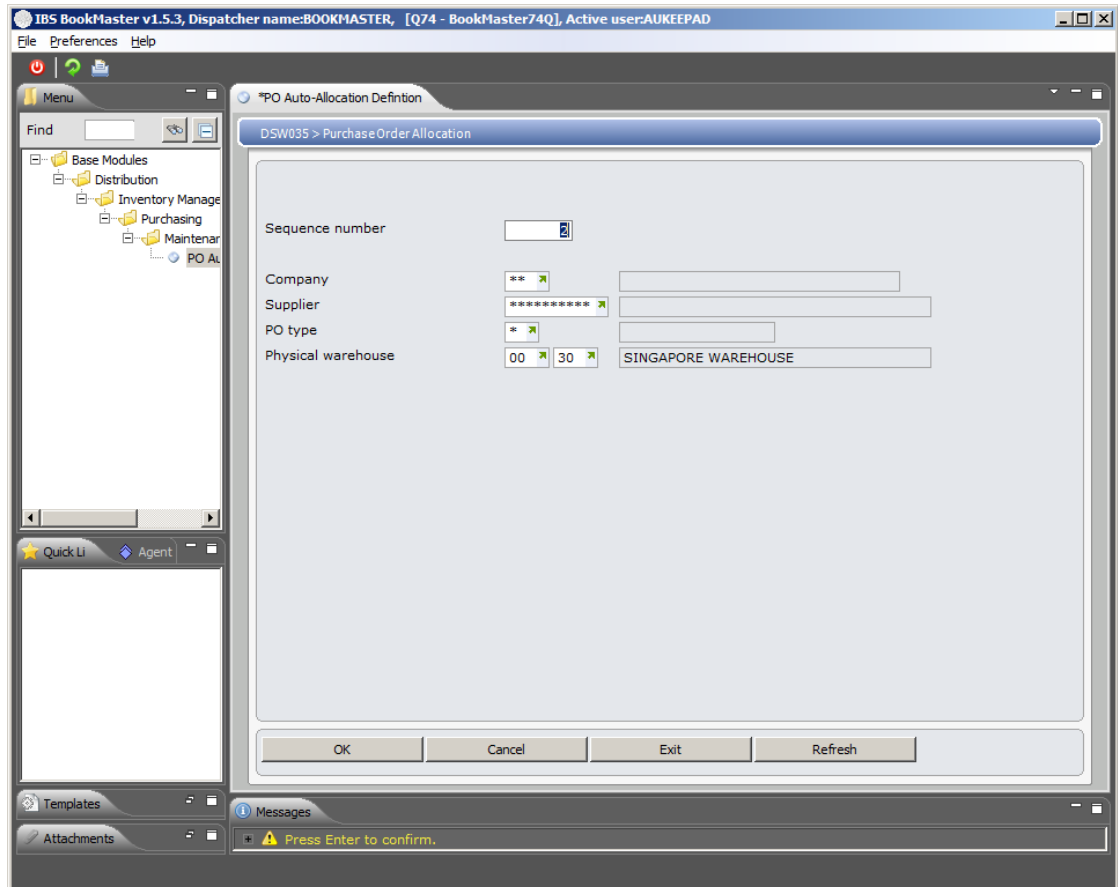
Access Purchase Order Allocation in Add mode to add a new purchase order allocation definition.

Filter

Access Purchase Order Allocation in filter mode for Search facility by Company, Supplier, PO Type, and Warehouse.

2. Click **Add**.

DSW035 Purchase Order Allocation panel is displayed in Add mode.



Relevant Fields

Sequence number

In Purchase Order Allocation definition, determine the preferred sequence for each Physical/Logical Warehouse Allocation when generating the order quantities to purchase order.

Company

Enter the Company number that is to be used in the definition for the General Ledger posting.

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs
3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

PO Type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

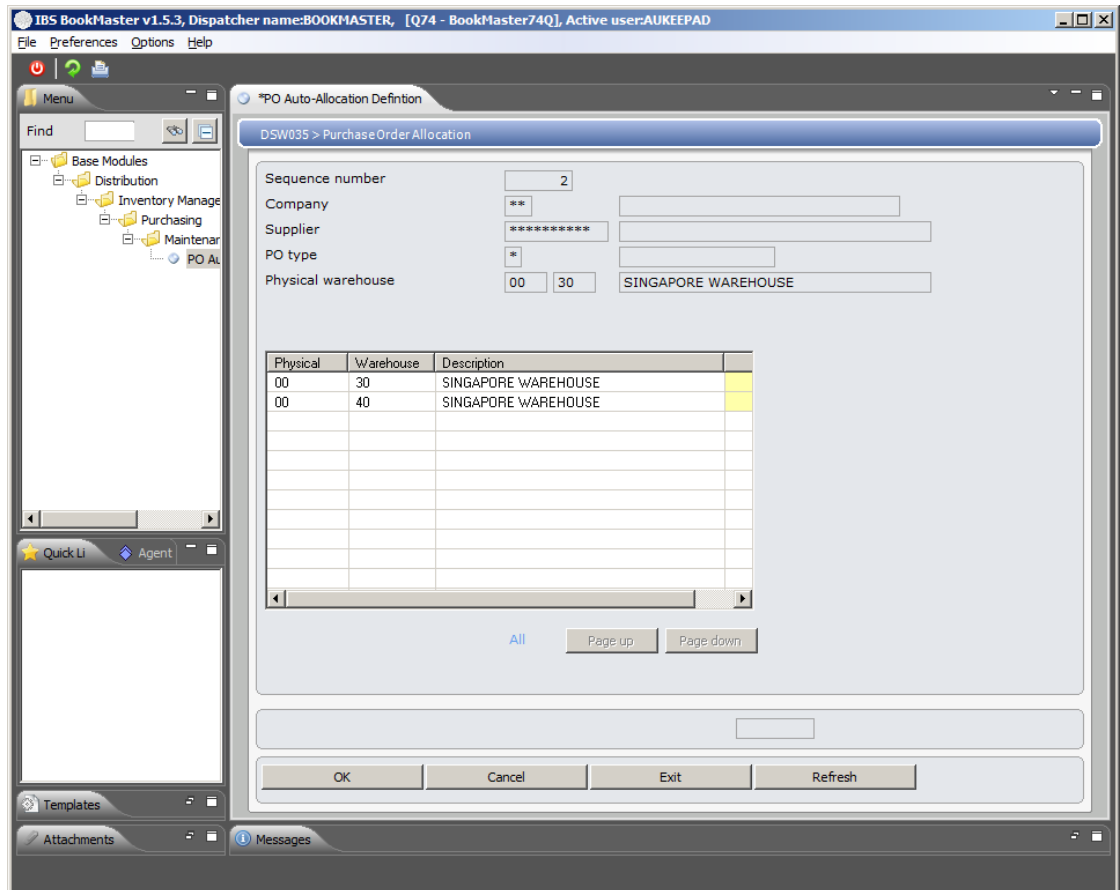
Physical Warehouse

In Purchase Order Allocation, determine the physical warehouse to be used with its Logical warehouses for stock allocation when creating purchase orders

3. Key in the required fields and press **<ENTER>**.

Note To work with/change/copy/delete/inquire on a PO allocation definition, select the formulae and click the corresponding option.

DSW035 Purchase Order Allocation panel is displayed in Add mode.



Relevant Fields
Percentage

For each Logical Warehouse enter the required percentage of stock that should be ordered in the Purchase Order Allocation definition

This adds new Purchase Order Allocation definition.

DSW045 Work with P/O Pending Reason Definition

Overview

Work with P/O Pending Reason Definition has been developed to enter and maintain the PO pending rules.

PO can be pending for approval or outright rejected (by setting the auto reject flag to 'Yes') based by shipping method, port of embarkation, supplier, user, or total PO amount in the company base currency. The pending code is user defined in TMSDS/PO-PEND. TMSDS/PO-PEND (Pending code definition) holds the user defined pending codes used in setting up the pending rules. The existing suggested order qty, I2SOQ, field on the warehouse file DSWH is now used to accumulate the PO ordered quantities that are in pending status.

This is shown as the requested quantity on the item stock enquiry screen, DSI020. When the PO is approved, the quantities are moved to the on order quantity. For PO's that do not need approval, the on order quantity on the warehouse file is updated directly.

Examples

This section illustrates examples concerning:

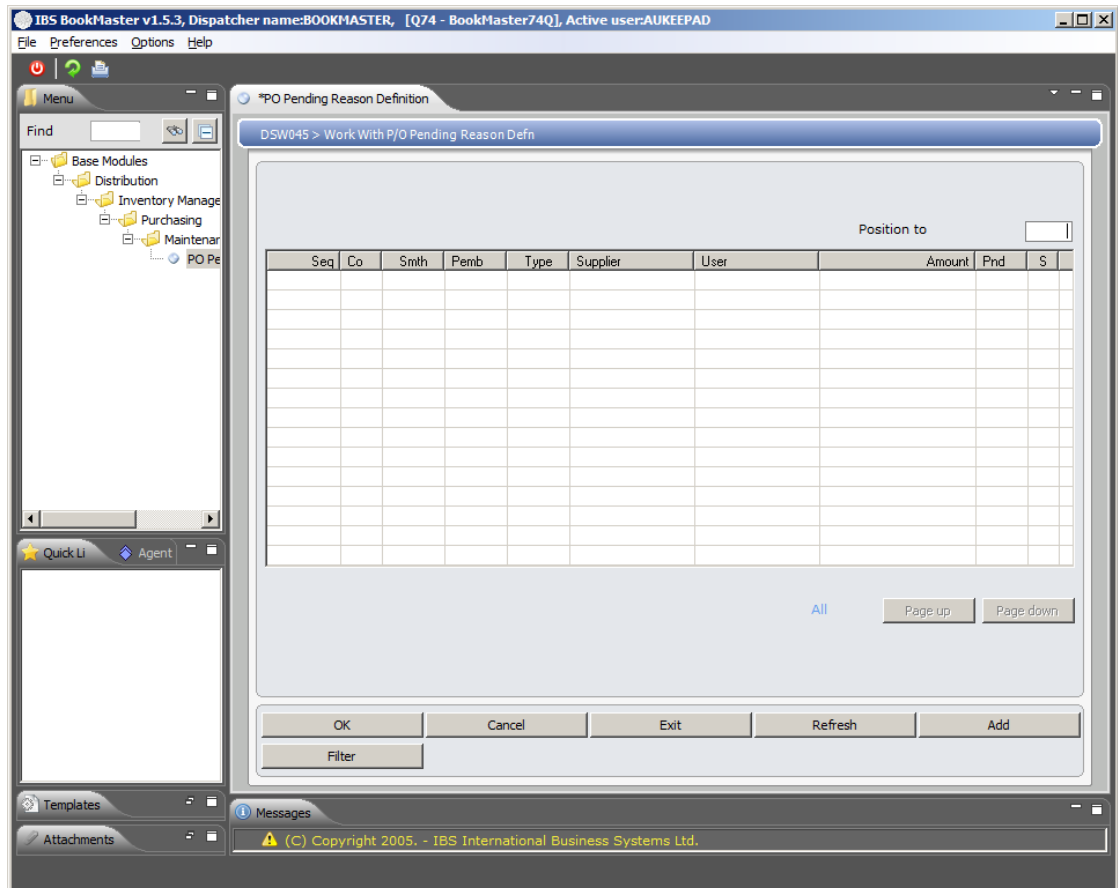
[Example 1: Addition of a new P/O pending reason definition](#)

Example 1: Addition of a new P/O pending reason definition

This example describes how to add a new P/O pending reason definition.

1. Select option **PO Pending Reason Definition** from Base Modules> Distribution> Inventory Management> Purchasing> Maintenance menu.

DSW045 Work with P/O Pending Reason Definition main panel is displayed in change mode.



Options

Change

Access Work with P/O Pending Reason Definition in change mode to maintain P/O Pending Reason Definition details.

Copy

Access Work with P/O Pending Reason Definition in copy mode to copy the same definition.

Delete

Access Work with P/O Pending Reason Definition in delete mode to delete selected P/O Pending Reason Definition.

Inquiry

Access Work with P/O Pending Reason Definition in inquiry mode to inquire on P/O Pending Reason Definition details.

Functions

Add

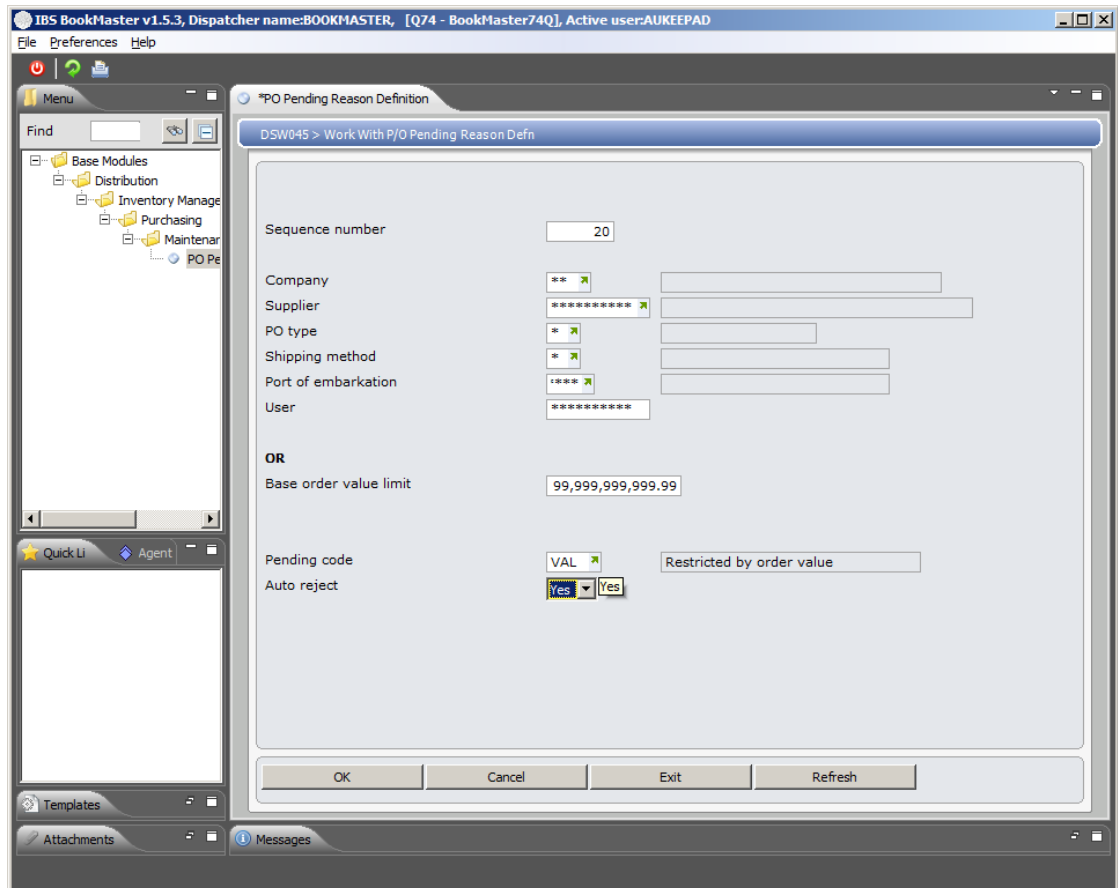
Access Work with P/O Pending Reason Definition in Add mode to add a Shipment.

Filter

Access Work with P/O Pending Reason Definition in filter mode to provide Search facility by Company, Supplier, PO Type, Shipping method, Port of embarkation, User, Base order value limit and Pending code.

2. Click **Add**.

DSW045 Work with P/O Pending Reason Definition panel is displayed in add mode.



Relevant Fields

Sequence number

In Purchase Order Allocation definition, determine the preferred sequence for each Physical/Logical Warehouse Allocation when generating the order quantities to purchase order.

Company

Enter the Company number that is to be used in the definition for the General Ledger posting.

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for

different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

PO Type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

Shipping method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in

PUW005 Work with Shipments

Overview

The Work with Shipments process provides a filter which can be used to select existing shipments based on a single or combination of various shipment information, such as status, shipping method, shipment name, Ship ID, ETA, PEMB, etc.

Shipments can also be filtered based on the invoice status, invoice type and invoice number linked to the shipment, shipment reference and container numbers.

If all the selection fields are left blank meaning no selection criteria have been entered, then all shipments are displayed.

Once a shipment is selected a user can maintain or delete the shipment. New shipment records are also created using this process.

Explanation

Purchase Orders are grouped together for costing purposes, including expenses. This grouping also provides one step receipting and facilitates variance analysis and reconciliation.

The Work with Shipment program has a filter screen to search for existing shipments and allows the user to add, maintain and delete shipments. You are also able to add landing charges to a shipment and sundry charges to an invoice, post invoices to A/P and release shipments.

A supplier invoice is entered as a shipping invoice and is the link between purchase ordering and goods receipting. The invoice indicates what's on board AND the estimated arrival date at a port, import depot and warehouse.

The entered supplier/shipping invoice can be posted to Accounts Payable (AP) for payment purposes as part of the Work with Shipments process.

The Generate Shipping Journals program which is accessed within Work with Shipments checks whether Purchase Accounting is switched on in TMSPU/ACTIVE. This switch affects both the Generate Shipping Journals program and the Interface Shipping Invoice to AP in terms of generating General Ledger (GL) records and writing AP transactions.

If the Purchase Accounting flag is set to Not Active all shipping invoices must be entered as Document Type = Pro forma. A rule governing shipping invoice entry is that an invoice must be posted to AP prior to releasing the shipment to allow receipt. A pro forma invoice on the other hand can be released for receiving purposes prior to posting to AP.

Therefore if the Purchase Accounting is not active and you create an invoice instead of a pro forma then you cannot post to AP or release the shipment for receipting. When not active the invoice entries are performed in the AP module.

If the Purchase Accounting flag is set to Active this posts AP invoices directly from the shipping invoice. This requires a conversion of products on the shipping invoice into the GL accounts for the AP invoice. The exchange rate flows from the shipping (inventory)

invoice to AP. The AP invoice then falls into the normal AP payment process according to terms after being reviewed and released from Held status. This function is normally performed during the End of Day (EOD) process.

Note: The invoice type (G) for consignment shipping cannot be posted to A/P and hence it will allow shipment to close.

When notified of delivery of a purchase, a shipping note or invoice is received detailing information about the purchase shipment. The Work with Shipment routines records all of this information for display and maintenance.

Each shipment may consist of several shipping notes or invoices and each shipping note or invoice may relate to several purchase orders. These contain details of invoice quantity, discount and price.

The Post Invoice option automatically generates an AP invoice for the FOB (Invoice Value) or CIF component of a shipping invoice. Once an AP invoice has been generated, the shipping invoice details are protected and changes are not allowed. This ensures the shipping invoice and the AP invoice match.

GL journals are automatically generated from different stages of processing the shipping invoice, receipting the stock and paying of the various creditors relating to the landing charges.

The products on the shipping invoice are converted to the corresponding GL dissection codes on the AP invoice using the GL Definition file. This database is maintained using the Shipping Invoice GL Item Definition program.

The GL definition file also includes GL accounts used in the automatic generation of the various shipping journals such as Goods in transit (GIT), accruals, inventory and variances. The sequence in which the GL codes are stored on the file is defined in TMSPU/GL-ACDEF.

To activate The Purchase GIT Account, define the GL account in the GL expense accounts for the Purchasing system which is done via Shipping Account Allocation Set Entry. Also the system code for Purchasing PU must be set up in TMSGL/SUBLINQ for the allocations inquiry program.

GIT is allocated to the relevant Business Unit GL account by both inventory hierarchy and logical warehouse (Shipping Invoice GL Title Definition Maintenance).

Examples

This section illustrates examples concerning:

[Example 1: Addition of a new Shipment](#)

[Example 2: Work with Shipment Charges](#)

[Example 3: Maintenance of an existing Shipment](#)

[Example 4: Deletion of a selected Shipment](#)

[Example 5: Display of a selected Shipment](#)

[Example 6: Release a Shipment](#)

[Example 7: Reset a Shipment](#)

[Example 8: Close a Shipment](#)

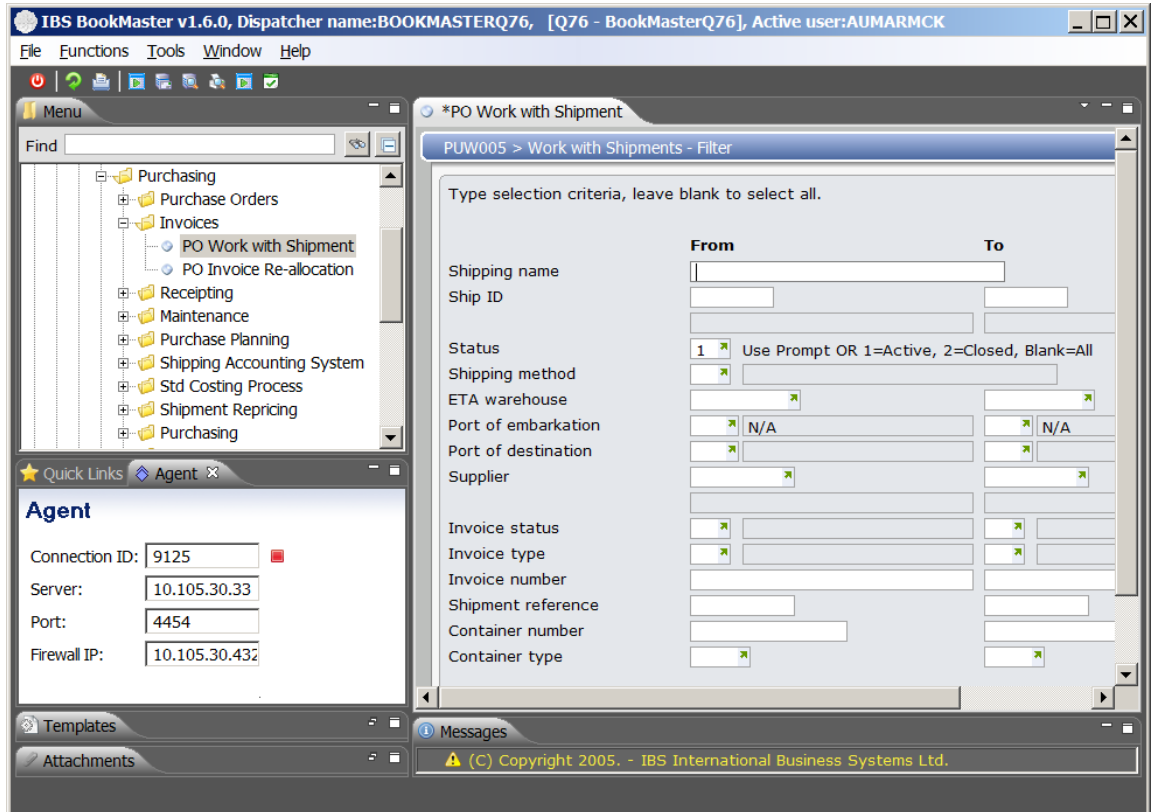
[Example 9: Re-open a Shipment](#)

Example 1: Addition of a new Shipment

This example describes how to add a new Shipment via PO entry method.

1. Select menu option **PO Work with Shipment** from Distribution>Inventory Management>Purchasing>Invoices menu.

PUW005 Work with Shipments – Filter panel is displayed in change mode.



Relevant Fields

Shipping name

The shipment name defaults to the Dummy Shipment name if left blank and can be changed when required. This feature can be used for advanced shipping notices.

In the Work with Shipment Filter you can work with all shipments that are similar in name. For example: Airway bill no. Enter the name of a shipment and all shipments with that word will display.

Ship ID

Existing shipments can be selected by entering one or a range of Shipment IDs.

Status

In Work with Shipments Filter, filter the shipment selection by Active or Closed Shipment status or leave blank to select all shipments regardless of their status.

Active shipments are classed as E=Entered, R=Released and P=Purchase Orders.

Closed shipments are classed as C=Closed, Z=Old Records from conversion, D which is similar to Z but with

maintenance.

In Work with Shipment the status defaults to E for Entered when adding a new shipment.

Shipping method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

ETA warehouse

Select all shipments within a date range of the expected time of arrival at the warehouse.

Port of embarkation

Select all shipments matching the range of or one particular Port of Embarkation.

Port of destination

Select all shipments matching the range of or one particular Port of Destination.

Supplier

Select all shipments to be received from a particular Supplier or a range of Suppliers.

Invoice status

Select all shipments for a particular invoice status or a range of statuses.

Invoices with the E=Entered status can be modified.

Invoices with the P=Posted to A/P status cannot be modified. A credit note should be entered matching the original invoice number.

Invoices with the X=Error status indicates that the Document total on the Header and the line details do not match.

Invoice type

Select all shipments that have a particular invoice type or range of invoice type.

I=Invoice is the actual suppliers invoice.

P=Pro forma is used when advanced shipping notes have been received, and you wish to start processing the suppliers information.

C=Credit Note will display all shipments that have credit notes entered against them.

Invoice number

Select all shipments that have a particular invoice number or range of invoice numbers or match part of the number entered.

Shipment reference number

Filter the shipment selection by the reference number

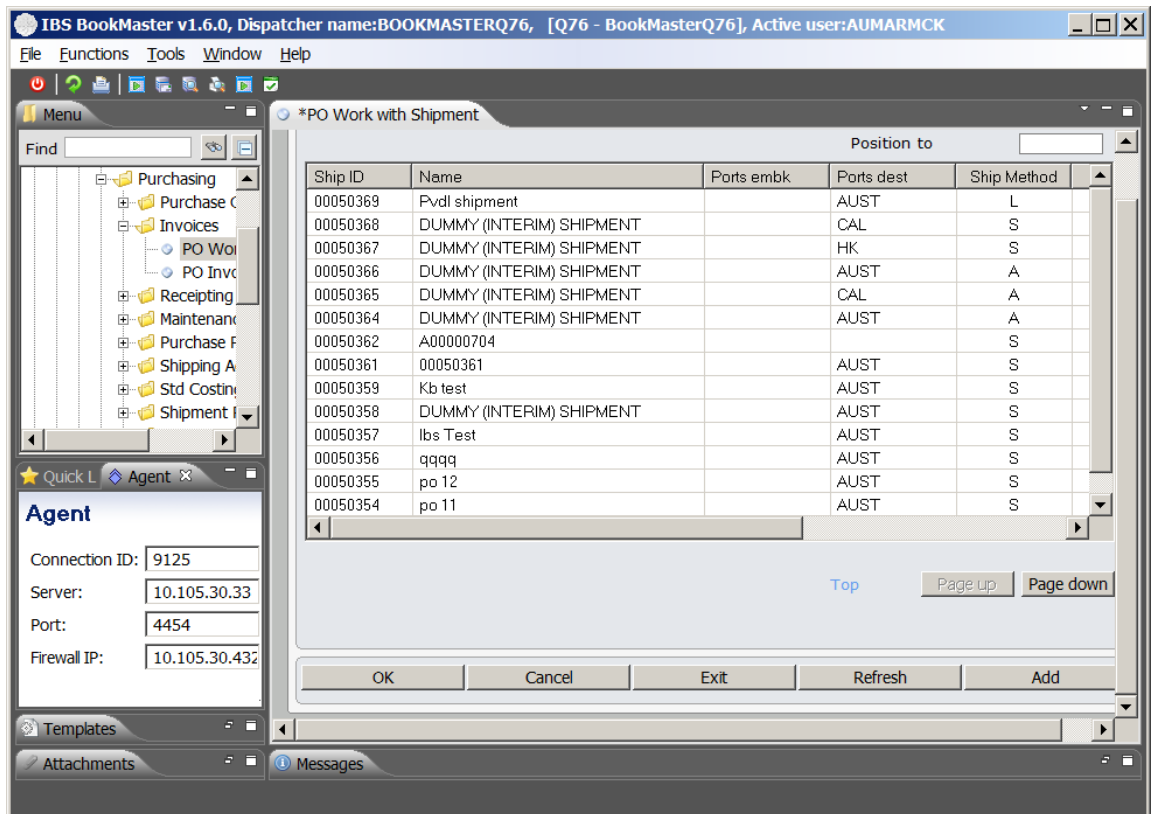
Container type

Filter the shipment selection by the container number.

Enter the type of container being created.

2. Enter required fields or leave blank to select all and click **OK**.

PUW005 Work with Shipments main panel is displayed in change mode.



Options

Work with

Access PUW010 Work with Shipping Invoice in maintenance mode to maintain invoice details.

Delete

Access PUW010 Work with Shipping Invoice in delete mode to delete selected Shipment.

Display

Access PUW010 Work with Shipping Invoice in inquiry mode to display details of the selected Shipment.

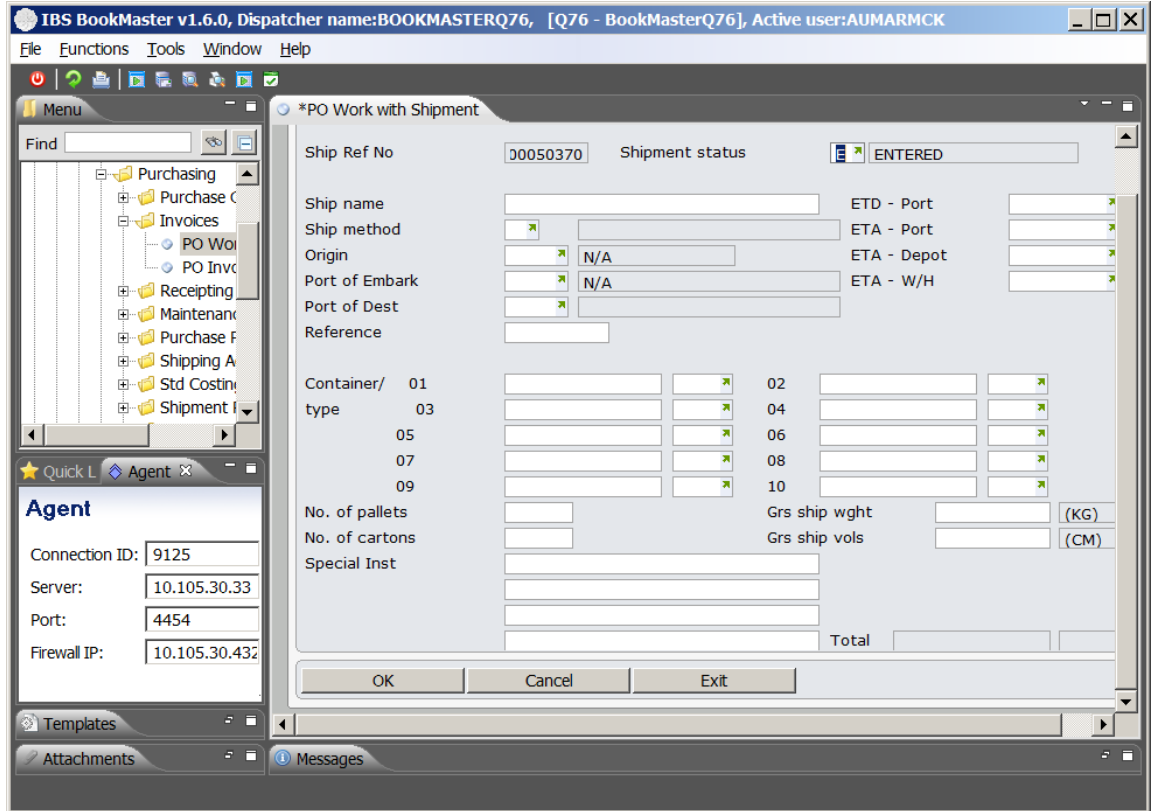
Functions

Add

Access Work with Shipments in Add mode to add a Shipment.

