



Sage 300 2020

Purchase Orders User's Guide

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Introduction

Purchase Orders provides all the transaction entry, processing, and reporting features you need to fully automate your purchase order procedures and meet your management needs.

You can use Purchase Orders to enter and process purchase requisitions, purchase orders, receipts, vendor invoices, returns, credit notes, and debit notes. You can also print forms for your requisitions, purchase orders, receipts, and returns, as well as mailing labels.

Purchase Orders takes full advantage of integration with Inventory Control, if you use it, and Accounts Payable, using Inventory Control item numbers and Accounts Payable vendor numbers and other information.

It also integrates with Sage Fixed Assets, so you can easily record new company assets, and with Project and Job Costing, so you can track committed and actual quantities and costs by contract, project, category, and resource.

Transactions in Purchase Orders update item quantities and costs in Inventory Control, and create batches of invoices, credit notes, and debit notes in Accounts Payable.

Depending on your purchase agreement, some features described in this guide may not be available in your product.

The *Purchase Orders User's Guide* contains the following chapters:

- **Chapter 1: Setting Up Purchase Orders**

Use Purchase Orders setup screens to set up options, vendor information, shipping information, General Ledger integration, and other details for your Purchase Orders system.

- **Chapter 2: Entering and Posting Purchase Orders Transactions**

Use Purchase Orders transaction entry screens to process purchase orders, requisitions, receipts, invoices, returns, credit notes, and debit notes

- **Chapter 3: Periodic Processing in Purchase Orders**

Use Purchase Orders Periodic Processing screens to create batches, and to clear history and inactive records. If you use Purchase Orders as a stand-alone program, you can also use the Day End Processing screen to run Day End Processing.

- **Chapter 4: Looking Up Statistics and Information in Purchase Orders**

Use Purchase Orders Statistics and Inquiries screens to look up information about vendors and transactions.

- **Chapter 5: Printing Purchase Orders Reports and Forms**

Use Purchase Orders Reports screens to print setup reports and analytical reports.

Use the report forms that come with Purchase Orders to print purchase orders, requisitions, returns, mailing labels, and receiving slips, or select a customized version.

- **Appendix A: Purchase Orders Screen Guides**

Learn how to find and use Sage 300 screens. Each screen guide includes navigation information, field help, and a list of tasks you can use the screen to perform.

- **Appendix B: Purchase Orders Security Authorizations**

If security is turned on for your Sage 300 system, the system administrator must assign these security authorizations to users for Purchase Orders screens.

- **Appendix C: Data Entry Tools, Tips, and Shortcuts**

Use these tools and shortcuts to speed up data entry in Sage 300.

- **Appendix D: Support and Resources**

Find support and resources to help get Sage 300 up and running quickly.

Chapter 1: Setting Up Purchase Orders

Set up accounts, security authorizations, records, templates, options, and other details for your Purchase Orders system.

Setting up Purchase Orders

You can use Purchase Orders with or without Inventory Control. If you are setting up Purchase Orders as a stand-alone program (without Inventory Control), you must set up some additional records and options in Purchase Orders.

Before You Start

- Activate the following Sage 300 programs:
 - System Manager (with Bank Services and Tax Services).
 - Accounts Payable.
 - General Ledger (if you use it).
 - Inventory Control (if you use it).
- Create a company database and choose company-wide options in Common Services. If needed, add information about the currencies used in your Purchase Orders system.
- Activate Tax Services, and then add information about the taxes used in your Purchase Orders system.

To set up your Purchase Orders system:

1. Activate Purchase Orders, select options, and add background information and optional fields.
 - a. Activate the Purchase Orders program for your data.
 - b. Use the Options screen to specify how your system will operate. For more information, see "P/O Options Screen " (page 344).
 - c. Use the G/L Integration screen to specify how your Purchase Orders program will integrate with the General Ledger module. For more information, see "P/O G/L Integration Screen" (page 323).

- d. Design coding schemes for your Purchase Orders records.
 - e. Add records and print reports for:
 - **Account sets (stand-alone program)**. For more information, see "P/O Account Sets Screen " (page 314).
 - **Additional cost codes**. For more information, see "P/O Additional Costs Screen" (page 316).
 - **Items (stand-alone program)**. For more information, see "P/O Items Screen" (page 335).
 - **Optional Fields**. For more information, see "P/O Optional Fields Screen " (page 340).
 - **Ship-via codes**. For more information, see "P/O Ship-Via Codes Screen" (page 357).
 - **Templates**. For more information, see "P/O Templates Screen " (page 359).
 - **Vendor contract costs**. For more information, see "P/O Vendor Contract Costs Screen" (page 362).
 - **Vendor details (stand-alone program)**. For more information, see "P/O Vendor Details Screen " (page 369).
 - **Weight Units of Measure (stand-alone program)**. For more information, see "P/O Weight Units of Measure Screen " (page 372).
2. Design the formats for your printed and e-mailed forms.
 - a. Design and test formats for printing requisitions, purchase orders, receiving slips, returns, and mailing labels, or adapt the sample formats to print on your own forms. For more information, see Customizing and Printing Purchase Orders Forms.
 - b. Design and test e-mail messages for purchase orders and purchase returns. For more information, see "P/O E-mail Messages Screen" (page 321).
 3. Add current transactions.
 - a. Add outstanding requisitions.
 - b. Add outstanding purchase orders.
 - c. Add current invoices, receipts, credit notes, debit notes, and returns.
 - d. Print reports of the transactions you added (optional).

To properly set up your Purchase Orders system, you should enter and post all incomplete requisitions and purchase orders when you are setting up.

You use the Requisition Entry and Purchase Order Entry screens to add the transactions. When you post purchase orders, quantities on purchase order are updated in Inventory

Control. For more information, see "P/O Requisition Entry Screen " (page 651) and "P/O Purchase Order Entry Screen " (page 517).

You can run Day End Processing after posting requisitions and purchase orders to update history and statistics in both Purchase Orders and Inventory Control (if you keep history and statistics in both programs).

You can also add some statistical information from your previous system. For more information, see "About Adding Purchase Statistics" (page 72).

4. Add historical transactions and statistics (optional).
 - a. Add purchasing history for previous periods and years.
 - b. Add purchasing statistics for previous periods and years.
 - c. Print the Purchase History and Purchase Statistics reports. For more information, see "P/O Purchase History Report Screen" (page 289) and "P/O Purchase Statistics Report Screen" (page 294).
5. If you are setting up Purchase Orders as a stand-alone program and you want to allow fractional quantities, select **Allow Fractional Quantities** on the Processing tab of the P/O Options screen, and add the weight unit of measure.

Selecting Options for Purchase Orders

After activating Purchase Orders for your company database, you select Purchase Orders processing options and enter general information about your purchase orders ledger. You enter this information on the P/O Options screen, which you also use to change settings after setup.

About Document Numbers

Purchase Orders can automatically assign document numbers to each purchase order, requisition, receipt, and return document you add, or you can type your own document numbers as you enter the transactions. (When entering invoices, credit notes, and debit notes, you use the document numbers assigned by your vendors.)

To automatically assign the consecutive, unique document numbers you need to requisitions, purchase orders, receipts, and returns, specify the numbers to use on the Document tab of the P/O Options screen. You can probably continue using the numbering scheme from your old purchase order system.

When you first activate your Purchase Orders system, the program provides default document number lengths, prefixes, and numbers.

You can change all of the default information, setting a different length, prefix, and next number for each type of document.

Changing the Next Document Number

You can change document number specifications as needed, varying the lengths, prefixes, or next numbers to use.

If you want to change the next number to assign in the P/O Options screen to a lower number you may have used before, you should also change the prefix for the document type, to avoid accidentally creating duplicate numbers.

Entering Your Own Document Numbers with Transactions

If you enter your own document numbers when you add transactions in Purchase Orders, the program does not update the next number in the Options screen, even if you use the same number as the program would have assigned.

If the program tries to assign a document number that you entered manually for another transaction, you will see an error message. You must then change the next number in the Options screen for the type of document before you can resume automatically assigning numbers.

Number of Characters in Document Numbers

The numbers you assign to requisitions, purchase orders, receipts, and returns can be up to 22 characters long, including prefix characters, if any. You can change the number of characters in any of your document numbers at any time.

Although you do not have to use prefixes in your document numbers, they are an important means of identifying the transaction type and creating meaningful document numbers. Each prefix must be unique and can include up to six characters.

The next number to assign can contain as many characters as are permitted by the length you specify, minus the prefix characters. If you type a shorter number, the program places as many zeroes in front of it as are needed for the specified length.

Purchase Orders increases the number for each document type by 1 each time you post a transaction of the type and let the program assign the document number. You are not forced to use the number assigned by the program (you can type your own numbers); but if you use automatic numbering, your auditing procedures are simplified because you cannot accidentally skip any numbers.

Numbers assigned to each type of document can go as high as all 9s. They are then automatically reset to zero.

Reusing Document Numbers

You cannot use the same prefix and document number more than once for requisitions, purchase orders, receipts, and returns, unless you first use the Clear History screen to clear completed transactions with the numbers you wish to reassign.

When you enter an existing document number, the program assumes you wish to edit the requisition, purchase order, receipt, or return, and displays the information for the transaction.

If necessary, you can enter more than one invoice, credit note, or debit note with the same number in Purchase Orders, (although you cannot post duplicate document numbers in Accounts Payable).

When you enter an existing document number in the Invoice Entry or Credit/Debit Note Entry screen, the program displays a Finder that lets you choose whether to view the previous transaction or enter a new transaction with the same number.

Using Default Document Numbers

If you do not specify lengths, prefixes, and document numbers, but allow Purchase Orders to assign the numbers, the program automatically assigns 1 as the first number for each document type. The assigned number is preceded by the number of zeroes that will make up the default number of characters set by the program as the number length.

Using Purchase Orders Document Numbers in Inventory Control and Accounts Payable

Because you can enter receipts in both Inventory Control and Purchase Orders, and because you post Purchase Orders invoices, credit notes, and debit notes in Accounts Payable, you may want to avoid duplicate numbers in the three programs. You should then take care when assigning document numbers in Purchase Orders.

- **Inventory Control receipt numbers.** If you post receipts in both Purchase Orders and Inventory Control, you can assign a different prefix and next number for receipts in the two programs so that you easily identify the program where a receipt was entered.
- **Using unique invoice, credit note, and debit note numbers.** To avoid conflicts with the document numbers you assign to invoices, credit notes, and debit notes in Accounts Payable, use unique prefix and number combinations for these transactions when you post them in Purchase Orders.

Processing and Posting Options

Set up Purchase Orders options for processing and posting transactions, and for running Day End Processing.

About Selecting Processing Options

Use the Processing tab of the P/O Options screen to set options that determine how Purchase Orders processes transactions, including whether it:

- Permits entry of transactions using item numbers that are not included in Inventory Control (Allow Non-inventory Items option). For more information, see "About Allowing Entry of Non-inventory Item Numbers" (page 9).
- Saves transaction history (all details of posted transactions) to a file for reporting (Keep Transaction History option).
- Keeps a list of all the vendors from whom you purchase individual items (Accumulate Purchase History option). For more information, see "About Accumulating Purchase History" (page 14).
- Saves statistical totals from posted transactions (Accumulate Statistics option). For more information, see "About Accumulating Statistics" (page 14).
- Requires requisition approval before they can be added to purchase orders. For more information, see "About Requiring Approval for Requisitions" (page 734).

You can also specify the following information:

- **Default Template Code**—for the information that is displayed when you enter new purchase orders and requisitions. For more information, see "About Templates" (page 60).
- **The Default Item Cost**—costing method for default item costs that appear for transaction detail lines, if you use Inventory Control. For more information, see "About Default Item Cost" (page 9). (If you do not use Inventory Control, the default item cost is set to Vendor Cost.)
- **Item Options**, if you do not use Inventory Control:
 - Choose whether to process transactions that use fractional quantities of items.
 - Set the weight unit of measure that Purchase Orders will use to allocate additional charges to items by weight. If necessary, you can change the weight unit of measure after setting up your system. However, if you have entered any weights in item records, you will need to change them so they correspond to the new unit of measure. For more information, see "About Weight Units of Measure" (page 13).
 - Set the default aging periods by which the program groups outstanding orders on reports.

Purchase Orders groups outstanding transactions for the Aged Purchase Orders report into five periods: a current (not due) period and four previous periods.

You specify the length of each aging period on the Processing tab of the P/O Options screen.

Note: You can specify different periods when you are printing the report, and you can change the default periods at any time.

In multicurrency systems, you can also check the functional currency for the ledger and the choice for the Multicurrency option, and you can specify a default rate type. For more information, see "About Specifying Currency Information" (page 23).

About Allowing Entry of Non-inventory Item Numbers

All purchase order documents require item numbers and details before you can save and post the transactions. The Allow Non-inventory Items option lets you use item numbers in Purchase Orders that you have not added to your Sage 300 Inventory Control system.

Non-inventory items can include non-stock items you have not added to Inventory Control, items you plan to add to Inventory Control later, one-time purchases, services, and items needed for use in your business.

Purchase Orders does not update item quantities or other information in Inventory Control when you post transactions for non-inventory items. The general ledger entries for non-inventory details are created in Accounts Payable, so are not listed on the G/L Transactions List if you print it from Purchase Orders.

When entering details for non-inventory items, you must type an item number, using up to 24 characters (including separators), and a description of up to 60 characters. You also specify a general ledger expense account number for each non-inventory detail.

When Not to Use the Option

Do not select the option if you want to enter transactions only for items that are defined in Inventory Control, so that item details posted in Purchase Orders always update item quantities and other information in Inventory Control.

Changing Your Selection

You can change your selection for this option at any time. If you change from allowing non-inventory items to not allowing them, you must edit any open purchase orders and other transactions to remove non-inventory item numbers, or add the item numbers in Inventory Control.

About Default Item Cost

If you use Sage 300 Inventory Control, you can specify during setup the type of cost you want the program to use when selecting default unit cost amounts to display for the item details you enter on transactions. The option displays costs by location for the item numbers in your Inventory Control system.

You can choose to display Most Recent Cost, Standard Cost, Average Cost, Last Unit Cost, Vendor Cost, or either of the two user-defined costs you can enter with item records in Inventory Control.

Note: If you do not use Inventory Control, Vendor Cost is set as the default item cost, and you cannot change it.

When entering transaction details, you can change the cost amount that appears. You can also change your choice for the Default Item Cost option at any time.

About Retainage (Holdback) Accounting

If you use retainage accounting in Accounts Payable, Purchase Orders lets you account for retainage (or a holdback) that occurs when you withhold a percentage of an invoiced amount, usually by mutual agreement or according to a statute (such as a Builders Lien Act).

Note: You can only specify retainage if you are using Project and Job Costing and the transaction is job-related.

Before Using Retainage Accounting

Before you can process retainage in Purchase Orders, you must:

- Select the option to use retainage accounting on the Processing tab of the A/P Options screen.
- Specify default retainage settings for vendors on the Retainage tab of the A/P Options screen.
- Specify a retainage control account for each account set in your Accounts Payable system.
- Set up contracts in Project and Job Costing.

There are three steps in processing retainage:

1. Process a receipt, invoice, debit note or credit note that specifies a holdback (retainage) for the document.
2. Transfer the invoice or debit note with the retainage to Accounts Payable and post it in that program.
3. Later, post a separate retainage invoice, debit note, or credit note to invoice the outstanding retainage amount.

Entering Original Documents with Retainage

An invoice, debit note, or credit note from which retainage is taken is called an original document.

You enter the receipt, invoice, debit note, or credit note using the standard P/O entry screens. To indicate that retainage applies to the document, however, you select the Job-Related option and the Retainage option.

Note: The Retainage option appears only if you selected the Retainage Accounting option for your Accounts Payable system.

The program then displays the Retainage tab for the entry screen, where you can specify:

Retainage Percentage

The program uses the retainage percentage to calculate the retainage amount.

You can enter a different retainage percentage in the Retainage Percentage (%) field. When you enter a new percentage, the program recalculates the retainage amount.

Retention Period

The program uses the retention period to calculate the due date for the retainage document. When you change the retention period, the program recalculates the retainage due date, and vice versa.

Retention Rate

You use this field to specify how the exchange rate is determined for the retainage document. You can choose one of the following:

- **Use Original Document Exchange Rate.** Use the same rate as the document you are processing.
- **Use Current Exchange Rate.** Use the rate that is in effect when you process the retainage document.

Retention Terms

You can use different terms for retainage documents (used to process invoices for outstanding retainage) than you used for the original document from which the retainage was taken.

The program displays the code specified for retainage terms in the vendor record, but you can change the retainage terms for a document, if you wish.

Note: All tax amounts are included on the original retainage document. No tax amounts are included on the retainage invoice, debit note, or credit note that you process to clear the outstanding retainage amount.

Posting original invoices, debit notes, and credit notes

When you post the original retainage document in Accounts Payable, the program deducts the retainage from the document total, and posts the amount to the retainage control account.

For example, if you enter an invoice for \$10,000 with 10% retainage, an invoice is posted for \$9,000 with retainage outstanding of \$1,000.

The retainage amount remains in the control account until you invoice it in accordance with:

- The retention period or retainage due date specified for the invoice.
- The number of days in advance specified on the A/P Options screen for generating retainage documents.

Adjusting Original Documents

Use Adjustment Entry in Accounts Payable to change retainage related to existing invoices, debit notes, and credit notes. When you post the adjustment, the program adjusts the outstanding retainage account.

Note that Accounts Payable does not calculate any retainage on adjustment transactions. You must enter the retainage manually, whether you are adding it for the first time, or adjusting existing retainage debits or credits.

Options for Reporting Tax on Retainage Documents

Sage 300 lets you specify when to report tax on retainage amounts to meet the requirements of your tax jurisdictions.

Example: In Canada, you report the GST for a retained amount when you issue the retainage invoice.

You can choose from three options when you set up Tax Authorities in Tax Services:

- **No Reporting.** If the Report Tax on Retainage Document field is set to No Reporting, users can enter values for the tax authority in the Maximum Tax Allowable and No Tax Charged Below fields.
- **At Time of Retainage Document.** When this option is selected, taxes are calculated on the retainage portion of an invoice when the retained amount is invoiced.
- **At Time of Original Document.** When this option is selected, the program calculates and invoices the retainage portion of the tax up front.

About Weight Units of Measure

Note: You set up weight units of measure in Purchase Orders only if you do not use Inventory Control.

Weight units of measure (UOM) are used to express order weights. Purchase Orders can also use the weight UOM to prorate (distribute) additional costs on orders.

In a stand-alone Purchase Orders system, you use the P/O Weight Units of Measure screen to set up weight units of measure for all the items in the Purchase Orders item list.

For each weight unit of measure, you specify a default weight unit of measure that has a conversion factor of 1. All other weight UOMs are defined in terms of the default weight UOM.

Example:

You could use Pound as the default weight unit of measure, and convert the weight of items using metric measures.

Weight UOM	Conversion Factor	1 pound equals
Pound	default UOM 1	Pound—1 lb
Kilogram	2.2	.4545 kg.
Ton	2,000	.005 tons

If you change the weight unit of measure, you need to update the weight in each previously added item record to make it consistent with the new weight unit of measure.

Example: Suppose the weight unit of measure is kilograms and you add an inventory item that weighs one kilogram. If you then change the weight unit of measure to pounds, you need to change the item's weight to 2.2 to agree with the new weight unit of measure.

Note: You can use fractions in weight conversion factors even if you do not use fractional inventory quantities.

For step-by-step instructions on using the Weight Unit of Measure screen to add, edit, or delete a weight units of measure, see "P/O Weight Units of Measure Screen " (page 372).

History and Statistics

Set up options for entering and maintaining transaction history and statistics.

About Accumulating Purchase History

In Purchase Orders, you can keep purchase history for analysis and reporting purposes.

Selecting Options for Keeping History

You select options to keep history on the Processing tab of the P/O Options screen.

Select the **Accumulate Purchase History** option to keep information about the items you have purchased and the vendors who supplied them. Selecting the option also keeps information about invoices, credit notes, debit notes, and items you returned.

You can then view the information in the Purchase History screen, use the **History** button to look it up when you are entering transactions, and print it on the Purchase History report.

Purchase Orders keeps purchase history by the type of year (fiscal or calendar) and period you select for the Accumulate By and Period Type options on the Processing tab.

If you choose to accumulate by calendar year, the starting date for the year will be January 1. If you accumulate by fiscal year, the starting date will be the first day of your fiscal year.

Note: You can turn on or turn off the Accumulate Purchase History option at any time. If you turn off the option after you have used it, Purchase Orders keeps the figures already accumulated until you clear them. If you turn on the option again before clearing the history you accumulated previously, the data will still be available, but there will be no figures for the period during which the option was off.

Note: You can keep data for up to 53 periods per year (54 periods in a leap year), for any number of years.

Turning the Options On and Off

You can turn any of the options to keep history and statistics on or off at any time. If you turn them off after you have used them, Purchase Orders immediately stops saving information, although it retains the figures already collected until you clear (delete) them using the Clear History screen.

If you turn the option on again, there will be a gap in the collected information corresponding to the period when the option was not used.

For more information, see "About Selecting Processing Options" (page 8).

About Accumulating Statistics

Use the Accumulate Statistics option (on the P/O Options screen) to keep statistical totals for all the transactions you post in Purchase Orders, including for each period:

- The number of posted purchase orders, receipts, invoices, returns, credit notes, and debit notes.
- The net quantity purchased, net purchase amount, and net invoice amount.
- The largest and smallest invoice, credit note, and debit note amounts, and the vendors for whom you posted them.
- The average invoice, credit note, and debit note amount.

You can see the information in the Purchase Statistics screen and print it on the Purchase Statistics report.

Purchase Orders keeps purchase statistics by the type of year (fiscal or calendar) and period you select using the Accumulate By and Period Type options on the Processing tab of the P/O Options screen.

Selecting the Type of Year

If you choose to accumulate by calendar year, the starting date for the year will be January 1.

If you accumulate by fiscal year, the starting date will be the first day of your fiscal year.

Selecting the Type of Period

You can also keep the data for up to 53 periods per year (54 periods in a leap year), for any number of years.

Use the Period Type option to select from these period types: weekly (Sunday = day 1), seven days (beginning on the first day of the week in your fiscal calendar), bi-weekly (Sunday = day 1), four weeks, monthly, bi-monthly, quarterly, semi-annually, annually, or fiscal period (use the Period Type option).

Editing Statistics

If you use the Allow Edit Of Statistics option, you can edit and import the statistical totals that are kept by Purchase Orders.

Use the Purchase Statistics screen to edit the statistics.

Note: Normally, you do not need to change statistics, because they are updated automatically and accurately by Purchase Orders. However, if you set up your Purchase Orders system partway through a fiscal year, you may want to select the Allow Edit Of Statistics option so that you can enter statistics from your old purchase order system for previous periods of the current year or for previous years.

For more information, see "P/O Purchase Statistics Screen" (page 379).

Changing the Method of Accumulating Statistics

Transaction history is kept by date.

You can change the type of year and period by which Purchase Orders keeps purchase history and statistics, but you will not then be able to compare new period figures directly to figures in past periods.

If you need to change the type of year or period by which Purchase Orders accumulate purchase history and statistics after you have processed transactions, you should either do so after year-end, or edit the statistics for the earlier periods in the year to correct distortions. The program reminds you of this information when you change the selection for the **Accumulate By** or **Period Type** option for the Accumulate Statistics and Accumulate Purchase History options.

<p>Note: Sage 300 Standard maintains statistics by fiscal year and period.</p>

About Keeping Transaction History

If you select **Keep Transaction History** in the P/O Options screen, the program keeps details of posted transactions until you remove them using the Clear History screen.

You can print Transaction Lists of the data—and reprint requisitions, purchase orders, receiving slips, and returns—until you clear the transaction history for them.

Transaction and Audit Reports

You can print transaction history on the Transaction List. All transactions you posted in Purchase Orders can appear on the list until you clear them using the Clear History screen.

You can also print the Payables Clearing Audit list for receipts you posted in Purchase Orders and invoices you processed using Day End Processing.

Transaction History Required for Drilldown

You must keep history to drill down from the G/L Transaction History screen in General Ledger, or from the Invoice Entry screen in Accounts Payable, to the originating transaction in Purchase Orders.

Important!

If you do not keep transaction history, Purchase Orders automatically deletes completed transactions when you run Day End Processing, and you will not be able to drill down to Purchase Orders transactions from General Ledger or Accounts Payable.

Purchase Orders treats the following transactions as completed:

- Requisitions, purchase orders, receipts, and returns with a Completed status on all detail lines.
- All invoices, credit notes, and debit notes (these transactions are completed when you post them).

If you do not keep history, you cannot display or print copies of completed requisitions, purchase orders, receipts, and returns after you run Day End Processing, and you cannot look up the invoices, credit notes, and debit notes you posted before posting or running Day End Processing.

Allowing Editing Of Sales Statistics

If you selected the **Allow Edit Of Statistics** option in the P/O Options screen, you can add transaction data for inventory items, as well as for purchases and return quantities and amounts for the years and periods for which you keep data in your Purchase Orders system.

Before You Start

- Make sure you have the proper security rights for this task.
- Select the **Keep Item Statistics** and **Allow Edit Of Statistics** options in the P/O Options screen.

To change processing options for Purchase Orders:

1. Open **Purchase Orders > P/O Setup > Options**.
2. Click the Processing tab.
3. Change the **Allow Edit Of Statistics** option.
4. Click **Save**.

After changing statistics

- Print the Sales Statistics report to check the new record information and to update your printed records.

- Compare the report you printed before changing or deleting statistics to those printed after the changes, to verify that you made the required changes correctly.
- Clear the **Allow Edit Of Statistics** option on the Processing tab of the P/O Options screen.

About Changing Purchase Orders Options

You can readily change most of your choices on the P/O Options screen. These changes include:

- Company name and address.
- Multicurrency option.
- History and statistics.

Make sure you understand the impact the options have on processing within Purchase Orders before changing any of the settings or other information in the P/O Options screen.

Important! Before attempting to save changes to the P/O Options screen, make sure that no other users are using the data for the Purchase Orders company and that no other Purchase Orders screens are open for the company on your computer. You cannot save most changes if other Purchase Orders screen are open.

Company Name and Address

Use the Options screen in the P/O Setup folder to change the contact name, telephone number and fax number for the Purchase Orders administration.

Use the Company screen in Common Services to change the company name and address, or to change the contact name, telephone number, and fax number at the company level.

Multicurrency Option

You select the Multicurrency option in the Accounts Payable Options screen, turning it on or not for Purchase Orders as well. Once you select the option in Accounts Payable, you cannot turn it off.

If you will be using the Multicurrency option in Purchase Orders, you also specify a default rate type to use when converting multicurrency Purchase Orders transactions to the functional currency.

History and Statistics

You should change the type of year and period by which you keep statistics only at year end. If you change partway through a year, figures will be distorted in some periods and you will have to make corrections in all records for which you keep statistics.

Note: The Sage 300 Standard accumulates statistics by fiscal year and fiscal period.

Changing Purchase Orders Processing Options

You can change any of the selections and information on the P/O Options screen, with a few restrictions.

- You cannot change the choice for the Multicurrency option. You make the selection for this option in the A/P Options screen, and can change your choice only in Accounts Payable. (Note that you cannot turn off the Multicurrency option once you have selected it and saved your changes to the A/P Options screen.)
- You can change the type of year (fiscal or calendar) and period by which you accumulate item statistics (in Sage 300 Advanced and Sage 300 Premium), but you should do so only at fiscal or calendar year end.
- If you change either method part way through a year, the statistics already accumulated will be incorrect or in the wrong period.

For more information on options that you select or change on the Processing tab in the P/O Options screen, see "P/O Options Screen " (page 344).

Note: If you use Inventory Control, you use the I/C Options screen to specify when to cost inventory.

Before You Start

- Make sure that you know the effects of all changes and understand the impact the options have on processing within Purchase Orders.
- Print the P/O Options report from the Setup Reports folder so you have a record of your processing options before you start.
- If you are changing from updating costs during day end processing to updating costs during posting, you must first run day end to cost all outstanding posted transactions.
- Before saving changes to the P/O Options screen, make sure that no other Purchase Orders screens are open for your database on your computer or on any other computer on a network. You cannot change most of your choices in the P/O Options screen if other Purchase Orders screens are open, or other users are working with the Order Entry data.

To change P/O processing options:

1. Open **Purchase Orders > P/O Setup > Options**.

For more information, see "P/O Options Screen " (page 344).

2. Click the Processing tab.

Note: Costing items and creating subledger transactions and audit information during posting increases the time it takes to post transactions. If you change from updating costs during day end processing to updating costs during posting, you must first run day end to cost all outstanding posted transactions.

3. Click **Save** to save any changes to processing options.

After changing P/O Options

Print the P/O Options report from the Setup Reports folder to check that the settings were changed correctly.

Changing Posting and Day End Processing Options

Important! If you use the Inventory Control module, you select day-end processing and costing options in that program.

You change day end processing and costing options in Purchase Orders only if you do not use Inventory Control.

If you use Purchase Orders as a stand-alone program, you set all the following options in Purchase Orders:

- When Purchase Orders creates G/L batches, and whether it should also post them automatically. (You select this option in the P/O G/L Integration screen.)
- Whether Purchase Orders should post A/P batches automatically or using the Create Batch icon. (You select this option in the P/O Options screen.)
- When Sage 300 costs inventory—either when posting transactions or when you run Day-End Processing.

Tip: If you have high transaction volumes or if processing speed is an issue, we suggest that you cost inventory during Day End Processing—not each time you post a transaction in Purchase Orders.

- When to create sub-ledger and audit information. Again, if speed is a concern, we suggest during Day End Processing.
- When to create General Ledger transaction batches, and whether it should also post them automatically.

If you use Inventory Control, you set these options in the corresponding screen in that program.

Note: These options also affect when Purchase Orders posts General Ledger and Accounts Payable batches.

Before You Start

- Make sure that no other users are working with Purchase Orders, or you will not be able to save your changes.
- Print the G/L Integration report from the Setup Reports folder so you have a record of your G/L Integration settings before you start.
- If you are changing from updating costs during day end processing to updating costs during posting, you must first run day end to cost all outstanding posted transactions.
- If you are changing from using the Create G/L Batch screen to creating general ledger transactions during day-end processing, be sure to run Create G/L Batch to process any outstanding transactions first, to avoid accidentally omitting transactions from your general ledger batches.
- See "About Day End Processing" (page 194) to understand how Day End Processing works.

Note: Make sure that no one else is using the Purchase Orders data and that no other Purchase Orders screens are open for the company before you save changes.

To change batch creation and posting options for A/P transactions created by Purchase Orders:

1. Open **Purchase Orders > P/O Setup > Options**.

For more information, see "P/O Options Screen " (page 344).

2. Click the Processing tab.
3. Change the **Post A/P Batches** option.

Note: If you choose to post A/P batches when you post P/O transactions, and you cost inventory during transaction posting, Purchase Orders will create and post an A/P batch each time you post an invoice.

4. When you have finished, click **Save**.

To change batch creation and posting options for G/L transactions created by Purchase Orders:

Important! If you have been using the Create Batch screen to create transactions, print a copy of the latest G/L Transactions report, then create any outstanding transactions before changing your choice for this option.

1. Open **Purchase Orders > P/O Setup > G/L Integration**.

For more information, see "P/O G/L Integration Screen" (page 323).

2. Change batch creation and posting options, as needed.
3. When you have finished, click **Save**.

To change day end processing options:

1. Open **Purchase Orders > P/O Setup > G/L Integration**.

2. On the Costing tab, specify:

- Whether to cost items during posting or day-end processing
- When to create subledger transactions and audit information (during posting or day-end processing).

3. When you have finished, click **Save**.

To change batch creation and posting options for G/L transactions created by Inventory Control:

Note: Inventory Control generates G/L transactions from purchase order receipts and returns.

1. Open **Purchase Orders > P/O Setup > G/L Integration**.
2. Change batch creation and posting options, as needed.

For more information, see "P/O G/L Integration Screen" (page 323).

3. When you have finished, click **Save**.

After changing Day End Processing and posting options

- Print the P/O Options report from the P/O Setup Reports folder to check that the settings were

changed correctly.

- Print the Purchase Orders G/L Integration report from the P/O Setup Reports folder if you changed integration settings.
- Print the I/C Options report from the I/C Setup Reports folder to check that the settings were changed correctly.
- Print the Inventory Control G/L Integration report from the I/C Setup Reports folder if you changed integration settings.

Currency Information

Specify your functional currency, and set up your system for multicurrency accounting.

About Specifying Currency Information

The functional currency is the home currency in which your company books are kept.

- You select the functional currency for your Sage 300 database in the Company Profile screen in Common Services when you first set up your Sage 300 system.
- You cannot change the functional currency once you have selected it.

For more information about the functional currency, see the System Manager Help.

Accounts Payable Determines whether Purchase Orders is Multicurrency

The Multicurrency option is set for Purchase Orders in Accounts Payable, and, once it is selected, you cannot change it.

The Processing tab in the P/O Options screen indicates whether Purchase Orders is multicurrency:

- If Accounts Payable is multicurrency, Purchase Orders is multicurrency also.
- If Accounts Payable is single-currency, Purchase Orders is single-currency.

If the Multicurrency option is turned on, the tab also displays:

- The company's functional currency.
- The company's default rate type for converting source-currency amounts to functional-currency equivalents.

The default rate type is displayed on transactions you enter for multicurrency vendors you have not yet added to Accounts Payable. You can select a different default rate type to use for Purchase Orders at any time. You can also select different rate types for individual transactions as you enter them.

Information about creating multicurrency records is included throughout these Help topics in discussions of records and activities affected by currency. For a summary of the steps to take to set up a multicurrency ledger, see "Setting up Multicurrency Accounting" (page 24).

Setting up Multicurrency Accounting

Purchase Orders lets you process transactions in any currencies your vendors use. This section summarizes the steps you take to set up a multicurrency Purchase Orders system.

To create a multicurrency Purchase Orders system:

1. Turn on the Multicurrency option for the company and select a default rate type on the Company Profile screen in Common Services.
2. Use the Common Services Currency screens to add any currency codes you need for Purchase Orders, and enter rates for the currencies you use.

Sage 300 comes with a comprehensive set of currency codes that use standard international abbreviations and the format and number of decimal places that are normally used with each currency. You probably will not need to define new codes unless you do not use the international codes.

3. Turn on the Multicurrency option on the Accounts Payable Options screen. This step automatically turns on the Multicurrency option for Purchase Orders as well.
4. Create an account set in Accounts Payable for each currency you want to use for Accounts Payable vendors in Purchase Orders.
5. If you post transactions to add current or year-to-date requisitions or purchase orders, enter the amounts in the vendors' currencies.
6. If you enter statistics for previous years and periods, enter the amounts in both the functional and vendor currencies. Purchase Orders cannot calculate equivalent amounts from statistics you enter yourself.

For more information, see "About Processing Multicurrency Transactions in Purchase Orders" (page 90).

Designing a Coding Scheme For Purchase Orders Records

This section describes the codes you assign to the records you can add to Purchase Orders, and offers some tips to help you decide on the codes to use.

About Purchase Orders Coding Schemes

When designing new coding schemes, define codes that make it easy to identify each record type and that list records in the order you want them to appear on reports and in Finder screens.

Each code of a single type (such as an additional cost code) must be unique. In most cases, you should also assign unique codes to all your records, so there is no chance of confusing one type of record with another.

You can use any combination of numbers and letters in all Purchase Orders codes. For example, all of the following would be valid ship-via codes:

- A1
- 123
- A01
- 123A
- AB1234

To simplify codes, we recommend that you:

- Use the same number of characters in all codes of the same record type.
- Use codes of at least three characters, to allow for future expansion.
- Use a system that is significant for your business, such as codes that identify a geographical region, or a type of template or cost.
- If possible, use only numbers in your codes, for consistency of sorting.

The following table shows the types of characters permitted and the maximum length for each type of code you can define in Purchase Orders:

Permitted Characters and Lengths for P/O Codes

Code Name	Maximum Length	Permitted Characters
Additional cost code	6	numbers and letters
Account set code (stand alone program)	6	numbers and letters
Item code (stand alone program)	24	alphanumeric, plus blanks and special characters
Ship-via code	6	numbers and letters

Code Name	Maximum Length	Permitted Characters
Template code	6	numbers and letters
Requisition, purchase order, receipt, or return document number	22	alphanumeric prefix, numbers

Sorting Order of Codes

Purchase Orders sorts codes on screens and reports in a specific order, which you should take into consideration when designing codes.

Purchase Orders reads codes from left to right, and uses the following sequence to put them in order:

[Blank]!"#\$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMN OPQRSTU
VWXYZ[\]^_`abcdefghijklmnopqrstuvwxyz{|}~

The codes listed in the introduction to this discussion would be sorted by Purchase Orders into the following order:

- 123
- 123A
- A01
- A1
- AB1234

Codes containing fewer than the maximum number of permitted characters are left-justified in Purchase Orders Finders, screens, and on reports.

Integrating Purchase Orders with Other Sage 300 Programs

You must activate Accounts Payable before you can activate Purchase Orders. You can also use Purchase Orders with General Ledger, Order Entry, and Accounts Receivable.

If you plan to use Purchase Orders with Inventory Control, rather than as a "stand-alone" program, you must activate Inventory Control before activating Purchase Orders.

Important! If you activate Purchase Orders before activating Inventory Control, Sage 300 sets up Purchase Orders as a "stand-alone" program; it will not integrate with Inventory Control.

About G/L Integration Options

You use the P/O G/L Integration screen to select options that determine how Purchase Orders interacts with General Ledger, including:

- When and how to create general ledger transactions from Purchase Orders transactions.

You use the Create G/L Transactions option to specify whether to generate general ledger transactions when you post transactions or run day-end processing, or at a later time of your choosing using the Create G/L Batch screen.

- Select **On Request Using Create Batch Icon** to create a batch or append to an existing batch or transaction file only when you are ready to create general ledger transactions.

Note: Select this option if you want to be able to consolidate general ledger transaction details and print Purchase Orders' G/L Transactions report.

You must select this option if you want to consolidate general ledger transactions and to print the G/L Transactions report in Purchase Orders. (The G/L Transactions report lists the general ledger transactions created by Purchase Orders. You might need to print this report for your audit trail.)

- Select **During Posting** or **During Day End Processing** to create general ledger transactions when you post or run day-end processing.

G/L transactions are created when you cost inventory items—that is, either during posting or when you run Day End Processing. Costing options are set in Inventory Control, if you use that program.

Warning! If you select one these options, you cannot print the G/L Transactions report from Purchase Orders. If you need this information for your audit control, print it from General Ledger. If you do not use General Ledger, you may be able to print it from the general ledger system that you are using.

- Whether to create a new batch of general ledger transactions, or add the new transactions to an existing batch.

Use the **Create G/L Transactions By** option to add general ledger transactions to an existing General Ledger batch each time you post P/O transactions, run day-end processing, or to create a new General Ledger batch (depending on your other options settings).

If you have activated General Ledger, Purchase Orders, and Inventory Control for the same company, the general ledger transactions are automatically placed in new general ledger batches (and optionally posted) or added to existing batches.

If your general ledger is at another location or in a separate database, general ledger transactions are appended to a file you can import into another general ledger, or print, and then enter manually into your general ledger.

Select **Adding G/L Transactions to an Existing Batch** to have only one General Ledger batch to which all transactions are appended. Purchase Orders must use the same database as General Ledger.

- Whether to consolidate transactions with similar details, and whether to consolidate by account only, or by a combination of account, fiscal period, and source.

Use the **Consolidate G/L Batches** option to specify whether to consolidate related general ledger details into single transaction details, or to create detailed general ledger transactions (Do Not Consolidate). You can select:

- **Do Not Consolidate.** All the details posted in Purchase Orders will be included in the General Ledger transaction batch.

Tip: Choose this option if you use optional fields and pass optional field information to the General Ledger transactions.

- **Consolidate Transaction Details by Account.** During posting, all the details from a transaction with the same general ledger account number (and otherwise differ only in the amount) are combined into one detail. No further consolidation occurs during G/L batch creation.

Tip: Choose this option if you do not use optional fields, but still want to associate general ledger transactions with originating documents (for drill down or to maintain a manual audit trail).

- **Consolidate by Account and Fiscal Period.** All the details with the same general ledger account number and fiscal period are combined into one detail.
- **Consolidate Transaction Details by Account.** All the details with the same general ledger account number, fiscal period, and source code are combined into one detail.
- Whether to create general ledger transactions for additional costs.

The **Create G/L Entries for Expensed Additional Costs** option lets you update your general ledger with additional cost expenses directly from Purchase Orders, or wait until invoices are posted in Accounts Payable.

Select this option to create debit entries to expense accounts and credit entries to the Expensed Additional Cost Clearing Account when you post additional costs. (Posting the invoices later in A/P will credit the payables control account and debit the Expensed Additional Cost Clearing Account.)

Do not select this option if you want to send expenses with invoices to Accounts Payable, where posting will debit the expense accounts and credit payables control.

Note: For job-related documents, Purchase Orders **always** creates G/L entries for expensed additional costs during posting—whether you select this option or not.

- Whether to create general ledger transactions for non-inventory expenses.
- Default Inventory Expense Account.

Use the Default Inventory Expense Account field on the Integration tab of the P/O Options screen to specify the general ledger account that should appear when you enter transactions for items that are not defined in Inventory Control. You would normally select an account from the Expense section of your general ledger chart of accounts.

You can change the account number for individual transactions, as needed. You can also change the default account number in the P/O Options screen at any time.

If you select the Allow Non-inventory Items option, you must specify this account number before you can save changes to the Options screen.

The general ledger entries for non-inventory transactions are created in Accounts Payable, and they do not appear on the Purchase Orders G/L Transactions list.

- Default Cost Expense Account Option.

Use the Default Cost Expense Account field on the Integration tab of the Options screen to specify the general ledger account to use with transactions that do not specify a general ledger account.

Purchase Orders creates transactions for the account, for example, when additional costs are expensed on a receipt then, before running Day End Processing, the designated general ledger expense account is deleted. The program also uses the account to contain the discrepancy that can occur in tax amounts when users manually prorate additional costs and change tax information on a receipt or invoice.

Note: You must assign the account before you can run Day End processing. Day End Processing stops and displays an error message if you try to run it before specifying the default cost expense account.

- Expensed Additional Cost Payables Clearing Account.

This is the general ledger account that is used if you choose the option to create G/L entries for

expensed additional costs in Purchase Orders.

If you create G/L entries in P/O, when you process the additional cost, Purchase Orders credits the payables clearing account and debits the expense account during day-end processing (or when you run Create Batch).

When you post the invoice in Accounts Payable, Sage 300 debits the payables clearing account and credits the payables control account.

If you do not choose the option to create G/L entries for non-inventory expenses in Purchase Orders, Sage 300 will generate G/L entries when the invoice is posted in A/P, and this account will only be used for job-related transactions.

Note: For job-related documents, Purchase Orders will **always** create G/L entries for expensed additional costs during posting—whether you select this option or not.

You can change the account number for individual transactions, as needed. You can also change the default account number in the Options screen at any time.

- Non-Inventory Payables Clearing Account.

This is the general ledger account that is used if you choose the option to create G/L entries for non-inventory expenses in Purchase Orders when processing receipts for non-inventory items.

If you create G/L entries in P/O, when you enter the receipt, Purchase Orders credits the payables clearing account and debits the expense account during day-end processing (or when you run Create Batch).

When you post the invoice in Accounts Payable, Sage 300 debits the payables clearing account and credits the payables control account.

If you do not choose the option to create G/L entries for non-inventory expenses in Purchase Orders, Sage 300 will generate G/L entries when the invoice is posted in A/P, and this account will not be used.

Note: You can change the account number for individual transactions, as needed. You can also change the default account number in the Options screen at any time.

- Information to be sent to General Ledger with the transaction. You specify this information on the Transactions tab.

You can select the type of information to include in the following general ledger transaction fields:

- G/L Reference Field
- G/L Entry Description Field
- G/L Detail Description Field
- G/L Detail Comment Field

The Integration tab also displays the day-end number up to which you have created general ledger batches. You can compare this number to the current day end number in the P/O Options screen to make sure you have created all outstanding general ledger transactions.

For more information, see "P/O G/L Integration Screen" (page 323).

Costing Options Affect P/O G/L Integration

If you want to create general ledger transactions automatically, you can create them when you cost inventory items—that is, either during posting or when you run Day End Processing, depending on costing options specified on the I/C Options screen if you are using Inventory Control, or on the P/O Options screen if you are using Purchase Orders as a standalone program.

If you want to create general ledger transactions when you post transactions in Purchase Orders:

- Choose to cost inventory items during posting.
- Select **During Posting** for the Create G/L Transactions option on the P/O G/L Integration screen.

Note: If the program is set to cost items during Day End Processing, choose During Day End Processing, and then change the setting for costing inventory items.

If you want to create general ledger transactions when you run Day End Processing:

- Choose to cost inventory items during Day End Processing.
- Select **During Day End Processing** for the Create G/L Transactions option on the P/O G/L Integration screen.

Note: If the program is set to cost items during posting, choose During Posting, and then change the setting for costing inventory items.

Warning! If you select one these options, you cannot print the G/L Transactions report from Purchase Orders. If you need this information for your audit control, print it from General Ledger. If you do not use General Ledger, you may be able to print it from the general ledger system that you are using.

Consolidating G/L Transactions

If you use the **On Request Using Create Batch Icon** option, you can consolidate G/L transaction details generated from all Purchase Orders transactions for each general ledger account by either:

- Account number and fiscal period, or
- Account number, fiscal period, and source code.

You cannot consolidate general ledger transactions from different Purchase Orders transactions if you do not use the **On Request Using The Create G/L Batch Icon** option. If you create G/L transactions during posting, the program will consolidate only within entries.

Note: If you consolidate transactions across originating entries, you cannot drill down from a transaction in General Ledger to view or print the originating transaction in Purchase Orders. If you want to use drill down, use either Do Not Consolidate or Consolidate Transaction Details by Account.

When to Consolidate

Consolidate transaction details if you do not need a record of all details posted to each general ledger account from Purchase Orders transactions.

Consolidation reduces the amount of information in the general ledger batch and results in a shorter G/L Transactions report. Consolidation also "consolidates" the information in the Reference and Description fields for each transaction.

When Not to Consolidate

If you require detailed general ledger transaction information for your Purchase Orders records, or if you want to be able to drill down from other Sage 300 programs to originating transactions in Purchase orders, use the Do Not Consolidate option.

The Do Not Consolidate option provides complete information in your general ledger transaction batch, but can result in a long G/L Transactions report and a large general ledger batch. However, you can also consolidate transaction details during posting in General Ledger, if you use it.

Descriptions for Consolidated Entries and Details

Consolidation also reduces the information in the Reference and Description fields for each transaction as described in the later section, "G/L Reference and Description."

- The description given to consolidated entries is "Transactions consol. by P/O on <date>."

- The description for consolidated details (if the original descriptions were different) is "Details consol. by P/O." Consolidation will keep the original descriptions if they were the same for all original details.

Changing Your Choices for General Ledger Options

You can change your selections for all the general ledger options in the Purchase Orders G/L Integration screen at any time. Your new choices are used only in the general ledger transactions that are created after you make the change, and do not affect general ledger batches that already exist.

Using Purchase Orders and General Ledger at the Same Site

If you use Sage 300 General Ledger with Purchase Orders, the Purchase Orders general ledger batches are created in General Ledger. To avoid making accidental changes to General Ledger batches created by Purchase Orders, select No Edit for the Edit Imported Entries option in the G/L Options screen.

Changing General Ledger Integration Options

To change General Ledger Integration options:

1. Open **Purchase Orders > P/O Setup > G/L Integration**.
2. On the Integration tab, select options that determine how and when to create transactions for the general ledger.

For help on the fields you can select on the G/L Integration screen, see "P/O G/L Integration Screen" (page 323).

3. On the Transaction tab, select information that will appear for the G/L Detail Comment, G/L Detail Description, G/L Detail Reference, and G/L Entry Description fields for each type of transaction and transaction detail.

The table lists each of the transactions produced by Purchase Orders, and displays the information that is currently included in G/L transactions produced from these P/O transactions.

- a. Double-click the transaction description or transaction detail information that you want to change.
- b. On the G/L Integration Detail screen that appears, select the information that you want to add to the transaction field, and then use the **Include** and **Exclude** buttons to add or remove field information.

Note: You can assign one or more pieces of information (segments) to each G/L transaction field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post the general ledger transactions.

- c. Click **Save** to save the contents of the G/L transaction field.
4. Choose a different field to edit, or click **Close** to return to the Transaction tab.
5. Click **Save** to save changes to the G/L Integration screen.

After changing G/L Integration options

Print the G/L Integration report from the Setup Reports folder to check that the settings were changed correctly.

About Using Purchase Orders With Accounts Receivable

If you use Accounts Receivable with Purchase Orders, you can display and edit customer and ship-to location address information when specifying drop shipments.

When entering a job-related transaction, you also assign the A/R item number for billing the customer to each job-related detail.

About Using Purchase Orders With Accounts Payable

Purchase Orders uses Accounts Payable vendor records to display vendor numbers, names, addresses, tax groups, and terms codes on Purchase Orders transactions. It also enters Accounts Payable vendor payment terms on invoices.

You can add new vendor records to Accounts Payable from the Vendor Number field in Purchase Orders.

A/P Batches Created During Posting or Day-End Processing

When you run Post transactions or run Day End processing (depending on when you cost transactions), the Purchase Orders program creates an Accounts Payable batch containing the invoices, credit notes, and/or debit notes directly in Accounts Payable.

Note: You choose when to cost transactions with the Cost Items During option on the Processing tab of the I/C Options screen.

A/P Batches Posted Automatically or Manually

You can specify in P/O Options when to post A/P batches generated from Purchase Orders Invoices, credit notes and debit notes:

- During Posting or Day End Processing
- On Request Using Create Batch Icon

You can also post the A/P batch using the Post Batches screen in Accounts Payable.

Note: These choices can have a large impact on the speed of processing transactions in Purchase Orders and on the number of A/P batches that Purchase Orders produces.

If you choose to post A/P batches automatically and you cost inventory during transaction posting, Purchase Orders will create and post an A/P batch for each invoice it creates.

If you are processing a large volume of receipts, you should cost inventory during day-end processing or use the Create Batch icon to post A/P batches.

Optional Fields in Accounts Payable Invoices

Depending on your settings for optional fields, Purchase Orders can also pass optional field information with invoices to Accounts Payable if you use the same optional fields for Purchase Orders invoices and Accounts Payable invoices.

About Using Purchase Orders With General Ledger

If you use General Ledger with the same database as Purchase Orders, Purchase Orders displays and validates the General Ledger account numbers you enter.

When the programs are used together, batches of Purchase Orders journal entries are created in General Ledger, either during posting or day-end processing, or when you create them using the Create Batch screen.

On the P/O Options screen, you can choose whether to:

- Create a new General Ledger batch each time you process Purchase Orders transactions.
- Add new transactions to an existing batch.

You also have a Finder of General Ledger accounts on your Purchase Orders account fields.

Depending on your settings for optional fields, Purchase Orders can include optional field information with G/L transactions if you use the same optional fields for Purchase Orders transaction details and General Ledger account details.

You can drill down for General Ledger Transaction History to the originating transaction in Purchase Orders.

About Using Purchase Orders With Inventory Control

If you use Inventory Control:

- Purchase Orders displays item numbers, inventory locations, and price list information from Inventory Control when you enter transactions. If you use the Allow Receipt Of Non-stock Items in Inventory Control, you can also use non-stock items in Purchase Orders transactions.
- Optional field information from inventory items will appear by default in P/O transaction detail lines if you use the same optional fields in both programs.
- Purchase Orders transactions are processed by Day End Processing in Inventory Control.
- You can use the Create POs From I/C screen to create purchase orders from the reorder quantities information entered for items in Inventory Control.

At posting, Purchase Orders transactions affect Inventory Control item quantities as follows:

- Purchase orders increase the item quantities on purchase order in Inventory Control.
- Receipts increase quantities on hand in Inventory Control and decrease quantities on purchase order, if a purchase order is specified on the receipt.
- Returns of items to inventory decrease item quantities on hand in Inventory Control.

During posting or day-end processing (depending on when you do item costing in Inventory Control):

- Item costing information is updated in Inventory Control.
- Statistics and history are updated in both Purchase Orders and Inventory Control (if you keep history and statistics in both programs).

Printing item labels

When you specify a number of labels for inventory items on Purchase Orders receipts, the number is used by the I/C Item Labels screen to determine how many labels to print for each item received. If you change the number of item labels for a detail on a previously posted Purchase Orders receipt and you have not yet printed the labels, the number of labels is updated in Inventory Control.

About Using Purchase Orders With Order Entry

If you use Order Entry with Purchase Orders, you can use the Create POs From O/E screen to create purchase orders from the items on sales order in Order Entry. You can also select Order Entry sales order numbers when entering transactions in Purchase Orders, and print the Shippable Backorders report by order number.

If you use the Allow Receipt Of Non-Stock Items in Inventory Control, you can accept non-stock items from Order Entry and process them on Purchase Orders transactions.

About Using Purchase Orders with Project and Job Costing

If you use Project and Job Costing:

- You can enter job-related transactions in Purchase Orders, where you assign items on requisitions, purchase orders, receipts, returns, credit notes, and debit notes.

Note: You cannot mix job-related details and non-job-related details in the same transaction.

- Job-related transactions affect the committed and actual quantities and costs for jobs in Project and Job Costing.

Generally, only purchase orders and receipts affect the committed and actual quantities and costs in jobs. However, all P/O transactions can affect jobs if your invoices change receipt information, or if you have returns, credit notes, and debit notes.

Invoices for Job-Related Receipts

Do not change a job-related invoice in Accounts Payable if the invoice originated in Purchase Orders. Accounts Payable does not send your changes to Project and Job Costing.

You must process invoice changes in Purchase Orders, or with an Accounts Payable transaction such as an adjustment.

Job-Related Additional Costs

Depending on the cost category, you can calculate overhead or labor burden for the additional cost. Overhead and labor are calculated by Project and Job Costing and passed back to Purchase Orders when you post the receipt.

If job-related additional costs are expensed rather than prorated, you can specify the contract, project, category, cost class, resource, billing type, billing rate (if appropriate), currency, A/R item number, and unit of measure for the additional cost.

About Using P/O with Sage Fixed Assets

Sage 300 provides full integration with Sage Fixed Assets, allowing you to enter asset transactions in Inventory Control, Purchase Orders, Accounts Payable, and Intercompany Transactions.

Sage Fixed Assets Integration lets you:

- In Inventory Control, identify items as financial assets when you withdraw them from inventory for internal use by your company.
- In Purchase Orders, Accounts Payable, and Intercompany Transactions, identify items as financial assets when you purchase them.
- Send asset information to Sage Fixed Assets to set up program assets that you have identified in Sage 300.

<p>Note: Sage Fixed Assets works with Purchase Orders 5.5 and higher.</p>
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Adding Purchase Orders Setup Records

This section describes the records you can add to Purchase Orders to streamline data entry and include additional information you want to keep with Purchase Orders documents. It also describes the additional records you must add if you are setting up Purchase Orders without Sage 300 Inventory Control.

About Importing and Exporting Purchase Orders Setup Records

If you currently have a computerized purchase order system, you may be able to transfer records directly into Sage 300 Purchase Orders by importing them..

You can also export records from another Sage 300 Purchase Orders database, edit them in a spreadsheet or other program to change codes, amounts, and other information, then import them into the new Sage 300 Purchase Orders system you are setting up.

Purchase Orders setup records you can both import and export include:

- Additional cost codes
- Ship-via codes
- Vendor contract costs
- Templates
- E-mail messages
- Optional fields (with Transaction Analysis and Optional Field Creator)
- Account Sets (PO standalone system)
- Items (PO standalone system)
- Vendor details (PO standalone system)
- Weight units of measure (PO standalone system)

You can also import and export requisitions, purchase orders, and receipts. You can export returns, invoices, credit notes, and debit notes.

For additional information about importing and exporting all Purchase Orders records and transactions, see the System Manager Help.

Account Sets

If you do not use Inventory Control, use the P/O Account Sets screen to add and manage account sets in Purchase Orders.

About Setting Up Account Sets

The Account Sets screen is available in Purchase Orders only if you do not use Sage 300 Inventory Control. If you use Inventory Control, you set up account sets using that program.

Account sets are groups of general ledger accounts to which you post Purchase Orders transactions. By defining more than one account set, you can identify transactions for different types of items in your general ledger.

You can use as many account sets as you need for your inventory items. For example, you could use separate account sets for different item categories, for items assembled in different areas, or for items obtained from different suppliers.

When you add an account set, you enter a unique code of up to six characters to identify the set, and a description (for example, Assembled Items). Account set codes can contain letters and numbers.

For each account set, you enter account numbers for the following general ledger accounts:

- **Payables Clearing.** A suspense account to which Purchase Orders posts the "other side" of the accounting entries for items you receive (and for previous receipts you return to suppliers).

Purchase Orders normally generates credit entries to this account for items you receive. Therefore, the account can be thought of as the accrued amount payable for goods received. Purchase Orders debits this account when you enter receipt returns.

As you post the related vendor invoices in Sage 300 Accounts Payable, offsetting journal entries (debits) related to the items purchased are generated against the Payables Clearing account to clear the balance that is left in this account from posting the inventory receipt.

- **Inventory/Expense.** The account that you debit when you receive items and credit when you enter returns.

For more information, see "P/O Account Sets Screen " (page 314).

Adding Account Set Records

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

You add account sets to define a group of general ledger accounts to which to post Purchase Orders transactions (if you use Purchase Orders as a stand-alone system without Inventory Control).

You must add at least one account set to Purchase Orders before you can add item records. If you add more than one account set, you can group items by the account set to which they belong.

To add Account Set records:

1. Open **Purchase Orders > P/O Setup > Account Sets**.
2. In the Account Set Code field, type a code of up to six characters to identify the account set.
3. Type a description for the account set.
4. Type the general ledger account numbers for the payables clearing and inventory/expense accounts that make up the set.

Tip: If you use Sage 300 General Ledger with Purchase Orders, you can use the Finder  icons to select general ledger accounts.

5. Click **Add**.
6. To add another record, click the New  icon beside the Account Set Code field to clear the screen for a new record, and then repeat steps 2 through 5.

Managing Account Set Records

Note: You maintain account sets in Purchase Orders only in a stand-alone system (that is, you do not use Inventory Control).

You can add and delete account set records in your Purchase Orders system, and you can change the description, active status, and general ledger account numbers for an account set at any time.

New general ledger account assignments are used only in transactions you add after the change. Existing transactions in the general ledger batch use the previous account numbers. Make any corrections you need in existing transactions in Sage 300 General Ledger, if you use it, or in your other general ledger.

If you make an account set inactive, you cannot assign it to a new item record. You can post transactions for and make changes to item records that were assigned to the account set before you made it inactive.

You cannot delete an account set that is assigned to an item number. Before deleting an account set, reassign any item numbers that are assigned to the account set to other account sets.

To edit account set records:

1. Open **Purchase Orders > P/O Setup > Account Sets**.
2. In the Account Set Code field, type the code for the record you want to edit, or select it using the Finder or the navigation buttons beside the field.
3. Make the changes you need.
4. Click **Save**.

To delete Account Set records:

1. Open **Purchase Orders > P/O Setup > Account Sets**.
2. In the Account Set Code field, type the code for the record you want to edit, or select it using the Finder or the navigation buttons beside the field.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

You can also use the Delete Inactive Records screen to delete inactive account sets. For more information, see "P/O Delete Inactive Records Screen" (page 278)

Additional Costs

Enter additional cost records for extra costs you are charged by your vendors (such as shipping or handling charges).

About Additional Cost Codes

You can use additional cost codes to identify the extra costs, such as for shipping and handling, that your vendors or carriers charge on the orders they send to you.

When you enter the codes with receipts, invoices, credit notes, or debit notes, the corresponding information is displayed for you to accept or change, as needed.

You can also add additional costs to transactions without using additional cost codes. For more information, see "About Entering Additional Costs on Receipts" (page 129).

Creating Additional Cost Records

You choose the Additional Costs icon from the Setup folder to create records for the additional costs in your Purchase Orders system. Each record includes:

- A unique code of up to six characters to identify the cost.
- An optional description of the cost.
- The vendor number (optional).

Because you can create additional cost records by vendor number, you can set up separate records for the additional costs assessed by particular vendors. When you use one of these additional cost codes with a transaction, the specified vendor number and associated tax group are automatically displayed.

You can also set up additional cost codes without vendor numbers, then use the code for any vendor, entering the vendor number and tax group when using the cost in a transaction.

Tip: If you use multicurrency accounting and you do not assign a vendor number to the cost, you specify the currency in which you pay the cost. You can use the code for all vendors who use the same currency.

If you assign a vendor number to a cost, the vendor's currency is displayed, and you cannot change it.

- The amount of the cost (optional).

If you are creating an additional cost code for a standard charge, you can enter the amount of the charge. When you select the additional cost code for a transaction, the set amount is displayed, but you can change it.

If the additional cost amount varies, you may prefer to leave the amount at zero in the additional cost record, then enter the amount with each transaction that uses the cost.

Note: If you use multicurrency accounting, you type amounts in the currency specified for the cost.

- The method by which you prorate the cost over items on a receipt.

You can choose to:

- Expense the cost separately from the items in the transaction (no proration).
- Prorate the cost to item details by quantity, cost, or weight.

Note: When you prorate a cost by quantity, the program does not convert units of measure to stocking units. For example, if you order 12 boxes and 12 single units of the same item on two separate detail lines, the program prorates additional costs over 24 units, regardless of how many single units are contained in a box.

- Manually calculate and add the costs to the item details in a receipt.

For documents created in version 5.3A or earlier multicurrency ledgers, you can use this method only when the vendor for the transaction uses the functional currency.

- The general ledger expense account to which you post amounts for costs you expense (do not prorate).
- The method you use to reprorate additional costs that were prorated to items that you returned.

Use the Reproration field to specify whether to reallocate costs from items you returned to other items on the same receipt.

You can choose to:

- Leave the additional cost (that was prorated to the returned items) as originally allocated in the receipt.
- Prorate the additional cost from the returned items to the remaining items on the receipt.
- Expense the additional cost that was originally prorated to returned items to a general ledger account you specify in the additional cost record.
- The general ledger account to which you post cost amounts on returns when you expense the costs (that is, you do not prorate them).
- Optional field information if you added fields to the Additional Cost screen.
- The tax authorities and purchase tax classes that apply to the cost, if any.

If the cost is taxable, you specify all the tax authorities and purchase tax classes that apply to the cost, so that Purchase Orders can calculate correct tax amounts for you when you enter transactions for the cost. When you prorate taxable additional costs, the tax amount is added to the additional cost, then the total amount is prorated.

You select from the tax authorities and purchase tax classes you have set up for your company in the Tax Services screens in Common Services.

Adding Additional Cost Records

You add additional cost records to define codes to identify the extra costs you are charged by your vendors (such as shipping or handling charges).

To add additional cost records:

1. Open **Purchase Orders > P/O Setup > Additional Costs**.
2. Fill in the following fields:
 - **Additional Cost.** Type a unique code of up to six characters to identify the additional cost record, and enter a description of the cost.
 - **Vendor Number.** If the cost is regularly charged by a particular vendor, type the vendor number or select it from the Finder. You can also leave this field blank if you want to use the additional cost code for more than one vendor.
 - **Currency.** Select the currency in which you will enter the additional cost.
 - **Amount.** Type the amount of the cost, if known. (If the cost varies, leave the Amount field showing zeroes.)
 - **Proration.** Specify whether to expense the cost or allocate it to items on a receipt.

Select **No Proration** to charge the cost to a general ledger account, or select a proration method (by quantity, weight, cost, or manually).
 - **Expense Account.** If you choose not to prorate the cost, type the number of the general ledger expense account to which you post the additional cost. If you use Sage 300 General Ledger, you can select the account from the Finder.
 - **Return Proration.** If you choose to prorate the cost, specify whether to prorate the cost to remaining items on a receipt when you return items. You can also leave the cost amount in the account it was posted to with the receipt or expense it to another general ledger account.
 - **Return Account.** If you expense the cost on returns, type the general ledger account number to use.
 - Click **Add**.
 - If the additional cost is subject to taxes, specify the tax authorities and associated tax classes that apply. If more than one tax authority applies, press the Insert key on your keyboard to start a new line, after you have completed the tax information for a previous line.
3. To add another record, click the New  button beside the Additional Cost field to clear the screen for a new record, and then repeat steps 2 and 3.

Managing Additional Cost Records

You can edit and delete additional cost records in your Purchase Orders system.

You can edit additional cost records at any time.

You can change all the information, except the additional cost code. To change the code, you first add a new record that uses the code you want, then delete the record for the code you no longer want to use.

You can delete an additional cost only if it is not in use on an incomplete receipt or return.

To edit additional cost records:

1. Open **Purchase Orders > P/O Setup > Additional Costs**.
2. Type the code for the record you want to edit, or select it using the Finder or the navigation buttons beside the Additional Cost Code field.
3. Make the changes you need.
4. Click **Save**.