3. Click **Add**.

PUW005 Work with Shipments panel is displayed in Add mode.



Relevant Fields

Shipment reference number

In Work with Shipment a Shipment Reference or Shipment ID is mandatory when creating a Shipment or Invoice Entry.

Whether or not to automatically generate the ship reference number when adding a new shipment is controlled by TMSDS/PO-GNSID. The range of valid Shipment ID numbers is established in Control Number Maintenance in the Cross Applications module.

If the number is not automatically generated, usually the number is supplied by the stock controller and used to trace the shipment.

In Shipment Allocation, the Ship ID being allocated to the A/P invoice is given. When generating Shipping Journals, this ID or Ref No is required/used.

Shipment status

In Work with Shipments Filter, filter the shipment selection by Active or Closed Shipment status or leave blank to select all shipments regardless of their status.

Active shipments are classed as E=Entered, R=Released and P=Purchase Orders.

Closed shipments are classed as C=Closed, Z=Old Records from conversion, D which is similar to Z but with maintenance.

In Work with Shipment the status defaults to E for Entered when adding a new shipment.

Ship name

The shipment name defaults to the Dummy Shipment name if left blank and can be changed when required. This feature can be used for advanced shipping notices.

Ship method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

Origin

If left blank the Origin defaults to N/A=Not applicable.

Port of embarkation

This field can default to N/A, and be overridden, by setting up a blank as a code in TMSDS/IM-PEMB.

Port of destination

This is the destination of the shipment being an airport or shipping port.

Reference

A reference relating to the shipment is optional.

Container 1–6

Up to six containers can be listed per Shipment.

Special instructions

Special instructions can be used by the warehouse.

ETD Port

This is the Estimated Time of Departure from departing port of origin.

ETA Port

This is the Estimated Time of Arrival at receiving port of destination.

ETA Depot

This is the Estimated Time of Arrival at the receiving depot.

	This date is displayed in the General Inquiries under the heading of Outstanding Purchase Orders section.
ETA Warehouse	The Estimated Time of Arrival at the warehouse is mandatory. This date is displayed in the General Inquiries under the Heading of Outstanding Purchase Orders.
Total	This is the calculated total of the entire shipment. This is a display field only. The Base Currency is displayed alongside the value. The calculation is as follows: the trade currency ÷ by the current exchange rate = the Base currency. The Exchange rates are established in the Distribution Database.

4. Key in the required fields and click **OK**.

PUW010 Work with Shipping Invoice panel is displayed in add mode to add and maintain invoices or pro forma invoices to the Shipment.

Refer document PUW010 Work with Shipping Invoice.

This adds new shipment.

Example 2: Work with Shipment Charges

This example describes how to add or maintain Landing/Shipment charges.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)
2. Select an existing Shipment and click option **Work with**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.

3. Click **Charge**.

PUW015 Work with Land Charges panel is displayed in Add mode.

Example 3: Maintenance of an existing Shipment

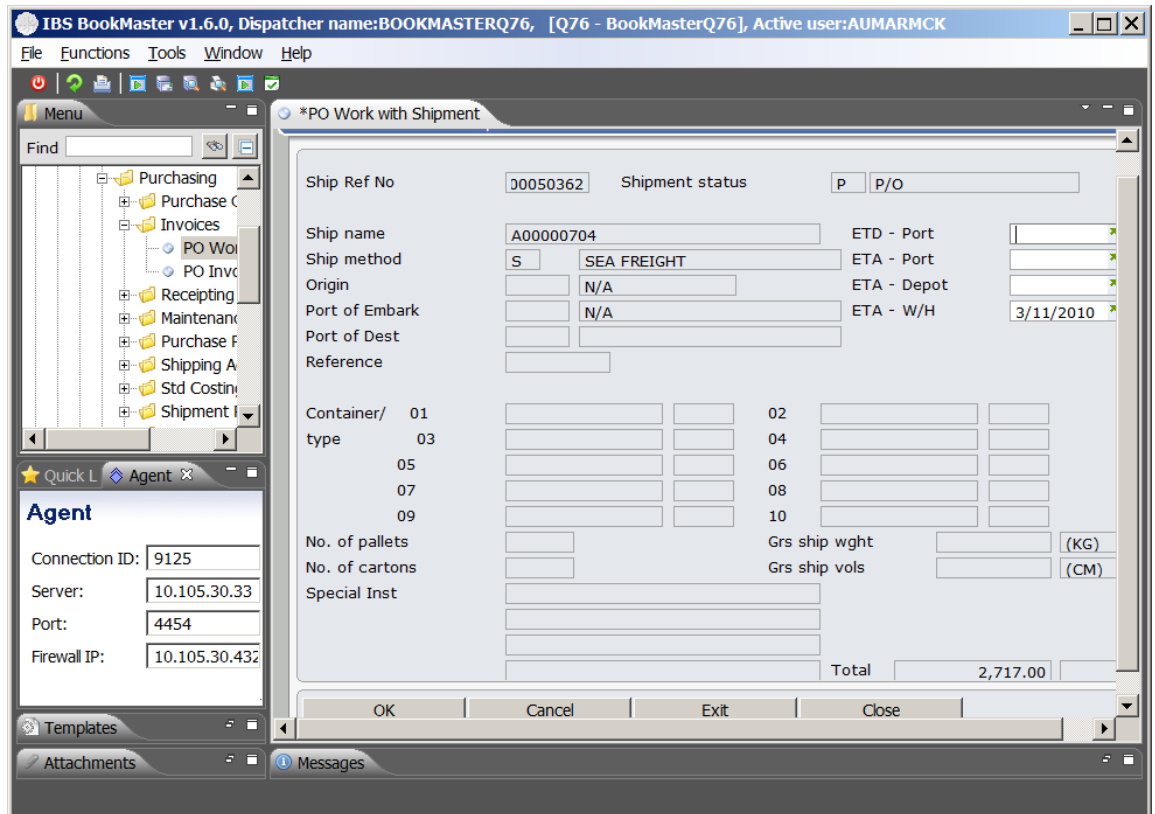
This example describes how to maintain an existing Shipment.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)
2. Select an existing Shipment and click option **Work with**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.

3. Click **Header**.

PUW005 Work with Shipments panel is displayed in Change mode.



Functions

Close

Access Work with Shipments in Close mode to close a Shipment.

Release

Access Work with Shipments in release mode to release a Shipment.

4. Click **OK** to confirm change. This changes the existing Shipment details

Example 4: Deletion of a Selected Shipment

This example describes how to delete a selected Shipment.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)
2. Select an existing Shipment and click option **Delete**.

PUW010 Work with Shipping Invoice panel is displayed in Delete mode.

3. Click **OK** to confirm Deletion .This deletes the selected Shipment.

Example 5: Display of a Selected Shipment

This example describes how to display the details of a selected Shipment.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)
2. Select an existing Shipment and click option **Display**.

PUW010 Work with Shipping Invoice panel is displayed in Display mode.

3. Click **Header**.

PUW005 Work with Shipments panel is displayed in Inquiry mode.

This displays the details of the selected Shipment.

Example 6: Release a Shipment

This example describes how to release a selected Shipment.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)

2. Select an existing Shipment and click option **Work with**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.

3. Click **Release**. This releases the selected Shipment.

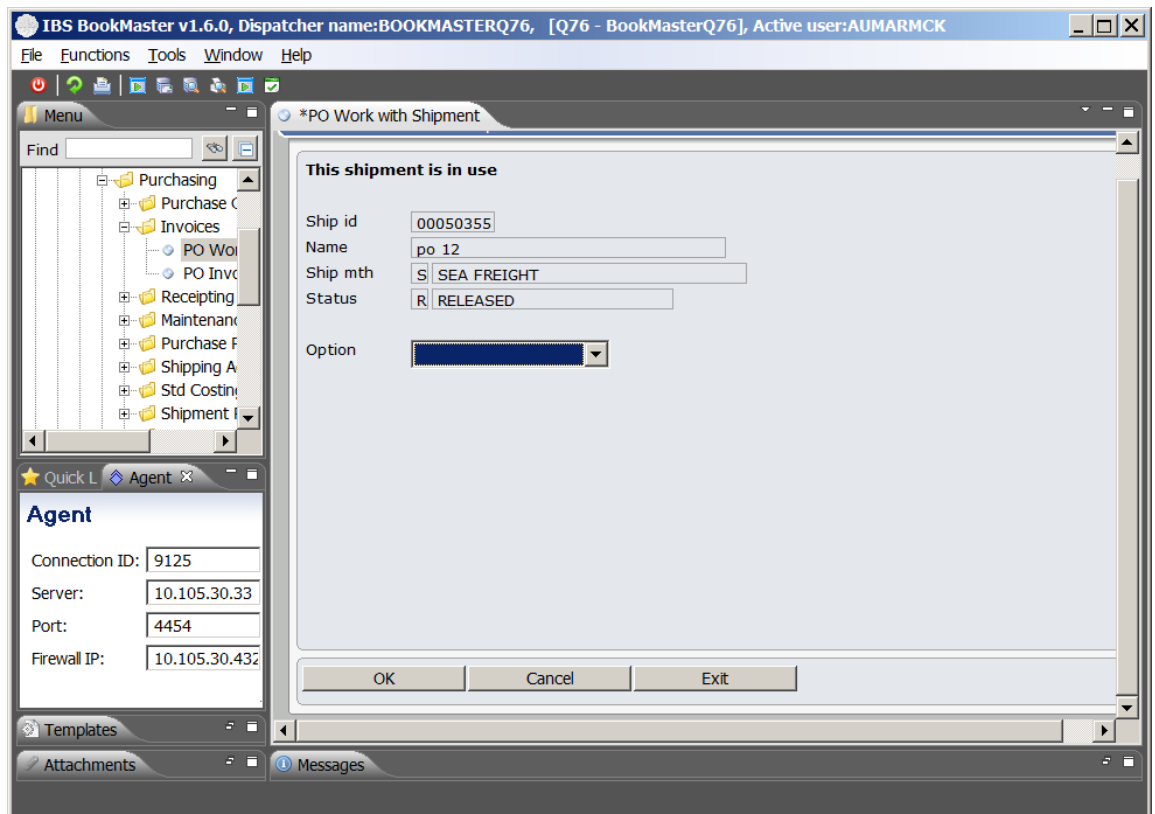
Example 7: Reset a Shipment

This example describes how to reset Shipment in use.

1. Repeat steps 1 as in [Example 1: Addition of a new Shipment](#)

2. Select an existing Shipment which is in Use and click **Work with**.

PUW005 Work with Shipments panel is displayed showing shipment in use window.



Relevant Fields

Use

This “in-use” (Use) field displays as N = the user can make changes to the shipment or Y = this shipment is in use by another User.

When the User takes the option to work with the Shipment a

window pops up displaying two options:

Display will display the shipment in inquiry mode not allowing changes.

Reset to reset the in-use lock, thus giving the user access to make changes to the shipment.

3. Select Reset "in-use" lock .This gives use access to make changes.

Example 8: Close a Shipment

This example describes how to close a selected Shipment.

1. Repeat steps 1 , 2 and 3 of [Example 3: Maintenance of an existing Shipment](#)
2. Click **Close**.

PUW005 Work with Shipments panel is displayed in Close mode.

This closes the selected Shipment.

Example 9: Re-open a Shipment

This example describes how to re-open the closed Shipment.

1. Repeat steps 1 , 2 and 3 of [Example 3: Maintenance of an existing Shipment](#)
2. Click **Open**.

PUW005 Work with Shipments panel is displayed in Inquiry mode.

This opens the closed Shipment.

Cross Reference

- DSE045 – PO - Shipping receipt entry
- DSI150A – Shipment/Invoice Inquiry by Ship ID
- DSI160A – Shipping Receipts Inquiry
- DSM050 – Shipment Invoice Re-allocation
- DSM055A – Shipment/invoice receipt completion
- DSM290 – Auto pricing maintenance/approval
- DSR270A – Auto Pricing Recommendation Report
- DSR270A1 – Auto Pricing Recommendation Report (for 99999)
- DSR460A – Short shipment/short supply report
- DSR484A – Shipping Invoice Product Listing
- PUE005C – Shipment allocation - work file entry
- PUI100A – Shipment inquiry
- PUO100A – Shipment Recalculation
- PUR100A2 – Shipment report
- PUW010A – Work with Shipping Invoice - select invoice
- WHE045A – Shipping receipts entry - selection
- WHE046A – Retail receipts entry - selection
- WHR160A – Goods Receiving Registration Report
- WHR165A – Goods Receipt Lead Time Report

PUW010 Work with Shipping Invoice

Overview

The Work with Shipping Invoice program provides the following:

Selection of Purchase Order details for import to shipping invoices, defaulting the quantity to the balance of the quantity still to be invoiced (Ordered less invoiced).

Only those Purchase Order detail lines with quantities are imported to the shipping invoice screen.

Provides a facility to import Purchase Orders by commitment number from the Book Production system.

Accommodate for commitment number (as blank Purchase Order type)

Defaults the supplier payment terms from the Creditor Masterfile.

Allows the display of shipping invoice even if invoice period is passed the current period by 1 month. Period validation done against **TMSAP/PERIOD**.

Explanation

The Shipping Invoice entry program creates an A/P invoice from the shipping invoice and does not allow the releasing of a shipment (via that specific function) prior to ALL shipping invoices being posted to A/P.

When a new invoice is being added a validation check is performed to check if the invoice for the supplier already exists (possibly posted under another shipment) and if it does a warning message displays.

Once an invoice has been created in A/P (status P=Posted), it cannot be maintained, all details shown are in Inquiry mode. The posted invoice allocations can be displayed within the A/P inquiry function shows the actual sub ledger allocations across shipments.

Receipt of goods may be produced against a pro forma invoice. If an actual invoice has not been received at the time of receiving the inventory, stock receipts can be done against a pro forma invoice. This allows the releasing of a shipment (via the Function) prior to shipping invoices being posted to A/P.

On receipt of the original invoice, click Convert Inv on the invoice header screen to convert a pro forma invoice to a shipping invoice to allow posting to A/P. Ensure the correct invoice number has been entered prior to this and click Post Invoice. The total value on the header must equal the total of the details prior to posting.

Close ship prevents further maintenance on the selected shipment.

Closed shipments can be re-opened for the purpose of control. Releasing and closing a shipment triggers the process shipment program which calculates the variance between standards and actuals for this shipment.

Invoice Filter

The Work with Shipping Invoice program provides the following:

- Selection of Purchase Order details for import to shipping invoices, defaulting the quantity to the balance of the quantity still to be invoiced (Ordered less invoiced).
- Only the POs in Status=O(Outstanding) are allowed to be added to prevent rejected POs being used in creating shipping invoices and in receiving stock. Only POs lines in O=Open status will be imported.
- Only those Purchase Order detail lines with quantities are imported to the shipping invoice screen.
- Provides a facility to import Purchase Orders by commitment number from the Book Production system.
- Accommodate for commitment number (as blank Purchase Order type)
- Defaults the supplier payment terms from the Creditor Masterfile.
- Allows the display of shipping invoice even if invoice period is passed the current period by 1 month. Period validation done against TMSAP/PERIOD.

Process a credit note

This facility allows the user to adjust the amount of the shipping invoice. This has an effect of reducing the amount owed to the supplier as well as reducing the value of the inventory received.

The value on the invoice should always be posted to AP. If this is found to be incorrect then a Credit Note can be entered through the shipping invoice entry screen to reduce the amount owed to the supplier as well as reducing the value of inventory received.

Credit Note

A credit note is entered in a similar way to that of the original invoice or Pro forma. The document type, rather than a "P"=Pro Forma or "I"=Invoice is "C" for Credit note. The only difference when entering a credit note is that an original invoice number is entered. This links the credit note to the original invoice in both the shipping account entries and the A/P system. All amounts are entered as positive numbers.

Cost Adjustment

In the detail screen the ISBN is entered and the Total value of the Credit. Note do not enter the quantity. This will have the effect of reducing the unit cost of the original invoice. The credit note once balanced between detail and header is then posted to A/P in the same way as an invoice by using Post Invoice Option 6. This will have the effect of generating a price variance and if **TMSPU/CST-UPD** is set up as 1=Inventory then this will reduce the unit cost of the original invoice.

Volume Variance or Short Supply

In the detail screen the ISBN, the units short supplied and the unit cost are entered. When the shipment is closed, this will have the effect of creating a volume variance to offset that of the original invoice. The credit note, once balanced between detail and header, is then posted to A/P in the same way as an invoice by using Post Invoice. When the shipment is closed, this will have the effect reducing the volume variance that would have been generated from a short supply.

Rules for Credit Notes:

- The original invoice number must be valid and posted to A/P

- The ISBN must be within the Original invoice
- The credit amount and quantity **must not** be greater than the original value for that ISBN.
- Purchase Order number must exist on the original invoice
- Claimed quantity must be equal to or less than invoiced quantity
- Claimed unit cost must be equal to or less than invoiced cost.
- Check Purchase Order cost in credit note against invoice
- Splits the value of zero stock credit notes according to the original invoice.

Examples

This section illustrates examples concerning:

[Example 1: Addition of a pro forma /invoice to a shipment](#)

[Example 2: Maintenance of an existing shipment](#)

[Example 3: Addition/maintenance of landing/shipment charges](#)

[Example 4: Release a shipment](#)

[Example 5: Addition of text for a shipment](#)

[Example 6: Maintenance of an existing shipment](#)

[Example 7: Deletion of a selected invoice](#)

[Example 8: Addition of sundry charges to the selected invoice](#)

[Example 9: Converting the pro forma to an invoice](#)

[Example 10: Cost adjustment creditor note](#)

[Example 11: Close a shipment](#)

[Example 12: Re-open a shipment](#)

Example 1: Addition of pro forma/ invoice/credit note to a shipment

This example describes how to add a pro forma/invoice to a Shipment.

1. Select option **PO Work with Shipment** from Distribution > Inventory Management > Purchasing > Invoices.

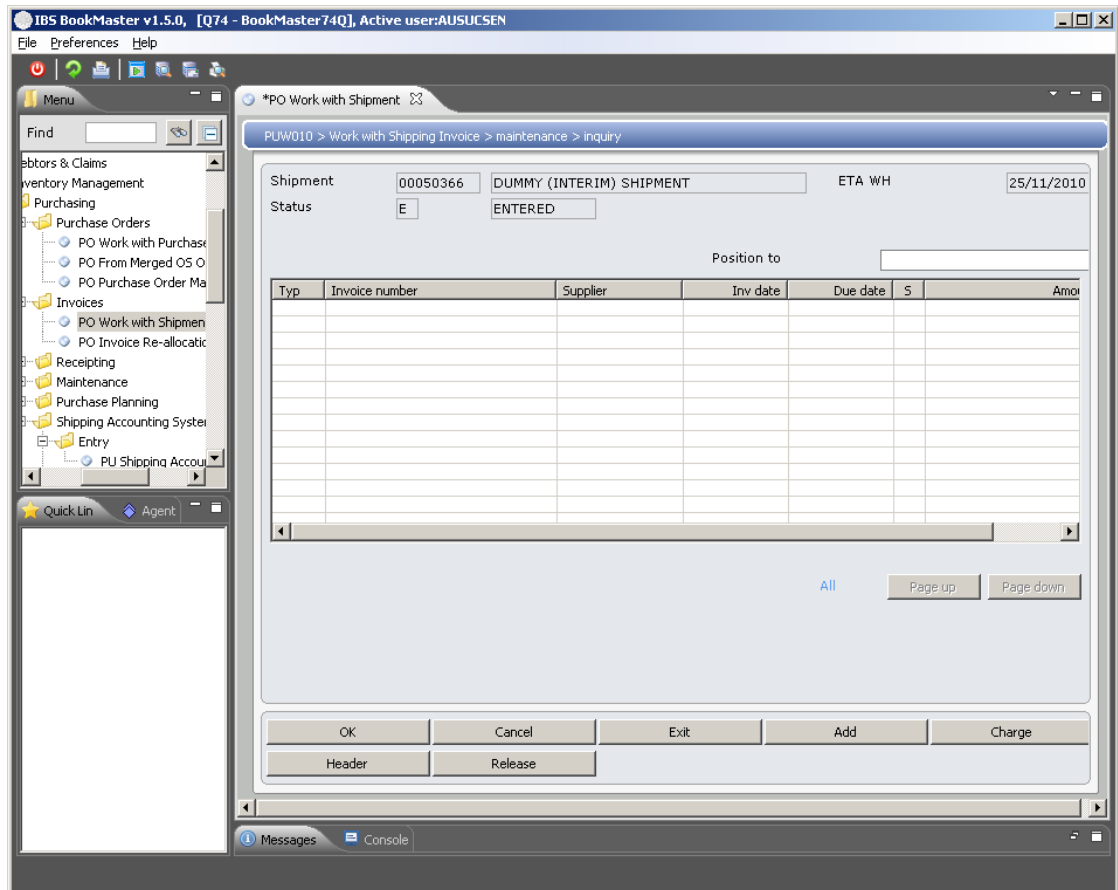
PUW005 Work with Shipments - Filter panel is displayed.

2. Specify the details for the required shipment or leave blank and click **OK** to display all available shipments.

PUW005 Work with Shipments - Filter panel is displayed.

3. Select Shipment with **E** status and click **Work with** to add details to the Shipment.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.



Options

Detail

Access Work with Shipping Invoice in maintenance mode to maintain invoice details.

Delete

Access Work with Shipping Invoice in delete mode to delete selected Shipment.

Post to AP

Post to AP posts and places the invoice on Hold in A/P if the following conditions are met:

The interface to A/P is Active (TMSPU-ACTIVE).

The document total in the Header and the Detail line total balance with each other.

Credit Inv

Access the screen to allow a credit to be processed against the invoice line.

Functions

Add

Access Work with Shipping Invoice Add mode to add an Invoice to the Shipment.

Charge

Access PUW015 Work with Land Charges to add or maintain Landing/Shipment Charges

Header

Access Work with Shipping Invoice to maintain details of Ship name, Doc total, ETA information

Release

Release releases the shipment ready for receipts in the warehouse.

Relevant Fields**Invoice Type**

This determines if the document being processed is a Pro forma, Invoice or Credit Note. This document type can be defaulted by setting up the requirements in TMSPU/DT.

Invoice Number

This is the number of the invoice on which the purchased title is being charged.

NOTE: If the Invoice is to be entered in Accounts Payable as held, prior to the shipment being finalized, this is the number entered in Creditors Reference field for the system to automatically change the Hold flag on the AP invoice from Yes or No when the shipment is completed.

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Inv date

This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.

Due date

This is a calculated date based on the supplier's payment terms and can be overridden

Status

The current status of invoice displays.

X = Line details not balanced with header document total

E = Entered and balanced

P = Posted to A/P

An invoice that is not balanced between the header amount and total details lines cannot be posted to the A/P. A Pro forma will need to be converted to an invoice and balanced before it can be posted to A/P.

Amount

This is the calculated total of the entire shipment. This is a

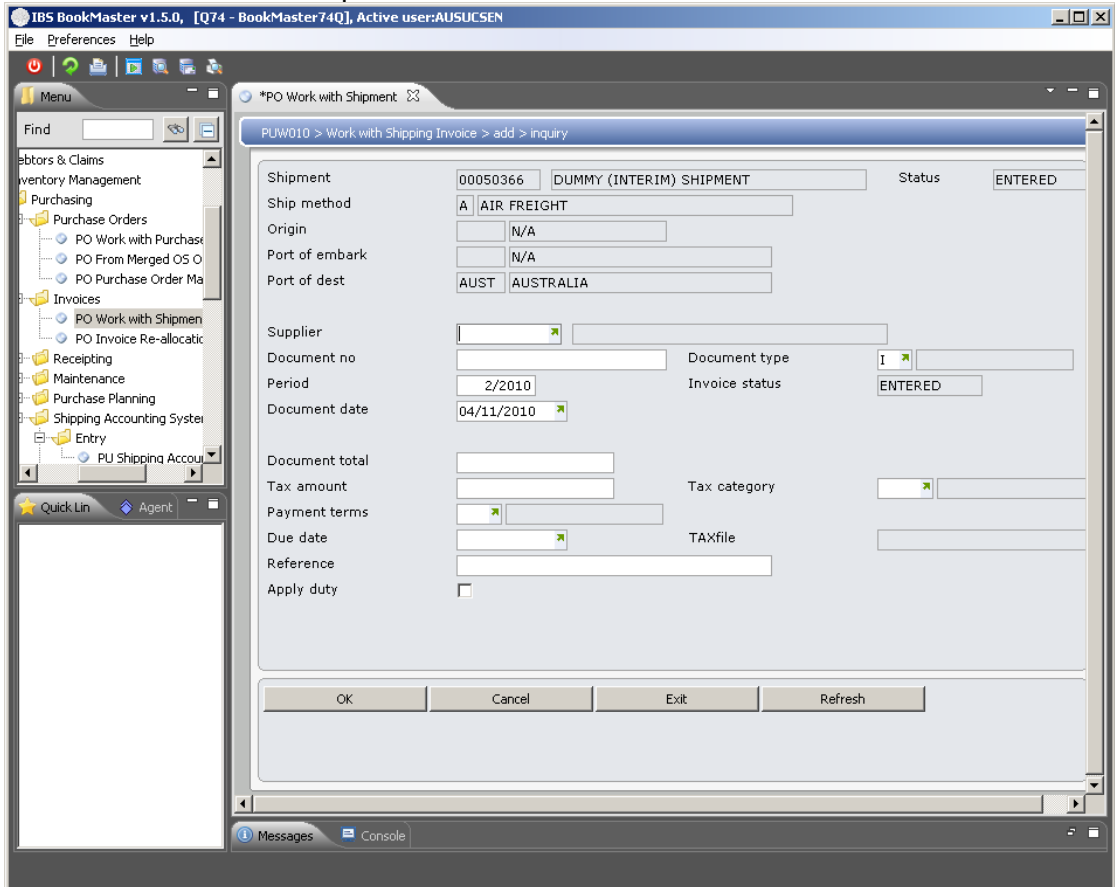
display field only. The Base Currency is displayed alongside the value. The calculation is as follows: the trade currency ÷ by the current exchange rate = the Base currency. The Exchange rates are established in the Distribution Database.

Currency

In Purchase Order Entry/Maintenance the currency defaults from the Supplier Master file and cannot be overridden.

- 4. Click **ADD**.

PUW010 Work with Shipping Invoice panel is displayed in add mode to add invoices or pro forma invoices to the Shipment.



Relevant Fields

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for

different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Document no

Document number

In Work with Shipping Invoice the document number is mandatory. There are three document types, Pro forma, Invoice and Credit Note.

Pro forma number

When entering the shipping invoice as a Pro forma a number is required to identify the Pro forma. This can be used for processing advanced shipping notice, prior to the invoice being received.

Invoice number

This is the number of the invoice on which the purchased title is being charged and it is a mandatory entry.

Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalized, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed.

Consignment Invoice number

This is the number of the consignment invoice on which the stocks will be receipted. This particular invoice will have no cost and must not be posted to A/P.

Credit Note number

Enter the Credit number that relates to the original invoice from the Supplier. When Document Type C=Credit note is selected an additional field is displayed 'Original doc' requesting the original document number. Note this must match otherwise the Credit note cannot be processed.

Document type

Document type

This determines if the document being processed is a Pro forma, Invoice, Consignment, or Credit Note. This document type can be defaulted by setting up the requirements in TMSPU/DT.

Pro-forma Number

When entering the shipping invoice as a Pro-forma a number is required to identify the Pro-forma. This can be used for processing advanced shipping notice, prior to the invoice

being received.

Invoice Number

This is the number of the invoice on which the purchased title is being charged.

NOTE: If the Invoice is to be entered in Accounts Payable as held, prior to the shipment being finalized, this is the number entered in Creditors Reference field for the system to automatically change the Hold flag on the AP invoice from Yes or No when the shipment is completed.

Credit Note Number

Enter the Credit number that relates to the original invoice from the Supplier. When Document Type C=Credit note is selected an additional field is displayed 'Original doc' requesting the original document number. This must match otherwise the Credit Note cannot be processed.

Period

Defaults to the current Accounts Payable period but can be overridden.

Invoice status

The current status of invoice displays.

X = Line details not balanced with header document total

E = Entered and balanced

P = Posted to A/P

An invoice that is not balanced between the header amount and total details lines cannot be posted to the A/P. A Pro forma will need to be converted to an invoice and balanced before it can be posted to A/P.

Document date

This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.

Document total

The document total on the invoice header must equal the total of the invoice details. When processing a Pro forma document type the header document total can be left blank. But it is advisable to enter a total for balancing purposes.

Tax amount

The calculated tax component of the document displays based on the tax category defaulted or entered.

Tax category

The tax category defaults from the Creditor Masterfile and can be changed.

Payment terms

Defaults to the Supplier payment terms as established in the Creditor Masterfile. For example, 30 day account, 90 day account and so on.

Due date

This is a calculated date based on the supplier's payment terms and can be overridden.

Reference

This invoice reference will appear on Purchasing Inquiry screens.

Apply duty

Indicate Yes if duty is to be applied to all products or leave blank for No.