To delete additional cost records:

1. Open **Purchase Orders > P/O Setup > Additional Costs**.
2. Type the code for the record you want to delete, or select it using the Finder or the navigation buttons beside the Additional Cost Code field.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

E-mail Messages

Create e-mail messages to send with purchase orders and returns.

Creating E-mail Messages

You can e-mail purchase orders and purchase returns directly to vendors that use an e-mail delivery method in the A/P vendor record. When e-mailing the purchase orders and returns, you also specify a pre-defined e-mail message to send along with the e-mailed form.

Note:

Before you can send the forms by e-mail, you must also do the following:

- In Accounts Payable, select an Email delivery method for each vendor that you want to e-mail. (You set the delivery method on the Processing tab of the vendor record in Accounts Payable.)
- Choose Vendor as the Delivery Method on the Print Purchase Orders or Print Returns screen when you print purchase orders or returns.

To create e-mail messages for purchase orders and returns:

1. Open **Purchase Orders > P/O Setup > E-mail Messages**.
2. Create the e-mail message that you want to send to vendors:
 - a. In the **Message Type** field, select **Purchase Order** or **Return** from the list.
 - b. Click the New  button beside the Message ID field.
 - c. In the **Message ID** field, enter a code to identify this message, using up to 16 characters.
 - d. In the **Description** field, enter a description for the message, using up to 60 characters.
 - e. In the **E-mail Subject** field, enter a subject.

Note: You can use e-mail information codes in this field. They will be replaced by the company or document information when the message is sent.

- f. Type your message, using company or document information codes to specify PO or return details.

Note: To identify variable information that you want to include with the message, use information codes preceded by a dollar sign.

3. When you are satisfied with your message, click **Add** or **Save**.

E-mail Message Variables

You can use the following variables in the messages you create to send with e-mailed purchase orders and returns. Purchase Orders replaces the variables in the e-mail messages with information from your Sage 300 database when you send the message.

Orders (PO3020)

Order E-mail Message Variables

Value to Insert	E-mail Message Variable
Company contact	\$COMPANY_CONTACT
Company name	\$COMPANY_NAME
Description	\$DESCRIPTION
Expected receipt date	\$EXPECTED_RECEIPT_DATE

Value to Insert	E-mail Message Variable
Fax number	\$COMPANY_FAX
Purchase order amount	\$PURCHASE_ORDER_AMOUNT
Purchase order date	\$PURCHASE_ORDER_DATE
Purchase order number	\$PURCHASE_ORDER_NUMBER
Telephone number	\$COMPANY_PHONE
Reference	\$REFERENCE
Vendor contact	\$VENDOR_CONTACT
Vendor name	\$VENDOR_NAME
Vendor number	\$VENDOR_NUMBER

Returns (PO3040)

Return E-mail Message Variables

Value to Insert	E-mail Message Variable
Company contact	\$COMPANY_CONTACT
Company name	\$COMPANY_NAME
Description	\$DESCRIPTION
Fax number	\$COMPANY_FAX
Purchase order date	\$PURCHASE_ORDER_DATE
Purchase order number	\$PURCHASE_ORDER_NUMBER
Receipt date	\$RECEIPT_DATE
Reference	\$REFERENCE
Return amount	\$RETURN_AMOUNT
Ship-via description	\$SHIP_VIA_DESCRIPTION

Value to Insert	E-mail Message Variable
Ship-via information	\$SHIP_VIA
Telephone number	\$COMPANY_PHONE
Vendor contact	\$VENDOR_CONTACT
Vendor name	\$VENDOR_NAME
Vendor number	\$VENDOR_NUMBER

Items

If you do not use Inventory Control, use the P/O Items screen to add and manage item records for items that you regularly purchase from your vendors for sale to your customers.

About Setting Up Items

Note: The Items screen is available in Purchase Orders only if you do not use Sage 300 Inventory Control. If you use Inventory Control, you set up items in that program.

Before you can enter inventory transactions, you need to add item records. Item records contain information about items that you regularly purchase from your vendors for sale to your customers.

Note: You must set up account sets before you can add item records to Purchase Orders.

You record the following information for each item that you want to add to your inventory list:

- The number you use to identify the item. Item numbers can be up to 24 characters, and can contain blanks and special characters.
- A description of the item.
- The account set the item uses. (You assign an account set to define the general ledger balance-sheet accounts for the item.)
- (Optional) A commodity number if your company reports a value-added tax (VAT).
- The unit weight (the weight of one stocking unit of the item). The weight must be in the same weight units (such as pounds) that you specified in the Options screen.
- The name of the unit of measure and the conversion factor associated with one stocking unit of the item. (For example, if the unit of measure is "dozen," you type **12**.)
- (Optional) Tax information used to calculate tax amounts, including the taxing authority and tax

classes for purchases and sales of the item.

- Up to 300 characters of additional item information.

For step-by-step instructions on using the Items screen to add, edit, or delete an item record, see "P/O Items Screen" (page 335).

You can import item records into Purchase Orders from non-Sage 300 programs, instead of entering them in the Items screen. For information about importing item records, see "About Importing and Exporting Purchase Orders Setup Records" (page 38).

Adding Item Records

Note: You add item records in Purchase Orders only if you do not use Inventory Control.

To add an item record:

1. Open **Purchase Orders > P/O Setup > Items**.

For more information on the fields on this screen, see "P/O Items Screen" (page 335)

2. In the **Item Number** field, type a number to identify the item.
3. In the adjacent field, enter a description of the item.
4. On the Items tab, enter the following information:
 - The general ledger account set you want to assign to the item. (Type or use the Finder to select the account)
 - If your company reports a value added tax (VAT), the commodity number for the item.
 - The weight for one unit of the item. (The weight you enter should be in terms of the Weight Unit Of Measure you entered on the Processing tab of the P/O Options screen.)
 - Purchase Orders lets you use up to four additional fields to include descriptive information for the item. You can use up to 75 characters in each of the four fields.
5. On the Units tab, add units of measure, as follows:
 - a. Click the table, press the Insert key, and then enter the following information:
 - i. The name for the unit of measure (for example: dozen, gallon, ton).
 - ii. The conversion factor (the number of stocking units for the unit of measure). For example, if the unit of measure is "dozen," you type 12. You must enter the unit of measure you intend to use for the stocking unit before you can save the record. The conversion factor for the stocking unit must be 1 (one).

6. On the Taxes tab:
 - a. Use the Finder to select the taxing authorities you want to assign to the item. (You define taxing authorities in the Tax Services folder of Common Services.)
 - b. Type or select the numbers of the tax classes you want to assign to the item for purchases for each selected tax authority.
7. On the Optional Fields tab (if it is available):
 - a. Click the first column heading to display the Optional Field Finder, and then select the fields you want to add to this item (if the item fields are not automatically inserted).
 - b. Enter the information for the field in the third column.
8. Click **Add**.
9. Repeat steps 2 through 8 for each item you want to add.

Managing Item Records

Note: You can edit or delete item records in Purchase Orders only if you do not use Inventory Control.

You can change most of the information in an item record at any time.

Note:

You cannot:

- Directly change an item number. You must first create a new item record with the new number, copy the item information to the new record, then delete the old item record.
- Assign an item to an inactive account set.

The changes have no effect on current transactions. You will see the changes the next time you select the item in a new transaction.

We do not recommend that you change the account set assigned to an item record for which you have posted transactions. Purchase Orders warns you if you attempt to change an item's account set while there are posted transactions for the item for which Day End Processing has not been run.

Once you make an item inactive, you cannot use it in transactions (except for purchase order returns) unless you make it active again.

Before You Start

- Before you can delete an item record, you must have completed all receipts involving the item

and, if you posted any transactions for the item since the last day-end processing, you must run day-end processing.

To edit item records:

1. Open **Purchase Orders > P/O Setup > Items**.
2. Type the code for the item record you want to edit or select it using the Finder or the navigation buttons next to the field.
3. Make the changes you need.
4. Click **Save**.

To delete Item records:

1. Open **Purchase Orders > P/O Setup > Items**.
2. Type the item number for the item you want to delete, or select it using the Finder or the navigation buttons beside the field.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

Tip: You can also use the Delete Inactive Records screen to delete inactive item records. For more information, see "P/O Delete Inactive Records Screen" (page 278).

Optional Fields

If you use Sage 300 Transaction Analysis and Optional Field Creator, you can add optional fields to records, transactions, and transaction details.

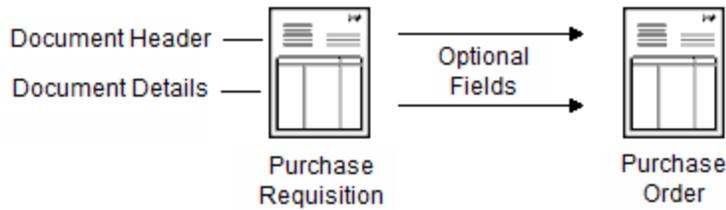
About Optional Fields

Purchase Orders supports Transaction Analysis and Optional Field Creator, a separately licensed package that you can use with any edition of Sage 300.

Optional fields provide exceptional flexibility to customize your Purchase Orders system. You can use an unlimited number of optional fields to store additional information with your purchase orders transactions (such as requisitions, purchase orders, receipts, and invoices).

Note: Like all other Sage 300 modules, Purchase Orders lets you add optional fields to transaction documents and to each detail line of a transaction. It also lets you pass optional field information through the complete transaction cycle—from purchase requisitions, to purchase orders, to receipts, to invoices, and even to downstream ledgers like Accounts Payable and General Ledger.

Optional field information can originate with vendor and item records, and flow through requisitions, purchase orders, receipts and invoices.



Optional Field Information Flow

When you create invoices or general ledger transactions in Purchase Orders, the program passes the optional field values used in the transactions to Accounts Payable and to General Ledger if the optional fields in Purchase Orders are the same as the optional fields assigned in those programs.

Optional field information even appears in the General Ledger journal entries for Purchase Orders accounts, as well as in the Transaction Details Optional Fields report.

And, if the optional fields that you assign to Purchase Orders documents match the optional fields used for Accounts Payable vendors and Inventory Control items, the information entered in those programs appear as default entries on transactions that you add in Purchase Orders..

If you use Sage 300 Project and Job Costing, you can also specify whether optional field information for job-related transactions will be passed to Project and Job Costing (as an external cost transaction).

- **Optional fields that flow to A/P.**

Invoice/credit note/debit note header and detail optional fields if the optional fields assigned to Accounts Payable invoices match the optional fields assigned to Purchase Orders invoices and credit/debit notes.

- **Optional fields that flow directly to G/L** The following optional field information can be passed to General Ledger directly from Purchase Orders:

- Invoice/credit note/debit note detail optional fields if the transaction optional fields assigned to G/L accounts match the optional fields assigned to P/O invoice and credit/debit note details.
- Receipt and return detail optional fields if the transaction optional fields assigned to G/L accounts match the optional fields assigned to P/O receipt and return details.

Generated Transactions Use Optional Fields

Purchase orders that are generated from requisitions, from low stock levels in Inventory Control, and from backorders in Order Entry, also include optional fields.

If you want information from I/C item optional fields to appear with Purchase Orders transactions, assign the same optional fields to P/O transaction details as those assigned to item records in Inventory Control.

If you want optional field information to flow from requisitions, to purchase orders, to receipts, and so on, assign the same optional fields to each P/O transaction and transaction detail .

For more information, see "About Setting Up Optional Fields" (page 53).

About Setting Up Optional Fields

Note: You can set up and use optional fields only if you use Transaction Analysis and Optional Field Creator.

Setting up optional fields is a two-step process. You must:

1. Set up system-wide optional fields in Common Services.

Before you can use optional fields in Purchase Orders, you must define optional fields for your Sage 300 system using the Optional Fields screen in Common Services.

2. Set up optional fields for use with Purchase Orders transactions and records.

You use the Optional Fields screen in the P/O Setup folder to assign optional fields to:

- Requisitions, purchase orders, receipts, invoices, returns, and credit/debit notes.
- Requisition, purchase order, receipt, invoice, return, and credit/debit note transaction details.
- Additional costs and receipt additional costs.
- Receipt additional cost details, invoice additional cost details, and credit/debit note additional cost details.
- Item records defined in Purchase Orders (if you are not using Inventory Control).

Important! Make sure that you use the same optional fields for invoices in Accounts Payable and for general ledger accounts in the General Ledger program in order to pass information between programs. For more information about how optional fields flow from one module to another in Sage 300, see "About Optional Fields" (page 51).

After setting up optional fields in Purchase Orders, you can use them in Purchase Orders records and transactions.

Optional Field Settings

You specify the following settings for each optional field you set up in Purchase Orders:

- A default value (depending on the type of field).

Note:

If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services. (If the optional field allows blanks, you can leave the default value field blank.)

If the optional field does not use validation, you can select a value from the list (if any were assigned in Common Services), leave the field blank, or enter any value that is consistent with the type of field (yes/no, text, number, date, amount, and so on) and does not exceed the maximum number of characters permitted for the optional field.

- Whether the optional field will be automatically inserted in new records or transactions.
- Which optional fields will be passed to other Sage 300 modules, and which will be included in transactions that are passed to General Ledger for posting to G/L accounts.

Unless you restrict the fields that are passed to other modules, all optional fields in Purchase Orders that match optional fields in Accounts Payable and in General Ledger accounts are passed those modules.

Example: When setting up invoice detail optional fields, you click the Settings button, and then choose the types of G/L accounts that receive optional field information from invoice details, and the details in Accounts Payable invoices that will receive optional field information.

Note: The Settings button is available only for transactions that are sent to another Sage 300 program. For example, invoices are sent to Accounts Payable, but requisitions are used only in the Purchase Orders program.

Creating Validation Tables for Optional Fields

You can create a list of permitted entries for each field you add to a screen, using the Optional Tables screen in Common Services.

For information about creating optional tables, see the System Manager Help.

Adding Optional Fields to Purchase Orders that Use Datapipes

You can add optional field information to the purchase order forms that come with the program by:

- Setting datapipe query parameters in the PORPT.INI file, so that the datapipe will process optional fields.

The purchase orders datapipe allows you to extract fields from the following database tables:

- APVENO (optional fields for Accounts Payable vendors).
- POPORHO (optional fields for purchase order headers).
- ICITEMO (optional fields for inventory items).
- POPORLO (optional fields for purchase order details).

The purchase orders datapipe identifies the various types of details that it prints by parameters in PORPT.INI and by different LNTYPE codes.

LNTYPE is a field in the datapipe record provided to the Crystal report. For more information, see "About Detail LNTYPE Codes" (page 70).

All optional fields are initially turned off in PORPT.INI.

- Using SAP Crystal Reports® for Sage 300 to add the optional fields to a detail section in the report form.

Purchase Orders comes with four standard purchase orders formats:

- Two formats use datapipes (POPOR01.rpt and POPOR02.rpt).

Note: Datapipes are programs that extract and organize data to increase the efficiency of particular reports.

- Two formats read data directly from the Sage 300 database (POPOR03.rpt and POPOR04.rpt).

To set the datapipe query parameters for printing purchase orders:

1. In your Sage 300 program folder, locate the PORPT.INI file in the PO folder, and then open it in text editing software.
2. Search for POPOPRN.DLL for POPOR01.RPT or POPOR02.RPT.
3. To include optional field information, set the following parameters to **1**:
 - Parameter 15 (vendor optional fields)
 - Parameter 16 (header optional fields)
 - Parameter 17 (item optional fields)
 - Parameter 18 (detail optional fields)

Note: If the information is *not* required on the forms, set the parameter to **0**.

4. Save, and then close the file.
5. Restart Sage 300.

After setting the datapipe query parameters

Use SAP Crystal Reports® for Sage 300 to edit the POPOR01.RPT or POPOR02.RPT to use the optional fields.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Setting Up Optional Fields

Note: You must install Transaction Analysis and Optional Field Creator before you can use optional fields.

You add optional field records to define additional information to keep with Purchase Orders transactions and transaction details.

You must use the same optional fields for transactions in Purchase Orders, Accounts Payable, and General Ledger if you want to pass optional field information from Purchase Orders transactions to Accounts Payable when you create A/P invoice batches and to General Ledger when you create batches for G/L transactions.

Similarly, you must define the same fields for transaction details as you define for additional costs and item records if you want information from costs and items to appear by default in transactions. (Items are used only if you do not have Sage 300 Inventory Control.)

For more overview information, see "About Optional Fields" (page 51) and "About Entering Optional Data on Transactions" (page 149).

Before You Start

- Determine which optional fields you need in Purchase Orders.
- Decide which optional field information you want to pass to other ledgers with item records and with G/L transactions to the general ledger.
- If the optional fields you need have not been added to Sage 300, use the Optional Fields screen in Common Services to add them.

To set up optional fields Purchase Orders transactions and transactions details:

1. Open **Purchase Orders > P/O Setup > Optional Fields**.

For more information, see "P/O Optional Fields Screen " (page 340).

2. From the **Optional Fields For** list, select a transaction type.

3. Click in the optional field entry table, and then press the Insert key to start a new line.
4. Enter information for each optional field you are adding to the record, transaction, or transaction detail, as follows:

- a. In the **Optional Field** column, click the Finder  or press F5, and then select an optional field from the Finder list.

Tip: For optional field information to flow through all transactions in the purchasing process, you must add the same fields to each record. For the information to flow to Accounts Payable and General Ledger, also, you must use identical optional fields for transactions and transaction details in Purchase Orders and in Accounts Payable as you use for accounts and transaction details in General Ledger.

- b. To set a default value for the optional field:
- c. Double-click in the **Value Set** column to change it to Yes.

The Value Set field alerts the data entry clerk that a seemingly blank optional field actually has an entry. By looking at the Value field, you cannot tell whether it has a “blank” default value or no value at all.

- d. Type or select the value to appear as the default for each optional field.

If the optional field you selected requires validation, you must select a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can leave the default value field blank.

If the optional field does not use validation, you select a value that is defined for the optional field in Common Services or leave the field blank.

Note: The entry must be consistent with the type of field (text, number, date, amount, and so on) and must not exceed the number of characters specified for the optional field. In a Yes/No field, you can enter only Yes or No.

- e. To make the optional field mandatory, double-click in the **Required** column.

During data entry, if an optional field is required, but does not have a default value, you must fill in the field before you can proceed. If the optional field has a default value, you can accept the value that appears, or assign a different one.

- f. If you want the optional field and its default value to appear automatically in new records and transactions, select **Yes** in the Auto Insert column.

Note: If the field is a required field, the Auto Insert field changes to Yes.

- g. Click the **Settings** button, if is available, and then specify which optional fields to send to other Sage 300 subledgers and which to include in transactions sent to General Ledger.

Tip: Send to General Ledger only optional fields that are used for financial analysis, and only to the accounts where they are required. For more information, see "P/O Optional Fields Screen " (page 340).

- h. Click **Save**.

After adding optional fields to P/O

- Use the Optional Fields screen in General Ledger to add optional fields to G/L transaction details, if you are passing optional fields from P/O transaction details to G/L.
- Use the Optional Fields screen in Inventory Control if you want to add optional fields associated with I/C items to transaction details.

Ship-Via Codes

Set up ship-via codes to identify the shipping methods or carriers you use to deliver your orders from vendors.

About Setting Up Ship-Via Codes

If you regularly use particular carriers or shipping methods when receiving items into stock, you can set up a code to identify each method. You then type the code on purchase orders, instead of typing in the information each time.

In the record for each ship-via code, you can type the name, address, and phone numbers of the carrier, as well as the name of a contact person or position to call if there is a problem with a delivery. You can also enter a comment of up to 80 characters.

You do not have to use ship-via codes. Instead, you can type a description of the shipping method, using up to 60 characters, on each transaction you enter. You can also omit shipping information from transactions altogether.

To add ship-via records, choose the Ship-Via screen from the Setup folder.

Adding Ship-Via Records

You can add records for each carrier you use to deliver your orders from vendors.

To add a ship-via record:

1. Open **Purchase Orders > P/O Setup > Ship-Via Codes**.
2. In the **Ship-Via Code** field, type a unique code of up to six characters to identify the ship-via record.
3. Press Tab, and then enter a description for the code.
4. Type the address, telephone and fax numbers, and contact name.
5. Type a comment of up to 80 characters, if desired.
6. Click **Add**.
7. To add another record, click the New  icon beside the Ship-Via Code field to clear the screen for a new record.

Managing Ship-Via Records

You can edit or delete Ship-Via Codes in your Purchase Order system at any time.

Note: You cannot delete ship-via records that are entered on incomplete requisitions, purchase orders, receipts, or returns.

To edit Ship-Via records:

1. Open **Purchase Orders > P/O Setup > Ship-Via Codes**.
2. Type the code for the record you want to edit, or select it from the Finder beside the Ship-Via Code field.
3. Make the changes you need.
4. Click **Save**.

To delete Ship-Via records:

1. Open **Purchase Orders > P/O Setup > Ship-Via Codes**.
2. Type the code for the record you want to delete, or select it using the Finder or the navigation buttons beside the Ship-Via Code field.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

Templates

Speed up and simplify transaction entry in Purchase Orders by setting up templates that specify default settings for new transactions.

About Templates

A template is a set of default information for transaction headers (the information that applies to all transaction details such as transaction date, vendor, FOB point, description, and reference).

You use templates to automatically fill in fields in the Requisition Entry, Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry screens with the information and selections you use most often, so you do not have to retype standard information every time you add a transaction.

Note: Templates are optional. You can enter transactions without using templates.

Purchase Orders templates let you speed up and simplify transaction entry by providing default settings which appear when you start a new transaction.

You can specify the following information for each template that you define:

- Purchase order type
- FOB point
- On hold
- Ship-to and bill-to locations (if you use Inventory Control)
- Description
- Reference
- Comment
- Ship-via code
- Tax group
- Terms

You must specify the purchase order type and tax group in a template; the other information is optional.

Note: The information in a number of the template fields can also come from other records.

Example: The On Hold, Terms, and Tax Group fields are also in the vendor records.

If you want to use templates, use the Templates screen, selected from the P/O Setup folder, to define them.

You must specify the purchase order type (Active, Standing, Future, Blanket) and the tax group for each template. You can also select codes for the shipping and billing locations (if you use Inventory

Control), shipping method, and payment terms you want to use. You can type an FOB point, 60-character description, 60-character reference, and comment of up to 250 characters.

After setting up your templates, you can specify a default template code on the P/O Options screen. This template then provides the initial settings for every transaction you enter.

You can change the default settings in a transaction by entering a vendor number that uses a different tax group or terms code from the default template, or by selecting another template code that uses different settings. You can also change any of the individual settings provided by a template.

Note: In multicurrency systems, you can change a transaction's template only to another template with a tax group that uses the vendor's currency.

Assigning a Default Template Code

After setting up templates, use the Default Template Code option to specify a default template that contains the general information that you want to appear on transaction-entry screens when you start entering a new requisition, purchase order, or other type of transaction.

This option can help you speed up data entry by automatically inserting the information you use most often when entering these types of documents.

Default templates. You can specify a default template on the P/O Options screen to have a standard set of default vendor and purchase order settings appear for each new transaction you create.

Changing templates and vendors. The default template provides initial settings, but these are overridden by settings from the vendor record— and from another template if you choose another one after selecting the vendor.

Vendor tax group and terms. Templates override a vendor's tax group and terms. When you select a new template code, the vendor's tax group and terms will be changed consistent with the new template code.

Adding Templates

Add templates that contain default header and vendor information to use in transactions.

You use the templates to automatically fill in fields in the transaction-entry screens with the information and selections you use most often, so you do not have to enter the information every time you add a transaction.

To add templates:

1. Open **Purchase Orders > P/O Setup > Templates**.
2. Type a unique code of up to six characters to identify the template.

3. Type information and make selections, as needed, to define the template.

Note: You must specify a tax group and terms code for each template.

4. Click **Add**.
5. To add another template, click the New  icon beside the Template Code field, and then repeat steps 2 through 4 for each template you want to add.

Managing Templates

You can edit or delete templates from your Purchase Order system at any time. However, you cannot delete the default template (selected in the P/O Options screen).

You can change everything in template records except the identifying code. To change the code, you first add a template with the code you want to use, then delete the template with the code you do not want.

Transactions that existed before you change the template are not affected by your editing.

Note: In multicurrency ledgers, you can assign a template only to a vendor that uses the same currency as the specified tax group.

To edit templates:

1. Open **Purchase Orders > P/O Setup > Templates**.
2. Type the code for the record you want to edit, or select it from the Finder beside the Template field.
3. Make the changes you need.
4. Click **Save**.

To delete templates:

1. Open **Purchase Orders > P/O Setup > Templates**.
2. Type the code for the record you want to delete, or select it using the Finder or the navigation buttons beside the Template field.
3. Click **Delete**.
4. If a message appears asking you to confirm the deletion, click **Yes**.

Vendor Details

If you do not use Inventory Control, use the P/O Vendor Details screen to record the vendors and costs for each item you purchase.

About Vendor Details

Note: The Vendor Details screen is available in Purchase Orders only if you do not use Sage 300 Inventory Control. If you use Inventory Control, you set up vendor details in that program.

You use the Vendor Details screen to link each item record to up to nine vendors. You also use this screen to record details about each vendor and the costs for the item.

When a vendor is linked to an item record, you can select the vendor's item number as you enter item details on requisitions and purchase orders. Purchase Orders fills in the cost of the item for you, and prints the vendor's item number, rather than your company's item number, on the purchase order.

You normally assign vendors to an item record in order of priority. For example, if you buy the same item from more than one vendor, you would assign Vendor 1 to the vendor you use most often.

For step-by-step instructions on using the Vendor Details screen to add, edit, or delete a vendor details record, see "P/O Vendor Details Screen " (page 369).

Note: Before you can add vendor detail records, you need to add item records in Purchase Orders and add the vendor records in Accounts Payable.

Adding Vendor Details

Note: You add vendor details in Purchase Orders only if you do not use Inventory Control.

You add vendor details in a stand-alone Purchase Orders system to:

- Record the vendors and costs for each item you purchase.
- Establish the order of priority of your suppliers, if you buy the same item from more than one vendor.

To add vendor details for items:

1. Open **Purchase Orders > P/O Setup > Vendor Details**.
2. In the **Item Number** field, type the item number or select it using the Finder or the navigation buttons beside the field.
3. Fill in or edit the details for each vendor.

4. To add another vendor to the same item, press the Insert key.

The program automatically assigns the next highest priority number (Type) to the vendor, but you can change this to any value between 1 and 9 not already assigned to a vendor. Fill in or edit the fields as before.

5. Click **Save**.

Managing Vendor Details

Note: You maintain vendor details in Purchase Orders only if you do not use Inventory Control).

You can edit or delete vendor details at any time. The changes have no effect on current transactions. You will see the changes the next time you select the item in a new transaction.

Tip: You can change any of the details for a vendor except the vendor's currency, if the vendor is set up in Accounts Payable.

To edit vendor detail records:

1. Open **Purchase Orders > P/O Setup > Vendor Details**.
2. Type the item number for the record you want to edit, use the Finder to choose an item from the list, or use the navigation buttons to move through the list.
3. Make the changes you need.
4. When finished, click **Save**.

To delete vendor detail records:

1. Open **Purchase Orders > P/O Setup > Vendor Details**.
2. Type an item number in the Item Number field, use the Finder to choose an item from the list, or use the navigation buttons to move through the list of items.
3. Select a vendor record from the list of vendors.
4. Click **Delete**.
5. Click **Yes** if you are asked to confirm the deletion.

Vendor Contract Costs

Use the P/O Vendor Contract Costs screen to enter costs for items you purchase, based on which vendor you purchase them from.

Managing Vendor Contract Costs

You can edit or delete vendor contract costs in Purchase Orders at any time. Your changes have no effect on current transactions. You see the changes the next time you select the item in a new transaction.

To edit vendor contract costs:

1. Open **Purchase Orders > P/O Setup > Vendor Contract Costs**.
2. Choose to edit costs by vendor number or item number.
3. Enter or select the number of the vendor or item that you want to edit.
4. Double-click the line containing the costs that you want to edit.
5. Press F1 again for help on editing item cost details when the Vendor Contract Costs screen appears.
6. Click **Save**.

To delete vendor contract costs:

1. Open **Purchase Orders > P/O Setup > Vendor Contract Costs**.
2. Choose to delete costs by vendor number or item number.
3. Enter or select the number of the vendor or item that you want to delete.
4. Click (select) the line containing the costs that you want to delete.

Note: Double-click the line to review cost details before deleting.

5. Click **Delete**.
6. Click **Yes** if you are asked to confirm the deletion.

Setting Up Vendor Contract Costs

Add Vendor Contract Costs records to assign vendor prices to your inventory items.

Vendor contract costs appear as defaults when you add purchase orders, receipts, invoices, returns, and credit/debit notes. If no contract cost exists for an item and vendor, Purchase Orders displays the default item cost specified in the P/O Options screen.

Tip: You can view all vendors' contract costs in the Unit Cost item Finder in the Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry screens.

To add vendor contract costs:

1. Open **Purchase Orders > P/O Setup > Vendor Contract Costs**.
2. Click **New** to start adding vendor contract costs.

Tip: If reviewing costs, choose whether to view costs for an item number or a vendor.

3. On the P/O Vendor Contract Costs screen that appears next, enter the vendor number for which you want to set up contract costs, or select it using the Finder.
4. Select the first item number for which you want to enter costs.
5. Fill in the cost, discount, and tax information for the item.
6. When you have finished adding contract cost information, click **Add**.

Designing Formats for Purchase Orders Reports and Forms

Purchase Orders comes with several formats for printing purchase orders forms (requisitions, returns, mailing labels, and receiving slips), analytical reports, and setup reports. You can use these formats "as is" or, if you use SAP Crystal Reports® for Sage 300, you can customize these formats or design your own.

About SAP Crystal Reports

All reports in Purchase Orders use SAP Crystal Reports®, and have the file extension RPT.

You can:

- Modify any report using SAP Crystal Reports® for Sage 300.
- View previous tabs in the Print Preview screen without having to restart the report.
- Attach reports to an e-mail using the E-mail print destination in System Manager.
- Export reports (for the Print Preview screen) to a large number of formats, including:
 - Comma-Separated Values (CSV)
 - Data Interchange Format
 - Excel 2.1, 3.0, 4.1, and 5.0
 - HTML
 - Lotus 1-2-3
 - ODBC

- Text
- Paginated test
- Columnar text
- Rich Text Format (RTF)
- Word for Windows
- Lotus Notes
- Microsoft Mail

Modifying Forms

To modify or create forms or reports, you must install SAP Crystal Reports® for Sage 300.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

About Purchase Orders Forms

Purchase Orders provides standard report formats for printing copies of Purchase Orders transactions. You can use these report forms "as is," or you can customize them to suit your own needs using SAP Crystal Reports® for Sage 300. For more information, see "About SAP Crystal Reports" (page 66).

You can print forms immediately after posting Purchase Orders transactions, or you can print a range of these documents at any time.

Purchase Orders

You can print purchase orders immediately after posting, or at any time using the P/O Purchase Orders screen.

- To print a purchase order after posting, select **Yes** to print the purchase order after posting. For more information, see "Printing a Purchase Order Immediately After Posting" (page 229).
- To print a range of purchase orders, open the P/O Purchase Orders screen and fill in the range of purchase orders you want to print before they are cleared from Purchase Orders. For more information, see "Printing Purchase Orders" (page 227).

Requisitions

You can print requisitions immediately after posting, or at any time using the P/O Requisitions screen.

- To print a requisition after posting, select **Yes** to print the requisition after posting. For more information, see "Printing a Requisition Immediately After Posting" (page 232).
- To print a range of requisitions, open the P/O Requisitions screen and fill in the range of requisitions you want to print before they are cleared from Purchase Orders. For more information, see "Printing Requisitions" (page 231).

Receiving Slips

You can print receiving slips immediately after posting, or at any time using the P/O Receiving Slips screen.

For more information, see "Printing Receiving Slips" (page 224).

Mailing Labels

You can print mailing labels at any time using the P/O Mailing Labels screen.

For more information, see "Printing Mailing Labels" (page 223).

Returns

You can print returns immediately after posting, or at any time using the P/O Returns screen.

- To print a return after posting, select **Yes** to print the return after posting. For more information, see "Printing a Return Immediately After Posting" (page 236).
- To print a range of returns, open the P/O Returns screen and fill in the range of returns you want to print before they are cleared from Purchase Orders. For more information, see "Printing Returns" (page 234).

Printing and E-mailing Forms

- **Mailing labels.** For more information, see "P/O Mailing Labels Screen" (page 257).
- **Purchase orders.** For more information, see "P/O Purchase Orders Screen" (page 267).
- **Receiving slips.** For more information, see "P/O Receiving Slips Screen" (page 259).
- **Requisitions.** For more information, see "P/O Requisitions Screen" (page 262).
- **Returns.** For more information, see "P/O Returns Screen" (page 264).

Sending Purchase Orders and Returns by E-mail

If you want to e-mail purchase orders and returns to vendors, you use the E-mail Messages screen in the P/O Setup folder to create the e-mail messages that you want to send to vendors.

For each vendor that you want to email, you must select an Email delivery method on the Processing tab of the vendor record in Accounts Payable.

You use the same icons in the P/O Forms folder to print forms or send e-mail messages to vendors.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Sample Formats for Printed Forms

Sage 300 Purchase Orders includes sample formats you may be able to use with your laser or ink-jet printer "as is" or adapt to print on the forms you use for purchase orders, requisitions, receiving slips, returns, and mailing labels.

The files containing the formats include:

Form	Printing On Plain Paper	Printing On Preprinted Forms
Requisitions	PORQN01	PORQN02
Purchase Orders	POPOR01 POPOR04	POPOR02 POPOR05
Receiving Slips	PORCP01 PORCP03	PORCP02 PORCP04
Returns	PORET01	PORET02
Mailing Labels	POLABEL	n/a

If possible, you should design the formats you want to use and test them with the sample data before you begin entering transactions in your new Purchase Orders system.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

The Purchase Orders program also lets you email purchase orders and purchase order returns to vendors.

If you want to email purchase orders and returns to vendors, you use the E-mail Messages screen in the P/O Setup folder to create the email messages that you want to send to vendors.

For each vendor that you want to email, you must select an Email delivery method on the Processing tab of the vendor record in Accounts Payable.

About Detail LNTYPE Codes

Each detail type associated with a purchase order is identified by a particular line type code. The standard SAP Crystal Reports® purchase order forms shipped with Purchase Orders use a suppression formula to select the type of detail appearing in each detail section.

For example, the suppression formula **LNTYPE <> 1** prints purchase order header optional fields, but you could refine the formula to print only a single optional field.

The purchase orders datapipe provides six different detail line types:

- 0—Accounts Payable vendor optional fields
- 1—Purchase order header optional fields
- 2—Normal purchase order details
- 3—Inventory Control item optional fields
- 4—Purchase order detail optional fields
- 5—Comments / instructions

Datapipe Report Parameters for Purchase Order Forms

A "datapipe" is a dynamic link library (DLL) program that performs database queries for reports or forms.

Because datapipes are compiled and optimized for specific reports, they can provide significant performance advantages over reports that use standard database access techniques (ODBC access).

The disadvantage of datapipes is that they provide access to a fixed group of fields. You cannot customize a datapiped report as much as you can customize non-datapiped one.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

You can include detail comments and instructions, item information, and/or vendor information (such as website and e-mail addresses, and vendor optional fields) on the purchase order forms. For more information about editing datapiped forms, see "Editing Datapiped Purchase Order Forms" (page 71)

Editing Datapiped Purchase Order Forms

Purchase Orders includes both "datapiped" and "non-datapiped" purchase order forms. You may be able to print these templates "as is," or you can use SAP Crystal Reports® to change the layout to suit your needs (or to create your own forms).

You can also include detail comments and instructions, item information, and/or vendor information (such as Web site and e-mail addresses, and vendor optional fields) on the purchase order forms. To do so, you set certain parameters in the PORPT.INI datapipe query to 1. (If the information is not required on the forms, set the parameter to 0.)

To edit datapiped purchase order forms:

1. In your Sage 300 program folder, locate the PORPT.INI file, and then open it in text editing software.
2. To include detail comments and instructions, item information, and/or vendor information, set the following parameters to 1:
 - Parameter 12 (comments and instructions)
 - Parameter 13 (item information)
 - Parameter 14 (vendor information)
 - Parameter 15 (vendor optional fields)
 - Parameter 16 (header optional fields)
 - Parameter 17 (item optional fields)
 - Parameter 18 (detail optional fields)

Note: If the information is <i>not</i> required on the forms, set the parameter to 0.
--

3. Save, and then close the file.
4. Restart Sage 300.

Using Non-datapiped Purchase Order Forms

Purchase Orders includes both "datapiped" and "non-datapiped" purchase order forms. You may be able to print these templates "as is," or you can use SAP Crystal Reports® for Sage 300 to change the layout to suit your needs (or to create your own forms).

To use non-datapiped purchase order forms, you must edit the PORPT.INI file. For more information, see Sage Knowledgebase article [21367](#).

Adding Purchase Orders Statistics and History

If you want to add purchase statistics for prior fiscal periods from your old purchase orders system, you should do so before you add any new purchase orders and requisitions. Purchase Orders automatically creates statistical data from the transactions you post after setting up if you use the Accumulate Statistics option.

About Adding Purchase Statistics

If you set up Purchase Orders partway through a fiscal year, you may want to add statistical data for the year to date and previous years. You should add statistics that you want to view online or print on reports.

To add statistical information during setup or to edit it later, you must first select the **Accumulate Statistics** and **Allow Edit Of Statistics** options on the P/O Options screen.

Keeping Purchase History and Statistics

Depending on the options you select for keeping purchase history and statistics, Purchase Orders automatically updates statistical information with every transaction that you post. The program keeps this data until you clear it using the Clear History screen.

Entering Statistics from Your Previous Purchase Orders System

If you select the **Accumulate Statistics** option, Purchase Orders creates statistics for each transaction you post.

If you also select the **Allow Edit Of Statistics** option, you can manually enter statistics from prior periods in your old purchase order system when you are setting up your new Purchase Orders system.

You use the Purchase Statistics screen to add the data to your Purchase Orders system, and to look at the data online or print the data on the Purchase Statistics report. For more information, see "P/O Purchase Statistics Screen" (page 379).

For each period, you can enter:

- Number of purchase orders, receipts, invoices, and credit notes and debit notes.
- Net quantity purchased and net purchase amount.
- Net invoice amount.
- Average invoice, credit note, and debit note amounts.

- Largest and smallest invoice, credit note, and debit note amounts, and the vendors who issued them.

Important! Do not add the same statistics twice. If you post opening and year-to-date transactions to set up your new Purchase Orders system, Purchase Orders will also create statistics for these transactions and periods (if you use the Accumulate Statistics option). If you are also adding statistical data you want to keep in Purchase Orders, be careful not to duplicate statistics that the program has already created for you.

For more information about the historical information you can keep in Purchase Orders, see "About Accumulating Statistics" (page 14).

Adding and Managing Statistics

Before You Start

- Select the options to **Accumulate Statistics** and **Allow Edit Of Statistics** on the P/O Options screen.
- Select the type of year and period to accumulate statistics by on the P/O Options screen.

To create or manage statistics:

1. Open **Purchase Orders > P/O Statistics and Inquiries > Purchase Statistics**.
2. Choose the year and period for which to add or edit statistics, and the currency in which you will enter amounts (multicurrency ledgers only).
3. Add or edit statistical information in the Purchases group or the Invoices And Credit Notes group.

If the screen does not let you enter data, close the screen and any Purchase Orders screens that are open for the company, then select the **Allow Edit Of Statistics** option on the P/O Options screen and save the change to the screen.

Note: You can save changes to the P/O Options screen only when no Purchase Orders screens are open for the company on your computer or on any other workstations, if you are working on a network.

4. When finished adding the statistics for a period, click the **Add** button. (The button name then changes to "Save.") When finished editing statistics for a period, choose the **Save** button.

Deleting Purchase Statistics

To delete statistics:

1. Open **Purchase Orders > P/O Statistics and Inquiries > Purchase Statistics**.
2. Choose the year and period for which to delete statistics, and select the currency in which to display amounts (multicurrency ledgers only).
3. Click **Delete**.

If you see a message asking you to confirm that you want to delete the statistics, click **Yes**.

Chapter 2: Entering and Posting Purchase Orders Transactions

Use Purchase Orders transaction entry screens to process requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes.

About Transaction Processing in Purchase Orders

This article describes how posting, day-end processing, and audit trails relate to transaction processing in Purchase Orders.

In Purchase Orders, you enter requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes. The purchase order processing cycle can include:

- Posting requisitions.
- Creating and posting purchase orders from requisitions or without using requisitions.
- Posting receipts to purchase orders or without referencing particular purchase orders.
- Posting returns to receipts or without referencing receipts.
- Posting invoices to receipts or without receipts (for additional costs).
- Posting credit notes to invoices or returns or without referencing invoices or returns.
- Posting debit notes to invoices or without invoices.

Online Posting

Purchase Orders uses online transaction processing rather than batch processing. This means that each transaction is posted when you click **Post** after entering the transaction.

When you post transactions, Purchase Orders immediately updates item quantities on purchase order and on hand in Inventory Control, so you always know your inventory levels.

Item costs may be updated by posting or by running Day End Processing –depending on your setting for the Inventory Control option **Cost Items During Posting or Day End Processing**.

Also, depending on your I/C and P/O options, posting may add G/L transactions to new or existing batches, or they may be added during Day End Processing or, manually, using the Create Batch screen

Job-Related Transactions

For job-related transactions, posting updates committed and actual quantities and costs in Project and Job Costing. (Most updates to jobs arise from purchase orders and receipts. However, Purchase Orders also updates Project and Job Costing whenever invoices differ from the originating receipts, or if you have returns (with credit notes) and debit notes.

Day End Processing Updates Everything Else

You must run Day End Processing to create posting journals and update history and statistics in both Inventory Control (if you use it) and Purchase Orders (if you keep history and statistics).

You may also update item costs during Day End Processing—depending on your options in Inventory Control.

Day End Processing also creates batches of Accounts Payable invoices, credit notes, and debit notes from Purchase Orders transactions, and creates general ledger transactions (if you use the option to create them during posting or day end processing, and you cost items during day-end processing).

If necessary, you can run Day End Processing several times a day to keep this information more current.

Using P/O without Inventory Control

If you use Purchase Orders without Sage 300 Inventory Control, the program treats all items as non-stock items. If you use a stand-alone Purchase Orders system, it:

- Does not maintain item quantities on order or on hand.
- Does not update item costs.
- Uses the most recent cost of an item from a vendor as the default item cost in Purchase Orders screens.

Keeping Transaction History

If you use the Keep Transaction History option, Purchase Orders keeps transaction details until you remove them using the Clear History screen. You can print reports of the data—and reprint requisitions, purchase orders, receiving slips, and returns—until you clear the transaction history for them.

If you do not keep transaction history, completed transactions are deleted when you run Day End Processing. Purchase Orders considers the following transactions to be completed:

- Requisitions and purchase orders with a Completed status (all detail lines are completed).
- Receipts for which an invoice has been posted for every vendor specified on the receipt.
- Returns for which credit notes have been posted.
- Invoices, credit notes, and debit notes (complete on posting) transferred to Accounts Payable.

Important! If you do not keep history, you cannot display completed transactions after you run Day End Processing.

Posting Journals

You can print posting journals for receipts, invoices, returns, credit notes, and debit notes after running Day End processing.

You can print the journals until you delete the information for them, using the Clear History screen.

Purchase Order Types

The type specified for a purchase order determines how the purchase order is processed. You can create active, standing, future, and blanket purchase orders.

Active

An active purchase order is a purchase order you intend to process immediately.

Standing

Standing purchase orders contain items you often order together. You can issue active purchase orders from standing purchase orders, as frequently as needed.

You can create standing purchase orders that contain items you often order together, and then create active purchase orders from the standing purchase orders.

Creating active purchase orders from standing purchase orders. To create an active purchase order from a standing purchase order, you call up the standing purchase order and change the type to Active (you can also select Future or Blanket to create other types of purchase orders), make the changes you need, then post the new order with a new purchase order number you typed or a number assigned automatically by the program.

When you post a purchase order you created from a standing purchase order, the standing purchase order is retained in the system, unchanged and with its original number, regardless of how many purchase orders you issue from it.

Changing a standing purchase order. To change the contents of a standing purchase order, you display the purchase order, make the changes you need, then post them. You can change everything about an existing standing purchase order except its number and type. If you change the purchase order number or type, the program assumes you are creating a new purchase order.

Future

Future purchase orders are purchase orders you enter with a future date on which you expect to activate and issue the purchase order.

Day End Processing automatically activates future purchase orders on the purchase-order date (or the first time you run Day End processing after the purchase-order date). Alternatively, you can change the status of a future purchase order to Active before the purchase-order date, or change the activation date.

Day End Processing posts newly activated future purchase orders so that purchasing statistics are updated and items are placed on purchase order in Inventory Control.

Tip: If you usually run Day End Processing at the end of the work day, future purchase orders set to be activated on a certain day will not become active until the end of the day. To be sure a future purchase order is ready to be processed on the correct date, assign a date earlier than the desired date..

Blanket

Blanket purchase orders are purchase orders you set up for a certain monetary amount, from which you issue active purchase orders until you have used up all the available funds.

When to use blanket purchase orders. You might use blanket purchase orders when you want to make a number of purchases over time, but want to avoid having to post a new requisition and purchase order for each purchase. For example, you might use a blanket purchase order to periodically replenish office supplies.

Blanket purchase orders are not normally used to buy inventory items. If you plan to buy a lot of inventory over time, you should process it through a large active purchase order, with all the details, rather than by using a blanket purchase order.

Setting up and using blanket purchase orders. When you set up a blanket purchase order, you specify the total amount (cost) of items that can be purchased. With each new purchase, you add detail lines to the blanket purchase order.

Tip: You can change the total amount allowed for a blanket purchase order at any time. If you wish, you can assign security to the Original Amount field on the Order tab, so that only authorized persons can change the amount.

When you post new details, the amount still available is calculated and displayed.

When the available amount reaches zero, the blanket purchase order is completed and you cannot use it to make any further purchases.

Posting additional costs for blanket purchase orders. Because you do not enter additional costs on purchase orders, and you can change costs on receipts without updating the purchase order, you may post a receipt total that exceeds the available amount on the blanket purchase order. Although Purchase Orders lets you post this type of receipt, your procedures may not permit you to exceed the amount specified on the blanket purchase order.

About General Ledger Journal Entries Generated by Purchase Orders

This topic describes the general ledger journal entries that are created for Purchase Orders transactions.

Journal entries are created for Purchase Orders transactions in two stages:

- Posting or Day End processing creates inventory entries (or general ledger entries, if you do not use Inventory Control) from receipts and returns.
- Accounts Payable posting creates entries from invoices, returns, credit notes, and debit notes. (No general ledger entries are created for requisitions or purchase orders.)

Printing the G/L Transactions Report

If you use the option to create G/L transactions using the Create Batch icon in Purchase Orders, you can print the G/L Transactions report and check the entries before creating G/L batches.

Note: If you use the option to create G/L transactions during posting, transactions are created and the report information is deleted by posting or Day End Processing (depending on when you cost inventory). You must use the G/L Listing in General Ledger to see the information.

Taxes

Allocated taxes are posted to the same general ledger accounts as their corresponding item or additional cost details.

Recoverable and expensed taxes are posted to the accounts specified for the tax authorities in Tax Services.

About Optional Fields in Transactions

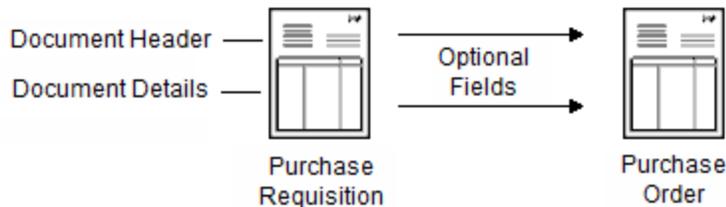
Purchase Orders supports Transaction Analysis and Optional Field Creator, a separately licensed package that lets you add optional fields to transaction documents (like purchase orders and invoices) and to each detail line of a transaction.

Note: You can use optional fields only if you use Transaction Analysis and Optional Field Creator.

To use optional fields in Purchase Orders transactions, you must first add them to transaction entry screens using the Optional Fields screen in the P/O Setup folder.

If you use the same fields in Purchase Orders transactions screens, optional field information will be passed as default entries from one transaction to the next transaction in the transaction cycle—from purchase requisitions, to purchase orders, to receipts, to invoices.

It will even pass the information to downstream ledgers, such as Accounts Payable and General Ledger—as long as you assign the same optional fields to each of the transaction screens and to the general ledger accounts.



You can change the optional field information for particular transactions, and change which fields appear in each screen.

Optional Field Information Transferred to A/P and G/L

When you create invoices or general ledger transactions in Purchase Orders, the program passes the optional field values used in the transactions to Accounts Payable and to General Ledger if the optional fields in Purchase Orders are the same as the optional fields assigned in those programs. Optional field information will even appear in the General Ledger journal entries for Purchase Orders accounts, as well as in the Transaction Details Optional Fields report.

And, if the optional fields that you assign to Purchase Orders documents match the optional fields used for Accounts Payable vendors and Inventory Control items, the information entered in those programs will appear by default on transactions that you add in Purchase Orders.

Optional Fields in Generated Transactions

Purchase orders that are generated from requisitions, from low stock levels in Inventory Control, and from backorders in Order Entry also include optional fields.

If you use the same optional fields for invoices, credit notes, and debit notes as you use in the Accounts Payable Invoice Entry screen, the optional entries are transferred to Accounts Payable with Purchase Orders transactions.

About Vendors

You can add new vendor records to Accounts Payable from all of the Purchase Orders transaction-entry screens, or type new vendor numbers then add them later in Accounts Payable.

This feature lets you add new vendors "on the fly" so that you can enter transactions for vendors who are not in your Accounts Payable data, even if you do not have time or rights to add vendor accounts in Accounts Payable.

To add a new vendor record from a Purchase Orders screen, type the vendor number, press Tab, then use the "New" icon next to the Vendor Number field to open the Vendors screen in Accounts Payable and add the record. When you close the Vendors screen, you are returned to the Purchase Orders screen you were using.

If you do not want to add the record in Accounts Payable while you are entering Purchase Orders transactions, you can just type the new vendor number and the name of the account in the Purchase Orders transaction-entry screen, then add the vendor to Accounts Payable later (before you post the Purchase Orders transactions).

Primary and Secondary Vendors

The primary vendor is the vendor from which you received goods. You can include both item details and additional cost details for primary vendors on receipts, invoices, credit notes, and debit notes.

A secondary vendor is one that just adds charges to the receipt—such as for freight.

The secondary vendor is the vendor who charged you costs on a shipment of goods, but who did not supply the goods themselves.

Note: You cannot enter item details for secondary vendors. You can enter additional cost details only.

About Importing and Exporting Purchase Orders Transactions

Importing Transactions

You can import requisitions, purchase orders, and receipts that you previously exported for reuse. You cannot import documents with numbers that you have already assigned in Purchase Orders, unless you have cleared the transactions with those numbers.

The original file from which you imported the information is retained until you delete it.

Purchase orders can include requisition numbers, and receipts can include purchase order numbers. You can import additional cost details for the primary vendor on a receipt, but you cannot import additional costs for secondary vendors.

You cannot import multicurrency requisitions, purchase orders, or receipts into a single-currency Purchase Orders system. Edit a multicurrency import file to remove the multicurrency fields before importing.

Exporting Transactions

You can export all Purchase Orders transaction types, including requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes.

Use the Export command on the File menu to transfer credit note and debit note, invoice, receipt, and return transactions created in Purchase Orders to non-Sage 300 applications, or to a file to be edited and imported later.

Before exporting, decide which fields to include in the export file. You must select fields for each type of record used for the transaction type. You should also find out the path for the export file you want to use or create.

Tip: If you do not want to export all transactions, use the **Set Criteria** option to specify which documents to export.

When you click **Export**, Purchase Orders exports all the transactions of the current type currently in the system.

Note: Purchase Orders uses more than one database table to store transaction records. If you are exporting any of these records (including additional costs), the Export dialog box shows a list of the tables that you can export for the record once you select the export file type and the file to which to export the data.

Tax Information

Change tax amounts, tax groups, and tax classes for Purchase Orders documents.

About Tax Information and Amounts

Purchase Orders calculates a tax amount on purchase orders, receipts, invoices, returns, credit notes, and debit notes if all three of the following conditions apply:

- You have entered tax rates for the applicable tax authorities and classes in Tax Services.
- The vendor for the document is subject to tax.
- The transaction contains taxable items or taxable additional costs.

In Purchase Orders, tax information is calculated and displayed for individual details and for the total purchase order, receipt, invoice, return, credit note, or debit note. (No tax information is displayed for requisitions.)

Tax calculations are based on the rates entered for the various authorities and tax classes in Tax Services.

You can edit some tax information for individual detail lines, but you can change tax amounts directly only for the document as a whole. To change tax amounts for the primary vendor, use the Taxes tab on the transaction-entry screen. For secondary vendors, use the Additional Cost Vendor Taxes screen.

About Document Tax Information

The Taxes tab in Purchase Orders screens displays the tax calculations for a document as a whole on purchase orders, invoices, returns, credit notes, and debit notes.

For receipts, total taxes are displayed on the Taxes tab for the primary vendor, and on the Additional Cost Vendor Taxes screen for secondary vendors.

Tax information for a transaction total includes:

- Tax authority and description (for the vendor's tax authorities).
- The vendor's tax class and description for each tax authority. You can change to another tax class that is assigned to the tax authority. New vendors you have not yet added to Accounts Payable are assigned tax class 1 and its corresponding description for each tax authority in the tax group selected for the transaction.

For information about entering taxes for details, see "About Detail Tax Information" (page 84).

Recalculating Taxes

On the Taxes tab and on the Additional Cost Vendor Taxes screen, you use the Calculate Tax button to have the program recalculate taxes using the tax tables from Tax Services after you have changed tax amounts. Taxes are calculated automatically when you choose the Totals tab or when you post the transaction.

Changing the Tax Amount

You can change the total tax amount to correct small discrepancies, such as rounding errors. (You should correct large errors by updating the tax rates and other information for the tax authorities in Tax Services.)

- The total amount of tax that is included in the cost amounts entered for the vendor. You cannot edit this amount.
- The total amount of tax that is charged in addition to (not included in) the cost amounts entered for the vendor. You cannot edit this amount.
- Tax amount (the total of all tax amounts calculated for the transaction). The total tax amount for an authority is the sum of the tax included and tax excluded. If you change the tax amount, the program adjusts the tax amounts on the details.

Editing Taxes for the Document Vendor

Purchase Orders automatically calculates the vendor taxes on each transaction, using the rates entered in Tax Services for the tax authorities and classes assigned to the vendor in Accounts Payable.

You can change the tax class and the tax amount for each tax authority assigned to the document vendor for a transaction on the Taxes tab of the screen you are using.

About Detail Tax Information

You can select a detail on a detail-entry grid on any transaction-entry form, then click the **Item/Tax** button to open a separate screen where you can view or edit information for the selected detail, and add new details.

Note: If you are entering an additional cost, you click the **Cost/Tax** button to open a similar screen that displays a single additional cost detail.

You can also open the screen by selecting the item or additional cost detail, then clicking the Zoom  button.

Tax Information on the Detail Taxes Screens

The Detail Items/Taxes screen and the Detail Costs/Taxes screen provide additional tax information for the detail that you do not see on the details table. You can check the tax information for the detail, and you can change the tax class and the tax-included status for each tax authority (if the vendor's tax authority allows tax-included costs).

The Detail Items/Taxes screen shows, for the selected detail:

- **Tax authorities** and their descriptions in the vendor's tax group.

You can change to another tax class that is assigned to the tax authority.

If you enter a detail line for a non-inventory item or additional cost, or an item that does not have the vendor's tax authority assigned to its item record, the tax class for the detail is determined by the additional cost code, if any. If no additional cost code is used the class is set to 1, with the description entered for tax class 1 in Tax Services.

If you change an item's tax class to non-taxable for a tax authority, no tax is charged for the detail and authority, even if the vendor is subject to tax for the authority.

- **Detail tax class** –whether the item is taxable.

The tax classes and class descriptions that are assigned to the tax authority.

If necessary, you can change the tax class to another tax class that is assigned to the authority (for example, if the particular item is not taxable). You cannot change the description here.

To change the tax class description or make other changes to the specified tax group, use the Tax Services screens in Common Services.

- **Tax Included option**—whether tax is included in the cost (the default choice for this option is provided from the vendor record in Accounts Payable).

The default choice for this option is provided by the vendor record in Accounts Payable or by the vendor contract cost.

Note: You can include tax in item costs and change the choice for the Tax Included option only if **Allow Tax In Price** is selected for the tax authority in Tax Services.

- **Tax amount**— the total of allocated, recoverable, and expensed tax amounts for each authority.

Tax amounts in the Detail Items/Taxes screen do not include taxes charged on additional costs that you prorated to the detail.

Similarly, tax amounts in the Detail Costs/Taxes screen show tax totals only for the additional cost detail.

- **Allocated Tax** – the total tax amount that was allocated to the selected detail line for the tax authority.

This is the tax that you wish to include in the cost of an item. It can be either tax-included or tax-excluded, but the full amount of the allocated tax is added to item costs in Inventory Control.

- **Recoverable Tax**—a tax amount that is refundable.

A tax amount that is refundable to the purchaser, so is not part of the cost that is posted to the Inventory Control item record. Recoverable taxes are displayed only by detail line.

General ledger transactions are created during posting or Day End Processing to post recoverable taxes to the general ledger account specified for them in Tax Services.

- **Expensed Tax** –if the tax is expensed rather than included in the value of inventory.

A tax amount that is posted to a general ledger expense account, rather than to the account to which you post the cost. This tax amount is not posted to the Inventory Control item record.

- **Tax Included** –the tax that is included in the cost of the item.

Use this field to indicate whether tax amounts are included in the item cost or additional cost amount (instead of charged in addition to the detail cost).

The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

You can choose **Yes** for this option only if **Allow Tax In Price** is selected for the authority in Tax Services.

- **Tax Base** –the amount on which the tax is based.

This field shows the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

(This field is particularly useful for items that have tax included in their prices.)

You specify whether a tax is allocated, recoverable, or expensed, and assign the general ledger account for the tax in the Tax Authorities screen in Tax Services.

Detail Tax Calculation

Tax amounts are calculated for details when you post the transaction or click the Totals tab on the screen.

To check tax amounts for details before posting a transaction, select the detail on the detail table, click **Item/Tax** to open the Items/Taxes screen, then click the **Calculate Taxes** button. The program calculates taxes for the entire document, not just for the detail you were editing.

If you edit a tax amount on the Taxes tab, and then click **Calculate Tax**, the program uses the tax tables in Tax Services and your selections for the tax class and the tax-included option to recalculate taxes.

Once taxes are calculated, you can see the allocated tax, tax-included, and net-of-tax amounts for a detail on the detail line, but you cannot change any information in these fields.

About General Ledger Transactions for Edited Taxes

New general ledger transactions are created by posting or Day End Processing (depending on when you cost inventory items) if you change tax amounts when you:

- Edit tax information or change item quantities or costs on a posted receipt or return, or on an invoice, credit note, or debit note.
- Reprorate additional costs.

About Tax for Additional Cost Details

You enter additional costs only with receipts, invoices, credit notes, and debit notes. The same tax information is displayed for additional cost details as for item details.

Tax on Prorated Additional Costs

For each additional cost detail, you can choose a proration method that specifies how or whether to prorate the additional cost and associated allocated tax amounts to the item costs.

Prorating Automatically

If you choose to prorate automatically, posting or Day End Processing calculates the tax amount for each additional cost and prorates the additional cost amount and allocated taxes to item details, according to the proration method you choose (by quantity, cost, or weight).

The prorated amounts are not displayed with the affected details. They are also not included in the tax amounts you see in the Item Tax Distribution screen (because they are not part of the base on which taxes are calculated for items), but they are shown on the posting journals for the transactions.

Recoverable and Expensed Taxes

Journal entries for recoverable and expensed taxes are created in Accounts Payable when the invoice batch from Purchase Orders is posted.

Adding Taxes to Manually Prorated Additional Cost Amounts

If you prorate additional costs manually, you must accurately calculate the tax amount for each cost you are prorating, then allocate the full amount of the cost and applicable allocated taxes to item details. You must enter the exact amount to prorate to each item detail in the Manual Proration field for the detail line on the receipt or return.

Multicurrency Ledgers

If you use multicurrency accounting, you can enter additional costs to be manually prorated only for vendors who use the functional currency.

Checking Manual Proration Tax Amounts

If you are manually prorating an additional cost, you can use the Additional Cost Vendor Taxes screen to check the allocated tax amount calculated by the program for the additional cost detail.

If the tax calculations for a transaction include recoverable and expensed taxes, you should calculate the allocated tax to prorate manually for each detail, using the Item/Tax button on the detail entry grid (on the first tab) or in Detail Items/Taxes screen.

Use the Totals tab to check the total additional cost amount (including taxes) to prorate manually to item details. The Totals tab lists:

- The total amount to be prorated manually (in the Additional Cost To Be Allocated field). This amount is for all vendors included in the transaction whose costs you are prorating manually.
- The amount you have prorated so far (in the Manually Prorated field).
- The amount, if any, which has not been prorated or by which the manual proration is greater or less than the total (in the Out Of Balance field).

Changing Tax Information and Amounts on Purchase Orders Documents

To change tax amounts for purchase orders, receipts, invoices, returns, or credit/debit notes, you can:

- Change the tax groups and tax classes for the vendor.
- Change the tax class for any of the detail lines.
- Directly change the tax amounts for the whole document.

To change the total tax amount for a document:

1. Click the Taxes tab on the the document entry screen.
2. Edit the vendor tax class if necessary, and then click the **Calc. Taxes** button to see the results of the change.
3. To manually change the total tax amount for the vendor, enter new tax totals in the **Tax Amount** column.
4. Purchase Orders distributes the updated tax amounts when you move to another tab or post the transaction.

To change tax information for single items:

1. Click the **Item/Tax** button on the first tab of the document entry screen.
2. Change the tax class for an authority, or the tax included option, if necessary.

Note:

- You cannot change the **Tax Included** setting unless the tax authority allows it. (Tax authorities are defined in Tax Services.)
- The tax amount is not automatically recalculated until you close this screen and move to another tab.
- The tax amount is not recalculated if you overrode the total tax amount on the Taxes tab. If you want to recalculate the tax, you have to use the **Calc. Taxes** button on the Order tab, the Taxes tab, or on the Detail Item/Taxes window.

To change tax amounts for additional costs:

1. Click the Additional Costs tab, and then click the Vendor Taxes button.
2. Edit the tax class if necessary, then click the Calc. Taxes button to see the results of the change.
3. To manually change the total tax amount for the vendor's additional changes, enter new tax totals in the Tax Amount column.
4. Purchase Orders distributes the updated tax amounts to the additional charges when you move to another tab or post the transaction.

To change tax information for a single additional cost detail:

1. Click the Additional Costs tab, and then click the Cost/Tax button to display the Detail Costs/Taxes screen.
2. Change the detail tax class for a tax authority, or the tax included option, if necessary.

Note:

- You cannot change the Tax Included setting unless the tax authority allows it. (Tax authorities are defined in Tax Services.)
- The tax amount is not automatically recalculated until you close this window and move to another tab.
- The tax amount is not recalculated if you overrode the total tax amount on the Vendor Taxes screen. If you want to recalculate the tax, you have to use the **Calc. Taxes** button on the Detail Costs/Taxes screen or on the Additional Costs tab.

Currency and Exchange

Learn about currency exchange rates, tax reporting currencies, and multicurrency transactions.

About Processing Multicurrency Transactions in Purchase Orders

You enter multicurrency transactions in Purchase Orders in the same way as functional-currency transactions. The only extra consideration arises if you need to change exchange rates or assign a different tax group to the transaction.

The currency for a transaction is displayed along with the current exchange rate when you enter a vendor number or select a tax group. (You can change the tax group for a document only to another tax group that also uses the vendor's currency.)

To change exchange-rate information, use the Rates tab (it appears only with multicurrency transactions for vendors who do not use the functional currency). You can change the rate type, rate date, and exchange rate for the document.

When you post multicurrency transactions, Purchase Orders converts the amounts to the functional currency, using the exchange rate information entered with the transaction.

About Currency Exchange Rates

If you use multicurrency accounting, you can enter exchange rate information for vendors who do not use the functional currency.

When you select a vendor who does not use the functional currency, a Rates tab appears in the transaction screen. This tab displays the vendor's default rate type, the rate date that corresponds to the document date, and the exchange rate for the rate date. You can enter different information for each transaction.

Exchange Rates for Retainage Amounts

If you are entering a transaction with retainage, you specify on the Retainage tab whether the retainage invoice uses the same exchange rate as the original document or the current rate.

About Tax Reporting Currencies

You specify a tax reporting currency to report taxes in a currency that is not the vendor currency or the functional currency. (This can be a requirement in some jurisdictions.)

Tax Reporting currency fields appear on purchase orders, receipts, invoices, returns, credit notes, and debit notes only if the tax reporting currency for one or more of the tax authorities is different from your functional currency and the vendor's currency.

Set up Taxes in Common Services

You set the tax reporting currency in the Tax Services module in Common Services.