Additional

Additional (-) Discount (+) Charges only displays if the program is flagged in TMSDS/PO-COST to H for Invoice Header. This discount is automatically applied to all line items on the invoice

Tax File No

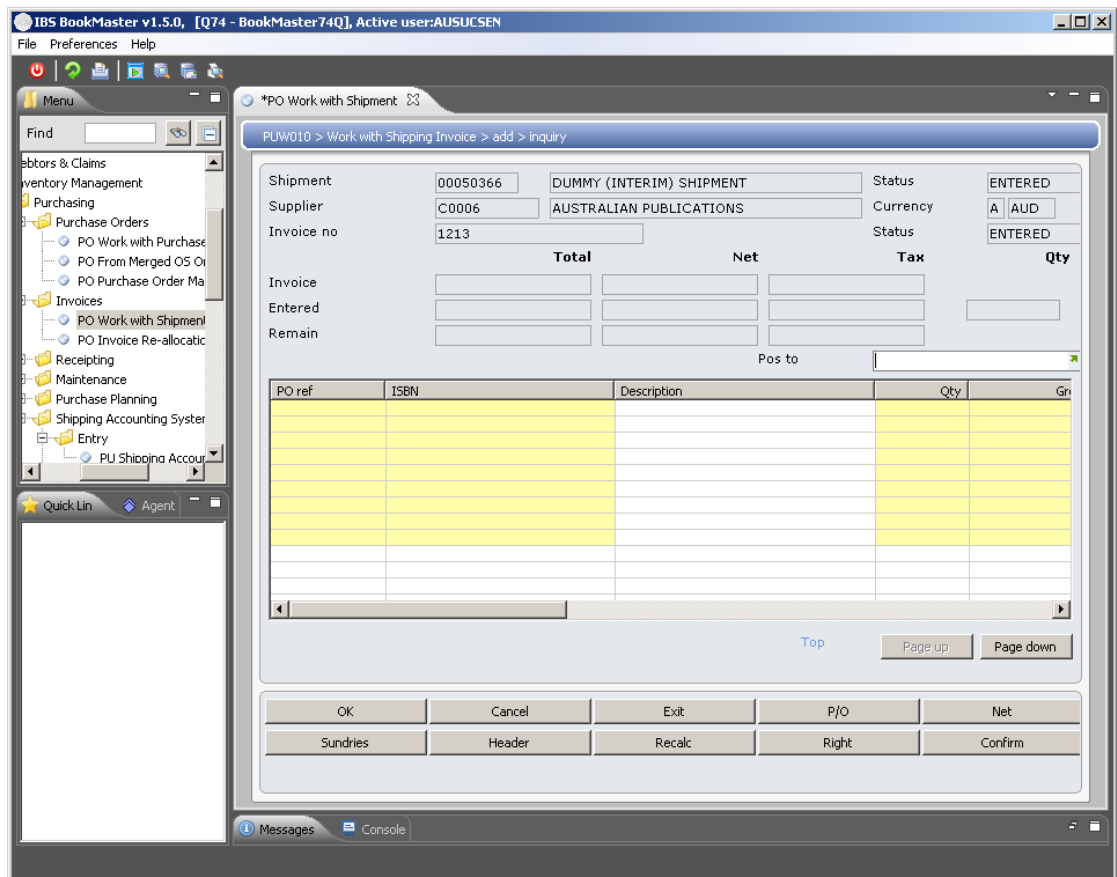
The Invoice Entry/Maintenance program has been enhanced to cater for the Australian GST by inserting a *Tax file number* field on the Header screen and changing the way in which the system uses the value in the *Document total* and *Tax amount* fields.

5. Click **OK**.

The purchase orders against which goods are being delivered need to be linked to the Shipment.

Linking is required so that in inquiries the purchase order is shown as being ON BOARD.

PUW010 Work with Shipping Invoice panel is displayed for allocating Purchase Order to the Shipment.



Options

Logical WH

Access the warehouse screen to allocated to selected warehouses.

Crtdt

Access PUW020 Work with Shipment Invoice Group to enter the information if a credit note was raised against the invoice.

Text

Access PUW039 Work with Text to enter the information from

the Purchase Order, Shipment, or Receipts.

Functions

P/O

Access PUW020 Work with Purchase Order Program to see any outstanding Orders and to allocate Purchase Orders/Commitments to a shipping Invoice.

Detail

Displays the Purchase Line number, unit of measure, Logical Warehouse/s, Tax code and tax amount, Supplier Item, Container Number, and withholding tax amount.

Net

Net switches between Gross Price and Total and Net price and Total.

Sundries

Any miscellaneous charges that are allocated specifically to this invoice can be entered here. The expense can be for an inventory item or to an expense account.

Header

Takes you back to the Invoice Header screen, where maintenance can be performed.

Recalc

Recalculates to balance the details lines with the Header total. When this function is selected and the variance between the Header total and the detail line exceed the tolerance level set on the lesser of the two fields (Percentage or Price), an error message displays.

- *****/FN-TOR determines the calculation percentage and value to be used.
- This calculates the Header Total field (HDRDTL) and the Detail Line total (UPRTOT) and compares Header total to the Detail Total (unit price * qty).
- Tolerance exceed limit, Recalc not allowed.
- Cause the operator has pressed Recalc, but the variance between invoice header amount and detail total exceed tolerance limit (*****/FN-TOR).
- Recovery Correct invoice amounts and try again.

Right

Displays the Status of the Invoice, Duty applied flag, Duty amount applied, FOB price and Purchase Order Quantity.

Relevant Fields

Invoice Total

The total or gross value of the invoice as was input in the Header screen displays. Any variation between this figure and the sum of the detail lines which displays in the Entered Total field will result in an amount displaying in the Remain Total field.

The Invoice Net and Invoice Tax amounts are calculated fields also taken from the Header screen.

Entered Total

The entered total or gross value is the sum of the detail lines that make up the shipping invoice. Any variation between this figure and the Invoice Total entered in the Header screen will display in the Remain Total field. Either the header amount will need adjustment or detail lines added or adjusted or the

	Recalc Function can be used to deal with minor variances.
Remain Total	The Remain Total shows a variation between this Entered Total and the Invoice Total. Either the header amount will need adjustment or detail lines added or adjusted or the Recalc Function can be used to deal with minor variances.
Qty	The total quantity displays for the entered detail lines.
PO ref	In Work with Purchase Order search for a valid reference ID being either Purchase Order or a Commitment Number. This retrieves the reference number into the field. Or enter the reference number if known. At line item level in Work with Shipping Invoice the purchase order reference number displays for each product selected for inclusion/linking in the shipping invoice. If the Direct Entry Method is being used to add purchase orders to a shipment, enter the Purchase Order number or Commitment number.
ISBN	In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered. In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.
Qty	The balance available for invoicing on the Purchase Order displays as the default quantity. This figure can be overridden to reflect the actual quantity invoiced or shipped for this shipment. If the Direct Entry Method is being used for adding purchase orders to a shipment, enter the quantity to be invoiced. TMSDS/PO-QTYC is used to determine whether the invoiced quantities are allowed to exceed ordered quantities, and if receipt quantities are allowed to exceed invoiced and/or ordered quantities. If there are discrepancies a warning message displays with the option to select F21 which in turn display a pop-up screen from which the user selects to print or file. The file name and library displays, plus an option to replace or add to the file.
Gross price	The Gross Buying Price for the title displays. To view the Net price, select Net. This price defaults from the Purchase Order, depending on the set up in TMSDS/PO-COST. If using the Direct Entry Method to add Purchase Orders, the gross price defaults and is set up on the Title Master file and the Buying Price file.
Disc	This is the amount of discount to be taken off the Buying Price. Note: The Title Master file must have the same currency as the Buying Price File otherwise the price does not display. In Work with Shipping Invoice the discount defaults from the Purchase Order, depending on the set up in TMSDS/PO-

Gross Total

COST.
Amount

In Shipment Allocation, this is the amount being allocated to this shipment.

Gross Total

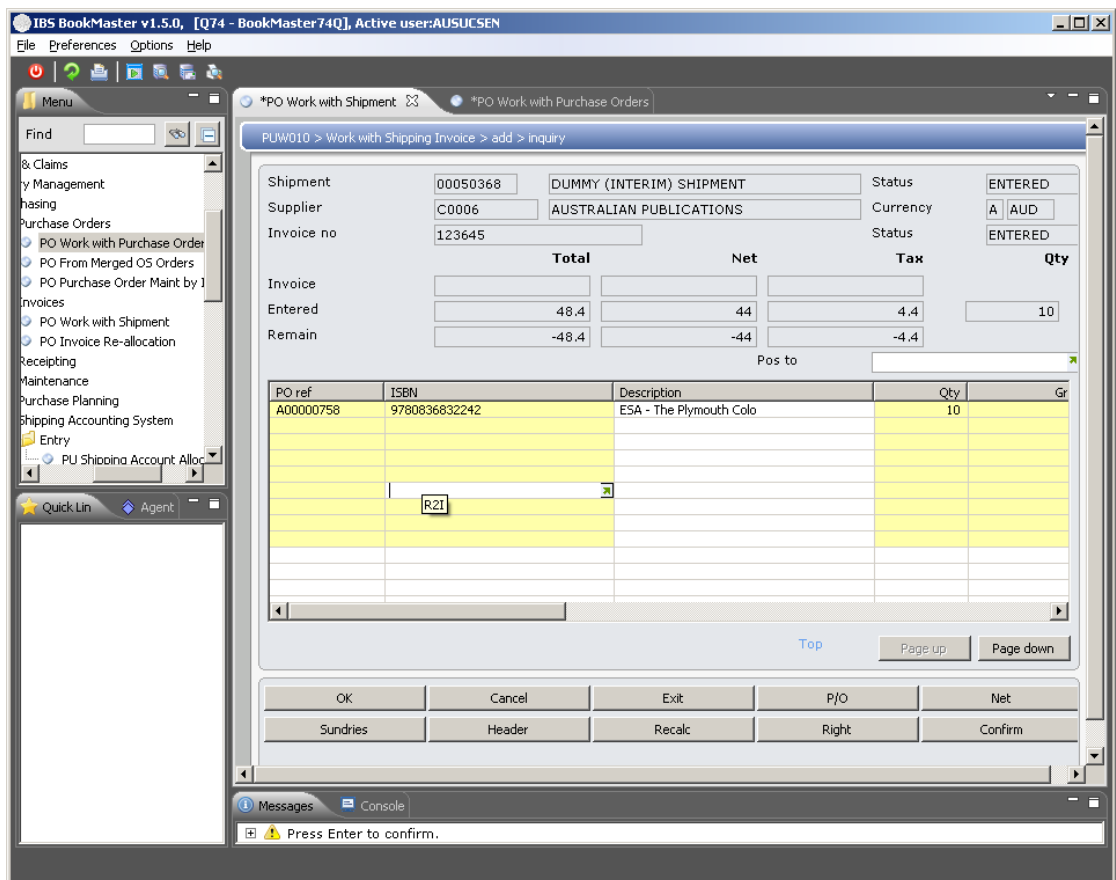
In Work with Shipping Invoice this displays the Total value of the title, Buying price less Discount percentage. To view the Net total values select the Net Function.

Gross Charge

In Work with Shipping Invoice Sundry Charge, this value is added to the detail line of the invoice. The amount can be entered against each Charge Type and negative amounts are allowed. These charge lines and the detail line item must match the Header Document Total.

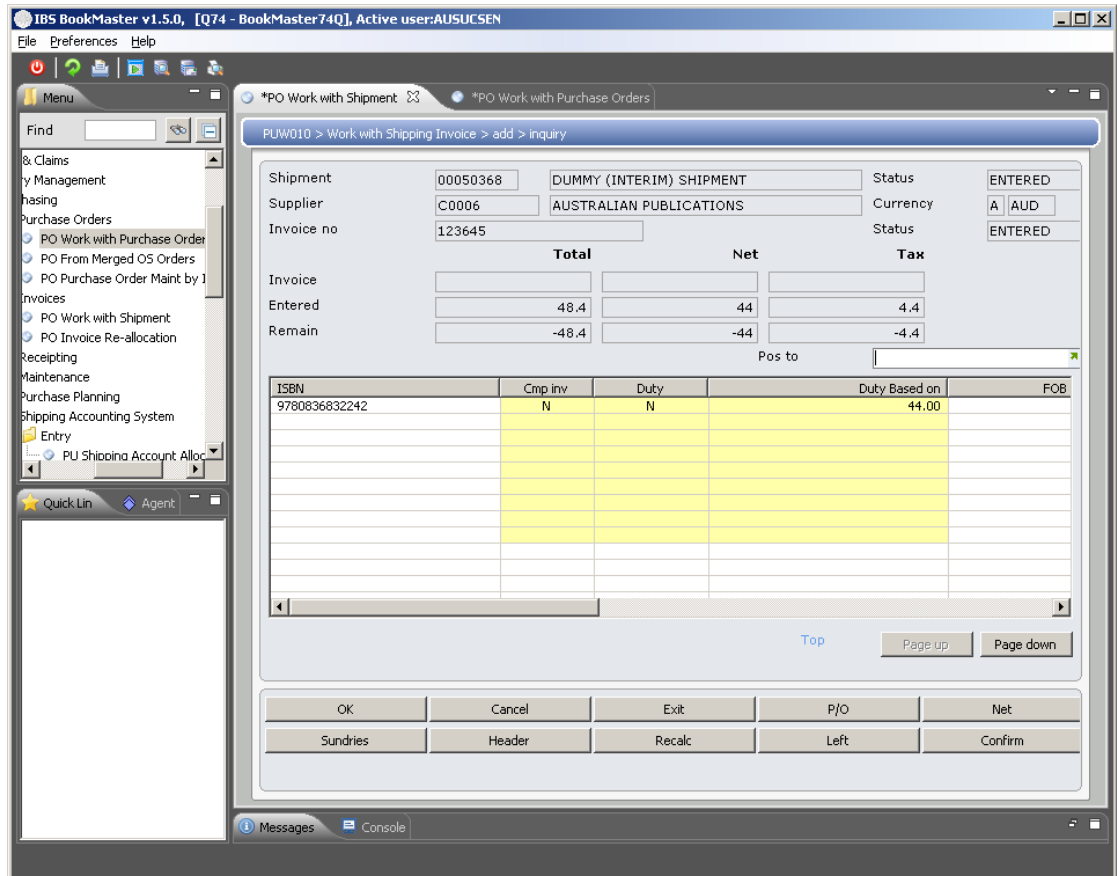
6. Click **P/O** to access the Work with Purchase Order program where any outstanding orders are shown. Or **Prompt** in the *PO ref* field for the **Purchase Order Filter** to display.

PUW010 Work with Shipping Invoice panel get displayed. As a default the Purchase Order Status displays as 'O' Outstanding and the Supplier Code from the invoice header.



7. Click **Right**.

PUW010 Work with Shipping Invoice panel get displayed.



Relevant Fields

Cmp Inv

This Complete Invoice flag indicates whether or not an invoice for this shipment has been completed

Duty

This flag indicates whether duty applies and defaults to No.

Based on

The Duty value is displayed for each line. If the Duty Flag is set to No then the value is exempt of Duty

FOB Price

Net price

In Shipment/Invoice Entry/Maintenance, the net price of the title defaults.

FOB Price

In Work with Shipping Invoice the FOB price is displayed

PO qty

This is the amount of stock ordered for each title on the purchase order.

Stk sts

Select the Stock status codes to be included in the purchase order generation. Leave blank to select all. This status can be maintained and if there are changes the system updates the stock report if linked.

In Work with Shipping Invoice the Stock Status can be maintained at this point of creating a shipment based on the information from the Suppliers. The Stock Report field on the Title Masterfile can be updated automatically (if linked) whenever the Stock Status is updated based on TMSDS/IM-

STKRI which holds the conversion table. Whenever the stock status is updated to any value in this Control File, the Stock Report code of the Item will be automatically updated with the value that is defined in this Control File. TMSDS/IM-IBORI determines whether Stock Status can be maintained in Shipping.

- Click **Left**.

PUW010 Work with Shipping Invoice previous panel gets displayed.

- Click **OK** to accept all purchase orders.

This adds the invoice/pro forma/Credit note details to the shipment depending upon document no. selection.

Example 2: Maintenance of an existing shipment

This example describes how to maintain details of a selected Shipment. Purchase order line can be maintained for shipments with status 'P'.

- Repeat steps 1 and 3 of [Example 1: Addition of Pro forma/Invoice/Credit note to a Shipment](#)
- Click function **Header**.

PUW005 Work with Shipments panel is displayed in **Change** mode.

- Do the necessary changes and click **OK** to confirm.

This changes the selected Shipment details.

Example 3: Addition/maintenance of landing/shipment Charges

This example describes how to add or maintain the Landing/Shipment charges of a selected Invoice.

1. Repeat steps 1 as in [Example 2: Maintenance of an existing Shipment](#)
2. Select an existing invoice and click function **Charge**.

PUW015 Work with Land Charges panel is displayed to add or maintain Landing Charges.

Example 4: Release a shipment

This example describes how to release a selected shipment.

1. Repeat steps 1 as in [Example 3: Addition/Maintenance of Landing/Shipment Charges](#)
2. Select an existing invoice and click function **Release**.
3. Again click **Release** to confirm release.

This releases the selected Shipment.

Example 5: Addition of text for a selected shipment

This example describes how to add text to a selected Shipment.

1. Repeat steps 1 as in [Example 4: Release a Shipment](#)
2. Select an existing invoice and click option **Text**.

PUW039 Work with Text panel is displayed in maintenance mode to add text to the selected Shipment.

Example 6: Maintenance of an existing invoice

This example describes how to change the details of a selected Invoice.

1. Repeat steps 1 as in [Example 5: Addition of text for a selected Shipment](#)
2. Select an existing invoice and click option **Details**.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.

3. Select an invoice and click **Header** to change Invoice header details.

PUW010 Work with Shipping Invoice panel is displayed in inquiry mode.

4. Click **OK** to confirm change.

This maintains the details of the selected shipment.

Example 7: Deletion of a selected invoice

This example describes how to delete the details of a selected Invoice.

Invoices cannot be deleted once posted to A/P.

1. Repeat steps **1** as in [Example 6: Maintenance of an existing Invoice](#)
2. Select an existing invoice and click option **Delete**.

PUW010 Work with Shipping Invoice panel is displayed in delete mode.

3. Click **OK** to confirm deletion.

This deletes the details of the selected Shipment.

Example 8: Addition of sundry charges to the selected invoice

This example describes how to add additional charges to a selected Invoice.

These Sundry charges can either impact the inventory cost or can be normal expenses that do not affect the inventory cost. This is compared against the same Charge type on the Shipment header and if the charge is inventory related, the greater of the two will be used as the basis in computing the landed cost. A negative amount in sundry charges is allowed.

1. Repeat steps **1** and **2** as in [Example 6: Maintenance of an existing Invoice](#)
2. Select an existing invoice and click option **Sundries**.

PUW010 Work with Shipping Invoice panel is displayed in maintenance mode.

In Shipment Allocation, this is the amount being allocated to this shipment.

Gross Total

In Work with Shipping Invoice this displays the Total value of the title, Buying price less Discount percentage. To view the Net total values select the Net Function.

Gross Charge

In Work with Shipping Invoice Sundry Charge, this value is added to the detail line of the invoice. The amount can be entered against each Charge Type and negative amounts are allowed. These charge lines and the detail line item must match the Header Document Total.

G/L account

The G/L account defaults when an expense type is entered in the first column. An error message displays if a G/L code is entered for an inventory expense.

G/L account not allowed.

The operator has entered a G/L account but the entry on this field is not allowed for this invoice charge type.

Particulars

Relevant text must be entered against the G/L account when posting to the G/L. This text can be viewed in the Inquiries throughout the system.

3. Key in the required fields and click **OK** to confirm.

This adds Sundry charges to the selected Invoice.

Example 9: Converting the pro forma to an invoice

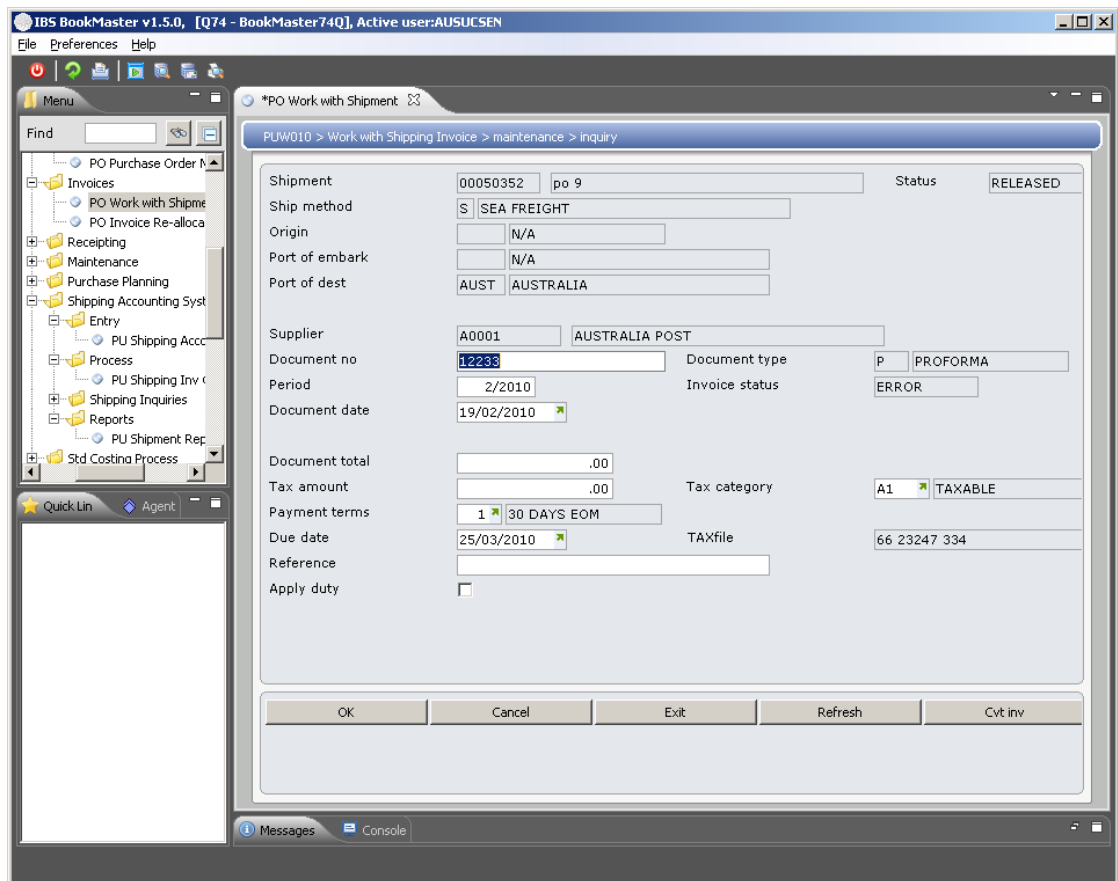
This example describes how to convert Pro forma to an Invoice.

1. Repeat steps **1** and **3** as in [Example 1: Addition of Pro forma/Invoice/Creditor note to a Shipment](#)
2. Select an existing pro forma that is to be converted and click **Detail**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.

3. Click **Header**.

PUW010 Work with Shipping Invoice panel is displayed in Maintenance mode.



Functions

Cvt Inv

Cvt Inv accesses screen to convert the pro forma to an invoice.

4. Click **Cvt inv** function to convert the pro forma to an invoice.

The message Warning **Pro forma number is the same as invoice number** displays.

5. Change the document number if required and click **Cvt inv** again to convert the pro forma.

Example 10: Cost adjustment credit note

This example describes how to adjust cost in credit note.

1. Repeat steps 1 as in [Example 7: Deletion of a selected Invoice](#)
2. Select a creditor note and click option **Credit inv**.

PUW025 Work with Shipment Invoice Group panel is displayed to display the maximum quantity/amount (document net) that can be credited.

Example 11: Close a shipment

This example describes how to close a selected Shipment.

1. Repeat steps 1 and 3 of [Example 2: Maintenance of an existing Shipment](#)
2. Select a shipment and click **Close**.

PUW005 Work with Shipments panel is displayed in close mode.

This closes the selected shipment.

Example 12: Re-open a shipment

This example describes how to re-open the closed Shipment.

1. Repeat steps **1 and** of [Example 2: Maintenance of an existing Shipment](#)
2. Click **Open**.

PUW005 Work with Shipments panel is displayed in inquiry mode.

This opens the closed shipment.

Cross Reference

- PUW005 – Work with Shipment

PUO010 Generate Shipping Journals

Overview

The sub ledger shipping journal file is a self balancing file used to generate the General Ledger (GL) journals.

Please note that this program is for IBS use only and not customer accessible. This document only contains a basic explanation of what **PUO010 Generate Shipping Journals** will do.

Explanation

The records in this file are by Shipment ID/shipping invoice/title. The records are further classified by the landing charge type, record type and period.

Record types

A – Total AP exchange variance -

B – Expensed AP exchange variance –

C – Capitalised AP exchange variance –

For A, B and C this is any Exchange variance in Accounts Payable (AP) that relates to a shipping invoice.

5 – Expensed price variance - If stock is sold variance is posted here.

6 – Capitalised price variance

Expense or capitalise exchange variances according to remaining stock. If the shipment is closed, then post variance whether favourable or unfavourable. If the shipment is not closed only, post if unfavourable. This gives most conservative position.

Split variance in proportion to remaining stock from shipment. Expense the sold portion and capitalise the rest as a cost adjustment in inventory.

Do only in base currency because all variances are in base.

If the update flag (TMSPU/CST-UPD) is set to 'N' the variance goes to the GL account in the Balance Sheet. Therefore after all stock is sold 6 becomes 0 and 5 equals the Total Price variance.

Alternatively you can expense price and exchange variance to P/L only.

This is done by definition in the TMSPU/GL-JNDEF.

If the capitalisation journals are not required then by omitting the journal type and 'account A' and 'account B' indexes against record types 6 and/or C will cause the process to omit

generating those movements altogether. This will effectively expense variances immediately rather than posting through the balance sheet.

0 – Purchase Orders – Generates differences between purchase orders and sub ledger.

1 – Goods in Transit – Generates differences between shipment and sub ledger, optionally journal as follows DR Goods in Transit and CR Purchase recovery.

2 – Inventory –Generate differences between receipts and sub ledger. Journal is as follow DR Stock and CR Goods in Transit.

3 – Accrual – Generate accruals between Goods in Transit (1) and Actuals (4). If a shipment is closed, reverse the accrual, unless non-financial.

4 – Actual – Generate variance between STD (1) and {actuals (4) + accruals (3)}. Pro-rata variance against receipt to ensure cost may not be inflated. All variance must be divided into that which is expensed and that which is capitalised. If the shipment is closed, always post variance whether favourable or unfavourable.

If the shipment is not closed, only post if unfavourable. This gives most conservative position.

Split variance in proportion to remaining stock from shipment. Expense the sold portion and capitalise the rest as a cost adjustment in inventory.

Expense variance in invoiced currency if '###' otherwise base currency.

If capitalised cost only in the general ledger calculate differential.

Capitalise variance in invoiced currency if '###' otherwise base currency.

If capitalised cost only in the general Ledger calculate differential.

7 – Volume variance - Generate volume variance when shipment is closed. Volume variance is defined as the difference between what was invoiced and what was received into inventory: - Volume variance = invoiced value - received value.

Process variance in invoiced currency if '###' otherwise base currency.

8 – Purchase Order - Variance Generate order variance when purchase order is closed. Order variance is defined as the difference between what was ordered and what was invoiced: - Order variance = ordered - invoiced up to ordered qty

Process variance in invoiced currency if '###' otherwise base currency.

Generation process

- The Generate Shipping Journals program checks at the beginning of the program to decide if purchase accounting is switched on. This affects both the Generate Shipping Journals program and the interface shipping invoice to A/P in terms of generating general ledger records and writing accounts payable transactions. It allows implementers to decide when purchase accounting should be switched on. The switch is in **TMSPU/ACTIVE**.
- If the flag is set to Not Active all shipping invoices must be entered in as Document Type = Proforma. This will ensure that all AP postings are performed in the AP area.
- If the flag is switched on in **TMSPU/ACTIVE** this will allow the posting AP invoices from the inventory shipping invoice. This requires a conversion of products on the shipping invoice into the GL accounts for AP invoice. The exchange rate also needs to flow from the shipping (inventory) invoice to AP. The AP invoice then

falls into the normal AP payment process according to terms after being reviewed and released from 'Held' status.

The two sided G/L account codes used in generating the journals for the above record types are defined in **TMSPU/GL-JNDEF**. Record types 'A', '0', '1' and '8' do not generate any GL transactions.

This provides a better control and monitoring of receipting of goods and processing of payments to suppliers. It also improves productivity and accuracy by minimising manual entry of suppliers' invoices into the AP system.

It also provides more timely information on any variances, both favorable and unfavorable, between the estimated/standard and actual costs.

- Generated AP invoices are 'Held' and must be reviewed and released for payment
- When posting zero invoices to AP, set the status to 'P'(=Paid) and the hold flag to 'N'
- Credit notes are attached to the original invoices in the Shipping file (DSSIH00P). From the Shipping Journal file (PUSHJ00P) perspective, the credits are part of the original invoice group.
- There are two reasons for generating a credit note: 1=Price, 2=Volume
- Posting as an invoice
- Checks whether the Costing is National or by warehouse using **TMSDS/WH-CSTB**.
- Estimated /standard costs are tracked at the item level by cost type, by shipping invoice, and by Shipment ID from the time the shipping invoice is processed (Goods In Transit).
- Actual costs are tracked and variances between actual and estimated/standard costs are generated when actual creditor's invoices are processed. The actual costs are pro-rated to the individual items within a shipping invoice and Shipment ID.
- Calculates the Exchange Gains and Losses

- Variances are journalled to either Balance Sheet or P&L depending on the remaining stock on hand
- The cost variance capitalisation capability has been extended in the General Ledger. This is done by calculating life-to-date split of variance by proportion of unsold stock in the shipment and journaling the difference in both record 5/6 and B/C. This facility will only be activated when cost variance is flagged to NOT transfer to inventory - **TMSPU/CST-UPD** = '0'
- The Generate Shipping Journals program checks the extended logic for stock receipt journal to the Book Production module
 - Generates cost recovery records in the Project Details file regardless whether the project is closed or not
 - **TMSBP/ACC-SET** determines the codes entered for the Print and Bind Order
 - **TMSBP/COM-TYPE** links with Distribution Purchase Order (type=C) Update D/s PO- In the case where the PO costs are not to be updated for linked PO's (eg. licensed titles). The system will not update the costs based on the flag.
 - **TMSBP/STK-REC** defines the stock receipt clearing account and the relevant Title classification code used when stock receipting for Book Production
 - **TMSBP/STK-VAL** contains the default values for stock receiving
- The total AP exchange adjustment amount is proportioned by the document amount against the total document amount

The setup of certain Control Files determines whether the cost is updated to the inventory.

TMSPU/CST-DFT Cost Adjustment default codes determine if the Cost Adjustment codes the Document sub type and Transaction origins to be used when processing Shipments.

Adjustment Codes: These are established in **TMSDS/SADJ**. This must be 'CA'

Doc sub type: These are established in **TMSDS/DST**. This code must be 'Z' and should not be changed.

Transaction Origin: These are established in **TMSDS/SRCT**.

This is used in conjunction with **TMSPU/CST-UPD**. If the flag in that control file is switched to Yes update the cost, then these codes will be used to generate the cost adjustment transaction in the inventory.

This generates an Adjustment 'E' type transaction in the Distribution DSTR & DSTRB files. In this the GL interface must be setup to capture the cost adjustment transactions in the End of Month process.

- Automatically generates accruals for the estimated costs based on the suppliers' original invoices and the landing charges definitions
- Posts Receipt values to Goods in Transit and Clearing Account for the adverse variances in Real time
- Closing the Shipment computes variances between estimated costs and actuals and posts to the balance sheet or P&L any excess in costs. Any volume variance

is also posted to the Exchange Gains account. This accounts for the worst case scenario when providing for importation costs

- Creates 'close of shipment' option which reverses all remaining accruals and transfers all remaining variances to the balance sheet and P&L. Checks the appropriate period so that it will reverse the accrual in the same period as the AP invoice posting. The reversal occurs AFTER record type '4' is generated in the PUSHJ00P file.
- Shipments will not update into the Shipment Journal file if any errors exist. An Audit Report for any Errors Found will print. This should be used as a guide to the correcting the setup. The Next End of Day process will then pick up the transactions and reprocess them.