Changing Tax Reporting Amounts in Transactions

You can change the total tax reporting amount on the Taxes tab during transaction entry.

If you do change the tax reporting amount, you can use the **Derive** button on the Rates tab to derive the effective tax reporting exchange rate for a transaction.

Requisitions

Enter, import, print, and approve requisitions for planned purchases.

About Processing Requisitions

Use the P/O Requisition Entry screen to enter requisitions for purchases you plan to make and for which you need approval before you can issue purchase orders.

If you use requisition approval, the requisition is automatically placed on hold unless it is posted by a user with approval security authorization. You cannot convert an on-hold requisition to a purchase order.

Note: Requisitions are optional in Purchase Orders. You can enter purchase orders with or without requisition numbers.

Use requisitions to:

- Keep current records of present and expected purchasing needs by entering and updating requisitions as you run low or out of stock in inventory items and supplies.
- Specify the vendor for the items you need to purchase, either by selecting a single vendor number for an entire requisition or by assigning a vendor number to each detail line.
- Create purchase orders from requisitions, either by selecting details and vendors from requisitions when adding a single purchase order, or by automatically creating a series of purchase orders from existing requisitions.

When you enter a requisition, you specify the date on which you need to issue the purchase order. You can also specify an expiration date that lets you delete an unused requisition automatically during Day End Processing, so that you do not have to keep track of and manually clear unwanted requisitions.

When you specify a requisition number on a purchase order, the requisition details that specify the vendor number are automatically included (as are details with no vendor number if you choose to include them). You can change the displayed information and insert and delete detail lines to create exactly the purchase order you need.

Entering New Vendor Numbers

If you enter a vendor number, it becomes the default number for new detail lines you add to the requisition.

If you type a vendor number that you have not yet added to Accounts Payable, you also type the vendor's name or a description of the account.

To add a new vendor while entering a requisition, you can:

- Type the vendor number, press Tab, click the **New** button, and then enter the vendor information "on the fly" in Accounts Payable, before returning to Purchase Orders to finish entering the requisition.
- Type a new vendor number and name in the Requisition Entry screen, then add the remaining vendor information later in Accounts Payable.

If the vendor account is on hold in Accounts Payable, the requisition is placed on hold too. You cannot issue purchase orders from it until you remove the hold in Accounts Payable. You can also put a requisition on hold if you do not want to create purchase orders from it right away.

You cannot enter requisitions for vendors whose accounts are inactive in Accounts Payable.

Editing Requisitions

As long as a requisition exists in your Purchase Orders system, you can edit it and issue purchase orders from it. You can add new detail lines and make other changes to requisitions, whether a purchase order has been posted to the requisition or not.

Even if a requisition is complete, you can edit it and issue purchase orders from it. You can add new detail lines, delete others, and make changes to incomplete lines.

Deleting Requisitions

You can delete requisitions or requisition details at any time, even if a purchase order has been posted for the requisition or line.

Job-Related Requisitions

If the requisition is for a contract that you manage using Sage 300 Project and Job Costing, you must specify a contract and a project for each requisition detail, and, depending on the project type, specify the project category, cost class and resource for the job.

You can allocate items directly to jobs, rather than receive them into inventory.

Note:

You cannot mix job-related and non-job-related items on a requisition.

Also, you cannot add serialized items or items assigned to lots to job-related transactions. Instead, you must order them as non-job-related items, receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

About Completing Requisitions

A requisition is completed when all its detail lines have a **Completed** status. ("Yes" appears in the Completed column or field.)

You complete requisitions by:

- Posting purchase orders for all the requisitioned items.
- Canceling outstanding requisition details.
- Specifying an expiration date, then automatically clearing the requisition during Day End processing.

When you post a purchase order for a requisition detail line, the line is automatically completed, whether you ordered the full quantity or not.

Note: Once a detail line is completed, you cannot change it, even if you want to order the remaining quantity. However, you can still create purchase orders for quantities that remained unordered when the requisition detail was completed.

When you post a purchase order for all the outstanding details on a requisition, the requisition is completed. You cannot make further changes to the completed details, but you can add details to a completed requisition, making it active again.

Important! If you do not keep history, completed requisitions are deleted from your Purchase Orders system the next time you run Day End processing.

You can also delete completed requisitions by displaying the requisition in the Requisition Entry screen, and then clicking **Delete**.

Creating a New Purchase Requisition

Requisitions are optional in Purchase Orders. You can enter purchase orders with or without requisition numbers.

If you use requisitions, Purchase Orders provides you with a requisition approval system to enforce

purchase approvals.

For more information, see "About Requiring Approval for Requisitions" (page 734).

You can enter requisitions without specifying a vendor, and you can enter requisitions that include items from several vendors.

You can change requisitions and individual requisition detail lines until they are completed. When you post a purchase order that uses a requisition detail, the detail is completed, regardless of the quantity that was ordered.

Before You Start

- If you want to assign numbers automatically, assign or verify the length, prefix, and number for Purchase Orders to assign to the next new requisition you create.
- If you use Transaction Analysis and Optional Field Creator (a separate package), define any optional fields you want to add to the Requisition Entry screen (and the other transaction-entry screens).
- Find out the numbers of requisitions you wish to edit or delete.

To create a new requisition:

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. Press **Tab** to accept ***** NEW ***** as the number in the Requisition Number field.

Purchase Orders will assign a requisition number when you post the requisition.

If you do not want Purchase Orders to assign the number automatically, you can enter the new number yourself.

3. Enter the Vendor number or select it using the Finder.
 - You can skip the vendor number and enter a vendor name—such as for a new vendor—or you can skip the vendor fields entirely.
 - You can click the New  button to add a new vendor record in Accounts Payable.
4. Enter a requisition date, a date required, and an expiration date.

Note: If the requisition is not completed by the expiration date, it will be deleted when you run Day End Processing.

5. Choose whether this requisition is on hold.

Note: You cannot create purchase orders from on-hold requisitions.

6. If you are approving a requisition that was previously entered:
 - You must have requisition approval security rights.
 - You must log on with your own ID.
 - You must remove the On Hold status from the requisition, and then post it.
7. Choose the Job Related option if you use the Project and Job Costing module and this requisition is for a job.

If the purchase requisition is job-related, all items must be for particular contracts, projects, and categories in Project and Job Costing.

Also, you cannot add serialized items or items assigned to lots to job-related transactions. Instead, you must order them as non-job-related items, receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

8. In the **Requested By** field, enter the name of the person requesting the order.

Note: If you use Sage 300 Payroll, you can select the requester from the Finder.

9. Enter the location where you want the goods delivered, and enter a requisition description and reference.
10. Enter requisition details.

You can enter details directly in the detail entry table. (Use the tab key to move through the columns.)

Note:

- Some columns may not be displayed. Purchase Orders lets you hide columns and change the column order.
- To enter a new detail line, you may have to press **Insert**.

Alternatively, you can click **Detail** or press F9 to enter a detail on the Detail Items screen, which displays all the fields for one detail.

Enter the following information for each detail:

- a. If this is a job-related requisition:
 - i. Double-click the **Contract** field and enter the contract number, or click the **Contract** column heading to select a contract number using the Finder.
 - ii. Enter the project and category to which you are allocating items.
- b. Double-click the **Item Number** field and enter an item number, or click the **Item Number** column heading to select an item number using the Finder.

- c. Enter vendor information.

Note: You can leave the vendor fields blank, and you can specify different vendors on each line. You can create more than one PO from a single requisition.

- d. Enter the location for the detail.

Note: The location for each detail defaults from the Location field in the header fields.

- e. Enter a Quantity Ordered.

- f. To change currency exchange rates in a multicurrency system, click **Detail** or press F9 to open the Detail Items screen.

11. To check the totals for the requisition, click the Totals tab.

12. Click **Post** to post the purchase requisition.

Note: If you do not have the security right to approve requisitions, the requisition will be on hold after you post it, and the Approval Status field will display "Entered."

After posting the requisition

- Print copies of the requisitions you posted (if you did not print them individually after posting them).

You can also print the purchase requisition separately, from the P/O Forms folder.

- Enter purchase orders for the requisitions.

Editing a Requisition

To edit a requisition:

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. Enter the requisition number of the requisition to edit.
3. Make the changes you need to the requisition information. (You can change all information except the requisition number, detail item numbers, and completed requisition details.)
4. When you have finished, click **Post**.
5. Choose whether to print the requisition at the "Posting completed" message. (You can also choose Requisitions from the P/O Forms folder to print requisitions.)

Importing Requisitions

To import a requisition:

1. Create the requisitions you want to import, either in another Purchase Orders database or in a non-Sage 300 program.
2. On the Requisition Entry screen, click **Import** on the File menu.
3. Do one of the following:
 - Specify the name and format of the file you want to import.
 - If you have created an import template for the file, choose Load Template, and then select the template file.
4. Specify default entries for any required fields that do not already have entries.
5. If you expect to import the file again, create a template for it:
 - a. Click **Save Template**.
 - b. Specify a file name and path for the template file.
6. Click **OK** to begin importing.

After importing a file you created in a non-Sage 300 program, delete the file in the other program if you do not intend to import it again. Purchase Orders does not delete files as it imports them.

Printing Requisitions

To print requisitions, choose Requisitions from the P/O Forms folder. You can also print a single requisition using the Requisition Entry screen, right after posting it. You can reprint requisitions until they are complete.

To print a requisition:

1. Open **Purchase Orders > P/O Forms > Requisitions**.
2. If you use more than one requisition form, select the file containing the format you want to use.
3. Enter the range of requisition numbers to print. To limit printing to a single requisition, enter the same requisition number in both the **From Requisition Number** and **To Requisition Number** fields.
4. If you want to print new copies of requisitions you printed before, select the **Include Requisitions Already Printed** option.
5. If you are printing on preprinted forms, click **Align** to print a test copy and check that the forms are correctly inserted in your printer. (You can repeat this step as often as needed.)
6. When ready, click **Print** to print the selected requisitions.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Deleting a Requisition

You can delete requisitions from the Purchase Orders system through the Requisitions Entry screen.

To delete a requisition:

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. Enter the requisition number of the requisition to delete.
3. Click **Delete**.
4. If you see a message asking you to confirm the deletion, click **Yes**.

Purchase Orders

Enter, import, and set up security for purchase orders.

About Processing Purchase Orders

Use the Purchase Order Entry screen to issue new purchase orders and to edit existing purchase orders.

When you post a purchase order, quantities on hand for the ordered items are immediately placed on purchase order in Inventory Control unless the purchase order is job-related.

If the purchase order is job-related, posting updates committed quantities and amounts in Project and Job Costing for the contract, project, and category that you specify (and does not change the quantity on purchase order for the inventory location).

You can enter four types of purchase orders: active, standing, future, and blanket. For more information, see "Purchase Order Types " (page 77).

The information you enter to add purchase orders includes:

- Header, vendor, and purchase order detail information. For more information, see "Entering a Purchase Order" (page 103).
- Optional field information (if you use Transaction Analysis and Optional Field Creator and you have added optional fields). For more information, see "About Optional Fields in Transactions" (page 80).
- The exchange rate for converting amounts from the vendor's currency to the functional currency (in multicurrency ledgers only). For more information, see "About Currency Exchange Rates" (page 90).

Specifying Requisition Numbers on Purchase Orders

You do not have to create requisitions before entering purchase orders. If you do not use requisitions, you enter all the information and details on the purchase order.

If you create requisitions first, the details and most of the other information entered on the requisition appear automatically on the purchase order. You can also choose to include requisition details with no vendor number (when the purchase order vendor is assigned as the item's vendor type) in the purchase order. You can edit all the information from the requisition, and add or delete lines.

Selecting from More than One Requisition

You can select details from more than one requisition to create a single purchase order.

When you post a purchase order that references a requisition, the requisition details you include are marked as completed on the requisition, whether you ordered the full quantity or a greater or lesser amount. When you post a purchase order for all the outstanding details on a requisition, the requisition is marked as completed and will be deleted the next time you run Day End Processing, if you do not keep transaction history.

Creating Purchase Orders Automatically

You can use the Copy Purchase Orders screen to enter a new PO by copying the details from one or more existing purchase orders to a new order.

You can also automatically create new POs from purchase requisitions, from Inventory Control reorder quantities, and from sales orders in the Order Entry module.

Non-existent vendor records. You can enter a purchase order for a vendor who is not in Accounts Payable, but you must add the vendor before you post an invoice, credit note, or debit note for that vendor in Accounts Payable.

One-time vendors. If you frequently make one-time cash purchases, create a record for one-time vendors in Accounts Payable.

Posting Purchase Orders

When you post a purchase order:

- Item quantities on purchase order are increased in Inventory Control.
- If the purchase order is job-related, the committed quantities and costs for the job are updated in Project and Job Costing.
- If you use the automatic-numbering option, the purchase order number is assigned and displayed.
- Information for the Purchase Order List is updated, so that you can print an accurate list immediately.
- Purchase order lines that you set to Completed are completed.

Note: You cannot edit these lines after posting.

- If you specified requisition numbers for the purchase order, requisition detail lines on the purchase order are completed on the requisitions.

Note: If a purchase order completes all the details on any specified requisition, the requisition itself is completed when the purchase order is posted.

After posting, you can print copies of the purchase order.

Deleting Purchase Orders

If no receipts have been posted to a purchase order, you can delete the purchase order or individual details on the purchase order. After posting a receipt to a purchase order, you cannot delete the purchase order or any of its details.

To cancel a purchase order detail after posting a receipt, you cancel the outstanding quantity.

To remove a completed purchase order from your system, do one of the following:

- If you do not keep transaction history, run Day End Processing.
- If you keep transaction history, remove completed purchase orders using the Clear History screen. For more information, see "Clearing Historical Purchase Orders Data" (page 211).

About Adding Purchase Order Details

You enter the information for each item on a purchase order as a separate detail line. There are no restrictions on the number of detail lines you can add to a purchase order.

When you add a detail line, the program updates the purchase order subtotal displayed at the bottom of the screen.

Note: You do not enter additional costs (such as shipping and handling charges) on purchase orders. You add those amounts when entering receipts.

Displayed information

Purchase Orders displays the following non-editable information for each detail:

- The amount of tax that is included in the extended item cost. (Tax amounts are not displayed until you click the Calculate Taxes button or the Totals tab, or you post the purchase order.)
- The net cost of items with tax included in their prices (the tax base).
- Total allocated tax amount—the amount of tax that will be allocated to the cost of the item.
- The quantity of each detail that has been received (this number is updated when you post receipts for the detail).

Tax information

You can check or edit tax distributions for a detail line on the Detail Items/Taxes screen. For each tax authority, you can change the item's tax class and, if permitted by the authority, specify whether tax is included in the item cost.

For information about calculating and editing taxes, see "About Tax Information and Amounts" (page 83).

About Editing Purchase Orders

You can change information on any incomplete active or blanket purchase order, and on all future and standing purchase orders. You can even delete a posted purchase order, if no receipts are posted against it.

Multicurrency Ledgers

If you use multicurrency accounting, you can change the tax group on a transaction until you add details, but only to another tax group that uses the vendor's currency.

Editing Purchase Orders after Posting

After you post a purchase order, you can change everything you entered on the order except:

- Purchase order number.
- Vendor number.
- Completed detail lines.

You can add detail lines to a purchase order at any time, even after posting receipts for all the purchase order details and completing all detail lines. You can delete detail lines for which you have not received any items, and you can change the outstanding amounts of partially received details.

If you change quantities or delete purchase order details, quantities on purchase order are updated in Inventory Control.

About Importing Purchase Orders

You can import purchase orders that you previously exported for reuse, but you must change the PO numbers before you import them.

You cannot import purchase orders with numbers that you have already assigned in Purchase Orders, unless you have cleared the transactions with those numbers.

The original file from which you imported the information is retained until you delete it.

For detailed instructions about importing or exporting purchase orders, see the System Manager help.

Entering a Purchase Order

You use the P/O Purchase Order Entry screen to enter, edit, and post purchase orders, including active, blanket, future, and standing purchase orders.

Before You Start

- If you require requisitions for purchase orders, add the requisitions first using the Requisition Entry screen.
- Make sure you have full information for each purchase order, including vendor number, purchase order number (if you enter your own document numbers), requisition number (if required), your company's shipping and billing locations or addresses for the purchase order, arrival date and type of purchase order, and the vendor's address, contact, phone numbers, tax group, and terms code.
- For each item on the order, find out the item number, unit of measure, quantity to order, and location (if you use Inventory Control). For items for which no record exists in your system, you also must have turned on the Allow Non-inventory Items option and know the general ledger expense account for each detail.
- For each drop-shipment, find out the address and customer number or inventory location (if applicable, and you have Inventory Control) for the shipment.
- If you use multicurrency accounting, find out the rate type, rate date, and exchange rate to use for each purchase order.
- If the purchase order is job-related, get (for each item detail) the contract, project, category, resource (if applicable), billing type and rate, and A/R item number.

To create a new purchase order:

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Press the Tab key to accept ***** NEW ***** in the PO Number field, and let Purchase Orders assign a purchase order number when you post the purchase order.

If you do not want Purchase Orders to assign the number, type the new number in the PO Number field, and then press the Tab key.

3. In the Vendor Number field, type the vendor number or select it from the Finder.
4. If your company uses templates to fill in default field entries, select the code in the **Template** field.
5. To select one or more requisitions from which to issue the purchase order, click the Zoom  button beside the **From Requisition** field.

In the Create PO From Requisition screen, click the Finder to display requisition numbers for the selected vendor. You may have to press the Insert key first if you are adding a requisition to an existing purchase order.

You can select a single requisition number. You can also select several requisition numbers to create a purchase order that includes details entered on the selected requisitions for the vendor and, if you wish, any detail lines that do not include a vendor number.

Tip: Skip these fields if you are creating a purchase order without referencing a requisition.

6. If you use the Project and Job Costing module and this is a job-related purchase order, select the **Job Related** option.

If the purchase order is job-related, all items must be for particular contracts, projects and categories in Project and Job Costing. Posting the purchase order updates committed quantities and amounts for the jobs.

Also, you cannot add serialized items or items assigned to lots to job-related purchase orders. Instead, you must order them on a non-job-related purchase order, receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

7. Use the remaining fields in the top part of the Order tab to enter general information for the purchase order.

Note: If you want to change the vendor account set, you can choose only from account sets that use the vendor's currency.

8. Tab into the detail entry table (or click the table), and then enter purchase order details. (You may have to press the Insert key to start a new line.)

Tip: You can click the **Item/Tax** button or press F9 to display a separate screen that lets you view and edit all the information for a single detail, including tax information.

- a. If this is a job-related purchase order, double-click the **Contract** field and then type the contract number, or use the Finder to select it.

You must also enter or select the project and category to which you are allocating items.

- b. Double-click the **Item Number** field, and then enter an item number.
- c. Enter a quantity in the **Quantity Ordered** field.

For information on other detail fields, see "P/O Purchase Order Entry Screen " (page 517)

9. Use the remaining tabs to complete the information required for the purchase order.
 - To check or edit vendor's tax group or tax classes, click the Taxes tab.
 - To add optional field information for the order, click the Optional Fields tab.

- To change currency exchange rates in a multicurrency system, click the Rates tab.
- To check the totals for the order, click the Totals tab.

10. Click **Post**.

After posting

You can print the purchase order immediately after posting.

You can also print the purchase order later, using the Purchase Orders screen in the P/O Forms folder.

Entering a Blanket Purchase Order

Before You Start

- If you require requisitions for purchase orders, add the requisitions first using the Requisition Entry screen.
- Make sure you have full information for each purchase order, including vendor number, purchase order number (if you enter your own document numbers), requisition number (if required), your company's shipping and billing locations or addresses for the purchase order, arrival date and type of purchase order, and the vendor's address, contact, phone numbers, tax group, and terms code.
- For each item on the order, find out the item number, unit of measure, quantity to order, and location (if you use Inventory Control). For items for which no record exists in your system, you also must have turned on the Allow Non-inventory Items option and know the general ledger expense account for each detail.
- For each drop-shipment, find out the address and customer number or inventory location (if applicable, and you have Inventory Control) for the shipment.
- If you use multicurrency accounting, find out the rate type, rate date, and exchange rate to use for each purchase order.
- If the purchase order is job-related, get (for each item detail) the contract, project, category, resource (if applicable), billing type and rate, and A/R item number.

To enter a blanket purchase order:

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Press the Tab key to accept ***** NEW ***** in the PO Number field, and let Purchase Orders assign a purchase order number when you post the purchase order.

If you do not want Purchase Orders to assign the number, type the new number in the PO Number field, and then press the Tab key.

3. In the **Vendor Number** field, type the vendor number or select it from the Finder.
4. In the PO Type field, select **Blanket**.
5. In the **Original Amount** field, enter the total amount that can be used for the blanket purchase order.
6. Complete the remaining Purchase Order Information and Vendor Information tabs with the information you need for the purchase order.

For more information, see "P/O Purchase Order Entry Screen " (page 517).

7. Add the details you are ready to order from the purchase order. (You do not have to add all the details at this time.)

For more information, see "About Adding Purchase Order Details " (page 102).

8. Add optional field entries (if used) and other information for the purchase order. For more information, see "About Optional Fields in Transactions" (page 80).
9. In multicurrency ledgers, edit the exchange rate information, if necessary.

For more information, see "About Currency Exchange Rates" (page 90).

10. Click **Post**.

Entering a Future Purchase Order

Before You Start

- If you require requisitions for purchase orders, add the requisitions first using the Requisition Entry screen.
- Make sure you have full information for each purchase order, including vendor number, purchase order number (if you enter your own document numbers), requisition number (if required), your company's shipping and billing locations or addresses for the purchase order, arrival date and type of purchase order, and the vendor's address, contact, phone numbers, tax group, and terms code.
- For each item on the order, find out the item number, unit of measure, quantity to order, and location (if you use Inventory Control). For items for which no record exists in your system, you also must have turned on the Allow Non-inventory Items option and know the general ledger expense account for each detail.
- For each drop-shipment, find out the address and customer number or inventory location (if applicable, and you have Inventory Control) for the shipment.

- If you use multicurrency accounting, find out the rate type, rate date, and exchange rate to use for each purchase order.
- If the purchase order is job-related, get (for each item detail) the contract, project, category, resource (if applicable), billing type and rate, and A/R item number.

To enter a future purchase order:

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Press the Tab key to accept ***** NEW ***** in the PO Number field, and let Purchase Orders assign a purchase order number when you post the purchase order.

If you do not want Purchase Orders to assign the number, type the new number in the PO Number field, and then press the Tab key.

3. In the **Vendor Number** field, type the vendor number or select it from the Finder.
4. In the **PO Date** field, type the date when you want to activate the purchase order.
5. In the PO Type field, select **Future**.
6. Complete the remaining Purchase Order Information and Vendor Information tabs with the information you need for the purchase order.

For more information, see "P/O Purchase Order Entry Screen " (page 517).

7. Add the details you are ready to order from the purchase order. (You do not have to add all the details at this time.)

For more information, see "About Adding Purchase Order Details " (page 102).

8. Add optional field entries (if used) and other information for the purchase order. For more information, see "About Optional Fields in Transactions" (page 80).
9. In multicurrency ledgers, edit the exchange rate information, if necessary.

For more information, see "About Currency Exchange Rates" (page 90).

10. Click **Post**.

Entering a Standing Purchase Order

Before You Start

- If you require requisitions for purchase orders, add the requisitions first using the Requisition Entry screen.
- Make sure you have full information for each purchase order, including vendor number, purchase order number (if you enter your own document numbers), requisition number (if

required), your company's shipping and billing locations or addresses for the purchase order, arrival date and type of purchase order, and the vendor's address, contact, phone numbers, tax group, and terms code.

- For each item on the order, find out the item number, unit of measure, quantity to order, and location (if you use Inventory Control). For items for which no record exists in your system, you also must have turned on the Allow Non-inventory Items option and know the general ledger expense account for each detail.
- For each drop-shipment, find out the address and customer number or inventory location (if applicable, and you have Inventory Control) for the shipment.
- If you use multicurrency accounting, find out the rate type, rate date, and exchange rate to use for each purchase order.
- If the purchase order is job-related, get (for each item detail) the contract, project, category, resource (if applicable), billing type and rate, and A/R item number.

To enter a standing purchase order:

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Press the Tab key to accept ***** NEW ***** in the PO Number field, and let Purchase Orders assign a purchase order number when you post the purchase order.

If you do not want Purchase Orders to assign the number, type the new number in the PO Number field, and then press the Tab key.

3. In the **Vendor Number** field, type the vendor number or select it from the Finder.
4. In the PO Type field, select **Standing**.
5. Complete the remaining Purchase Order Information and Vendor Information tabs with the information you need for the purchase order.

For more information, see "P/O Purchase Order Entry Screen " (page 517).

6. Add the details you are ready to order from the purchase order. (You do not have to add all the details at this time.)

For more information, see "About Adding Purchase Order Details " (page 102).

7. Add optional field entries (if used) and other information for the purchase order. For more information, see "About Optional Fields in Transactions" (page 80).

8. In multicurrency ledgers, edit the exchange rate information, if necessary.

For more information, see "About Currency Exchange Rates" (page 90).

9. Click **Post**.

Creating Purchase Orders Automatically

Use the Create Purchase Orders screens to create purchase orders automatically from current requisitions, from reorder quantities in Inventory Control, and from active sales orders in Order Entry.

About Creating Purchase Orders Automatically

You can save time by creating purchase orders automatically from current requisitions, from reorder quantities in Inventory Control, and from active sales orders in Order Entry.

You can create purchase orders only for active items, vendors, and locations (if you use Inventory Control). Inventory Control must also allow the items at all locations for which they are ordered, if you use that program.

When you create purchase orders automatically, the program selects Active as the purchase order type, posts the purchase orders, and increases quantities on purchase order in Inventory Control.

To review and edit the purchase orders you create automatically, you use the Purchase Order Entry screen.

To print the new purchase orders, you use the Purchase Orders screen, available in the P/O Forms folder.

For step-by-step instructions on creating purchase orders automatically, see "Creating Purchase Orders from Requisitions" (page 120), "Creating Purchase Orders from Inventory Control Reorder Quantities" (page 115), and "Creating Purchase Orders from Order Entry Sales Orders" (page 117).

Assigning Dates and Purchase Order Numbers

When creating purchase orders automatically, the program:

- Assigns the current session date to each purchase order.
- Assigns the next available purchase order number to each document, using the length, prefix, and number specified for purchase orders in the Options.

After posting, the program displays the number of purchase orders that were created.

Purchase Orders Created by Vendor Type

You can create purchase orders by vendor type. The following example describes the purchase order details that are created when a vendor type is specified.

Assume purchase orders will be created from the following requisition details, and that details with blank vendor numbers are selected for vendors who are Vendor1 in the item records:

Line Number	Item Number	Vendor Number	Vendor 1 in Item Record
1	A1-103/0	Blank	1200
2	A1-400/0	Blank	1400
3	A1-401/0	Blank	1350
4	A1-650/0	1200	1500

These details would create three purchase orders, one each for vendors 1200, 1400, and 1350.

The purchase order for vendor 1200 would include two item details because vendor 1200 is assigned in the item record as the selected vendor type for line 1, and specified as the vendor number for line 4.

Note: You cannot mix job-related and non-job-related requisitions when creating purchase orders. If you use Project and Job Costing and are creating POs from both types of requisitions, you must run this function twice.

Purchase Orders for Requisitions or Vendors on Hold

If you create a purchase order for a vendor account that is on hold in Accounts Payable, the purchase order will also be on hold.

Purchase orders are not created from requisitions that are on hold.

Assigning Entries for Optional Fields

You can specify entries for any optional fields that you use for purchase order documents and details. All the new purchase orders will have these entries in their optional fields, but you can change them if necessary.

When you create a purchase order from more than one requisition, the fields on the Optional Fields tab are taken from the first requisition that you select.

About Creating Purchase Orders from Requisitions

You can create purchase orders from requisitions using the Purchase Order Entry screen, or you can create them automatically using the Create POs From Requisitions screen.

Using the Purchase Order Entry screen, you can:

- Specify a requisition number on a purchase order. The program then displays the information entered for the requisition, including detail lines that specify the vendor number and, optionally,

detail lines that have no vendor number.

- Select more than one requisition number for a single purchase order, to add details from different requisitions posted for the vendor (and for blank vendors, if desired) to a single purchase order.
- Select item details with no vendor number when the purchase order vendor is specified as the vendor type in the item records.
- Consolidate like detail lines into single lines.

For more information, see "About Processing Purchase Orders " (page 100).

Using the Create POs From Requisitions screen, you can:

- Create purchase orders automatically from requisitions.
- Specify a range of requisitions, requisition dates, and vendors from which to create purchase orders.
- Optionally, consolidate item details from more than one requisition into single details on purchase orders.
- You can also create purchase orders from requisitions that contain detail lines without vendor numbers and you can specify entries for any optional fields you use.

For more information, see "About Creating Purchase Orders Automatically" (page 110).

Posting Purchase Orders Created from Requisitions

Posting assigns item costs based on the default item cost type in the P/O Options screen and the amount entered for the cost type in the item records in Inventory Control (if you use it).

Posting also enters the current session date as the purchase order date, and completes the selected requisitions. The requisitions will be deleted the next time you run Day End Processing unless you keep transaction history.

About Consolidating Requisition Details on Purchase Orders

You can consolidate details from separate requisitions into single details on purchase orders for the same vendor, item, unit of measure, and (if you use Inventory Control) inventory location. The program combines all related details, with the exception of details that include drop-ship addresses. A separate purchase order detail is created for each requisition detail with a drop-ship address.

Important! *Consolidation deletes order numbers!* Any order numbers entered in requisition details are lost if you consolidate when creating purchase orders, but you can edit the new purchase orders to re-enter the order numbers you need.

Example:

For example, assume the following detail lines exist for a vendor on the requisitions from which you are creating purchase orders and you have chosen to consolidate details:

Line	Item	Loc.	Qty.	Unit	Drop-Ship	Order No.
1	A1-103/0	1	10	Ea.	Yes	None
2	A1-103/0	1	15	Ea.	No	21234
3	A1-103/0	1	7	Ea.	No	37288
4	A1-103/0	2	9	Ea.	No	None

The following details are included on the purchase orders:

Line	Item	Loc.	Qty.	Unit	Drop-Ship	Order No.
1	A1-103/0	1	10	Ea.	Yes	None
2	A1-103/0	1	22	Ea.	No	None
3	A1-103/0	2	9	Ea.	No	None

Lines 2 and 3 were combined because they are identical except for the quantity and order number. Notice that the line now has no order number and that the quantities are combined.

Line1 was not consolidated because it contains a drop-ship address. Line4 was not consolidated because it is for a different location.

Note: Lines will not be consolidated if they have optional fields, and they will not be consolidated if the vendor item numbers are different.

About Determining the Quantity to Order

This article describes how to use the Reorder Quantity option to order the number of items you need.

Example:

Assume you are reordering an item for which the Reorder Quantities screen (in Inventory Control) shows the following figures:

- Minimum quantity = 10
- Projected sales = 25
- Maximum quantity = 30
- Reorder quantity = 10
- Quantity on hand = -13

You can order up to the maximum quantity or projected sales (for the period), or over the maximum quantity or projected sales, as follows:

- To order up to, but not exceeding, the maximum quantity, you would order 40 stocking units (4 x 10), bringing the on-hand quantity to 27. (Choose the Up To Maximum option.)
- To order up to at least the maximum quantity, you would order 50 stocking units (5 x 10) bringing the on-hand quantity to 37. (Choose the Above Maximum option.)
- To order up to, but not exceeding, the projected sales quantity for the number of days in the period (selected by the run date), you would order 30 stocking units (3 x 10) bringing the on-hand quantity to 17. (Choose the Up To Projected Sales option.)
- To order up to at least the projected sales quantity for the period, you would order 40 stocking units (4 x 10) bringing the on-hand quantity to 27. (Choose the Above Projected Sales option.)

About Ordering Items by Vendor Type

You can specify vendor types to use for an item, so that you can select an item only if the vendor is a designated vendor type in the item record. (For information on vendor types, see the help for the I/C Vendor Details screen, or, if you use Purchase Orders without Inventory Control, see "P/O Vendor Details Screen " (page 369).)

You can select items with quantities under the minimum level or projected sales specified for them in the Reorder Quantities screen, and you can order item quantities up to or above the maximum or projected sales figures.

Creating Purchase Orders from Inventory Control Reorder Quantities

If you have Sage 300 Inventory Control, you can use the Create POs From I/C screen to create purchase orders from Inventory Control reorder quantities.

You can create purchase orders for:

- All items with less than their maximum quantities on hand.
- Items with quantities below their minimum amounts.
- Items with insufficient quantities on hand to meet their sales targets for the number of days you specify.

You create a purchase order for one vendor at a time, using an Accounts Payable vendor number. You also specify the range of items and locations for the order.

Note: The program creates a purchase order for an item and location only if Inventory Control allows the item at the location and the location is active.

Before You Start

- Set up or update reorder information using the Reorder Quantities screen in Inventory Control.
- Assign vendor types to item records using the Vendor Details screen in Inventory Control.
- Determine the vendors, items, and locations for which you want to create purchase orders.
- Determine the run date to use to select reorder periods from Inventory Control and to assign to the purchase orders you create.
- Determine the methods by which to select items and quantities to order.
- Decide what information you need for purchase order optional fields and purchase order detail optional fields.
- Choose Reorder Report from the Stock Control Reports screen in Inventory Control to print a report of the quantities you need to order.

To create purchase orders from reorder quantities:

1. Open **Purchase Orders > P/O Create Purchase Orders > Create POs from I/C**.

For more information, see "P/O Create POs From I/C Screen" (page 246).

2. Enter the run date.

You enter a run date to identify the reorder period used to determine order quantities, and set the purchase order date.

3. Specify the vendor number and the ranges of item numbers and locations for which to create purchase orders.
4. Specify whether to create POs for a specific location or for all locations.
5. Select the vendor types to include.

Use this option to create POs only if a vendor is listed as Vendor 1, or Vendor 2, and so on, for an inventory item.

Items in the range you specified are selected if the vendor number for which you are creating a purchase order is one of the selected vendor types in the vendor details record.

6. Select the method for determining which item numbers to order.
 - **All Items.** Select this option to order all selected items that are below their maximum quantities in Inventory Control.
 - **Items Below Minimum.** Select this option to order selected items if their quantities on hand are below the minimum quantities entered for them in the Reorder Quantities form in Inventory Control.
 - **Items Below Projected Sales for [] Days.** Select this option to order items for which quantities on hand will be below the period's projected sales for the number of days you type.

Note: The run date you specify sets the beginning date of the number of days you specify.

7. Select the method for determining item quantities.
 - **Up to Maximum.** Select this option to order the quantity of each item that will bring the quantity on hand for the item up to or close to, but not over, the maximum amount specified in the Reorder Quantities screen.
 - **Above Maximum.** Select this option to order the item quantity that will bring the quantity on hand for each item up to at least the maximum amount specified for the item in the Reorder Quantities screen.

Note: This choice can result in quantities that are higher than the maximum amount.

- **Up to Projected Sales for [] Days.** Select this option to order the item quantity that will bring each item's quantity on hand up to or close to, but not over, the projected sales quantity for the number of days you specify, beginning on the run date.
- **Above Projected Sales for [] Days.** Select this option to order the item quantity that will increase the quantity on hand for each item to more than the number of units specified as the projected sales of the item over the number of days you specify, beginning on the run date.

8. Click the **Optional Fields** tab (if you use optional fields on the purchase orders screen), and specify entries for the optional fields that appear on the purchase orders.
9. Click the **Detail Optional Fields** tab (if you use optional fields with purchase order details), and specify entries for the optional fields that appear on detail lines.
10. Click the **Process** button to create the purchase orders.

The program creates a purchase order for each vendor in the ranges you specified.

When the purchase orders have been posted, you see a message that lists the range of purchase order numbers that were assigned.

Note: If vendor accounts are on hold, the purchase orders will be created, but the POs will be On Hold.

After creating purchase orders

- Print a detailed Transaction List for the purchase orders you created, choosing Transaction List from the Analytical Reports folder.
- Make any changes you need to the purchase orders, using the Purchase Order Entry screen, then post the purchase orders and print copies of them.
- Print a new copy of the Reorder report in Inventory Control to find out whether you ordered all the items you need.

Creating Purchase Orders from Order Entry Sales Orders

If you have Sage 300 Order Entry, you can create purchase orders for all items on current active Order Entry sales orders, or only for backordered items or items with insufficient inventory quantities on hand to fill the orders.

Note:

You cannot create purchase orders from future or standing sales orders or from orders that are on hold in Order Entry.

You can create purchase orders from Order Entry by ranges of customer numbers, order numbers, order dates, and expected ship dates. You can also consolidate purchase orders by vendor number or create a purchase order for each vendor listed on each order.

If you create purchase orders by vendor number, all orders for the same item, location, and vendor are consolidated into a single detail on the purchase order for the vendor.

If you create purchase orders by sales order, you produce a separate purchase order for each vendor specified on the selected orders, resulting in more than one purchase order for vendors specified on more than one order. This option retains order numbers and lets you print the Shippable Backorders report for the transactions you post for Order Entry orders.

If you want to create purchase orders by sales order, you can still select the Consolidate Items option to consolidate like details for vendors. Consolidated purchase orders are shorter. Use the option if you do not print the Shippable Backorders report by order number. (Consolidation deletes order numbers.)

Before You Start

- Assign vendor types to item records in Inventory Control.
- Determine the customers, orders, dates, and vendor types for which you want to create purchase orders.

To create purchase orders from Order Entry sales orders:

1. Open **Purchase Orders > P/O Create Purchase Orders > Create POs from O/E**.

For more information, see "P/O Create POs From O/E Screen" (page 250).

2. Use the **From** and **To** fields to specify ranges of customers, orders, order dates, and expected ship dates by which to select the purchase orders to create.
3. Select the I/C vendor type.
4. For the **Create Purchase Order for Each** option, specify whether to:
 - Create only one purchase order for each vendor (select Vendor).

If you create purchase orders by vendor number, all orders for the same item, location, and vendor are consolidated into a single detail on the purchase order for the vendor.

- Create a separate purchase order for each order number and each vendor listed on the order (select Order).

If you create purchase orders by sales order, you produce a separate purchase order for each vendor specified on the selected orders, resulting in more than one purchase order for vendors specified on more than one order. This option retains order numbers and lets you print the Shippable Backorders report for the transactions you post for Order Entry orders.

5. For the **Include** option, specify whether to order all items on the selected orders, or only items for which you have insufficient quantities on hand, or only items that are on backorder.
6. To include drop-ship addresses entered for items and customers on the Order Entry orders, select **Drop-Ship Items**.

If you use the Drop-Ship Items option, every purchase order detail is assigned either the address entered on the sales order or the customer's address in Accounts Receivable.

Note: If you select this option, you cannot consolidate details.

7. To consolidate details on the purchase orders with the same item number, location, and unit of measure into single details on purchase orders, select **Consolidate Items**.

Note: This option is not available if any optional fields or detail optional fields are assigned to this screen.

8. To include non-stock items on the purchase order, select **Include Non-Stock Items**.

Note: This option appears only if you allow receipt of non-stock items in Inventory Control.

If you do not select this option, non-stock items are omitted from the Finder and treated as non-inventory items.

9. If you use optional fields with purchase orders (at the document level), click the **Optional Fields** tab, and then specify entries for the optional fields.
10. If you use optional fields with purchase order details, click the **Detail Optional Fields** tab, and then specify entries for the optional fields that appear on detail lines.
11. Click the **Process** button to create the purchase orders.

After creating purchase orders

- Print a detailed Transaction List for the purchase orders you created, choosing Transaction List from the Analytical Reports folder.

- Make any changes you need to the purchase orders, using the Purchase Order Entry screen.
- Print copies of the purchase orders for your records and to mail to vendors.

Creating Purchase Orders from Requisitions

You can create purchase orders for requisition details that do not have vendor numbers, assigning the vendors either by creating purchase orders for only one vendor number or by selecting a vendor type used with items in Inventory Control.

Purchase Orders does not create POs from requisitions that are on hold.

If you use Purchase Order's requisition approval system, requisitions must be entered or saved by users who are authorized to approve POs before they can be added to purchase orders.

Before You Start

- Use the Requisition Entry screen to create or import requisitions.
- Determine the requisitions, vendors, and dates for which you want to create purchase orders.
- If you are using Project and Job Costing, choose either job-related or non-job-related requisitions.

In Accounts Payable:

- Add any new vendor numbers used in requisitions for which you want to create purchase orders. (The program cannot create purchase orders for vendor numbers that are not defined in Accounts Payable.)
- Make sure the vendor numbers you want to use are all active. You cannot create purchase orders for inactive vendors.

In Inventory Control, make sure that:

- All items you are ordering for a location are allowed at the location.
- You specified only active items and locations on the requisitions for which to create purchase orders.
- Choose Transaction List from the Analytical Reports folder. For more information, see "P/O Transaction List Report Screen" (page 297).
- Then print a detailed list of the requisitions from which you are ready to create purchase orders. Make any changes you need to the requisitions, using the Requisition Entry screen.

To create purchase orders:

1. Open **Purchase Orders > P/O Create Purchase Orders > Create POs from Requisitions**.

For more information, see "P/O Create POs From Requisitions Screen" (page 254).

2. Use the **From** and **To** fields to specify ranges of requisition numbers, dates, and vendors for which to create purchase orders.
3. Select options, as follows:

- Select **Consolidate Items** to consolidate details from separate requisitions into single details on purchase orders for the same vendor, item, unit of measure, and (if you use Inventory Control) inventory location.

The program combines all related details, with the exception of details that include drop-ship addresses. A separate purchase order detail is created for each requisition detail with a drop-ship address.

- If you select **Include Blank Vendors**, you must specify the vendor type for which to create the purchase orders.

Example: You can have all requisitions with blank vendors use the vendor that is listed as Vendor 1 in the items' vendor details records (in Inventory Control).

- if you use Project and Job Costing, select **Job Related** to create job-related purchase orders.

Note: You cannot mix job-related and non-job-related requisitions when creating purchase orders. If you use Project and Job Costing and you are creating POs from both types of requisitions, you must run this function twice.

4. If optional fields are assigned to purchase order (at the document level), click the **Optional Fields** tab, and then specify entries for the optional fields that appear on purchase orders.

If you use the same fields on requisitions and purchase orders, the optional field entries on the requisition detail lines appear defaults on purchase orders, unless you specify different entries here.

When you create a purchase order from more than one requisition, the fields on the Optional Fields tab are taken from the first requisition that you select.

5. if you use optional fields with purchase order details, click the **Detail Optional Fields** tab, and then specify entries for the detail optional fields.
6. Click **Process** to create the purchase orders.

Purchase Orders creates a purchase order for each vendor for whom details were entered on requisitions in the ranges you specified.

When the purchase orders have been posted, you see a message that lists the range of purchase order numbers that were assigned.

After creating purchase orders

- Print a detailed Transaction List for the purchase orders you created, choosing Transaction List from the Analytical Reports folder.
- Make any changes you need to the purchase orders, using the Purchase Order Entry screen.
- Print copies of the purchase orders you need to mail to vendors and to file with your records.

Copying Purchase Orders

You can use the Copy Purchase Order screen to create new purchase orders based on existing purchase orders.

The details from the existing POs, including item numbers, quantities ordered, costs, and other information, appear as defaults for the new purchase order.

You can select the details that you want to copy to the new purchase order, and you can change the location, expected arrival date, whether items are drop-shipped, the quantity ordered, cost, unit of measure, unit weight, and optional fields for any detail lines.

To create a new purchase order from one or more existing POs:

1. Open **Purchase Orders > P/O Transactions > Copy Purchase Orders**.
2. In the **From Vendor Number** field, type the code for the vendor whose purchase order details you want to copy for the new PO.
3. In the **To Vendor Number** field, type the code for the vendor for whom you are creating the new purchase order, or use the Finder or the navigation buttons to select it.
4. In the **From PO Number** and **To PO Number** fields, specify the range of existing orders (for the From Vendor) to use as the basis for the new purchase order.
5. The tax group for the To Vendor appears as the default in the Tax Group field, but you can change it.
6. In the **PO Type** field, select the type of purchase order to copy.
7. If you are copying job-related purchase orders, select the **Job Related** option.
8. If you want to copy costs from the original purchase orders to the new purchase order, select the **Use PO Cost** option. (This choice is available only if both vendors use the same currency, and you use Project and Job Costing.)
9. Click the Go  button to add the details from the existing purchase orders to the new order.
10. In the **PO Number** field, type a purchase order number or accept the *****New***** entry to let the program assign the next number in the purchase order number sequence.

11. In the **PO Date** field, enter the date for the purchase order. The program displays the session date as the default PO date.
12. If you need to put the new purchase order on hold, select the **On Hold** option.
13. Enter a description and a reference for the PO.
14. Use the detail table on the Copy POs tab to edit the details as you require.

To delete a detail line, select it on the table, and then press the **Delete** key.

15. When you have finished editing information for the purchase order, click the **Create** button to generate the PO.

You can then view, edit, and post the order using the Purchase Order Entry screen.

Receipts

Enter, import, export, and set up security for receipts to record items you enter into inventory.

About Processing Receipts

Use the Receipt Entry screen to receive items into inventory. For more information, see "P/O Receipt Entry Screen" (page 561).

You can enter receipts with or without purchase order numbers. If you use a purchase order number on a receipt, the purchase order information is displayed.

If you need to edit a receipt you created from a purchase order, you can change the vendor and header information (except for the template and tax group codes), delete item details, and add additional cost details, but you cannot add item details. When editing a posted receipt, you cannot delete detail lines but you can add additional cost details.

Note: You cannot view or edit costs unless you are assigned the security right to "Show Receipt Costing Information."

Use the Return Entry screen to return items to suppliers. For more information, see "About Processing Returns" (page 155).

Effects on Inventory Control

When you post a receipt in Purchase Orders, item quantities on hand are increased in Inventory Control for the received items.

If you post the receipt with a purchase order number, quantities on purchase order are reduced in Inventory Control, and the purchase order's received quantities and outstanding quantities are updated on the purchase order.

You can process receipts either in Purchase Orders or Inventory Control. However, we recommend that you enter all receipts in Purchase Orders because Purchase Orders' Receipt Entry screen allows you to fully track and prorate additional costs, and record more information for each receipt than you can record in Inventory Control.

When you enter receipts with existing purchase order numbers in Purchase Orders, the purchase orders are updated. They are not updated by receipts you enter in Inventory Control.

If you enter or change additional costs on invoices in Purchase Orders, you can also prorate the new costs to the corresponding receipts.

For more information about processing receipts in Inventory Control, see "About Using Purchase Orders With Inventory Control" (page 36).

About Entering Receipts

This topic describes the information you enter for receipts and receipt adjustments on the Receipt Entry screen. For more information, see "P/O Receipt Entry Screen" (page 561).

Setup Records Required to Process Receipts

Before processing receipts, you need to set up the following Purchase Orders records:

- Additional cost codes
- Optional fields (if you use them)
- Ship-via codes
- Templates

You need to select the following options for receipts on the P/O Options screen:

- Edit or verify the lengths, prefixes, and numbers you want the program to assign to receipts, if you want the numbers assigned automatically.
- Select the options to use when processing receipts.
- Select a default template code (optional).

Also, set up related records in other Sage 300 programs:

- Terms codes in Accounts Payable.
- Vendor records in Accounts Payable.
- Optional fields in Inventory Control, Accounts Payable, and General Ledger
- Tax records in Common Services.
- Currency records (multicurrency ledgers) in Common Services.
- Item, price list, location, account set, and category records in Inventory Control.
- Contacts in Project and Job Costing.

Specifying Vendors and Purchase Orders

You can enter receipts for vendor numbers that exist in your Accounts Payable data and for new vendors. You can add a vendor to Accounts Payable from the Receipt Entry screen.

You can also apply receipts to existing purchase orders, or you can enter a receipt that doesn't reference a purchase order.

Entering Details for Job-Related Receipts

If the receipt is for a project you are managing with Project and Job Costing, different fields appear for the details to let you enter job-related information. If the retainage option is selected in Accounts Payable, you can choose retainage accounting for the receipt.

Note: If the receipt is being created from multiple purchase orders, all purchase orders must be either job-related or non-job-related.

Specifying Item and Cost Details

You can enter individual item receipts and additional costs (such as shipping charges) as separate details, and you can edit tax information for each detail and cost, and for the vendor.

You can enter additional cost details for the **primary vendor** (the vendor from whom you received the goods) or for **secondary vendors** (vendors who charged costs on the shipment but did not supply the goods).

If necessary, you can assign a different vendor and tax group to each additional cost detail. In multicurrency ledgers, you enter all details in the primary vendor's currency.

During receipt entry, you can look up purchasing history by vendor or item number. You can also print receipts after posting them using the standard form for receiving slips supplied with Purchase Orders, or using forms you design.

Note: You must use the option **Allow Receipt of Non-Stock Items** in Inventory Control to enter receipt transactions for non-stock items.

Posting Receipts

When you post a receipt in Purchase Orders, item quantities on purchase order are reduced and quantities on hand are increased in Inventory Control.

If the receipt is job-related, Purchase Orders also updates the actual and committed quantities and costs for the job in Project and Job Costing.

If you specified a purchase order number on a receipt, posting enters or updates outstanding and received quantities on detail lines in the purchase order, and completes purchase order detail lines that have been fully received or canceled. Posting also deletes purchase order details for which no quantity was received on the receipt, so that they do not appear on the receipt if you select it for editing after you have posted it. You should make sure you have entered all the received quantities you want to include on a receipt before you post it.

After posting a receipt, you cannot change additional cost information (except for the amounts) and you cannot delete detail lines—although you can change the quantity received and cost amounts, and

you can add additional costs for the primary vendor on the invoice. In multicurrency ledgers, you cannot edit exchange rates.

Editing Receipts

After posting a receipt, you can no longer change the purchase order numbers, template code, or tax group, and you cannot delete any item or additional cost details that were posted with the receipt. You can add new additional cost details and, if the receipt does not reference a purchase order number, you can add item details. In multicurrency ledgers, you cannot edit exchange rates.

If you change receipt quantities, quantities on hand are updated in Inventory Control.

Job-related changes to receipt quantities will change the committed and actual quantities and costs in Project and Job Costing.

If you edit an existing receipt that was created from a purchase order, you see only the detail lines (from the purchase order) that have a received quantity or have a non-zero amount (other than the received quantity), such as a manual proration or a canceled quantity.

You cannot change the proration or re-proration method you assign to any additional cost after you post the receipt. If you need to change the method, either on the receipt or for a return, you post the change as an adjustment in Inventory Control.

Note: Once you have posted an invoice for the primary vendor, all the vendor's details are complete and you cannot edit them. When you have posted invoices for all the vendors on a receipt, the receipt is complete and can no longer be changed.

Invoicing Receipts

You can post invoices for receipts from the Receipt Entry screen, invoicing the items received and additional costs charged by the primary vendor (the receipt vendor), as well as additional costs charged on receipts by other vendors (secondary vendors).

You can also use the Invoice Entry screen to post invoices.

Entering 1099 Codes and Remit-to Locations

You can enter 1099 codes and remit-to locations in Invoice Entry or in Accounts Payable.

Important! If you need to record 1099 codes and amounts or remit-to locations, you must enter invoices in the Invoice Entry screen, or edit Purchase Orders invoices in Accounts Payable to add the codes and 1099 amounts.

Assigning Serial Numbers and Lot Numbers

If you also use Serialized Inventory and Lot Tracking, you can assign serial numbers to items after inserting an amount in the **Quantity** field. For more information, see "Receiving and Invoicing Serialized Items " (page 187).

About Importing Receipts

Use the Import command on the File menu in the Receipt Entry screen to transfer receipts created in non-Sage 300 applications (or in another Purchase Orders database at a different location) to Purchase Orders.

Purchase Orders posts imported receipts and returns as they are imported, but does not delete the original file of transactions. To avoid importing the same transactions twice, you should delete the file when you are finished.

You must make sure that the receipts and returns for importing use unique document numbers. You cannot import a transaction that uses a document number you have posted and not cleared in Purchase Orders. You can also import additional costs only for the primary vendor.

Multicurrency ledgers

You cannot import multicurrency transactions into a single-currency ledger. Edit import files to remove multicurrency fields before importing.

Guidelines for importing

If the file does not contain valid data, Purchase Orders will not import it. For an example of valid data, export receipts using the fields you plan to import later and use this as a guide.

The import file you specify must be located on the drive and in the directory that you select. If you are on a network, you must have access rights to the import file and the directory.

For detailed instructions about importing receipts, see the System Manager help.

After importing

- Check data integrity.
- Run Day End Processing to create journal entries from the imported data.
- Print the posting journal for the type of transaction imported and use it to check the posted details and the general ledger distributions generated from Purchase Orders transactions.
- Unless you need to use it again, delete the file from which you imported the transactions.

About Exporting Receipts

Use the Export command on the File menu in the Receipt Entry screen to transfer transactions created in Purchase Orders to either of the following:

- Non-Sage 300 applications.
- A file to be edited and imported later.

Before exporting, decide which fields to include in the export file. You must select fields for each type of record used for the selected transaction type. You should also determine the path for the export file you want to use or create.

When you choose Export, Purchase Orders exports all the transactions of the selected type currently in the system. If you do not want to export everything, use the Set Criteria option to specify the documents to export.

About Entering Additional Costs on Receipts

When entering a receipt, you can add additional costs charged on the shipment, such as handling charges, service charges, and duty. You can include additional costs charged by the primary vendor, and you can include costs charged by other vendors.

You enter additional cost details by vendor on the Additional Costs tab of the Receipt Entry screen. You can add as many cost details as you need for the primary vendor and secondary vendors.

You can expense these costs or prorate them to received items. You can also edit additional-cost amounts on previously posted receipts that are not yet fully invoiced.

Note: If you return items, later, you can specify how to reallocate costs that were prorated to the returned items on the receipt.

You can post an invoice for each vendor's costs from the Receipt Entry screen, or you can enter the invoices in Invoice Entry.

Proration of Additional Costs

For each additional cost, you can choose from five proration methods. You can choose to expense the cost (No Proration), or you can prorate it by item cost, quantity, or weight. You can also choose to prorate the cost manually.

Note: You cannot change the proration method after you post the receipt.

For examples and information about how costs are prorated, see "About Calculating Prorated Additional Costs" (page 133).

If you do not prorate an additional cost, you expense it to the general ledger account you assigned to the additional cost record or to another account you specify when entering the additional cost transaction.

If you want to prorate or expense a job-related cost to several jobs, you must have a receipt detail for each of the jobs to which you want to apportion costs.

You can also specify retainage for job-related costs.

No Proration for Non-inventory Items

When entering additional costs for non-inventory items, you must select **No Proration**. If you try to prorate by quantity, cost, or weight, the program displays an error message and prevents you from posting the receipt.

Reporting Prorated Amounts

The Receipts Posting Journal lists the additional cost amounts prorated to each item on a receipt. Use the journal to check the amounts that were prorated automatically during posting or Day End Processing, and to check the amounts you prorated manually.

Tax on Additional Cost Amounts

The tax information for each additional cost detail is determined by the vendor's tax group. For each detail, you can change the tax class and specify whether tax is included in the cost amount (if allowed by the tax authority).

You can also check the tax amount for the detail and the allocated, recoverable, and expensed tax amounts. For more information, see "About Tax Information and Amounts" (page 83).

About Specifying Vendors for Additional Costs

To add information about additional costs on a receipt, you specify the vendor who charged the cost before entering the costs charged by each vendor.

You specify the following vendor information on the Additional Cost tab on the Receipt Entry screen:

- **Vendor number and name** (the code and name of the vendor who charged you the cost).

You can enter an existing vendor number or a new vendor number that you have not yet added to Accounts Payable. You can also enter a new vendor's name in Purchase Orders and add the vendor to Accounts Payable from the Additional Costs tab in the Receipt Entry screen.

If you are adding a cost for a vendor who is not the primary vendor, you can edit the vendor's address, phone and fax numbers, and contact on a separate zoomed screen you open from the Additional Costs tab. You can also edit the information for an existing vendor number.

When you enter a valid vendor number, the program displays the vendor's tax group and terms.

Note: In multicurrency ledgers, the program also displays exchange rate information for the vendor's currency.

- **Tax group** (the tax authorities, classes, and related tax information that apply to the cost). In multicurrency ledgers, the tax group you select identifies the currency in which the additional cost was charged.

A tax group is displayed if you use an Accounts Payable vendor number, but you can change it, provided the vendor for the cost is not the primary vendor (from whom you received the goods). You specify the tax group for a new vendor you have not yet added to Accounts Payable.

- **Terms code.**

Use the **Terms Code** field to add or change the code that identifies the payment terms the vendor allows your company.

To change a terms code, type the new code or select the code from the Finder. You must enter a terms code for each vendor and you must use one of the terms codes you have defined in Accounts Payable.

You can also edit dates, payment, and discount information on the Terms tab.

Note: In multicurrency ledgers, you can enter the rate type, rate date, and exchange rate for each secondary vendor. You use the Rate Information tab to edit currency rate information for a primary vendor who does not use functional currency.

Displayed Information

The program displays the subtotal, tax included, and total amounts of the additional costs you enter for each vendor.

For more information, see "P/O Receipt Entry Screen" (page 561).

About Prorating Additional Costs on Receipts

You can choose from five proration methods for each additional cost, as follows:

- **No Proration.** If you do not prorate an additional cost, you expense it to a general ledger account instead.

Note:

When entering additional costs for non-inventory items, you must select **No Proration**. If you try to prorate by quantity, cost, or weight, the program displays an error message and prevents you from posting the receipt.

- **Prorate by Cost.**
- **Prorate by Quantity.**
- **Prorate by Weight.**
- **Prorate Manually.**

You cannot change the proration method after you post a receipt.

For examples and information about how costs are prorated, see "About Calculating Prorated Additional Costs" (page 133).

Expensing Additional Costs

If you do not prorate an additional cost, you expense it to the general ledger account you assigned to the additional cost record or to another account you specify when entering the additional cost transaction.

Prorating Job-Related Additional Costs

If you want to allocate an additional cost to several jobs, you need to add a detail line for each job.

Returns and Adjustments

When you return items to which costs were prorated, you specify the re-proration method. If you used an additional cost code on the receipt, the program displays the re-proration method specified in the additional cost record, but you can select another method for the detail.

You can choose to leave the cost as originally prorated, re-prorate it using the original proration method, or expense it to the general ledger account you specify. You can select:

- **Prorate**—to allocate the returned additional cost amount over the remaining goods on the receipt using the original proration method.
- **Leave**—if you do not want to re-prorate the additional cost to the remaining goods on the receipt.

Tip: You can also use the Adjustments screen in Inventory Control to write off the additional cost to a general ledger write-off account, rather than add it to other item costs.

- **Expense**—to debit a general ledger expense account for the returned portion of the additional cost amount. Enter the general ledger account number to which the expensed amount is posted.

Note: You cannot change the proration or re-proration method after you post the return.

Editing Tax Distributions

The tax information for each additional cost detail is determined by the vendor's tax group. For each detail, you can change the tax class and specify whether tax is included in the cost amount (if allowed by the tax authority).

You can also check the tax amount for the detail and the allocated, recoverable, and expensed tax amounts. For more information, see "About Tax Information and Amounts" (page 83).

Reporting Prorated Amounts

The Receipts Posting Journal lists the additional cost amounts prorated to each item on a receipt. Use the journal to check the amounts that were prorated automatically during posting or Day End Processing, and to check the amounts you prorated manually.

About Calculating Prorated Additional Costs

You can prorate additional costs to items on a receipt either automatically or manually.

- If you prorate automatically, the extra cost amounts do not appear as part of the item detail costs in the Receipt Entry screen, although they are reported on the posting journal for each transaction.
- If you prorate manually, you click the **Distribute Proration** zoom button, and enter the prorated cost amounts in the Distribute Proration screen.

Prorating Automatically

Additional costs you choose to prorate automatically are apportioned across all items on a receipt during posting or Day End Processing, based on each detail's total quantity received, total weight, or extended cost, as a percentage of the receipt's total quantity, weight, or cost, respectively.

You can prorate by:

- **Quantity.** If you prorate by quantity, prorated amounts are calculated based on the quantity specified for each detail. For example, you would prorate a handling cost by quantity if the cost depended on the number of items shipped.

The program does not convert units to stocking units. If you enter two detail lines for the same item number and specify ten stocking units for the first detail and ten boxes (of ten stocking units each) for the second detail, the same additional cost amount will be prorated to both details.

You cannot prorate costs for non-inventory items. You must choose No Proration.

- **Weight.** If you prorate by weight, prorated amounts are calculated based on the weight specified for each detail. You would choose this proration method for a freight charge that was determined by the weight of the shipment.
- If you do not enter a weight amount for a detail, no additional cost amount will be calculated for it.
- If no weight is specified for any of the item details, the additional cost amount is prorated evenly to all item details on the receipt.

Note: The calculation is by total weight after conversion to the default weight unit of measure. Note also that you cannot prorate costs for non-inventory items. You must choose No Proration.

- **Cost.** For more information, see "About Prorating by Cost" (page 141).

About Manually Prorated Amounts

You can post a receipt only when you have completely allocated any additional costs you selected for manual proration, plus their associated tax amounts.

Tip: Check the Totals tab to see whether you entered all manual proration amounts.

You can manually prorate additional costs only to item details, including non-stock items, that have valid inventory item numbers. You cannot manually prorate costs to non-inventory items.

In multicurrency ledgers, you can manually prorate additional costs only for vendors who use the functional currency.

Note: For a job-related receipt, you can prorate additional costs to different contracts, projects, and categories. However, if you want to allocate an additional cost to several jobs, you need to add a receipt detail line for each job.

Entering Receipts

You use the Receipt Entry screen to record the receipt of both inventory and non-inventory items in Purchase Orders. When you receive items, you can also post an invoice for the primary vendor and for any secondary vendors for which you record additional costs on the receipt.

While entering receipts, you can also:

- Edit details on an existing receipt if you have not posted an invoice for the vendor and receipt. A receipt is complete when you have posted invoices for all vendors on the receipt. You cannot change a completed receipt.
- Enter or change the vendor address information.
- Enter additional costs for receipts (from primary or secondary vendors).
- Invoice receipts and additional costs.
- Identify items as fixed assets for management by Sage Fixed Assets.
- Specify drop-ship addresses for receipt details.
- Check and edit tax distributions by detail line and for the primary and secondary vendors.
- Assign serial numbers to serialized items (if you use Serialized Inventory and Lot Tracking).
- Assign lot numbers to lotted items (if you use Serialized Inventory and Lot Tracking).

For more information, see "About Entering Receipts" (page 125).

Before You Start

- Make sure you have complete information about the received shipment, including bills of lading and information about additional costs that pertain to this receipt.
- If you use multicurrency accounting, find out the rate type, rate date, and exchange rate to use for this receipt.
- If the receipt is job-related, make sure you know the contract, project, category, resource (if applicable), billing type and rate, and A/R item number to charge for each item detail.

To enter a receipt:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.

For more information, see "P/O Receipt Entry Screen" (page 561).

2. Press the Tab key to accept ***** NEW ***** in the Receipt Number field, and let Purchase Orders assign a receipt number when you post the document.

If you do not want Purchase Orders to assign the number automatically, you can type the new number yourself, and then press the Tab key.

3. In the Vendor Number field, type the vendor number or select it from the Finder.

Tip: You can skip this field, and then select the PO number. However, you must enter the vendor number first if you are receiving goods from several purchase orders

4. If you are receiving goods from one purchase order, in the **PO Number** field, enter or select the purchase order number.

To select several purchase orders from which to create the receipt, click the Zoom  button beside the **From Multiple POs** field.

In the Create PO From PO screen, click the Finder to display purchase order numbers for the selected vendor. You may have to press the Insert key first if you are adding a purchase order to an existing receipt.

You can select a single purchase order. You can also select several purchase order numbers to create a receipt that includes details entered on the selected purchase orders for the vendor.

Tip: Skip these fields if you are creating a receipt without referencing a purchase order.

5. If this is a job-related receipt and you did not specify a purchase order number, select the **Job Related** option. (If you selected a job-related purchase order, the job-related option is selected automatically.)

Note: You cannot mix job-related and non-job-related purchase orders on a receipt.

6. Use the remaining fields in the top part of the Receipt tab to enter general information for the receipt.
 - The posting date is the date for transactions being posted to the General Ledger, so it also determines the contents of the Fiscal Year and Period fields. The date applies also to the invoice.
 - If you use Inventory Control, select a location code to which bills for the receipt will be sent. You can also use the Zoom  button to edit the address.
 - If you want to change the vendor account set, you can only choose from account sets that use the vendor's currency.
7. Tab into the detail entry table (or click the table), and then enter receipt details. (You may have to press the Insert key to start a new line.)

To receive all goods on purchase orders, click the Receive All button.

To partially receive goods on purchase order, enter the quantity received for each item in the detail section. You can also delete lines that are not being received, although you do not need to delete lines if the amount received is "0".

You can change other information, including item descriptions, item costs (if you have appropriate security authorizations), discount amounts, item weights, quantity canceled and outstanding, number of item labels required, arrival date, comments, and optional fields.

Note: You cannot add detail lines if you are receiving specific purchase orders.