Error types

ERROR 1-Too many NON-FINANCIAL costs. Check control (**TMSPU/CST-TYPE**).

ERROR 2-No GL control number found in document keys file (**TMSGL/CTLN**).

ERROR 3-No base currency found for company (**TMSGL/EXCD-BAS**). Company='1

ERROR 4-No GL definitions found for shipment. Ship=' 0'

ERROR 5-Invalid GL account(s). Ship=' 'Cost=' 'Record=' 'Accounts=' '

ERROR 6-No GL process number found in document keys file (**TMSGL/PN**).

ERROR 7-No GL journal number found in document keys file (**TMSGLJNLN/x**). Journal type=' 1

ERROR 8-No Account set found for shipment. Ship=' 0', 'Invoice=' 0 'Commitment='0

This option is normally run from the End of Day processing. The menu option should only be used in a recovery process.

The following is the accounting treatment of handling commitments with multiple cost types.

1. Treatment of receiving and entering AP invoice
2. Handle allocation of commitment number when using multiple commitments

There has been a provision made for selection of relevant commitment number, based on the supplier code in the AP invoice entry.

Invoice Process

The entry screen will allow the users to enter the invoice header followed by the commitment details.

1. The users enter the commitment and the amounts from the invoice provided. If not known, the users are able to search for the PO that was sent.
2. The Import PO option (F8) allows users to select a PO, and select the commitments within the PO that is entered.
3. If the amount entered exceeds the commitment amount (above the tolerance limits), a message is shown. "Amount exceeds the tolerance for this commitment". This will stop the invoice from being entered if the limit is exceeded.

4. The G/L account is shown when the amounts are entered. The details are based on the WIP account of the cost type.
5. In the case where the G/L code cannot be determined, (because the WIP code is not assigned against the cost type in **TMSBP/CST-TYPE**), it is necessary to manually enter the G/L account.
6. F8-Import PO - This option requires the users to enter a PO, after which the system shows the commitments that are linked.

Allocation of commitment number

After import of the PO, users define the commitment they wish to pay, and appropriate the amount to the commitment they have selected. On this basis, the selection would be the invoice number or the commitment number. A filter is provided to allow selection by a commitment or a Purchase Order.

When the commitment and amount to be paid are entered, the system will validate the detail amounts against the invoice header amount to ensure they equal.

Sundries charges screen is shown to allow the users to enter the Charge Type, Cost Type and Amount. **TMSBP/CST-INV** Invoice charge holds the valid invoice charge type, and the cost type it will be allocated to

The system retrieves the G/L Account based on the account sets of the projects. The amounts entered are pro-rated against the invoice amounts on the previous screen (i.e. pro-rata against the commitment amounts). In the case of sundries, the system automatically generates the commitments and the actuals against the project/book.

After entry of these details the system generates the A/P Invoice header, the relevant A/P Details as well as the appropriate sub-ledger details.

Consolidated PO numbers are used to search for Account set instead of commitment numbers.

During the process of generating capitalization variances, it would be rounded off.

PUR100 Shipment Report

Overview

This program provides the facility to set up and maintain the delivery lead time based upon the port of embarkation, shipping method, supplier and various title levels and classifications. Supplier file is used to calculate delivery days and lead time.

Explanation

This report writer has multiple report formats containing different shipping information to be constructed and printed. Multiple sort sequences and control breaks can be produced in this report. All rows and columns can be user defined. Total level prints and page breaks can also be user defined. The definitions of the reports and the default panels for each report are defined in **TMSPU/RPT-ID**, **TMSPU/RPT-DFT**, **TMSPU/RPT-ROW** and **TMSPU/RPT-COL**.

The following TMSPU Control Files establish the user defined variables for rows and column for the report writer. This report writer links to PUSHJ00P detail file.

TMSPU/RPT-ID Shipment report ID

- This control file lists the various user defined report names and descriptions

TMSPU/RPT-DFT Default panel for selected report ID

- This Control File defines the default panel for the selected report ID. The lines are system defined and there should be one panel of 11 lines for each report ID. This default panel can be overridden when running the shipping report. This Shipment Report can be run as part of the EOM using the run parameters in this Control File.

TMSPU/RPT-COL Report column definition

- This file is user defined. There must be at least one column definition for each report ID. Columns are landing cost type. Maximum number of column is 14 and can be Trade, Base or Quantity. Multiple cost types listed on one line will add together. There is provision for nine landing cost types per column. If your system exceeds this number then repeat the column number to add the remaining cost types

TMSPU/RPT-ROW Report row definition

- This control file is user defined and determines the rows to appear on each report. There must be at least one row nominated for each report ID. The rows report on record types held in the PUSHJ00P detail file. The maximum is 9 with calculation of (+*/%) and non printing line if required

- Also included in this control file is a selection to print given various selection criteria
Print group condition: 1=Zero, 2=Not Zero. This can be used to minimise the number of pages to be printed by not printing a group if a line nominated has a value of nil.
For example if you created a report with 3 lines comparing receipts with actual invoices. You will always have actual invoice may not yet any receipts. If you insert 2=Not Zero against the receipt line it will only print these lines if receipts are not equal to zero

The following are system defined record types

1. Shipping Invoice + other inventory costs at standard
2. Goods Received
3. Accruals
4. Actual
5. PPV expensed to P&L
6. PPV capitalized to inventory
7. Volume variance expensed to P&L
 - A. Exchange variance on payment Non Posting
 - B. Exchange var. expensed
 - C. Exchange var. capitalized
 - O. Purchase Order Value
8. Purchase order variance

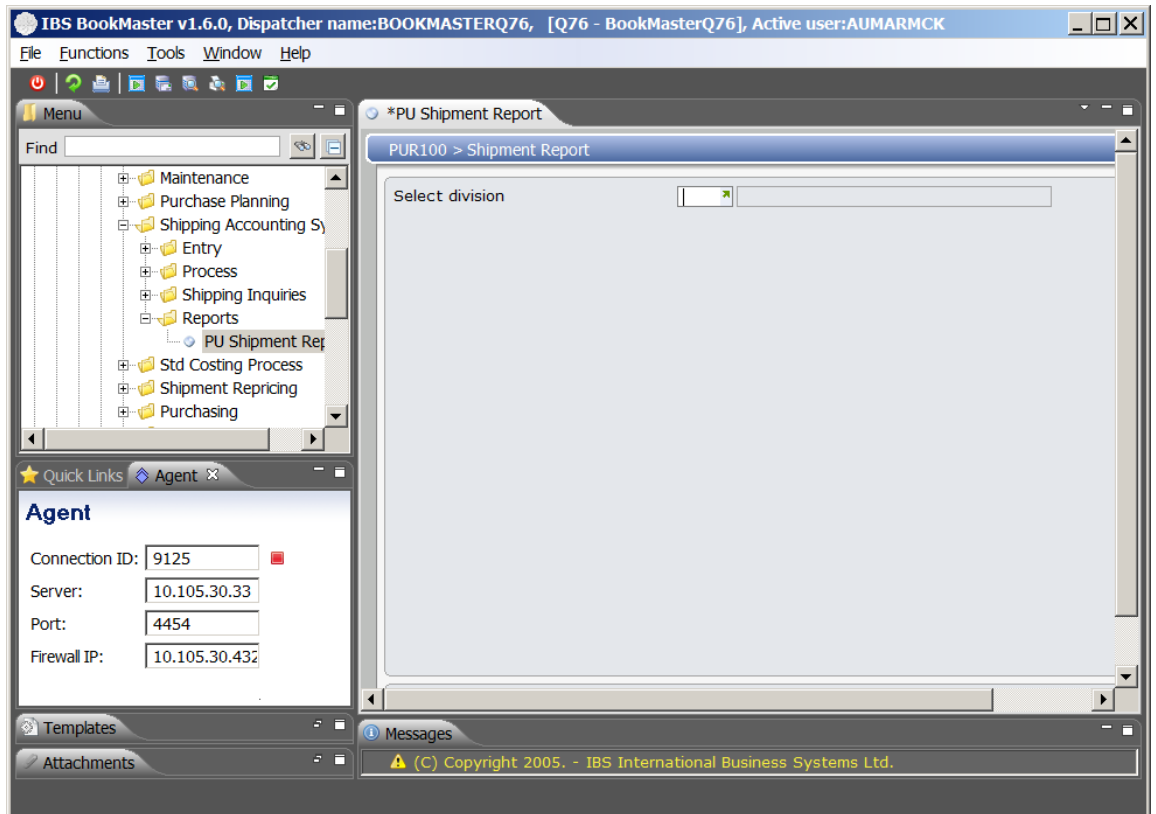
Examples

Example 1: Print a shipment report

This example describes how to print a shipment report.

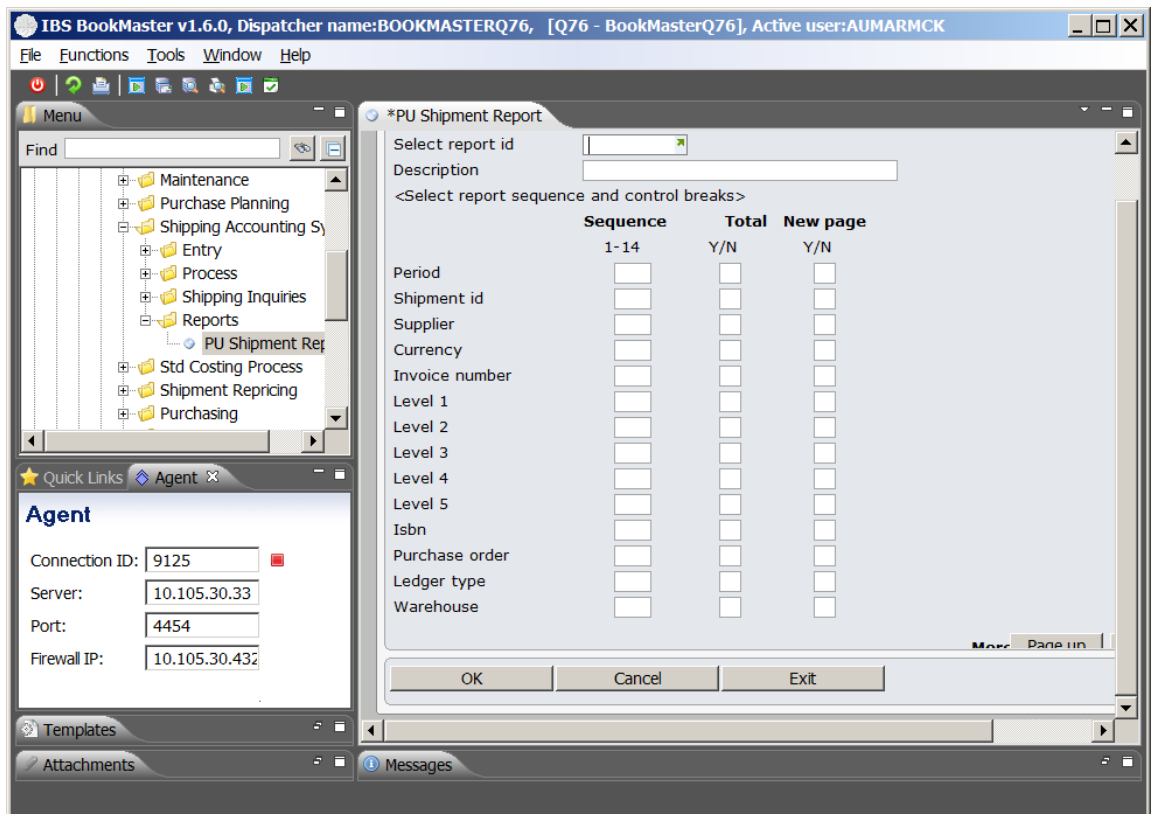
1. Select menu item **PU Shipment Report Base** Base Modules>Distribution>Inventory Management>Purchasing>from Shipping Accounting System>Reports menu.

PUR100 Shipment Report division selection panel is displayed.



2. Specify the required division and click **OK**.

PUR100 Shipment Report panel to specify the report criteria is displayed.



3. Key in the required fields and click **OK** to produce the report.

DSW118 Standard Cost Re-Calculation

Overview

This program allows the user to maintain standard costing.

On the initial screen enter the cycle number or leave blank to display all generated cycles.

Examples

This section illustrates examples concerning:

[Example 1: Displaying the re-calculation selection criteria](#)

[Example 2: Maintenance of newly generated STD cost generated](#)

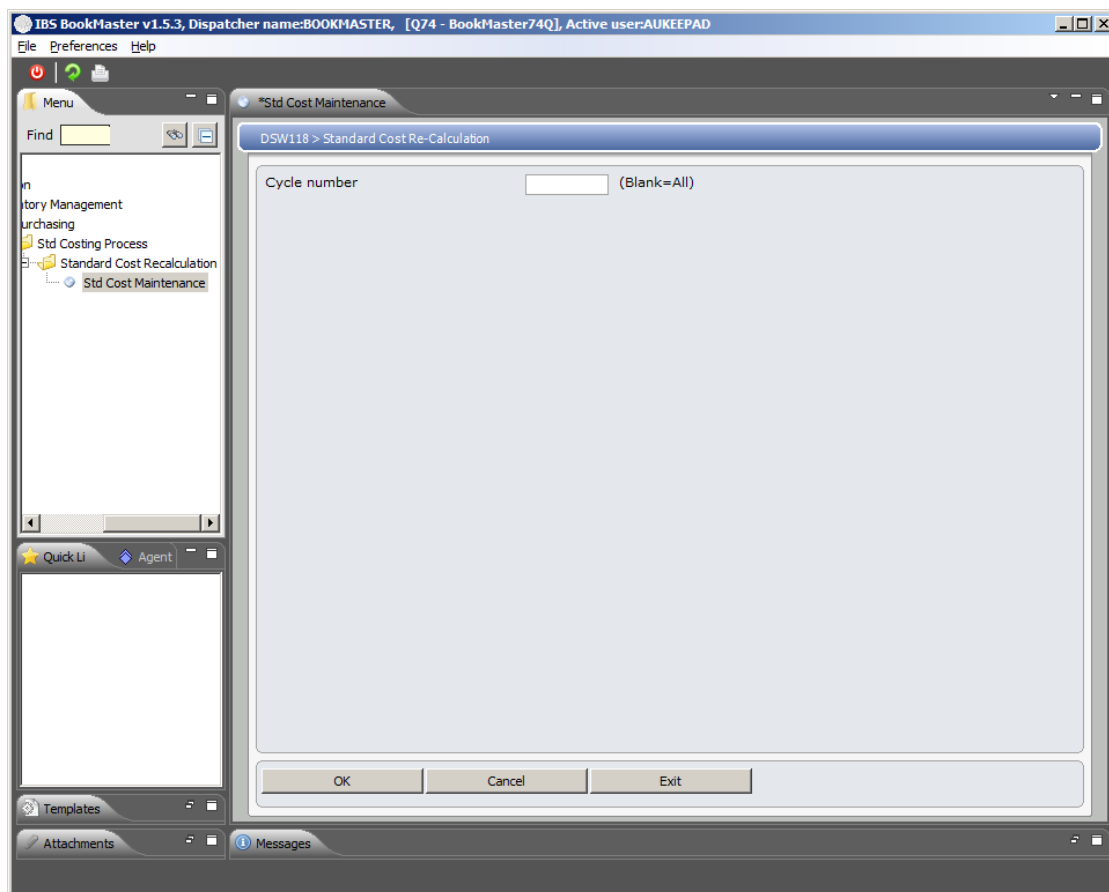
[Example 3: Deletion of a standard cost cycle](#)

Example 1: Displaying the re-calculation selection criteria

This example describes how to display the re-calculation selection criteria.

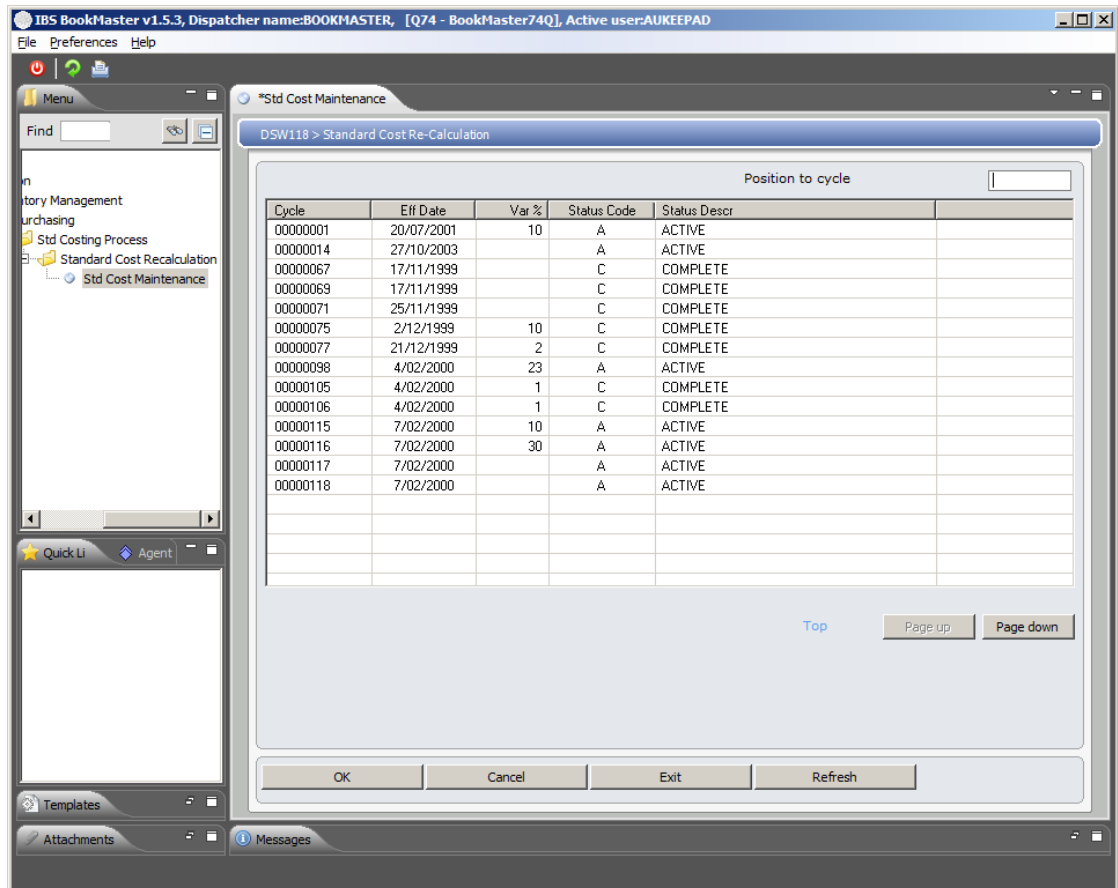
1. Select option **Std Cost Maintenance** from Base Modules> Distribution> Inventory Management> Purchasing> Std Costing Process> Standard Cost Recalculation menu.

DSW118 Standard Cost Re-Calculation filter panel is displayed.



2. Select required cycle No. or leave blank to select all and press **<ENTER>**.

DSW118 Standard Cost Re-Calculation main panel is displayed in Change mode.



Options

Details

Access Standard Cost Re-Calculation in display mode to display the re-calculation selection criteria.

Change

Access Standard Cost Re-Calculation in change mode to maintain newly generated std cost.

Delete

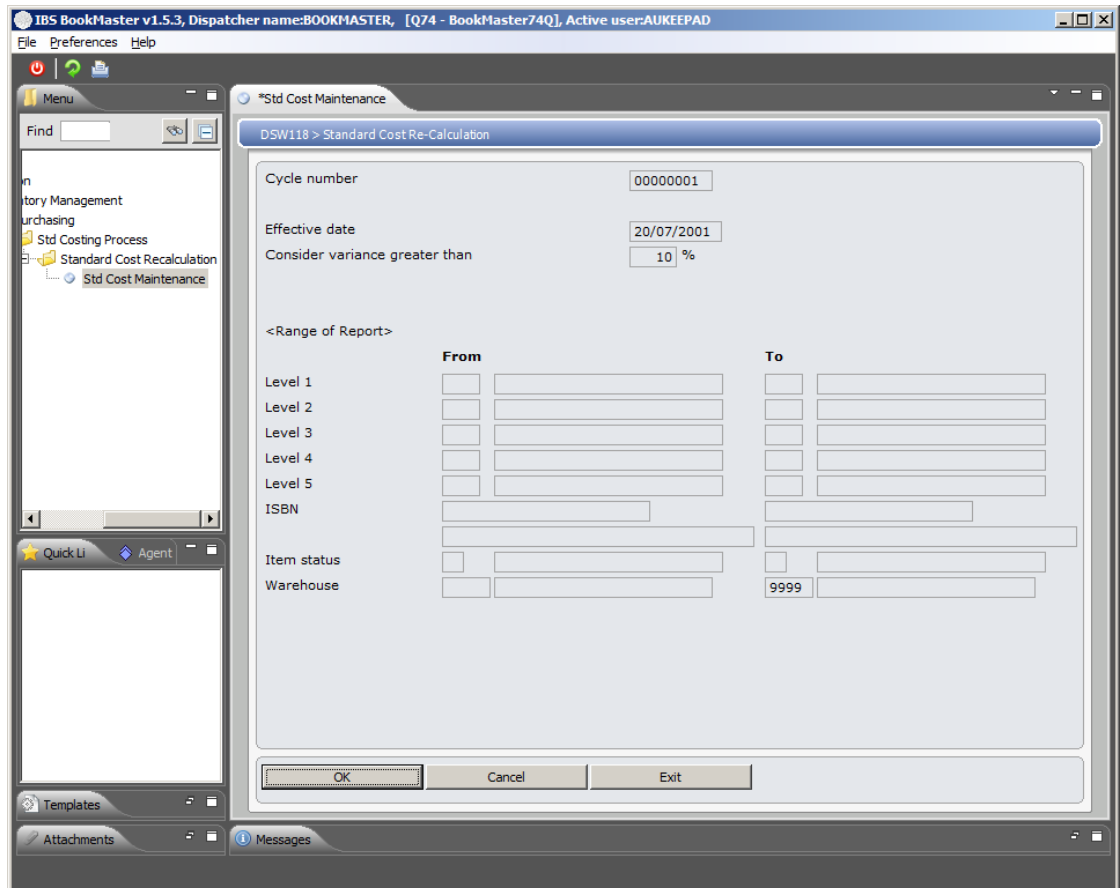
Access Standard Cost Re-Calculation to delete a std cost cycle.

Print

Access DSR118 Standard Cost Re-Calculation Report to print the report of a std cost cycle.

3. Select any cycle and click **Details**.

DSW118 Standard Cost Re-Calculation panel is displayed in inquiry mode.



Relevant Fields

Cycle Number

The next cycle number is generated and cannot be overridden. The cycle numbering is established in Number File DS-CYCLCST. The Cost Re-calculation Report uses this field

Effective date

The current system date defaults and can be overridden. This is the date the receipt takes effect. The entered date is validated against the Date Control File and if invalid, the system defaults back to the current system date.

Variance%

Variances between the new actual cost recalculated and the standard cost on a warehouse file

Example 2: Maintenance of newly generated STD cost generated

This example describes how to maintain newly generated STD cost generated.

Depending on the Costing level whether national or by warehouse, this is used to adjust the unit cost or the total cost the Stock Adjustment option of cost revaluation for each title.

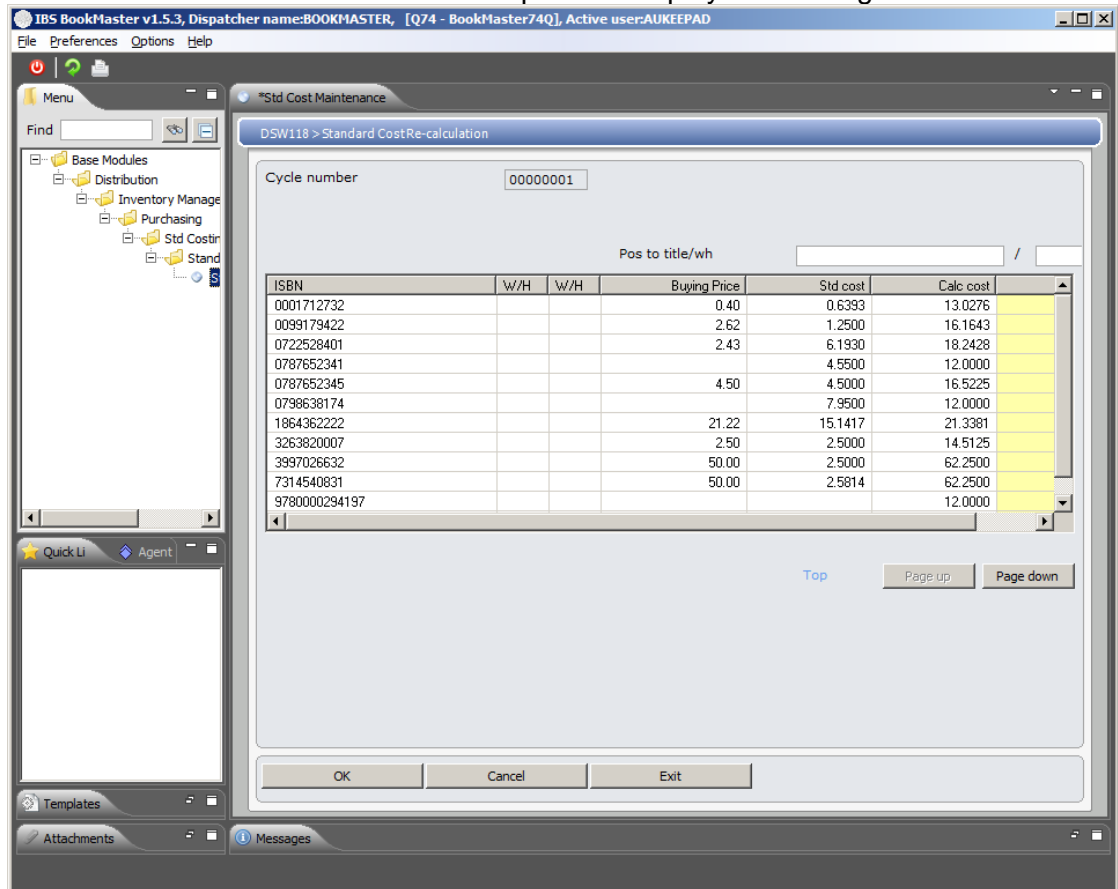
This then updates the costing files and produces a report with the original unit standard cost comparing with the new standard cost and the variance %.

Within this Change option the new STD cost generated from the previous step, can be changed.

1. Repeat steps 1 and 2 like [Example 1: Displaying the re-calculation selection criteria](#)

- Select an existing cost cycle and click option **Change**.

DSW118 Standard Cost Re-Calculation panel is displayed in change mode.



Options

Details

Access Standard Cost Re-Calculation in inquiry mode to display cycle costing details.

Cost Breakdown

Access DSI237 Landing Cost Breakdown in to view std cost breakdown.

Relevant Fields

ISBN

Item against which cost re-calculation is done.

Warehouse

Specific warehouse type of stock which may be allocated via the stock allocation program

Buying Price

Where the system gets the default values such as Buying price from TMSPU/BP-DFT, will precede any values from TMSDS/PO-COST. The options are:

B=Buy prc to take costs from the Buying Price File

P=P/O to enter the price at the time of purchasing

H=Inv Hdr to take the price from the Supplier's invoice

0=Zero means to default the price to zero

I=Title M/F to take the price on the Title Master file.

The default buying method is retrieved from TMSPU/BP-DFT, if the cost is retrieved from the Buying Price file. If a blank

buying method is setup in the Control File the system will retrieve the buying method from the Buying file via the Buying Price Retrieval program.

The buying price can be retrieved based on the buying method and its effective/expiry date, both of which are stored on the Buying Price file on the Database Management module. If this date has expired the buying price defaults from the Title Master file.

Depending on TMSPU/BP-RTV the Buying Price can also be retrieved by ETA date or by ETD date.

Both the Buying Price and the Buying Method code can be overridden if required.

Note: The Title Master file must have the same currency as the Buying Price File otherwise the price does not display.

Std cost	Standard cost on warehouse file.
Calculated Cost	New actual cost re-calculated.
Adjusted Cost	It is header amount adjusted.

Example 3: Deletion of a Standard Cost Cycle

This example describes how to delete a standard cost cycle.

1. Repeat steps 1 and 2 like [Example 1: Displaying the re-calculation selection criteria](#)
2. Select an existing standard cost cycle and click option **Delete**.

DSW118 Standard Cost Re-Calculation panel is displayed.

3. Click **Delete** to confirm deletion. This deletes selected cost cycle

DSI108 Purchase Order Dates Inquiry

Overview

A Date stamp file is created, and date time stamp records generated against each ISBN when the status or quantities of a Purchase Order are changed. The user responsible for the change is included in the log. All of the above statuses will record an entry in the date stamp.

Examples

This section illustrates examples concerning:

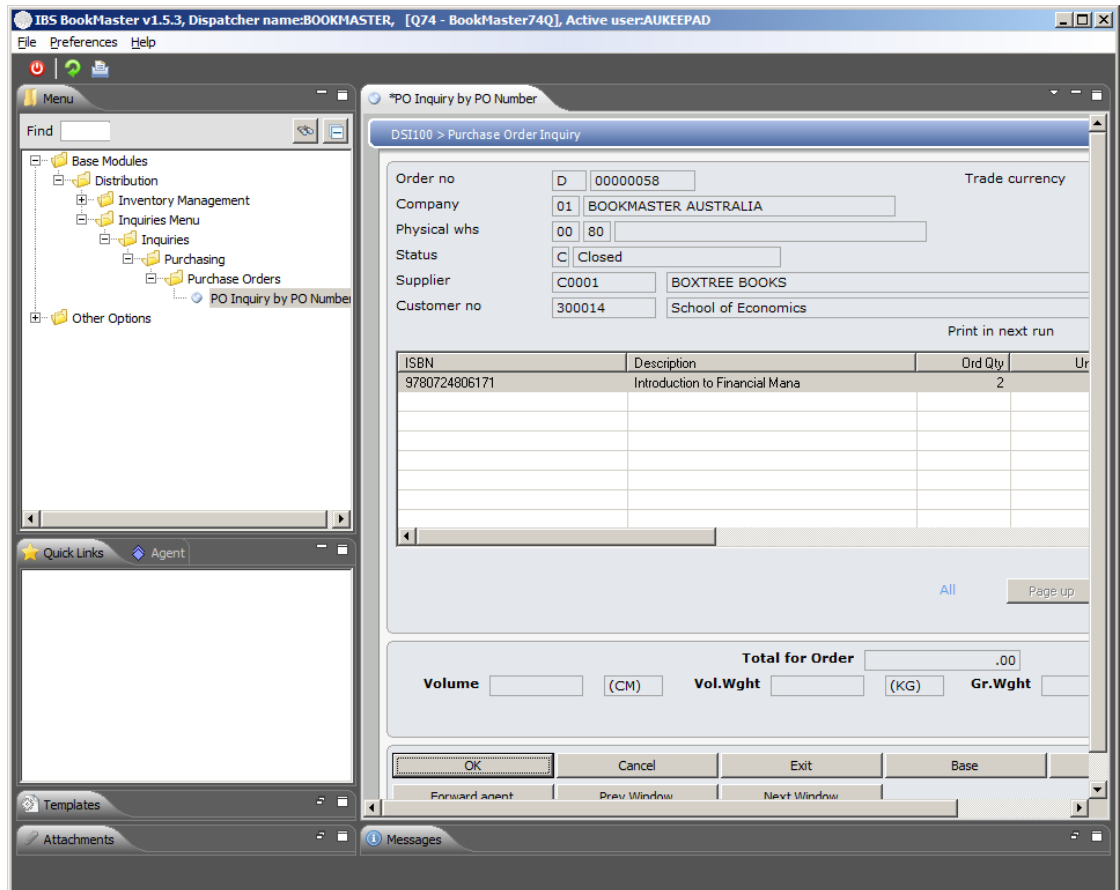
[Example 1: Purchase Order date time stamp Inquiry](#)

Example 1: Purchase Order date time stamp Inquiry

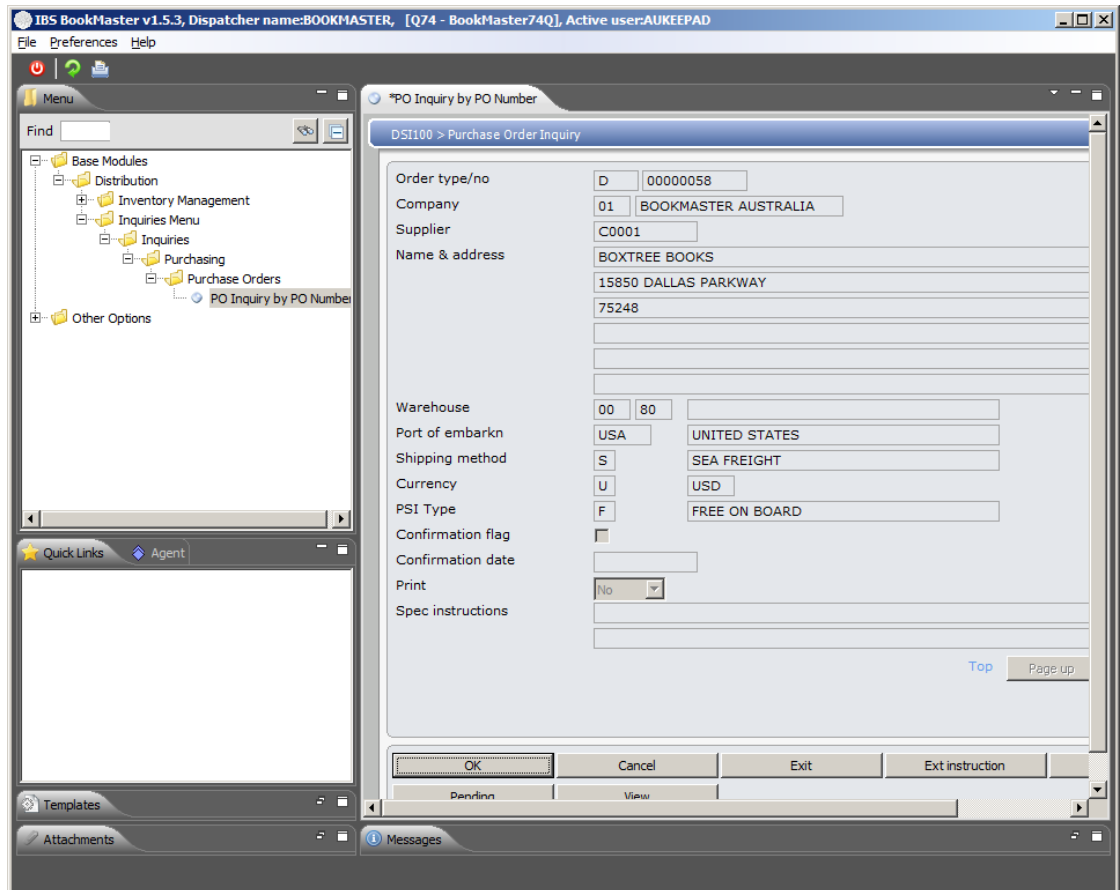
This example describes how to access Purchase Order date time stamp Inquiry.

1. Select option **PO Inquiry by PO Number** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Purchase Orders menu.
2. Enter the Purchase Order Number and click **OK**.

DSI100 Purchase Order Inquiry main panel is displayed.

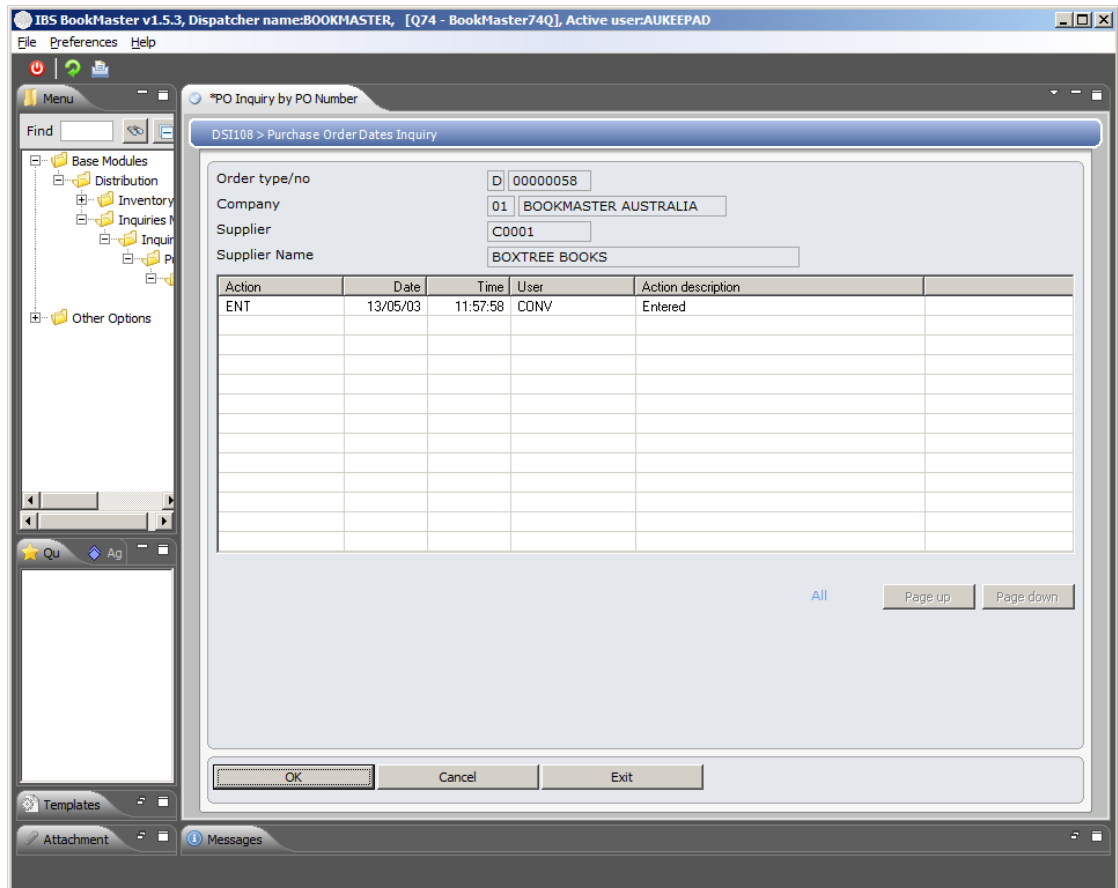


3. Click **Header**.
DSI100 Purchase Order Inquiry panel is displayed.



4. Click **Date Stamp**.

DSI108 Purchase Order Dates Inquiry main panel is displayed.



Relevant Fields

Order type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

Order number

In Purchase Order Entry/Maintenance, the purchase order (PO) number can either be manually entered or system generated depending on the setup in TMSDS/PO-TYPE. A zero purchase order number is not allowed.

In Shipment/Invoice Entry/Maintenance, the purchase order

number and type are mandatory.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

company

Enter the Company number that is to be used in the definition for the General Ledger posting.

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Action

The action taken by the user.

Date

The date when the action was done

Time

The time when the action was done

User

The user who carried out the action or change

**Action
Description**

The detail description of the action done by the user

Cross Reference

- DSE035A – PO - Purchase order entry/maintenance - Maintenance
- DSI100A – Purchase Order Inquiry

DSI105 Purchase Order Inquiry by ETA

Overview

Access to the purchase order inquiry is gained by selecting the estimated time of arrival. The required information can be qualified by selecting the purchase order status and/or warehouse. An alpha search facility has been incorporated, enabling the user to search warehouses by using the appropriate function. The inquiry screen displays the purchase order status, which could be either outstanding or complete, as well as the estimated time of arrival, purchase order number, item, and quantity ordered and received, and value ordered. The value ordered displays initially in trade currency, however, Currency switches between the base and trade currencies as required.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

The *****/EXC-DSC file has all the valid currencies used in the system. It defines how the currency is to be presented.

Click Prompt F4=search to display the Warehouse search program.

Functions available on the screen below are:

- More Details displays the second line of information about the Title ordered.
- Currency displays the base and trade currency for each purchase order.
- ISBN/Title displays the Title or the ISBN on the purchase order.
- Unit displays the unit of measure or the units that have been entered on the purchase order. Example: Purchase Order with a UOM has been entered in as a DOZEN and quantity is 1. In the Inquiry the Unit displays the quantity as 12. The UOM displays the quantity as 1.

Examples

This section illustrates examples concerning:

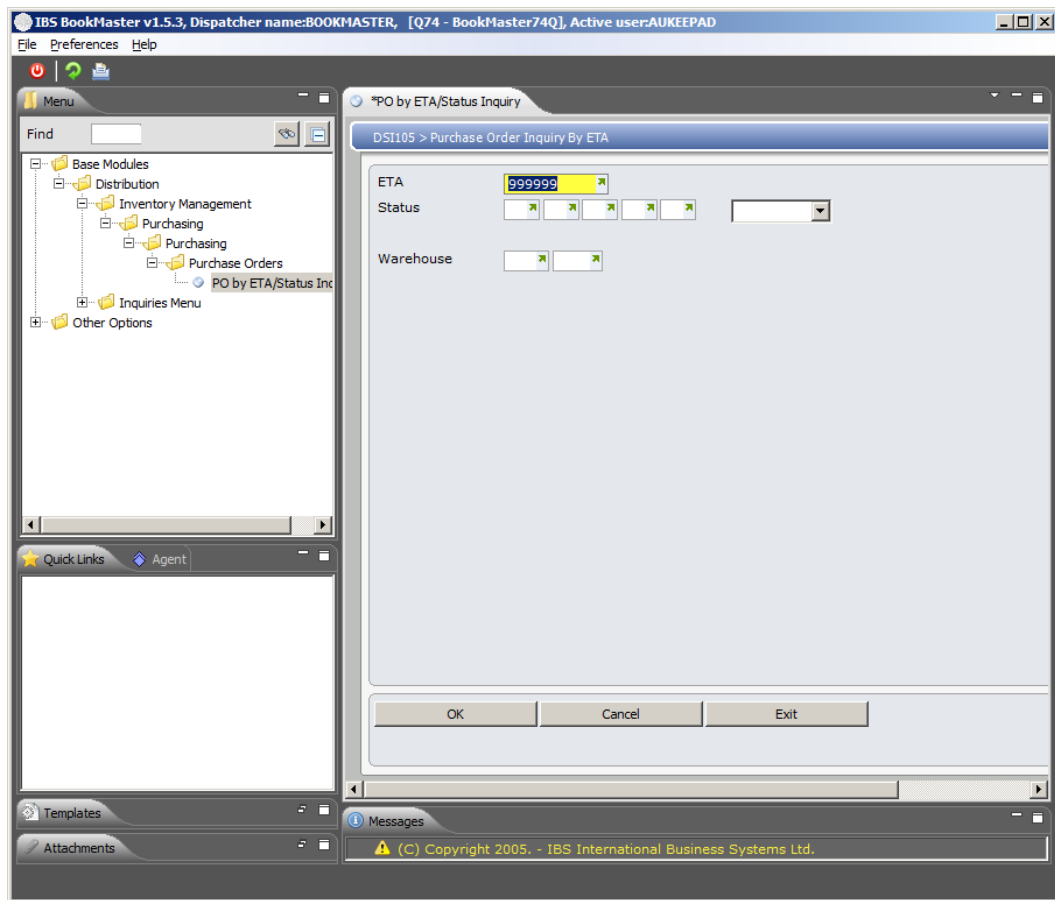
[Example 1: Purchase Order Inquiry](#)

Example 1: Purchase Order Inquiry

This example describes how to access Purchase Order Inquiry by using ETA

1. Select option **PO by ETA/Status Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Purchase Orders menu.

DSI105 Purchase Order Inquiry selection panel is displayed.



Relevant Fields

ETA

The Order lead time will be from the buying price file while the delivery lead time will be from the supplier item file. This is computed as order date + order lead time + delivery lead time.

Another way of handling ETA dates is as follows: Set TMSDS/PO-COST to B for the system to use the Buying Price Definition which has the Title/Supplier link and stores the Buying Method. The Purchasing Parameters then need to be set up with a Delivery Lead Time and Receipt Day Code for the Title/Supplier combination established in the Buying Price Definition.

Receipt Day Codes (RDC) are established in TMSDS/PSI-RDC and these determine on which day of the week the warehouse prefers to receive goods and whether the calculation should compute the receipt period as this month or next month.

If the ETA works out to be equal to or greater than the day stipulated by the RDC and the flag is set to next month (2) the receipt period is considered as next month.

Purchase Orders with ETA's towards the end of the month

can be considered as next months receipts for planning purposes.

An ETA can be updated if necessary by selecting Function ETA Update. If the ETA date changes the Publication Date of a title is automatically updated.

The ETA date can be viewed on the Purchase Order Inquiry. No ETA entry reflects on inquiries as 99/99/99.

Status

More than one Purchase Order Status code can be Included or Excluded in the Inquiry by ETA.

In Purchase Order Print, the Purchase Order status defaults to Original but may be overridden.

Original is used to print the original purchase order.

Amendments is used to print the purchase order after any amendments have been made.

Reprint is used to reprint the purchase order if required

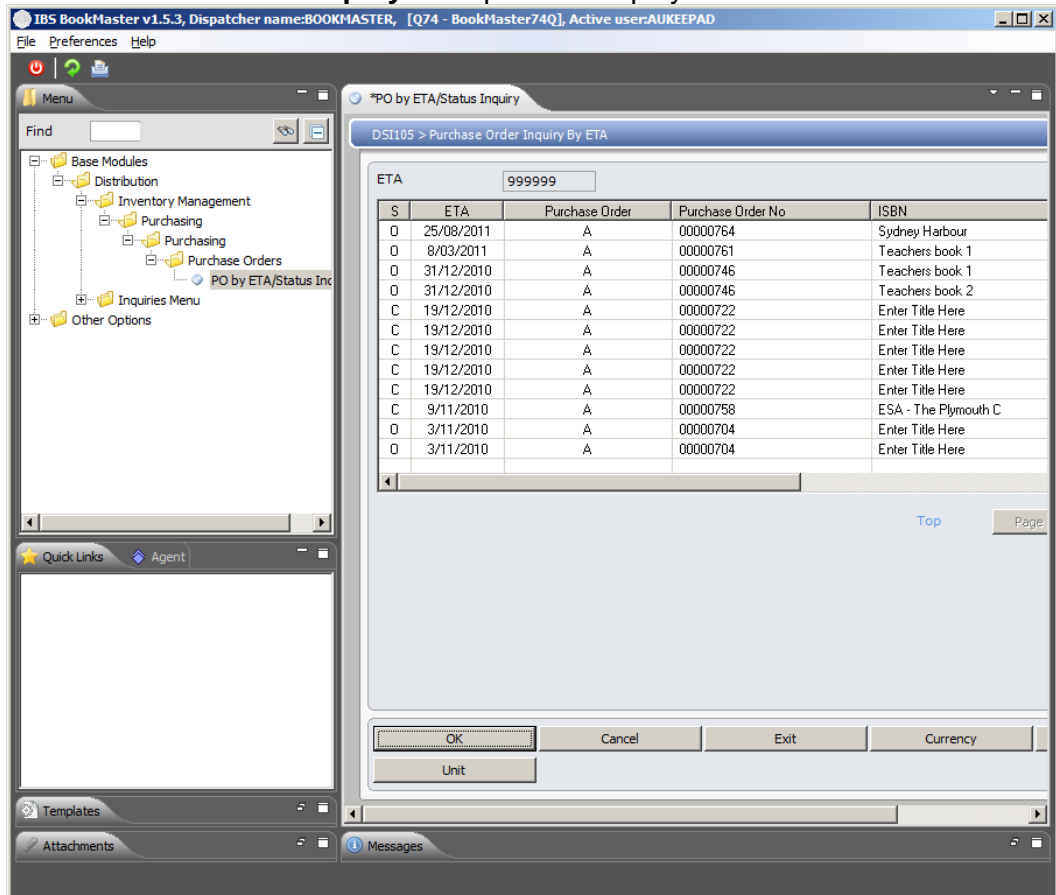
Warehouse

This code consists of a Warehouse Location (2 characters) and Branch Code (2 characters).

In Purchase Order Allocation, determine the physical warehouse to be used with its Logical warehouses for stock allocation when creating purchase orders

- 2. Select the required line details and click **OK**.

DSI105 Purchase Order Inquiry main panel is displayed.



Scroll across to display additional information of Unit of Measure, Description and Currency.

Options

Select

Access DSI100 Purchase Order Inquiry to inquire on Purchase Order by PO Number.

Functions

Currency

To inquire Trade and base currency by using the Currency Function.

Title

Description switches between displaying the Item or Description.

Unit

Unit determines whether or not to display the UOM field.

DSI115 Purchase Order Inquiry by Supplier

Overview

Access to this Purchase Order Inquiry is gained by selecting the supplier number. An alpha search facility has been incorporated, enabling the user to search for valid suppliers.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions. Refer to User Access/Restrictions documentation for more information on this feature.

The required information can be qualified by selecting the purchase order status and/or warehouse on which the purchase order was raised.

The inquiry screen displays the purchase order status (outstanding or complete), purchase order number, company number, warehouse, the value ordered, invoiced and received. The values initially display in trade currency, however clicking Currency switches between the base and trade currencies as required.

The *****/EXC-DSC file has all the valid currencies used in the system. It defines how the currency is to be presented.

From the information displayed the user is able access the purchase order inquiry by supplier number.

Examples

This section illustrates examples concerning:

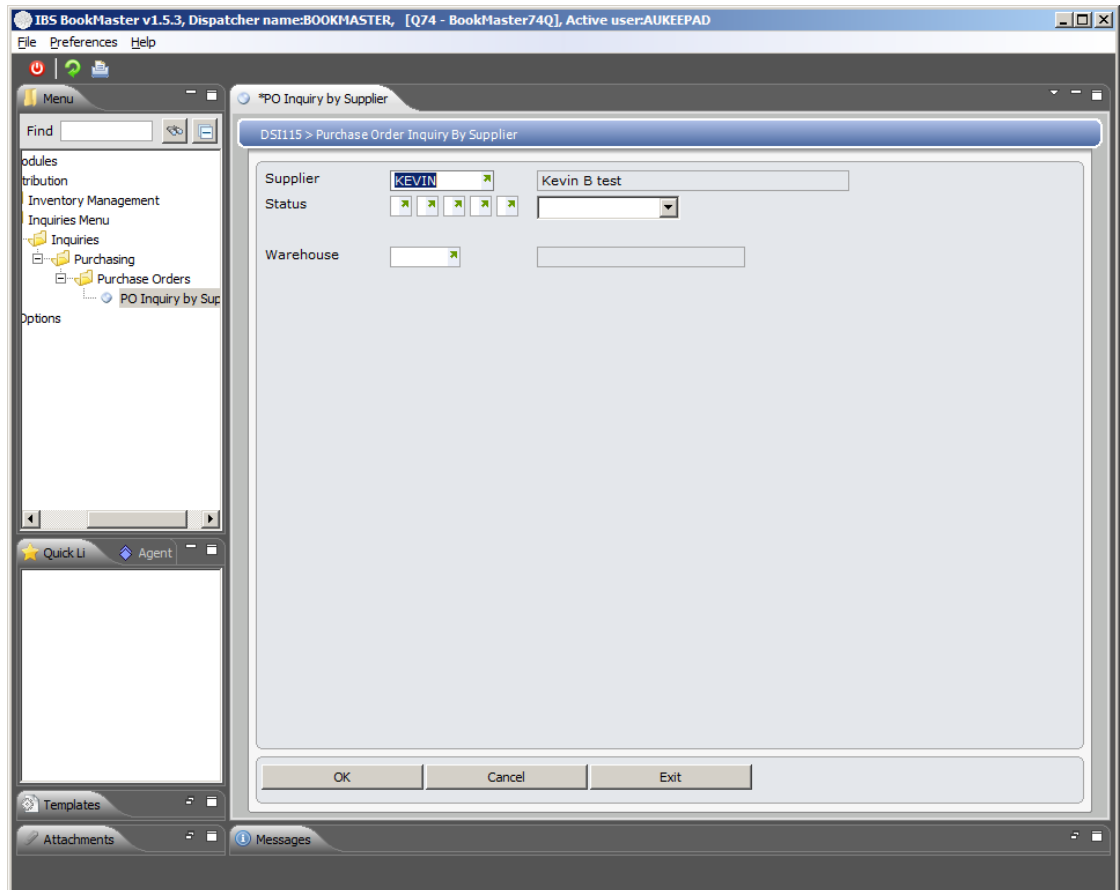
[Example 1: Purchase Order Inquiry by Supplier](#)

Example 1: Purchase Order Inquiry by Supplier

This example describes how to access Purchase Order Inquiry using Supplier.

1. Select option **PO Inquiry by Supplier** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Purchase Orders menu.

DSI115 Purchase Order Inquiry by Supplier selection panel is displayed.



Relevant Fields

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

Status

Status/Selection by status

Select one of the following status options:

C=Closed/Complete

O=Outstanding

R=Released

In Purchase order Maintenance by Title, select one of the following status options:

Outstanding meaning there is a balance outstanding (default).

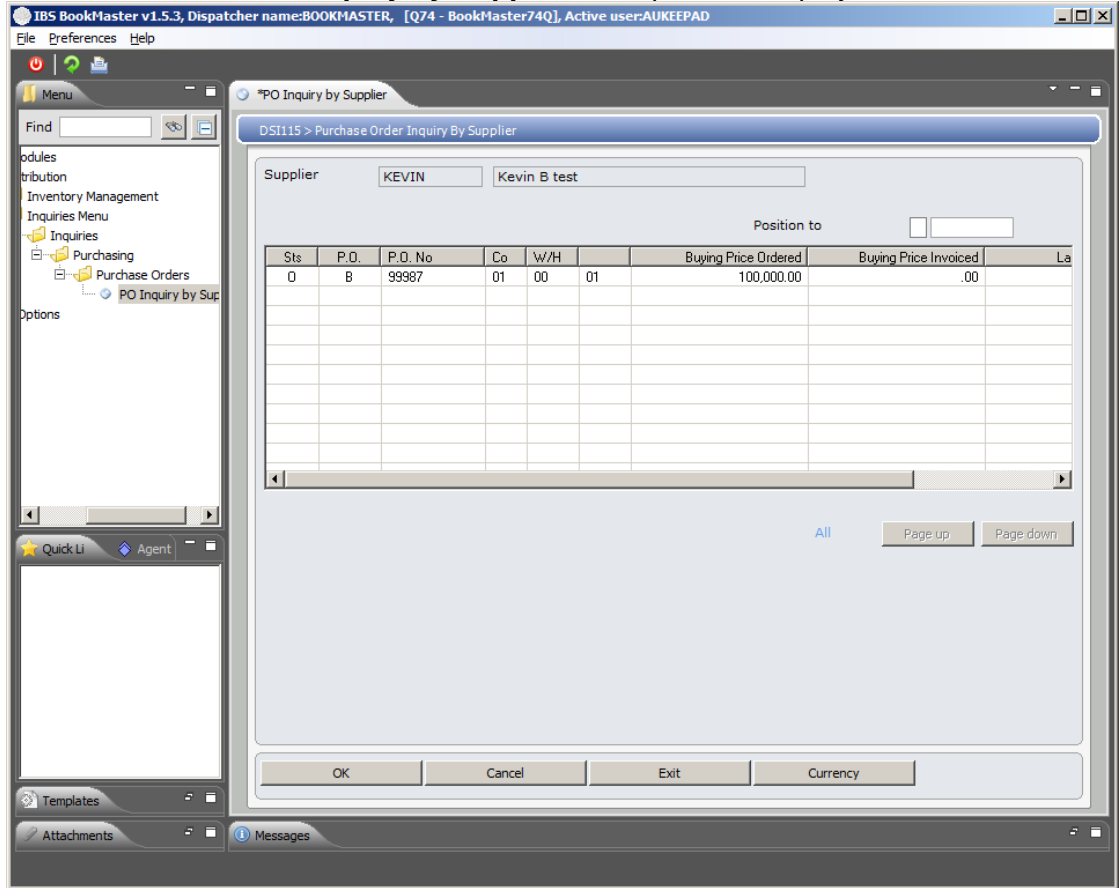
Complete meaning the order is complete.

Warehouse

Warehouse on which the purchase order was raised

2. Select required Supplier and Warehouse and click **OK**.

DSI115 Purchase Order Inquiry by Supplier main panel is displayed.



Options

Details

Access DSI100 Purchase Order Inquiry in inquiry mode to display details of each Purchase Order for the supplier selected.

Functions

Currency

To inquire Trade and base currency by using the Currency Function.

Relevant Fields

Status

Status/Selection by status

Select one of the following status options:

C=Closed/Complete

O=Outstanding

R=Released

In Purchase order Maintenance by Title, select one of the following status options:

Outstanding meaning there is a balance outstanding (default).

Complete meaning the order is complete.

Order type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is

generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

Order Number

In Purchase Order Entry/Maintenance, the purchase order (PO) number can either be manually entered or system generated depending on the setup in TMSDS/PO-TYPE. A zero purchase order number is not allowed.

In Shipment/Invoice Entry/Maintenance, the purchase order number and type are mandatory.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number

Company

Enter the Company number that is to be used in the definition for the General Ledger posting.

Warehouse

Warehouse on which the purchase order was raised

Ordered

This is the amount of stock ordered for each title on the purchase order.

Invoiced

In Purchase Order Maintenance by title, this is the quantity of the order invoiced by the supplier. In Shipment/Invoice Entry/Maintenance, the quantity of the title ordered on the purchase order.

Landed Received

This is the quantity of the order already received.

Trade Currency

Currency switches between trade and base.

DSI175 Shipment/Invoice Inquiry by ETA

Overview Access to the inquiry is gained by selecting the estimated time of arrival.

Follow up

Inquiries

This is an inquiry program.

The required information can be qualified by selecting the invoice status. The status of an invoice can be E for Entered but Not Released, R for Released or Blank for all being completed.

The screen displays status, estimated time of arrival, ship reference number and name, shipping method, country of origin, Port of embarkation, Destination and shipping reference.

From the information displayed the user is able access the shipment/invoice inquiry function.

Examples

This section illustrates examples concerning:

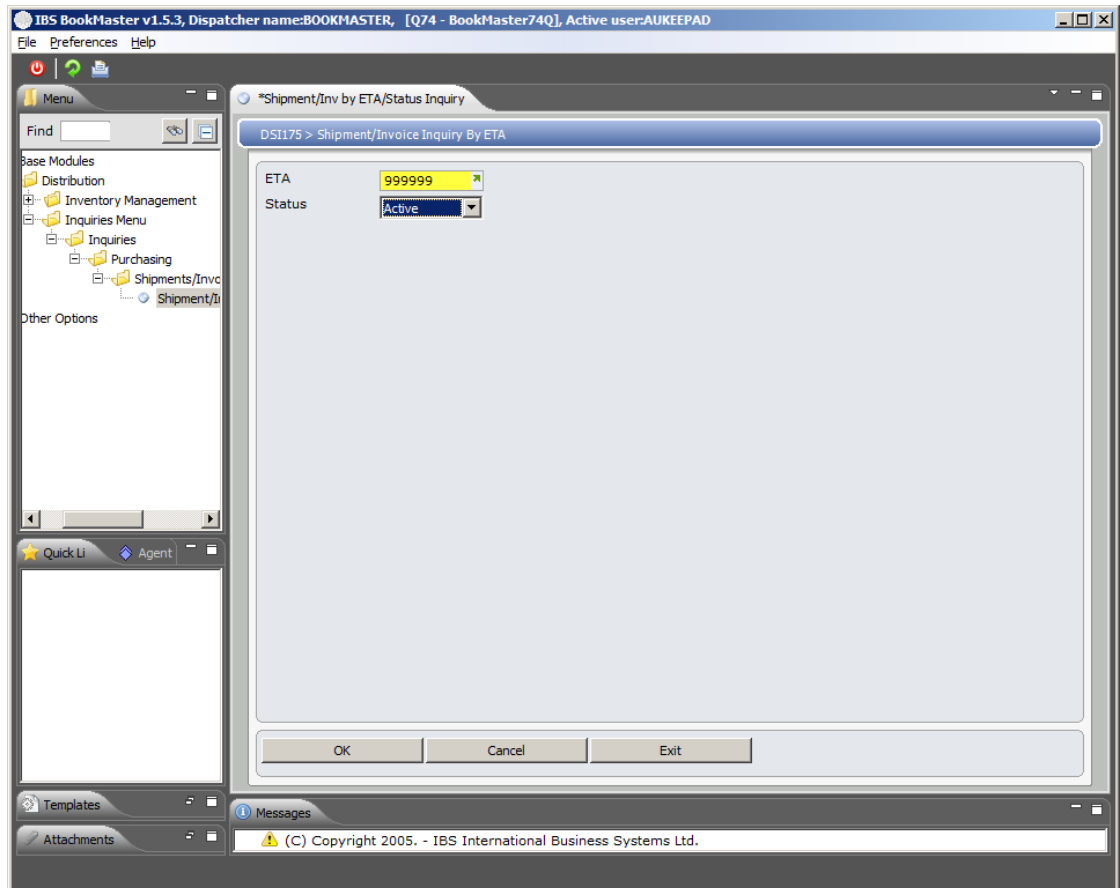
[Example 1: Shipment/Invoice Inquiry by ETA](#)

Example 1: Shipment/Invoice Inquiry by ETA

This example describes how to access Shipment/Invoice Inquiry using ETA/Status.

1. Select option **Shipment/Inv by ETA/Status Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Shipments/Invoices menu.

DSI175 Shipment/Invoice Inquiry by ETA selection panel is displayed.