Tip: You can click the **Item/Tax** button or press F9 to display a separate screen that lets you view and edit all the information for a single detail, including tax information.

For information on detail fields, see "P/O Receipt Entry Screen" (page 561).

8. Use the remaining tabs to complete the information required for the receipt.
 - To check or edit vendor's tax group or tax classes, click the Taxes tab.
 - To add optional field information for the receipt, click the Optional Fields tab.
 - To change currency exchange rates in a multicurrency system, click the Rates tab.
 - To check the totals for the receipt, click the Totals tab.
9. Click **Post**.

After posting

You can print the receipt immediately after posting.

You can also print the receipt later, using the Receipts screen in the P/O Forms folder.

Creating a Receipt from Multiple Purchase Orders

You can use the P/O Create Receipt From PO screen to select purchase orders you are receiving from the vendor.

To create a receipt from multiple purchase orders:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Select **From Multiple POs**, then either click the Zoom  button beside the field or press the F9 key to open the Create Receipt From PO screen.
3. Use the Finder to select incomplete purchase orders for the vendor.

Note: All purchase orders must have the same tax group.

4. When you have finished entering purchase orders, click **Receive**.

Tips:

- If you enter an incorrect purchase order number, highlight it and press the **Delete** key.
- To delete all the purchase order numbers or to cancel all the numbers press Close without pressing Receive.

5. Press Close to return to the Receipt Entry screen.

Creating Invoices From a Receipt Using the P/O Receipt Entry Screen

You can use the **Invoices** button on the Receipt Entry screen to create invoices for the primary vendor and any secondary vendors on a receipt.

Invoices are created during posting. You can post only one invoice for each vendor on the receipt, and the invoice includes all charges entered for the vendor on the receipt.

Important! After posting, you cannot change information in the Invoice Entry screen or on the receipt for item and additional costs you have invoiced.

Before You Start

- Open the P/O Receipt Entry screen, and display the receipt you are going to invoice:
 1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
 2. Enter header information for the receipt, including the vendor number and, if you are receiving an existing purchase order, specify the purchase order number (or numbers if you are receiving multiple purchase orders).
 3. Use the Details table to receive items on the purchase order, or click **Receive All** to receive all the items.

To create invoices for the primary and secondary vendors:

1. With the receipt displayed in the P/O Receipt Entry screen, click the **Invoice** button.
2. To create an invoice for the primary vendor, type the invoice number in the **Invoice Number** field at the top of the screen.
3. To create invoices for secondary vendors, type the invoice number in the Invoice Number field on the line for each vendor whose invoice you are creating.
4. When finished, click **Close** to return to the Receipt tab.
5. Click **Post** to post the receipt and the invoices.

Adding or Editing Details Using the Detail Items/Taxes Screen

The Detail Items/Taxes screen contains the same fields as the detail entry grid on the Receipt tab, plus additional tax-related fields that you use to view or change tax information for a selected detail.

Rather than displaying fields for all the details in tabular format, this screen lets you see all the fields for a single detail on a separate screen.

For more information, see "P/O Receipt Entry Detail Items/Taxes Screen" (page 617).

Before You Start

- Open the Receipt Entry Detail Items/Taxes screen:
 1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
 2. Enter header information for the receipt, including the vendor number and, if you are receiving an existing purchase order, specify the purchase order number (or numbers if you are receiving multiple purchase orders).
 3. Select an existing detail, or enter a new one, and then press F9, or click the **Item/Tax** button.

To add or edit details in the Detail Items/Taxes screen:

1. To start a new detail line, click the New icon beside the **Line Number** field.

To view or edit an existing detail, type its line number or use the navigation buttons beside the Line Number field to display the detail you want.

2. Enter the information or changes for the detail.

You can change a tax class to another tax class that is assigned to the authority, and you can change the choice for the Tax Included option (if the tax authority permits tax-included costs).

3. When you are finished, click **Close**.
4. To check tax amounts for a receipt and compare the totals on the screen with the totals on the source document, view the Totals tab.

To delete details in the Detail Items/Taxes screen:

Note: You cannot delete details after you have posted the receipt.

1. To display the detail you want to delete, type its line number or click the navigation buttons beside the Line Number field until the line you want is displayed.
2. Click **Delete**.

If a message appears asking you to confirm the deletion, click **Yes**.

Adding, Editing, or Deleting Additional Costs

You use the Additional Costs tab on the Receipt Entry screen to add costs such as handling charges, service charges, and duty to a receipt.

You can:

- Add additional costs charged on the shipment by both primary vendors and secondary vendors, such as for handling charges, service charges, and duty. For more information, see "About Vendors" (page 81).
- You can expense costs or prorate them to received items.
- Edit additional-cost amounts on previously posted receipts which are not yet fully invoiced.
- Assign or edit the terms code and tax group for the additional cost vendor.
- Check the number of details and the total amount of additional costs entered for the vendor.
- In multicurrency ledgers, edit exchange rate information for vendors who do not use the functional currency.
- Specify how to reallocate prorated costs of received items that you return.

To enter, edit, or delete additional cost details:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.

For more information, see "P/O Receipt Entry Screen" (page 561).

2. On the Receipt tab, enter vendor and purchase order information, along with receipt quantities.
3. On the Additional Costs tab, use the Finder or the navigation buttons beside the **Additional Cost Vendors** field to select an existing additional cost vendor for which to enter or edit an additional cost detail, or click the New  icon to add a new vendor in Accounts Payable.

Note: A new receipt lists only the primary vendor.

4. When you have displayed the correct vendor in the vendor number field, enter or edit the additional cost details for the selected vendor in the detail entry table.

Tip: To display all the information for a selected detail on a separate screen, or to edit tax classes or the tax included fields for the detail, select the detail, then either click the **Cost/Tax** button or press the F9 key.

- In the **Proration Method** field, specify whether to prorate the additional cost to the details automatically (by quantity, cost, or weight) or manually, or not to prorate.

Note: If you are adding additional costs for non-inventory items, you must choose **No Proration**. If you choose to prorate by quantity, cost, or weight, the program will display an error message and prevent you from posting the receipt.

- To delete a detail, select it, and then click **Delete**. If a message appears asking you to confirm the deletion, click Yes.

5. Click the **Calculate Taxes** button if you want to see tax amounts for a detail before you have posted the receipt or opened the Totals tab. (Tax amounts are not automatically calculated until you click the Taxes tab or the Totals tab, or post the receipt.)
6. If you edit tax amounts on the Taxes tab, and then use the **Calculate Taxes** button, the program replaces your changes with amounts it calculates using the tax tables in Tax Services.
7. Click **Post**.

Prorating Additional Costs on Receipts

You can prorate additional costs for a single receipt or for several receipts.

To prorate additional costs for a single receipt:

1. Select the additional cost on the Additional Cost entry table.
2. Click the **Item/Tax** button or press F9 to open the Detail Costs/Taxes screen.
3. Click the Zoom  button beside the Distribute Proration field.
4. Distribute the additional cost (and billing rate for billable details).

To prorate additional costs for several receipts:

1. Select the additional cost on the Additional Cost entry table.
2. Click the **Cost/Tax** button or press F9 to open the Detail Costs/Taxes screen.
3. Click the **Dist. Cost** button to display the Cost Allocation screen.
4. Highlight the receipt you want, and then click the **Distribute Proration** column heading.
5. In the Distribute Proration screen that appears, distribute the additional cost and the billing rate (for billable details).

About Prorating by Cost

If you prorate by cost, the program determines the additional cost for each item detail by calculating the cost amount cumulatively for each detail, then subtracting the amounts already prorated to previous details. Use this method, for example, to process brokerage fees for shipping and handling.

For example, assume that a receipt contains the following items and costs:

Item #	Quantity	Unit Cost	Extended Cost
A1-010	10	10.00	\$100.00
A1-320	5	25.00	125.00

Item #	Quantity	Unit Cost	Extended Cost
A2-240	2	40.00	80.00
Subtotal			\$305.00
Vendor 1– Packaging			40.00
Vendor 2– Freight			80.00
Allocated Tax on Additional Costs			25.00
Total			\$450.00

When you enter the item costs and the additional costs (packaging, freight, and associated allocated taxes) from the preceding receipt information, the costs are apportioned as shown in the following table.

Item #	Extended Cost	Additional Cost Calculation	Total Prorated	Prorated/Unit (rounded)
A1-010	\$100.00	$\frac{100.00}{305.00} \times 145.00 - 0$	\$47.54	\$4.75
A1-320	125.00	$\frac{225.00}{305.00} \times 145.00 - 47.54$	59.43	11.87
A2-240	80.00	$\frac{305.00}{305.00} \times 145.00 - 106.97$	38.03	19.02
Total	\$305.00		\$145.00	

The additional costs apportioned to the items in the preceding example add up to \$145.00, the total amount of the additional costs for packaging, freight, and associated allocated taxes in the sample receipt.

The following general ledger journal entry would be created for the above proration during Day End Processing.

General Ledger Account	Debit	Credit
Inventory Control (item A1-010)	47.54	

General Ledger Account	Debit	Credit
Inventory Control (item A1-320)	59.43	
Inventory Control (item A2-240)	38.03	
...Payables Clearing		145.00

Prorating by Cost on Zero-Amount Receipts

If you post a receipt for a zero amount, and prorate additional costs by cost, the additional costs are apportioned evenly to all items on the receipt.

Note: For non-inventory items, you must choose **No Proration**.

Using Manual Proration

Select the **Prorate Manually** to prorate additional costs to receipt details using a formula that does not assign the amounts proportionally.

Example: When you are charged duty on imported items, the amount normally depends on the type of item and is an identifiable cost of purchasing the item..

Select **Prorate Manually**, double-click the **Distribute Proration** column to display the Distribute Proration screen, and then enter the amount the you want to allocate to each receipt detail (including allocated tax).

Make sure the prorated amounts equal the total additional cost amount, plus allocated taxes.

Note: You cannot post a receipt if total additional costs and prorated additional costs do not balance.

Tip: You can check the total amount you have manually prorated (from more than one vendor) on the **Totals** tab.

Recording the Receipt of Items for Sage Fixed Assets

You use the Receipt Entry screen in Purchase Orders to receive items and identify them as fixed assets for Sage Fixed Assets.

To record the purchase of an asset for Sage Fixed Assets:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.

For more information, see "P/O Receipt Entry Screen" (page 561).

2. Create a new receipt transaction, entering header information as usual. (For detailed instructions on entering receipt transactions, see "Entering Receipts" (page 134).)
3. Tab into the detail entry table (or click the table), and then enter information for the item detail, including the item number for the asset you are receiving, location, quantity, and unit of measure, as usual.

Tip: You can click the **Item/Tax** button or press F9 to display a separate screen that lets you view and edit all the information for a single detail, including tax information.

4. Double-click in the Fixed Assets column cell to display "Yes," and then click the Zoom  button to open the Fixed Assets screen.
5. Enter information for the asset record as follows:
 - a. If you want to use a different template than the one displayed on the Fixed Assets screen, use the Finder for the Template field to select a different one. Otherwise, either accept the default template code that appears or clear the entry from this field. (You do not have to use a template to create the asset in Sage Fixed Assets.)
 - b. Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.
 - c. If you are using more than one asset item and you want to create separate asset records for each one in Sage Fixed Assets, select the **Separate Assets** option.
The program allocates the Sage Fixed Assets value entered on the Fixed Assets screen proportionately to each Sage Fixed Assets record it creates. For example, for a quantity of 10 and a value of \$25,000, the program creates 10 asset records with a value of \$2,500 each.
 - d. In the **Fixed Asset Quantity** field, type the quantity of asset items you are receiving.
 - e. In the **Fixed Asset UOM** field, type the unit of measure for the quantity that you entered.
 - f. In the **Fixed Asset Value** field, type the value to book for the asset in Sage Fixed Assets.
 - g. Click **Close** to return to the item detail entry screen.
6. When you have finished adding details for the transaction, click **Close** to return to the main Receipt Entry screen.
7. Click **Add**, and then click **Close**.

Note: You must run **Create Assets** in Sage Fixed Assets Integration to update Sage Fixed Assets with the asset information.

Invoices

Enter and post invoices, including additional costs and exchange rate information.

About Processing Invoices

Use the Invoice Entry screen to enter invoices for goods received and additional costs billed, to complete receipts and provide information for invoices that are transferred to Accounts Payable from Purchase Orders.

You can also look up posted invoices until you clear them from Purchase Orders.

When you select a receipt for an invoice, the information entered with the receipt is displayed. You can make any changes you need to the vendor and header information.

Duplicate Invoice Numbers

If necessary, you can enter more than one invoice with the same invoice number, for either the same vendor or different vendors.

When you enter a duplicate invoice number, a screen displays all invoices with the specified invoice number. On this screen, you can choose to create a new invoice with the same number or display other invoices with that number.

Valid Receipt Numbers Are Required

You can enter invoices only for existing receipts. When you post the invoice, the receipt details are completed for the vendor.

You can add new additional costs and prorate them for the receipts used in the invoice. You can delete item and cost details that were posted on a receipt, and you can change the amounts and quantities (if you have rights to change quantities and costs).

When you enter the receipt number, all receipt details and other information for the selected vendor are displayed in Invoice Entry. You cannot change the tax group or add or delete item detail lines (for the primary vendor). You can add additional cost details.

The receipt details that appear include all item and additional cost details for the primary vendor, or all the additional costs for vendors who charged only additional costs on the original receipt.

Note: You can enter any number of invoices for a receipt. Only receipt details that have not already been fully invoiced can be used in the current invoice. Once all the details are fully invoiced, you can no longer use the receipt in an invoice.

Invoice Details

When specify a receipt or multiple receipts for an invoice, Purchase Orders displays all of the vendor's receipt details, including item details and additional cost details, if any, for the primary vendor.

The invoice displays item details only for the primary vendor.

You can add new additional cost details on an invoice, but you cannot add or delete item details. You also cannot delete additional cost details, although you can change the amounts.

Posting Invoices to Cleared Receipts

If you need to post an invoice for a secondary vendor on a receipt that you have cleared from Purchase Orders, use the Credit/Debit Note Entry screen to add and post a debit note or a credit note to ensure that all costs are correctly updated.

Job-Related Invoices

Job-related invoices update Project and Job Costing quantities and costs only if the invoices differ from the posted receipts (which have already updated the committed and actual quantities and costs for the job).

If the invoice is job-related, changes to the quantities, billing rate, and cost will affect the committed and actual quantities and costs for the job in Project and Job Costing. If the invoice is posted exactly like the receipt, no transactions will be sent to Project and Job Costing.

About Invoicing Receipts

You can use the **Invoice** button in the Receipt Entry screen to post an invoice for the item details and additional costs entered for the primary vendor, and for the additional costs entered for secondary vendors.

- ***When you post an invoice from the primary vendor***, the invoice automatically includes all the item and additional cost details entered for the vendor on the selected receipt, and completes the receipt details for the vendor and the details on the purchase order, if any, used with the receipt.
- ***When you post an invoice for a secondary vendor***, all the additional costs you entered for the vendor on the specified receipt are invoiced and completed at the same time.

When invoicing from the Receipt Entry screen, you enter the invoice number for each of the vendors for which you are posting an invoice.

Note: You can also use the Invoice Entry screen to post invoices for a receipt. For more information, see "About Processing Invoices" (page 145).

About Entering Additional Cost Details on Invoices

When entering an invoice for a receipt, you see additional costs only for the vendor selected for the invoice. Additional costs for secondary vendors appear on separate invoices.

You can add new additional costs to an invoice, and you can select any proration method except manual proration.

You can also edit additional costs that were entered on the receipt, except for amounts that were manually prorated on the receipt.

Information you can edit for additional cost details includes:

- Description, reference, and comment.
- Amount.

You can change all additional cost amounts, except those that were manually prorated on the receipt. Although you cannot delete an additional cost detail, you can change the amount to zero.

- General ledger accounts.

Non-inventory Items

When entering additional costs for non-inventory items, you must select **No Proration**. If you try to prorate by quantity, cost, or weight, the program displays an error message and prevents you from posting the receipt.

Displayed Tax Information

Purchase Orders displays the following tax information for each additional cost detail:

- Amount of tax that is included in the extended item cost.
- Net cost of additional cost items with tax included in their prices (the tax base).
- Total allocated tax amount—the amount of tax that will be allocated to the cost of the item.

Use the **Cost/Tax** button on the Additional Cost tab to view and edit tax information for the additional cost, as described below.

Allocating Additional Costs to Multiple Receipts

To prorate a new additional cost to multiple receipts, select the detail line and then click the Distribute (Dist.) Cost button to open the Cost Allocation screen. You can manually enter amounts to allocate to each receipt, or you can let Purchase Orders calculate the amount to allocate according to the proration method you selected on the Additional Costs tab.

If you want to prorate or expense a job-related cost to several jobs, you must have a receipt detail for each of the jobs to which you want to apportion costs.

You can also specify retainage for job-related costs.

Editing the Tax Distribution

To check or edit tax distributions for an additional cost detail, you use the Costs/Taxes screen. (Select the detail line on the Additional Costs tab, then click the **Cost/Tax** button.)

For each tax authority, you specify:

- The tax class for the item.

Note: If you change the tax class for an additional cost that was manually prorated on the receipt, any resulting difference in the tax amount is posted to the default cost expense account specified in the P/O Options screen.

- Whether tax is included in the cost (if allowed by the authority).

The Costs/Taxes screen also displays the recoverable and expensed tax amounts in the tax distribution pop-up screen.

You can override the additional cost tax amount by changing the total tax on the Taxes tab. However, the program prorates the tax change to each of the details.

Tip: You can use the Calc. Taxes button to recalculate all of the tax on the invoice.

About Entering Exchange Rate Information on Invoices

If you use multicurrency accounting, you can edit the invoice rate type, rate date, and exchange rate for vendors who do not use the functional currency.

If you selected a receipt for the invoice, the Rates tab displays the vendor's rate date, type, and amount from the receipt and default entries for the invoice rates. You can change the rate information for the invoice.

If you are entering a transaction with retainage, you specify on the Retainage tab whether the retainage invoice uses the same exchange rate as the original document or the current rate.

About Entering Optional Data on Transactions

Optional fields are company-defined fields that can be added to any of the transaction-entry screens and to transaction detail lines if you use Transaction Analysis and Optional Field Creator.

Optional field entries can flow from requisitions and purchase orders to the associated receipts and invoices if you use the same fields for all the transaction screens.

You use the Optional Fields tab in a transaction-entry screen to enter information that applies to the transaction as a whole (header information). Optional fields on detail lines apply only to the single detail line. Changing the information in any of these fields has no effect on the transaction.

If Accounts Payable invoice header and detail optional fields are the same as those used in Purchase Orders invoices, the optional field information can be passed automatically to Accounts Payable.

If General Ledger transaction details optional fields defined for the General Ledger accounts match the transaction header and detail optional fields used in Purchase Orders invoices, the optional field data can be passed automatically to General Ledger (depending on your optional fields settings).

About Posting Invoices

When you click **Post** to post an invoice, Purchase Orders compares the total of all details and taxes to the invoice total entered on the Invoice tab. The invoice is posted only if the two totals are the same.

Posting assigns the invoice number you entered, and completes the invoice and the receipt details for the selected vendor. You cannot change or delete an invoice after posting it, and you cannot change the receipt details for the vendor.

Effect on Inventory Control

If you changed the quantity received on an invoice, the quantity on hand in Inventory Control is adjusted during posting. Otherwise, invoice posting in Purchase Orders has no effect on Inventory Control data.

Effect on Project and Job Costing

Job-related invoices update Project and Job Costing quantities and costs only if the invoice differs from the posted receipt.

Keeping Information for Posted Transactions

If you use the **Keep Transaction History** option, you can display posted invoices in the Invoice Entry screen and print them on the Transaction List until you clear them from Purchase Orders. For more information, see "P/O Transaction List Report Screen" (page 297).

If you do not keep transaction history, posted invoices are deleted during posting or Day End Processing in Inventory Control (depending on when you cost inventory). For more information, see "About Day End Processing" (page 194).

Entering an Invoice

You can enter invoices when you receive goods or at any time afterward.

If an invoice arrived with the shipment, you can enter the invoice in Purchase Orders using the Receipt Entry screen. If you also incurred charges from additional vendors, you can also enter the additional cost invoice numbers. The program automatically creates all invoices for the received goods when you post the receipt.

If you decide to invoice later, you use the Invoice Entry screen, which lets you enter an invoice for one or more receipts from the same vendor. (However, you cannot mix job-related and non-job-related receipts.) The Invoice Entry screen provides full control over invoice creation, so you can edit vendor information, tax information, prices, discounts, optional field information, currency exchange rates, and so on.

To invoice goods when you receive them, using the Receipt Entry screen:

1. When you enter the receipt, enter an amount in the **Quantity Received** field for each detail line for which you are receiving goods, or click **Receive All** to receive all the goods on the purchase order.
2. Enter any additional costs on the Additional Costs tab.
3. Before you post the receipt, click the **Invoice**.
 - a. In the Invoice window that appears, type the invoice number from the primary vendor.
 - b. If you entered additional costs from other vendors, enter their invoice numbers in the Invoice Number column in the table.
 - c. Click **Close**.
4. Click **Post** to post the receipt.

The program also creates and posts the invoices, and then displays a message asking if you want to print the invoice.

For more information on the Receipt Entry screen, see "P/O Receipt Entry Screen" (page 561).

To invoice one or more receipts using the Invoice Entry screen:

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.

For more information on the Invoice Entry screen, see "P/O Invoice Entry Screen" (page 451).

2. In the **Invoice Number** field, type the number of the invoice that you received from the vendor.
3. In the **Vendor Number** field, type the vendor number or select it from the Finder.

If the invoice is for several receipts or for a secondary vendor, you must enter the vendor number.

Tip: If you are invoicing a single receipt for the primary vendor, you can skip the Vendor Number field.

4. If you are invoicing a single receipt, in the **Receipt Number** field, type the receipt number or select it using the Finder.

If you are invoicing several receipts:

- a. Select **From Multiple Receipts**, then click the Zoom  button beside the option.
- b. On the Create Invoice From Receipts screen that appears, select the receipt numbers using the Finder.
- c. Click the **Invoice** button.

The program displays all the information from the selected receipts. You can then edit the information, or post the default invoice.

Note: The Invoice tab displays only details for the primary vendor. Details for secondary vendors appear on the Additional Costs tab—not on the Invoice tab.

5. Check the header information for the invoice to make sure that it is correct.
 - a. In the **Invoice Date** field, type or select the invoice date.
 - b. In the **Posting Date** field, type or select the date to use for posting the transaction in the general ledger. The posting date determines the year and period to which the transaction is posted.
 - c. In the **Remit-To Location** field, enter or select the code for the address to which you are sending your payment.
 - d. In the **Bill-To Location** field, optionally specify the location that is responsible for paying the invoice.
 - e. Enter an optional description and a reference for the invoice.

6. Edit invoice details on the detail entry table, or click the **Item/Tax** button (or press F9) to enter details using the Items/Taxes screen.

For each detail, you can:

- Delete a detail line if it does not appear on the vendor's invoice.
- Set the Fully Invoiced field to **Yes** if the quantity invoiced equals the amount that you received.
- Edit the following information:
 - Item description
 - Quantity invoiced (if different from the quantity received)
 - Unit cost and extended cost
 - Discount percentage or discount amount
 - Weight UOM, unit weight, and extended weight
 - Vendor item number
 - Order number
 - Comments
 - Manufacturer's item number
 - Optional fields
 - Whether the item is discountable

Tip: To change item tax classes or tax included information, use the Items/Taxes screen. (Select the detail on the detail-entry grid on the Invoice tab, then press F9 or click the **Item/Tax** button.)

7. Use the remaining tabs to enter additional information for the invoice.
 - Click the Additional Costs tab to edit invoice details for a secondary vendor (and for primary vendor additional costs).
 - Click the Taxes tab to check the tax totals. You can change the tax class and tax amount for each jurisdiction, if necessary.
 - Click the Totals tab to check the totals for the invoice.
8. When you have finished entering information, click **Post**.

When posting is finished, you can print the invoice.

Entering Additional Costs on Invoices

You use the Additional Costs tab on the Invoice Entry screen to add costs such as handling charges, service charges, and duty. You can expense costs or prorate them to received items.

You can:

- Specify how to prorate new additional costs or re-prorate the costs if you return the items.
- Allocate new additional costs (added to the invoice) to one or more receipts.

To enter an additional cost:

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.

For more information on the Invoice Entry screen, see "P/O Invoice Entry Screen" (page 451).

2. In the **Invoice Number** field, type an invoice number or use the Finder or the navigation buttons to select an existing invoice.
3. If you are entering a new invoice, type the vendor number in the **Vendor Number** field, or use the Finder to select the number.
4. On the Invoice tab, enter or edit vendor and receipt information, along with invoice quantities, as usual.
5. On the Additional Cost tab, select an existing cost detail, or press the Insert key to start a new one.
6. If you are entering a new additional cost:
 - a. Double-click in the **Additional Cost** column, and then select an additional cost code.
 - b. In the **Amount** column, type the amount of the additional cost, and then press the Tab key.

Tip: You can also click **Cost/Tax** or press F9 to open the Detail Costs/Taxes screen, where you can view and edit all the information for a single detail, and change the detail tax classes and tax included status for the detail.

7. In the **Proration Method** field, specify whether to prorate the cost by quantity, cost, or weight, or prorate manually.

To prorate additional costs manually for a single receipt:

- a. Click the **Distribute Proration** column heading.
- b. Distribute the additional cost (and billing rate for billable details).

- c. Click **Close**.

To prorate additional costs for several receipts:

- a. Click the **Dist. Cost** button to display the Cost Allocation screen.
- b. For each receipt, select (highlight) the receipt, click the **Distribute Proration** column heading to display the Distribute Proration screen, and then distribute the additional cost and billing rate (for billable details).
- c. Click **Close** to return to the Cost Allocation screen, and then click **Close** again.

Note: If you are entering additional costs for non-inventory items, you must select **No Proration**. (If you try to prorate by quantity, cost, or weight, the program prevents you from posting the receipt.)

For more information on prorating additional costs, see "About Calculating Prorated Additional Costs" (page 133).

To delete a detail, select it, and then click **Delete**.

If a message appears asking you to confirm the deletion, click **Yes**.

8. Check the Invoice total on the Totals tab.
9. Click **Post**.

Returns

Enter, export, post, and print returns of items to vendors.

About Processing Returns

You can post returns of items to inventory against existing receipts or against receipts you have already cleared from Purchase Orders. You can also post returns without entering any receipt number.

If you enter a receipt number, the return is to the primary vendor on the receipt. (You cannot post returns to secondary vendors specified on receipts.)

When you post a return, inventory quantities are immediately updated for the returned items in Inventory Control. You can edit posted returns until they are completed (when credit notes are posted).

Entering Returns for Existing Receipts

When you return items from an existing receipt, Purchase Orders displays information from the original receipt in the Return Entry screen. You can edit all the information on the Return tab except for the purchase order number (if any), vendor number, and template code.

You enter the returned quantity for each item in the detail entry grid on the Return tab. You can either delete the details that you are not returning, or leave the returned quantity at zero.

Tip: If you are returning all items from a receipt, you can click **Return All** to enter the full quantity received on each detail line. If necessary, you can change all of the inserted returned quantities.

Detail Information You Can Edit

On each detail line, you can enter a return cost (the total cost of the returned items) and edit the item description, location (if you use Inventory Control), unit of measure, unit and return cost, unit and extended weight, vendor's item number, order number, comments, and optional fields. For non-inventory items, you can edit the general ledger expense account.

Detail Information You Cannot Change

You cannot add detail lines to the return, and you cannot change the item number, quantity received, and extended cost (from the receipt detail).

If the return is job-related, you cannot change job information.

Tax Information

Detail taxes are calculated for the returned quantities only. As with other Purchase Orders transaction types, you use the Detail Items/Taxes screen to change tax class and tax-included options for a detail line. (Select the line, then click the Item/Tax button.) You cannot change tax information on the line itself.

Prorating Additional Costs

If you return all items on a receipt that included additional costs and used Prorate as the return proration method, the costs remain allocated as specified on the receipt.

Entering Returns for Non-Existing Receipts

When you enter returns to cleared receipts, you can enter and change all the default information that appears from the vendor record and template code. You can also add as many detail lines as you need to match the information on the cleared receipt.

You enter the details of the returned items on the detail entry grid on the Return tab of the Return Entry screen. With each detail, you must enter the item number, item description, location (if you use Inventory Control), and quantity returned.

You can also enter the unit and return cost, unit of measure, unit weight, extended weight, vendor's item number, order number, and comments. If the detail includes a non-inventory item, you also enter the general ledger account to which the returned cost is expensed.

For Job-Related Returns

you enter contract, project, and category information.

You do not enter the quantity received or extended cost.

Tax Information

You edit tax information as for returns to receipts. Click the Item/Tax button on the Return tab to open the Detail Items/Taxes to edit the tax class and tax-included option for detail lines; use the Taxes tab to edit the tax class and tax amount for the vendor.

Checking Return Totals

Use the Totals tab on the Return Entry screen to check totals for the current return and to specify the number of shipping labels to print.

The Totals tab lets you enter:

- A comment for the return.
- A discount percentage or a total discount amount for the return. When you enter a discount on this tab, the program distributes the total amount to the return details, overwriting any discounts you entered for details.

The Totals tab also displays:

- The weight of the returned items.
- Totals for the primary vendor. Information includes the total weight and number of details on the return and total of item details.

Note: You use the Taxes tab to view or to edit vendor tax classes or the tax amount for the tax authorities assigned to the vendor.

Posting Returns

When you post a return, item quantities on hand are immediately reduced in Inventory Control. If Purchase Orders uses automatic-numbering, posting also assigns the return number.

Note: If the return is job-related, Purchase Orders also updates the actual quantities and costs for the job in Project and Job Costing.

Editing Returns

If you change return quantities or return costs, Inventory Control item quantities are updated with the changes, and Day End Processing creates new general ledger transactions to reflect the changes.

Note: On a job-related return, changes to returned quantities change the actual quantities and costs in Project and Job Costing.

Job-Related Returns

Job-related returns update Project and Job Costing actual quantities and costs, reducing the WIP account for the job.

About Exporting Returns

You can export returns to transfer return transactions created in Purchase Orders to non-Sage 300 applications, or to a file to be edited and imported later. (On the Return Entry screen, you click **File > Export.**)

Before exporting, decide which fields to include in the export file. You must select fields for each type of record used for returns. You should also find out the path for the export file you want to use or create.

Important! When you export, Purchase Orders exports all the posted returns currently in the system. If you do not want to export everything, use the **Set Criteria** option to specify the returns to export.

About Printing Returns

You can print returns in the following ways in Purchase Orders:

- Using the Returns screen in the P/O Forms folder to print a range of returns.
- Using the Return Entry screen to print a copy of a single return immediately after you post it.

You can reprint returns until they are complete.

You can print returns from Purchase Orders using the forms that come with the program, or you can use SAP Crystal Reports® for Sage 300 to design the return forms you want to use.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

E-mailing Returns

The Purchase Orders program also lets you e-mail purchase returns and purchase orders to vendors.

Note: You use the E-mail Messages screen in the P/O Setup folder to create an e-mail message to send to vendors along with e-mailed returns. Then, for each vendor that you want to email, you must select an Email delivery method on the Processing tab of the vendor record in Accounts Payable.

About Reprorating Costs on Returns

When you return items to which additional costs were prorated on the receipt, you select a reproration method that determines how to reallocate additional costs attached to the returned items.

If you use an additional cost code, the program displays the reproration method specified in the additional cost record, but you can select another method for the detail.

You can choose to leave the cost as originally prorated, reprorate it using the original proration method, or expense it to the general ledger account you specify, as follows:

- Select **Prorate** to prorate the "returned" additional cost amount over the remaining goods on the receipt, using the original proration method.
- Select **Leave** if you do not want to reprorate the additional cost to the remaining goods on the receipt. The additional cost amount remains in the Inventory Control account to which you originally posted it, and is applied to all other item costs that are posted to the control account.

Note: The Leave option is available only if you select **No Proration** or **Manual Proration** for the detail.

Tip: You can also use the Adjustments screen in Inventory Control to write off the additional cost to a general ledger write-off account, rather than add it to other item costs.

- Select **Expense** to debit a general ledger expense account for the returned portion of the additional cost amount. Enter the general ledger account number to which the expensed amount is posted.

Note:

If you originally prorated the costs manually, you cannot choose to reprorate the costs from returned items. The amounts remain in the general ledger accounts to which they were originally posted and are part of the cost of the items that remain in your inventory. If necessary, you can post an adjustment to the Inventory Control general ledger account to remove the cost.

If you reprorate the additional costs associated with the returned items, the program recalculates the amounts for each remaining item, as shown in the following examples.

Example:

If the following items and quantities were received with prorated additional costs, and the quantities shown were returned, their additional costs would be reprorated to the remaining items, as follows:

Item	Qty. Rec'd	Qty. Ret'd	Prorate Amt.	New Qty	New Ext. Cost	Reproration Calculation	Total Reprorated	Diff.
A1-010	10	2	47.54	8	80.00	$\frac{80.00}{220.00} \times 145.00 - 0$	52.73	5.19
A1-320	5	1	59.43	4	100.00	$\frac{180.00}{220.00} \times 145.00 - 52.73$	65.91	6.48
A2-240	2	1	38.03	1	40.00	$\frac{220.00}{220.00} \times 145.00 - 118.64$	26.36	- 11.67
Total	17	6	145.00					

A general ledger journal entry would be created by Day End Processing for the difference in prorated amounts. Debits to the first two Inventory Control accounts equal the credit to the third account, with no net effect on Payables Clearing.

General Ledger Account	Debit	Credit
Inventory Control (item A1-010)	5.19	
Inventory Control (item A1-320)	6.48	
Inventory Control (item A2-240)		11.67

Example:

If you did not reprorate additional costs after returning items, the total unit cost for each item is increased proportionally with the amount originally prorated to the returned items.

Item	Qty. Rec'd	Qty. Ret'd	Total Prorated	Original Pro-rated /Unit (rounded)	Calculation (based on ret'd qty.)	New Add'l Cost Per Unit
A1-010	10	2	47.54	4.75	47.548	5.94
A1-320	5	1	59.43	5.94	59.434	14.86
A2-240	2	1	38.03	3.80	38.031	38.03
Total	17	6	145.00			

When you choose to reprorate costs on returns, the program apportions the amounts on the basis by which you originally prorated them (by cost, quantity, or weight).

Entering Returns

You can post returns of items to inventory against existing receipts or against receipts you have already cleared from Purchase Orders. You can also post returns without entering any receipt number.

If you enter a receipt number, the return is posted to the primary vendor on the receipt. (You cannot post returns to secondary vendors specified on receipts.)

When you post a return, inventory quantities are immediately updated for the returned items in Inventory Control. You can edit posted returns until they are completed (when credit notes are posted).

Note:

- If you change return quantities or return costs on posted returns, Inventory Control item quantities are updated with the changes, and Day End Processing creates new general ledger transactions to reflect the changes.
- Job-related changes to returned quantities change the actual quantities and costs in Project and Job Costing, reducing the WIP account for the job.

Entering Returns for Existing Receipts

When you return items from an existing receipt, Purchase Orders displays information from the original receipt in the Return Entry screen. You can edit all the information on the Return tab except for the purchase order number (if any), vendor number, and template code.

You enter the returned quantity for each item in the detail entry table on the Return tab of the Return Entry window. You can either delete the details that you are not returning, or leave the returned quantity at zero.

If you are returning all items from a receipt, you can use the Return All button to enter the full quantity received on each detail line. If necessary, you can change all of the returned quantities inserted by the Return All button.

Entering Returns for Non-Existing Receipts

When you enter returns to cleared receipts, you can enter and change all the default information that appears from the vendor record and template code. You can also add as many detail lines as you need to match the information on the cleared receipt.

You enter the details of the returned items on the detail entry table on the Return tab of the Return Entry window. With each detail, you must enter the item number, item description, location (if you use Inventory Control), and quantity returned.

You can also enter the unit and return cost, unit of measure, unit weight, extended weight, vendor's item number, order number, and comments. If the detail includes a non-inventory item, you also enter the general ledger account to which the returned cost is expensed.

Prorating additional costs

No additional cost details appear on a return. You cannot edit costs or add new costs. When you return items to which you prorated additional costs on the receipt, the costs are allocated according to the reparation method specified on the receipt.

If you return all items on a receipt that included additional costs and used Prorate as the return proration method, the costs remain allocated as specified on the receipt.

Before You Start

- If you want to assign numbers to returns automatically, use the Options window to assign or verify the length, prefix, and next number for Purchase Orders to assign to returns.

- Post any receipts from which you are returning items.
- Make sure you have complete information for each return, including:
 - Vendor number.
 - Return number (if you assign your document numbers).
 - Receipt number, if any.
 - All returned item numbers and corresponding locations, units of measure, and quantities to return.

To enter a return:

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. In the Return Number field, press **Tab** to accept *****NEW***** as the return number.

Purchase Orders will assign a return number when you post the return.

Tip: If you do not want Purchase Orders to assign a number automatically, you can manually enter a number.

3. In the Vendor Number field, enter the vendor number or select it from the Finder.

Tip: You do not have to enter a vendor number. However, doing so can be helpful if you want to select a receipt number using the Finder, because specifying a vendor number limits the length of the receipt list.

4. In the Receipt Number field, enter the receipt number or select it from the Finder.

The program will display all of the information from the receipt that you selected, allowing you to return all items or edit the quantities and then post the return.

5. Check the header information for the return to make sure that it is correct.
 - a. In the Return Date field, enter the return date or select it using the Calendar.
 - b. If the posting date is different from the return date, enter it in the Posting Date field.

Note: The posting date is the date that you want to use for posting the transaction in the General Ledger. This date also determines the year and period to which the transaction is posted.

- c. In the Bill-To Location field, enter or select the code for the inventory location that is returning the items.
- d. You can also specify a ship-via code for the return.

- e. You can change the vendor account code to post the transaction to a different set of Accounts Payable control accounts.
 - f. Enter a description and a reference for the return.
6. To return everything from the receipt, click **Return All**. You can change quantities, if necessary, and delete lines which are not being returned.
 7. If you are entering returns for cleared receipts (the receipt no longer exists), enter the details of the returned items on the detail entry table on the Return tab.

For each detail, you must enter:

- Item number.
 - Item description.
 - Location (if you use Inventory Control).
 - Quantity returned.
 - Unit cost.
 - Return cost.
 - Unit of measure.
 - Unit weight.
 - Extended weight.
 - Vendor's item number.
 - Order number.
 - Comments.
 - The general ledger account to which the returned cost is expensed (if the detail includes a non-inventory item).
8. For job-related returns, enter contract, project, and category information.

You do not enter the quantity received or extended cost.

9. Edit return details on the detail entry table.

For each detail, you can:

- a. Delete the detail line if it's not being returned.
- b. Change the Quantity Returned.
- c. Edit information such as unit cost and extended cost, discount percentage or discount amount, weights, quantities, vendor item number, order number (if PO is created from a customer order), comments, manufacturer's item number, and optional fields.

10. If you need to change item tax classes or tax included information, use the Detail Items/Taxes window.

To open the Detail Items/Taxes window:

- a. Select a detail on the detail entry table on the Return tab.
 - b. Press F9 or click **Item/Tax**.
11. Click the Taxes tab to check the tax totals. You can change the tax class and tax amount for each jurisdiction, if necessary.
 12. Click the Totals tab to check the totals for the return.
 13. Click **Post** to post the return.

For more information, see "P/O Return Entry Screen " (page 675).

After entering a return

- Run Day End Processing in Inventory Control to:
 - Update inventory records.
 - Create general ledger entries from returns.
 - Create the Returns Posting Journal of transactions you posted in Purchase Orders since the last time you ran Day End Processing.
- Print the Returns Posting Journal to check the returns you posted.
- Create credit notes from returns. When you create credit notes from returns, the credit notes complete the returns.

Adding or Editing Details Using the Detail Items Taxes Screen

The Detail Items/Taxes screen contains the same fields as the detail entry grid on the Return tab, plus additional tax-related fields that you use to view or change tax information for a selected detail.

Rather than displaying fields for all the details in tabular format, this screen lets you see all the fields for a single detail on a separate screen.

For more information, see "P/O Return Entry Detail Items/Taxes Screen " (page 701).

Before You Start

- Open the Return Entry Detail Items/Taxes screen:

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. Enter header information for the return, including the vendor number and, if you are creating a new return for an existing receipt, specify the receipt number.
3. Select a detail line to credit or debit, and then press F9, or click the **Item/Tax** button.

To add a detail in the Detail Items/Taxes screen:

Note: You can add detail lines only if you are entering a return without a receipt number.

1. To add a detail, click the New  button next to the **Line Number** field. (If no other detail is displayed, press tab to accept the number in the Line Number field.)
2. Enter information for the detail.

Note: You can change a tax class to another tax class that is assigned to the authority, and you can change the choice for the Tax Included option (if the tax authority permits tax-included costs).

3. Click **Add**.

To edit a detail using the Detail Items/Taxes screen:

1. To open an existing detail you want to edit, enter a line number in the Line Number field, or select a line number using the navigation buttons beside the Line Number field.
2. Type the information or changes for the detail, then click **Save**.

Note: To compare tax amounts for a return on the screen with the totals on the source document, check the Totals tab. For more information, see "P/O Return Entry Screen " (page 675).

Entering a Return for a Cleared or Missing Invoice

You can post a return or credit note to an invoice number that has already been cleared from your Purchase Orders system, or to an invoice that you have not yet entered in your Purchase Orders system.

When you enter credit notes and debit notes to cleared or non-existing invoices, you can enter and change all the default information that appears from the vendor record and template code. You can also add as many detail lines and additional cost details as you need.

Important! To credit an invoice that was deleted from Purchase Orders but still exists in Accounts Payable, you must enter the original invoice number to ensure that the credit is properly posted in Accounts Payable.

To credit an invoice that no longer exists in Purchase Orders:

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.

For information on the fields on the Credit/Debit Note Entry screen, see "P/O Credit/Debit Note Entry Screen" (page 397).

2. In the Document Number field, enter the credit note number (issued by the vendor), and then press the Tab key.
3. In the Vendor Number field, type the vendor number or use the Finder to select it.
4. Accept Credit Note as the document type, and then fill in general (header) information for the credit note on the Credit Note tab, as follows:
 - a. In the From Document field, select **Invoice**.
 - b. In the Invoice Number field, type the number of the invoice you are crediting. If you do not know the number, leave the field blank.

Note: If the invoice still exists in Accounts Payable, you must use the correct invoice number to properly credit the invoice.

- c. In the Credit Note Date field, enter or select the date for the credit note.
 - d. In the Posting Date field, enter or select the date to which the credit note should be posted in the general ledger. (The posting date you enter determines the entry in the adjacent year/period field.)
 - e. In the Credit Note Total field, enter the total amount of the credit note.
 - f. If the original invoice was job-related, select the Job Related option.
 - g. Enter a description and an optional reference for the credit note.
5. Tab into the detail entry table or click the table, and then enter credit note details, as follows:

Tip: You may have to press the Insert key to start a new line.

- a. Double-click the Item Number field, and then type an item number or a miscellaneous charge code. (If this is a job-related credit note, you have to enter the contract and job information before you can choose the item.)

You can also click the Item Number column heading to look up item numbers.

Note: If you are using a scanner, click in the Item Number field before scanning the bar code.

- b. Use the tab key to move through the columns on the screen. Or, you can click the Item/Tax... button or press F9 to display an entry screen for adding items.

6. Use the remaining tabs, as necessary, to complete the information for the credit note.
 - To add optional field information to this credit note, click the Optional Fields tab.
 - To change currency exchange rates in a multicurrency system, click the Rates tab.
 - To check the totals for the credit note, or to add an extended comment, click the Totals tab.
7. When you have finished, click **Post** to post the credit note.

Credit/Debit Notes

Enter, export, and post credit and debit notes to credit or debit vendor accounts.

About Processing Credit Notes and Debit Notes

You can post credit notes that apply to existing and non-existing (cleared) returns and invoices, as well as credit notes that do not reference returns or invoices. You can post debit notes that apply to existing and non-existing invoices, or just to the vendor.

Credit notes and debit notes are completed when you post them. You cannot recall them after posting to make changes. When you create credit notes from returns, the credit notes complete the returns.

If you use the Keep Transaction History option, you can display posted credit notes and debit notes in the Credit/Debit Note Entry screen until you use the Clear History screen to clear them from Purchase Orders. If you do not keep transaction history, posted credit notes and debit notes are deleted during day-end processing (run in Inventory Control).

Effects on Inventory Control

Credit notes that apply to returns affect quantities and costs in Inventory Control only when the credit note adjusts returned quantities and costs.

If you adjust the returned quantities on a credit note, posting the credit note adjusts the quantity on hand for the location in Inventory Control for the difference between the quantity returned on the return and the quantity on the credit note.

If you adjust the return costs on a credit note, posting the credit note or running Day End Processing adjusts the item costs in Inventory Control and creates the appropriate general ledger journal entries.

When credit notes and debit notes are applied to invoices, the transactions affect item costs in Inventory Control, but they do not change item quantities.

Job-Related Credit Notes

Job-related credit notes generally arise from returns. They update Project and Job Costing quantities and costs only if the credit note differs from the posted return (which has already reduced the actual quantities and costs in WIP).

About Entering and Posting Credit and Debit Notes

When you select an existing invoice for a credit note or debit note, or a return for a credit note, the information from the original document is displayed in the Credit/Debit Note Entry screen. Some of this information cannot be changed, such as:

- Vendor number.
- Template code.
- Currency (in multicurrency ledgers).
- Key information from each detail line, such as the item number, location, and unit of measure.

Creating a Credit or Debit Note from an Invoice

If you are creating a credit note or debit note from an invoice, the quantities received from the invoice are displayed and you can either accept or change them. The unit and extended costs are displayed as zeros.

You specify the credit or debit amount for the items you are crediting or debiting. You then delete details you are not crediting or debiting, or leave the amounts for them at zero.

Creating a Credit or Debit Note from a Return

If you are creating a credit/debit note from a return, the program displays the quantities returned and the unit and extended costs.

If you have security rights to these fields, you can change the amounts, but you cannot delete detail lines.

If the credit/debit pertains to a serialized or lotted item, you can allocate lot numbers and/or serial numbers when entering the note. For more information, see "Returning and Issuing Credit/Debit Notes for Serialized Items " (page 188).

Entering Credits or Debits to Non-existing Invoices or Returns

When you enter credit notes and debit notes to cleared or non-existing invoices, you can enter and change all the default information that appears from the vendor record and template code. You can also add as many detail lines and additional cost details as you need.

Posting Credit Notes and Debit Notes

During posting, the total of all details and taxes is compared to the document total you entered. The document is posted only if the two totals are the same.

Posting assigns the document number you entered and completes the credit note or debit note and any returns to which you posted credit notes. You cannot change or delete a credit note or debit note after posting it.

If the credit note affects item quantities, posting updates the quantities in Inventory Control.

Job-Related Credit Notes

When you post a job-related credit note that differs from the posted return, Project and Job Costing quantities and costs are updated.

Keeping History and Reviewing Posted Credit Notes and Debit Notes

If you use the Keep Transaction History option, you can display posted credit notes and debit notes in the Credit/Debit Note Entry screen until you clear them from Purchase Orders. If you do not keep transaction history, the transactions are deleted during posting or day-end processing (depending on when you cost inventory).

About Entering Additional Costs on Credit Notes and Debit Notes

If you are creating a credit note from a return, the additional cost details for the primary vendor are displayed from the originating receipt, if any. If you are creating a credit note or debit note from an invoice, the additional cost details are displayed from the invoice. The additional cost amount appears as zero and you enter the amount to be credited or debited. You cannot change the additional cost code, proration and re-proration methods, or the expense and return general ledger accounts.

You can add new additional costs on credit notes and debit notes. If you do this, you must select **No Proration** as the proration method for each new additional cost, so that the cost is expensed to a general ledger account. If you select any other proration method, you cannot post the credit note or debit note.

Entering a Credit or Debit Note for a Return or Invoice

If you issue a credit note for an existing Purchase Orders invoice, all the details of the invoice are displayed when you enter the invoice number. If there are errors on the invoice, the lines containing the errors are omitted and messages explain the errors.

When you enter an existing invoice number, the program displays all detail lines from the invoice so you can select details to credit. All item lines display the default credit type (Items Returned to Inventory). If you want to credit the entire invoice, click the **Post** button to post the credit note.

Before You Start

- Post any invoices or returns for which you are being credited or debited.
- Make sure you have complete information for each transaction. Once you post a credit note or debit note, it is completed, and you cannot edit it.
- Find out the credit note or debit note number to use.

To credit/debit a return or invoice:

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.

For information on the fields on the Credit/Debit Note Entry screen, see "P/O Credit/Debit Note Entry Screen" (page 397).

2. In the Document Number field, enter the credit note number (issued by the vendor), and then press the Tab key.
3. In the Vendor Number field, type the vendor number or use the Finder to select it.
4. Use the fields on the Credit Note tab to fill in general (header) information for the credit note, as follows:

- a. In the Document Type field, select **Credit Note** or **Debit Note**.
- b. In the From Document field, select **Invoice** or **Return** (if you are entering a credit note).
- c. Type the return or invoice number from which you are creating the credit note or debit note, or use the Finder to select it. The program displays information from the original document.

If the return or invoice has been cleared from Purchase Orders, you will have to add all item details and additional costs for the credit note or debit note, and then match the credit note or debit note to the invoice in Accounts Payable. If a message appears stating that the document does not exist, click Close to continue.

- d. In the Credit/Debit Note Date field, enter or select the date for the credit note.
- e. In the Posting Date field, enter or select the date to which the credit note should be posted in the general ledger. (The posting date you enter determines the entry in the adjacent year/period field.)
- f. In the Credit/Debit Note Total field, type the total amount of the credit note or debit note.

If you are entering a credit note from a return, the program displays the total from the return.

If you are entering a credit or debit note for an invoice, the program displays a zero total.

<p>Note: The amount in this field must match the total displayed on the Totals tab before you can post this document.</p>
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- g. You can also specify the vendor payment location and change the vendor account set (to change the Accounts Payable control accounts).
- h. Enter a description and optional reference for the document.
- i. Tab into the detail entry table, and then follow these steps to add or edit the type of details required:

If this is a credit note for a return.

Note: You can delete lines that do not appear on the credit note, and you can change item descriptions. You cannot add detail lines.

- i. Adjust the quantities being credited, if necessary. You can also adjust the cost and discount fields.

By default, the program displays the quantities and costs from the return.

- ii. Use the Tab key to move through the remaining columns on the screen.

Alternatively, you can click the **Item/Tax** button or press F9 to display an entry screen where you can change the item tax status.

You can change the weight UOM, unit weight and extended weight, as well as the sales order number, comments, manufacturer's item number, and optional fields. For information on other detail fields, see "P/O Credit/Debit Note Entry Screen" (page 397).

If this is a credit/debit note for an invoice.

Note: You can delete lines that do not appear on the credit/debit note, and you can change item descriptions. You cannot add detail lines.

- i. Adjust the quantities being credited/debited.

By default, the program displays the quantities from the invoice and a zero cost.

- ii. You must enter the amount of the credit/debit for each detail line.

You can also enter discount percentages or amounts that apply to the credit/debit amounts.

Note: The costs you enter are the amounts being credited or debited. They are not new invoice amounts.

- iii. Use the Tab key to move through the remaining columns on the screen.

Alternatively, you can click the **Item/Tax** button or press F9 to display an entry screen where you can change the item tax status.

You can change the weight UOM, unit weight and extended weight, as well as the sales order number, comments, manufacturer's item number, and optional fields. For information on other detail fields, see "P/O Credit/Debit Note Entry Screen" (page 397).

If the return or invoice has been cleared, and you need to add detail lines.

Note: You may have to press the Insert key to start a new line.

- i. Enter the number of the item that you are crediting or debiting, or choose it from the Finder.
- ii. Select the location being credited or debited.
- iii. Enter the item quantities being credited/debited.
- iv. Enter the cost being credited or debited for each item detail line.

You can also enter discount percentages or amounts that apply to the credit/debit amounts.

- v. Use the Tab key to move through the remaining columns on the screen.

Alternatively, you can click the **Item/Tax** button or press F9 to display an entry screen where you can change the item tax status.

You can change the weight UOM, unit weight and extended weight, as well as the sales order number, comments, manufacturer's item number, and optional fields. For information on other detail fields, see "P/O Credit/Debit Note Entry Screen" (page 397).

5. Once you are finished editing the detail lines, check the information on the remaining tabs.
 - To edit the vendor tax class or to edit the total tax amounts for each jurisdiction, click the Taxes tab.
 - To credit/debit additional costs or to add new additional costs to the credit/debit note, click the Additional Costs tab. (For more information, see "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176).)
 - To add optional field information to this document, click the Optional Fields tab.
 - To change currency exchange rates (in a multicurrency system), click the Rates tab.
6. Check the Credit/Debit Note Total field on the Totals tab, and make sure that it matches the credit/debit note from the vendor.

Tip: You can also enter a long comment for the document on the Totals tab.

7. Return to the Credit/Debit tab to check the Credit/Debit Note Total field.
8. When you have finished entering information for the document, click **Post**.

Adding or Editing Details Using the Detail Items Taxes Screen

The Detail Items/Taxes screen contains the same fields as the detail entry grid on the Credit/Debit tab, plus additional tax-related fields that you use to view or change tax information for a selected detail.

Rather than displaying fields for all the details in tabular format, this screen lets you see all the fields for a single detail on a separate screen.

For more information, see "P/O Credit/Debit Note Entry Detail Items/Taxes Screen" (page 435).

Before You Start

- Open the Credit/Debit Note Detail Items/Taxes screen:
 1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
 2. Enter header information for the debit note or credit note, including the vendor number and, if you are crediting or debiting an existing invoice or return, specify the document number.
 3. Select a detail line to credit or debit, and then press F9, or click the **Item/Tax** button.

To add a detail in the Detail Items/Taxes screen:

Note: You cannot add details to an invoice or a return for an existing receipt.

1. If an existing detail is displayed, click the **New** icon beside the Line Number field.
2. Type the information for the detail, and then click **Add**.

To edit a detail using the Detail Items/Taxes screen:

1. On the Detail Items Taxes screen, use the navigation buttons beside **Line Number** field to display the detail line you want to change.
2. Make the changes you need.

You can change a tax class to another tax class that is assigned to the authority, and you can change the choice for the Tax Included option (if the tax authority permits tax-included costs).

Note: You can change item details only until you post the credit note or debit note.

3. Click **Save**.
4. When you are finished, click the **Close** button or press the F9 key to return to the Credit/Debit tab.

Entering or Editing Additional Costs on Credit and Debit Notes

You can add new additional costs on credit notes and debit notes, but you must select **No Proration** as the proration method, charging the expense to a general ledger account.

When you create a credit note from a return, if the original receipt included any additional costs, the details for the primary vendor are displayed.

When you create a credit note or debit note from an invoice, the additional cost details from the invoice are displayed.

Initially, additional cost amounts are zero. You enter the amount to be credited or debited.

Note: You cannot change the additional cost code, proration and reparation methods, or the expense and return general ledger accounts.

To adjust existing additional costs:

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. On the Credit/Debit tab, specify the type of document and the return or invoice for which you are creating the credit note or debit note.
3. In the detail section, enter the return or invoice quantities, along with cost differences and quantities.
4. Click the Additional Cost tab to display the additional cost details.

Note: If this is a credit note for a return, the program displays additional cost details for the primary vendor only.

5. Select the additional cost detail that you want to adjust, and then:
 - a. Click the **Amount** field.
 - b. Enter the credit or debit amount for the additional cost.

Note: You cannot change the proration methods or accounts.

- c. Tab to the end of the detail line to enter a reference and comment.
6. To change the detail tax class for a selected additional cost:
 - a. Click the **Cost/Tax** button or press F9 to open the Detail Costs/Taxes screen.
 - b. Change the detail tax class, and then click the **Calc. Taxes** button to recalculate the tax.
7. To change the total tax amount for the credit note or debit note (including the tax for the additional cost):
 - a. Click the Taxes tab.
 - b. In the **Tax Amount** column, enter the total tax amount to credit or debit for each tax authority.

To add new additional costs to debit notes:

1. On the Additional Costs tab, click the detail entry table, and then press the Insert key to start a new line.
2. Click the **Additional Cost** column heading to display the Finder.
3. Select the new additional cost from the Finder, and then enter information for the additional cost detail as follows:
 - a. In the **Amount** field, enter the amount of the additional charge.
 - b. Select **No Proration** as the proration method.
 - c. In the **Expense Account** field, specify the expense account to charge.
 - d. Use the **Reference** and **Comments** fields to provide more information about the cost.
4. To change the detail tax class for the new additional cost:
 - a. Select the additional cost on the Additional Cost entry grid.
 - b. Click the **Cost/Tax** button or press F9 to open the Detail Costs/Taxes screen.
 - c. Change the detail tax class, and then click the **Calc. Taxes** button to recalculate the tax.
5. To change the total tax amount for the credit note or debit note (including the tax for the additional cost):

- a. Click the Taxes tab.
 - b. In the **Tax Amount** column, enter the total tax amount to credit or debit for each tax authority.
6. To check the additional cost totals and tax totals, click the Totals tab.
 7. Click **Post**.

Distributing Additional Costs to Multiple Receipts on a Debit Note

You can adjust existing additional costs on a debit note for an invoice that included multiple receipts. You cannot automatically prorate the costs to multiple receipts. Instead, you identify the amount to distribute to each receipt on the debit note.

You can also add new additional costs to a debit note, but you cannot prorate them. You must identify a general ledger expense account to charge for the new additional cost.

To distribute an additional cost on a debit note for multiple receipts:

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. Enter header information for the debit note, including the new document number, the vendor number, and the invoice number for which you are creating the debit note.
3. Click the Additional Costs tab.

Any additional costs entered with the invoice appear on the tab, but the amounts are zero. You must enter the adjustment amount, as follows, for each additional cost you are adjusting:

- a. Select the additional cost you need to distribute to receipts.
- b. In the **Amount** field, enter the amount of the additional cost.
- c. Click the **Dist. Cost** button to open the Cost Allocation screen.
- d. For each receipt number displayed, enter the amount you want to distribute to that receipt, if the correct amount is not already displayed.

Note: To restore the default distribution, or to prorate the additional cost automatically to the receipts, click **Redist**.

4. When you have finished, click **Close** to return to the Additional Costs tab.

Project and Job Costing

Enter job-related transactions and manage related journal entries and additional costs.

About Job-Related Transaction Details

If you use Project and Job Costing, Purchase Orders lets you flag transactions as job-related, so you can:

- Track committed and actual quantities and costs by contract, project, and category (and resource, on a standard project).
- Receive goods for a job rather than into inventory.
- Update jobs in Project and Job Costing with billing information.
- Create invoices with retainage amounts and information for Accounts Payable.

Note that if a transaction is job-related:

- All transaction details must be job-related. You cannot mix job-related details and non-job-related details in the same transaction.
- Different fields appear for the details to let you enter job-related information.
- For each transaction detail, you must specify:
 - A contract.
 - A project.
 - Depending on the project type, the project category, cost class, and resource for the job.

Note: If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays those field names instead.

- If the transaction uses retainage accounting, you must specify the holdback percentage and retention period for each transaction detail.

You specify the retainage rate (for a multicurrency transaction) and terms for receipts, invoices, and debit/credit notes on the Retainage tab.

Purchase Orders

- If the purchase order is being created from multiple requisitions, all requisitions must be of the same type: either job-related or non-job-related.

Receipts and Invoices

- Receipt entries that originated with purchase orders will update the actual and committed quantities and costs in Project and Job Costing.
- Invoice Entry will only send transactions to Project and Job Costing if the invoice creates an adjustment to one of the following:
 - Receipt for the quantity received.
 - Item costs.
 - Additional costs.
 - Billing rate.
- Job-related returns update:
 - Actual quantities and costs for contracts in Project and Job Costing.
 - Appropriate work-in-progress (or expense) accounts.
- Credit notes that apply to returns affect quantities and costs in Inventory Control and quantities in Project and Job Costing only when the credit note changes the returned quantities and costs.

Additional Costs

- If you prorate additional costs manually, you can assign costs to as many different jobs as you wish.
- If you prorate additional costs by cost, weight, or quantity, all item details for the transaction will be affected.
- You can allocate additional costs to several contracts by adding separate additional cost detail lines for each job and selecting **No Proration** as the proration method.

Changing Invoices after posting

Important!

Do not make changes in Accounts Payable to job-related invoices that originated with Purchase Orders.

Accounts Payable does not update Project and Job Costing when it posts invoices that originated with Purchase Orders, because Purchase Orders has already directly updated Project and Job Costing.

To change a job-related invoice that originated with Purchase Orders, do one of the following:

- Process the changes in Purchase Orders.
- Create an adjustment in Accounts Payable (which will update Project and Job Costing).

About Converting Units of Measure for Committed and Actual Quantities

You must receive goods using the same units of measure that are used in the estimates in Project and Job Costing.

Purchase Orders does not convert different units of measure when it updates PJC with quantities from receipts or invoices.

Example:

This example shows what can happen if you receive goods using different units of measure.

Assume that:

- Your estimate includes 70 items that cost \$10 each.
- Shipment 1 includes 50 items, packed in 5 boxes.
- Shipment 2 includes 20 items, packed individually.

Shipment	Material Category	Quantity	Conversion Factor	Cost
1	Item 1001	5 boxes	10	\$500
2	Item 1001	20 items	1	\$200

When Project and Job Costing is updated with the quantities and costs of these shipments, the actual quantity and cost for item 1001 appears as follows:

Shipment	Material Category	Quantity	Conversion Factor	Cost
1 and 2	Item 1001	25	None	\$700

About Expensing Job-Related Additional Costs

If job-related additional costs are expensed rather than prorated, you can specify the contract, project, category, cost class, resource, billing type, billing rate (if appropriate), currency, A/R item number, and unit of measure for the additional cost.

Depending on the category, you may choose to calculate overhead or labor burden for the additional cost. Overhead and labor are calculated by Project and Job Costing and passed back to Purchase Orders when you post the receipt.

Expensed additional costs are assigned their own transaction numbers, because they are sent to Project and Job Costing as separate transactions.

Note: Once you post a receipt, you cannot change the billing type, billing currency, A/R item number, A/R unit of measure, overhead calculation, or labor calculation for additional costs.

About Job-Related Transactions

All job-related transactions in Purchase Orders must reference a particular contract, project, category, and (depending on the item and type of job) resource. Each time you post job-related transactions, Purchase Orders updates the job information and work-in-progress accounts for the job.

When Purchase Orders sends transactions to Project and Job Costing, it updates:

- Committed quantities and committed costs for the job's contract, project, category, and resource (posted with the original P/O).
- Actual quantities and costs in Job Costing (posted with receipts, invoices, returns, credit notes and debit notes).
- Billing information (sent as a billing adjustment transaction). Billing transactions are primarily generated by receipts, but they can also arise from invoices, returns, and credit/debit notes.

Purchase Orders

Any of the following types of changes in a Purchase Order generate transactions for Project and Job Costing:

- Changing quantities.
- Changing an item cost.
- Adding new lines to a Purchase Order.
- Deleting a line or a Purchase Order.
- Changing exchange rates (changes functional currency amount, and so will change amounts in Project and Job Costing).
- Changing taxes (change in cost).

Retainage Accounting

If you use retainage accounting, you can enter a retainage percentage and a retention period on the Retainage tab for receipts, invoices, returns, and credit/debit notes.

Each detail line on a P/O transaction can have different retainage percentages and retention periods.

Note: You must set the retainage accounting option in Accounts Payable to use retainage accounting in Purchase Orders.

Journal Entries for Job-Related Receipts

The usual difference between job-related and non-job-related journal entries is that items received for projects do not go into inventory. Instead, the value of the item goes to a Work-In-Progress account specified for the contract in Project and Job Costing.

Example:

G/L Entry for Non-job-related Receipt	Dr	Cr
Debit I/C Control account	X	
Credit A/P Clearing account		X

Example:

G/L entry for Job-related Receipt	Dr	Cr
Debit WIP/Cost of Sales	X	
Credit A/P Clearing account		X

For non-inventory items, Purchase Orders provides an option to create general ledger entries during posting in P/O, or later when you post invoices in A/P.

For expensed additional costs, Purchase Orders always creates general ledger entries for job-related documents during posting, although you can generate the entries in Accounts payable for non-job-related receipts.

Posting a job-related receipt for costs or additional costs will produce transactions to update actuals in Project and Job Costing, as will posting adjustments to a job-related receipt to change any of the following:

- Quantity received
- Cost
- Additional cost or amount
- Tax
- Exchange Rate

Note: Purchase Orders does not create entries for expensed taxes for Project and Job Costing.

Additional Cost Lines and Proration

If you add an additional cost to a receipt, you can choose to prorate by cost, weight, or quantity, or you can prorate manually. If you prorate, all items are affected. If you want to assign portions of a cost to different projects or categories, you must enter separate lines for each portion of the cost and prorate manually.

Overhead / Labor calculations

Project and Job Costing calculates labor and overhead costs for items and passes the results back to Purchase Orders. Purchase Orders creates the necessary journal entries.