Relevant Fields

ETA(Estimated time of arrival)

The Order lead time will be from the buying price file while the delivery lead time will be from the supplier item file. This is computed as order date + order lead time + delivery lead time.

Another way of handling ETA dates is as follows:

Set TMSDS/PO-COST to B for the system to use the Buying Price Definition which has the Title/Supplier link and stores the Buying Method. The Purchasing Parameters then need to be set up with a Delivery Lead Time and Receipt Day Code for the Title/Supplier combination established in the Buying Price Definition.

Receipt Day Codes (RDC) are established in TMSDS/PSI-RDC and these determine on which day of the week the warehouse prefers to receive goods and whether the calculation should compute the receipt period as this month or next month.

If the ETA works out to be equal to or greater than the day stipulated by the RDC and the flag is set to next month (2) the receipt period is considered as next month.

Purchase Orders with ETA's towards the end of the month can be considered as next months receipts for planning purposes.

An ETA can be updated if necessary by selecting Function

ETA Update. If the ETA date changes the Publication Date of a title is automatically updated.

The ETA date can be viewed on the Purchase Order Inquiry. No ETA entry reflects on inquiries as 99/99/99.

Status

In Work with Shipments Filter, filter the shipment selection by Active or Closed Shipment status or leave blank to select all shipments regardless of their status.

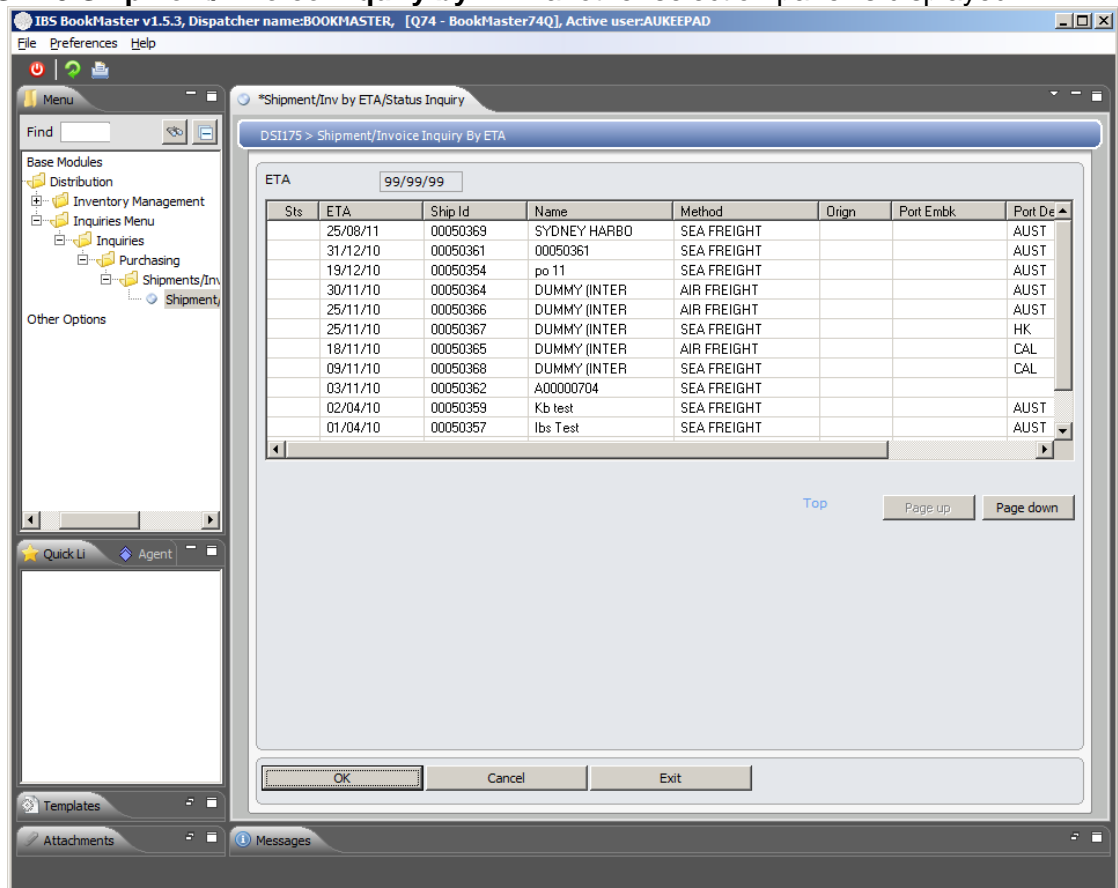
Active shipments are classed as E=Entered, R=Released and P=Purchase Orders.

Closed shipments are classed as C=Closed, Z=Old Records from conversion, D which is similar to Z but with maintenance.

In Work with Shipment the status defaults to E for Entered when adding a new shipment.

2. Select the ETA and Status and click **OK**.

DSI175 Shipment/Invoice Inquiry by ETA another selection panel is displayed.



Relevant Fields

Status

In Work with Shipments Filter, filter the shipment selection by Active or Closed Shipment status or leave blank to select all shipments regardless of their status.

Active shipments are classed as E=Entered, R=Released and P=Purchase Orders.

ETA(Estimated time of arrival)

Closed shipments are classed as C=Closed, Z=Old Records from conversion, D which is similar to Z but with maintenance.

In Work with Shipment the status defaults to E for Entered when adding a new shipment.

The Order lead time will be from the buying price file while the delivery lead time will be from the supplier item file. This is computed as order date + order lead time + delivery lead time.

Another way of handling ETA dates is as follows:

Set TMSDS/PO-COST to B for the system to use the Buying Price Definition which has the Title/Supplier link and stores the Buying Method. The Purchasing Parameters then need to be set up with a Delivery Lead Time and Receipt Day Code for the Title/Supplier combination established in the Buying Price Definition.

Receipt Day Codes (RDC) are established in TMSDS/PSI-RDC and these determine on which day of the week the warehouse prefers to receive goods and whether the calculation should compute the receipt period as this month or next month.

If the ETA works out to be equal to or greater than the day stipulated by the RDC and the flag is set to next month (2) the receipt period is considered as next month.

Purchase Orders with ETA's towards the end of the month can be considered as next months receipts for planning purposes.

An ETA can be updated if necessary by selecting Function ETA Update. If the ETA date changes the Publication Date of a title is automatically updated.

The ETA date can be viewed on the Purchase Order Inquiry. No ETA entry reflects on inquiries as 99/99/99.

Ship ID

In Work with Shipment a Shipment Reference or Shipment ID is mandatory when creating a Shipment or Invoice Entry.

Whether or not to automatically generate the ship reference number when adding a new shipment is controlled by TMSDS/PO-GNSID. The range of valid Shipment ID numbers is established in Control Number Maintenance in the Cross Applications module.

If the number is not automatically generated, usually the number is supplied by the stock controller and used to trace the shipment.

In Shipment Allocation, the Ship ID being allocated to the A/P invoice is given. When generating Shipping Journals, this ID or Ref No is required/used.

Ship Name

The shipment name defaults to the Dummy Shipment name if left blank and can be changed when required. This

feature can be used for advanced shipping notices.

In the Work with Shipment Filter you can work with all shipments that are similar in name. For example: Airway bill no. Enter the name of a shipment and all shipments with that word will display.

Shipping Method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

Origin

If left blank the Origin defaults to N/A=Not applicable.

Port of Embarkation

This field can default to N/A, and be overridden, by setting up a blank as a code in TMSDS/IM-PEMB.

Port of Destination

This is the destination of the shipment being an airport or shipping port.

Reference

A reference relating to the shipment is optional.

3. Select a Ship ID and double click.

DSI150 Shipment/Invoice Inquiry panel for inquiry is displayed.

Refer **DSI150 Shipment/Invoice Inquiry** for further details.

DSI180 Shipment/Invoice Inquiry by Supplier

Overview

Access to the inquiry is by selecting the supplier number. A search facility has been incorporated enabling a search of suppliers by using the appropriate Function. Selection of invoice number, to display the shipments in invoice number sequence is optional, as is the entry of a date up to and including which transactions display.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

The selection screen displays invoice date, number and due date, ship reference number and invoice amount in trade and base currency. Further information can then be obtained on the individual invoices keyed against the shipment by clicking Select. Shipment information can be viewed by clicking Shipment and Shipping receipt information about the title displays by clicking Receipts.

Examples

This section illustrates examples concerning:

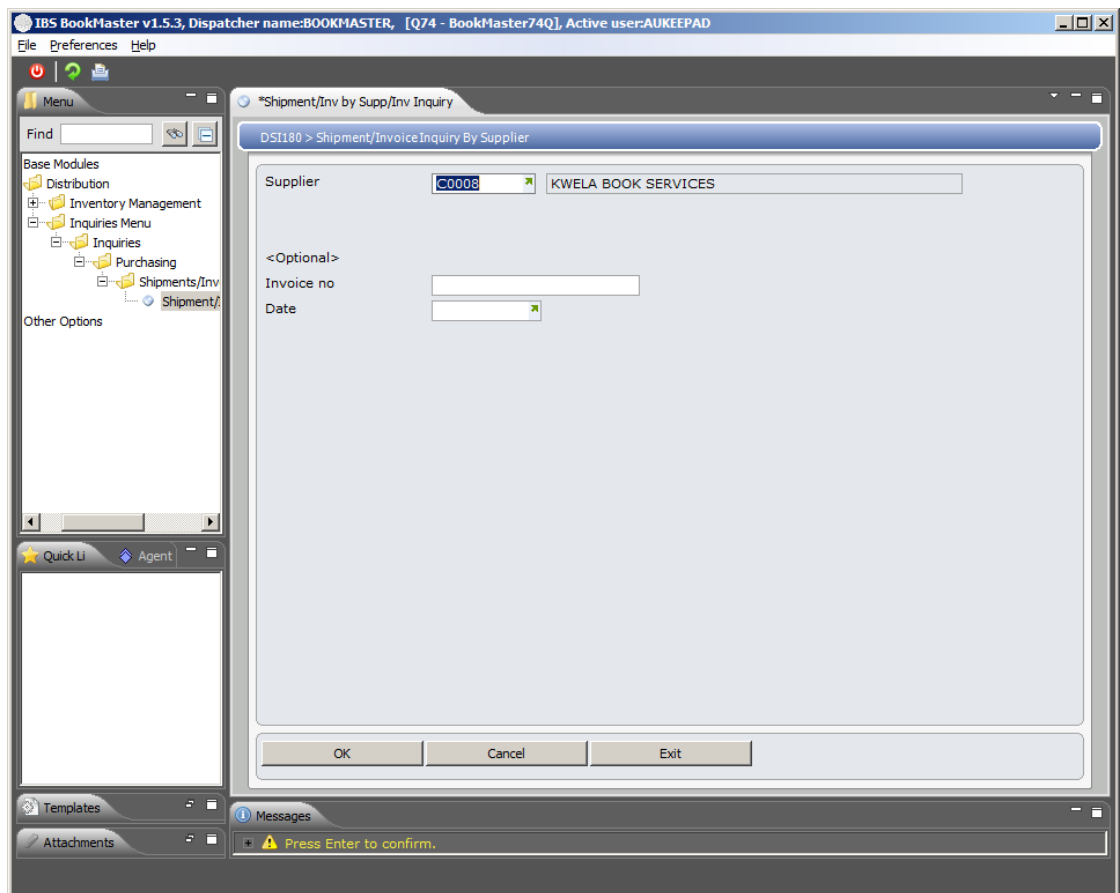
[Example 1: Shipment/Invoice Inquiry by Supplier](#)

Example 1: Shipment/Invoice Inquiry by Supplier

This example describes how to access Shipment/Invoice Inquiry by Supplier.

1. Select option **Shipment/Inv by Supp/Inv Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Shipments/Invoices menu

DSI180 Shipment/Invoice Inquiry by Supplier selection panel is displayed.



Relevant Fields

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Invoice No

This is the number of the invoice on which the purchased title is being charged and it is a mandatory entry.

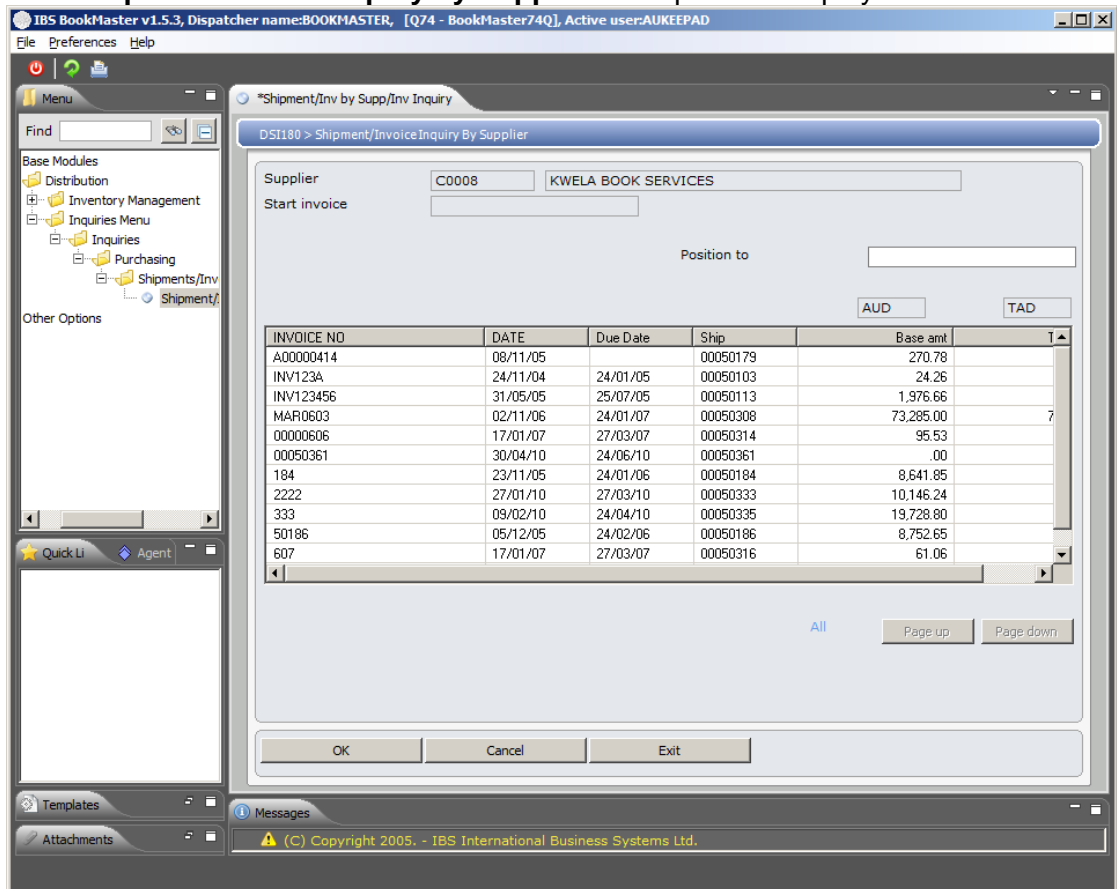
Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalised, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed.

Date

This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.

2. Select required Supplier and click **OK**.

DSI180 Shipment/Invoice Inquiry by Supplier main panel is displayed.



Options

Select

Access DSI180 Shipment/Invoice Inquiry in Select mode to display further details.

Shipment

Access DSI150 Shipment/Invoice Inquiry to inquire Shipment/Invoice details using Shipment Reference no.

Receipts

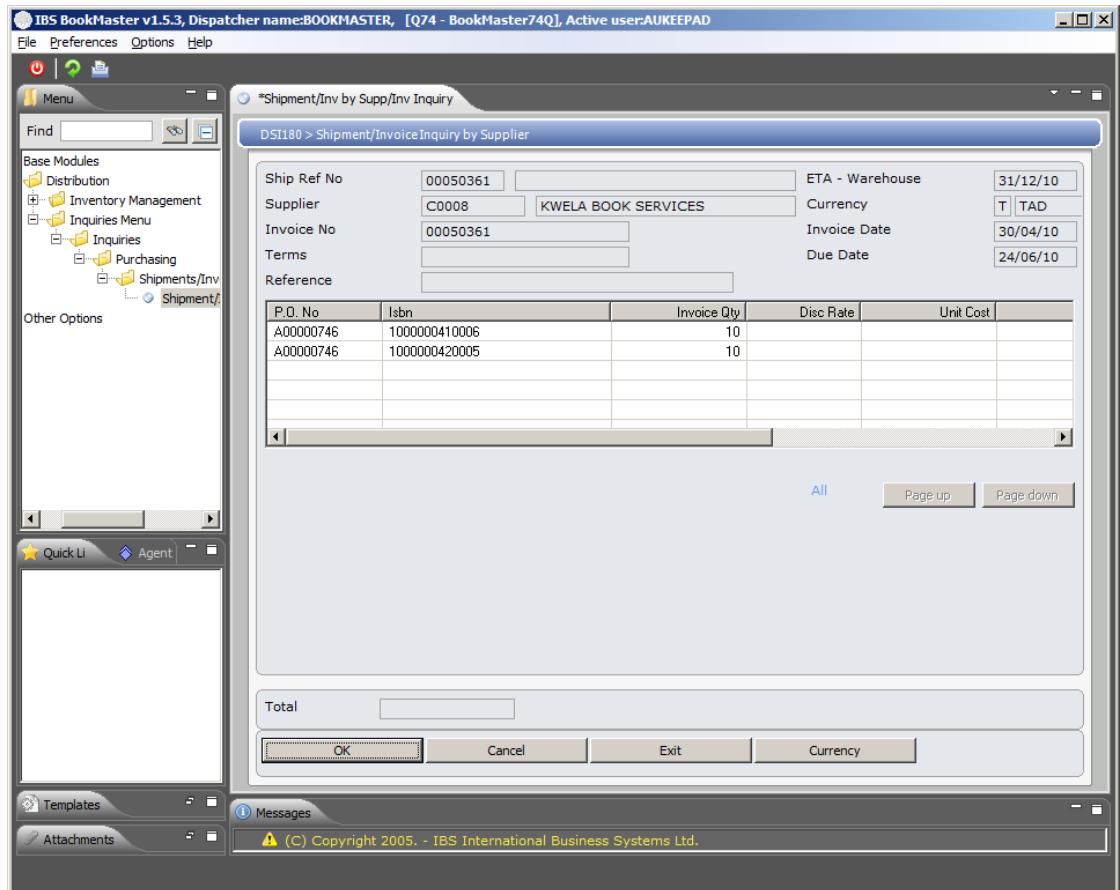
Access DSI160 Shipping Receipts Inquiry to inquire on Shipping Receipts by using Ship No.

WHS rcpt dtls

Access non TMS program BIM385A to display receipt details.

3. Select the Invoice Number and click **Select**.

DSI180 Shipment/Invoice Inquiry by Supplier Details panel is displayed.



Options

Text

Access PUW039 Work with Text in display mode to display any line detail text.

P.O.Details

Access DSI100 Purchase Order Inquiry in inquiry mode to display details for the selected Purchase Order.

Receipt Details

Access DSI160 Shipping Receipts Inquiry to display details of the selected Shipping Receipts.

Cost Breakdown

Access DSI237 Landed Cost Breakdown which displays a cost breakdown of the item listed on the purchase order.

Functions

Currency

To inquire Trade and base currency by using the Currency Function.

More Details

Displays the description and unit of measure of the Item.

DSI170 Shipment/Invoice Inquiry by Item

Overview Access to this inquiry is via ISBN selection. A search facility has been incorporated enabling the user to search titles by using the appropriate Function.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

The required information can be qualified by selecting the invoice status.

The selection screen displays: status, ship reference number, purchase order number, supplier, shipping invoice number, quantity invoiced, unit cost and amount invoiced. The unit cost and invoiced value displays initially in trade currency, however clicking Currency switches between the base and trade currencies as desired.

Examples

This section illustrates examples concerning:

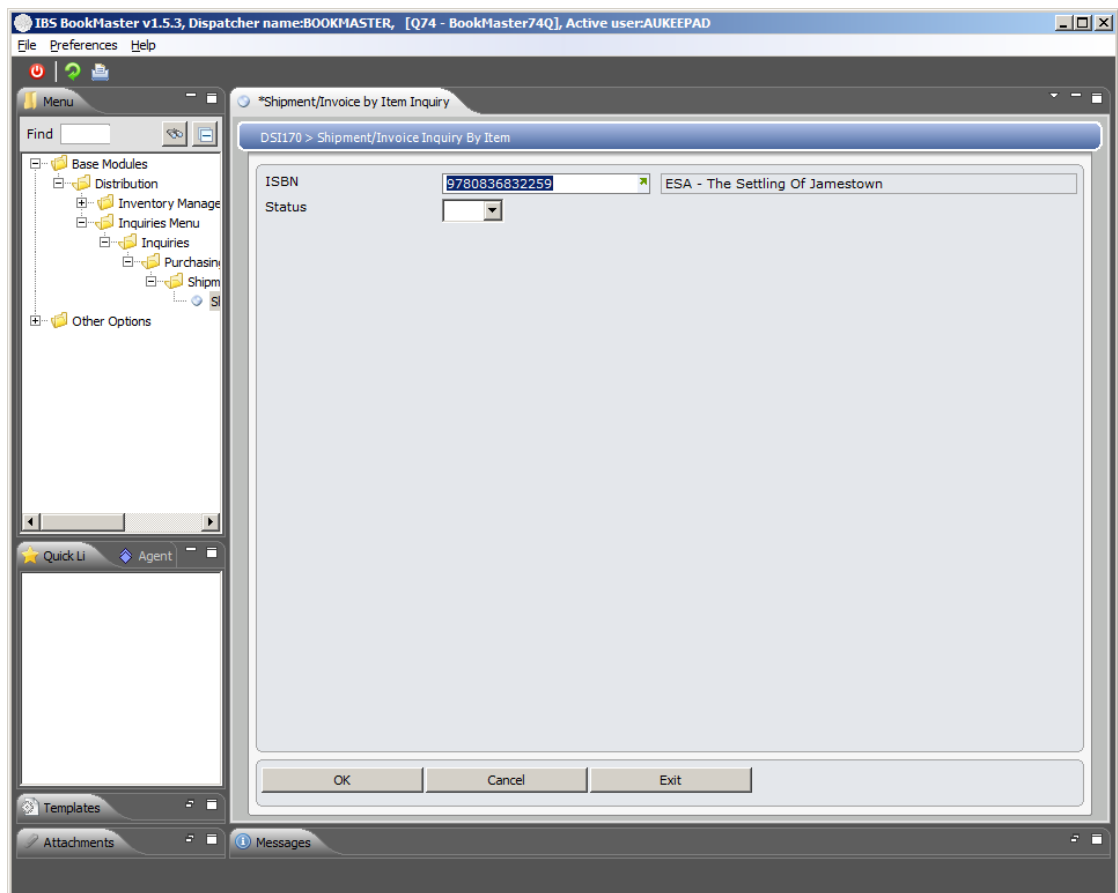
[Example 1: Shipment/Invoice Inquiry by Item](#)

Example 1: Shipment/Invoice Inquiry by Item

This example describes how to access Shipment/Invoice Inquiry by Item.

1. Select option **Shipment/Invoice by Item Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Shipments/Invoices menu.

DSI170 Shipment/Invoice Inquiry by Item selection panel is displayed.



Relevant Fields

Item

In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered.

In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.

Status

In Work with Shipments Filter, filter the shipment selection by Active or Closed Shipment status or leave blank to select all shipments regardless of their status.

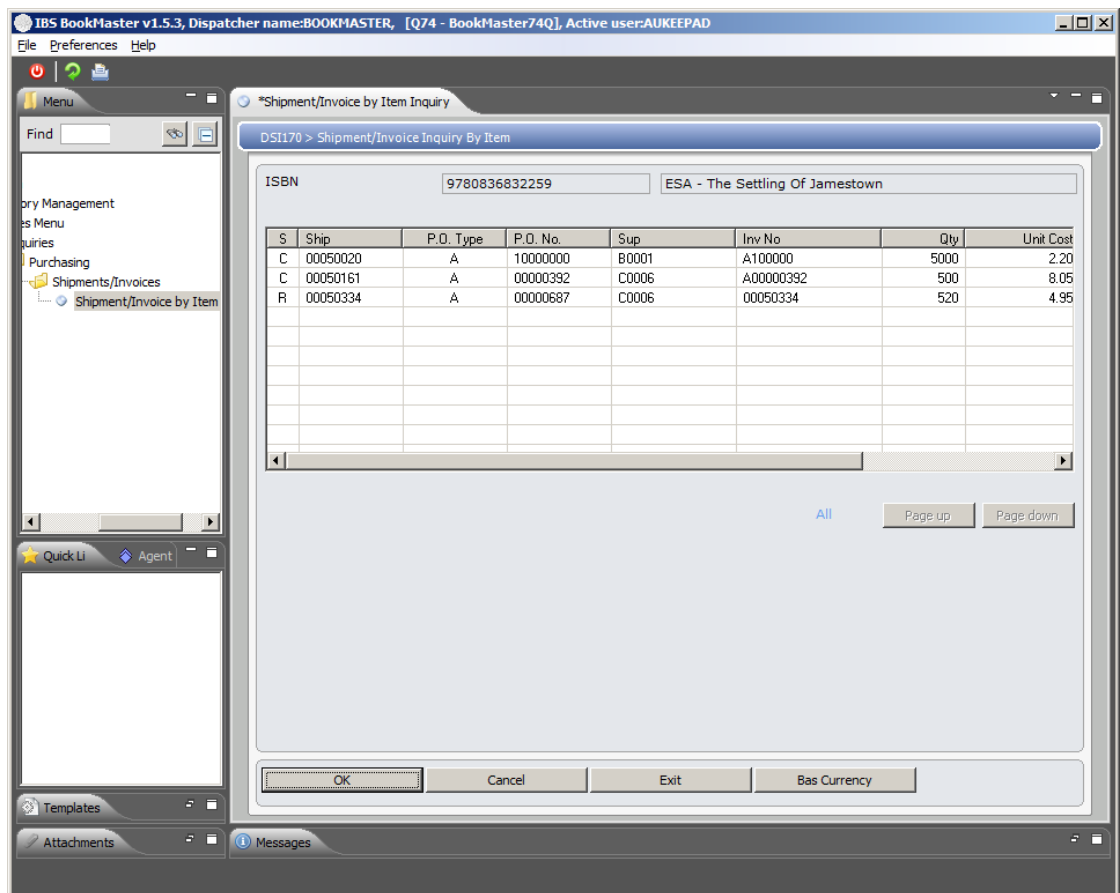
Active shipments are classed as E=Entered, R=Released and P=Purchase Orders.

Closed shipments are classed as C=Closed, Z=Old Records from conversion, D which is similar to Z but with maintenance.

In Work with Shipment the status defaults to E for Entered when adding a new shipment.

2. Select required Item and click **OK**.

DSI170 Shipment/Invoice Inquiry by Item main panel is displayed.



Options

Select

Access DSI150 Shipment/Invoice Inquiry to inquire Shipment/Invoice details by using Shipment Reference No.

Functions

Currency

Currency switches between displaying the Invoiced amount in base or trade currency.

DSI190 Receipts by Goods Manifest Number

Overview Access to this inquiry is gained by selecting the Goods Manifest Number. The resulting selection screen lists the ship reference numbers, supplier details, warehouses, titles and quantities received.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

Further receipt details can be obtained for each title, such as: the invoice and purchase order number, the quantity received, unit cost and total value, the user ID and date. The unit cost and invoiced value displays initially in trade currency, however clicking **Currency** switches between the base and trade currencies as required.

Examples

This section illustrates examples concerning:

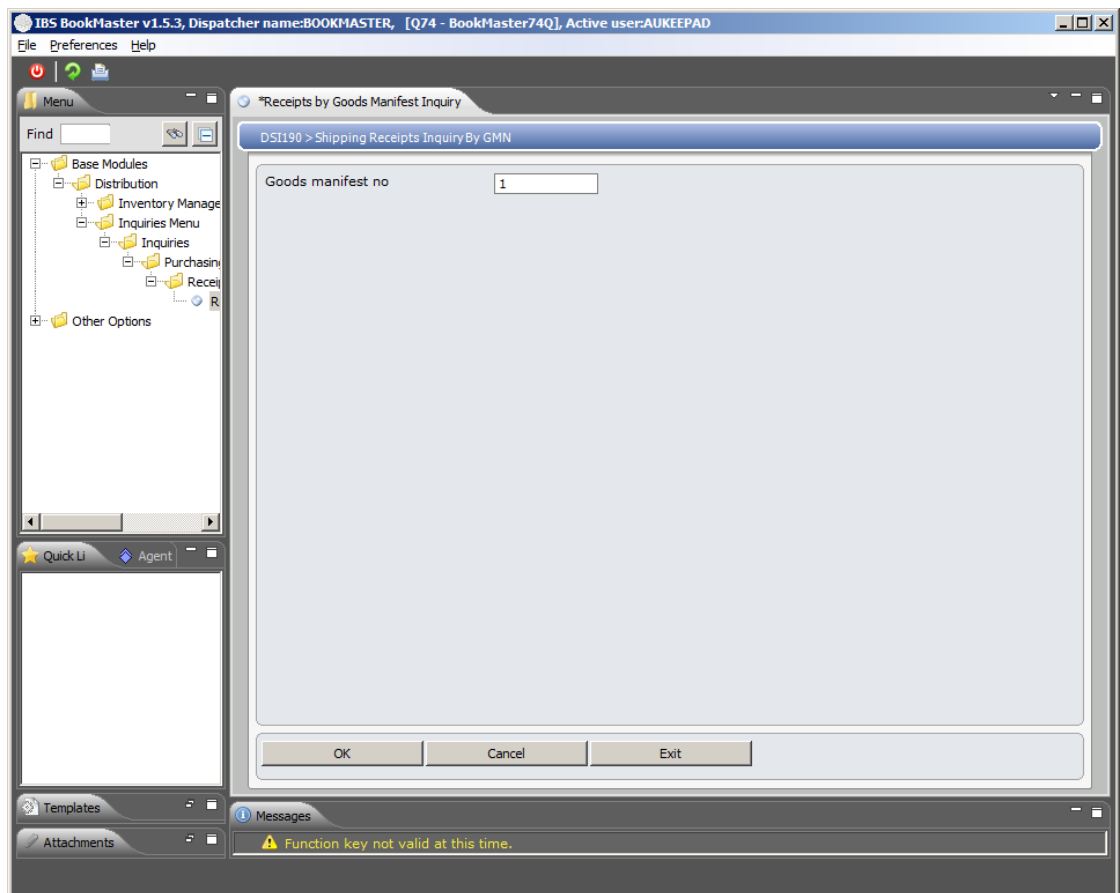
[Example 1: Shipping Receipts Inquiry By Goods Manifest Number.](#)

Example 1: Shipping Receipts Inquiry by Goods Manifest Number.

This example describes how to access Shipping Receipts Inquiry By Goods Manifest Number.

1. Select option **Receipts by Goods Manifest Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Receipts menu.

DSI190 Shipping Receipts Inquiry By GMN selection panel is displayed.