Overhead is usually calculated on the discounted extended amount.

If you have additional costs (such as shipping costs), you can specify that you don't want overhead or labor on the additional cost. (If you expense the additional cost, the program lets you specify whether overhead or labor is calculated.)

Job-Related Invoices

If a receipt is invoiced without changes to quantities and costs, and without any additional costs, Job Costing will be unaffected by the invoice.

If an invoice includes an adjustment to the receipt—such as a change to the cost, quantity, or billing rate—Purchase Orders sends transactions to Project and Job Costing. These transactions do not affect the G/L or A/P.

For example:

- If you change the billing rate, Purchase Orders generates a new transaction for the difference between the old billing rate and the new billing rate.
- If you also change quantities, Purchase Orders will also create a billing adjustment transaction for the quantity difference.
- If the receipt originated from a purchase order and you change the quantity outstanding, Purchase Orders will update the committed quantities and costs in Project and Job Costing.

Important! Do not change P/O invoices in Accounts Payable. Job-related invoices transferred to Accounts Payable from Purchase Orders do not update Project and Job Costing when posted in Accounts Payable. Purchase Orders directly updates Project and Job Costing with invoice amounts.

Job-Related Serialized Items or Items Assigned to Lots

You cannot add serialized items or items assigned to lots to job-related requisitions, purchase orders, or receipts.

If you use Serialized Inventory or Lot Tracking, and you use items or serialized items or items assigned to lots in projects, you must order these items with non-job-related purchase orders.

When the serialized or lotted items arrive, receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

About Changing Job-Related Invoices

Important!

Do not make changes in Accounts Payable to job-related invoices that originated with Purchase Orders.

Accounts Payable does not update Project and Job Costing when it posts invoices that originated with Purchase Orders, because Purchase Orders has already directly updated Project and Job Costing.

To change a job-related invoice that originated with Purchase Orders, do one of the following:

- Process the changes in Purchase Orders.
- Create an adjustment in Accounts Payable (which will update Project and Job Costing).

Serialized and Lotted Transactions

If you use Serialized Inventory and Lot Tracking, assign serial numbers and lot numbers to items that you purchase or return to the vendor.

About Lotted Inventory Items

Lotted items are goods that have lot numbers assigned to them for tracking purposes. For example, a food distribution company can use lot numbers to record purchases and sales of unique batches of product.

Note: Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

Lot numbers are used to track groups of items. Unlike serial numbers, a lot number can be allocated to multiple items.

You may be prompted to assign lot numbers to items when performing the following transactions:

- Receiving inventory purchased from a vendor and entering an invoice. For more information, see "Receiving and Invoicing Lotted Items" (page 189).
- Returning stock back to a vendor and entering debit or credit notes. For more information, see "Returning and Issuing Credit/Debit Notes for Lotted Items" (page 190).

When assigning lot numbers in Purchase Orders, you are either generating new lot numbers or selecting from a pool of previously created numbers. The actual management and maintenance of lot numbers is performed using Inventory Control.

About Serialized Inventory Items

Serialized items are goods that have serial numbers assigned to them for tracking purposes. For example, an electronics retailer can use serial numbers to record sales of inventory items that have warranty periods.

Note: Serial numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

Serial numbers are used to track individual items, so each serial number must be unique to one specific item.

You may be prompted to assign serial numbers to items when performing the following transactions:

- Receiving inventory purchased from a vendor and entering an invoice. For more information, see "Receiving and Invoicing Serialized Items " (page 187).
- Returning stock back to a vendor and entering debit or credit notes. For more information, see "Returning and Issuing Credit/Debit Notes for Serialized Items " (page 188).

When assigning serial numbers in Purchase Orders, you are either generating new serial numbers or selecting from a pool of previously created numbers. The actual management and maintenance of serial numbers is performed using Inventory Control.

Receiving and Invoicing Serialized Items

When you receive serialized items from vendors in Purchase Orders, the program prompts you to assign serial numbers.

Note: Serial numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You use the same procedure when entering a vendor invoice, except you start with the Invoice Entry window instead of the Receipt Entry window.

You can assign serial numbers when you receive serialized items, or when you create the invoice for the items, provided the item does not use the serial costing method and the **Allow Serial Quantity To Be Different From The Quantity In The Entries** option is selected on the I/C Items screen.

Generally, there are not big differences in assigning numbers during receipt or invoicing. However, there can be an impact when using the Inventory Control Serial Inquiry report, because this report displays only the net change from the time of receipt to invoice, not the original receipt cost..

Example: If you enter the cost of a serialized item as two dollars during receipt entry, but you don't assign the serial number. Then, you use the P/O Invoice Entry window to enter the serial number, and you change the cost of the item to three dollars. The value that appears on the I/C Serial Number Inquiry for that transaction is one dollar.

To assign serial numbers when receiving serialized items:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Process the receipt. For more information, see "Entering Receipts" (page 134).
3. Do one of the following:
 - Enter a value in the **Quantity Received** field, and then press either **Enter** or **Tab**.
 - If the correct number already appears in the Quantity Received field, and you just want to change a serial number already assigned, click the **Quantity Received** column header.

Note: You cannot partially invoice receipts of serialized items.

The Serial Numbers Generation/Allocation window appears.

4. Either accept or edit the default value that appears in the **Next Serial Number** field. The value in this field is the starting point for the serial numbers you will assign.
5. Assign serial numbers in one of the following ways:
 - **Automatically.** Click **Auto-Gen.** to generate serial numbers for the quantities you require, starting with the value in the Next Serial Number field.
 - **Manually.** Click **Add** for each serial number you need to create. Edit the Next Serial Number value if you don't want to assign the next sequential number.

Note: In both cases, assigned serial numbers appear in the details table. You can select entries in the table to change serial numbers as required.

6. Click **Close**.

Note: If the **Remaining** value is not zero, there are still serial numbers to assign. You cannot close the window until the **Remaining** value is zero.

After closing the Serial Numbers Generation/Allocation window, you can complete and post the transaction.

Returning and Issuing Credit/Debit Notes for Serialized Items

Purchase Orders prompts you to allocate serial numbers when you return serialized items to vendors.

Note: Serial numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You use the same procedure when creating a debit or credit note for a vendor, except you start with the Credit/Debit Note Entry window instead of the Return Entry window.

To allocate serial numbers to returned serialized items:

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. Process the return. For more information, see "Entering Returns " (page 161).
3. Do one of the following:
 - Enter a value in the **Quantity Returned** field for the serialized items you want to return, and then press either **Enter** or **Tab**.

- If the correct number already appears in the Quantity Returned field, and you just want to change a serial number already allocated, click the **Quantity Returned** column header.

The Serial Numbers Allocation window appears.

Note: If you selected a Receipt Number in the Return Entry window, only serial numbers from that receipt appear in the Serial Numbers Allocation window.

4. If you did not select a Receipt Number in the Return Entry window, enter the serial number manually, or select it using the Finder.
5. To return all the serial numbers that appear in the details grid, click **Return All**.

Note:

- The Return All button in the Return Entry window returns all items on the entire invoice.
- The Return All button on the Serial Numbers Allocation window returns all items for the specific detail line previously selected in the Return Entry window.

6. Allocate serial numbers in one of the following ways:
 - **Automatically.** Select the **Auto-Allocate From** option, enter or select a value in the field that appears, and then click **Auto-Alloc**.

Available serial numbers appear in the grid.
 - **Manually.** Enter serial numbers manually or select them using the Finder.
7. Click **Close**.

Note: If the **Remaining** value is not zero, there are still serial numbers to allocate. You cannot close the window until the **Remaining** value is zero.

After closing the Serial Numbers Allocation window, you can complete and post the transaction.

Receiving and Invoicing Lotted Items

When you receive lotted items from vendors in Purchase Orders, the program prompts you to assign lot numbers.

You use the same procedure when entering a vendor invoice, except you start with the Invoice Entry screen instead of the Receipt Entry screen.

Note: Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

To assign lot numbers when receiving lotted items:

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.

For more information, see "P/O Receipt Entry Screen" (page 561).

2. Create a new receipt, entering header information as usual. (For detailed instructions on entering receipt transactions, see "Entering Receipts" (page 134).)

Important! Lot numbers are stored and displayed by location. Therefore, you must specify a location before entering the quantity.

3. Enter a value in the **Quantity Received** field, and then press either the Enter key or the Tab key to display the Serial/Lot Numbers Generation screen.

If the correct number already appears in the Quantity Received field, and you just want to change a lot number already assigned, click the Zoom  button in the Quantity Received column heading.

Note: You cannot partially invoice receipts of lotted items.

4. Specify the number of lots and quantities in each lot using the **Make X Lots OR Each Lot Has** fields.
5. If desired, edit the default value that appears in the Next Lot Number field. The value in this field is the starting point for the lot numbers you will assign.
6. Assign lot numbers automatically or manually, as follows:
 - To generate lot numbers automatically, click the **Auto Gen** button. The lot numbers are generated sequentially starting with the value in the Next Lot Number field.
 - To assign lot numbers yourself (for example, if you do not want them to be sequential), edit the **Next Lot Number** value, and then click the **Add** button for each lot number you need to create.
7. Click **Close**.

Important! If the Remaining value is not zero, there are still lot numbers to assign. You cannot close the screen until the Remaining value is zero.

After assigning lot numbers

After closing the Serial/Lot Numbers Generation screen, you can complete and post the transaction.

Returning and Issuing Credit/Debit Notes for Lotted Items

Purchase Orders prompts you to allocate lot numbers when you return lotted items to vendors.

Note: Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You also use the following procedure when entering a debit note or a credit note for a vendor, except that you start from the Credit/Debit Note Entry screen instead of the Return Entry screen.

To assign lot numbers to returned lotted items:

1. Open **Purchase Orders > P/O Transactions > Return Entry**.

For more information, see "P/O Receipt Entry Screen" (page 561).

2. Enter the return as usual, with the following differences:
 - a. After entering a value in the Quantity Returned field for the lotted items you want to return, press the Enter key or the Tab key to display the Serial/Lot Numbers Allocation screen.

If the correct number already appears in the Quantity Returned field, and you just want to change a lot number already allocated, click the Zoom button in the Quantity Returned column heading.

Note: If you selected a receipt number, only the lot numbers from that receipt are listed in the Serial/Lot Numbers Allocation screen. If you did not select a receipt number, enter the lot number manually or select it using the Finder.

- b. To return all the lot numbers that appear in the table, click Return All. "Ye"s appears in the Returned column for all items in the table.

Note: The Return All button in the Return Entry screen returns all items on the entire invoice, while the Return All button on the Serial/Lot Numbers Allocation screen returns only items for the selected detail line.

- c. Allocate lot numbers automatically or manually, as follows:
 - To generate lot numbers automatically, click the Auto-Allocate From option, and then enter or select a value in the field that appears. Click the **Auto-Alloc** button to allocate lot numbers sequentially starting with the value in the Next Lot Number field.
 - To allocate lot numbers individually, select them from the Finder or type the numbers.

d. Click Close.

Important! If the Remaining value is not zero, there are still lot numbers to assign. You cannot close the screen until the Remaining value is zero.

After assigning lot numbers

After closing the Serial/Lot Numbers Allocation screen, you can complete and post the transaction.

Chapter 3: Periodic Processing in Purchase Orders

At the end of each period, perform procedures such as creating batches and clearing history.

About Periodic Processing in Purchase Orders

This topic outlines tasks you might follow as part of your weekly, bi-weekly, or monthly procedures, and tells you how to use Purchase Orders to accomplish these tasks.

Use the Create Batch screen (unless you create transactions during posting or day end processing) and Clear History screen to complete processing and to clear out obsolete data and records at the end of your accounting periods.

At each period end, you should:

- Create any new purchase orders you wish to process in the period.
Use the Purchase Order Entry screen and the Create Purchase Orders From Requisitions, Create Purchase Orders From I/C, and Create Purchase Orders From O/E screens.
- Post other transactions that apply to the period.
Use the Requisition Entry, Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry screens.
- Print the Purchase Order Action and Aged Purchase Orders reports to identify purchase orders that require action.
Use the Purchase Order Action and Aged Purchase Orders screens from the Analytical Reports folder to print the reports.
- Print the G/L Transactions report, then create general ledger transactions (if you do not use the option to create general ledger transactions during posting or Day End Processing). Process the batches in General Ledger, if you use it, or post them manually to another general ledger.

Choose the G/L Transactions icon from the Analytical Reports folder to print the report. Choose the Create Batch screen from the Periodic Processing folder to create the general ledger transactions.

- Clear the paid transactions, posting journals, and statistics that you no longer need.

Choose the Clear History screen from the Periodic Processing folder to clear this information.

Sage 300 will mark reports as printed no matter which print destination you use when you print posting journals.

- If you use Purchase Orders as a stand-alone program (without Inventory Control), use the Delete Inactive Records screen to delete inactive item and account set records from your Purchase orders system.

Choose the Delete Inactive Records icon from the Periodic Processing folder and specify the types and ranges of records you want to clear.

Day End Processing of P/O Transactions

Run Day End Processing to update your data in Purchase Orders, Inventory Control, Accounts Payable, and Project and Job Costing. This keeps your audit trail and reports up to date.

About Day End Processing

When you post Purchase Orders transactions that affect item quantities, the program immediately updates item records and quantities on purchase order in Inventory Control, if you are using it.

Most Day End Processing tasks are performed during posting if Inventory Control uses options to cost items and create subledger transactions and audit information during posting. However, you must run Day End Processing to completely update your Purchase Orders, Inventory Control, Accounts Payable, and Project and Job Costing data.

Tip: You should run Day End Processing as part of your daily routine, to keep your audit trail and reports up to date. You can run Day End Processing as many times a day as you want.

Note: If you use Inventory Control, you run Day End Processing from the Inventory Control folder. If you do not use Inventory Control, you run Day End Processing from the Purchase Orders folder. (For more information about running Day End Processing in a stand-alone system, see "P/O Day End Processing Screen " (page 277).)

Assign the Default Cost Expense Account

Before running Day End Processing, you must assign the general ledger account code for the default cost expense account on the P/O Options screen.

Day End Processing will display an error message and stop processing if the account is not designated.

Tasks Performed by Day End Processing

Each time you run Day End Processing, the program:

- Processes all the transactions you have posted since the last time you ran Day End Processing.
- Creates a batch of Accounts Payable invoices, credit notes, and debit notes from posted Purchase Orders transactions, using the next available Accounts Payable batch number.
- Creates general ledger transactions from posted receipts, returns, invoices, credit notes, and debit notes.
- Optionally posts Accounts Payable and General Ledger batches in the A/P and G/L modules.
- Updates costs in Inventory Control for non-job-related invoices, if you use Inventory Control (unless you chose the Inventory Control option to do costing during posting).
- Updates quantities and costs in Project and Job Costing for job-related invoices.
- Activates and posts future purchase orders that have reached their purchase order date. When Day End Processing is complete, you can print the new POs.
- Clears requisitions that have reached their expiration dates.
- Deletes completed transactions if you do not keep transaction history.
- Updates statistics and history in both Purchase Orders and Inventory Control (if you keep history and statistics).
- Creates the receipt, invoice, return, and credit/debit note posting journals in Purchase Orders for the new day-end sequence number.

Important! The time it takes to complete day-end processing varies according to your computer and the number of transactions you entered since the last time you ran Day End Processing. We recommend that you run Day End Processing when you do not need to use your computer for other tasks. You might find it best to run it overnight.

About Locked Fiscal Periods

Note that if a fiscal period is locked for General Ledger but not for Purchase Orders, you can create batches for General Ledger during posting, during Day End Processing, or using the Create G/L

Batch icon (depending on your system and settings). When you try to post transactions to a locked period in General Ledger, however, the transactions will be placed in an error batch. You can avoid this situation if you create and post General Ledger batches for outstanding Purchase Orders transactions *before* locking the period for General Ledger.

Similarly, you can create transactions for Accounts Payable from Purchase Orders transactions, but you cannot post them to a period that is locked for Accounts Payable.

About Day End Processing of Job-Related Transactions

Project and Job Costing actual and committed costs are updated during Day End processing with the total cost, plus the allocated and expensed taxes that are payable when a receipt is invoiced (excludes tax on retainage).

Project and Job Costing is also updated with taxes on retainage amounts when the retainage is invoiced in Accounts Payable.

Example:

Assume a series of transactions for \$440.00 cost, plus \$27.72 in expensed taxes, for a total of \$467.72.

The following transactions are sent from to Project and Job Costing after you post a purchase order and run Day End Processing:

	Committed Costs	Actual Costs
Extended cost	\$470.80	\$0.00
Labor amount	0.00	0.00
Overhead amount	0.00	0.00
Total cost	\$470.80	\$0.00

The following transactions are sent to Project and Job Costing after you post a receipt and run Day End Processing:

	Committed Costs	Actual Costs
Extended cost	\$3.08	\$467.72
Labor amount	0.00	0.00
Overhead amount	0.00	0.00
Total cost	\$3.08	\$467.72

The 3.08 committed amount is the expensed portion of tax for the retainage. When the retainage is invoiced in Accounts Payable, the committed and actual costs are updated for the retainage tax amount.

About Day End Processing of Credit Notes and Debit Notes

Day End Processing performs the following tasks when processing credit notes and debit notes:

Note: If you cost inventory during posting instead of during Day End Processing, almost all Day End processing tasks take place when you post transactions.

- When processing credit notes that include changes to costs, updates item costs in Inventory Control.

- Adds information from each credit note and debit note to the invoice batch that is created for Accounts Payable.

If a credit note is applied to an invoice, the invoice number appears in the Apply To field when you display the transaction in Accounts Payable's Invoice Entry screen.

Note: General ledger transactions are created when you post the credit and debit notes in Accounts Payable. For information on the general ledger accounts affected by credit notes and debit notes, see "About General Ledger Journal Entries Generated by Purchase Orders" (page 79).

- Creates the Credit/Debit Note Posting Journal and the general ledger transactions for the G/L Transactions report, if you print it in Purchase Orders.
- If you keep transaction history, updates history and statistics in Purchase Orders and Inventory Control. If you do not keep transaction history, the program deletes all credit and debit notes.

About Day End Processing of Purchase Orders Invoices

Day End Processing performs the following tasks when processing P/O invoices:

Note: If you cost inventory during posting instead of during Day End Processing, almost all Day End processing tasks take place when you post transactions.

- Creates and optionally posts a batch of invoices in Accounts Payable, with a batch type of Imported. Information for each invoice includes the remit-to location and 1099 code and amount, if any.
- Updates costs in Inventory Control for non-job-related invoices, if you use Inventory Control.
- Updates quantities and costs in Project and Job Costing for job-related invoices.
- If you keep history and statistics, updates history and statistics with invoice data.
- Creates the Invoice Posting Journal that lists details of the invoice transactions and the corresponding general ledger distributions.

Note: The general ledger transactions for invoices are created in Accounts Payable when the invoice batch is posted in Accounts Payable.

- If you posted invoices with new prorated additional costs, Day End Processing prorates the costs to the items on the receipt, updates costs in Inventory Control, and creates adjusting entries for your general ledger.

You must run Day End Processing to:

- Delete invoices from Purchase Orders if you do not keep transaction history.
- Activate future purchase orders.

About Day-End Processing of Purchase Orders

Day End Processing performs the following tasks when processing purchase orders:

Note: If you cost inventory during posting instead of during Day End Processing, almost all Day End processing tasks take place when you post transactions.

- Creates active purchase orders from future purchase orders that have reached their activation dates.
- Updates quantities on purchase order in Inventory Control (that can also be viewed in Order Entry).
- Updates committed quantities in Project and Job Costing for job-related purchase orders.
- If you keep history and statistics, updates purchase order history and updates the number of purchase orders for the year and period in the Purchase Statistics screen and on the Purchase Statistics report.
- If you do not keep transaction history, deletes completed purchase orders. (Posting deletes the purchase orders if you cost items during posting).

About Day End Processing of Receipts

Day End Processing performs the following tasks when processing P/O receipts:

Note: If you cost inventory during posting instead of during Day End Processing, almost all Day End processing tasks take place when you post transactions.

- Inserts the item costs as the most recent costs in Inventory Control item records (unless you cost items when you post transactions).

For items using LIFO or FIFO costing, posting or Day End Processing creates a new LIFO or FIFO bucket for the receipt, quantity, and cost. For receipt adjustments, Day End Processing updates the buckets created for the original receipt. If a bucket has been cleared, Day End Processing posts any receipt adjustments to the offset bucket.

If an item is processed at more than one cost, posting or Day End Processing uses the cost from the last detail processed for an item as the most recent cost in the item record, unless the receipt cost on the last detail is zero or a negative amount.

If the last item cost is zero, posting or Day End Processing uses the last non-zero cost processed for the item, or if no other details are processed for the item, does not change the most recent item cost.

- Prorates any additional costs posted with a receipt to the items on the receipt using the methods you specified.

- Creates the Receipts Posting Journal and general ledger transactions for the processed receipts (except for non-inventory items and expensed additional costs).

Day End Processing does not create general ledger entries for non-inventory item details and additional cost details that you expense rather than prorate, because these details are posted to general ledger expense accounts, rather than to Inventory Control accounts. Journal entries for non-inventory items and expensed additional costs are created when the transactions are posted in Accounts Payable.

If you adjust a receipt after running Day End Processing, journal entries are created for the amount of the adjustment, including additional costs, the next time you run day-end.

For more information about the general ledger accounts affected by receipts, see "About General Ledger Journal Entries Generated by Purchase Orders" (page 79).

- Completes all receipt details for vendors with invoices posted to the receipt.
- Deletes completed receipts if you do not keep transaction history.
- Updates history and statistics in Purchase Orders and Inventory Control, if you keep history and statistics.

About Day End Processing of Returns

Day End Processing performs the following tasks when processing P/O returns:

Note: If you cost inventory during posting instead of during Day End Processing, almost all Day End processing tasks take place when you post transactions.

- Updates costs in Inventory Control for non-job-related invoices, if you use Inventory Control.
- Updates quantities and costs in Project and Job Costing for job-related returns.
- Creates general ledger transactions for the processed returns, and creates the Return Posting Journal.

For more information about the general ledger accounts affected by return transactions, see "About General Ledger Journal Entries Generated by Purchase Orders" (page 79).

- Adjusts and re-prorates or expenses any additional costs posted with a receipt to remaining items on the receipt using the methods you specified.

If you expensed or prorated additional costs that were originally prorated to the items being returned, Day End Processing expenses the costs or prorates them to the remaining items on the original receipt. You can check the prorated amounts on the Return Posting Journal.

For more information, see "P/O Posting Journals Screen" (page 285).

- If you do not keep history, deletes completed returns.

If you keep history and statistics, updates Purchase Orders and Inventory Control history and statistics with returns information.

Performing Day End Processing

Perform Day End Processing as part of your daily routine, to keep your audit trail and reports up to date. You can run Day End Processing as many times a day as you want.

Depending on the processing options selected on the I/C Options screen, Day End Processing:

- Optionally updates costing data from all transactions. (You can also choose to update costing information during transaction posting.)
- Optionally produces general ledger journal entries from the transactions that were posted during the day. (You can choose to create G/L entries at the same time as you cost items, or you can use the Create G/L Batch screen to create G/L transactions.)
- Optionally produces other subledger journal entries from the transactions that were posted during the day. (If you cost items during posting, you can also choose to create subledger entries at the same time.)
- Always updates item statistics and transaction history for I/C, O/E and P/O (if you have them).
- Creates the posting journals for each type of transaction posted.
- Deletes completed transaction detail if you do not keep transaction history.
- Activates and posts future sales orders and purchase orders that have reached their order date, and updating quantities on sales order and on purchase order.
- Removes quotes and purchase requisitions with expiration dates up to and including the session date for day-end processing.
- Updates sales commissions.

Before You Start

- **Post all the transactions that you want to be processed.** Any transactions you post while Day End Processing is running will not be processed if processing has already been completed for the transaction type.

To be sure of processing all the day's transactions, post them before starting Day End Processing.

- **Back up your Purchase Orders data.** For information about making backups, see the System Manager help.

- **Allow enough time to perform day-end processing.** The time it takes to complete day-end processing varies according to your computer and the number of transactions you entered since the last time you ran Day End Processing.

Tip: We recommend that you run Day End Processing when you do not need to use your computer for other tasks. You might find it best to run it overnight.

- **Assign a default cost expense account.** If you use Purchase Orders as a stand-alone system (without Inventory Control), you must assign a default cost expense account in the P/O G/L Integration screen.

To perform day-end processing in a stand-alone Purchase Orders system:

1. Open **Purchase Orders > P/O Periodic Processing > Day End Processing**.

(If you use Inventory Control, you must open **Inventory Control > I/C Periodic Processing > Day End Processing**.)
2. Click **Process**.

A message appears to confirm that processing is complete.
3. Click **OK** or press the Enter key to close the message and the Day End Processing screen.

After performing Day End Processing

Before you post new transactions:

- Print the posting journals for a record of the general ledger entries created from Purchase Orders transactions, both in Purchase Orders and in Accounts Payable.
- Print any reports that you need for updating your records.
- Modify options in the A/P Options screen, as needed.

G/L Batches and Journal Entries

Use the P/O Create Batch screen to create a general ledger transaction batch to record the inventory transactions and entries to payables clearing.

About Creating General Ledger Batches

If you do not use the option to create general ledger transactions during posting or during day-end processing, you must use the Create Batch screen when you want to create a general ledger

transaction batch to record the inventory transactions and entries to payables clearing. You can then process the batch in General Ledger.

If you want to print the G/L Transactions report you must print it before you create the general ledger batch. When you create the batch, Purchase Orders deletes the information in the G/L Transactions report.

The Create Batch screen also lets you post a batch of invoices in Accounts Payable from invoices or credit/debit notes posted in Purchase Orders.

You can use this screen to post A/P invoices created by Purchase Orders only if you selected On Request Using Create Batch Icon for the Post A/P Batches option on the Processing tab of the P/O Options screen.

About General Ledger Journal Entries Generated from Returns

Returns of items to vendors are assigned source code PO-RT on the G/L Transactions report.

In Inventory Control, returns debit the item's payables clearing account and credit the item's inventory control/expense account with the value of the returned items, prorated additional costs, and allocated taxes.

Reprorated Additional Costs

If additional costs prorated to returned items are reprorated, additional entries are created to debit or credit the Inventory Control and Payables Clearing accounts for the remaining items on the receipt.

If you post a credit note for the return and then run Day End processing, a credit note is created in the Accounts Payable batch. When it is posted in Accounts Payable, the credit note debits the vendor's payables control account and credits the vendor's payables clearing account with the value of the returned items, prorated additional costs, and allocated taxes.

Non-inventory Items

When non-inventory items are returned, Day End Processing does not create any journal entries for Inventory Control accounts.

The transaction is sent to Accounts Payable as an invoice or credit note which will debit or credit the G/L expense account specified for the item and post the corresponding credit or debit to the vendor's payables control account.

About General Ledger Journal Entries Generated from Receipts

Receipts are assigned source code PO-RC on the G/L Transactions report.

Receipt transactions debit the item's inventory control account and credit the item's payables clearing account with the total of extended item cost, allocated taxes, and any prorated additional costs and their allocated taxes.

If an item uses the LIFO or FIFO costing method, the receipt number and date, item quantity received, and item cost are added to Inventory Control's receipt buckets for the item.

Receipt Adjustments

If receipts are edited to change item quantities or costs, additional general ledger transactions are created:

- If quantities or costs **increased**, the journal entries debit the inventory control (or Inventory/Expense) account and credit the payables clearing account.
- If quantities or costs **decreased**, the journal entries debit the payables clearing account and credit the inventory control account.

Non-inventory Items

If a receipt includes a non-inventory item, the expense is posted during posting or day-end processing, and the non-inventory payables clearing account is credited.

Posting the invoice in Accounts Payable generates a general ledger entry to debit the non-inventory payables clearing account and credit the payables control account.

Prorated Additional Costs Added on an Invoice

If a new additional cost is added on an invoice, general ledger journal entries are created to prorate the cost to the receipt items, if applicable, debiting the inventory control accounts for the items and crediting the payables clearing account.

Job-Related Receipts

Items received for projects do not go into inventory. Instead, the value of the item goes into a Work-In-Progress account specified for the contract in Project and Job Costing.

When you post job-related receipts or invoices, credit notes, and debit notes with changes to the receipt information, Purchase Orders creates general ledger journal entries to update the Work-In-Progress and Payables Clearing accounts with the total of extended item cost, allocated taxes, and any prorated additional costs and their allocated taxes.

The program also updates the committed and actual quantities and costs for the contract in Project and Job Costing.

Purchase Orders also creates transactions for any overhead associated with the items or additional costs, and for non-inventory items (such as labor) received for the job.

About General Ledger Journal Entries Generated from Credit Notes

Credit notes are assigned source code PO-CR on the G/L Transactions report.

When credit notes are posted in Accounts Payable, journal entries are created during posting or Day End Processing to:

- Debit the vendor's payables clearing account.
- Credit the vendor's payables control account.

Credits for Additional Costs

When you post a credit note for an additional cost:

- The expense account you assign is debited.
- The vendor's payables control account is credited.

Credits to Returns

When you post a credit note to a return ***with no quantity or cost changes***:

- The vendor's payables control account is debited.
- The item's payables clearing account is credited.

When you post a credit note to a return ***that includes cost changes***:

- Purchase Orders debits or credits the payables clearing and inventory control accounts.
- When the credit note is posted in Accounts Payable:
 - The payables control account is debited.
 - The payables clearing account is credited.

Credits to Invoices

When a credit note is posted for an invoice, Purchase Orders creates a journal entry to:

- Debit the payables clearing account.
- Credit the inventory control account.

Day End Processing creates a credit note for the transaction in the Accounts Payable batch. When you post the batch in Accounts Payable, a journal entry is created to:

- Debit the payables control account.
- Credit the payables clearing account.

Item Cost Adjustments

When you post credit notes to adjust item costs, Day End Processing creates general ledger journal entries to:

- Debit the payables clearing account.
- Credit the item's inventory control accounts.

When you post the credit note in Accounts Payable, a journal entry is created to:

- Debit the vendor's payables control account.
- Credit the payables clearing account.

Taxes

Allocated taxes from credit notes are posted to the same general ledger accounts as costs.

Recoverable and expensed taxes are posted to the accounts specified for the tax authorities in Tax Services and the inventory control or payables accounts used for the related costs.

About General Ledger Journal Entries Generated from Invoices

Invoices are assigned source code PO-IN on the G/L Transactions report.

When P/O invoices are posted in Accounts Payable, journal entries for invoices are created, as follows:

- If a receipt is invoiced ***without changes to quantities and costs***, a journal entry is created to:
 - Debit the item's payables clearing account.
 - Credit the vendor's payables control account (with the total of the extended item cost, allocated taxes, and any prorated additional costs and their allocated taxes).
- If ***quantities or costs were changed on the invoice***, Purchase Orders creates journal entries to:
 - Debit or credit the item's inventory control (or inventory/expense) account for the difference between the receipt amount and the invoice amount.
 - Debit or credit the item's payables clearing account for the difference between the receipt amount and the invoice amount.
 - Debit the Payables Clearing account for the original amount of the receipt, net of any adjustments as listed above.

Example: If the item cost increases on an invoice, the difference between the invoice cost and the receipt cost is debited to the item's inventory control or inventory/expense account.

Prorated Additional Costs Added on an Invoice

If a new additional cost is added on an invoice, general ledger journal entries are created by Day End Processing to:

- Debit the Inventory Control account for the cost.
- Credit the payables clearing account.

Non-inventory Items

When invoices for non-inventory items are posted in Accounts Payable, general ledger journal entries are created to:

- Debit the expense account specified for the non-inventory item.
- Credit the vendor's payables control account.

If Purchase Orders uses the option to create G/L entries for non-inventory expenses on receipts/returns (on the P/O G/L Integration screen), when you post receipts, Purchase Orders creates entries to:

- Debit expense accounts.
- Credit the non-inventory payables clearing account.

When you post the invoices later in Accounts Payable, general ledger journal entries will be created to:

- Credit the payables control account.
- Debit the non-inventory payables clearing account.

Expensed Additional Costs

If additional costs are expensed, rather than prorated to the items on a receipt, Day End Processing creates an Accounts Payable invoice to debit the additional cost expense account and credit the vendor's payables control account when it is posted in Accounts Payable.

If Purchase Orders uses the option to create G/L entries for expensed additional costs, Purchase Orders creates debit entries to expense accounts and credit entries to the Expensed Additional Cost Clearing Account when you post additional costs. (Posting the invoices later in Accounts Payable credits the payables control account and debits the Expensed Additional Cost Clearing Account.)

Note: If the additional costs are job-related, Purchase Orders always creates G/L entries for expensed additional costs during posting - whether you select this option or not.

Job-Related Items

If a job-related invoice includes an adjustment to the receipt - such as a change to the cost, quantity, or billing rate - Purchase Orders sends transactions to Project and Job Costing. These transactions do not affect the general ledger or Accounts Payable.

Example:

- If you change the billing rate, Purchase Orders generates a new transaction for the difference between the old billing rate and the new billing rate.
- If you also change quantities, Purchase Orders will also create a billing adjustment transaction for the quantity difference.
- If the receipt originated from a purchase order and you change the quantity outstanding, Purchase Orders will update the committed quantities and costs in Project and Job Costing.

Warning!

Do not edit job-related invoices in Accounts Payable.

Job-related invoices transferred to Accounts Payable from Purchase Orders do not update Project and Job Costing when posted in Accounts Payable.

Purchase Orders directly updates Project and Job Costing with invoice amounts.

About General Ledger Journal Entries Generated from Debit Notes

Debit notes are assigned source code PO-DB on the G/L Transactions report.

When debit notes are posted in Purchase Orders, journal entries are created during posting or Day End Processing to:

- Debit the item's inventory control account.
- Credit the item's payables clearing account.

When the debit notes are posted in Accounts Payable, journal entries are created to:

- Debit the item's payables clearing account.
- Credit the vendor's payables control account.

Taxes

Allocated taxes from debit notes are posted to the same general ledger accounts as their related costs.

Recoverable and expensed taxes are posted to the accounts specified for the tax authorities in Tax Services and the inventory control or payables accounts used for the related costs.

Creating a Batch of General Ledger Transactions in Purchase Orders

You use the Create Batch screen to create general ledger batches if you do not automatically create G/L transactions when you post transactions or when you run Day End Processing.

You can find out how you currently create G/L transactions by looking at the Create G/L Transactions option on the Integration tab of the G/L Integration screen (in the P/O Setup folder). For more information, see "P/O G/L Integration Screen" (page 323).

The Create Batch screen performs two separate operations:

- Produces a batch of general ledger transactions from posted receipts (or appends to an existing general ledger batch), and optionally posts them automatically.

You can use this screen to produce G/L batches only if you selected **On Request Using Create G/L Batch Icon** for the Create G/L Transactions option in the G/L Integration screen.

- Posts a batch of invoices in Accounts Payable from invoices or credit/debit notes posted in Purchase Orders.

You can use this screen to post A/P invoices created by Purchase Orders only if you selected **On Request Using Create Batch Icon** for the Post A/P Batches option on the Processing tab of the P/O Options screen.

Before You Start

- Select the **On Request Using Create Batch Icon** option and other general ledger options on the Integration tab of the G/L Integration screen.
- Select the **On Request Using Create Batch Icon** option for the Post A/P Batches option in the P/O Options form.
- Run Day End Processing to update the company's Purchase Orders data.

For more information, see "About Periodic Processing in Purchase Orders" (page 193).

- Print the G/L Transactions report, then file it with your audit trail reports. (You must print the report before using the Create Batch screen. When you create general ledger transactions, the data for the G/L Transactions report is deleted from Purchase Orders.)

For more information, see "P/O G/L Transactions Report Screen" (page 282).

To create a batch of G/L transactions:

1. Open **Purchase Orders > P/O Periodic Processing > Create Batch**.
2. Specify the day-end number through which to create general ledger transactions. (You create the transactions for all outstanding day-end numbers up to and including the number you specify.)
3. If you also want to post invoice transactions created by Purchase Orders in Accounts Payable, select **Post A/P Batch**.
4. Click **Process**.

After using

- Post the batches in General Ledger (unless they are posted automatically).
- If you use a different general ledger, update the general ledger in one of the following ways:
 - Import the CSV batch file into your general ledger, then delete the file.
 - Using the G/L Transactions report, transfer the entries to your general ledger manually, then delete the CSV batch file.

Posting a Batch of Purchase Orders Invoices in Accounts Payable

You can use the Create Batch screen to post Accounts Payable batches created from Purchase Orders Invoices, credit notes and debit notes, depending on Purchase Orders settings for posting A/P batches and on item costing settings.

Note: You can use the Create Batch screen to post batches in Accounts Payable only if you do not automatically post batches when you post invoice transactions or when you run Day End Processing (depending on when you cost items).

The Post A/P Batches option (on the P/O Options screen), determines how you post A/P batches.

Costing options are set on the I/C Options screen (if you use Inventory Control), or on the P/O Options screen (if you do not use Inventory Control).

For more information about Purchase Orders options, see "P/O Options Screen " (page 344).

For information about the I/C Options screen, see the help for Inventory Control.

Before You Start

- Run Day End Processing to complete processing and update the Purchase Orders and Inventory Control data.
- Check the Processing tab of the P/O Options screen to find out whether you can use the Create Batch screen to post A/P batches.

To post an A/P invoice batch using the Create Batch screen:

1. Open **Purchase Orders > P/O Periodic Processing > Create Batch**.
2. In the **Create G/L Batch Through Day End Number** field, specify the day-end number through which to create general ledger transactions. (You create the transactions for all outstanding day-end numbers up to and including the number you specify.)
3. Select **Post A/P Batch** to post invoice transactions created by Purchase Orders in Accounts Payable.
4. Click **Process**.

After using

- Post the batches in General Ledger (unless they are posted automatically).

Clearing Historical Purchase Orders Data

You can clear transaction history, purchase order history, statistics, and posting journals that you no longer need using the Clear History screen. (You can also clear P/O's item transaction history if you use Purchase Orders without Inventory Control.)

Unless you use the options to keep Purchase Orders history and statistics, the program clears all completed transactions during Day End Processing, and will not keep purchase history and statistics. You then use Clear History mainly to clear printed posting journals.

Before You Start

- Make sure you have posted all the transactions you need.
- Run Day End Processing to update Purchase Orders transactions and statistics that could affect records you want to clear.

For more information, see "About Day End Processing" (page 194).

- Determine the date through which to clear transaction history.

- Determine the fiscal year and period through which to clear purchase statistics and purchasing history.
- Determine the day-end number through which to clear printed posting journals and the types of journals to clear.
- Print reports of the data you want to clear. For example:
- **Before clearing transaction history**, print the Transaction List for the transaction history you plan to clear. Also, make sure you have printed copies of any completed requisitions, purchase orders, receiving slips, and returns you require.

For more information, see "P/O Transaction List Report Screen" (page 297).

- **Before clearing purchase history**, print the Purchase History report for the historical data you plan to clear.

For more information, see "P/O Purchase History Report Screen" (page 289).

- **Before clearing sales statistics**, print the Purchase Statistics report for the statistics you plan to clear.

For more information, see "P/O Purchase Statistics Report Screen" (page 294).

- **Before clearing posting journals**, print a copy of each posting journal you want to clear. (Make sure you have printed the posting journals to a printer or a file.)
- If you use the Create Batch icon to create the general ledger batch, print the G/L Transactions report for the journals.

Note: You must print the G/L Transactions report before you use the Create Batch icon.

- **Before clearing the Payables Clearing Audit list**, print the Payables Clearing Audit list for the year, period, and account sets you want to clear.

For more information, see "P/O Payables Clearing Audit List Report Screen" (page 284).

- **Before clearing item transaction history (in stand-alone systems only)**, print the Item Transaction History report for the period you plan to clear.

For more information, see "P/O Item Transaction History Report Screen" (page 283).

To clear historical data:

1. Open **Purchase Orders > P/O Periodic Processing > Clear History**.
2. To clear transaction history, select the **Transaction History** option, then type the date up to which to clear history.

Purchase Orders clears the details from requisitions, purchase orders, receipts, invoices, returns, credit notes, and debit notes that were completed on or before the clearing date you

specify.

Completed transactions.

- Requisitions are complete when a purchase order has been posted for each requisition detail or you manually complete the line. (You can also delete requisitions in the Requisition Entry screen.)
- Purchase orders are complete when all ordered quantities have been received or canceled. (You can also delete purchase orders in the Purchase Order Entry screen.)
- Receipts are complete when invoices have been posted for the primary vendor and all secondary vendors on the receipt.
- Invoices, credit notes, and debit notes are complete when Day End Processing has added them to an Accounts Payable batch.
- A return is complete when a credit note is posted to it.

Note: Cleared transactions are not reported on the Transaction Lists.

Completion dates.

- Day End Processing assigns the current session date as the completion date for transactions.
3. To clear purchase history, select the **Purchasing History** option, then select the year and period up to which to clear history, and the range and type of records to clear.

Clear History clears purchase history through the year and period you specify, and by the range of item numbers or vendor numbers you select. Cleared data no longer appears in the Purchase History screen or on the Purchase History report.
 4. To clear purchase statistics, select the **Purchase Statistics** option, then select the year and period up to which to clear statistics.

Clear History clears purchase statistics through the year and period you specify. Cleared statistics no longer appear in the Purchase Statistics screen or on the Purchase Statistics report.
 5. To clear printed posting journals, select the **Printed Posting Journals** option, then select the type of posting journal to clear and the day-end number up to which to clear.

You can clear all posting journals including the journals produced during the day-end processing run you specify. You select the types of journals to clear, including any combination of journals for receipts, invoices, credit notes and debit notes, and returns.

6. To clear the Payables Clearing Audit list, select the **Payables Clearing Audit** option and the year, period, and the account sets to clear.
7. To clear item transaction history, select the **Item Transaction History** option, then select the year and period through which to clear data. (This option is available only in a stand-alone Purchase Orders system.)

Use this option to remove transaction history for items maintained by the Purchase Orders program if you are not using Inventory Control. Cleared transactions are not reported on the Transaction Lists.

8. Click **Process** to clear the specified data.

Deleting Inactive Purchase Orders Records

If you use Purchase Orders as a stand-alone program, you can use the Delete Inactive Records screen to remove obsolete item and account set records.

Before You Start

- Print reports.
- Update records.
- Assign **Inactive** status to all records you want to delete. The program removes only records that have an Inactive status and were set to inactive within the range of dates you specify.
- Assign to another account set item records that are currently assigned to the account set you want to delete.
- Run day-end processing if you have posted, since the last day-end processing, any transactions for items you will be deleting.

To delete inactive records:

1. Open **Purchase Orders > P/O Periodic Processing > Delete Inactive Records**.
2. Select the types of inactive records to delete.
3. Enter the range of codes or numbers to delete for each record type you selected, or use the Finder  to select the ranges.
4. Enter a range of dates to indicate when a record must have been made inactive to delete it. Purchase Orders selects records that have a status of Inactive and a corresponding "inactive" date within the range of dates you specify.
5. Click **Process**.
6. When you have finished deleting records, click **Close**.

The program removes records that have an Inactive status and were set to inactive within the specified range of dates.

After deleting inactive records

Print new copies of the reports of the types of records you deleted to update your files with current information. For information about reports you can print, see "About Purchase Orders Reports" (page 238).

Chapter 4: Looking Up Purchase Orders Statistics and Information

Use Purchase Orders Statistics and Inquiries screens to look up information about vendors and transactions.

Viewing Pending Receipts

You can review items that are expected to arrive at particular locations within a given time period (for example, in the next 7 days), and check whether there will be sufficient stock to cover current sales orders.

You can search pending receipts by item number or by vendor, and also view completed purchase orders to see if items were delivered within the expected arrival times.

Pending Receipts Inquiry finds all active purchase orders that are not on hold and that fit your selection criteria. You can limit the inquiry to specific locations.

To view pending receipts:

1. Open **Purchase Orders > P/O Statistics and Inquiries > Pending Receipts Inquiry**.
2. Specify whether to inquire by item or by vendor, and then select the item number or vendor number for which you want to view details.
3. Select a range of locations, or skip the Location fields to display all locations.
4. In the **PO Date** fields, leave the From and To fields blank to include all purchase orders, or specify a range of PO dates.
5. In the **Expected Arrival Date** fields, leave the From field blank to include all purchase orders with outstanding items, and enter the end date for the inquiry in the To field.
6. To see whether items were delivered within the expected arrival times, select **Include Completed Detail Lines**.
7. To see incomplete detail lines that are past their expected arrival dates, select **Show Late POs Only**.

8. Click Go  .

The program fills in the detail table with PO line information that matches the select criteria that you specified.

9. To view more information for any PO line item – such as receipt quantities and days late – double-click the PO line on the detail grid, or select the line, and click the Details button.

The program displays additional information for each receipt associated with the PO line.

Looking Up Purchase History

If you use the Accumulate Purchase History option, you can view sales history, and drill down to transactions for the years and periods for which you keep data.

You can use the Purchase History screen to display all items ordered from a vendor, or to display all vendors who supplied an item.

Before You Start

- Select the **Accumulate Purchase History** option in the P/O Options screen.
- Specify the type of year and period by which to accumulate purchase history.

Note: Purchase Orders accumulates purchase history after you select these options.

To look up purchase history:

1. Open **Purchase Orders > P/O Statistics and Inquiries > Purchase History**.

Tip: You can also open the Purchase History screen using the **History** button when entering documents in the transaction entry screens.

2. Select the range of year and period for which you want to see purchase history.
3. Specify whether to sort by item number or vendor number.
 - Select **Vendor** to view all of the items ordered from and returned to a particular vendor.
 - Select **Item Number** to view all of the vendors who supplied a particular item.
4. Choose your functional currency or the vendor currency, if you have a multicurrency system.
5. Click the Go  button or press the F7 key.

If you chose Vendor in step 3, the program lists all of the item details on invoices or returns for the vendor.

If you chose Item Number, the program lists all of the invoices and returns on which the item that you specified appears.

6. To view the transaction details for an item or vendor entry, double-click the line for which you want more information, or select the line and then click the **Details** button. The Purchase History Detail screen appears.
7. For transactions that include serialized or lotted items, you can select the entry in the table, and then click the **Serial/Lot Numbers** button to display the serial and/or lot numbers for the selected entry.

To view the details of a transaction:

1. On the Purchase History screen, click **Details** while reviewing history to see the details of the transactions posted for a particular vendor or item number.
2. Click **Close** to return to the main Purchase History screen.

Looking Up Transaction History in Inventory Control

You can use the I/C Transaction History Inquiry screen to look up transactions created in Sage 300 Purchase Orders, Order Entry, or Inventory Control.

To look up Purchase Orders transactions in Inventory Control:

1. Open **Inventory Control I/C Statistics and Inquiries > Transaction History Inquiry**.
2. To change the fiscal year and period, select a new one from the drop-down list beside the **As At Year/Period** field.
3. Enter the beginning and ending item numbers, or select them using the Finders.
4. Enter the beginning and ending account set numbers, or select them using the Finders.
5. Enter the beginning and ending location numbers, or select them using the Finders.
6. When you are satisfied with your inquiry criteria, click the Go  button.
7. A list of items matching your criteria is displayed. To view a list of recent transactions involving an item, select the item from the list, and then click the **Details** button.
8. The list includes the document number and other information about the transaction.
9. To drill down to the original document, highlight a transaction, and then click the **Details** button.

Sage 300 displays the original transaction unless it has been cleared from the database.

Looking Up Purchase Statistics

If you use the Accumulate Purchase Statistics option, you can view purchase statistics for the years and statistical periods for which you keep data.

To look up purchase statistics:

1. Open **Purchase Orders > P/O Statistics and Inquiries > Purchase Statistics**.
2. Select the year, period, and currency for which you want to see purchase statistics.

Chapter 5: Printing Purchase Orders

Reports and Forms

Use the report formats that come with Purchase Orders to print purchase orders forms (requisitions, returns, mailing labels, and receiving slips), analytical reports, and setup reports, or select a customized version.

About Print Destinations

There are several ways to print reports in Sage 300, depending on your needs. Before you print, you can select a print destination to:

- Print to a physical printer, to create permanent copies of the information.
- Print to a preview on your screen, for quick review.
- Print to a file that you can save, print later, import into another program, or transfer to other electronic media.
- Print to e-mail, to send a report as an e-mail attachment.

Note: To change the print destination for screens and reports, you must have Change Print Destination security authorization for Administrative Services.

You select print destinations from the Sage 300 desktop. For more information, see "Selecting a Print Destination" (page 241).

Important! When you print to any destination, the report's status is updated to **Printed**.

Tips:

If you use **Preview** as your print destination, you can print or export the report from the preview screen in the following ways:

- To print the report on your printer, click Print  on the SAP Crystal Reports® menu bar.
- To export the report to a file, click Export  on the SAP Crystal Reports® menu bar. (You can select Crystal Reports, PDF, Excel, RTF, or CSV as the export format.)

Printing Purchase Orders Forms

Purchase Orders includes forms that you can print "as is" or adapt to print on forms that you already use for requisitions, purchase orders, receiving slips, returns and mailing labels.

You can open Purchase Orders forms from the Sage 300 desktop, or you can print these forms immediately after posting the corresponding transaction.

For more information about these forms, see "About Purchase Orders Forms" (page 67).

Before You Start

- Find out which report format to use for printing the form you are working with.
- If you are e-mailing forms to vendors:
 - Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors.
 - Select an Email delivery method for each vendor that you want to e-mail. You set the delivery method on the Processing tab of the vendor record in Accounts Payable.
- Check the print destination for forms and reports that you are printing.

To print a form in Purchase Orders:

1. Open **Purchase Orders > P/O Forms**.
2. Double-click the icon for the form you want to print, or right-click the icon and then click **Open** on the menu that appears.
3. Specify print options for the form.

For information about the options available on the screen you are working with, you can:

- Use the **Related Topics** link, below.
 - On the help Contents tab, click **Screen Guides > Forms**, and then click the name of the form.
 - In the screen you are using to print the form, press the F1 key.
4. To review a document before printing, or to print a test copy to verify that information is aligned correctly on a preprinted form, click **Align**.

Clicking **Align** does *not* set document status to "Printed." To set document status to "Printed," you must click **Print**.

5. Click **Print**.

Purchase Orders prints the form to your usual print destination, and sets the document status to "Printed."

Tips:

If you use **Preview** as your print destination, you can print or export the report from the preview screen in the following ways:

- To print the report on your printer, click Print  on the SAP Crystal Reports® menu bar.
- To export the report to a file, click Export  on the SAP Crystal Reports® menu bar. (You can select Crystal Reports, PDF, Excel, RTF, or CSV as the export format.)

For more information about print destinations, see "About Print Destinations" (page 221).

Printing Mailing Labels

You use the P/O Mailing Labels screen to print mailing labels for sending purchase orders to vendors and for returning goods.

When you print mailing labels you can choose:

- The label form that you want to use.
- Whether to print labels for purchase orders or returns.
- Whether to reprint labels.
- Whether to print labels for returns marked as required when you printed the returns.

Before You Start

- Specify the number of labels to print for each purchase order or return on the Totals tab of the transaction entry form.
- Decide which report format to use for printing labels.

Purchase Orders ships with two standard labels.

- **POLABEL.RPT**. A mailing label format that prints 12 labels [2-up].
- **POLABELP.RPT**. A mailing label format that prints 14 labels.
- Check the print destination to make sure that you are printing to the correct printer.

To print mailing labels:

1. Open **Purchase Orders > P/O Forms > Mailing Labels**.
2. Fill in the following fields:
 - **Use Label**. Specify the report format that you want to use to print labels.
You can accept the default label report format, or click **Browse** to select a different one. (Purchase Orders displays the format that you last used for labels.)
 - **Select**. Specify whether to print labels for purchase orders or returns.
 - **From/To**. Specify the range of document numbers for which you want to print labels.
 - **Include Labels Already Printed**. Specify whether to print new copies of labels that you printed before.
 - **Print Only Labels Marked Required**. Specify whether to print labels for returns for which you selected the option Require Mailing Labels when you printed the returns.
3. Click **Print**.

Tip: If you are printing labels on a printer, you can click the Align button to print a sample copy of the label to check that the information prints in the right places on label stock.

Printing Receiving Slips

You can print receiving slips until receipts are completed. Once they are completed, you can no longer print them, and they will be deleted when you run Day End processing if you do not keep transaction history.

You can print a receiving slip immediately after posting the receipt in the Receipt Entry screen, or use the Receiving Slips print screen in the P/O Forms folder when you want to print several Receiving slips together.

Before You Start

- Find out which report file to use for printing receiving slips.
- If you are printing forms, check the print destination for forms and reports.

To print receiving slips:

1. Open **Purchase Orders > P/O Forms > Receiving Slips**.
2. Specify options for the receipts, as follows:
 - **Use receipt.** Specify the report format to use for printing the receipts. You can accept the default format that appears, or click the **Browse** button to select a different one. (Purchase Orders displays the format that you last used for printing receipts.)

Purchase Orders ships with four standard formats for printing receiving slips:

- **PORCP01.RPT**—for printing on blank paper.
- **PORCP02.RPT**—for printing on preprinted forms.
- **PORCP03.RPT**—for printing on blank paper (include quantities received and costs).
- **PORCP04.RPT**—for printing on preprinted forms (include quantities received and costs).

Note: Pre-printed forms PORCP03.RPT and PORCP04.RPT print cost information. If you want to hide costs on these forms, you will need to customize them.

- **From Receipt Number/To Receipt Number.** Specify the range of receipts to print.
 - **Include Receipts Already Printed.** Choose to print new copies of receipts that you printed before.
 - **Print Serial/Lot Numbers.** Choose to print the serial and/or lot numbers of any serialized or lotted items included in the receipts.
3. Click **Print**.

Tip: If you are printing receiving slips on a printer, you can click the **Align** button to print a sample copy to check that the information prints in the right places on a preprinted receipt form.

Purchase Orders

Use the P/O Purchase Orders screen to print one or more purchase orders.

About Printing Purchase Orders

You can print purchase orders from the P/O Purchase Orders screen. You can also print a purchase order directly from the P/O Purchase Order Entry screen, right after posting it. You can reprint purchase orders until they are complete.

If you wish, you can print purchase orders by type (Active, Future, Standing, Blanket), and you can choose to reprint or exclude previously printed purchase orders, or print only incomplete purchase orders. You can also print copies of edited purchase orders, including only the details added since the last time you printed a purchase order.

You can print purchase orders using the forms that come with the program, or you can change the forms.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Printing drop-ship addresses

If the purchase order includes drop-ship addresses, all details with the same drop-ship address are printed together on the purchase order, followed by the address, rather than repeating the address for each detail line that uses it.

E-mailing purchase orders

You can email purchase orders and purchase returns to vendors.

If you want to email purchase orders to vendors, you use the Email Messages screen in the P/O Setup folder to create the email message that you want to send to vendors.

For each vendor that you want to email, you must select an Email delivery method on the Processing tab of the vendor record in Accounts Payable.

E-mailing Purchase Orders to Vendors

You can use the P/O Purchase Orders print screen to send purchase orders to vendors by e-mail.

Before You Start

- Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors with e-mailed purchase orders. Purchase orders are sent as attachments with the e-mail messages.

For more information about setting up e-mail messages, see "Creating E-mail Messages" (page 45).

- In Accounts Payable, in the vendor record for each vendor that you want to e-mail, select an Email delivery method.

For more information about setting options in vendor records, see the Accounts Payable help.

To e-mail purchase orders to vendors:

1. Open the P/O Purchase Orders print screen.

To e-mail a purchase order immediately after posting it:

- a. Click **Post** while the purchase order is displayed.
- b. Click **Yes** to print the purchase order. Purchase Orders opens the P/O Purchase Orders print screen, selecting the purchase order that you just posted.

To e-mail a range of purchase orders, open **Purchase Orders > P/O Forms > Purchase Orders**.

2. On the P/O Purchase Orders print screen, select **Vendor** in the Delivery Method field.
3. In the Message ID field, accept the default message ID defined for purchase orders, or click the Zoom  button, and then select the ID for a different e-mail message.
4. Specify other options for the purchase orders, as usual. (For help on these fields, see "P/O Purchase Orders Screen" (page 267).)
5. Click **Print**.

Each purchase order is printed to a file and the file is attached to a new email message.

Printing Purchase Orders

You can print purchase orders until they are completed. Once they are completed, you can no longer print them, and they will be deleted when you run Day End processing if you do not keep transaction history.

You can print an order immediately after posting it in the Purchase Order Entry screen, or use the Purchase Orders print screen in the P/O Forms folder when you want to print several purchase orders together. For step-by-step instructions on printing immediately after posting, see "Printing a Purchase Order Immediately After Posting" (page 229).

Before You Start

- Find out which report format to use for printing the form you are working with.
- If you are e-mailing forms to vendors:
 - Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors.

- Select an Email delivery method for each vendor that you want to e-mail. You set the delivery method on the Processing tab of the vendor record in Accounts Payable.
- Check the print destination for forms and reports that you are printing.

To print purchase orders:

1. Open **Purchase Orders > P/O Forms > Purchase Orders**.

For information about the Purchase Orders screen, see "P/O Purchase Orders Screen" (page 267).

2. Specify options for the purchase orders, as follows:

- **Use Purchase Order.** Specify the report format to use for printing purchase orders. You can accept the default format that appears, or click the **Browse** button to select a different one. (Purchase Orders displays the format that you last used for printing purchase orders.)

Purchase Orders ships with four standard formats for printing purchase orders:

- **POPOR01.RPT**—for printing on blank paper.
- **POPOR02.RPT**—for printing on preprinted forms.
- **POPOR04.RPT**—for printing on blank paper.
- **POPOR05.RPT**—for printing on preprinted forms.

The first two report formats connect directly to the Purchase Orders database and are easier to change if you need to customize your purchase order forms.

The second two formats print more quickly, but may be less adaptable to your needs.

- **From Purchase Order Number/To Purchase Order Number.** Specify the range of purchase orders to print.
- **Delivery Method.** Specify how to send documents to your vendor:
 - Select **Print Destination** to print to your usual print destination.
 - Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

- **Message ID.** If you selected Vendor as the delivery method, select the ID for the e-mail message you want to send with purchase orders for vendors that use an e-mail delivery method.

To view or edit the message for the selected ID, or to add a new e-mail message for purchase orders, click the Zoom button for the Message ID field.

- **Include Active / Future / Standing / Blanket Orders.** Select the types of purchase orders to print.
- **Include Purchase Orders Already Printed.** Specify whether to print new copies of purchase orders that you printed before.
- **Include Details Already Printed.** Specify whether to include details that you printed before (if you have added to the purchase order) or only details added later.
- **Use Custom Form.** Do not select this option unless you are using a customized purchase order format that requires it. (This option is for formats that do not use the report selection criteria sent by this print window.)

3. Click **Print**.

Tip: If you are printing purchase orders on a printer, you can click the **Align** button to print a sample copy to check that the information prints in the right places on a preprinted PO form.

Printing a Purchase Order Immediately After Posting

You can print purchase orders until they are completed. Once they are completed, you can no longer print them, and they will be deleted when you run Day End processing if you do not keep transaction history.

You can print an order immediately after posting it in the Purchase Order Entry screen, or use the Purchase Orders screen in the P/O Forms folder when you want to print several purchase orders together. For step-by-step instructions on printing several purchase orders, see "Printing Purchase Orders" (page 227).

Before You Start

- Find out which report format to use for printing the form you are working with.
- If you are e-mailing forms to vendors:
 - Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors.
 - Select an Email delivery method for each vendor that you want to e-mail. You set the delivery method on the Processing tab of the vendor record in Accounts Payable.
- Check the print destination for forms and reports that you are printing.

To print a purchase order immediately after posting it:

1. In the Purchase Order Entry screen, click **Post** while the purchase order is displayed.

When Purchase Orders finishes posting, it displays a message asking whether to print the purchase order.

2. Click **Yes**.

Purchase Orders opens the P/O Purchase Orders print screen, selecting the purchase order that you just posted.

3. Select options for printing the purchase order, as follows:

- **Use Purchase Order.** Use the default purchase order report format, or click **Browse** to select a different one.

Purchase Orders ships with four standard formats for printing purchase orders:

- POPOR01.RPT—for printing on blank paper.
- POPOR02.RPT—for printing on preprinted forms.
- POPOR04.RPT—for printing on blank paper.
- POPOR05.RPT—for printing on preprinted forms.

The first two reports connect directly to the P/O database, and are easier to change if you need to customize your purchase order forms.

The second two print more quickly, but may be less adaptable to your needs.

Note: Purchase Orders displays the format that you last used for purchase orders.

- **Delivery Method.** Specify how to send documents to your vendor:

- Select **Print Destination** to print to your usual print destination.
- Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

- **Message ID.** If you selected Vendor as the delivery method, select the ID for the message you want to send with the e-mailed purchase order (if the vendor record uses an e-mail delivery method).

To view or edit the message for the selected ID, or to add a new e-mail message for purchase orders, click the Zoom button for the Message ID field.

- **Include Details Already Printed.** Choose whether to include the details that you printed before (if you have now added to the PO) or only details added later.
- **Use Custom Form.** Do not select this option unless you are using a customized purchase order form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print window.)

4. Click **Print**.

Tip: If you are printing the purchase order on a printer, you can click the **Align** button to print a sample copy of the purchase order to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

Requisitions

Use the P/O Requisitions screen to print requisitions for purchases you plan to make and for which you may need approval before you can create purchase orders.

Printing Requisitions

You can print purchase requisitions until they are completed. Once they are completed, you can no longer print them and they will be deleted when you run Day End processing if you do not keep transaction history.

You can print a requisition immediately after posting it in the Requisition Entry screen, or use the Requisitions print screen in the P/O Forms folder when you want to print several requisitions together. For instructions on printing a requisition after posting it, see "Printing a Requisition Immediately After Posting" (page 232).

Before You Start

- Find out which report format to use for printing the requisitions.
- Check the print destination to make sure that you are printing to the correct printer.

To print requisitions:

1. Open **Purchase Orders > P/O Forms > Requisitions**.
2. Specify options for the requisitions, as follows:
 - **Use Requisition.** Specify the report format to use for printing requisitions. You can accept the default format that appears, or click the **Browse** button to select a different one. (Purchase Orders displays the format that you last used for printing requisitions.)

Purchase Orders ships with three standard formats for printing requisitions:

- **PORQN01.RPT**—for printing on blank paper.
- **PORQN02.RPT**—for printing on preprinted forms.
- **PORQN03.RPT**—an alternative format that includes optional fields for printing on blank paper.
- **From Requisition Number/To Requisition Number.** Specify the range of requisitions to print.
- **Include Requisitions Already Printed.** Specify whether to print new copies of requisitions that you printed before.

3. Click **Print**.

Tip: If you are printing requisitions on a printer, you can click the **Align** button to print a sample copy of the label to check that the information prints in the right places on a preprinted requisition form.

Printing a Requisition Immediately After Posting

You can print copies of requisitions only until they are completed.

Once they are completed, you can no longer print them and, unless you keep transaction history, they will be deleted when you run Day End processing.

Before You Start

- Find out which report format to use for printing the requisition.
- Check the print destination.

To print a purchase requisition immediately after posting it:

1. In the Requisition Entry screen, click **Post** while the purchase requisition is displayed.

When Purchase Orders is finished posting, it displays a message asking whether to print the requisition.

2. Click **Yes**.

Purchase Orders opens the P/O Requisitions print screen, selecting the requisition you just posted.

3. In the **Use Requisition** field, select the report format to use to print the requisition. You can accept the default format that appears, or click the **Browse** button to select a different one.

(Purchase Orders displays the format that you last used for printing requisitions.)

Purchase Orders ships with three standard formats for printing requisitions:

- **PORQN01.RPT**—for printing on blank paper.
- **PORQN02.RPT**—for printing on preprinted forms.
- **PORQN03.RPT**—an alternative format for printing on blank paper that includes optional fields.

4. Click **Print**.

Tip: If you are printing the purchase requisition on a printer, you can click the **Align** button to print a sample copy of the requisition to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

Returns

Use the P/O Returns screen to print returns of merchandise to vendors.

About Printing Returns

You use the Returns screen in the P/O Forms folder to print a range of returns.

You can print a single return from the Return Entry screen immediately after you post it.

Note: You can reprint returns until they are complete.

Returns Report Formats

The following return formats are included with Purchase Orders:

- **PORET01.RPT** - A format for printing returns on blank paper.
- **PORET02.RPT** - A format for printing returns on preprinted forms.

E-mailing Returns

You can also e-mail purchase returns to vendors. To do so, you must:

- Use the E-mail Messages screen in the P/O Setup folder to create an e-mail message to send to vendors along with the return report.
- For each vendor that you want to email, select an Email delivery method on the Processing tab of the vendor record in Accounts Payable.

E-mailing Returns to Vendors

You can use the P/O Returns print screen to send returns to vendors by e-mail.

Before You Start

- Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors with e-mailed returns. Returns are sent as attachments with the e-mail messages.

For more information about setting up e-mail messages, see "Creating E-mail Messages" (page 45).

- In Accounts Payable, in the vendor record for each vendor that you want to e-mail, select an Email delivery method.

For more information about setting options in vendor records, see the Accounts Payable help.