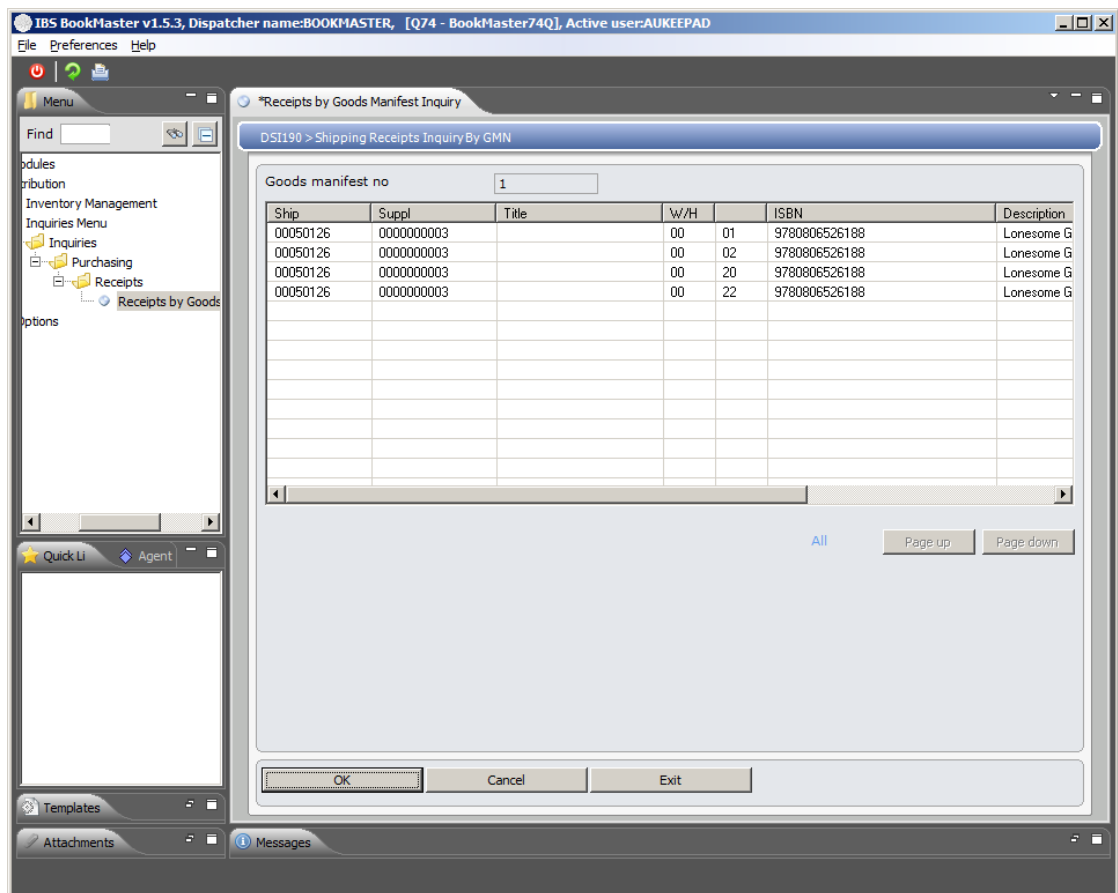
Relevant Fields

Goods Manifest Number

It is the Goods Manifest number of the receipt on which to inquire.

2. Select required Goods Manifest Number and double click.

DSI190 Shipping Receipts Inquiry by Goods Manifest Number main panel is displayed.



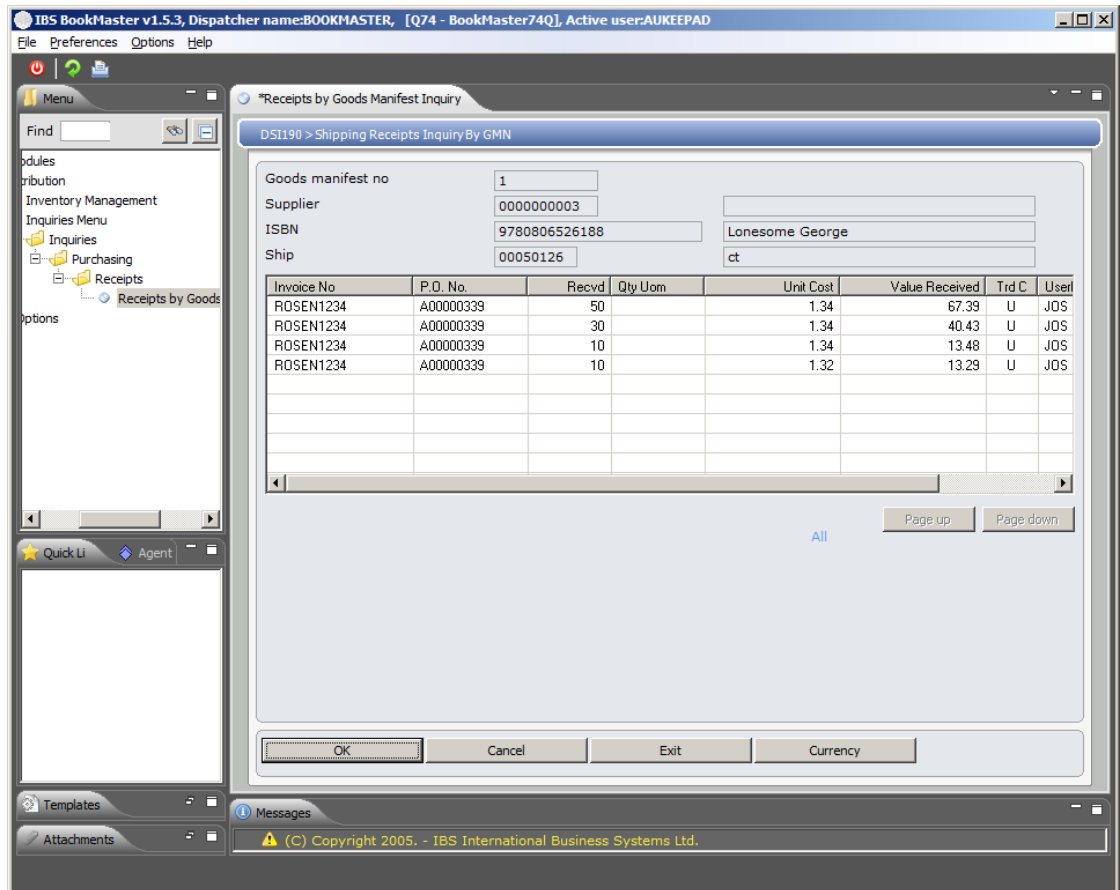
Options

Select

Access DSI190 Shipping Receipts Inquiry in Select mode to display further details.

3. Select the Shipment Number and click **Select**.

DSI190 Shipping Receipts Inquiry by Goods Manifest Number Details panel is displayed.



Options

Select

Access DSI160 Shipping Receipts Inquiry to inquire on Shipping Receipts by using Ship No.

Functions

Currency

To inquire Trade and base currency by using the Currency Function.

DSI160 Shipping Receipts Inquiry

Overview

Access to this inquiry is gained by selecting the ship reference number. The receipt details displayed by shipment reference number are: the goods manifest number, warehouse, title and quantity received.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

Each title can be accessed for further receipt details, such as the purchase order number and invoice number, the quantity received, unit cost and total, the user ID, date and time. The unit cost and invoiced value display initially in trade currency, however clicking Currency switches between the base and trade currencies as required.

For any additional information, the Purchase Order Inquiry by Purchase Order Number, Shipment/Invoice Inquiry and Shipping Cost Breakdown Inquiry can be accessed.

Examples

This section illustrates examples concerning:

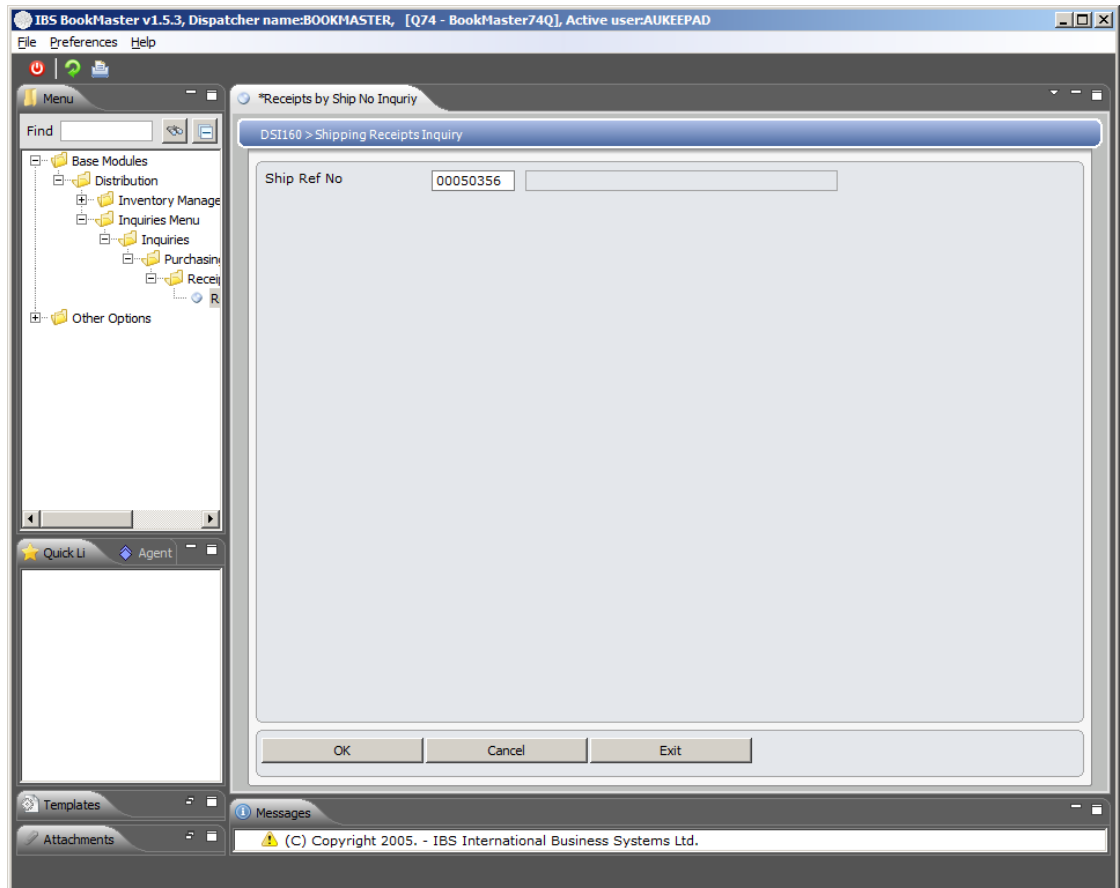
[Example 1: Shipping Receipts Inquiry by Ship No](#)

Example 1: Shipping Receipts Inquiry by Ship No

This example describes how to access Shipping Receipts Inquiry by Ship No.

1. Select menu option **Receipts by Ship No** from Inquiry menu of **Purchasing**.

DSI160 Shipping Receipts Inquiry selection panel is displayed.



Relevant Fields

Ship ref no

In Work with Shipment a Shipment Reference or Shipment ID is mandatory when creating a Shipment or Invoice Entry.

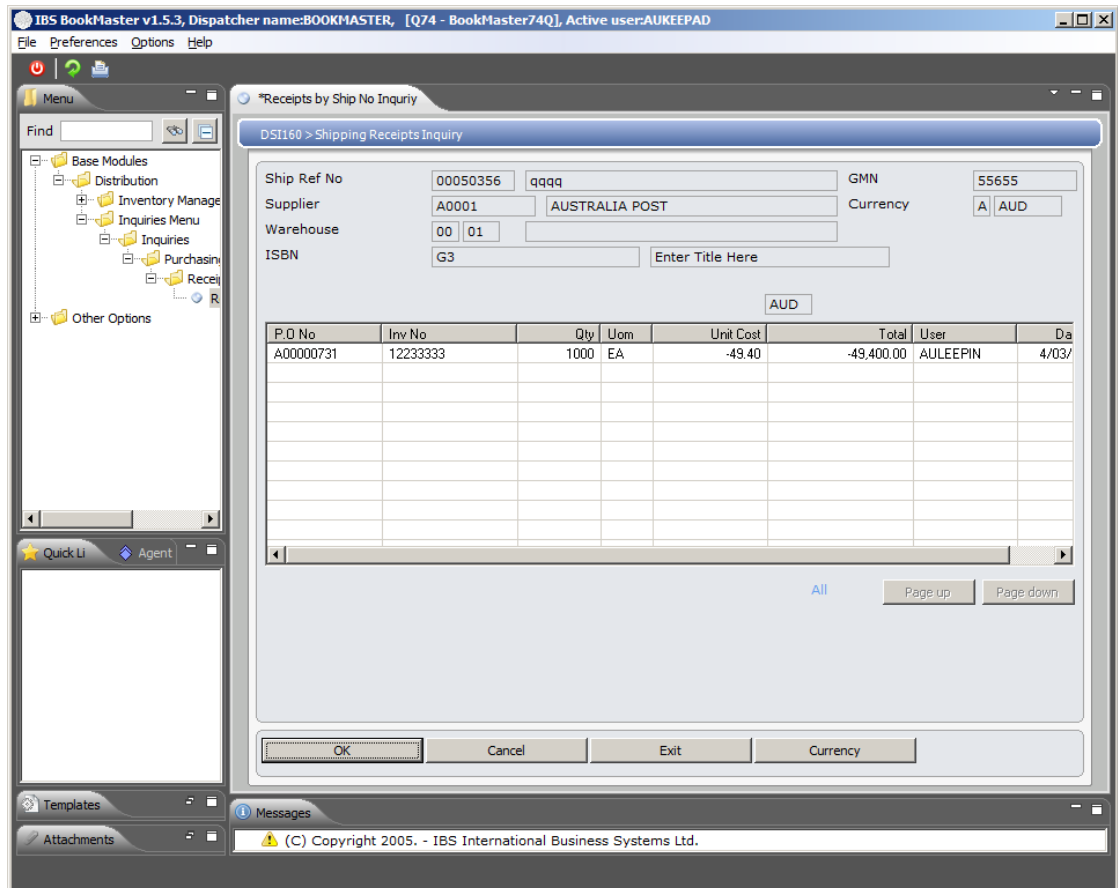
Whether or not to automatically generate the ship reference number when adding a new shipment is controlled by TMSDS/PO-GNSID. The range of valid Shipment ID numbers is established in Control Number Maintenance in the Cross Applications module.

If the number is not automatically generated, usually the number is supplied by the stock controller and used to trace the shipment.

In Shipment Allocation, the Ship ID being allocated to the A/P invoice is given. When generating Shipping Journals, this ID or Ref No is required / used.

2. Select required shipment reference number and click **OK**.

DSI160 Shipping Receipts Inquiry another selection panel is displayed.



Options

Text

Access PUW039 Work with Text in display mode to display any line detail text associated with the selected Goods Manifest Number.

P.O.DtIs

Access DSI100 Purchase Order Inquiry in inquiry mode to display details for the selected Purchase Order.

Shipment DtIs

Access DSI150 Shipment/Invoice Inquiry to display details of the selected Shipment

Cost Breakdown

Access DSI237 Landed Cost Breakdown which displays a cost breakdown of the item listed on the purchase order.

WHS Rcpt DtIs

Warehouse receipt details displays the warehouse receiving the goods

Functions

Currency

To inquire Trade and base currency by using the Currency Function.

Relevant Fields

Order Type

In Purchase Order Entry/Maintenance, the type of purchase order determines whether the purchase order number is generated manually or automatically. The combination of both the purchase order type and number uniquely identifies a purchase order. Manual allocation of Purchase Order Types and numbers can be used to identify a department or order clerk raising a purchase order.

The two digit code indicates whether the purchase order is an inventory order – first character is a Y flag and whether it is automatic or manual A/M.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

In Purchase Order Allocation, the type of purchase order determines whether the selected type is to be used in the Automatic allocation for quantities for each Logical Warehouse

Order Number

In Purchase Order Entry/Maintenance, the purchase order (PO) number can either be manually entered or system generated depending on the setup in TMSDS/PO-TYPE. A zero purchase order number is not allowed.

In Shipment/Invoice Entry/Maintenance, the purchase order number and type are mandatory.

In Purchase Order Maintenance by Title, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number

Inv No

This is the number of the invoice on which the purchased title is being charged and it is a mandatory entry.

Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalized, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed

Quantity

This is the quantity of the order already received.

UOM

The ordered quantity is calculated based on the unit of measure (UOM) entered. To default the UOM from the Title Masterfile, TMSDS/PO-COST must be setup for the Purchase Order Entry program and flagged as I for Title Masterfile.

Date

This is the date on which the pro forma/invoice/credit note was received. Entry is mandatory.

Cross Reference

- DSI150B – Shipment/Invoice Inquiry by Ship ID
- DSI165 – Purchase Order To Receipts Interface
- DSI180B – Shipment/Invoice Inquiry by Supplier
- DSI180C – Shipment/Invoice Inquiry by Supplier
- DSI185A – Shipping Receipts Inquiry by Item
- DSI190B – Shipping Receipts Inquiry by GMN

DSI195 Shipping Receipts by Supplier Inquiry

Overview

Access to this inquiry is by selecting a supplier number. A search facility has been incorporated, enabling the user to search suppliers by using the appropriate Function. The selection of information can be further qualified by nominating the start date.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

The detail selection screen displays the date titles have been received, title, shipping reference number, invoice number, warehouse, quantity received and unit price. The unit price initially displays in the trade currency, however clicking Currency switches between the base and trade currencies as required.

More Detail shows more details about the title as well as the total line item amount, its goods manifest number, ship name, user ID and time last updated.

Receipts by supplier gives access the following: Shipment/Invoice by Ship Number Inquiry, Shipment/Invoice by Supplier Inquiry, Purchase Order by Purchase Order Number Inquiry and Shipping Cost Breakdown Inquiry for any additional information required by the user.

Examples

This section illustrates examples concerning:

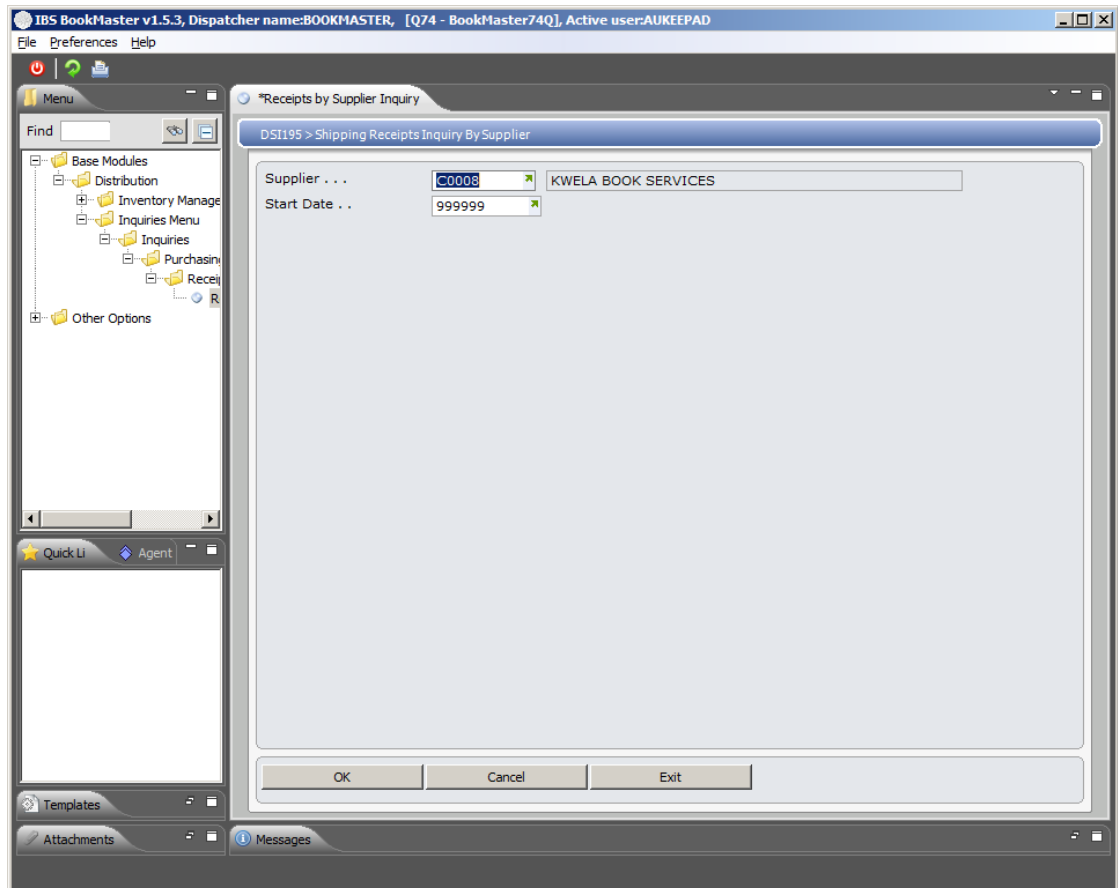
[Example 1: Shipping Receipts Inquiry by Supplier.](#)

Example 1: Shipping Receipts Inquiry by Supplier

This example describes how to access Shipping Receipts Inquiry using Supplier.

1. Select menu option **Receipts by Supplier** from Inquiry menu of **Purchasing**.

DSI195 Shipping Receipts by Supplier Inquiry selection panel is displayed.



Relevant Fields

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the titles. When creating a purchase order, a preferred supplier is usually selected. Each title can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

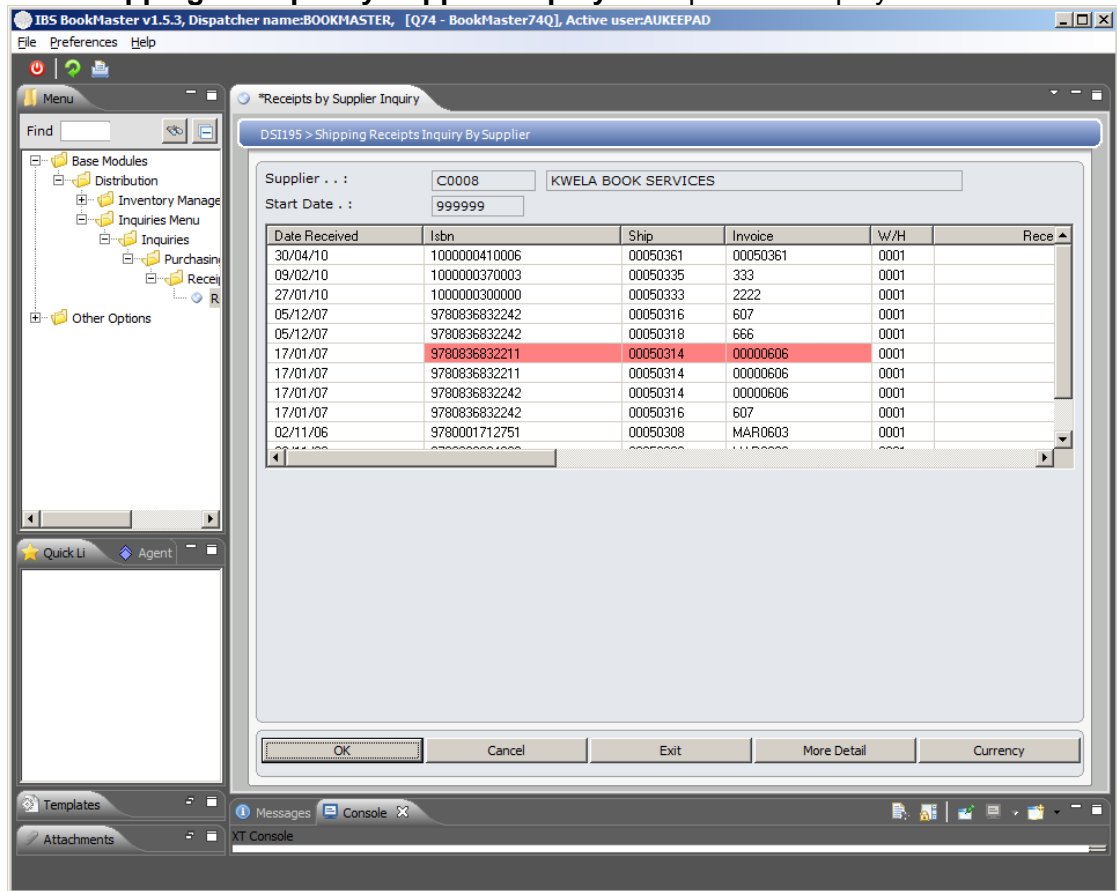
A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs **3**=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

2. Select the Supplier and start date and press **<ENTER>**.

DSI195 Shipping Receipts by Supplier Inquiry main panel is displayed.



Options

Shipping

Access DSI150 Shipping/Invoice Inquiry to inquire shipping using shipping reference number.

Invoice

Access DSI180 Shipment/Invoice Inquiry by Supplier.j

P.O.

Access DSI100 Purchase Order Inquiry to inquire on Purchase Order using PO number.

Cost Breakdown

Access DSI237 Landed Cost Breakdown which displays a cost breakdown of the item listed on the purchase order.

Text

Access PUW039 Work with Text in display mode to display any line detail text associated with the selected Goods Manifest Number.

Functions

More detail

More Detail displays the Item Description, Goods Manifest Number, Ship name, User/Time, Total amount and Unit of Measure.

Currency

The unit price initially displays in the trade currency, however clicking Currency switches between the base and trade currencies as required.

Relevant Fields

Received Date

Date on which shipment received

Item	Item to be ordered during purchasing.
Shipment	<p>In Work with Shipment a Shipment Reference or Shipment ID is mandatory when creating a Shipment or Invoice Entry.</p> <p>Whether or not to automatically generate the ship reference number when adding a new shipment is controlled by TMSDS/PO-GNSID. The range of valid Shipment ID numbers is established in Control Number Maintenance in the Cross Applications module.</p> <p>If the number is not automatically generated, usually the number is supplied by the stock controller and used to trace the shipment.</p> <p>In Shipment Allocation, the Ship ID being allocated to the A/P invoice is given. When generating Shipping Journals, this ID or Ref No is required/used.</p>
Invoice	<p>This is the number of the invoice on which the purchased title is being charged and it is a mandatory entry.</p> <p>Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalized, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed.</p>
Warehouse	
Receipt Quantity	This is the quantity of the order already received.
Unit price	
Currency	Currency switches between base and trade.

DSI185 Shipping Receipts Inquiry by Item

Overview Access to this inquiry is gained by selecting the item. A search facility has been incorporated enabling the user to search items by using the appropriate Function.

Follow up

Inquiries

This is an inquiry program.

This process is subject to User Access Restrictions.

The selection screen displays ship reference number, invoice and purchase order number, supplier, quantity received, unit cost and amount received. The unit cost and value received displays initially in trade currency however by clicking Currency it switches between the base and trade currencies as required.

By selecting a ship reference number, the receipts by ship number inquiry is accessed, listing the goods manifest number, warehouse, item and quantity received for each item. The selected item is highlighted for easy identification.

Select the Item and the following screen displays:

Options available are:

Select displays DSI160 Shipping Receipt Inquiry.

Whs rcpt dtls

Functions available are:

Base curr switches between Trade and Base Currency

Unit cost/Amt rcv switches between displaying Unit Cost or Amount Received

Examples

This section illustrates examples concerning:

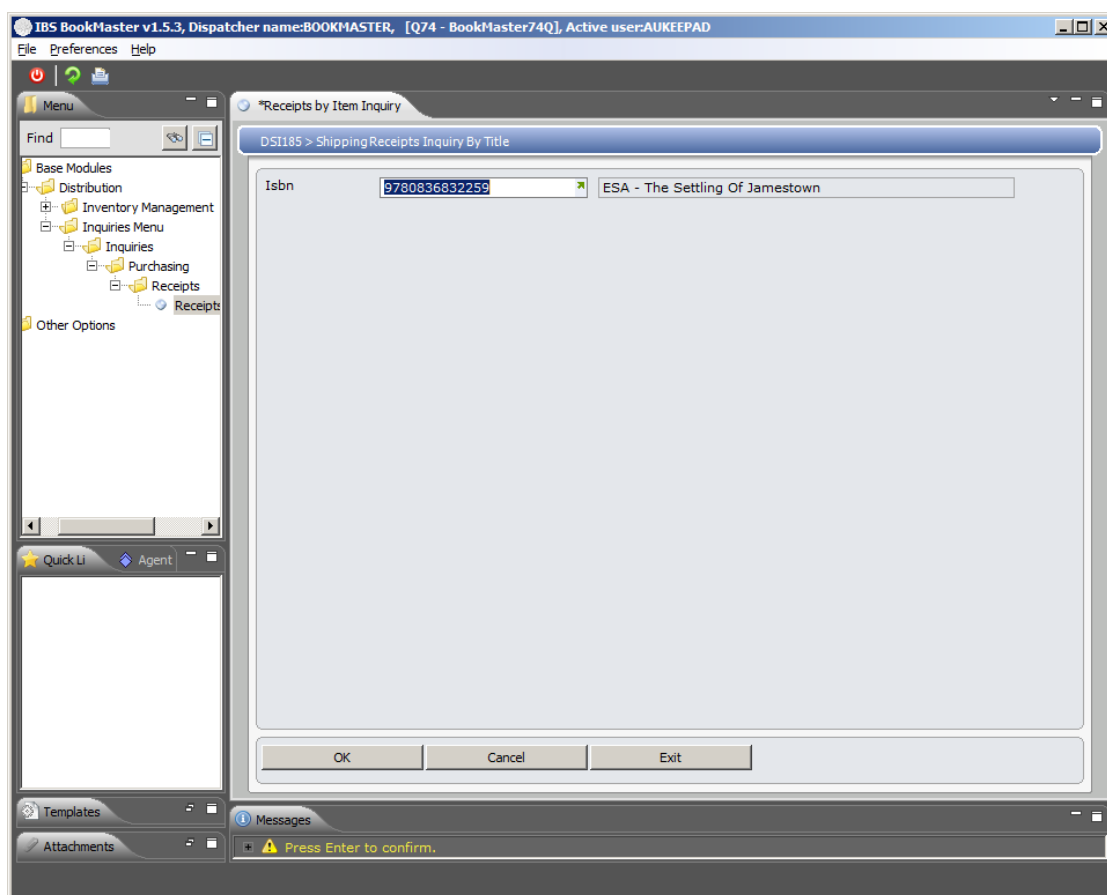
[Example 1: Shipping Receipts Inquiry by Item](#)

Example 1: Shipping Receipts Inquiry by Item

This example describes how to access Shipping Receipts Inquiry using Item.

1. Select option **Receipts by Item Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Receipts menu.

DSI185 Shipping Receipts Inquiry by Item selection panel is displayed.