To e-mail returns to vendors:

1. Open the P/O Returns print screen.

To e-mail a return immediately after posting it:

- a. Click **Post** while the return is displayed.
- b. Click **Yes** to print the return. Purchase Orders opens the P/O Returns screen, selecting the return that you just posted.

To e-mail a range of returns, open **Purchase Orders > P/O Forms > Returns**.

2. On the P/O Returns print screen, select **Vendor** in the Delivery Method field.
3. In the Message ID field, accept the default message ID defined for returns, or click the Zoom  button, and then select the ID for a different e-mail message.
4. Specify other options for the returns, as usual. (For help on these fields, see "P/O Returns Screen" (page 264).)
5. Click **Print**.

Each return is printed to a file and the file is attached to a new email message.

Printing Returns

You can print returns until they are completed. Once they are completed, you can no longer print them and they will be deleted when you run Day End processing if you do not keep transaction history.

You can print a return immediately after posting it in the Return Entry screen, or use the Returns screen in the P/O Forms folder when you want to print several returns together.

Before You Start

- Find out which report format to use for printing the returns.
- If you are e-mailing forms to vendors:
 - Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message to send to vendors with e-mailed returns.
 - Select an Email delivery method for each vendor that you want to e-mail. You set the delivery method in the vendor record in Accounts Payable.
- Check the print destination for returns that you are printing.

To print returns:

1. Open **Purchase Orders > P/O Forms > Returns**.
2. Specify options for the returns, as follows:
 - **Use Return.** Specify the report format to use for printing returns. You can accept the default format that appears, or click the **Browse** button to select a different one. (Purchase Orders displays the format that you last used for printing returns.)

The following return formats are included with Purchase Orders:

- **PORET01.RPT** - A format for printing returns on blank paper.
- **PORET02.RPT** - A format for printing returns on preprinted forms.
- **From Return Number/To Return Number.** Specify the range of returns to print.
- **Delivery Method.** Specify how to send documents to your vendor:
 - Select **Print Destination** to print to your usual print destination.
 - Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

- **Message ID.** If you selected Vendor as the delivery method, select the ID for the e-mail message you want to send with returns for vendors that use e-mail as the delivery method.

To view or edit the message for the selected ID, or to add a new e-mail message for returns, click the Zoom  button for the Message ID field.

- **Include Returns Already Printed.** Specify whether to print new copies of returns that you printed before.
 - **Print Serial/Lot Numbers.** Specify whether to print the serial and/or lot numbers of any serialized or lotted items returned.
 - **Require Mailing Labels.** Specify whether to print the number of labels on the Return Entry Totals tab for each return (select the option) or only one label per return (do not select the option).
 - **Use Custom Form.** Do not select this option unless you are using a customized return format that requires it. (This option is for formats that do not use the report selection criteria sent by this print window.)
3. Click **Print**.

Tip: If you are printing returns on a printer, you can click the Align button to print a sample copy to check that the information prints in the right places on a preprinted PO form.

Printing a Return Immediately After Posting

Before You Start

- Find out which report format to use for printing the form you are working with.
- If you are e-mailing forms to vendors:
 - Use the E-mail Messages screen in the P/O Setup folder to create the e-mail message that you want to send to vendors.
 - Select an Email delivery method for each vendor that you want to e-mail. You set the delivery method on the Processing tab of the vendor record in Accounts Payable.
- Check the print destination for forms and reports that you are printing.

To print a return immediately after posting it:

1. Click **Post** while the return is displayed.

When Purchase Orders is finished posting the return, it displays a message asking whether to print the return.

2. Click **Yes** to print the return. Purchase Orders opens the P/O Returns screen and selects the return that you just posted.

3. Select options for printing the return, as follows:

- **Use Purchase Order.** Use the default report format for returns, or click **Browse** to select a different one.

Purchase Orders ships with two standard formats for printing returns:

- PORET01.RPT—for printing on blank paper.
- PORET02.RPT—for printing on preprinted forms.

Note: Purchase Orders displays the format that you last used for printing returns.

- **Delivery Method.** Specify how to send documents to your vendor:

- Select **Print Destination** to print to your usual print destination.
- Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

- **Message ID.** If you selected Vendor as the delivery method, select the ID for the message you want to send with the e-mailed return (if the vendor record uses an e-mail delivery method).

To view or edit the message for the selected ID, or to add a new e-mail message for returns, click the Zoom  button for the Message ID field.

- **Print Serial/Lot Numbers.** Choose whether to print the serial and/or lot numbers of any serialized or lotted items included in the returns.
- **Require Mailing Labels.** Choose whether to print the number of labels on the Return Totals tab for each return (select the Require Mailing Labels option) or only one label per return (do not select the option).
- **Use Custom Form.** Do not select this option unless you are using a customized return form that requires it. (This option is for custom forms that do not use the report selection criteria sent by this print window.)

4. Click **Print**.

Tip: If you are printing the return on a printer, you can click the Align button to print a sample copy of the return to check that the information prints in the right places on preprinted forms. If the sample form does not line up correctly, ensure that you have correctly inserted the forms in the printer.

Printing Purchase Orders Reports

Use Purchase Orders Reports screens to print setup reports and analytical reports.

About Purchase Orders Reports

You can print a variety of reports to help you manage your Purchase Orders system, and to help you analyze Purchase Orders transactions. Printed reports also serve as a source of backup information in case the data is damaged.

Note: If you use multicurrency accounting, some of these reports can include source and functional-currency information.

This section contains an overview of the Purchase Orders analytical and setup reports.

Purchase Orders also comes with standard forms you can use to provide printed copies of transactions to vendors. For more information, see "About Purchase Orders Forms" (page 67).

Printing Reports

Purchase Orders prints reports to your usual print destination. When you print to any destination, Order Entry updates the report status to "Printed." For more information about print destinations, see "About Print Destinations" (page 221).

Purchase Orders comes with several report formats that you can use "as is," or you can adapt them for your own needs using SAP Crystal Reports® for Sage 300. For more information, see "About SAP Crystal Reports" (page 66).

You can print all Purchase Orders reports on 8½-inch x 11-inch paper or A4-sized paper.

Tip: Printed reports can serve as a source of backup information in the event that data is lost or damaged.

For information about printing reports, see "Printing Purchase Orders Analytical and Setup Reports" (page 244).

Setup Reports

Setup reports show the information entered to define records you create when setting up or updating your Purchase Order system, and the options you selected in the P/O Options screen and G/L Integration screen.

- "P/O Options Report Screen" (page 307).
- "P/O G/L Integration Report Screen" (page 304).
- "P/O Additional Costs Report Screen" (page 301).
- "P/O E-mail Messages Report Screen" (page 303).
- "P/O Ship-Via Codes Report Screen" (page 308).
- "P/O Vendor Contract Costs Report Screen" (page 310).
- "P/O Optional Fields Report Screen" (page 306).
- "P/O Templates Report Screen" (page 309).

If you do not use Inventory Control, the program also includes:

- "P/O Account Sets Report Screen" (page 300)
- "P/O Items Report Screen" (page 305)
- "P/O Vendor Details Report Screen" (page 312).
- "P/O Weight Units of Measure Report Screen" (page 313).

When you add, delete, or change any of these records, you should print and file the corresponding reports to keep your printed records up to date.

Analytical Reports

Purchase Orders provides Status reports that let you check on current orders, backorders, unfilled orders, lost orders, and invoicing status. Status reports include:

- "P/O Purchase Order Action Report Screen" (page 291).
- "P/O Aged Purchase Orders Report Screen" (page 279).
- "P/O Shippable Backorders Report Screen" (page 296)

Purchase Orders also provides Audit reports for printing transaction lists, posting journals, and purchase history. Audit reports include:

- "P/O Transaction List Report Screen" (page 297).
- "P/O Posting Journals Screen" (page 285).
- "P/O Purchase History Report Screen" (page 289).
- "P/O Purchase Statistics Report Screen" (page 294).
- "P/O Payables Clearing Audit List Report Screen" (page 284).
- "P/O G/L Transactions Report Screen" (page 282).

If you do not use Inventory Control, the program also includes:

- "P/O Item Transaction History Report Screen" (page 283)

Selecting a Printer for Reports

When your print destination is Printer, Sage 300 prints reports to the Windows default printer, unless you have assigned a specific printer to a report.

The ability to assign different printers to different reports at print time means that you are not limited to printing to the default printer. For example, you can use a different printer to print item labels than you use to print inventory worksheets.

To assign a specific report to a specific printer:

1. Open the report screen that you want to assign to a printer.
2. On the report screen, click **File > Print Setup**.

The program displays the Windows default printer, but you can change the printer for a specific report.

3. Select the **Specific Printer** option, and then select from the list the printer to use for this report.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

4. Select a paper source if you want to use a particular paper tray or paper stock for this report.
5. Click **OK** to close the Print Setup screen.

To clear the assigned printer for a specific report:

1. On the Sage 300 Desktop, do one of the following:
 - Select (highlight) the icon for the report, and then click **Object > Restore Defaults**.
 - Right-click the icon for the report, and then click **Restore Defaults** on the list that appears.
2. In the Restore Defaults screen, select the **Print Settings** option, and then click **OK**.

The print setup for that report is reverted to the desktop default.

To have the program prompt you to specify a printer and print options each time you print:

On the Sage 300 Desktop, click **View > Print Preferences**, and then select **Confirm on print**.

Saving Default Report Settings

Sage 300 lets you save report settings as defaults for printing Purchase Orders forms (such as purchase requisitions, POs, receiving slips, returns, and mailing labels) and for several Purchase Orders Analytical reports, including the Transaction List, Purchase Order Action Report, Aged Purchase Orders, and Purchase History reports.

To save current settings as defaults:

1. Open the Purchase Orders form or report for which you want to save printing settings.
2. Choose the settings that you want as defaults whenever you print this report or form.
3. On the report menu, click **Settings > Save Settings As Defaults**.

To clear saved settings:

1. Open the Purchase Orders form or report for which you want to reset printing settings.
2. On the report menu, click **Settings > Clear Saved Settings**,

Selecting a Print Destination

You can print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

Note: If you are not assigned to a security group that has authorization to change the print destination, the only destination available is a physical printer.

To select a print destination:

1. On the Sage 300 Desktop, click **Print Destination**.
2. Select a print destination:
 - **Printer.** Print to a physical printer.

Note: If you have multiple printers, you can specify the one to use when you print. For more information, see "Selecting a Printer for Reports" (page 240).

Tip: If you want to confirm the destination printer, page size, and orientation each time you print a report, on the Desktop, click **View > Print Preferences**, and then select **Confirm on print**.

- **Preview.** Display reports in a preview screen.

Note: From the preview screen, you can do things such as saving the report to a file, or printing the report to a physical printer.

- **File.** Print to a file.

When you print, you specify details about the file to create, including:

- Format (for example, PDF, DOC, or XLS).
- Destination.
- Name.
- Location.

- **E-mail.** Print reports as attachments to e-mail messages.

You specify the type of file to create:

- **Adobe Acrobat (PDF).** You can open PDF files with Adobe Acrobat Reader (available as a free download from the Adobe Software website).
- **Rich Text Format (RTF).** You can open RTF files with most Windows and Linux word processing programs.

When you print a report, Sage 300 creates a PDF or RTF version of the report and attaches the report file to a new e-mail message.

3. Click **OK**.

About Reporting General Ledger Data

The G/L Transactions report is a listing of the general ledger transactions created by Purchase Orders that you might need to print as part of your audit trail.

If Purchase Orders uses the option to create G/L transactions using the Create Batch icon (on the P/O G/L Integration screen), you can print the G/L Transactions report from Purchase Orders after you run day-end processing, but before you create or append to general ledger batches. You can print this report whether or not you use Sage 300 General Ledger with the same database as Purchase Orders.

However, if Purchase Orders uses the option to create G/L Transactions during Day End Processing, you cannot print the G/L Transactions report from Purchase Orders. If you need this transaction information for your audit trail, you can print from your general ledger.

About Vendor Delivery Methods for Purchase Orders Forms

You can send purchase orders and returns using the delivery methods and addresses specified in Accounts Payable vendor records.

Delivery methods include:

- Mail
- Email (customer)
- Email (contact)
- Email (multiple contacts)

When you print purchase orders and returns, you choose to print using the vendor's delivery method (Vendor), or you print all the documents to the current print destination.

If you choose **Vendor**, the program uses the delivery method from the vendor record.

- Purchase orders and returns are sent by e-mail to vendors that use an e-mail delivery method, along with the e-mail message you select when you print these documents.
- Purchase orders and returns are printed to your usual print destination for vendors that use Mail as the delivery method.

Printing the Purchase History Report

Print the Purchase History report to obtain summary or detailed purchase information by vendor or inventory item.

To print the Purchase History report:

1. Open **Purchase Orders > P/O Analytical Reports > Purchase History**.
2. Select **Detail** or **Summary** from the Report Type list.

For Detail reports, you can select purchase orders by document date or year/period, and you can include serial and lot numbers for serialized or lotted items.

For Summary reports, you can select purchase orders only by year/period and you cannot include serial and lot numbers on the report.

3. Specify the range of year/periods or document dates for the report.
4. In the **Sort By** list, select how to report purchase history information (by vendor number or item number).
5. Specify the range of vendors and/or items to include on the report.

You can select ranges of vendor number and item numbers for Detail reports.

For Summary reports, you select numbers according to your choice for the Sort By option.

6. If you selected the **Include Serial/Lot Numbers** option, specify the ranges of serial numbers and lot numbers to appear on the report.
7. If you use multicurrency accounting, specify the range of currency codes for which to print transactions (only transactions posted with the selected currency codes are listed), and specify whether to print amounts in the vendor's currency or functional currency.
8. If you are printing a Detail report, you use Sage 300 Project and Job Costing, and you want to include job information for all job-related transactions, select **Include Job Details**.
9. Click **Print**.

Printing Purchase Orders Analytical and Setup Reports

Purchase Orders includes analytical reports that provide order status information, statistics, and transaction information. It also includes setup reports that provide basic setup record information.

For more information about the reports available in Purchase Orders, see "About Purchase Orders Reports" (page 238).

Purchase Orders prints reports to your usual print destination. When you print to any destination, Order Entry updates the report status to "Printed." For more information about print destinations, see "About Print Destinations" (page 221).

You can print all Purchase Orders reports on 8½-inch x 11-inch paper or A4-sized paper.

To print Purchase Orders reports:

1. Open **Purchase Orders > P/O Analytical Reports** or **P/O Setup Reports**, and then select a report.
2. Specify options to include the information you need on the report.

When the Print screen appears, you can press F1 to see detailed information about report options.

3. Click **Print**.

Appendix A: Purchase Orders

Screen Guides

Learn how to find and use Sage 300 screens. Each screen guide includes navigation information, field help, and a list of tasks you can use the screen to perform.

Create Purchase Orders Screens

Use these screens to create purchase orders automatically from current requisitions, from reorder quantities in Inventory Control, and from active sales orders in Order Entry.

P/O Create POs From I/C Screen

To Open this Screen

Open **Purchase Orders > P/O Create Purchase Orders > Create POs from I/C**.

Related Tasks

- "Creating Purchase Orders from Inventory Control Reorder Quantities" (page 115)
- "Creating Purchase Orders from Order Entry Sales Orders" (page 117)
- "Creating Purchase Orders from Requisitions" (page 120)

Overview

Use this screen to create purchase orders automatically from the reorder quantities that are defined for items in Inventory Control.

Note: You must set up vendors in Accounts Payable before you can create Purchase Orders.

For more information, see "Creating Purchase Orders from Inventory Control Reorder Quantities" (page 115).

Assigning Dates and Purchase Order Numbers

Purchase Orders creates a single purchase order for the specified vendor and for every item and quantity that fits the criteria you defined. The program assigns the next available purchase order number to the document, using the length, prefix, and number for purchase orders on the P/O Options screen.

Fields and Controls

Buttons

Close

Click **Close** to close the screen.

Process

Click **Process** to create and post the purchase orders you specified.

Above Maximum

Select this option to order the item quantity that will bring the quantity on hand for each item up to at least the maximum amount specified for the item on the I/C Reorder Quantities screen.

Note: This choice can result in quantities that are higher than the maximum amount.

Above Projected Sales for [] Days

Select this option to order the item quantity that will increase the quantity on hand for each item to more than the number of units specified as the projected sales of the item over the number of days you specify, beginning on the run date.

All Items

Select this option to order all selected items that are below their maximum quantities in Inventory Control.

Create If The Vendor Is

If you want to select items by their vendor types, specify the vendor types for which to select items.

Items in the range you specify are selected if the vendor number for which you are creating a purchase order is specified as one of the selected vendor types in the vendor details record.

From/To Item Number

Use these fields to specify the range of items for which to create purchase orders.

From/To Location

Use these fields to specify the range of locations.

From/To Vendor Number

Use these fields to specify the range of vendor numbers for which to create purchase orders.

Items Below Minimum

Select this option to order selected items if their quantities on hand are below the minimum quantities entered for them on the I/C Reorder Quantities screen.

Items Below Projected Sales for [] Days

Select this option to order items for which quantities on hand will be below the period's projected sales for the number of days you specify.

Note: The run date sets the beginning date of the number of days you specify.
--

Reorder Quantities For

Select **Specific Location** or **All Locations**.

- If you select **Specific Location**, Purchase Orders calculates a separate reorder quantity for each location.
- If you select **All Locations**, Purchase Orders uses the sum of the quantities at all locations to determine the quantity to order.

Run Date

Select the date to assign to the purchase orders you create. This date is used to select the period from which to order items on the I/C Reorder Quantities screen.

Up to Maximum

Select this option to order the quantity of each item that will bring the quantity on hand for the item up to or close to, but not over, the maximum amount specified on the I/C Reorder Quantities screen.

Up to Projected Sales for [] Days

Select this option to order the item quantity that will bring each item's quantity on hand up to or close

to, but not over, the projected sales quantity for the number of days you specify, beginning on the run date.

Optional Fields tab

This tab appears only if optional fields are assigned to purchase orders on the P/O Optional Fields setup screen.

Select the entries you want to insert on the Optional Fields tab of each purchase order you create.

If a Finder  appears beside an optional field, you see a default entry for the field, and you can select another entry from the Finder.

Detail Optional Fields tab

This tab appears only if optional fields are assigned to purchase order details on the P/O Optional Fields setup screen.

Select the entries you want to insert on each detail line for each purchase order.

If a Finder  appears beside an optional field, you see a default entry for the field, and you can select another entry from the Finder.

P/O Create POs From O/E Screen

To Open this Screen

Open **Purchase Orders > P/O Create Purchase Orders > Create POs from O/E.**

Related Tasks

- "Creating Purchase Orders from Inventory Control Reorder Quantities" (page 115)
- "Creating Purchase Orders from Order Entry Sales Orders" (page 117)
- "Creating Purchase Orders from Requisitions" (page 120)

Overview

If you use Sage 300 Order Entry with Purchase Orders, you can use the Create POs From O/E screen to create purchase orders automatically from Order Entry sales orders.

The program creates a purchase order for each vendor of the specified vendor type for the items and orders that meet the criteria you specify.

For instructions on creating purchase orders from sales orders, see "Creating Purchase Orders from Order Entry Sales Orders" (page 117).

Fields and Controls

Buttons

Process

Click the **Process** button to create and post the purchase orders that match your criteria.

Consolidate Items

If you do not select the Drop-Ship Items option, you can select this option to consolidate details that have the same item number, location, and unit of measure into single details on the purchase orders

for selected vendors.

Note: The Consolidate Items check box is not available if any optional fields are defined for purchase order documents or details.

Create Purchase Order for Each

Use the Create Purchase Order For Each field to specify whether to:

- Create purchase orders by vendor number, producing only one purchase order for each vendor (choose Vendor), or
- Create a separate purchase order for each order number and each vendor listed on the order (choose Order).

Drop-Ship Items

Select this option to include the drop-ship addresses entered for items and customers on the Order Entry orders.

From/To Customer Number

Use these fields to specify the first and last customer numbers in the range of customers for whom you want to create purchase orders.

From/To Expected Ship Dates

Use these fields to specify the earliest and latest expected ship dates in the range of ship dates for which to create purchase orders. (You can use the calendar associated with each field, or you can click the fields, and then enter the dates manually.)

From/To Order Dates

Use these fields to specify the earliest and latest order dates for which to create purchase orders. (You can use the calendar associated with each field, or you can click the fields, and then enter the dates manually.)

From/To Order Number

Use these fields to specify the the first and last order numbers in the range of Order Entry orders from which to create purchase orders.

I/C Vendor Type

Select the vendor type to identify the item records for which you will create purchase orders.

The program creates purchase orders only for item records that have the selected vendor type assigned to them.

Include Non-Stock Items

Select this option to include non-stock items from Order Entry orders. If you do not choose this option, non-stock items do not appear in the Finder, and they are treated as non-inventory items.

Note: This option appears only if you allow receipt of non-stock items in Inventory Control.

Reorder

Use the Reorder field to select the method by which to determine which items and quantities to order:

- **All Items.** Select this option to order all items and quantities specified on the selected sales orders.
- **Items With Insufficient Quantities.** Select this option to order only items for which there are not enough units on hand in Inventory Control to fill the selected orders.
- **Items On Backorder.** Select this option to order only the number of units of each item for which a backorder quantity exists in the selected orders.

Note: The program subtracts any quantity of the specified items that was added to a previous purchase order.

Optional Fields tab

You see this tab only if you have activated optional fields for the purchase orders screen.

Optional Fields

On the Optional Fields tab, type or use the Finder to select the entries you want the program to insert on the Optional Fields tab of each purchase order.

You can leave optional fields blank if they do not require entries (that is, there is no Finder beside the field and no default entry in the field).

If an optional field has a Finder beside it, you see a default entry for the field. You can select another entry from the Finder.

Detail Optional Fields tab

You see this tab only if you have activated optional fields for purchase order details.

Detail Optional Fields

On the Detail Optional Fields tab, type or use the Finder to select the entries you want the program to insert on each detail line on each purchase order.

You can leave optional fields blank if they do not require entries (that is, there is no Finder beside the field and no default entry in the field).

If an optional field has a Finder beside it, you see a default entry for the field. You can select another entry from the Finder.

P/O Create POs From Requisitions Screen

To Open this Screen

Open **Purchase Orders** > **P/O Create Purchase Orders** > **Create POs from Requisitions**.

Related Tasks

- "Creating Purchase Orders from Inventory Control Reorder Quantities" (page 115)
- "Creating Purchase Orders from Order Entry Sales Orders" (page 117)
- "Creating Purchase Orders from Requisitions" (page 120)

Overview

Use this screen to create purchase orders automatically from the requisitions you have added in Purchase Orders.

For example, you can create purchase orders automatically for specified ranges of requisition numbers, dates, and vendor numbers . You can create purchase orders for requisition details that do not have vendor numbers, assigning vendors either by creating purchase orders for only one vendor number or by selecting a vendor type used with items in Inventory Control.

When you create purchase orders automatically, the program selects Active as the purchase order type, posts the purchase orders, and increases quantities on purchase order in Inventory Control.

For more information, see "About Creating Purchase Orders Automatically" (page 110).

Fields and Controls

Buttons

Process

Click the **Process** button to create and post purchase orders that match your specified criteria.

Consolidate Items

If you do not select the Drop-Ship Items option, you can select this option to consolidate details that have the same vendor, item, unit of measure, location, and expected arrival date into single details on the purchase order.

Requisition details that include drop-ship addresses are not consolidated. A separate detail line is created on the purchase order for each requisition detail with a drop-ship address.

Note: The Consolidate Items check box is not available if any optional fields are defined for purchase order documents or details.

From/To Requisition Date

Use these fields to specify the first and last dates in the range of requisition dates for which you are creating purchase orders.

From/To Requisition Number

Use these fields to select the first and last requisition numbers in the range of requisitions for which you are creating purchase orders.

From/To Vendor Number

Use these fields to select the first and last vendor numbers in the range of vendors for which you are creating purchase orders.

Include Blank Vendors

Select this option to add requisition details with blank vendor numbers to purchase orders created for vendors who are assigned to items with the vendor type you specify in the Using I/C Vendor Type field.

Job Related

Select this option to create purchase orders from job-related requisitions.

Note: You cannot mix job-related and non-job-related requisitions when creating purchase orders. If you want to create POs from both types of requisitions, you must run this function twice.

Using [I/C] Vendor Type

Select this option to add requisition details without vendor numbers to purchase orders when the purchase order vendor is assigned in Inventory Control item records as the vendor type specified for the requisition details.

If you use Inventory Control, the field is named Using I/C Vendor Type. If you use Purchase Orders as a stand-alone program (without Inventory Control), it is called Using Vendor Type.

Note: The Using Vendor Type option appears only if you select the Include Blank Vendors option.

Optional Fields tab

You see this tab only if you have defined optional fields for purchase orders documents.

Optional Fields

On the Optional Fields tab, type or use the Finder to select the entries you want the program to insert on the Optional Fields tab of each purchase order.

If you use the same fields on requisitions and purchase orders, the optional field entries on the requisition will appear by default on the purchase orders unless you specify entries here.

If an optional field has a Finder beside it, you see a default entry for the field. You can select another entry from the Finder.

Detail Optional Fields tab

You see this tab only if you have defined optional fields for purchase orders details.

Detail Optional Fields

On the Detail Optional Fields tab, type or use the Finder to select the entries you want the program to insert for each detail line on the purchase order.

If you use the same fields on requisitions and purchase orders, the optional field entries on the requisition detail lines will appear by default on the purchase orders unless you specify entries here.

If an optional field has a Finder beside it, you see a default entry for the field. You can select another entry from the Finder.

Purchase Orders Forms

Use the report forms that come with Purchase Orders to print purchase orders, requisitions, receiving slips, returns, and mailing labels, or select a customized version.

P/O Mailing Labels Screen

To Open this Screen

Open **Purchase Orders > P/O Forms > Mailing Labels**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Mailing Labels" (page 223)

Overview

Use mailing labels to attach address information to envelopes in which you are mailing documents to vendors and to shipments you are returning to vendors.

Mailing Labels Print Formats

Purchase Orders ships with two standard labels.

- **POLABEL.RPT**. A mailing label format that prints 12 labels [2-up].
- **POLABELP.RPT**. A mailing label format that prints 14 labels.

You can either use the label format that comes with Purchase Orders, adapt it to your needs, or design your own.

Fields and Controls

Buttons

Align

You can use the **Align** button when printing to a printer. This button lets you print a sample copy of the mailing label to check that the labels print properly on preprinted forms. (If the mailing information does not appear in the right places, ensure that the forms are correctly inserted in the printer.)

Print

Click the **Print** button to print the mailing label.

From/To

Enter the range of purchase order numbers for which to print labels.

Include Labels Already Printed

Select this option to print labels you have already printed.

Print Only Labels Marked Required

Select this option to print labels for returns for which you selected the Require Mailing Labels option when you printed return forms.

Select

Use the **Select** field to choose whether to print labels for purchase orders or returns.

Use Label

Use the **Use Label** field to select a mailing label format.

Purchase Orders ships with two standard labels.

- **POLABEL.RPT**. A mailing label format that prints 12 labels [2-up].
- **POLABELP.RPT**. A mailing label format that prints 14 labels.

P/O Receiving Slips Screen

To Open this Screen

Open **Purchase Orders > P/O Forms > Receiving Slips**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Sample Formats for Printed Forms" (page 69)
- "Printing Receiving Slips" (page 224)

Overview

A receiving slip is a detailed list of the items you received from vendors, and it includes any additional costs posted with the receipt.

Note: You can print copies of receiving slips only until they are completed. Once they are completed, you can no longer print them and, unless you keep transaction history, they will be deleted when you run Day End processing.

Receiving Slip Report Formats

The following receiving slip report formats are included with Sage 300:

- **PORCP01.RPT** – A receiving slip format for printing on blank paper.
- **PORCP02.RPT** – A receiving slip format for preprinted forms.
- **PORCP03.RPT** – An alternative format for printing on blank paper that includes quantities received.
- **PORCP04.RPT** – An alternative format for preprinted forms that includes quantities received.

Pre-printed forms PORCP03.RPT and PORCP04.RPT also print cost information. If you want to hide costs on receiving slips, you will need to customize them.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Fields and Controls

Buttons

Align

Click the **Align** button if you want to print a sample copy of a document to check that preprinted forms are correctly inserted in the printer.

Print

Click the **Print** button to print the report.

Include Receipts Already Printed

Select this option if you want to include receiving slip reports that have already been printed.

Print Serial/Lot Numbers

Select this option if you want to include serial and lot numbers on the receiving slip.

From/To Receipt Number

Use the From and To Receipt Number fields to specify the range of receipts for which to print receiving slips.

Use Receipt

Select a receiving slip report format to use.

The following receiving slip report formats are included with Sage 300:

- **PORCP01.RPT** – A receiving slip format for printing on blank paper.
- **PORCP02.RPT** – A receiving slip format for preprinted forms.
- **PORCP03.RPT** – An alternative format for printing on blank paper that includes quantities received.
- **PORCP04.RPT** – An alternative format for preprinted forms that includes quantities received.

Pre-printed forms PORCP03.RPT and PORCP04.RPT also print cost information. If you want to hide costs on receiving slips, you will need to customize them.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

P/O Requisitions Screen

To Open this Screen

Open **Purchase Orders > P/O Forms > Requisitions**.

Related Tasks

- "Printing Requisitions" (page 231)
- "Selecting a Print Destination" (page 241)

Overview

Use the P/O Requisitions screen to print a list of items you want to include on the purchase order that you plan to issue from the requisition. It can also list the vendors from whom you plan to purchase the items.

Note:

You can print copies of requisitions only until they are completed.

Once they are completed, you can no longer print them and, unless you keep transaction history, they will be deleted when you run Day End processing.

Requisitions Report Formats

The following requisition report formats are included with Sage 300:

- **PORQN01.RPT**. A requisition format for printing on blank paper.
- **PORQN02.RPT**. A requisition format for preprinted forms.
- **PORQN03.RPT**. An alternative format for printing on blank paper that includes optional fields.

You can also create your own requisition format using Sage 300's report designer.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Print a requisition immediately after posting it in the Requisition Entry screen, or use the Requisitions screen when you want to print several requisitions together.

Fields and Controls

Buttons

Align

Click the **Align** button if you want to print a sample copy of a document to check that preprinted forms are correctly inserted in the printer.

Print

Click the **Print** button to print the report.

Include Requisitions Already Printed

Select this option if you want to include requisition reports that have already been printed.

From/To Requisition Number

Enter the range of requisition report numbers to print.

Use Requisition

Select a requisition report format to use.

The following requisition report formats are included with Purchase Orders:

- **PORQN01.RPT** – A requisition format for printing on blank paper.
- **PORQN02.RPT** – A requisition format for preprinted forms.
- **PORQN03.RPT** – An alternative format for printing on blank paper that includes optional fields.

P/O Returns Screen

To Open this Screen

Open **Purchase Orders > P/O Forms > Returns**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Returns" (page 234)
- "E-mailing Returns to Vendors" (page 234)

Overview

A purchase return is a detailed list of the items you are returning to a vendor.

Returns Report Formats

The following return formats are included with Purchase Orders:

- **PORET01.RPT** - A format for printing returns on blank paper.
- **PORET02.RPT** - A format for printing returns on preprinted forms.

You can print returns from Purchase Orders using the forms that come with the program, or you can use SAP Crystal Reports® for Sage 300 to design the return forms you want to use.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Fields and Controls

Buttons

Align

Click the **Align** button if you want to print a sample copy of a document to check that preprinted forms are correctly inserted in the printer.

Print

Click the **Print** button to print the report.

Delivery Method

Specify how to send documents to your vendor:

- Select **Print Destination** to print to your usual print destination.
- Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

Include Returns Already Printed

Select this option to print new copies of returns that were printed previously.

Message ID

This field appears only if you selected **Vendor** in the Delivery Method field.

Select the code for the message you want to send with the e-mailed returns.

Print Serial/Lot Numbers

Select this option to print serial and/or lot numbers on the return slip.

Require Mailing Labels

Select this option to print the number of labels specified on the Return Totals tab for each return.

If you do not select this option, only one label per return is printed.

From/To Return Number

Enter the range of returns for which to print the forms.

Use Custom Form

Select this option if you are using a customized return form that requires it.

Note: This option is for custom forms that do not use the report selection criteria set by this print screen.

Use Return

Select a report format to use for printing the return.

The following return formats are included with Purchase Orders:

- **PORET01.RPT** - A format for printing returns on blank paper.
- **PORET02.RPT** - A format for printing returns on preprinted forms.

You can print returns from Purchase Orders using the forms that come with the program, or you can use SAP Crystal Reports® for Sage 300 to design the return forms you want to use.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

P/O Purchase Orders Screen

To Open this Screen

Open **Purchase Orders > P/O Forms > Purchase Orders**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders" (page 227)
- "E-mailing Purchase Orders to Vendors" (page 226)

Overview

A purchase order is a detailed list of the items you plan to purchase from a particular vendor you selected for the purchase order.

Print each purchase order immediately after posting it in the Purchase Order Entry screen, or use the Purchase Orders screen to print several purchase orders together when you need copies to send to vendors or for other reasons.

Note: You can print copies of purchase orders until they are completed. Once they are completed, you can no longer print them, and, if you do not keep transaction history, they will be deleted when you run Day End processing.

E-mailing Purchase Orders to Vendors

If you e-mail purchase orders to your vendors, you can use one of the standard e-mail messages that come with the program, or you can create your own. For more information, see "Creating E-mail Messages" (page 45)

Printing Drop-Ship Addresses

If the purchase order includes drop-ship addresses, all details with the same drop-ship address are printed together on the purchase order, followed by the address, rather than printing an address with each detail line that uses it.

Purchase Order Print Formats

Purchase Orders provides four standard 8½-inch by 11-inch or A4-sized purchase order print formats, including two formats for preprinted forms.

The following print purchase order formats are included with Sage 300:

- **POPOR01.RPT.** A purchase order format for printing on blank paper.
- **POPOR02.RPT.** A purchase order format for preprinted forms.
- **POPOR04.RPT.** A purchase order format for printing on blank paper and is non-data piped for greater flexibility.
- **POPOR05.RPT.** A purchase order format for preprinted forms and is non-data piped for greater flexibility.

You can use these formats "as is," or you can create your own formats.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Fields and Controls

Buttons

Align

Click the **Align** button if you want to print a sample copy of a document to check that preprinted forms are correctly inserted in the printer.

Print

Click the **Print** button to print the purchase order.

Delivery Method

Specify how to send documents to your vendor:

- Select **Print Destination** to print to your usual print destination.
- Select **Vendor** to use the delivery method specified in each vendor record in Accounts Payable.

If you select **Vendor** as the delivery method, select the ID for the e-mail message you send with e-mailed documents for vendors that use an e-mail delivery method.

Include

Select the type of purchase orders you want to print.

Include Details Already Printed

Select this option if you want to include details you printed before.

Include Purchase Orders Already Printed

Select this option if you want to print new copies of purchase orders that you have already printed.

Message ID

This field appears only if you select **Vendor** in the Delivery Method field.

Select the code for the message you want to send with the e-mailed purchase orders.

From/To Purchase Order Number

Use these fields to specify the range of purchase orders to print.

Use Custom Form

Select this option only if you are using a customized return form that requires it. (This option is for custom forms that do not use the report selection criteria set by this screen.)

Use Purchase Order

The following print purchase order formats are included with Sage 300:

- **POPOR01.RPT.** A purchase order format for printing on blank paper.
- **POPOR02.RPT.** A purchase order format for preprinted forms.

- **POPOR04.RPT.** A purchase order format for printing on blank paper and is non-data piped for greater flexibility.
- **POPOR05.RPT.** A purchase order format for preprinted forms and is non-data piped for greater flexibility.

You can use these formats "as is," or you can create your own formats.

For more information on designing and adapting forms and reports, see the *Customizing Printed Forms* guide, which is available online at

https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

Periodic Processing Screens

Use Purchase Orders Periodic Processing screens to create batches, and to clear history and inactive records. If you use Purchase Orders as a stand-alone program, you can also use the Day End Processing screen to run Day End Processing.

P/O Clear History Screen

To Open this Screen

Open **Purchase Orders > P/O Periodic Processing > Clear History**.

Related Tasks

- "Performing Day End Processing" (page 201)
- "Clearing Historical Purchase Orders Data" (page 211)

Overview

Use the Clear History screen to selectively clear (delete) data you no longer want to keep in your Purchase Orders system, including:

- Transaction history.
- Purchasing history.
- Purchase statistics.
- Printed posting journals.
- Payables Clearing Audit list.
- If you do not use Inventory Control, item transaction history.

You can clear one or more types of data at the same time.

Fields and Controls

Credit/Debit Notes

Select this option to clear the Credit/Debit Note Posting Journal up to and including the specified day-end number.

From/To

Type the range of vendor numbers or item numbers or account sets for which you want to clear history, or select the first and last records in the range from the respective Finders.

Invoices

Select this option to clear the Invoice Posting Journal up to and including the specified day-end number.

Payables Clearing Audit

Select this option to clear the Payables Clearing Audit list to the year and period and for the account sets you specify.

Period

Type the period up to which you want to clear data.

Purchasing history will be cleared for all years and periods up to and including the year and period you specify.

Printed Posting Journals

Select the Printed Posting Journals option to clear posting journals. Then select the types of posting journals to clear. (You can clear any combination of journals at a time, including Receipts, Invoices, Credit/Debit Notes, and Returns.)

If you want to change the day-end number through which the program clears printed posting journals, type over the number in the Through Day End Number field. The field displays the most recent day-end number.

Clear History clears journal data up to and including the day-end number you specified. After clearing the journals, you can no longer print them.

Purchase Statistics

Select this option to clear purchase statistics from the Purchase Statistics screen, then specify the fiscal year and period up to which to clear the data.

Purchase statistics will be cleared for all years and periods up to and including the year and period you specify.

Purchasing History

Select this option to clear data for the Purchase History screen and report, then specify the fiscal year and period up to which to clear the data, and the type and range of records to clear.

Purchasing history will be cleared for all periods up to and including the period you specify.

Receipts

Select this option to clear the Receipts Posting Journal up to and including the specified day-end number.

Returns

Select this option to clear the Return Posting Journal up to and including the specified day-end number.

Select by

Specify whether to clear history by vendor number or item number.

Through

Type the date up to which you want to clear data, or choose the date from the calendar associated with the field..

Transactions are cleared up to and including the date you specify.

Through Day End Number

Type the day-end sequence number through which you want to clear posting journals.

Through Year

Type the year up to which you want to clear data.

Purchasing history will be cleared for all years and periods up to and including the year and period you specify.

Transaction History

Select this option if you want to clear transaction history. To select the option, either click the field or tab to the field, then press the Spacebar.

When you select the Transaction History field, the Through field appears for you to enter the clearing date.

P/O Create Batch Screen

To Open this Screen

Open **Purchase Orders > P/O Periodic Processing > Create Batch**.

Related Tasks

- "Creating a Batch of General Ledger Transactions in Purchase Orders" (page 209)
- "Posting a Batch of Purchase Orders Invoices in Accounts Payable" (page 210)

Overview

Use the Create Batch screen to:

- Create a batch of general ledger transactions (or append to an existing general ledger batch) from the receipt, invoice, return, credit note, and debit note transactions you posted in Purchase Orders.

You can use this screen to produce batches for the general ledger only if **On Request Using Create Batch Icon** is selected for the Create G/L Transactions option on the G/L Integration screen.

Purchase Orders creates and optionally posts the batch in General Ledger, depending on the selection for the Create G/L Transactions By option in the G/L Integration screen.

- Post a batch of invoices in Accounts Payable from invoices or credit/debit notes posted in Purchase Orders.

You can use this screen to post invoices in Accounts Payable only if **On Request Using Create Batch Icon** is selected for the Post A/P Batches option on the P/O Options screen.

Fields and Controls

Create G/L Batch

Select this option to create a batch of General Ledger transactions from posted receipts, invoices, returns, credit notes, and debit notes, or to append transactions to an existing General Ledger batch.

Through Day End Number

Specify the range of day end numbers to include in the General Ledger batch. The program includes transactions created up to and including the specified day-end number.

Post A/P Batch

Select this option to post a batch of invoices in Accounts Payable from invoices or credit/debit notes posted in Purchase Orders.

P/O Day End Processing Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Periodic Processing > Day End Processing.**

Related Tasks

- "Performing Day End Processing" (page 201)

Overview

If you use Purchase Orders as a stand-alone program, you use this screen to run Day End Processing.

Unless you cost inventory during transaction posting, you must run Day End Processing to update your audit trail and item statistics, to create general ledger inventory/expense transactions, and to update your Accounts Payable data.

Note: Most Day End Processing tasks will be performed during posting if you choose the Purchase Orders option to cost inventory items during posting.

Important! Day End Processing will not work until you assign a default cost expense account in the P/O G/L Integration screen.

P/O Delete Inactive Records Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Periodic Processing > Delete Inactive Records**.

Related Tasks

- "Deleting Inactive Purchase Orders Records" (page 214)

Overview

If you use Purchase Orders as a stand-alone program, you can use the Delete Inactive Records screen to remove obsolete item and account set records. The form removes records only if they currently have an Inactive status and were set to inactive within the range of dates you specify.

Fields and Controls

Delete Inactive Account Sets

Enter the range of codes or numbers for the account set records you wish to delete, or use the Finder to select the ranges.

Delete Inactive Items

Enter the range of codes or numbers for the item records you want to delete, or use the Finder to select the ranges.

Inactive Dates

Enter a range of dates to indicate when a record must have been made inactive to delete it.

Purchase Orders selects records that have a status of Inactive and a corresponding "inactive" date within the range of dates you specify.

The default To date is the current session date.

If you do not want to delete all the records in a range of inactive dates, process each set of records in separate ranges.

Reports

Use Purchase Orders report screens to print setup reports and analytical reports.

Analytical Reports

Print reports on Purchase Orders transactions, statistics, purchase history, and more.

P/O Aged Purchase Orders Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Aged Purchase Orders**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

Print the Aged Purchase Orders report periodically to identify purchase orders that have not been completed.

The Aged Purchase Orders report lists all incomplete purchase orders and their relative ages in the system. It compares the Aged As Of dates to the order dates and determines the aging category to which each order belongs.

- The Aged As Of date which determines the aging period to which each purchase order belongs.

- The subtotal for the current period and each aging period, and the grand total of all aged purchase orders.
- The amount of purchase orders for each period, expressed as a percentage of the grand total (single-currency ledgers only). (Shows where the bulk of aged purchase orders occurs.)
- Amounts in the functional or vendor currency (multicurrency ledgers).
- Report subtotals and, in multicurrency ledgers, a grand total for each currency.

You can list all or a range of purchase orders by purchase order number, vendor number, or currency (in multicurrency systems). You specify the number of days in each of three aging periods. There is also a current period and a fifth period, which includes purchase orders that have been outstanding for more than the number of days in the last period you specified. (You set default report periods in the P/O Options screen.)

In multicurrency ledgers, you also specify:

- The range of currency codes to use to select transactions for the report. (Only the transactions entered in the selected currencies are printed.)
- Whether to print amounts in the vendor currency or in the functional currency.

Fields and Controls

Aged as of

Enter the date from which you want purchase orders aged.

All purchase orders older than the Aged As Of date fall into one of the aging periods. Purchase orders more recent than the Aged As Of date (and up to the cutoff date) appear in the Current column.

Cutoff Date

Enter the date of the most recent purchase order you want listed. The report does not list orders with a document date later than this date. If you do not want to list any current purchase orders, enter the same date you entered in the Aged as of field.

From/To Purchase Order

Use these fields to specify a range of purchase orders to include on the report.

From/To Vendor Number

Use these fields to specify a range of vendor numbers to include on the report.

Include Extra Information

Select the Contact/Phone option and the Space for Comments option to include contact names, phone numbers, and comments on the report.

Sort By

Select the sorting order for the report: by purchase order number, vendor number, or currency code.

Use Aging Periods

The number of days in each report aging period. The default aging periods are defined in the P/O Options screen.

P/O G/L Transactions Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > G/L Transactions**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

Print the G/L Transactions report to obtain a list of the general ledger journal entries created from all transactions posted in Purchase Orders since the last time you created the general ledger batch. You can print detailed or summary versions of the report.

You should print the report before you use the Create Batch screen to produce general ledger transactions. When you create the general ledger batch, the program erases the data for the G/L Transactions report.

In multicurrency systems, you can print amounts either in the functional currency or in the source (vendor) currencies in which you posted the transactions in Purchase Orders.

Note: You cannot print the G/L Transactions report if Purchase Orders creates transactions during posting or day-end processing.

The option **Create G/L Transactions** (on the Integration tab of the P/O G/L Integration screen) determines whether and when you can print this report:

- **During Day End Processing.** If Purchase Orders uses this option, the program sends general ledger transactions immediately to General Ledger. You can view the transactions only in General Ledger, and you cannot print the G/L Transactions report in Purchase Orders.
- **On Request Using Create Batch Icon.** If Purchase Orders uses this option, you can print the report in Purchase Orders after you post transactions or run Day End Processing (depending on when you cost inventory), but before you create G/L batches.

Tip: Remember to run Day End Processing before you create the general ledger batch if you want to include the latest costing information in the report. For more information, see "Performing Day End Processing" (page 201).

P/O Item Transaction History Report Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Item Transaction History**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

If you do not use Sage 300 Inventory Control, you can print the Item Transaction History report from Purchase Orders when you want to review transaction history by item, or list transactions from all posting journals.

The Item Transaction History report lists all transactions posted for the items assigned to the account sets and period that you select for the report. The report also shows the net change to the Inventory/Expense account for the account set and period.

Item transaction history is accumulated and reported according to the fiscal year you defined in Common Services. Transactions are accumulated for this report only if you use the Keep Transaction History option in the P/O Options screen.

Transactions cleared by the Clear History screen is not included in the report.

P/O Payables Clearing Audit List Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Payables Clearing Audit List**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

This report lists the debits and credits posted to the Payables Clearing account for receipts, invoices, returns, credit notes, and debit notes. Use the list to reconcile the Payables Clearing account.

Data for the report includes everything back to the year and period from which you keep history. If you do not keep history, the report prints only transactions created by the last time you ran Day End Processing.

If you keep history, the report lists transactions that occurred during and since the last year and fiscal period for which you keep history.

The report shows the account sets, fiscal years, and periods you choose and, if you have a multicurrency ledger, it also reports in the currency you choose. If you include source currencies for the report, there are also totals for each currency.

- In a multicurrency ledger, the report shows whether you chose the functional currency or a combination of the functional and source currencies. When you choose to print the report in source and functional currency, a Currency heading appears. The currencies are listed under each account set and the vendors are grouped by the currency they use.
- The details of the transaction are shown, including the vendor numbers and names.
- The report shows the amount debited or credited to the account for each receipt, invoice, return, debit note, and credit note transaction.
- The report shows the total debits and credits by period and the total for each account set (AVG. in the example) during the time specified for the report.

P/O Posting Journals Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Posting Journals**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

The Receipts, Return, Invoice, and Credit/Debit Note Posting Journals are part of your Purchase Orders audit trail.

Tip: Print the posting journals at the end of each day, as part of your day-end procedure and audit trail documentation.

The journals contain the detailed record of the general ledger transactions arising from the receipts, invoices, returns, credit notes, and debit notes posted in Purchase Orders.

- On the Receipts Posting Journal, the additional cost amount prorated to each item detail.
- Details of each transaction of the selected type. (You can list transactions by day end number, transaction date, vendor number, or transaction number.)
- On the Receipts Posting Journal, the secondary (additional cost) vendor, description, amount, tax, and proration information. (Select the Include Additional Costs option to include this section.)
- Tax information for the document. (Select the Include Tax Summary option to include this section.)
- Job-related information if you have Project and Job Costing.
- Serial and lot numbers for applicable items. (Select the Include Serial/Lot Numbers check box to include.)
- Optional field information if you use Optional Fields.

- On multicurrency reports, the totals for the journal in both functional and source (vendor) currencies.
- A General Ledger Distribution Summary, which includes the debit and credit totals for each account affected by the transactions on the journal. The multicurrency version of the summary lists totals in both functional and source (vendor) currencies.

In multicurrency systems, posting journals list the vendor's currency code for each transaction, along with the exchange rate, rate type, and rate date. The journals include amounts in both the vendor's currency and the functional currency.

Note that return posting journals and credit note posting journals display numbers as negative amounts. (This applied to quantities, extended amounts, prorated additional costs, tax summary amounts, retained amounts, and job expensed amounts.)

Example: If you post a return of 5 items, the return posting journal will display a quantity of "-5." If you later adjust the return to 2 items, the Return Posting Journal will show a +3 to record the change in quantity.

Fields and Controls

From Day End Number

Specify the range of day-end numbers for which you are printing the report.

Include Accounts Payable Audit

Select this check box to help you match postings in Purchase Orders to Accounts Payable transactions. This field is available only if Credit/Debit Notes is selected in the Select Posting Journal area.

Include Additional Costs

Select this check box to include additional costs on receipt journals. This field is available only if Receipt is selected in the Select Posting Journal area.

Include Job Details

If you have Sage 300 Project and Job Costing, select this check box to print job-related information.

Include Optional Fields

Select this check box to include optional field information on posting journals (if you use Optional Fields).

Include Serial/Lot Numbers

Select this check box to include serial and or lot numbers for applicable items on the report.

Include Tax Reporting Information

Select this check box to include a summary of taxes.

Paper Size

Select the paper size for printing.

Reprint Previously Printed Journals

Select this check box to reprint journals you have printed before.

Select Posting Journal

Select the type of transaction for which to print a posting journal (Receipt, Return, Invoice, Credit/Debit Note).

Sort By

Select the method by which to group transactions on the journal:

- **Day End Number**—lists transactions by the Day End Processing run when they were posted, beginning with transactions posted during the earliest selected day-end.
- **Transaction Date**—lists transactions in order of their transaction date (such as the receipt date for receipt transactions). The transaction with the earliest date is listed first.
- **Vendor Number**—lists transactions by vendor number so that you can easily see all transactions posted for each vendor.
- **(Transaction) Number**—lists transactions by their document numbers (Receipt Number, Return Number, Invoice Number, Credit/Debit Note Number), beginning with the lowest number.

To Day End Number

Specify the range of day-end numbers for which you are printing the report.

P/O Purchase History Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Purchase History**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)
- "Printing the Purchase History Report" (page 243)

Overview

Print this report to obtain summary or detailed purchase information by vendor or inventory item.

- Transactions can be listed by vendor number or item number.
- The detail report includes all item details posted for the vendor in the selected periods, and lists the year, period, transaction type, date, transaction number, location (if you use Inventory Control), quantity, cost, and unit of measure, and the number of days between the purchase order and receipt posting dates for each item detail.
- The detail report lists all purchases of an item from the vendor in the selected period, and it also lets you include job details if you use Purchase Orders with Project and Job Costing.
- The detail report can provide serial and lot numbers for applicable items if the Include Serial/Lot Numbers check box on the Purchase History Report screen is selected. You will be prompted to enter a start and end range for serial and lot numbers you want included in the report.
- The summary report lists the year and period, total quantity received of each item (in stocking units), total cost, quantity returned, and return, credit note, and debit note totals.
- The summary report consolidates details with the same item number, year, period, and date into single details.
- The multicurrency version of the report includes each vendor's currency code. You can print amounts in the functional currency or in the vendors' currencies.

Because Summary reports provide less information than Detail reports, some fields will be hidden if you select Summary in the Report Type list. For instance, summary reports retrieve purchase orders from a range using specific years and periods, while detail reports can also select by Document Date and filter by Item Number.

You can use the report as a purchases journal, to record purchases by vendor or item, and to indicate the strengths and weaknesses in company purchasing history.

Tip: Print this report after running Day End Processing, at the end of an accounting cycle, or any time you want to check your purchasing history.

P/O Purchase Order Action Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Purchase Order Action**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

Print the Purchase Order Action report to view a summary or detail list of your current purchase orders.

- Detail reports can be sorted by purchase order number, vendor number, or item number. The detail report allows you to sort by Item Number and filter by Item Status.
- The summary report lists the date, expected arrival date, vendor number and name, and the purchase order amount for each purchase order selected for the report. Summary reports can not be sorted by Item Number, nor can they be filtered by Item Status.

Depending on the options you select, the report:

- Displays the item (detail) status you selected for the report. (You can list all details, or only those details that are either completed with no receipts, completed, or incomplete.)
- Shows the vendor's currency (multicurrency systems only).
- Lists the amount and percentage by which received quantities differ from the quantities entered with the purchase order.
- Lists the item details on the purchase order.
- Lists job-related information entered with purchase orders (If you have Project and Job Costing).
- Includes optional field information (If you use Optional Fields).

Fields and Controls

From/To (Sort By)

Enter a start and end range of numbers for the selection you made in the Sort By field.

From/To (Then By)

Specify the start and end range for the secondary sort option (displayed at the Then By field). If you are printing a Detail report, select the range for the third sort option.

From/To Expected Arrival Date/Purchase Order Date

Enter a start and end date range for the selection made at the Select By field.

From/To Item Number

Select a range for the third sort option. This field is available only if Detail is selected at the Report Type field.

Item Status

Specify whether to select purchase orders with all items defined in the range, or items that are partly complete, complete, or incomplete. This field is available only if Detail is selected at the Report Type field.

Job Details

If you are printing a detail report and you use Sage 300 Project and Job Costing, select this check box to include job-related information with purchase orders.

Optional Fields

If you are printing a detail report, and you use optional fields, select this check box to include optional field information with purchase orders.

Print Amounts in

In multicurrency ledgers, select to print amounts in the functional or vendor currency. This field appears only if a multicurrency ledger is set up.

Print Status

Specify whether to print all purchase orders in the range, or only those that are posted or printed.

Purchase Order Source

Select a purchase order source.

Purchase Order Type

Select a purchase order type. You can choose all purchase orders, those that have yet to be received, partially received or are on hold.

Report Type

Select a report type. If you select Detail, you can sort the report by purchase order number, vendor number, or item number. Summary reports can only be sorted by purchase order number or vendor number.

Select By

Select whether to list purchase orders by expected arrival date or purchase order date. Then enter a start and end date range for the selection made.

Sort By

Specify the start and end range for the secondary sort option, which is automatically determined for you and displayed in the Then By field. If you are printing a detail report, select the range for the third sort option.

Then By

This field displays a secondary sort option based on the selection made at the Sort By field.

P/O Purchase Statistics Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Purchase Statistics**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

This report lists statistics accumulated from Purchase Orders transactions since you last cleared the purchase statistics data for the period you specify.

Statistics are reported for the type of year (fiscal or calendar) and period you specified for the Accumulate Statistics option in the P/O Options screen.

Information printed on the report includes:

- Amounts in source (vendor) currencies (multicurrency reports).
- Source-currency code and description. The program prints a set of statistics for each source currency (multicurrency reports).
- The net purchase amount.

The net purchase amount does not include additional costs or taxes. All other dollar amount items on the report do include additional costs and taxes.

The report can help you understand and analyze the level of processing in your Purchase Orders system. Note that you must use the Keep Purchase Statistics option in the P/O Options screen to print this report.

Tip: Print the report when you need to check the volume of purchase orders, receipts, invoices, credit notes, and debit notes you processed during a period. You can print the report after running Day End processing, only if you use the Accumulate Statistics option.

Fields and Controls

Consolidate Currencies

Select whether to consolidate statistics for the range of currencies you specify. This field appears only if you have a multicurrency company.

From/To Currency

Enter a range of currency codes (to list only the purchase orders entered in the selected currencies). This field appears only if you have a multicurrency company.

From Year/Period / To Year/Period

Specify the range of year/periods for which to print the report.

Print Amounts in

Specify whether to print amounts in vendor currency or functional currency. This field appears only if you have a multicurrency company.

P/O Shippable Backorders Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Shippable Backorders**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

The Shippable Backorders report lists the sales orders that you may be able to fill as a result of receipts you have posted in Purchase Orders.

The report lists receipt details that were posted with order numbers, showing the item and amount received at each location. (Location information appears only if you use Inventory Control).

The report contains meaningful data only if you enter sales order numbers with detail lines on receipts. If you use Sage 300 Order Entry with Purchase Orders, you can select order numbers from Order Entry and include them on the report.

Tip: Print the report after posting receipts to find out which sales orders you may now be able to fill.

P/O Transaction List Report Screen

To Open this Screen

Open **Purchase Orders > P/O Analytical Reports > Transaction List**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

Use the Transaction List to print detailed or summary listings of all current Purchase Orders transactions.

Print the report for information about current transactions and, if you keep transaction history, about past transactions you have not yet cleared.

You can sort transaction reports by transaction number or vendor number, and you can specify a range of transaction numbers, vendor numbers, and currency codes (if you have a multicurrency system) by which to select the transactions to report.

Depending on the printing options you select, the report lists:

- The currencies selected for the report (multicurrency systems only).
- The optional information selected for the report.
- The serial and lot numbers when working with transactions involving serialized and/or lotted items.
- Total amount of the purchase order. In multicurrency systems, the vendor currency is identified and the total is shown in both source (vendor) and functional currencies.

The summary report includes the outstanding purchase order total together with the numbers, dates, and totals of any receipts, invoices, returns, credit notes, and debit notes that were posted with the purchase order number.

Note: If you do not keep transaction history, Purchase Orders deletes transaction information when you run Day End processing. If you keep transaction history, you delete the data for the reports using the Clear History screen at a time of your choosing.

Fields and Controls

From/To (Sort By)

Select the range of transaction numbers, vendor numbers, and currencies (if you have a multicurrency system).

From/To (Then By)

Select the range of transaction numbers for the secondary sort option displayed at the Then By field.

Include

Select the additional information you want to include in the report such as the entries from the "Information" tab for the transaction type, transaction details, addresses, requisition numbers (for purchase orders) and additional costs (for receipts). You can also choose job details (for job-related transactions), and serial/lot numbers (if working with transactions involving serialized/lotted items).

Print

Select the type of transaction to print.

Report Type

Select the type of report to print.

Sort By

Specify whether to sort the report by vendor number or transaction number.

Source

Specify whether to print purchase orders or requisitions that were manually entered or entered from the Internet.

Status

When printing the Purchase Order or Requisition List, select the statuses to include (Entered, Purchase Order Printed, Never Received, Partially Received, Completed, On Hold). Also select to sort the report by vendor number or transaction number.

Then By

This field displays a secondary sort option based on the selection made at the Sort By field.

Type

Select the types of purchase orders to list. These options appear only if Purchase Orders is selected at the Print field.

Setup Reports

Print reports that list setup options for your Purchase Orders system.

P/O Account Sets Report Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Account Sets**.

Related Tasks

- "Printing Purchase Orders Analytical and Setup Reports" (page 244)
- "Selecting a Print Destination" (page 241)

Overview

If you use Purchase Orders without Inventory Control, you can print the Account Sets report from Purchase Orders to list descriptions and numbers of the general ledger accounts in your Purchase Orders account sets.

The report lists, for each account set:

- The account numbers for the Payables Clearing and Inventory/Expense accounts.
- The date on which the account set was last edited (Last Maintained).
- The date the account set became inactive. The date appears in the **Inactive On** column.

P/O Additional Costs Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Additional Costs**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

Print the Additional Costs report to list the information entered to define each of the additional cost codes used in your Purchase Orders system. Additional costs are extra charges, such as for shipping and handling, that are entered separately from the costs of the items you purchase, then prorated to item costs, if you wish. Print the report when you change information for the additional cost codes you have defined.

Information Printed on the Report

If you list the costs by vendor number, additional costs entered without vendor numbers appear first.

The report lists each cost's default amount and proration and re-proration methods. You can change this information when you enter the cost on a new transaction.

When you edit an additional cost or make it inactive, the dates are listed in the **Last Maintained/Inactive On** column.

Fields and Controls

From Additional Cost

Enter a range of additional cost codes to print.

From Currency

For multicurrency ledgers, enter the range of currencies to include.

From Vendor Number

Enter a range of vendor numbers to print.

Include Optional Fields

Select this option to print optional fields on the report.

Sort By

Specify whether to print data by additional cost code or vendor number first.

To Additional Cost

Enter a range of additional cost codes to print.

To Currency

For multicurrency ledgers, enter the range of currencies to include.

To Vendor Number

Enter a range of vendor numbers to print.

P/O E-mail Messages Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > E-mail Messages**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

Print the E-mail Messages report to see a list of all the e-mail messages defined for purchase orders and returns.

Information Printed on the Report

The report includes, for each e-mail message:

- The message type.
- The message ID and description.
- The subject.
- The body of the message.
- The last maintained date.
- The Inactive date, if applicable.

P/O G/L Integration Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > G/L Integration**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

The G/L Integration report lists the G/L transaction and batch creation options and other information you entered in the G/L Integration screen to specify how your Purchase Orders system sends transactions to General Ledger.

When to print

Print the report before and after changing options.

Information printed on the report

- General ledger integration options.
- Information transferred from source transactions to G/L transaction fields.

P/O Items Report Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Items**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

Print the Items report to list the information entered for each item on the Items screen (for example, when you need a quick reference list of item information or after adding, deleting, or changing item records).

Depending on your selections, the report can list the following information:

- Information entered on the Item Information tab.
- Text entered in the Comment fields on the Item Information tab.
- All defined units of measure, as entered on the Item Units tab, and the corresponding conversion factors for each unit.
- The authorities and other tax information entered on the Item Tax Classes tab.
- Optional field information entered on the Optional Fields tab.
- Item vendor information from the Vendor Details screen, including vendor type, vendor number, vendor name, and vendor item number.

P/O Optional Fields Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Optional Fields**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

This report lists the optional fields you defined for Purchase Orders.

Information Printed on the Report

For each type of optional field, the report shows the optional field codes, descriptions, default values, and whether the optional field is set for automatic insertion in new records.

When to Print

Print the report when you add, change, or delete optional field records, or when you need a listing of all the optional fields set up for Purchase Orders.

Fields and Controls

Show Settings

Select this check box to print optional fields settings on the report.

P/O Options Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Options**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

Print the Options report to list the information and options you entered when you set up your Purchase Orders system, or when you change the information using the P/O Options screen.

Information printed on the report

The report lists:

- The company address, and the Purchase Orders contact person and telephone number.
- In multicurrency ledgers, the functional (home) currency and the default exchange rate type.
- Processing options specified in the P/O Options screen:
 - Whether you allow entry of non-inventory item numbers with Purchase Orders transactions.
 - Whether you keep transaction history.
 - The default template you use for entering new orders.
 - The default item cost you use when displaying item costs in transactions.
 - Whether and how you accumulate purchase statistics.
 - Whether and how you accumulate purchase history.
 - The number of days in the default aging periods for the Aged Purchase Orders report.
- The size, prefix, and next number to assign as the document number for requisitions, purchase orders, receipts, and returns.
- How you process general ledger transactions for your Purchase Orders system, as well as the default inventory expense account, default cost expense account, and non-inventory payables clearing account you use.

P/O Ship-Via Codes Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Ship-Via Codes**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

Print the Ship-Via Codes report to list the ship-via codes defined in Purchase Orders. Ship-via codes are specified on requisitions, purchase orders, receipts, and returns to identify the shipping method or carrier by which your vendors ship goods to you or which you will use to return goods to vendors (for example, courier, air mail, parcel post).

Print the report when you change ship-via information.

Information Printed on the Report

- Ship-via codes and descriptions.
- Names, addresses, telephone numbers, and contacts for all listed ship-via codes.

Fields and Controls

From Ship-Via Code

Specify a range of ship-via codes.

To Ship-Via Code

Specify a range of ship-via codes.

P/O Templates Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Templates**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

The Templates report lists the information entered to define the templates that are used in your Purchase Orders system.

You can speed up and simplify Purchase Orders by setting up templates. Templates provide default information and settings when you add a new transaction.

Print the report when you add or change templates.

Information Printed on the Report

- Template codes and descriptions.
- The information entered and selections made to define the templates.

Fields and Controls

From Template Code

Specify the range of template codes.

To Template Code

Specify the range of template codes.

P/O Vendor Contract Costs Report Screen

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Vendor Contract Costs**.

Related Tasks

- "Selecting a Print Destination" (page 241)

Overview

The Vendor Contract Costs report lists the vendors from whom you purchase items and the costs of the items that each supplies.

You can specify the following vendors' prices for inventory items:

- Base unit costs for single or multiple units of measure.
- Sale unit costs for single or multiple units of measure.
- Volume discount amounts or percentages.
- Tax authorities and tax statuses for the contract cost.

The order in which information appears on the report depends on whether you choose to sort by item number or vendor number.

Note: The report includes only the item costs that you entered using the Vendor Contract Costs screen. The Vendor Contract Costs report uses the Rate Type specified for the vendor.

When to print

Print the report to check the costs of inventory items from your standard vendors.

Fields and Controls

From

Specify the range of items or vendors to include in the report.

Print

Choose the type of report to print:

- **Summary.** lists one line for each base vendor cost in Purchase Orders.
- **Detail.** lists all of the information entered for each item contract cost in Purchase Orders.
- **Vendor Contract Cost.** lists each unit cost for items and vendors, providing one line for each unique cost arising from unit, quantity, and sale discounts.

Print Amounts in

For multicurrency systems, select whether to print amounts in the vendor currency or in your functional currency.

Note: The reports use the rate type from the vendor, along with the session date, to determine the exchange rate.

Sort By

Specify the order for listing vendor details. You can sort by item number or vendor number.

To

Specify the range of items or vendors to include in the report.