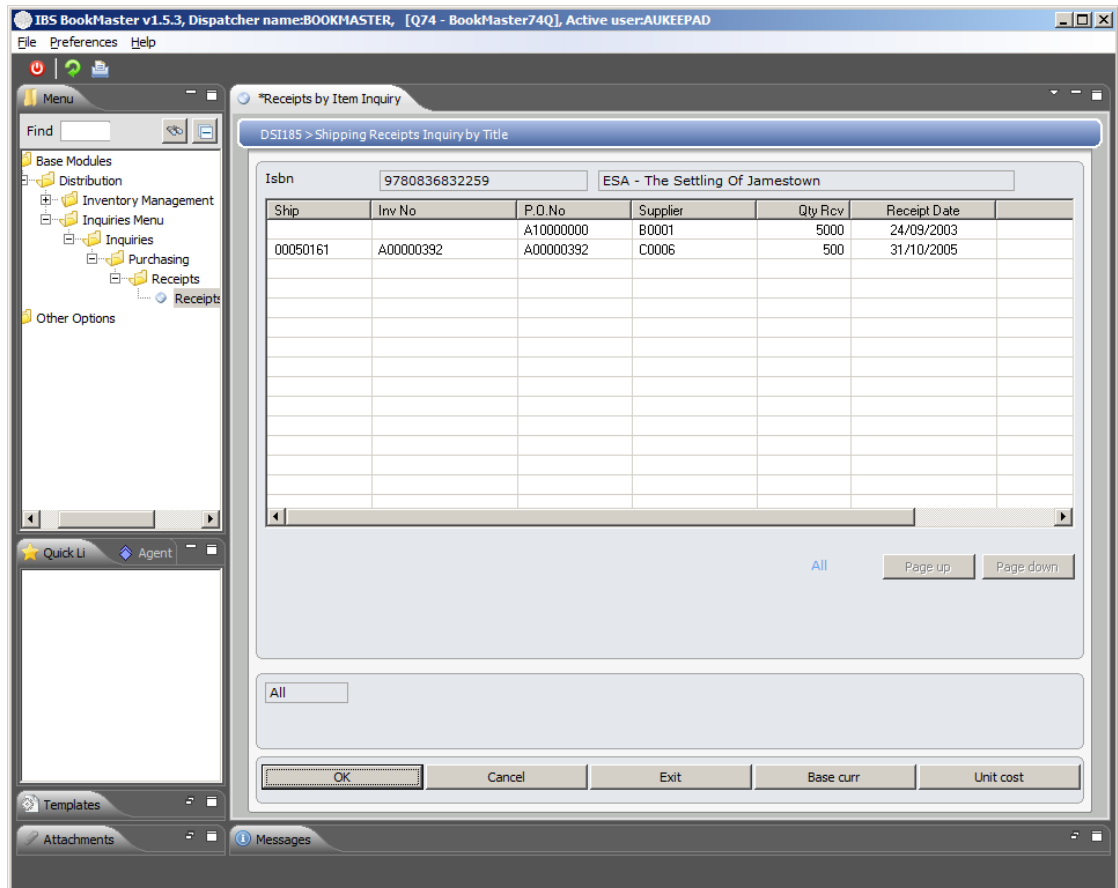
Relevant Fields

Item

Item which is used to access shipping receipts inquiry.

2. Select an Item and click **OK**.

DSI185 Shipping Receipts Inquiry by Item main panel is displayed.



Options

Select

Access DSI160 Shipping Receipts Inquiry to inquire shipping receipts using Shipping reference no.

WHS rcpt dtls

Warehouse receipt details displays the warehouse receiving the goods

Functions

Base Curr

To inquire Trade and base currency by using the Currency Function.

Unit cost

Unit cost/Amt rcv switches between displaying Unit Cost or Amount Received

Relevant Fields

Ship

Item which is used to access shipping receipts inquiry

Inv No.

This is the number of the invoice on which the purchased item is being charged and it is a mandatory entry.

Note: if the Invoice is to be entered in A/P as held, prior to the shipment being finalised, this is the number entered in the Creditors Reference field for the system to automatically change the Hold flag on the A/P invoice from Yes to No when the shipment is completed

P.O. No

In Purchase Order Entry/Maintenance, the purchase order (PO) number can either be manually entered or system generated depending on the setup in TMSDS/PO-TYPE. A

zero purchase order number is not allowed.

In Shipment/Invoice Entry/Maintenance, the purchase order number and type are mandatory.

In Purchase Order Maintenance by Item, on entry of the purchase order type (A=Automatic/M=Manual) and the purchase order number, the system searches all listed purchase orders and positions the cursor on the option field before the relevant purchase order number.

Supplier

In Purchase Order Entry/Maintenance, this is the name of the company supplying the items. When creating a purchase order, a preferred supplier is usually selected. Each item can have a number of preferred suppliers and when the supplier is selected here, the system checks this supplier is one of the preferred suppliers. If not a message displays. In certain instances when a supplier is entered, the country of origin and trade currency also displays.

In Work with Shipping Invoice entry of the Supplier is mandatory.

Whether or not duplicate supplier numbers can be entered for different ship IDs is controlled by TMSDS/PO-DUINV.

1=Duplicate invoice/supplier numbers cannot be entered for different Ship IDs.

A warning message is displayed and you are required to either delete or change the duplicate number.

2=Duplicate invoice/supplier numbers can be entered for different Ship IDs 3=Duplicate invoice/supplier numbers can be entered for different Ship IDs. A warning message is displayed; however you can still proceed with the order.

In Purchase Order Allocation definition, determine if order quantities are to be automatically generated for the selected suppliers in this definition.

Qty Rcv

This is the quantity of the order already received.

Receipt Date

Date on which Shipment received.

Amt Rcv

In Shipment reception, this is the amount being received.

Trd Cur

Currency switches between trade and base.

DSI237 Landed Cost Breakdown

Overview

This inquiry is used to inquire on and simulate landed costs.

It provides a facility to show sundry charges from shipping invoices. That is charges from TMSPU/CST-TYPE.

Follow up

Inquiries

This is an inquiry program.

The Landing Charge Definition is retrieved based on some or all of the following criteria:

- Title and its resulting hierarchy
- Buying method
- Port of embarkation
- Shipping method
- Warehouse
- Buying prices
- Currency code
- Quantity
- Date

The effective and expiry date as well as costing factors and values can be manipulated, causing the system to recalculate the landed cost price. The buying price for duty, current effective date can be viewed by clicking Buying Price for Duty.

When the cost breakdown screen is displayed through a shipment the estimated shipping landing charges will not be overridden with the actual landing charges entered on the invoice sundry charges if the actual is less than the estimated landing charges.

Currency switches between the landing charges in the trade and in the base currency.

The inquiry screen defaults to the landed cost per single unit, however, if the cost is requested for multiple units, Qty is clicked to view the total cost.

Examples

This section illustrates examples concerning:

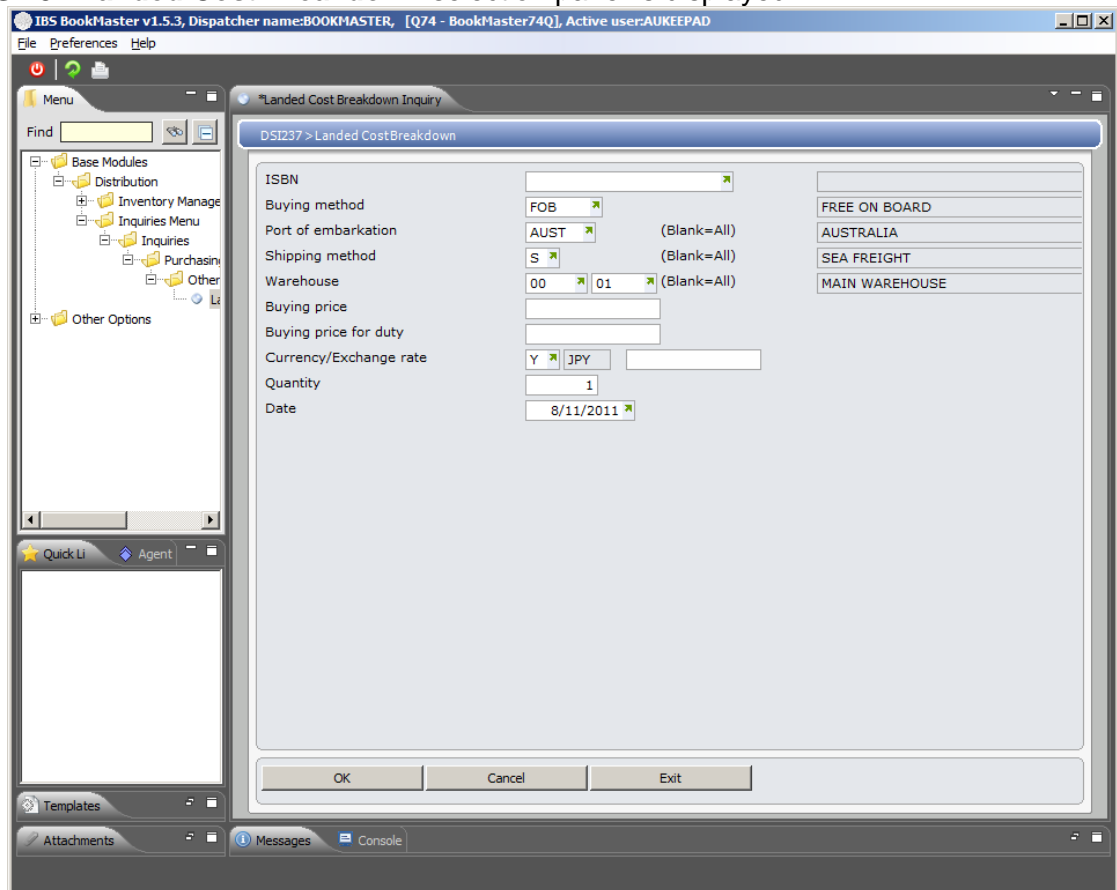
[Example 1: Landed Cost Breakdown Inquiry.](#)

Example 1: Landed Cost Breakdown Inquiry.

This example describes how to inquire on landed cost breakdown.

1. Select option **Landed Cost Breakdown Inquiry** from Base Modules> Distribution> Inquiries Menu> Inquiries> Purchasing> Other menu.

DSI237 Landed Cost Breakdown selection panel is displayed.



Relevant Fields

Item

In Purchase Order Entry/Maintenance, the title to be ordered must be entered. A title can be entered more than once on a purchase order if TMSDS/PO-DUPCH has been setup accordingly. Pack types Assortment, Mixture, System and Variety cannot be entered as products to be ordered.

In Work with Shipping invoice, for direct entry processing, enter the title from the supplier's invoice.

Buying Method

The Buying Method for the title defaults from the Purchase Order and can be overridden.

Port of Embarkation

This field can default to N/A, and be overridden, by setting up a blank as a code in TMSDS/IM-PEMB.

Shipping Method

In Purchase Order Entry/Maintenance, a Shipping Method is mandatory. This indicates the form of transport to be used to deliver the goods to the warehouse.

In Purchase Order Maintenance by Title, the relevant Purchase order Method defaults and cannot be overridden.

Shipping methods affect the delivery lead time hence also affect the Estimated Time of Arrival (ETA). The Order lead time is the other factor that affects ETA. The system calculates the ETA based on the lead time established for the selected supplier and shipping method to be used by the supplier.

In Work with Shipment Filter, the shipment selection can be

filtered based on a Shipping Method so only shipments with the entered code display.

In Work with Shipping Invoice the system matches the Shipping method of the shipment with the purchase orders being linked to that shipment. Messages display as follows:

Note 1: A warning message displays if the shipping method that has been entered on the Purchase Order is different to the shipping method that has been entered on the Shipment.

Note 2: An error message displays if the Purchasing Parameters have not been defined in the Database. Change the shipment method on the header or create the definition in the Database.

Warehouse

This code consists of a Warehouse Location (2 characters) and Branch Code (2 characters).

In Purchase Order Allocation, determine the physical warehouse to be used with its Logical warehouses for stock allocation when creating purchase orders

Buying Price

The buying price can be retrieved based on the buying method and its effective/expiry date, both of which are stored on the Buying Price file on the Database Management module. If this date has expired the buying price defaults from the Title Masterfile.

Buying Price for duty

The buying price for duty, current effective date can be viewed by clicking Buying Price for Duty.

The buying price for duty is the price of an item that includes related duty costs.

Currency/Exchange rate

The Supplier buying currency and description displays. Also displayed is the current exchange rate based on Exchange rate by Company Masterfile. This rate can be overridden up until the invoice is posted to A/P.

Quantity

The balance available for invoicing on the Purchase Order displays as the default quantity. This figure can be overridden to reflect the actual quantity invoiced or shipped for this shipment.

If the Direct Entry Method is being used for adding purchase orders to a shipment, enter the quantity to be invoiced.

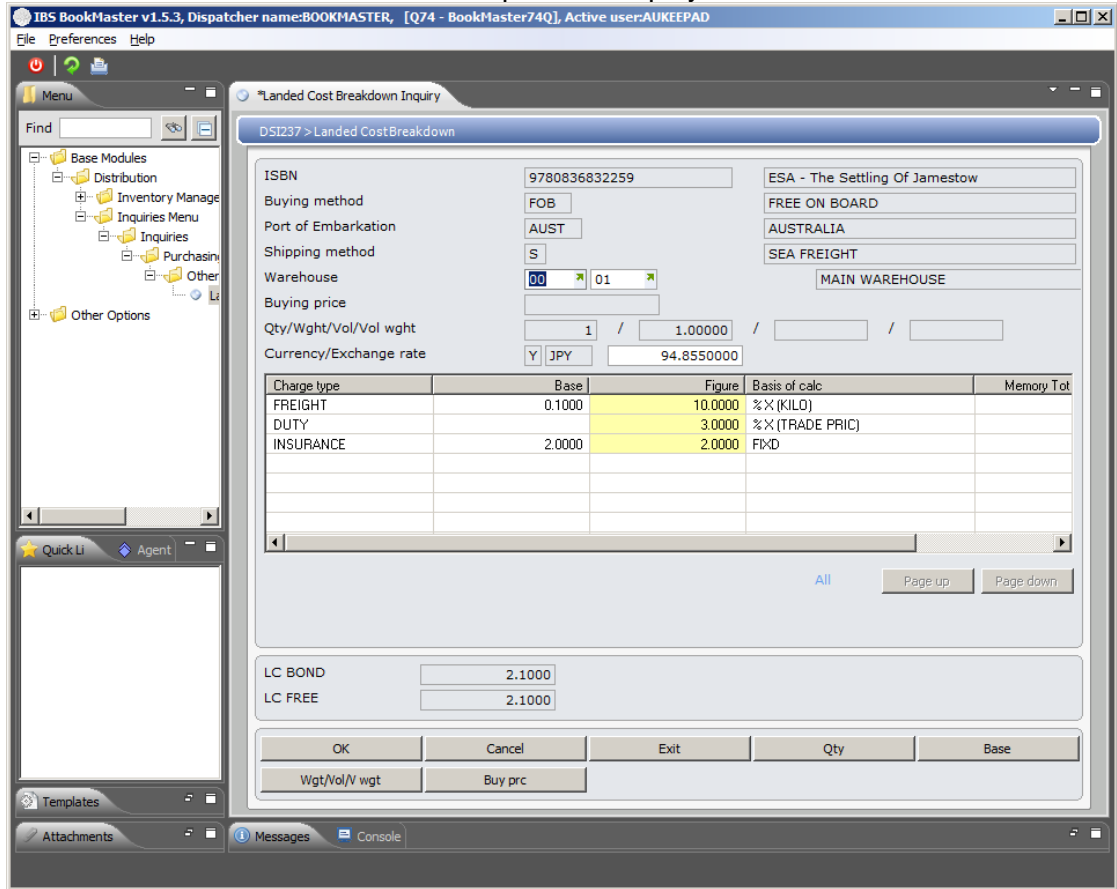
TMSDS/PO-QTYC is used to determine whether the invoiced quantities are allowed to exceed ordered quantities, and if receipt quantities are allowed to exceed invoiced and/or ordered quantities. If there are discrepancies a warning message displays with the option to select F21 which in turn display a pop-up screen from which the user selects to print or file. The file name and library displays, plus an option to replace or add to the file.

Date

The current system date defaults and can be overridden. This is the date the receipt takes effect. The entered date is validated against the Date Control File and if invalid, the

system defaults back to the current system date.

2. Select required Item and press **<ENTER>**.
DSI237 Landed Cost Breakdown main panel is displayed.



Functions

Qty

Qty/Unit switches between displaying the Quantity or the Unit.

Trade

Trade/Base switches between displaying the Value in Trade Currency or the Base Currency.

Duty rate

Duty rate or Wgt/Vol/V wgt. switches between displaying:

Qty/Wght/Vol/Vol wght : 1 / / /

OR

Qty/Duty rate : 1 / 3.00 %

Buy prc duty

Buy prc duty/Buy prc switches between displaying Buying price for duty or Buying price.

Relevant Fields

Charge Type

Select the calculation method that applies to the Landing Charge Type to be used for the shipment.

Examples of the two methods are:

Pro rata

Landing Charge type	Value	Calculate
Freight	\$5000	2 Qty%

If the total weight of all the products on the shipment is

1000kgs.

The freight cost is computed as $\$5000/1000=\$5/\text{kg}$.

Hence, if a product weighs 12kg, the freight cost for that product will be \$60 ($12*5$)

The total freight cost for the shipment is \$5000

Factor:

Landing Charge type	Value	Calculate
Insurance	0.005	5 *BP

Insurance cost on each product is computed as 0.5% of the Buying Price.

If the buying price on a product is \$300, the insurance cost will be \$1.50 ($300*0.005$).

The total insurance cost for the shipment is computed as the total buying price of all products on the shipment multiplied by 0.0050.

These calculation methods are established in **TMSDS/LC-CALC**.

Base Currency

In Purchase Order Entry/Maintenance the currency defaults from the Supplier Masterfile and cannot be overridden.

DSO150 Suggested Order to Purchase Order Generation

Overview

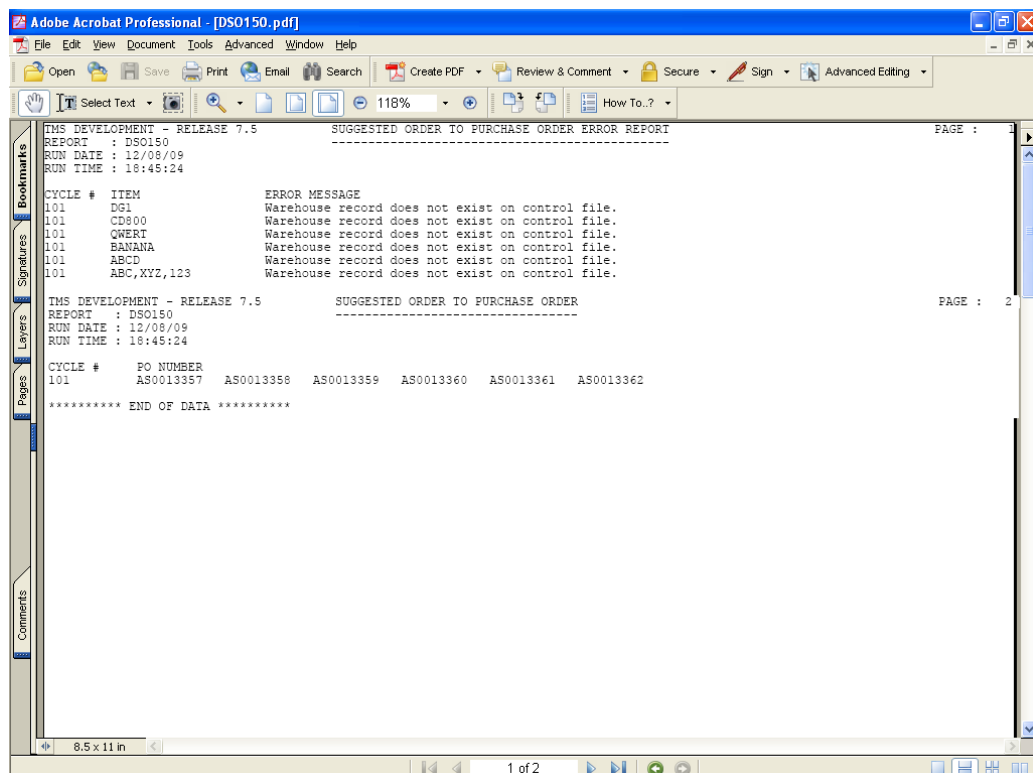
After the generation and subsequent maintenance of Suggested Orders, Purchase Orders can be created. The Purchase Order creation function converts Suggested Orders, within a selected Cycle, to purchase Orders. In order to create transactions the system refers to the Plan Definition Maintenance File and the Suggested Order Maintenance File for the appropriate stock, warehouse and shipping information.

Follow up

Printouts

There is printout program available with this routine.

An Error Report will print whether errors were found or not and if there were no errors the message "No errors found" will be printed.



Explanation

As part of the background processing, the system checks **TMSDS/PP-CMP** to see if a component or the parent is to be ordered from the supplier.

An error message displays in the PO Generation from Purchase Plan if the Supplier is not valid. A list of PO numbers is generated for PO's created from Purchase Planning suggested orders.

When PO details are generated from components of a system or pack, coming from Purchase Planning Suggested Orders, the component ETA is not re-computed but taken from the ETA of the system or pack from the Purchase Planning DSSOC (SWETA).

If the stock report of the item matches any stock report in the previously mentioned Control File, the PO ETA will be overridden as follows:

- If the lead time inclusive flag on this Control File is a yes (1) and local product flag in the Item Masterfile is Y, the ETA will be the Release Date from the Item Masterfile.
- If the lead time inclusive flag on this Control File is not 1, the ETA will be the Release Date plus delivery and order lead times.

Components can potentially be ordered from suppliers other than the supplier linked to the system or pack.

Examples

This section illustrates examples concerning:

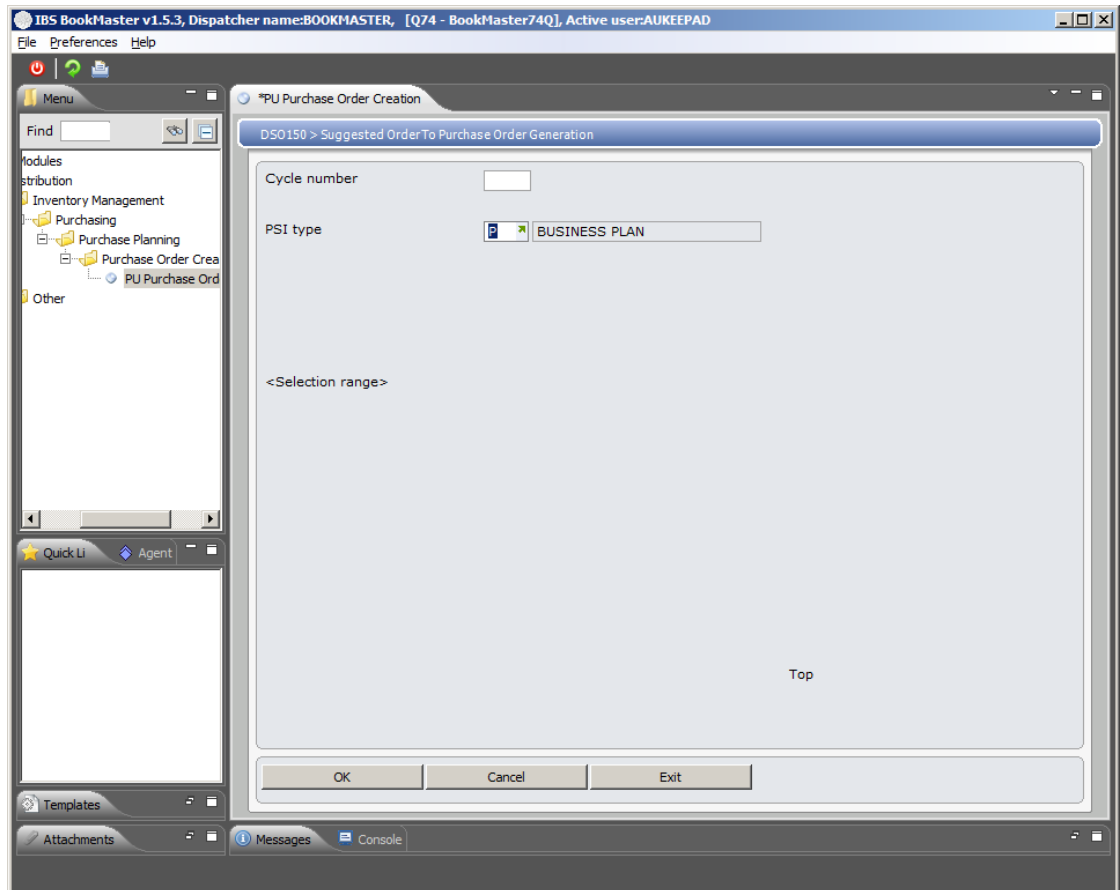
[Example 1: To Generate Purchase Orders from Suggested Orders](#)

Example 1: To Generate Purchase Orders from Suggested Orders

This example describes how to generate purchase orders from suggested orders.

1. Select option **PU Purchase Order Creation** from Base Modules> Distribution> Inventory Management> Purchasing> Purchase Planning> Purchase Order Creation menu.

DSO150 Suggested Order to Purchase Order Generation panel is displayed.



Relevant Fields

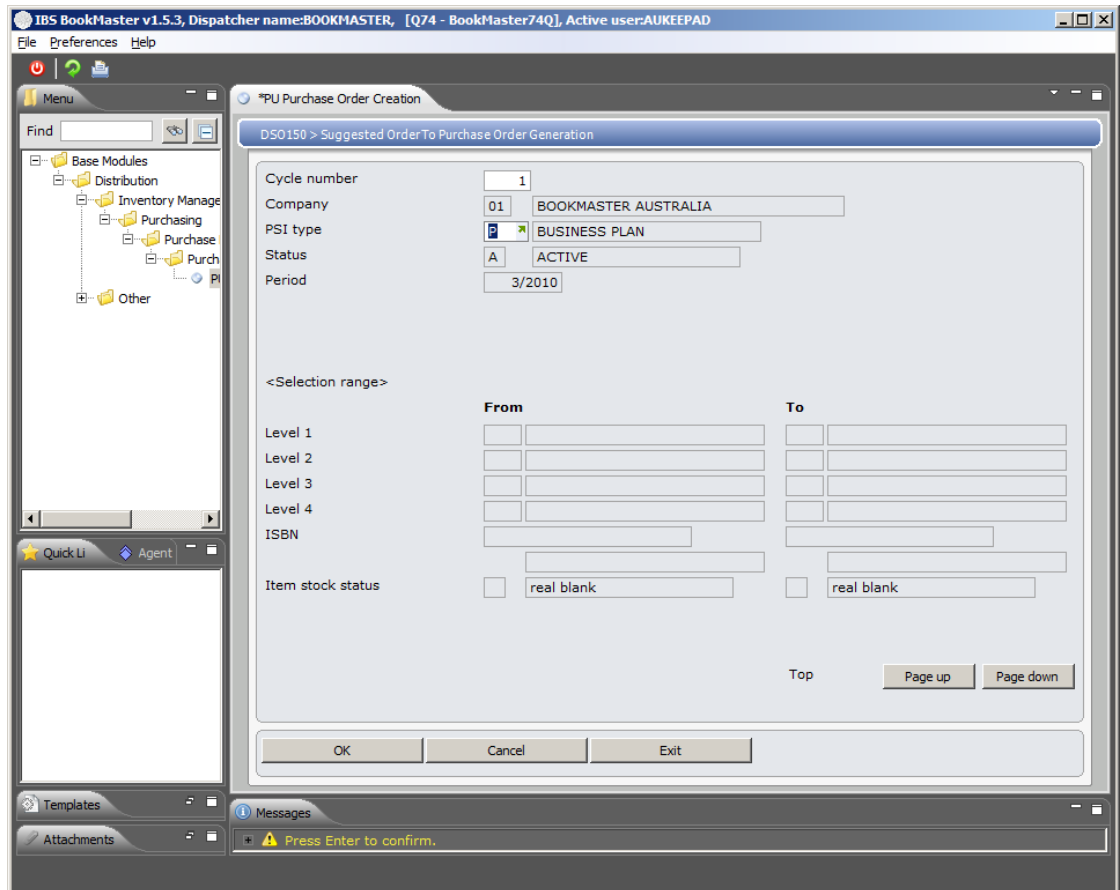
Cycle number

This is cycle number for which purchase orders are to be created from suggested orders.

PSI type

Select PSI type for which orders will be generated.

- Enter cycle number and select PSI type and press **<ENTER>** to confirm the selection. Panel showing all details of the cycle are displayed. The information on this panel defaults from the Requirements Generation Selections for the chosen cycle number.



3. Press **<ENTER>** to confirm the changes. Report submitter panel is displayed. Change the job queue if required and select to run the process in batch or real time. Click **OK** to confirm the selection. Purchase orders are generated for selected suggested order. Error report is generated to display, if there are any errors.

EDO431 EDI Purchase Order Creation

Overview This process extracts the EDI Purchase Orders from the Purchase Order File and organizes them into another file where they are ready to be sent.

The Standard Account Number (SAN) in **TMSDS/EDI-SSAN** is matched with the company code as multiple SANs are permitted for different companies.

Follow up

Printouts

This is printout program.

No selection criteria are required.

Program runs from menu.

Click **OK** to produce the report.

This report displays the following information:

- Supplier Code

```

TMS DEVELOPMENT - RELEASE 7.4                EDI PURCHASE ORDER CREATION                PAGE 1
REPORT   : EDO431                            -----
RUN DATE : 8/04/09

ERROR/S OCCURRED DURING PROCESSING.
=====

SUPPLIER CODE : A0003
UNABLE TO RETRIEVE VALID S.A.N. FOR THIS SUPPLIER (SEE CONTROL FILE TMSDS/PO-EDISU)
NO ORDERS PROCESSED FOR THIS SUPPLIER.

SUPPLIER CODE : JE001
UNABLE TO RETRIEVE VALID S.A.N. FOR THIS SUPPLIER (SEE CONTROL FILE TMSDS/PO-EDISU)
NO ORDERS PROCESSED FOR THIS SUPPLIER.

SUPPLIER CODE : PRODUCTION
UNABLE TO RETRIEVE VALID S.A.N. FOR THIS SUPPLIER (SEE CONTROL FILE TMSDS/PO-EDISU)
NO ORDERS PROCESSED FOR THIS SUPPLIER.

SUPPLIER CODE : SIMON
UNABLE TO RETRIEVE VALID S.A.N. FOR THIS SUPPLIER (SEE CONTROL FILE TMSDS/PO-EDISU)
NO ORDERS PROCESSED FOR THIS SUPPLIER.

SUPPLIER CODE : SUPERSUP
UNABLE TO RETRIEVE VALID S.A.N. FOR THIS SUPPLIER (SEE CONTROL FILE TMSDS/PO-EDISU)
NO ORDERS PROCESSED FOR THIS SUPPLIER.

* * *   E N D   O F   R E P O R T   * * *

```

Explanation

Setup Required

TMSDS/EDO-DFLT – this program uses the default backorder reason for a normal order, which is found in this Control File. If the order is something other than normal, like for example a Drop Ship, the backorder reason code defaults to “Y”.