P/O Vendor Details Report Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Vendor Details**.

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

The Vendor Details report lists vendors from whom you purchase items and the items each supplies. The report includes only the vendors you have assigned to item numbers on the Vendors tab of the Items screen.

The order in which information appears on the report depends on your sorting selection. The Vendor Details report lists:

- The number you assign to identify a vendor in Accounts Payable.
- The number you use to identify an item in Purchase Orders.
- A number you assign to the vendor (vendor type) in the vendor details record, usually to identify vendors from whom you most frequently order the item.

P/O Weight Units of Measure Report Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup Reports > Weight Units of Measure.**

Related Tasks

- "Selecting a Print Destination" (page 241)
- "Printing Purchase Orders Analytical and Setup Reports" (page 244)

Overview

The Weight Units of Measure report lists the information entered to define the inventory weight units of measure used in your Purchase Orders system (if you do not use the Inventory Control module).

The report lists the weight units of measure along with their descriptions and weight conversion factors. It also identifies the default weight unit of measure.

Print the report when you add, change, or delete weight units of measure, or to provide people setting up items with a list of the weight UOMs that have already been added.

Setup Screens

Use Purchase Orders setup screens to set up options, vendor information, shipping information, General Ledger integration, and other details for your Purchase Orders system.

P/O Account Sets Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup > Account Sets**.

Related Tasks

- "Adding Account Set Records " (page 40)
- "Managing Account Set Records " (page 40)

Overview

Use the Account Sets screen to define a set of general ledger accounts to which you post Purchase Orders transactions (if you use Purchase Orders as a stand-alone system without Inventory Control).

You must add at least one account set to Purchase Orders before you can add item records. If you add more than one account set, you can group items by the account set to which they belong.

Fields and Controls

Account Set

Type a number or code that will identify the account set record you are creating.

The code can be up to six characters long, and contain letters and numbers.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

Inactive

Select this option if you do not want to use the account set in transactions.

If you make an account set inactive, you can no longer assign it to transactions.

This option is useful if you decide to delete an account set and want to ensure no further transactions are entered for it.

Inventory/Expense (General Ledger Account)

Type the number of the general ledger inventory or expense account to debit when you receive items and to credit when you enter returns that use this account set code.

Last Maintained

This field displays the date of the last change made to the record.

Payables Clearing (General Ledger Account)

Type the number of the general ledger suspense account to which Purchase Orders will post receipts and returns that use this account set code.

This account could be considered the accrued amount payable for goods received.

As you post the related vendor invoices in Accounts Payable, offsetting journal entries (debits) related to the items purchased are generated against the Payables Clearing account to clear the balance that is left in this account from posting P/O receipts.

P/O Additional Costs Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Additional Costs.**

Related Tasks

- "Adding Additional Cost Records" (page 43)
- "Managing Additional Cost Records " (page 44)

Overview

Use the Additional Costs screen to define codes to identify the extra costs you are charged by your vendors (such as shipping or handling charges).

Fields and Controls

Account Cost

Type a number or code that will identify the account cost record you are creating.

The code can be up to six characters long, and can contain letters and numbers.

Amount

Type the amount of the additional cost, if known. If the cost varies, leave this field blank.

Currency

This field is needed only if you use a multicurrency ledger.

Type the code for the currency in which you will enter the additional cost amounts, or select the currency code from the Finder.

If you are adding an additional cost for a particular vendor number, you must select the vendor's currency code, and the currency must match the currency for any tax authorities you assign to the cost.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

Expense Account

Type the number of the general ledger account to which you post transactions entered for the additional cost.

Inactive

Select this option if you do not want to use the additional cost in transactions.

If you make an additional cost inactive, you can no longer assign it to receipts, invoices, credit notes, and debit notes. Making a cost inactive after entering it on a receipt has no effect on the receipt. You can still edit the inactive cost amount on the receipt, post changes to the receipt, and invoice it with the inactive cost included.

This option is useful if you decide to delete an additional cost and want to ensure no further transactions are entered for it. You can change your entry any time.

Last Maintained

This field displays the date of the last change made to the record.

Optional Fields

Optional fields are fields that have been added by your company to the records or transactions in purchase orders.

Note: You must have Transaction Analysis and Optional Field Creator to add and use optional fields.

If optional fields appear on the Additional Costs screen, you can click the Zoom  button to display the optional fields that have been assigned to additional costs, and edit their contents.

If you assign the same optional fields to additional cost records and to invoice additional costs, the optional field entries in additional cost records will appear on invoice additional cost details by default.

Optional field information can pass from invoices (or credit/debit notes) to downstream ledgers like Accounts Payable and General Ledger.

Proration

Select the default proration method for the cost:

- **No Proration.** If you select No Proration, you must specify the general ledger expense account number for the cost.

When entering additional costs with transactions, you can select another proration method and you can change to another general ledger account number when you are expensing the cost.

- **Prorate By Weight**
- **Prorate By Cost**
- **Prorate By Quantity**
- **Prorate Manually**

Return Account

Type the number of the general ledger account to which you normally expense the additional cost when you return items and do not leave or reprorate the additional cost amount assigned to them. If you use General Ledger, you can also select the account number from the Finder.

You can specify a different account number or proration method when entering transactions for the additional cost code.

Return Proration

Select the method by which you allocate costs when items are returned:

- **Leave**
- **Prorate**
- **Expense.** If you select Expense, you must specify the general ledger expense account number for the return cost.

The return proration methods that are available depend on the proration method you selected. For example, if you selected No Proration or Prorate Manually as the proration method, Leave is automatically selected as the return proration method and you cannot change it.

If you selected No Proration as the proration method, when entering new additional costs with receipts, invoices, credit notes, and debit notes, you can select another proration method and you can change to another general ledger account number when you are expensing the cost.

Tax Authority

Type the code for the authority that taxes the cost, or select the code from the Finder for the Tax Authority field.

To add another line of tax information, press Insert after entering all the information for a particular authority and purchase tax class.

Tax Authority Description

This field displays the description entered in Common Services for the tax authority you specified. You cannot change the description in this screen. Use the Tax Authorities screen in Common Services to change the descriptions of tax authorities.

Tax Class

Type the number of the tax class that applies to the cost for the associated tax authority.

To add another line of tax information, press the Insert key on your keyboard after entering all the information for a particular authority and purchase tax class.

Tax Class Description

This field displays the description entered for the purchase tax class you specified. You cannot change the description in this screen. Use the Tax Classes screen in Common Services to change the descriptions of tax classes.

Vendor Number

If you wish to assign a vendor number to the cost, type a valid number or select it from the Finder of Accounts Payable vendor numbers. You can then use the additional cost on receipts only for that vendor.

Leave the field blank if you want to use the cost for any of your vendors. (In multicurrency ledgers, you can use an additional cost with a blank vendor number for any other vendor who uses the same currency.)

P/O E-mail Messages Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > E-mail Messages**.

Related Tasks

- "Creating E-mail Messages" (page 45)
- "Setting up Purchase Orders" (page 3)

Overview

You can create e-mail messages to use when sending purchase orders and returns, specifying codes for adding information specific to the vendor or specific to your company. Each e-mail message is identified by a unique 16-character message ID code.

To e-mail purchase orders and returns, you must:

- Select an Email delivery method for the vendor in Accounts Payable.
- Select Vendor as the Delivery Method when you print Returns and Purchase Orders. You select the particular e-mail message that you want to use when you print the purchase orders or returns.

Fields and Controls

Description

Enter a description of up to 60 characters for the e-mail message.

E-mail Subject

Enter a subject line for the e-mail message. You can also use variables to insert specific information in the subject line. For more information, see "E-mail Message Variables " (page 46).

Inactive

Select this field only when you want to make this message unavailable for use.

Last Maintained

This read-only field displays the system date on which the record was last modified.

Message ID

A message ID is a unique code of up to 16 characters that identifies an e-mail message. You select messages using this message ID when you send order confirmations, quotes, invoices, or credit notes by e-mail.

Use this field to create a new message ID, or to select an existing message ID so you can view or edit details.

Message Type

Select the type of document for which you are creating the e-mail message.

P/O G/L Integration Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > G/L Integration**.

Related Tasks

- "Changing General Ledger Integration Options" (page 33)
- "Setting up Purchase Orders" (page 3)

Overview

Use the G/L Integration screen to choose various options for integrating Purchase Orders with the General Ledger program.

Integration and Transaction Tabs

Tasks you can perform in the Integration tab:

- Specify whether to add general ledger transactions to the G/L batch during posting or each time you run Day End Processing, or to create the transactions at a later date.

Note: This choice can have a large impact on the speed of processing transactions in Purchase Orders, especially if you are costing inventory during posting (in which case, you may want to create transactions at a later date).

- Choose whether to create a separate G/L batch each time you create the G/L batch (and optionally automatically post the batch) or add new transactions to the existing batch. (This option applies only if you use General Ledger with Purchase Orders at the same location.)
- Choose whether to consolidate the G/L batch when you post, or always enter full transaction details in the batch.
- Decide when to generate entries for non-inventory expenses and for expensed additional costs:
 - Choose whether to generate G/L entries in the Purchase Orders program for expenses from receipts and returns for non-inventory items, or have the G/L entries for expenses created in the Accounts Payable program.

- Choose whether to generate G/L entries in the Purchase Orders program for additional cost expenses on receipts, or have the G/L entries for expenses created in the Accounts Payable program. (This is similar to the previous option.)
- Specify several General Ledger accounts used by the Purchase Orders program:
 - The G/L account number of the default inventory expense account, default cost expense account, and non-inventory payables clearing account.
 - The G/L account that you want to update with expensed additional costs if you create general ledger transactions from Purchase Orders.
- Look up the last Day End Number for which you have created general ledger batches.

Tasks you can perform in the Transactions tab:

- Select the information to appear in the Entry Description, Detail Description, and Detail Reference and Comment fields in G/L transactions arising from invoices and shipments. (This information appears for transactions in the G/L Transactions report.)
- Look up the last Day End Number for which you have created general ledger batches.
- Choose the information that you want to appear in different fields of G/L transactions.
- The Transaction Type column lists each type of Purchase Orders transaction, and the remaining columns list the various G/L transaction fields for which you can specify P/O transaction information:
 - G/L Entry Description (derived from the P/O transaction header)
 - G/L Detail Description (derived from P/O transaction details)
 - G/L Detail Reference (derived from P/O transaction details)
 - G/L Detail Comments (derived from P/O transaction details)

Double-click the cell for the transaction type and G/L field that you want to specify.

Changing Settings

You can change any of your choices on the G/L Integration page at any time. Any changes you make will apply only to general ledger transactions created after the change, and will not affect existing general ledger batches.

If you want to change from using the Create Batch screen to produce your general ledger transactions to creating them during day-end processing, be sure to run Create Batch to process any outstanding transactions first, to avoid accidentally omitting transactions from your general ledger batches.

Before Using the G/L Integration Screen

Before changing any of the settings or other information in the G/L Integration screen, make sure you understand the impact the options have on processing within Purchase Orders.

Note: You cannot change settings on the Integration tab of the G/L Integration screen if other Purchase Orders screens are open, or other users are working with the Purchase Orders database.

Make sure that no one else is using the Purchase Orders data and that no other Purchase Orders screens are open for the company before you save changes to the G/L Integration screen.

A/P Integration Option is Set in the P/O Options Screen

Purchase Orders also lets you choose when to post Accounts Payable batches arising from invoices posted in Purchase Orders.

To specify when to post A/P batches generated from Purchase Orders Invoices, credit notes and debit notes, use the option Post A/P Batches During Posting or Day End Processing/On Request Using Create Batch Icon.

Creating and Posting a New G/L Batch

Purchase Orders lets you create new batches and optionally post them automatically to the general ledger.

Note: If you choose this option, and you are creating G/L transactions when you post Purchase Orders transactions, the program will create a G/L batch every time that you post a P/O transaction, and automatically post that batch in the General Ledger module.

Creating Only One Batch

To have only one General Ledger batch to which all transactions are appended, select the Adding To An Existing Batch option. Purchase Orders must use the same database as General Ledger.

Fields and Controls

Integration tab

Consolidate G/L Batches

Use this option to specify whether to combine transaction details for the same general ledger account into a single detail, or send unconsolidated Purchase Orders transaction details to General Ledger.

Consolidation reduces the amount of information in the general ledger batch and results in a shorter G/L Transactions Listing. Consolidation also:

- Removes transaction-specific information from the Reference and Description fields for each transaction.
- Removes optional field information from transactions.
- Blocks drilldown from G/L transactions to the originating entries in Purchase Orders (unless consolidating by account only).

Use the Create Batch icon to consolidate details from separate transactions

If you selected the On Request Using Create Batch Icon option to create general ledger transactions, you can consolidate transaction details from all transactions for each general ledger account if you choose Consolidate by Account and Fiscal Period or Consolidate by Account, Fiscal Period, and Source.

Consolidate details within transactions if creating batches during posting or day end processing

If you create batches of G/L transactions during posting or day end processing, the program can only consolidate the details within transactions; it cannot consolidate the details from different transactions.

Consolidation choices

- **Do Not Consolidate.** All the details posted in Purchase Orders will be included in the General Ledger transaction batch.

Choose this option if you use optional fields and pass optional field information from P/O transaction details to the G/L transaction details.

- **Consolidate Transaction Details by Account.** All the details within a transaction with the same general ledger account number are combined into one detail if the G/L Detail Description and the G/L Detail Reference are also the same. The program will not consolidate details that have a different description or reference.

Choose this option if you do not use optional fields, but still want to associate general ledger transactions with originating documents (for drilldown or to maintain a manual audit trail).

- **Consolidate by Account and Fiscal Period.** All the details with the same general ledger account number and fiscal period are combined into one detail.

This option will consolidate details from different transactions if you create transaction batches using the Create Batch screen.

- **Consolidate by Account, Fiscal Period, and Source.** All the details with the same general ledger account number, fiscal period, and source code are combined into one detail.

This option will consolidate details from different transactions if you create transaction batches using the Create Batch screen.

Note: The posting date for consolidated entries is the last date of the fiscal period.

Create G/L Entries for Expensed Additional Costs

This choice lets you choose when entries are generated for expensed additional costs—during P/O posting/day end or when the invoices are posted in Accounts Payable. (This option is similar to the option Create G/L Entries For Non-Inventory Expenses.)

Select this option to create debit entries to expense accounts and credit entries to the Expensed Additional Cost Clearing Account when you post additional costs. (Posting the invoices later in A/P will credit the payables control account and debit the Expensed Additional Cost Clearing Account.)

Do not select this option if you want to send expenses with invoices to Accounts Payable, where posting will debit the expense accounts and credit payables control.

Note: For job-related documents, Purchase Orders will always create G/L entries for expensed additional costs during posting—whether you select this option or not.

Create G/L Entries for Non-Inventory Expenses from Receipt/Return

This choice lets you update your general ledger with non-inventory expenses directly from Purchase Orders, or wait until invoices are posted in Accounts Payable. (This option is similar to the option Create G/L Entries For Expensed Additional Costs.)

Select this option to create debit entries to expense accounts and credit entries to the non-inventory payables clearing account when you post receipts. (Posting the invoices later in A/P will credit the payables control account and debit the non-inventory payables clearing account.)

Do not select this option if you want to send expenses with invoices to Accounts Payable, where posting will debit the expense accounts and credit payables control.

Note: For job-related documents, Purchase Orders will always create G/L entries for non-inventory expenses during posting—whether you select this option or not.

Create G/L Transactions

Use one of the Create G/L Transactions options to specify when to create general ledger transactions:

- **During Posting or Day End Processing.** This option lets you create general ledger transactions during posting or when you run day end processing—depending on when you cost transactions.

You choose when to cost transactions with the Cost Items During option on the Processing tab of the I/C Options screen. The Cost Items During option gives you two choices:

- During Posting (G/L transactions will be created when transactions are posted.)
- Day End Processing (G/L transactions will be created during day end processing.)

Note: These choices can have a large impact on the speed of processing inventory transactions and transactions in Purchase Orders. If you want to speed up order processing, switch to costing inventory when you run Day End Processing.

- **On Request Using Create Batch Icon.** This option lets you create general ledger transactions at any time.

Once you create the transactions, you cannot print the G/L Transactions report. If you wish to print the report, select the On Request Using Create Batch Icon for this option. You must then print the report before you use the Create Batch screen to create the transactions.

You can change your selection any time. If you were using the Create Batch screen to create the transactions, print a copy of the latest G/L Transactions report, then create any outstanding transactions before changing your choice for the option.

Create G/L Transactions By

Purchase Orders lets you choose whether to add new general ledger transactions to new batches or create new batches and optionally post them automatically to the general ledger. You can choose:

- **Adding to An Existing Batch.** Add general ledger transactions to an existing General Ledger batch.

To have only one General Ledger batch to which all transactions are appended, select the Adding To An Existing Batch option.

- **Creating a New Batch.** Create a new General Ledger batch each time you generate G/L transactions.

- **Creating and Posting a New Batch.** Create a new General Ledger batch each time you generate G/L transactions, and automatically post the batch in the General Ledger program.

Note: Remember to create and post G/L batches for outstanding transactions before locking periods for General Ledger.

Default Cost Expense Account

Use this option on the Integration tab of the Options screen to select the general ledger account to which you want the program to post cost amounts in transactions for which no general ledger account is specified (such as when you change the tax class for an additional cost that was manually prorated on a receipt, indirectly changing the tax amount as well).

Note:

- You must specify this account number before you can run Day End processing.
- You can change the default account number in the Options screen at any time.
- If you use General Ledger with Purchase Orders, you can select general ledger account numbers from the Finder.

Default Inventory Expense Account

Use this option on the Integration tab of the Options screen to specify the general ledger account to display when you enter transactions for items that are not defined in Inventory Control.

You need to specify this account number only if you use the Allow Non-inventory Items option. If you selected Allow Non-inventory Items on the Processing tab, you cannot save changes to the Options screen until you enter a number for this account.

The account number is displayed when you enter transactions for non-inventory items, but you can change it for individual transactions, as needed. You can also change the default account number in the Options screen at any time.

If you use General Ledger with Purchase Orders, you can select general ledger account numbers from the Finder.

Expensed Additional Cost Payables Clearing Account

Use this option on the Integration tab of the Options screen to select the general ledger account that you want to update with expensed additional costs when you create general ledger transactions.

Note: You can choose when entries are generated for expensed additional costs—during PO posting/day end or when the invoices are posted in Accounts Payable. This account is used if you create G/L transactions in Purchase Orders.

If you generate entries in PO, the program debits the expense account and credits the payables clearing account.

You can change the default clearing account number in the Options screen at any time.

G/L Transactions Generated Through Day End Number

This field displays the last day end number generated. You can see the next day end number on the Documents tab in the P/O Options screen.

Non-Inventory Payables Clearing Account

Use this option on the Integration tab of the Options screen to select the general ledger account that you want to update with receipts and returns of non-inventory items when you create general ledger transactions.

Note: You can choose when entries are generated for non-inventory expenses—during PO posting/day end or when the invoices are posted in Accounts Payable. This account is used if you create G/L transactions in Purchase Orders.

For the receipt of a non-inventory item, the program debits the expense account and credits the payables clearing account.

For the return of a non-inventory item, the entry debits the payables clearing account and credits the expense account.

You can change the default account number in the Options screen at any time.

If you use General Ledger with Purchase Orders, you can select general ledger account numbers from the Finder.

G/L Source Codes table

Source Ledger

This column shows the source ledger code for all general ledger transactions created by the Purchase Orders module.

You can change the source type code for each type of transaction created by P/O, but you cannot change the source ledger code.

The combination of source ledger code and source type code is called a source code in the General Ledger module.

Source Type

This column lists the two-character codes assigned to various types of transactions that are generated by the Purchase Orders system, such as invoices, credit notes, or consolidated G/L entries.

If you want to, you can change the source type code for each type of transaction created by Purchase Orders. You cannot change the source ledger code.

If you change the source type code for source codes, the new source codes are automatically added to the General Ledger module, but you will have to update G/L source journal profiles to include transactions on source journals.

Transaction Type

This column lists the various types of transactions that are generated by the Purchase Orders system, such as invoices, credit notes, or consolidated G/L entries.

You can change the source type code for each type of transaction created by P/O. You cannot change the source ledger code.

If you change the source type code for source codes, the new source codes are automatically added to the General Ledger module, but you will have to update G/L source journal profiles to include transactions on source journals.

The combination of source ledger code and source type code is called a source code in the General Ledger module.

Transactions tab

G/L Detail Comment

Select the type of information that you want to appear with unconsolidated details in the Comment column on the G/L Transactions report and in that field in the general ledger batch.

You can assign one or more pieces of information (segments) to each G/L transaction field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post the general ledger transactions.

- If you do not consolidate general ledger transactions, information for all the G/L fields is passed to General Ledger.

The information you can select depends on the type of transaction for which you are assigning information.

For example, you can include information like the purchase order number, vendor number, vendor name, receipt number, reference, source code, day end number, or entry number. You can separate pieces of information with slashes, parentheses, hyphens, periods, spaces, or number signs.

- When you create general ledger transactions, if no data exists in the source transaction field, the field will be blank in the general ledger transaction.

G/L Detail Description

Select the type of information that you want to appear with unconsolidated details in the Description column on the G/L Transactions report and in that field in the general ledger batch. (The Detail Description field is the description on each detail line, not the main description for the General Ledger transaction.)

You can assign one or more pieces of information (segments) to each G/L transaction field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post the general ledger transactions.

- When you consolidate general ledger transactions, the description for each transaction is changed to "Consol. by P/O on date."

Note: When there is only one of a particular transaction type, the description for the transaction is whatever you selected on the G/L Integration screen.

- If you do not consolidate general ledger transactions, information for all the G/L fields is passed to General Ledger.

The information you can select depends on the type of transaction for which you are assigning information.

For example, you can include information like the purchase order number, vendor number, vendor name, receipt number, reference, source code, day end number, or entry number. You can separate pieces of information with slashes, parentheses, hyphens, periods, spaces, or number signs.

- When you create general ledger transactions, if no data exists in the source transaction field, the field will be blank in the general ledger transaction.

G/L Detail Reference

Select the type of information that you want to appear with unconsolidated details in the Reference column on the G/L Transactions report and in that field in the general ledger batch.

You can assign one or more pieces of information (segments) to each G/L transaction field, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post the general ledger transactions.

- When you consolidate general ledger transactions, the description for each transaction is changed to "Consol. by P/O on date."

Note: When there is only one of a particular transaction type, the description for the transaction is whatever you selected on the G/L Integration screen.

- If you do not consolidate general ledger transactions, information for all the G/L fields is passed to General Ledger.

The information you can select depends on the type of transaction for which you are assigning information.

For example, you can include information like the purchase order number, vendor number, vendor name, receipt number, reference, source code, day end number, or entry number. You can separate pieces of information with slashes, parentheses, hyphens, periods, spaces, or number signs.

- When you create general ledger transactions, if no data exists in the source transaction field, the field will be blank in the general ledger transaction.

G/L Entry Description

The Entry Description field is the main description for the General Ledger transaction (not the description on each detail line).

You can assign one or more pieces of information (segments) to the description for each G/L transaction, provided that the combined length of the segments and separators does not exceed 60 characters. Fields exceeding this limit will be truncated when you post general ledger transactions.

For example, you can include information like the purchase order number, vendor number, vendor name, receipt number, reference, source code, day end number, or entry number. You can separate pieces of information with slashes, parentheses, hyphens, periods, spaces, or number signs.

- If you use the On Request Using Create Batch Icon option to consolidate general ledger transactions, the description for each G/L transaction is changed to "Consol. by P/O on date" (unless there is only one of a particular transaction type).

The information you can select depends on the type of transaction for which you are assigning information.

P/O Items Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup > Items**.

Related Tasks

- "Adding Item Records" (page 49)
- "Managing Item Records" (page 50)

Overview

Use the Items screen to add a record for each item to your inventory list.

An item record includes the item code, account set, tax authority, and tax classes that the item uses. It also includes units of measure and a unit of weight for the item, as well as up to 300 characters of additional descriptive information.

Before adding item records:

- Add the account sets you require for posting transactions to general ledger accounts.
- Add the taxing authorities and tax classes you require (using the Tax Services icon in the Common Services folder).

Items Tab

Use this tab to enter identifying information about the item, such as the item number and description, the account set code to be used for the item in transactions, the commodity number (if you are required to report VAT amounts), the unit weight for the item, as well as additional item description information that you can print on customized forms.

Units Tab

Use this tab to enter units of measure and the conversion factor for each item. (You must enter a stocking unit of measure with a conversion factor of 1.)

Taxes Tab

Use this tab to enter codes for the taxing authorities you want to assign to the item. (You define taxing authorities in the Tax Services folder of Common Services.) You can also enter codes for the tax classes you want to assign to the item for purchases for each selected tax authority.

Optional Fields Tab

This tab appears if you have assigned optional fields to the Items screen (using the Optional Fields screen in the P/O Setup folder).

Use this tab to add or change information in the optional fields that are assigned to this item.

If you have assigned the same optional fields to transaction entry screens, the information in these fields will appear by default on new transaction details for this item.

To enter optional information, type or choose your entry for each optional field.

If the optional field has a Finder, you can select one of the entries from the Finder list. Depending on how the list has been set up, you may be able to leave the field blank.

Weight Unit of Measure

You define weight units of measure using the Weight Units Of Measure screen in the P/O Setup folder.

Select the unit of measure that you use for measuring the weight of one unit of this item.

The weight unit of measure record includes a conversion factor for converting this unit to the default weight unit of measure specified in the P/O Options screen.

Fields and Controls

Item tab

Account Set Code

Type or use the Finder to select the general ledger account set you want to assign to the item.

Comment

Use up to four additional fields to include descriptive information for the item. You can type up to 80

characters in each of the four fields.

If you use customized invoices or other forms, you can have Purchase Orders print this additional item information on the forms.

Commodity Number

If your company reports a value added tax (VAT), type the commodity number for the item.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

Inactive

Select this option if you do not want to use the item in transactions.

Note: Inactive items can still be processed in purchase order returns.

This option is useful if you decide to delete an item record, and want to ensure no further transactions are entered using it. You can change your entry any time.

Item Number

Type a number or code that will identify the Item record you are creating.

The code can be up to 24 characters long, and contain letters and numbers as well as special characters.

Last Maintained

This field displays the date of the last change made to the record.

Unit Weight

Type the weight for one unit of the item.

The weight you enter must be in terms of the Weight Unit Of Measure you enter in the Weight Unit of Measure field.

Item weights are used by Purchase Orders to determine order weight.

Item Taxes tab

(Item Tax) Authority

Use the Finder to select the taxing authorities you want to assign to the item. (You define taxing authorities in the Tax Services folder of Common Services.)

Purchase Tax Class

Type or select the numbers of the tax classes you want to assign to the item for purchases for each selected tax authority.

To add another line of tax information, press the Insert key on your keyboard after entering all the information for a particular authority and purchase tax class.

Tax Class Description

Purchase Orders displays the description entered for the purchase tax class you specified. You cannot change the description in this screen. Use the Tax Classes screen in Common Services to change the descriptions of tax classes.

Optional Fields tab

The Optional Fields tab contains optional fields added by your company to the Items screen. These fields will appear by default on transaction screens as long as the transaction screens contain the same optional fields.

This tab appears only if you have Transaction Analysis and Optional Field Creator.

Units tab

Conversion Factor

Type the number of stocking units for the unit of measure.

Example: If the unit of measure is “dozen,” you type 12.

You must enter the unit of measure you intend to use for the stocking unit before you can save the record. The conversion factor for the stocking unit must be 1 (one).

Unit Of Measure

Type the names for alternative units of measure for this item (for example, dozen, gallon, ton).

You must also enter a conversion factor for converting each alternative unit to the default weight unit of measure that you specified in P/O Options.

P/O Optional Fields Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Optional Fields**.

Related Tasks

- "Setting Up Optional Fields " (page 56)
- "Setting up Purchase Orders" (page 3)

Overview

This screen appears in the P/O Setup folder if you use Transaction Analysis and Optional Field Creator, a separately licensed package that you can purchase and use with Purchase Orders.

You use optional fields if you want to keep additional information with Purchase Orders transactions and records.

For more information, see "About Optional Fields" (page 51) and "About Entering Optional Data on Transactions" (page 149).

Optional Field Settings

Optional Field settings let you restrict the amount of information that is passed to Accounts Payable and General Ledger when you post transactions in Purchase Orders that use optional fields.

When defining an optional field for use with transactions, click the Settings button, or double-click the line on the Optional Fields grid. A separate screen opens, listing the groups of accounts in other ledgers that are affected when you post transactions of the type for which you are defining the optional field.

Select whether you want to pass optional field information to Accounts Payable with invoices, credit notes and debit notes, and select the account groups for which you want to pass values to General Ledger when you post transactions that include the optional field.

Note: You must also use the same optional fields in Accounts Payable Invoices to pass information to Accounts Payable, and use the same optional fields in General Ledger accounts to pass information to General Ledger.

All account groups are initially selected for new optional fields. However, if you send all the optional fields you use in Purchase Orders transactions to General Ledger, your G/L may become unwieldy, and you may slow down processing considerably. For this reason, you should send values to General Ledger only for optional fields that require financial analysis, and only to accounts where they are required. For example, you might want to send optional fields that contain vendor numbers only to revenue accounts.

If you use Sage 300 Project and Job Costing, you can also specify whether optional field information for job-related transactions will be passed to Project and Job Costing, if the optional fields match those used for billings.

Fields and Controls

Auto Insert

Select Yes in this field if you want the program to display the optional field and its default value on the screen for the type of optional field when you set up new records or enter transactions.

Select No if you do not want the optional field to appear automatically.

Example: If you define Transit Number as an optional field for Invoices and you select Yes in the Auto Insert field, the Transit Number field will appear automatically in Invoice Entry.

Default Value and Description

Enter or select the value that the program will display as the default for the optional field.

If the optional field you selected requires validation, you must select a value that is defined for the optional field in Common Services. However, if the optional field allows blanks, you can leave the default value field blank.

If the optional field does not use validation, you can do one of the following:

- Select a value that is defined for the optional field in Common Services.
- Leave the field blank.
- Enter a combination of alphanumeric or special characters and spaces. The entry must be consistent with the type of field (for example, text, number, date, or amount) and must not

exceed the number of characters specified for the optional field. In a Yes/No field, you can enter only Yes or No.

When you specify a value that is defined in Common Services, the program displays the description for the value.

Optional Field and Description

Use the Finder to select the optional field codes you want to use for each type.

You can define an unlimited number of optional fields for each type, providing the optional fields are set up in Common Services for use in your system.

Note: If you want to retain optional field information from Purchase Orders transactions when you create batches for General Ledger, you must use the same optional fields for transaction details in Purchase Orders as you use for accounts in General Ledger. Similarly, if you want to pass invoice optional field information to Accounts Payable, you must use the same fields for P/O invoices and for A/P invoices.

When you select an optional field code, the program displays the description for the optional field.

Optional Fields For

Specify the screen and type of information to which you are adding optional fields. You can choose:

- Additional Costs
- Requisitions
- Requisition Details
- Purchase Orders
- Purchase Order Details
- Receipts
- Receipt Details
- Receipt Additional Costs
- Receipt Additional Cost Details
- Invoices
- Invoice Details

- Invoice Additional Cost Details
- Returns
- Return Details
- Credit/Debit Notes
- Credit/Debit Note Details
- Credit/Debit Note Additional Cost Details
- Items (if you do not use Inventory Control)

Required

You select this option for an optional field if all the records or transactions to which you are adding the field must use the field.

If you make an optional field a required field, it must also be inserted automatically in new records or transactions. (You must use the Auto Insert option for the field.)

Value Set

Double-click the Value Set column to show whether or not the optional field has a default value.

This column has two purposes:

- You must set the Value Set to "Yes" in order to set a default value for the optional field.
- The "Yes" flag provides information to the transaction-entry clerk, letting them know if the field contains default information.

P/O Options Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Options**.

Related Tasks

- "Setting up Purchase Orders" (page 3)

Overview

Use the Options screen to select options when you create your Purchase Orders ledger.

After you have set up your ledger, use this screen when you need to change your selections. For example, you can:

- Change the contact name, telephone number, and fax number for your ledger. (Choose the Company tab.)
- Check the choice for the Multicurrency option (set in Accounts Payable) and, if you use multicurrency accounting, specify a default rate type for the Purchase Orders ledger. (Choose the Processing tab.)
- Select options to determine whether your Purchase Orders ledger allows non-inventory items, keeps transaction and purchasing history, and accumulates statistics, and specify a default template code and a default cost type. (Choose the Processing tab.)
- Specify the number of days in each of three aging periods. (Choose the Documents tab.)
- Enter the length, prefix, and next number to assign as document numbers to purchase orders, requisitions, receipts, and returns. (Choose the Documents tab.)
- If you do not use Inventory Control, choose when to cost items maintained by the Purchase Orders module.

Note: You cannot save most changes to the P/O Options screen if any other Purchase Orders screens are open for the company on your computer or on other workstations on a network.

Company Tab

Use the Company tab to change the contact name, telephone number, and fax number for Purchase Orders.

Depending on the choice of the Format Phone Numbers option in the Company Profile in Common Services, parentheses and hyphens may be inserted in telephone-number fields.

Note: To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company Profile screen in Common Services.

Processing Tab

Use the Processing tab to set options that determine how Purchase Orders processes transactions. These settings include:

- A default rate type, if your Purchase Orders system uses multicurrency accounting.
For more information, see "Setting up Multicurrency Accounting" (page 24).
- Settings that determine whether you can order non-inventory items, keep transaction history, and use a default template.
- A default cost type to display for item costs on transactions.
- Settings that determine whether to keep purchase history and statistics and the type of year and period by which you accumulate the history and statistics.

If you do not use inventory control, you can also change settings for the item lists that you keep for Purchase Orders: whether you allow fractional quantities, the weight unit of measure, and whether you cost items during posting or during day-end processing.

Changing Processing Options

You can change your selections for all Processing options at any time.

Documents Tab

Use the Documents tab to:

- Set the default aging periods for the Aged Purchase Orders report.
- Assign or change the maximum length (number of characters) to use in the document numbers Purchase Orders assigns to purchase orders, requisitions, receipts, and returns.
- Specify an optional prefix and the next number to assign for each type of document (if you allow Purchase Orders to assign document numbers automatically, rather than type them in yourself).

Purchase Orders uses the purchase order numbers you specify to assign numbers to purchase orders you create automatically from requisitions, Inventory Control reorder information, and Order Entry sales orders.

Changing Document Options

At any time, you can change your choices for all document-numbering options.

Note: You cannot post requisitions, purchase orders, receipts, or returns with duplicate document numbers. To keep the document numbers unique, be careful not to change to a prefix or next number that will create duplicate numbers for a particular type of document.

Costing Tab (standalone Purchase Orders)

Important! The costing tab appears only if you are not using the Inventory Control module.

Use the Costing tab to specify when Purchase Orders costs inventory—whenever you post a transaction or only when you run Day End Processing—and to specify when it should create sub-ledger and audit information.

These settings can have a large impact on the speed of processing transactions in Purchase Orders and on the number of A/P batches that Purchase Orders produces.

If you cost inventory during posting, purchase order posting will take longer.

If you create subledger batches during posting, you can also create and post A/P invoice batches at the same time as you post purchase order invoices.

For information on other processing options, see "About Selecting Processing Options" (page 8).

Changing Costing Options

After setup, you can change your costing options, with the following restrictions:

- You can switch from costing during posting to costing during day end processing at any time.

However, you must run Day End Processing before switching to costing during posting to make sure that you complete item costing and to make sure that all G/L transactions have been created properly.

Fields and Controls

Costing tab

This tab is available only if you do not use Inventory Control. (If you use Inventory Control, you choose costing options on the I/C Options screen.)

Cost Items During Posting or Day End Processing

Use this option to specify whether to cost items as soon as transactions are posted, or when you run Day End Processing.

If you cost items at posting, every receipt or return (and, possibly, invoice, debit note and credit note) will update item costs.

This setting also determines when Purchase Orders creates subledger transactions, and—if you create batches during posting or day end processing, instead of using the Create Batch icon—when it creates G/L batches.

Note: If you use Serialized Inventory or Lot Tracking, you must cost items and create transactions at the same time.

Create Subledger Transactions and Audit Info. During (Posting/Day End Processing)

If you cost items during posting, you can choose whether to create subledger transactions and audit information during posting or when you run Day End Processing.

If you cost inventory items during Day End Processing, the program also creates subledger transactions at that time. (You cannot change this option.)

Tip: This option lets you choose between processing speed and keeping your inventory data up-to-date. For more efficient processing, create subledger transactions and cost inventory when you run Day End Processing.

Note: If you use Serialized Inventory or Lot Tracking, you must cost items and create transactions at the same time.

Documents tab

Aging

Purchase Orders groups outstanding transactions for the Aged Purchase Orders report into five periods, a current (not due) period and four previous periods. You specify the length of each aging period on the Processing tab of the Purchase Order Entry screen.

You can specify different periods when you are printing the report and you can change the default periods at any time.

Document Type

This field displays the type of transaction for which you can automatically assign document numbers to Purchase Orders transactions.

Length

Enter the number of characters you want to permit in the document numbers Purchase Orders assigns for the corresponding transaction type. Requisition numbers, purchase order numbers, receipt numbers, and return numbers can all be up to 22 characters long, including prefix characters.

Next Day End Number

This field displays the day end number that will be assigned when you next run Day End Processing.

Next Number

Type the number to assign as the document number for the next transaction of each type you post in Purchase Orders.

The program increases this number by one each time you assign a document number automatically.

If you type your own document numbers for transactions, the next number is not updated in the Options screen, even if you type the exact prefix (if used) and number that Purchase Orders would have assigned.

Prefix

If desired, type a prefix of up to six characters to assign as the first part of any document numbers you choose to let Purchase Orders assign automatically.

Processing tab

Accumulate By

Use the **Accumulate By** and **Period Type** options to specify whether to report period historical transactions or statistics by fiscal year or calendar year, and to specify the period type to use.

If you accumulate by calendar year, the starting date for history and statistics will be January 1st. If you accumulate by fiscal year, the starting date will be the first day of your fiscal year.

The Accumulate By option appears only if the corresponding **Keep Purchase History** or **Accumulate Statistics** option is turned on.

Note: You can keep data for up to 53 periods per year (54 periods in a leap year), for any number of years.

Accumulate Purchase History

Select the **Accumulate Purchase History** option to keep information about the items you have purchased and the vendors who supplied them. Selecting the option also keeps information about invoices, credit notes, debit notes, and items you returned.

You can then view the information in the Purchase History screen, use the **History** button to look it up when you are entering transactions, and print it on the Purchase History report.

Purchase Orders keeps purchase history by the type of year (fiscal or calendar) and period you select for the Accumulate By and Period Type options on the Processing tab.

If you choose to accumulate by calendar year, the starting date for the year will be January 1. If you accumulate by fiscal year, the starting date will be the first day of your fiscal year.

Note: You can turn on or turn off the Accumulate Purchase History option at any time. If you turn off the option after you have used it, Purchase Orders keeps the figures already accumulated until you clear them. If you turn on the option again before clearing the history you accumulated previously, the data will still be available, but there will be no figures for the period during which the option was off.

Accumulate Statistics

Select this option if you want to accumulate statistics from posted transactions.

When you use this option, Purchase Orders retains statistics from the transactions processed for up to 53 periods per year (54 periods in leap years), for any number of years. The program displays these statistics in the Purchase Statistics screen and prints them on the Purchase Statistics report.

You can turn on or turn off the Accumulate Statistics option at any time. If you turn off the option after you have used it, Purchase Orders keeps the statistics already accumulated until you clear them using the Clear History screen. If you turn on the option again before clearing the statistics you

accumulated previously, those statistics will still be available, but there will be no statistics for the period during which the option was off.

Allow Edit of Statistics

(This option is available only if you select the **Accumulate Statistics** option.) Select this option if you want to:

- Add or edit statistics for previous periods of the current year or for previous years. (You might want to do this if you set up your Purchase Orders system partway through a fiscal year.)
- Add or edit statistics from posted transactions.

You use the Purchase Statistics screen to add and edit purchase statistics, and the Purchase Statistics report to print statistics.

You may want to turn on the option while you are setting up your Purchase Orders system, particularly if you are creating the system partway through an accounting year. You can then enter more complete purchase-order records by adding the statistics from your previous system.

Once your system is operating, you should turn off the option because the program automatically updates the statistics when you post transactions.

The Allow Edit Of Statistics option appears only when the Accumulate Statistics option is turned on. You can turn on or turn off the Allow Edit Of Statistics option at any time.

Allow Fractional Quantities

This option is available in Purchase Orders only if you do not use Inventory Control.

Select this option to allow transactions that use fractional quantities (you can use up to four decimal places). You can select the Allow Fractional Quantities option at any time but, once you select the option, you cannot change back.

Fractional quantities are useful if your inventory includes homogeneous items. (Homogeneous items are those with identical elements which can be broken down into multiple, smaller units, such as oil or grain.) These items can require a wide range of units of measure.

Instead of using the smallest unit (such as ounces) as the stocking unit, you can use a larger stocking unit (such as pounds) and fractional quantities for amounts less than a pound.

If you do not intend to enter any transactions that use fractional quantities, you can simplify transaction entry by not selecting the Allow Fractional Quantities option. This means you do not have to enter decimal places for quantities, and it means that unnecessary decimal places do not appear on reports.

Allow Non-Existing Vendors

Purchase Orders lets you choose whether you can add a requisition or purchase order for a vendor that does not exist in Accounts Payable.

You can add transactions in Purchase Orders before adding the vendor in Accounts Payable, but you must use the same vendor code when you add the vendor in Accounts Payable, and, in a multicurrency system, you must specify a tax group that matches the vendor's currency.

Finally, you must add the vendor in Accounts Payable before you can post the invoice in A/P.

Allow Non-Inventory Items

Select this option if you want to be able to use item numbers that are not included in your Inventory Control system (or Purchase Orders system, if you do not use Inventory Control) when you enter Purchase Orders transactions.

Do not select this option if you want to ensure that all transactions use only items for which you have created a record in Inventory Control (or in a stand-alone Purchase Orders system). If you use Inventory Control and do not select this option, transactions can update item quantities and costs in Inventory Control when you post transactions in Purchase Orders and run Day End Processing in Inventory Control.

Default Copy Costs to Purchase Order

Choose this option if you want requisition detail costs to be copied to purchase orders that are created from requisitions. You can change this setting when entering each line of a requisition. (The choice appears on the zoomed requisition detail screen.)

If you do not copy costs from the requisition, Purchase Orders will use the default item cost selected in P/O Options, but you can still use the Finder to choose any other cost kept by Sage 300, or you can enter an item cost.

Default Item Cost

If you use Inventory Control, use this option to select the type of cost you want to display in transaction entry screens. When you enter item details on transactions, the program displays the selected type of item costs, but you can enter a different cost or select another cost type for individual details.

You can display Most Recent Cost, Standard Cost, Average Cost, Last Unit Cost, Vendor Cost, or either of the two user-defined costs you can enter with item records in Inventory Control.

Note: If you do not use Inventory Control, the Vendor Cost is set as the default item cost.

Default Posting Date

This option lets you specify which date the program displays by default for the Posting Date when you enter receipts, invoices, returns, credit notes, and debit notes.

You can choose from two settings:

- **Document Date.** Make this selection if you usually want the posting date and fiscal period to match the document date.

If you choose this setting, the program will automatically change the default Posting Date if you change the date in the Receipt Date, Shipment Date, Invoice Date, Credit Note Date, or Debit Note Date field.

- **Session Date.** Make this selection if you usually want the posting date and fiscal period to match the current session date.

If you choose this setting, the program keeps the session date as the default posting date even if you change the document date.

The posting date determines the date that a transaction is posted to General Ledger. The Fiscal Year and Period are based on the posting date.

If you have a multicurrency system, currency revaluation also uses posting dates to select open documents for revaluation, so that revaluation adjustments are posted to General Ledger in the correct fiscal year/period.

Default Rate Type

When you turn on the Multicurrency option in Accounts Payable, you also specify a default rate type, such as spot rate, for converting source-currency amounts in transactions to their functional-currency equivalents. The rate type you select in Accounts Payable appears as the default rate type in Purchase Orders as well, but you can change it.

To specify the default rate type, either type the code for the type or select a code from the Finder beside the field. You must select a rate type that is defined in the Currency screens in Common Services.

You can change the default rate type at any time.

Default Template Code

Use this option to specify a template that contains the information you want to appear as defaults in transaction-entry screens when you start entering a new transaction.

Note: You can select a default template code only after you have defined template codes in the Templates screen.

This option can help you speed up data entry by automatically inserting the header and vendor information you use most often when entering these types of documents.

Note: If you use multicurrency accounting in Purchase Orders, the tax group for the default template must use the functional currency for the Purchase Orders ledger.

Default Weight Unit of Measure

This field is available only if you do not use Inventory Control.

Choose the weight unit of measure which is the basic or standard unit that you use for measuring the weight of your inventory items—such as pounds or kilograms.

Note: Usually, you will add weight units of measure after choosing inventory options, so you will select the default unit at a later time.

Order Entry uses the weights in inventory item records to estimate the total weight of each order in the unit of weight you specify here.

Purchase Orders can use the weights in inventory records to prorate (distribute) additional costs on orders.

Functional Currency

The functional currency is selected for the company in the Company Profile screen in Common Services, and is displayed in the Options screen.

Once the functional currency is assigned for a company, you cannot change it. All modules activated for the company automatically use the same functional currency.

Keep Transaction History

Select this option to keep transaction details.

Purchase Orders saves details for the transactions processed from the time you select the Keep Transaction History option.

The program uses these transaction details to create the Transaction List for each type of transaction. Therefore:

- ***If you keep history***, all transaction details you posted in Purchase Orders appear on the Transaction List until they are complete and you clear them in the Clear History screen.
- ***If you do not keep history***, the Transaction List shows only current transactions (incomplete requisitions, purchase orders, receipts, and returns, as well as invoices, credit notes, and debit notes that have not been added to the batch that Day End Processing creates for Accounts Payable).

Note: If you do not keep transaction history, you cannot drill down to Purchase Orders transactions from General Ledger or Accounts Payable transactions.

You can turn on or turn off the Keep Transaction History option at any time.

Multicurrency option

You set the multicurrency option in the Accounts Payable Options screen. If you turn on the option in Accounts Payable, you also automatically turn it on for Purchase Orders.

After you turn the option on and save your changes in Accounts Payable, you cannot turn it off.

Period Type

Use the **Accumulate By** and **Period Type** options to specify whether to report period historical transactions or statistics by fiscal year or calendar year, and to specify the period type to use.

If you accumulate by calendar year, the starting date for history and statistics will be January first. If you accumulate by fiscal year, the starting date will be the first day of your fiscal year.

The choices for period type are: Weekly, Seven Days (begins on the day on which weeks begin in your fiscal calendar), Bi-weekly, Four Weeks, Monthly, Bi-monthly, Quarterly, Semi-annually, and Fiscal Period (if you chose to accumulate statistics by fiscal year).

The Period Type option appears only if the corresponding **Keep Purchase History** or **Accumulate Statistics** option is turned on.

Note: Sage 300 Standard supports accumulation by fiscal year and fiscal period only.

Post A/P Batches

This option is available in Purchase Orders only if you use Inventory Control.

Use this option to specify when to post A/P batches generated from Purchase Orders invoices, credit notes and debit notes:

- **During Posting or Day End Processing**

This option lets you post Accounts Payable invoice batches created by Purchase Orders when you post invoices or when you run day end processing in Inventory Control (if you have it)—depending on when you cost transactions in Inventory Control.

You choose when to cost transactions with the Cost Items During option on the Processing tab of the I/C Options screen. The Cost Items During option gives you two choices:

- During Posting
- Day End Processing

Note: These choices can have a large impact on the speed of processing transactions in Purchase Orders and on the number of A/P batches that Purchase Orders produces.

If you post A/P batches during transaction posting, Purchase Orders will create and post an A/P batch for each invoice it creates.

If you are processing a large volume of receipts, you should cost inventory during day end processing or use the Create Batch icon to post A/P batches.

- **On Request Using Create Batch Icon**

This option lets you decide when to post Accounts Payable invoice batches created by Purchase Orders. Use the Create Batch screen in Purchase Orders and select the option to Post A/P Batches.

You can also post the A/P batches created by Purchase Orders using the Post Batch screen in the Accounts Payable module.

You can change your selection any time. If you were using the Create Batch screen to create the transactions, print a copy of the latest G/L Transactions report, and then create any outstanding transactions before changing your choice for the option.

Require Approval

Select this option if requisitions require approval before they can be converted to purchase orders.

You must also turn on security for the system database in Sage 300 database setup to use database security features.

Requisition approval is based on the Requisitions Manual Approval security right which you can assign to users in the Security Group screen in Administrative Services.

- If your security group is assigned the security right to approve requisitions, all requisitions that you post are automatically approved, and your User ID appears in the Approver Name field.
- If your security group is not assigned the security right to approve requisitions, all requisitions that you post are automatically put on hold, and the Approval Status field will display "Entered" until the requisition is posted by a user with approval rights.

Update Most Recent Cost and Last Cost At

This option lets you choose when Purchase Orders updates the last cost and most recent cost stored with items in Inventory Control.

You can update costs when you receive goods or when you post the invoice for the receipt.

By default, Purchase Orders updates costs when you post receipts, and it will not change these costs when you post invoices.

This means that if you do not have final costs on your receipts, you should change this setting to update costs when you post invoices.

Note: You can change the most recent cost and the last cost on the I/C Location Details screen in the Inventory Control module.

Warn For Non-Inventory Items

Purchase Orders lets you turn on or turn off warnings for items that do not exist in inventory.

Select this option if you want the program to warn you each time you add an item to a requisition or purchase order that does not exist in your inventory list.

If you are using Project and Job Costing, you may want to turn off this warning so it does not appear for non-material items.

P/O Ship-Via Codes Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Ship-Via Codes**.

Related Tasks

- "Adding Ship-Via Records " (page 58)
- "Managing Ship-Via Records " (page 59)
- "Setting up Purchase Orders" (page 3)

Overview

Use the Ship-Via Codes screen to set up a record for each carrier you use to deliver your orders from vendors.

Ship-via records are optional. Add them for the carriers you regularly use, so that you have a record of each carrier's address, phone numbers, and contact people. You can then specify ship-via codes on purchase orders, requisitions, receipts, and returns. If you do not use ship-via records, you can still type the name of a carrier on transactions (but not the address or any other information), or not specify a shipping method at all.

Fields and Controls

Contact tab

Type the name of the person or position you contact at the carrier's office to make arrangements or discuss shipping problems.

Ship-Via tab

Address

Type the address, city, state or province, zip or postal code, and country for the carrier's office.

Comment

Type an optional comment about the ship-via record, using up to 80 characters.

Fax Number

Type the carrier's fax number (if any).

Name

Type the name or a description of the carrier, exactly as you want it to appear on Purchase Orders reports and forms.

Ship-Via Code

Type a code of up to six characters to identify the carrier. You can use letters and numbers.

Telephone

Type the carrier's telephone number.

P/O Templates Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Templates**.

Related Tasks

- "Adding Templates" (page 61)
- "Managing Templates " (page 62)

Overview

Use the Templates screen to create, edit, or delete sets of default header and vendor information to use in transactions.

You use the templates to automatically fill in fields in the transaction-entry screens with the information and selections you use most often, so you do not have to enter the information every time you add a transaction.

Order Tab

Use the Order tab to:

- Enter default information for the Order tab and for use on the first tab of transaction-entry screens.
- Modify default template information.

Vendor Information Tab

Use the Vendor Information tab to:

- Enter default information for the Vendor tab in transaction entry screens.
- Modify default vendor information.

Fields and Controls

Template Code and Description

To begin adding a new template, type a code for it, using up to six characters, or choose New by clicking the New  button next to the Template code field. You can also type a description to identify the template (in the field next to the Template field).

To edit an existing template, type its code or select it from the Finder.

Order tab

Bill-To Location

If you use Inventory Control, type the code for the billing location you want to assign to the template or select it from the Finder. You can also leave this field blank.

If you do not use Inventory Control, this field does not appear.

Comment

Type a default comment to use with the template, or leave the field blank. The comment can include up to 250 characters.

Note: You can insert line breaks by pressing Ctrl + Enter.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

FOB Point

Type a default free-on-board point (the point at which the vendor begins charging freight on orders) for the template.

You can also leave this field blank. You can change the FOB point when you use the template with a transaction.

On Hold

Select this option to have transactions entered with the template use "on hold" as the default.

PO Type

Select the purchase order type for the template. You can select Active, Blanket, Future, or Standing. If you do not select a PO type, the template is assumed to be Active.

Reference

Type a default reference for the template. You can change the reference when you use the template with a transaction, and you can also leave this field blank.

Ship-To Location

If you use Inventory Control, type the code for the default location where you will receive items ordered when the template is used, or select it from the Finder. You can also leave this field blank.

If you do not use Inventory Control, this field does not appear.

Vendor Information tab

Ship Via

Type the code for the default shipping method to assign to the template, or select the code from the Finder. You can also leave this field blank.

Tax Group

Type the code for the default tax group that identifies the taxing authorities for the template, or select it from the Finder.

Note: You cannot add or save a template without a tax group.

Terms

Type the default payment terms code you want to use for the template. You can also select the code from the Finder, or leave the field blank. You can choose another terms code when you use the template with a transaction.

If you want to assign a terms code to a template, you must use one of the codes you have defined in Accounts Payable.

P/O Vendor Contract Costs Screen

To Open this Screen

Open **Purchase Orders > P/O Setup > Vendor Contract Costs**.

Related Tasks

- "Managing Vendor Contract Costs " (page 65)
- "Setting Up Vendor Contract Costs " (page 65)
- "Setting up Purchase Orders" (page 3)

Overview

Use the Vendor Contract Costs screen to assign vendors' prices to your inventory items, specifying:

- Base unit costs for single or multiple units of measure.
- Sale unit costs for single or multiple units of measure.
- Volume discount amounts or percentages.
- Tax authorities and tax statuses for the contract cost.

Vendor contract costs appear as default entries when you add purchase orders, receipts, invoices, returns, and credit/debit notes. If no contract cost exists for an item and vendor, Purchase Orders displays the default item cost specified in the P/O Options screen.

You can view all vendors' contract costs in the Unit Cost item Finder in the Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry screens.

The Contract Costs screen is similar to the I/C Item Pricing screen in the Inventory Control module. It lets you specify basic and sale costs for single or multiple units of measure, and specify percentage or flat amount discounts based purchase volumes.

<p>Note: Vendor Contract Costs are not available in Sage 300 Standard.</p>

Costs Tab

Use the Costs tab to:

- Change the description for the item on the purchase orders to match the vendor's description.
- Choose the base unit cost type (single unit of measure or multiple units of measure).
- Enter the base cost or costs.
- Enter the unit of measure for a single base cost.
- If entering costs for multiple UOMs, specify the default cost and UOM for purchase orders.
- Choose the sale unit cost type (single unit of measure or multiple units of measure).
- Enter the sale cost or costs.
- Specify how the sale cost is calculated:
 - Base unit cost minus a percentage.
 - Base unit cost minus an amount.
 - Fixed amount.
- Enter the unit of measure for the cost.
- If entering costs for multiple UOMs, specify the default cost and UOM for purchase orders.
- Enter the sale dates for the item.

Discounts Tab

Use the Discounts tab to select the method for calculating volume discounts on costs, and enter the discount percentages or amounts to use.

Taxes Tab

Use the Taxes tab to assign the tax authorities and vendor tax classes that apply to the item.

Fields and Controls

Item Number

Type the number of the inventory item to which you want to add vendor costs.

Vendor Number

Type or use the Finder to select the number for the vendor who supplies the inventory item.

If more than one vendor supplies an item, you can enter item costs for each of the vendors.

Costs tab

Base Unit Cost

Enter the regular cost for this unit of measure.

Base Unit Cost Type

Choose whether you are entering a cost for a single unit of measure only, or for more than one unit of measure.

- If you choose **Base Unit Cost for Single Unit**, enter:
 - **Base Unit Cost.** The regular amount that you pay for this inventory item.
 - **Base Unit of Measure.** The unit of measure to which the Base Unit Cost applies.
- If you choose **Base Unit Cost for Multiple Units**, click the Zoom button, and then enter:
 - **Unit of Measure.** Enter or select one of the units of measure in which you buy this item from the vendor.

Press the Insert key to add another unit of measure and cost.

- **Base Unit Cost.** Enter the cost for this unit of measure.
- **Default.** Double-click this field to switch it to “Yes” if this is the unit of measure and cost that you want to appear by default on requisitions and purchase.

Base Unit of Measure

Enter the unit of measure to which the Base Unit Cost applies.

Default

Double-click this field to switch it to “Yes” if this is the unit of measure and cost that you want to appear by default on purchase orders.

Purchase Orders will use the lowest cost unit of measure and cost from the Vendor Contract Cost records.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

Percentage/Amount

Enter the sale percentage reduction or the amount off, depending on the calculation method you choose.

For percentage and amount, the program calculates the sale cost from the base cost that you entered earlier.

Sale Starts/Sale Ends

Enter starting and ending dates for the sale. Purchase Orders will automatically use the sale cost if the requisition or purchase order dates fall within the sale period.

Sale Unit Cost

Enter the fixed sale unit cost for the item. For percentage and amount, the program calculates the sale cost from the base cost that you entered earlier, and displays it in the Sale Unit Cost field.

Sale Unit Cost Based On

Select one of the following methods for establishing the sale cost:

- base cost minus a percentage
- base cost minus an amount
- fixed amount

Sale Unit Cost Type

If the vendor also gives you a standard sale price (or an alternate seasonal price), choose a single unit of measure cost or costs for multiple units of measure.

- If you choose **Sale Unit Cost for Single Unit**, enter the following:
 - **Sale Unit Cost Based On.** Purchase Orders provides three methods for establishing the sale cost—as the base cost minus a percentage, the base cost minus an amount, or as a fixed amount.
 - **Percentage / Amount / Sale Unit Cost.** Enter the sale percentage reduction, the amount off, or the fixed cost, depending on the calculation method you choose. For

percentage and amount, the program calculates the sale cost from the base cost that you entered earlier.

- **Sale Unit of Measure.** Enter the unit of measure to which the sale applies. (You can enter base unit costs for multiple units of measure, but specify a sale price for a single unit.)
- **Sale Starts / Sale Ends.** Enter starting and ending dates for the sale. Purchase Orders will automatically use the sale cost if the requisition or purchase order dates fall within the sale period.
- If you choose **Sale Unit Cost for Multiple Units**, click the Zoom  button, and then enter the following:
 - **Unit of Measure.** Enter or select one of the units of measure to which the sale applies.
 - Press **Insert** to add the cost for another unit of measure.
 - **Sale Unit Cost Based On.** Purchase Orders provides three methods for establishing each sale cost—as the base cost minus a percentage, the base cost minus an amount, or as a fixed amount.
 - **Percentage / Amount / Sale Unit Cost.** Enter the sale percentage reduction, the amount off, or the fixed cost, depending on the calculation method you choose. For percentage and amount, the program calculates the sale cost from the base cost that you entered earlier.
 - **Sale Starts / Sale Ends.** Enter starting and ending dates for the sale. Purchase Orders will automatically use the sale cost if the requisition or purchase order dates fall within the sale period.
 - **Default.** Double-click this field to switch it to “Yes” if this is the unit of measure and cost that you want to appear by default on requisitions and purchase.

Discounts tab

Discount Based On

Choose Percentage or Amount depending on how the discount is calculated. (For example, you might get 10% off when you order more than 100 items.)

Discount Percentage/Discount Amount

Enter the discount available when you order the quantity specified in the From column. The program automatically fills in the To column if you add another discount level.

Enter the minimum volume required for the discount in the From field.

The program automatically fills in the To value when you add a second discount level.

You can enter up to 10 different discount ranges in the discounts grid, specifying the From volume and the Discount Percentage or Amount (depending on the discount method).

The To field of the last line is always blank.

From/To

Enter the minimum volume required for the discount in the From field.

The program automatically fills in the To value when you add a second discount level.

You can enter up to 10 different discount ranges in the discounts grid, specifying the From volume and the Discount Percentage or Amount (depending on the discount method).

The To field of the last line is always blank.

Round to a Multiple

This field appears only if you select Round Up or Round Down in the Rounding Method field.

You might enter multiples such as "0.50," "1.00," "5.00," or "10.00."

Rounding applies to percentage discounts only.

Rounding Method

Rounding applies to percentage discounts only.

Specify if you want to round the discount unit cost of the item calculated by the program. You can choose no rounding, rounding up, or rounding down. If you round the amount, you can also specify the degree of rounding (such as to the closest dollar or closest 100 dollars).

Taxes tab

Vendor Tax Authority

Select the tax authority for the item contract cost. The Finder displays only those tax authorities that allow tax to be included in the price.

The purpose of the Taxes tab is to let you specify taxes that are included in the item contract cost.

For example, gas prices in Canada have GST included in the price. If the contract price was for gas, the GST tax authority would be specified on the Taxes page.

Vendor Tax Class

The program displays the first tax class record for the tax authority. You can accept or change the tax class (for example, if you are tax exempt for this item).

P/O Vendor Details Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup > Vendor Details**.

Related Tasks

- "Adding Vendor Details " (page 63)
- "Managing Vendor Details " (page 64)
- "Setting up Purchase Orders" (page 3)

Overview

Use the Vendor Details screen to:

- Record the vendors and costs for each item you purchase.
- Establish the order of priority of your suppliers, if you buy the same item from more than one vendor.

Fields and Controls

Cost Unit

Enter the cost unit (such as each, crate, or case). The program will adjust the vendor cost accordingly.

Item Number

Type the number or code of the item to which you want to add vendor details.

Order Minimum (SIA)

Enter the minimum quantity of the item that you must order from this vendor.

Note: This information is used only by Sage Inventory Advisor (SIA).

Preferred Vendor (SIA)

If you purchase the item from multiple vendors, you can use this field to specify a preferred vendor.

Note: This information is used only by Sage Inventory Advisor (SIA).

Vendor Contact

Type the name of the contact person at the vendor company.

Vendor Cost

Enter the vendor's price for the item.

Vendor Currency

This field is available only if you are using a multicurrency ledger.

When entering a new vendor, either type in the three-letter international currency code (for example, USD, CAD, or GBP) for the vendor's home currency, or select one using the Finder. You cannot modify this field for an existing vendor.

Vendor Item Number

Type the number that the vendor uses to identify the item.

Vendor Name

Type the name of the vendor company.

Vendor Number

Type or use the Finder to select the identification number you use for the vendor of the item.

Vendor Type

The vendor type is a number that sets the priority for each vendor of the selected item. No two vendors can have the same priority.

You can specify up to nine vendors, and you may enter them in any order you please. However, when you return to the screen the program will display them in ascending order.

P/O Weight Units of Measure Screen

Note: This screen is available only if you are using Purchase Orders as a stand-alone program (that is, you do not use Inventory Control).

To Open this Screen

Open **Purchase Orders > P/O Setup > Weight Units of Measure**.

Related Tasks

- "Setting up Purchase Orders" (page 3)

Overview

Use the Weight Units of Measure screen to add the different units that you use for measuring the weight of items—such as pounds, tons, kilograms, and metric tons.

The default weight unit of measure (specified on the P/O Options screen) is the unit for expressing the weight of orders in Purchase Orders if you do not use the Inventory Control module.

The default weight unit of measure has a conversion factor of 1, and all other weight UOMs are defined in terms of a default weight UOM.

Before Adding Weight Units of Measure

- Decide on the default weight unit of measure that you want to use on orders.
- Calculate the conversion factors between the default weight unit of measure and all other weight units of measure.

Requirements For Adding A Weight Unit of Measure

- The weight unit of measure.
- A description of the weight.
- The weight conversion factor between the default weight unit of measure and the unit you are adding (as a multiple of the default weight unit of measure).
- The conversion factor for a default weight unit of measure is always 1.

- You can use fractions in weight conversion factors even if you do not use fractional inventory quantities.

You set the default weight unit of measure on the P/O Options screen after adding it to the Weight Units of Measure screen.

- Choose what to call each of the weight units of measure. The names you use appear on data entry screens.

Fields and Controls

1.0000 (default unit) Equals (default weight UOM)

This column shows the opposite calculation to the conversion factor. For example:

Weight UOM	Conversion Factor	1 pound equals
Pound—default UOM	1	1 lb.
Kilogram	2.2	.4545 kg.
Ton	2,000	.0005 tons

The reciprocal of the conversion factor is automatically calculated by Inventory Control. It provides a visual check on the conversion factor.

Default Weight Unit of Measure

This field is available only if you do not use Inventory Control.

Choose the weight unit of measure which is the basic or standard unit that you use for measuring the weight of your inventory items—such as pounds or kilograms.

Note: Usually, you will add weight units of measure after choosing inventory options, so you will select the default unit at a later time.

Order Entry uses the weights in inventory item records to estimate the total weight of each order in the unit of weight you specify here.

Purchase Orders can use the weights in inventory records to prorate (distribute) additional costs on orders.

Description

Enter a description for the unit of measure, such as pound or kilogram.

Weight Conversion Factor

Enter the factor for converting this weight unit to the default weight unit of measure. For example, if “pound” is the default weight unit of measure (with a conversion factor of 1), the conversion factor for “ton” would be 2,000.

You can use fractions in weight conversion factors even if you do not use fractional inventory quantities. For example, the factor to convert kilograms to pounds would be 2.2.

Weight Unit of Measure

Type the weight unit of measure as you want it to appear on data entry screens. For example, “lb” or “kg.” You can enter an expanded description in the next field.

Statistics and Inquiries Screens

Use Purchase Orders Statistics and Inquiries screens to look up information about vendors and transactions.

P/O Purchase History Screen

To Open this Screen

Open **Purchase Orders > P/O Statistics and Inquiries > Purchase History**.

Secondary Screens

- "P/O Purchase History Detail Screen" (page 376)

Related Tasks

- "Looking Up Purchase History" (page 218)

Overview

Use the P/O Purchase History screen to:

- Review purchasing data that is kept by Purchase Orders if you use the Keep Purchase History option.
- See details of a selected transaction by clicking the **Details** button.

The screen displays all purchases and returns of items for the fiscal or calendar years and periods for which you keep history.

Tip: You can also check purchase history for an item or a vendor while entering a transaction by selecting a detail, and then clicking the **History** button on the transaction entry screen.

P/O Purchase History Detail Screen

To Open this Screen

1. Open **Purchase Orders > P/O Statistics and Inquiries > Purchase History**.
2. Click **Details**.

Related Tasks

- "Looking Up Purchase History" (page 218)

Overview

Use the P/O Purchase History Detail screen to check and edit the details of transactions posted for the selected vendor or item number in the year and period you specified.

Information includes the year and period, transaction type and date, document number, quantity, unit of measure, cost, and number of days between the time you issued the purchase order and posted the receipt.

If working with transactions that include serialized and lotted items, you can click **Serial/Lot Numbers** to display the numbers.

Fields and Controls

Item Number and Description

Purchase Orders displays the item number and description for the selected detail.

Vendor Number and Name

Purchase Orders displays the vendor number and name for the selected detail.

Table

Contract, Project, and Category

The purchase history details screen lists the contract, project and category for items that were

purchased for jobs.

Days To Receive

This field displays the number of days between the time you posted the purchase order for the item and the date you posted the first receipt of the item.

Document Number

The number assigned to the transaction when you posted it. (You either typed the number or allowed Purchase Orders to assign it automatically.)

Extended Cost

This field displays the extended cost of the selected transaction.

Location

This field appears only if you also use Inventory Control. The **Location** field displays the code for the location at which the item was taken into inventory.

Quantity

This field displays the number of units of the item that was purchased, returned, invoiced, credited, or debited on the selected transaction. The quantity is expressed in the unit of measure specified for the transaction.

Transaction Date

This field displays the date entered with the transaction.

Transaction Type

This field identifies the type of transaction (receipt, return, invoice, credit note, or debit note).

Unit of Measure

This field displays the unit of measure specified for the item on the selected transaction. The quantity and cost are expressed in terms of this unit.

Year and Period

When you are displaying purchase history for a vendor number, these fields display the year (fiscal or calendar) and period in which you posted the selected transaction. (Information is displayed by the type of year and period you specify on the P/O Options screen for the **Accumulate Purchase History** option.)

P/O Purchase Statistics Screen

To Open this Screen

Open **Purchase Orders > P/O Statistics and Inquiries > Purchase Statistics**.

Related Tasks

- "Adding and Managing Statistics" (page 73)
- "Deleting Purchase Statistics" (page 74)
- "Looking Up Purchase Statistics" (page 220)

Overview

Use this screen to:

- Enter purchase statistics from your previous purchase order system when setting up Sage 300 Purchase Orders, or edit existing statistics.
- Review, add, or edit the number of purchase orders, receipts, invoices, credit notes, and debit notes posted in your Purchase Orders system for the year and period you specify.
- Review, add, or edit the net quantity purchased, and net purchase and net invoice amounts that were posted in your Purchase Orders system during the year and period you specify.

Purchase Orders can keep purchase statistics from your posted purchase orders, invoices, receipts, credit notes, and debit notes. You can review the statistics as far back as the oldest year and period for which you keep this information by printing the O/E Purchase Statistics report.

Fields and Controls

Currency

Select the currency in which you are entering the statistics. You can add statistics in the vendor's currency or in the functional currency.

You see this field only in multicurrency ledgers.

Period

Type the period for which you want to add, edit, delete, or view statistics, or click the Up or Down Arrow key to select the period.

You can accumulate statistics by fiscal or calendar year and period.

Year

Type the year for which you want to add, edit, delete, or view statistics, or use the Finder to select the year.

Purchases table

Net Invoice Amount

The net amount of all invoices posted in the period.

The net invoice amount includes additional costs and taxes.

Net Purchase Amount

The net amount of all purchases in the period.

The net purchase amount does not include additional costs or taxes.

Net Quantity Purchased

The net number of units of all items you received in the period.

Number of POs

The number of purchase orders that were posted in your Purchase Orders system during the selected year and period.

Number of Receipts

The number of receipts that were posted in your Purchase Orders system during the selected year and period.

Invoices, Credit Notes and Debit Notes table

Number of Credit Notes and Debit Notes

The total number of credit notes and debit notes that were posted in your Purchase Orders system during the selected year and period.

Number of Invoices

The total number of invoices that were posted in your Purchase Orders system during the selected year and period.

Average Credit Note and Debit Note

The average monetary amount of the credit notes and debit notes that were posted in your Purchase Orders system during the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Average Invoice

The average monetary amount of invoices or credit notes that were posted in your Purchase Orders system during the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Largest Credit Note and Debit Note

The largest credit note and debit note (monetary amount) that were posted in your Purchase Orders system in the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Largest Invoice

The largest invoice (monetary amount) that was posted in your Purchase Orders system in the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Smallest Credit Note and Debit Note

The smallest credit note and debit note (monetary amount) that was posted in your Purchase

Orders system in the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Smallest Invoice

The amount of the smallest invoice (monetary amount) that was posted in your Purchase Orders system in the selected year and period.

In multicurrency ledgers, this amount is shown in both the selected vendor currency and the functional currency.

Vendor (with largest credit note and debit note)

The vendor number to whose account the largest credit note and debit note (monetary amount) was posted in the selected year and period.

Vendor (with largest invoice)

The vendor number to whose account the largest invoice (monetary amount) was posted in the selected year and period.

Vendor (with smallest credit note/debit note)

The vendor number to whose account the smallest credit note and debit note (monetary amount) was posted in the selected year and period.

Vendor (with smallest invoice)

The vendor number to whose account the smallest invoice (monetary amount) was posted in the selected year and period.

P/O Pending Receipts Inquiry Screen

To Open this Screen

Open **Purchase Orders > P/O Statistics and Inquiries > Pending Receipts Inquiry**.

Secondary Screens

- "P/O Receipt Details Screen" (page 386)

Related Tasks

- "Viewing Pending Receipts" (page 217)

Overview

Use the P/O Pending Receipts Inquiry screen to review items that are expected to arrive at particular locations within a given time period (for example, in the next 7 days), and to determine whether there will be sufficient stock to cover sales orders.

Purchase Orders lets you search pending receipts by item number or by vendor, and also lets you view completed purchase orders to see if items were delivered within the expected arrival times.

The inquiry finds active, standing, future, blanket, or all purchase orders that are not on hold and that fit the selection criteria. You can limit the inquiry to specific locations.

For instructions on viewing pending receipts, see "Viewing Pending Receipts" (page 217).

Fields and Controls

From/To Expected Arrival Date

Leave the **From** field blank to include all purchase orders with outstanding items, and enter the end date for the inquiry in the **To** field.

Accept the default entries if you wish to view all purchase orders regardless of their expected arrival dates.

From/To Location

Enter a range of inventory locations, or skip the Location fields to display all locations.

This selection includes orders where the shipping location matches the range of locations that you specify.

From / To PO Date

Specify the range of document dates that you want to view. The PO Date is the document date specified on the purchase order.

Include Completed Detail Lines

Select **Include Completed Detail Lines** to see if items were received within the expected arrival times.

Item Number

Enter the number of the item that you want to review. You can also use the **Select By** option to review pending receipts by vendor.

PO Type

You can choose to review all pending receipts, or select a particular type of purchase order, either active, standing, future, or blanket POs.

Select By

Choose whether you want to inquire by item or by vendor, and then select the item number or vendor number for which you want to view details.

You can press the Up or Down keys on your keyboard to make your selection, or type I to select **Item Number** and V to select **Vendor Number**.

Show Late POs Only

Choose this option to see detail lines that are past their expected arrival dates.

Vendor Number

Type the vendor number whose purchase orders you want to review. You can also use the **Select**

By choice to review pending receipts by item number.

Table

Completed

Detail lines are completed on purchase orders when the entire quantity is received or if you cancel any outstanding quantity.

Date Received

If the purchase order detail line has had receipts posted against it, this field displays the transaction date for the receipt.

Days Late

This field will be blank if the receipt was not (or is not) late.

If the date received was later than the expected arrival date, this field will show the number of days that the goods were late.

Expected Arrival Date

The date on the purchase order when you expect the goods to arrive from your vendor.

Item Number and Description

These fields display the item number on the purchase order that matches the criteria that you specified for pending receipts, as well as the description for the item number.

Location

The location to which the purchase order detail item will be received, specified on the purchase order.

PO Date

This is the document date specified on the purchase order.

PO Number and Description

This is the document number assigned to the purchase order where this detail appeared. The program also displays the description entered on the PO.

PO Type

You can choose to review all pending receipts, or select a particular type of purchase order, either active, standing, future, or blanket POs.

Quantity Ordered

This is the number of items originally ordered on this PO detail line.

Unit Of Measure

This is the unit of measure for the quantity on purchase order (for example, dozen, crate, etc.).

Vendor Number and Name

The number and name of the vendor on the purchase order.

P/O Receipt Details Screen

To Open this Screen

1. Open **Purchase Orders > P/O Statistics and Inquiries > Pending Receipts Inquiry**.
2. Specify a range of purchase orders to view, and then double-click a PO line on the Detail table, or select the line and click **Details**.

Related Tasks

- "Viewing Pending Receipts" (page 217)

Overview

Use the Receipt Details screen to view more information for any PO line item—such as receipt quantities and days late.

The program displays the following additional information for each receipt associated with the PO line:

- Receipt Number
- Location
- Contract, Project, Category (if job-related)
- Quantity Ordered
- Order Unit of Measure
- Quantity Received
- Receipt Unit of Measure
- Date Received
- Expected Arrival Date
- Days Late

Fields and Controls

Item Number and Description

These fields display the item number on the purchase order that matches the criteria that you specified for pending receipts, as well as the description for the item number.

PO Number and Description

This is the document number assigned to the purchase order where this detail appeared. The program also displays the description entered on the PO.

Vendor Number and Name

The number and name of the vendor on the purchase order.

Table

Contract, Project, and Category

If the purchase order detail was job-related, these fields will show the contract, project, and category for which the item was ordered.

Date Received

If the purchase order detail line has had receipts posted against it, this field displays the transaction date for the receipt.

Days Late

This field will be blank if the receipt was not (or is not) late.

If the date received was later than the expected arrival date, this field will show the number of days that the goods were late.

Expected Arrival Date

The date on the purchase order when you expect the goods to arrive from your vendor.

Location

The location at which the purchase order detail item was received.

Order Unit of Measure

This is the unit of measure for the quantity on purchase order (for example, dozen, crate, etc.).

Quantity Ordered

This is the number of items originally ordered on this PO detail line.

Quantity Received

This is the number of items that were received in this receipt transaction.

Receipt Unit of Measure

This is the unit of measure for the quantity received (for example, dozen, crate, etc.).

Receipt Number

The detail grid lists all of the receipts for the detail line displayed in the top part of the screen.

This field shows the receipt numbers assigned when you received items for this detail line.

Transaction Screens

Use Purchase Orders transaction entry screens to process purchase orders, requisitions, receipts, invoices, returns, credit notes, and debit notes

P/O Copy Purchase Orders Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Copy Purchase Orders**.

Related Tasks

- "Copying Purchase Orders" (page 122)

Overview

Use the Copy Purchase Orders screen to select an existing purchase order, or a range of POs, on which to base a new purchase order. The details from the existing purchase orders, including item numbers, quantities ordered, costs, and other information, appear as defaults for the new purchase order.

You can select the details that you want to copy to the new purchase order, and you can change the location, expected arrival date, whether items are drop-shipped, the quantity ordered, cost, unit of measure, unit weight, optional fields for any detail lines, and contract information for job-related orders.

Note: You cannot add new detail lines to a purchase order. You cannot select different item codes for the detail lines and, if you are copying job-related purchase orders, you cannot change the contract, project, or category.

Fields and Controls

Buttons

New

Click the **New** button to begin creating a new record.

From/To Vendor Number

You can copy details from previously entered orders for the same vendor or from a different vendor.

In the **From** and **To Vendor Number** fields, enter or select:

- The number of the vendor with the order details that you are copying.
- The number of the vendor for whom you are creating a new order.

The Copy Orders program collects the order details from all orders you specify and adds them to the new order that you are creating.

If the vendor currencies are the same, the program copies order details using the prices from the previous orders.

If the vendors use different currencies, you specify the price list to use for the copied order details.

You can change the prices for the new details after creating the new order.

From/To PO Number

Enter the range of existing orders that contain the details you want to use in the new order.

Click the Go  button to display the details from the selected orders.

Tax Group

The program uses the To vendor's tax group as the default. However, you can specify a different tax group for the new order.

PO Type

Select one of the following types of purchase orders to copy from:

- **Active**—to copy details from currently active purchase orders.
- **Future**—to copy details from future POs only.
- **Standing**—to copy details from purchase orders that are placed repeatedly.
- **Blanket**—to copy details from POs for making a number of purchases over time.

Job Related

This option is available only if you have Project and Job Costing. Select it if you want to copy details for job-related purchase orders.

If you select this option, the program selects job-related purchase orders for the specified range of purchase orders, and copies the details to a new purchase order.

Use PO Cost

Select this option to copy costs from the original POs to the new PO that you are creating.

Note: In a multicurrency system, this option is available only if both From and To vendors use the same currency.

Copy POs tab

Amount Available

This field appears for blanket purchase orders. It is calculated as the original amount minus the total extended costs of all detail lines in the grid.

Description

Use this field to enter a description for the new purchase order you are creating.

On Hold

Select this option if you need to place the new purchase order on hold.

If the vendor account is on hold in Accounts Payable, the purchase order is automatically placed on hold.

Note: You can clear the On Hold status in Purchase Order Entry. You do not have to remove the On Hold status in Accounts Payable.

You can list the orders currently on hold on the Purchase Order Action report.

Original Amount

Enter the amount of the blanket PO you are creating.

PO Date

Type the date for the purchase order. For a future order, enter the date that the purchase order becomes active.

The program automatically enters the system date in this field (the date you type when you open the company when you start Sage 300).

This date is also used to age the order on the Aged Purchase Orders report.

PO Number

To add a new purchase order, accept "New" or enter the number.

Purchase Order Entry assigns the purchase order number using the numbering scheme defined in the Options screen in the P/O Setup folder, unless you enter another number here.

PO Type

Select the type of purchase order you are creating:

- **Active**—for a purchase order that you want to fill immediately.
- **Future**—for a purchase order to become active and posted when you run Day End Processing on the specified order date. You can change the purchase order status to **Active** before the purchase order date.
- **Standing**—for purchase orders that are placed repeatedly.
- **Blanket**—for a particular amount when making a number of purchases over time.

By default, the program chooses the same type of purchase order that you are copying from.

Reference

Type an optional reference for the purchase order, using up to 60 characters.

The reference appears in Accounts Payable as the reference for the invoice, and in the general ledger batch (if you select Reference for the G/L Reference Field or G/L Description field option in the G/L Integration screen in the Accounts Payable program, and do not consolidate the general ledger transactions created by Accounts Payable).

Detail table

Contract, Project, Category, Cost Class (if job-related)

If the new purchase order is job-related, you specify for each purchase order detail where the items or resources are going to be used. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

You enter/select the resource using the Item Number field.

Copy Detail

Use this field to indicate whether to copy this detail line to the new purchase order.

Double-click the field, or click the field, then press the spacebar to change the value of the field between Yes and No.

Drop Ship

To enter a drop-ship address for a detail, click the Zoom  button beside the **Drop Ship** field, or select the field and press Shift+F9.

Select the type of address to enter, and if necessary, select the location code, customer number, or ship-to address code for the address.

Expected Arrival Date

If necessary, enter or edit the date on which you expect to receive the goods ordered on the detail line.

If you entered a date in the **Arrival Date** field on the Order tab (or on a requisition from which you are creating the purchase order), the date is used as the default expected arrival date for new details you add to the purchase order.

Item Description

The program displays the description from the item record. You can change it for the purchase order.

Item Number

This field displays the code for the item used in the original order.

You cannot select different item codes for the detail lines on the Copy Purchase Orders screen.

You can, however:

- Copy the detail line.
- Change the location, expected arrival date, drop-ship address, quantity ordered, cost (unit or extended), units of measure, weight units of measure and weight, vendor item number, and optional fields.

Line Number

Line numbers are assigned automatically by the program and you cannot change them. You use line numbers to identify details you have entered or to recall them for editing when you are using the zoomed screen for entering detail information.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Optional Fields

Double-click the Optional Fields cell on the detail line or click the Zoom button column heading to enter information for an optional field that was assigned to this transaction type in the P/O Optional Fields setup screen.

The entry in the grid will change from No to Yes.

You can also enter optional field information for the purchase order as a whole on the Optional Fields tab.

Quantity Ordered

For new detail lines, type the item quantity to order (in the unit you select for the **Unit Of Measure** field).

If you are creating a purchase order from a requisition, the quantity entered for the detail on the requisition appears in this field, but you can change it.

Unit of Measure

Enter the unit of measure in which to order the item. If you are creating a purchase order from a requisition, the unit of measure entered for the detail on the requisition is displayed, but you can change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM.

You must use one of the units of measure that is assigned for the item in Inventory Control.

Note: The weight UOM can be different from the order UOM.
--

Unit/Extended Cost

You can edit the unit cost or the extended cost for a detail.

If you selected the Use PO Cost option, the cost is copied from the original PO. Otherwise, the program uses the default item cost specified in the P/O Options screen.

Unit/Extended Weight

The program uses the unit weight from the original purchase orders. You can edit the unit weight or the extended weight.

Make sure that the weight you enter is for the selected weight unit of measure.

Vendor Item Number

This field displays the number that the vendor uses to identify the item, if a vendor item number is defined for the item in Inventory Control.

Weight Unit of Measure

This field displays the unit of measure for the item weight.

You can choose any of the weight units of measure defined in Inventory Control.

Optional Fields tab

Optional Field and Description

Fill in the value field for any optional fields that appear. If a field is required, you cannot save the

purchase order until you fill in the value (unless the program provides a default value).

To add optional item fields that were not automatically inserted, use the Insert key to add a new line to the grid, and then use the Finder to add the optional field.

Optional fields must be assigned to the Purchase Order Entry screen using the P/O Optional Fields screen before you can add them to purchase orders.

When you select an optional field code, the program displays the description for the optional field.

Value Set

The Value Set column shows whether a blank optional field currently has a value. (You cannot know just by looking at the field whether it has a default value that is blank, or no value at all.)

The Value Set field will change from No to Yes if you make an entry in the Value field.

Value and Description

If the optional field is required, you cannot save the purchase order until you enter a value.

If the optional field you selected requires validation, you must select a value that is defined for the optional field in Common Services (unless the optional field allows blanks).

If you select a value, the description for the value you select will appear in the description column.

If you delete the value, the optional field will be deleted from the grid. If the field is required, you will have to reinsert it and enter a value before you can save the order.

P/O Credit/Debit Note Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.

Secondary Screens

- "P/O Credit/Debit Note Entry Bill-To Location Information Screen" (page 434)
- "P/O Credit/Debit Note Entry Cost Allocation Screen" (page 448)
- "P/O Credit/Debit Note Entry Detail Comments Screen" (page 443)
- "P/O Credit/Debit Note Entry Detail Costs/Taxes Screen" (page 444)
- "P/O Credit/Debit Note Entry Detail Items/Taxes Screen" (page 435)
- "P/O Remit-To Location Screen" (page 492).

Related Tasks

- "Adding or Editing Details Using the Detail Items Taxes Screen" (page 175)
- "Entering a Credit or Debit Note for a Return or Invoice" (page 171)
- "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176)
- "Entering a Return for a Cleared or Missing Invoice" (page 166)
- "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176)
- "Prorating Additional Costs on Receipts" (page 141)
- "Returning and Issuing Credit/Debit Notes for Lotted Items" (page 190)
- "Returning and Issuing Credit/Debit Notes for Serialized Items" (page 188)

Overview

Use Credit/Debit Note Entry screen to enter credit notes and debit notes from your vendors.

On the P/O Credit/Debit Note Entry screen, you can:

- Review existing credit notes and debit notes.
- Enter new additional costs on credit notes and debit notes.
- Export credit notes and debit notes.
- Assign serial/lot numbers to items (if you use Serialized Inventory and Lot Tracking).

Additional Costs Tab

Use the Additional Costs tab to enter the additional costs your vendors charge on credit notes and debit notes.

On this tab you can:

- Specify how to reprorate the costs if you returned the items.

Note: If you are adding additional costs, you must choose No Proration. If you choose to prorate, the program displays an error message and prevents you from posting the credit note or debit note.

- Allocate new additional costs (added to the credit note/debit note) to one or more receipts.
- Edit additional cost details from invoices you are crediting or debiting.

Credit/Debit Tab

The name of this tab is Credit Note or Debit Note, depending on the document type you selected. It provides separate sections, where you can enter or view document information, as follows:

- **Header.** You use the top portion of the tab to enter general information that applies to the entire document (for example, the date, description, the invoice or return number to which the transaction applies, the billing and remit-to locations, , and whether the document is job related).
- **Details.** You use the Details table to add and edit item detail lines for items.

On the Details table, you can:

- Enter new details for a credit note or debit note you are entering without an invoice or return number.
- Edit the item detail lines for a credit note or debit note for an existing invoice or return from a primary vendor. (You cannot add new detail lines when working with an existing invoice or return, and you cannot delete detail lines displayed from returns.)
- Open a separate screen to edit tax or other information for a single detail. The Detail Items/Taxes screen displays all the fields for a single detail, including tax fields. For more information, see "P/O Credit/Debit Note Entry Detail Items/Taxes Screen" (page 435).

Optional Fields Tab

If optional fields are assigned to the Credit/Debit Note Entry screen, use the Optional Fields tab to enter optional field information that applies to the entire debit note or credit note.

Optional fields and values appear automatically on this tab if you selected the **Auto Insert** option for those fields on the O/E Optional Fields setup screen.

If you use identical optional fields in Order Entry transactions and Accounts Receivable invoices, the information in the Order Entry fields is sent to Accounts Receivable.

Note: If an optional field is required but does not have a default value, you must specify a value for the field.

For more information, see "About Optional Fields" (page 51).

Rates Tab

This tab appears only in multicurrency ledgers when you are entering a credit note or debit note for a vendor who does not use the functional currency.

Use this tab to:

- Change the rate type, rate date, and exchange rate for converting the credit note or debit note amount from the vendor's currency to your functional (home) currency.
- Look up the rate information entered with the invoice or return, if any, to which you are posting a credit note or debit note.

Retainage Tab

The Retainage appears only if the receipt or invoice you are crediting or debiting was job related and it included retainage amounts.

You use this tab for multicurrency documents to specify whether to use the original retainage exchange rate for the credit/debit note, or use the current exchange rate.

Taxes Tab

Use the Taxes tab to review and change tax information and vendor tax group for the credit or debit note.

On the Taxes tab, you can:

- View or change the vendor's tax group.
- Check tax information and edit the tax classes and amounts for the vendor's tax authorities.

Click **Calculate Taxes** to cancel changes you make to tax amounts. (The program recalculates tax amounts using the tax tables in Tax Services.)

Totals Tab

Use the Totals tab to review and edit discounts, totals, and other final document details.

On the Totals tab, you can:

- Enter a comment for the credit or debit note.
- Enter a discount that applies to the whole transaction.
- Verify credit note or debit note totals for the vendor.
- Check tax amounts.
- Check the estimated weight of the goods for which you were credited or debited.
- Check the number of item and additional cost details entered for the vendor on the credit note or debit note.
- Check the document subtotal and total additional costs for the vendor.

Fields and Controls

Buttons

Calculate Taxes

Click the **Calculate Taxes** button to see tax amounts for a detail before you post the credit note or debit note or click the Totals tab. (Tax amounts are not automatically calculated until you post the credit note or debit note, or click the Taxes tab or Totals tab.)

If you edit tax amounts on the Taxes tab, and then click the **Calculate Taxes** button on any tab, the program replaces any tax amounts you entered on the Taxes tab with the amounts recalculated using the tax tables from Tax Services.

History

Click the **History** button to open the P/O Purchase History screen, where you can check information

about the items you have purchased from your vendors.

For more information, see "P/O Purchase History Screen" (page 375).

Item/Tax

Click the **Item/Tax** button to open the Detail Items/Taxes screen for a selected detail so that you can check the tax information, and change the tax classes and taxable status, as needed. (Select the detail line on the Credit/Debit tab, then click the Item/Tax button.)

Post

Click **Post** to post the document, including any changes you made to an existing document.

Document Number

Enter the number of the credit note or debit note in the the Document Number field. Purchase Orders does not assign credit note and debit note numbers.

You can:

- Start a new credit note or debit note. (Type the number in the Document Number field, then press Tab.)
- Enter a credit note or debit note with the same number as a credit note or debit note you posted previously. (Type the number, press Tab, and then click **New** in the Finder that appears.)
- View a credit note or debit note you posted previously, if you keep history or have not yet run Day End Processing. (Type the credit note or debit note number, or select it from the Finder. You cannot change credit notes and debit notes after posting them.)

Entered By

If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.

Vendor Number

Enter the code for the vendor from whom you received the credit note or debit note.

The vendor number sets the default tax group. In multicurrency systems, the vendor number also specifies the currency of the document.

Note: After you enter a vendor number, the field to the right displays the vendor's name.

Skip this field if you plan to specify a return or invoice number. (The return or invoice number determines the vendor number for the credit note or debit note.)

If you are entering a credit note or debit note without a return or invoice number, you can:

- Select an existing vendor using the Finder, or type the vendor number, and then press Tab.
- Add a new vendor by doing one of the following:
 - If you want to add the vendor record now, click the **New** button after typing the vendor number. Fill in the vendor information in Accounts Payable, click **Add**, then **Close** to return to Purchase Orders.
 - If you do not want to add the vendor record now, type only the vendor number. (You can enter the vendor name on the next tab.)

Important! You must add the vendor record in Accounts Payable before you can post the invoice for the vendor in the Accounts Payable program. You cannot enter credit notes or debit notes for inactive vendor accounts. For more information about adding vendors, see the Accounts Payable help.

Additional Costs tab

Table

Additional Cost (code and description)

Type the code for the additional cost you want to add, or select the code from the Finder. If you are adding a cost for which no code is defined, skip this field and type the name of the cost in the Description field (the field beside the Additional Cost field on the Detail Items/Taxes screen).

You cannot change the additional cost code when editing a detail from an invoice or return.

You use the Additional Costs screen, in the P/O Setup folder, to add or edit additional cost codes in Purchase Orders.

Amount

Use the **Amount** field to enter the amount of the cost (excluding taxes, unless you are entering a tax-included cost).

Billing Type, Billing Rate, and A/R Item Number (job-related only)

For additional costs on job-related credit and debit notes, the program provides the Billing Type, Billing Rate, and AR Item Number that was used for the invoice or return.

The invoice or return must be job-related for these fields to appear.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.
- If a job-related additional cost is prorated by cost, quantity, or weight, the specified billing rate in functional currency will be prorated to the item details for projects that are Time and Materials or Fixed Price with an accounting method of Billings and Costs or Accrual-Basis.

The billing rate is not prorated to item details for Cost Plus or Fixed Price projects with completed project or project percentage complete accounting methods. Instead, it is converted to the contract customer's currency when it is prorated to the item details during day end processing (using the current exchange rate).

The prorated billing rate for each detail is not displayed (and, therefore, you cannot change it).

Note: This field is disabled if you are prorating manually.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Calculate Labor

Select the **Calculate Labor** field if you want Project and Job Costing to calculate labor amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Do not select this option for an additional cost for which you don't want to calculate labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Calculate Overhead

Select the **Calculate Overhead** field if you want Project and Job Costing to calculate overhead amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Overhead is usually calculated on the discounted extended amount.

For example, you would not select this option if an invoice or debit note had additional shipping costs for which you didn't want to calculate overhead or labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Comments

If desired, enter a comment for the detail, using up to 250 characters.

Lines automatically wrap, but if you want to start a new line before a line wraps, press the Ctrl and Enter keys together.

To open the screen, click the Zoom  button beside the field, or, with the insertion point in the field, press the Shift and F9 keys at the same time.

Contract, Project, Category and Resource (job-related only)

If the return or invoice was job-related, the program will provide the job to which each cost was assigned. If you use different terms than "Contract," "Project," and "Category" in Project and

Job Costing, the program displays them instead.

For job-related transactions, you can also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM for the customer invoice near the end of the detail line.

Note:

- You specify this information only if you are not prorating the cost to individual detail lines (No Proration). The fields are disabled if you are prorating by cost, quantity or weight, or prorating manually (where you allocate costs to the individual lines on the Distribute Additional Costs screen).
- You enter/select the resource using the Item Number field.
- You cannot change these fields once you have added the detail line.
- These fields appear only for job-related credit or debit notes.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Distribute Proration

If you selected manual proration, click this column heading to open the "P/O Distribute Proration Screen" (page 511). You must calculate all the costs and associated allocated taxes to prorate manually for each detail, then enter the amounts with the details.

Expense Account

Type the account number, or select the account number from the Finder.

Line Number

To add a new detail, skip the Line Number field. If an existing detail is displayed, click the New button beside the field.

To select an existing line to edit or delete, highlight the line (or type its line number in the zoomed screen).

Note that you can edit additional cost details only until you post the credit note or debit note.

Net of Tax

This field displays the net amount of the additional cost you entered for the detail (excluding allocated taxes that are not included in the amount of the cost).

Proration (method)

Select No Proration. You cannot prorate new additional cost details on credit notes or debit notes, you can only expense them to a general ledger account.

Receipt Number

The receipt number on which the original invoice or return was based appears in this field.

Reference

Enter optional reference information for the detail.

Reproration Method (for returning)

You can select only Expense for the reproration method. You cannot reprorate additional costs from credit notes or debit notes to item details.

Return Expense Account

Type the number of the general ledger account to which you will post the cost, or select the account number from the Finder.

Tax Included

The program displays the total amount of taxes that were included in the cost amount of the additional cost detail.

To edit tax settings, press F9 to display the zoomed cost entry screen.

You can also edit total tax amounts on the Taxes tab.

Allocated Tax

This field displays the amount of allocated tax for the detail. (Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.)

Distribute Proration (if prorating additional costs manually)

Item Number

The program displays all of the items on the purchase order so you can easily distribute the additional cost in the amount fields.

If this is a job-related Invoice, the Item Number may be a resource.

Item Description

The program displays the item description from Inventory Control or the description you entered for the detail on the purchase order.

Amount (manually prorated) (if not job-related)

Enter the amount of the additional cost that is being allocated to this line item. The amounts on all lines must add up to the total amount of the additional cost.

Distribute Cost (if distributing costs among several receipts)

Amount (additional cost detail total)

This field displays the amount entered for the additional cost detail at the top of the Cost Allocation screen.

Amount (prorated for each receipt)

This field displays the amount of the additional cost allocated to each receipt when you click **Reallocate**.

To allocate the additional cost manually, you can enter amounts beside each receipt number. The sum of all the amounts you allocate to receipts must equal the total amount for the additional cost detail.

Billing Rate (cost allocation screen)

If the receipt was job-related, Purchase Orders displays a billing rate for the cost that you are allocating (along with the amount being allocated).

Note: The Billing Rate is also allocated with the additional costs to more than one receipt.

If you are prorating the cost manually to other receipts, you can enter a different billing rate with each distribution.

Proration Method (display only for existing costs)

You cannot change the proration method for an existing cost.

If you are adding a new additional cost, you can select Prorate By Quantity, Prorate By Cost, or Prorate By Weight.

Note: You cannot manually prorate an additional cost on an invoice or debit note.

If the invoice, credit note, or debit note is job-related:

- You can also adjust the retainage amounts and period if retainage applies to the document.
- You can adjust the billing rate and currency if prorating by cost, quantity or weight.
- You can specify a single contract, project and category, or use the Distribute Proration button to distribute costs to more than one contract, project, and/or category (if applicable) if you are prorating manually.

Receipt Number

The program displays the receipt numbers used in this invoice, credit note, or debit note. You cannot change the receipt numbers.

Retainage Percentage, Amount, and Period

If the receipts were job-related and the credit note or debit note uses the retainage option, the program displays additional retainage fields for each receipt to which you can allocate additional costs.

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity, or prorating manually, the settings come from the vendor record.
- If you are not prorating, the retainage settings are based on the **Default Retainage From** option for the contract in Project and Job Costing.

Use the Distribute Cost button to allocate a new additional cost to multiple receipts.

Select the additional cost detail on the Additional Costs tab, then click the Distribute Cost button to open the Allocate Cost screen.

Purchase Orders automatically allocates the additional cost amount according to the proration method you selected on the Additional Costs tab. However, you can enter different amounts for each receipt manually.

Credit/Debit tab

The name of this tab is Credit Note or Debit Note, depending on the document type you selected. It provides separate sections, where you can enter or view document information, as follows:

Bill-To Location

If you use Inventory Control, select an Inventory Control location code to which the credit note or debit note should be sent. (Normally, this is the same location to which the matching invoice or return was sent.)

You can also use the Zoom button to open a separate screen where you can edit the address for the code you select, or you can omit the code and type in a billing address, or not specify a bill-to location at all.

Credit Note/Debit Note Date

Type the date you want to use as the credit note or debit note date. The program displays the sign-on date you entered to start Sage 300.

If you want to use a different date for the G/L transactions when they are posted in the General Ledger, you can change the posting date. (The posting date determines the fiscal year and period displayed beside the Posting Date field.)

Credit Note Total

Enter the total credit note amount, including taxes and additional costs. This amount must equal the total of all details and taxes you enter for the credit note before you can post it.

Debit Note Total

Enter the total debit note amount, including taxes and additional costs. This amount must equal the total of all details and taxes you enter for the debit note before you can post it.

Description

Type an optional description for the credit note or debit note.

The description, if any, entered on the receipt is displayed, but you can change it.

Document Type

Select **Debit Note** or **Credit Note** from the list, if the correct choice is not already displayed.

From Document

If you are entering a credit note, select the type of document that you are crediting (either **Invoice** or

Return).

You can enter debit notes only for invoices.

If you are crediting or debiting an invoice or return that does not exist in Purchase Orders, leave the field blank.

Invoice Date(display only)

After you select the invoice number for the credit note or debit note, the invoice date is displayed for your information.

Invoice Number

Type the number of the invoice you are crediting or debiting, or select it from the Finder.

You can also enter an invoice number that does not exist in the Purchase Orders system. (For example, it may have been cleared.)

Job Related(selected on original document)

If the return or invoice was job-related, the Job Related option is selected for the credit/debit note, and you cannot change this selection.

The program supplies the contract, project, category, cost class and resource for each detail – as will the customer billing type, billing rate, and A/R item used for billing.

If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, the program displays them instead.

On Hold

Select **On Hold** to prevent a debit note from being paid in the Accounts Payable program. If you want to pay this amount, you can edit the document in Accounts Payable, clearing this option before posting the document.

When you post the invoice batch in Accounts Payable, A/P does not apply any matching prepayments if the credit note or debit note has On Hold status. In addition, you cannot post credit notes or debit notes if either the credit (or debit) note or the specified Apply-To document is on hold.

You cannot apply a payment to a document that is on hold when using the Create Payment Batch screen. You must first remove the On Hold status using the Control Payments screen. However, you can apply the document manually in Payment Entry, without removing the hold, if necessary.

PO Number

Optionally, type the purchase order number in this field. You can type a number that does not exist in Purchase Orders.

Posting Date

Enter the posting date for the transaction.

The posting date is different from the document date. The posting date is the date for transactions being posted to the General Ledger, so it also determines the contents of the Fiscal Year and Period fields.

If you have a multicurrency system, currency revaluation uses posting dates to select open documents for revaluation purposes, and thus, revaluation adjustments are posted to General Ledger in the correct fiscal year and period.

Depending on your settings in the P/O Options screen, Purchase Orders automatically displays the session date or the document date by default in this field.

You can change the posting date, but you cannot separately change the fiscal year and period.

Note: If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

Reference

Type an optional reference for the credit note or debit note.

The reference, if any, from a return or invoice is displayed, but you can change it.

Remit-To Location

If you have defined remit-to addresses for the vendor, either type the code for the address to use or select it from the Finder. To check that you have selected the correct address to which to send payments for the vendor, choose the Zoom button or press F9 in the field.

If a primary remit-to address is assigned for the vendor in Accounts Payable, the code for the address appears automatically, but you can change it.

Retainage Percentage and Period(selected on original document)

If the invoice or return used retainage accounting, the program displays additional percentage and

period retainage fields for each detail line.

The program also displays the Retainage tab, where you specify the exchange rate to use for the multicurrency retainage on credit/debit notes.

If you clear the Retainage check box, the percentage and period retainage fields disappear from the item detail section, and the Retainage tab also disappears.

You can select the retainage option for job-related transactions even if retainage was not used on the original transaction.

Note: Retainage accounting applies only to job-related transactions, and is available only if Accounts Payable uses retainage accounting.

Return Date (display only)

After you select the return number for the return, the return date is displayed for your information.

Return Number

Type the number of the return you are crediting, or select it from the Finder. (The return must exist in Purchase Orders.)

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.

Year and Period(display only)

This is the fiscal year and period to which the credit/debit note transactions will be posted in the general ledger. You can change the fiscal period by changing the Posting Date.

You can enter a different Credit or Debit Note Date, and you can enter a different Posting Date for the document.

(Remember that you cannot post transactions to closed fiscal periods.)

1099/CPRS Code and Amount

If the vendor is subject to 1099 reporting, type the 1099 code and amount. (These fields appear only if the Subject To 1099 Reporting option is selected for the vendor in Accounts Payable.)

Credit/Debit Details table

This details table appears on the Credit/Debit tab.

Allocated Tax

This field displays the total tax amount that was allocated to the selected detail line for each tax authority.

Billing Type, Billing Rate, and A/R Item Number (job-related only)

For job-related credit and debit notes, the program provides the Billing Type, Billing Rate, and AR Item Number that was used for the invoice or return.

The invoice or return must be job-related for these fields to appear.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.

- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

If you are referencing an existing document, the program displays the original billing rate.

For new detail lines, a default billing rate appears, as follows:

- For standard projects:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the default billing rate comes from the category resource.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the employee resource category.
- For basic projects:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the default billing rate comes from the category.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the labor category.

The Billing Rate option does not apply to internal contracts.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Comments

To enter comments for a selected detail line, click the Zoom  button for the field, type the remarks, then click Close. (Press the Shift and F9 keys to open or close the screen using your keyboard.)

The program displays any comments you entered for the detail line on an invoice or return you are crediting or debiting, but you can change or delete them.

Contract, Project, Category and Resource (job-related only)

If the return or invoice was job-related, the program will provide the job to which each detail was assigned. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead. (The "resource" appears in the Item Number column.)

Purchase Orders updates the actual quantities and costs for jobs with the amounts on credit or debit notes. For example, costs are affected by credit and debit notes, and quantities are affected by credit note returns. (Quantities are not affected by credit notes that reference invoices or debit notes.)

For job-related credit notes and debit notes:

- The Job-Related check box will be automatically selected if the invoice or return was job-related. You cannot change it.
- You enter/select the resource using the Item Number field.
- You must select the Job-Related check box if the reference document no longer exists in PO.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to specify the resource for this detail.

You must specify a resource that you have assigned to the project in Project and Job Costing (such as an equipment code or a subcontractor code). You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general ledger account numbers using the Finder.

If you are working with an existing invoice or return, the program displays the number entered with the detail on the invoice or return, but you can change the number.

Extended Cost

Type the extended cost for the number of units of the item that you are crediting or debiting.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Type the extended weight for the number of units of the item for which you that you are crediting or debiting.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Description

The program displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record, but you can change it.

If you entered a non-inventory item number, you can type a description for it.

Item Number

If you are entering a credit note or debit note to an existing invoice or return, the program displays the item number, and you cannot change it.

If you are entering a transaction without an invoice or return number, type the item number to use or select it from the Finder. If you use the Allow Non-inventory Item Number option, you can also type an item number that is not defined in your Inventory Control system.

Line Number

To select an existing line to edit, select the line on the Credit/Debit tab, or type its line number on the Detail Items/Taxes screen. You cannot edit details of posted credit notes or debit notes.

To add a new line to a credit note or debit note you are entering without an invoice or return number when another detail is displayed in the Detail Items/Taxes screen, click the New icon beside the field.

Location

If you are entering a credit note or debit note without an invoice or return and if you use Inventory

Control, type the location code or select it from the Finder.

If you are entering a credit note or debit note to an existing invoice or return number, the program displays the location code entered for the detail on the invoice or return. You cannot change it.

Manufacturer's Item Number (detail grid)

If you entered a manufacturer's item number in the Item Number field on the return, credit note, or debit note, the program also displays the manufacturer's item number in the manufacturer's item number column.

Manufacturer's item numbers are alternative item numbers—such as bar codes or shortcut codes—that identify your inventory items. You set up manufacturer's item numbers in the Inventory Control system.

You can enter manufacturer's item numbers wherever you enter item numbers in the Purchase Orders program.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

Use the **Non-Stock Clearing Account** field to change the non-stock clearing account associated with this item's account set.

If the item used in the detail is a non-stock item, the non-stock clearing account associated with the item's account set appears.

If you are returning a non-stock item, the non-stock clearing account associated with the item's account set appears. You can specify a different account, if necessary.

Optional Fields

Optional fields are fields that have been added by your company to the transaction entry screens and detail lines in Purchase Orders transactions.

Note: You must have Transaction Analysis and Optional Field Creator to add and use optional fields.

If the Optional Fields column appears, you can click the column heading to display the optional fields that have been assigned to credit/debit note details, and edit their contents.

Optional field information on detail lines is inherited from any matching optional fields in the invoice or return you are debiting or crediting.

If the optional fields were not on the invoice or return:

- For non-job related invoices, default optional field information comes from item records or, if the fields do not match, from the default value in the P/O Optional Fields screen.
- For job-related invoices, the default optional field information depends on the contract style and project type.

If you use the same optional fields for categories or resources in Project and Job Costing, default optional field information will be inherited from the category for basic projects, or from the resource with standard projects.

For more information, see "About Optional Fields" (page 51).

Order Number

Type the number of a sales order to which the detail applies. If you use Sage 300 Order Entry with Purchase Orders, you can also select an Order Entry order number from the Finder.

You can change or erase an order number that is displayed with a detail you added on the invoice or return.

Quantity

Type the number of units of the item for which you are being credited or debited.

Leave this field showing zero for displayed details (from an invoice or return) that are not included on the debit note or credit note. You can also delete displayed details if you are working with an invoice.

If working with serialized or lotted items, a screen appears after you specify a quantity and press Tab or Enter, prompting you to assign serial and/or lot numbers for the item.

Receipt Number(display only)

The receipt number on which the original invoice or return was based appears in this field.

Retainage %, Retainage Amount, and Retention Period

If the invoice or return used retainage accounting, the program will display additional percentage and period retainage fields for each detail line.

The program will also display the Retainage tab to let you specify the exchange rate that you want to use for the multicurrency retainage on credit/debit notes.

If you clear the Retainage check box, the percentage and period retainage fields disappear from the item detail section, and the Retainage tab also disappears.

Note: Retainage accounting applies only to job-related transactions, and is available only if you selected retainage accounting in the Accounts Payable program.

Default Retainage Percentage and Period

The default retainage percentage and retention period that appears in these fields are based on the Default Retainage From option for the contract in Project and Job Costing.

Tax Included

In the Detail table, this field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

On the zoomed Detail Items/taxes screen, this field displays Yes or No to indicate whether tax amounts are included in the item cost for each tax authority. The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note: You can select **Yes** only if the tax authority is set up in Tax Services to allow tax-included costing.

You can also edit total tax amounts on the Taxes tab.

Unit Cost

The program uses the unit cost to calculate the extended cost.

When adding new detail lines, you can edit the displayed cost for the item, or enter a cost for a non-inventory item number. If you change the unit cost, the program recalculates the extended cost.

If you are referencing an existing document, the program displays the cost previously specified for the item and unit of measure.

Note: In multicurrency ledgers, the cost is expressed in the vendor's currency.

If you are entering a credit note or debit note to an existing invoice or return, you can change the cost if you have authorization to do so. Make sure that the cost you enter is the correct item cost for the unit of measure.

Click the Finder  to display any vendor contract costs, regular vendor costs, and other costs maintained in Inventory Control.

If you are adding new detail lines, the program assigns costs as follows:

- If you have set up vendor contract costs, the program displays the contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified in the P/O Options screen.

On job-related documents, the default unit cost is determined as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.
- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

If you are entering a credit note or debit note to an existing invoice or return, the program displays the unit of measure entered for the detail on the invoice or return. You cannot change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM, but you can select another unit of measure from the Finder.

You must use one of the units of measure that is assigned to the item in Inventory Control. If you are entering a detail for a non-inventory item, type the unit of measure.

Unit Weight

Type the weight of a single unit of the item that you are crediting or debiting. The program displays the weight specified for the item on the invoice or return or in the item record (for new item details), but you can change it.

The program uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

Weight is expressed in the unit selected for the Weight Unit Of Measure option on the I/C Options screen.

You can see the total weight for the credited or debited items by clicking the Totals tab.

Vendor Item Number

Type the code the vendor uses to identify the item or edit a displayed code, if necessary.

If the vendor's item number is specified on the invoice or return for which you are entering a credit note or debit note, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Optional Fields tab

If optional fields are assigned to this screen, use the Optional Fields tab to enter optional field information that applies to the entire document.

Note: This tab appears only if you have Transaction Analysis and Optional Field Creator.

Optional fields and values appear automatically on this tab if you selected the **Auto Insert** option for those fields on the P/O Optional Fields setup screen.

If you use identical optional fields for Purchase Orders and Accounts Payable transactions , optional field information from Purchase Orders transactions is sent to Accounts Payable.

Note: If an optional field is required but does not have a default value, you must specify a value for the field.

For more information, see "About Optional Fields" (page 51), "About Setting Up Optional Fields" (page 53), and "About Optional Fields in Transactions" (page 80).

Optional Field

Use the Optional Field Finder to select optional fields that are assigned (in the P/O Optional Fields setup screen) to this type of transaction.

When you select an optional field code, Purchase Orders displays its description in the next column.

Value Set

The Value Set column shows whether a blank optional field currently has a value. (By looking at the field, you cannot know otherwise whether the field has a blank default value or no value.)

The Value Set field changes from **No** to **Yes** if you make an entry in the Value field.

Value

Use the Value Finder to select a value created for the optional field in Common Services.

When you select a value code, Purchase Orders displays its description in the next column.

Rates tab

The Rates tab appears only if you use multicurrency accounting and you are entering a document for a vendor that does not use your company's functional currency. You use this tab to view and edit rate information for currency conversion.

Currency (display only)

In multicurrency ledgers, the vendor's currency code and a description of the currency appear on the Rates tab. All amounts you enter for the credit note or debit note will be in the vendor's currency.

The currency is assigned for the vendor in Accounts Payable and you cannot change it in Purchase Orders.

Derive Rate

When Purchase Orders calculates the tax amount in a tax reporting currency, the program uses the Tax Reporting Currency Exchange Rate that appears (or that you enter) on the Rates tab.

However, if you have changed the tax reporting amount that appears on the Taxes tab, you can click the **Derive Rate** button to see the actual exchange rate between the tax amount and the tax reporting amount.

In other words, the **Derive Rate** button appears so you can derive the exchange rate for the tax reporting currency, if you change the calculated amount on the Taxes tab.

Exchange Rate

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

The screen also displays the exchange rate entered on the invoice or return, if you selected an invoice or return number for the credit note or debit note.

Rate Date

Type or select the date to use to select the exchange rate for the document you are entering.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

The program also displays the rate date used with the invoice or return, if you selected one for the transaction.

Rate Type

If the rate type you want to use is not displayed, type the code or choose it from the Finder.

The program uses rate types when converting multicurrency amounts on the credit note or debit note to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

The screen also displays the rate type used with the invoice or return, if you selected one for the transaction.

Retainage tab

The Retainage tab lets you specify the exchange rate that you want to use for multicurrency retainage credit and debit notes. You can:

- Use the original document exchange rate
- Use the current exchange rate

Note: This tab appears only retainage accounting was used on the original return or invoice.

Taxes tab

Retainage Tax Amount

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the amount of tax calculated for this authority for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Retainage Tax Base

The retainage tax base is the amount (before included taxes) used as the base for calculating taxes

on the retained amount.

Essentially, the retainage tax base is the retainage portion of the document (excluding tax) if you report tax for retainage amounts at the time that you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Tax Authority and Description

These columns list the codes and corresponding descriptions for all the tax authorities in the tax group specified for the document.

You enter tax information in the Tax Services module in Common Services.

Tax Amount

The program displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, choose the Calculate Taxes button.

Tax Base (display only)

The tax base shows, for the tax authority, the net cost of items before tax is added. (This field is useful for items that have tax included in their prices.)

Tax Group

To change the tax group, type the tax group that identifies the tax authorities to which the vendor is subject, or select the group from the Finder. You must use a tax group that is defined for your company in Common Services.

You must enter a valid tax group for every credit note or debit note vendor.

Tax Excluded

The program displays the total amount of tax that is not included in item costs for the authority.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Tax Reporting Currency

Tax reporting fields appear on the Taxes tab only if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

Along with the tax reporting currency, the program displays the amount of included and excluded tax to be reported in that currency on tax tracking reports for all the tax authorities listed on the document.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Tax Reporting Total

This field displays the sum of the tax reporting amounts for all tax authorities.

It appears only if the tax reporting currency for the tax group is different from your functional currency and the vendor's currency.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Total Retainage Tax

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the total amount of tax calculated for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears on job-related documents only if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Total Tax

This field displays the total tax amount calculated for each authority in the vendor's tax group. You

can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the **Calculate Taxes** button.

Tax Class and Description

The program displays the tax classes and their corresponding descriptions as assigned to the vendor's tax authorities. You can change each tax class to another tax class that is permitted by the authority.

You can change a tax class description only in Tax Services.

Totals tab

Comment

Type an optional comment for the credit note or debit note, using up to 250 characters. The program automatically wraps text as you reach the end of a line. If you wish to insert your own line breaks, press the Ctrl and Enter keys where you want a line break to occur.

Credit/Debit Note Detail Subtotal

The program displays the total of all item detail costs, if any, entered on the credit note or debit note, including tax-included amounts. This subtotal does not include tax amounts that are not included in item costs or the additional costs you added for the vendor.

Credit/Debit Note Total

The program displays the total of all item and/or additional costs and taxes for the credit note or debit note.

Estimated Tax

This is the tax amount that will be applied to the retainage invoice (if the tax authority allows you to defer tax on retained amounts on an original receipt and invoice).

If you are applying all tax amounts to the original invoice, this amount will be zero.

Retainage amounts are invoiced at a later time, in Accounts Payable.

Included Tax

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

Less Credit/Debit Note Discount

You can enter an optional discount percentage or discount amount for the entire document, or enter discounts for individual detail lines.

If you enter a discount for the entire document, Purchase Orders prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Less Retainage and Net Credit/Debit Note Totals

These fields appear if this credit or debit note is a job-related document that includes retainage amounts.

The Net Total is the total after retainage is deducted.

Number of Costs

The program displays the number of additional cost detail lines you entered for the document.

Check this number against source documents to make sure you entered all the details you require.

Number of Lines

The program displays the number of item detail lines you entered for the primary vendor on the document.

Check this number against source documents to make sure you entered all the details you require.

Number of Lines

The program displays the number of item detail lines you entered for the document.

Check this number against source documents to make sure you entered all the details you require.

Plus Additional Costs

The program displays the total amount of additional costs entered with the credit note or debit note, excluding taxes (except taxes that are included in the cost amounts).

This figure appears on credit notes or debit notes that include both item and additional cost details.

Plus Excluded Tax

This field displays the total excluded tax amount of all item and additional cost details for the vendor. This amount does not include taxes that are included in the cost amounts.

Total Weight

The program displays the total weight of the credited or debited goods, calculated from the weight and quantity entered for each item detail.

Use this amount to check shipping charges.

P/O Credit/Debit Note Entry Bill-To Location Information Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. Click the Zoom  button beside the Bill-To Location field, or press the F9 key in the field.

Overview

Use the Bill-To Location screen to edit an existing bill-to location address or to type a new billing address for the credit note or debit note.

Note: You do not have to enter a bill-to location code or address information.

Fields and Controls

Address

Use the **Address** field to type the address for the location, or edit the displayed information if necessary.

Bill-To Location

If you use Inventory Control and you selected a bill-to location code, the program displays the location code.

If you do not use Inventory Control, you can click the Zoom  button beside the field name.

Enter the bill-to location information by typing in the screen that appears.

Contact

Enter the name of a contact person, department, or position.

Description

Use the **Description** field to type a description of the location, such as a company name, or edit a displayed description if necessary. You do not have to include a description.

E-mail

Use the **E-mail** field to type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Use the **Fax Number** field to type the fax number for the location or edit a displayed number if necessary.

Phone Number

Use the **Phone Number** field to type the telephone number for the location or edit a displayed number if necessary.

P/O Credit/Debit Note Entry Detail Items/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.

2. Enter header information for the debit note or credit note, including the vendor number and, if you are crediting or debiting an existing invoice or return, specify the document number.
3. Select a detail line to credit or debit, and then press F9, or click the **Item/Tax** button.

Related Tasks

- "Entering a Credit or Debit Note for a Return or Invoice" (page 171)
- "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176)
- "Entering a Return for a Cleared or Missing Invoice" (page 166)
- "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176)
- "Prorating Additional Costs on Receipts" (page 141)
- "Returning and Issuing Credit/Debit Notes for Lotted Items" (page 190)
- "Returning and Issuing Credit/Debit Notes for Serialized Items " (page 188)

Overview

The Detail Items/Taxes screen contains the same fields as the detail entry grid on the Credit/Debit tab, plus additional tax-related fields that you use to view or change tax information for a selected detail.

Rather than displaying fields for all the details in tabular format, this screen lets you see all the fields for a single detail on a separate screen.

Use this screen to:

- View all the fields for a single credit note or debit note detail on a separate screen.
- Enter or edit credit note or debit note details, including tax classes and tax-included options.

Fields and Controls

Buttons

Add

Use the **Add** button to add a detail you entered in the Detail Items/Taxes screen.

Note: You cannot add details to an invoice or a return for an existing receipt.

Calculate Taxes

Click **Calc. Taxes** to see tax amounts for a detail before you post the document.

Tax amounts are not automatically calculated until you click Post, or click the Taxes tab or the Totals tab.

If you edit tax amounts on the Taxes tab, then click the **Calculate Taxes** button on any tab, the program replaces your changes with amounts recalculated using the tax tables from Tax Services.

Close

Click the **Close** button to close the Detail Items/Taxes screen, and return to the Credit/Debit tab. (You can also press the F9 key on your keyboard.)

Save

Use the **Save** button to save changes you made to a detail in the Detail Items/Taxes form.

Allocated Tax

This field displays the total tax amount that was allocated to the selected detail line for each tax authority.

Comments

To view comments for a selected detail line, click the Zoom  button beside the Comments field. The program displays any comments entered for the detail line on the invoice or return you are crediting or debiting, but you can change or delete them.

To enter comments for the selected detail, click the Detail Comments table, press the Insert key, and then type the comments on the new line.

Lines automatically wrap. If you want to start a new line before the line wraps, press Enter.

Tip: You can also press the Shift and F9 keys together to open or close the screen using your keyboard.

For more information, see "P/O Credit/Debit Note Entry Detail Comments Screen" (page 443).

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general

ledger account numbers using the Finder.

If you are working with an existing invoice or return, the program displays the account number entered with the detail on the invoice or return, but you can change the number.

Extended Cost

Type the extended cost for the number of units of the item that you are crediting or debiting.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Type the extended weight for the number of units of the item for which you that you are crediting or debiting.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Description

The program displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record, but you can change it.

If you entered a non-inventory item number, you can type a description for it.

Item Number

If you are entering a credit note or debit note to an existing invoice or return, the program displays the item number, and you cannot change it.

If you are entering a transaction without an invoice or return number, type the item number to use or select it from the Finder. If you use the Allow Non-inventory Item Number option, you can also type an item number that is not defined in your Inventory Control system.

Line Number

To select an existing line to edit, type its line number on the Detail Items/Taxes screen.

<p>Note: You cannot edit details of posted credit notes or debit notes.</p>
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You can add a new line to a credit note or debit note you are entering, providing you did not specify an invoice or return number on the Credit/Debit tab. Click the **New** icon beside the Line Number field.

Location

If you are entering a credit note or debit note without an invoice or return and if you use Inventory Control, type the location code or select it from the Finder.

If you are entering a credit note or debit note to an existing invoice or return number, the program displays the location code entered for the detail on the invoice or return. You cannot change it.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Optional Fields

If optional fields have been defined in Purchase Orders for credit/debit note details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Type the number of a sales order to which the detail applies. If you use Sage 300 Order Entry with Purchase Orders, you can also select an Order Entry order number from the Finder.

You can change or erase an order number that is displayed with a detail you added on the invoice or return.

Quantity

Type the number of units of the item for which you are being credited or debited.

Leave this field showing zero for displayed details (from an invoice or return) that are not included on the debit note or credit note. You can also delete displayed details if you are working with an invoice.

If you are working with serialized or lotted items, a separate screen appears after you specify a quantity, and then press Tab or Enter, prompting you to assign serial and/or lot numbers for the item.

Unit Cost

The program uses the unit cost to calculate the extended cost.

When adding new detail lines, you can edit the displayed cost for the item, or enter a cost for a non-inventory item number. If you change the unit cost, the program recalculates the extended cost.

If you are referencing an existing document, the program displays the cost previously specified for the item and unit of measure.

Note: In multicurrency ledgers, the cost is expressed in the vendor's currency.

If you are entering a credit note or debit note to an existing invoice or return, you can change the cost if you have authorization to do so. Make sure that the cost you enter is the correct item cost for the unit of measure.

Click the Finder  to display any vendor contract costs, regular vendor costs, and other costs maintained in Inventory Control.

If you are adding new detail lines, the program assigns costs as follows:

- If you have set up vendor contract costs, the program displays the contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified in the P/O Options screen.

On job-related documents, the default unit cost is determined as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

If you are entering a credit note or debit note to an existing invoice or return, the program displays the unit of measure entered for the detail on the invoice or return. You cannot change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM, but you can select another unit of measure from the Finder.

You must use one of the units of measure that is assigned to the item in Inventory Control. If you are entering a detail for a non-inventory item, type the unit of measure.

Unit Weight

Type the weight of a single unit of the item that you are crediting or debiting. The program displays the weight specified for the item on the invoice or return or in the item record (for new item details), but you can change it.

The program uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

Weight is expressed in the unit selected for the Weight Unit Of Measure option in the I/C Options screen.

You can see the total weight for the credited or debited items by clicking the Totals tab.

Vendor Item Number

Type the code the vendor uses to identify the item or edit a displayed code, if necessary.

If the vendor's item number is specified on the invoice or return for which you are entering a credit note or debit note, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Tax table

Allocated Tax

This column displays the tax amounts allocated to the selected detail line for each tax authority.

Detail Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. You can change the tax class (to another tax class that is assigned to the authority), but not the description.

To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Expensed Tax

The program displays the amount of tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the credit note or debit note.

Recoverable Tax

The program displays the amount of tax that can be recovered by your company, such as, for example, recoverable Canadian Goods and Services Tax (GST) amounts.

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.
- Tax rates are specified for the tax authorities and classes in Tax Services.

You cannot edit the tax amount for a detail except indirectly, by changing the tax class or tax-included option on the Detail Items/Taxes screen.

To edit tax amounts for the invoice, make your changes on the Taxes tab.

Tax Authority and Description

These columns list the tax authorities and that are assigned to the tax group you specified for the document.

Tax information is maintained in the Tax Services screens in Common Services.

Tax Base

This field shows, for the selected detail, the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

This field is particularly useful for items that have tax included in their prices.

Tax Included

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

P/O Credit/Debit Note Entry Detail Comments Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. On the Credit/Debit tab, click the **Comments/Instructions** field for the detail line you need.
3. Click the Zoom  button, or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to enter comments for a selected detail line.

To enter or edit a comment:

1. Type the comment, pressing Enter to start each new line.
2. When finished, click **Close** to close the screen.

To delete comments:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments by changing the entry in the **Comments** field to **No** on the Credit/Debit tab. If you use this method, your remarks are not deleted, but they are not printed on the credit note or debit note. If you decide to use the remarks later, change the **Comment** field to **Yes**. Your original remarks will reappear.

P/O Credit/Debit Note Entry Detail Costs/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. Enter header information for the debit note or credit note, specifying the vendor number and the invoice or return for which you are creating the debit note or credit note.
3. On the Additional Costs tab, add or select a detail line, and then click the **Cost/Tax** button or press the F9 key.

Related Tasks

- "Adding or Editing Details Using the Detail Items Taxes Screen" (page 175)
- "Entering or Editing Additional Costs on Credit and Debit Notes" (page 176)
- "Distributing Additional Costs to Multiple Receipts on a Debit Note" (page 178)

Overview

The Detail Costs/Taxes screen displays all the fields for an additional cost, so that you do not have to use the scroll bar to see all the information for a single additional cost detail.

Use this screen to:

- Check tax information and calculations for a selected additional cost.
- Edit the tax class and tax-included options for the tax authorities.
- Enter a comment for an additional cost.

Fields and Controls

Additional Cost (code) and Description

Type the code for the additional cost you want to add, or select the code from the Finder. If you are adding a cost for which no code is defined, skip this field, and then type the name of the cost in the **Description** field (the field beside the Additional Cost field in the Detail Items/Taxes screen).

Note: You cannot change the additional cost code when editing a detail from an invoice or return.

You use the Additional Costs screen, in the P/O Setup folder, to add or edit additional cost codes in Purchase Orders.

Allocated Tax

The program displays the amount of allocated tax for the detail. (Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.)

Amount

Type the amount of the cost (excluding taxes, unless you are entering a tax-included cost).

Comment

If desired, enter a comment for the detail, using up to 250 characters.

Lines automatically wrap, but if you want to start a new line before a line wraps, press the Ctrl and Enter keys together.

To open the screen, click the Zoom  button beside the field, or, with the insertion point in the field, press the Shift and F9 keys at the same time.

Expense Account

Type the account number, or select the account number from the Finder.

Expensed Tax

The program displays the amount of the tax that is separately posted (expensed) to a general ledger

account, rather than allocated to details on the invoice.

Item Number

The program displays the item number entered for the selected detail line.

Line Number

To add a new detail, skip the Line Number field. If an existing detail is displayed, click the New  button beside the field.

To select an existing line to edit or delete, highlight the line (or type its line number in the zoomed screen).

Note: You can edit additional cost details only until you post the credit note or debit note.

Net of Tax

The program displays the net amount of the additional cost you entered for the detail (excluding allocated taxes that are not included in the amount of the cost).

Optional Fields

If optional fields have been defined in Purchase Orders for additional cost details in credit/debit notes, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Proration

Select **No Proration**. You cannot prorate new additional cost details on credit notes or debit notes. You can only expense them to a general ledger account.

Recoverable Tax

The program displays the amount of the tax that can be recovered by your company (for example, recoverable Canadian Goods and Services Tax (GST) amounts).

Reference

Type an optional reference for the detail.

Return Expense Account

Type the number of the general ledger account to which to post the cost, or select the account number from the Finder.

Return Proration

You can select only **Expense** for the reparation method. You cannot reparate additional costs from credit notes or debit notes to item details.

Tax Amount

The program displays the amount of tax that is due to each tax authority.

Purchase Orders calculates a tax amount for each authority if:

- The vendor is subject to tax.
- The additional cost is taxable.
- Tax rates are specified for the tax authorities and classes in Tax Services.

Note: You cannot edit the tax amount for an additional cost detail (except indirectly, by changing the tax class or tax-included option).

Tax Authority and Description

These columns list the tax authorities and corresponding descriptions that are assigned to the specified tax group.

Tax authorities and other tax information is maintained in the Tax Services screens in Common Services.

Tax Base

The tax base shows, for each tax authority, the net cost of items before tax is added.

This field is useful for items that have tax included in their prices.

Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. You can change the tax class (to another tax class that is assigned to the authority), but not the description.

Tip: To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Tax Included

You can change this setting only if the tax authority allows tax to be included in prices.

P/O Credit/Debit Note Entry Cost Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Credit/Debit Note Entry**.
2. Enter header information for the debit note, specifying the invoice number for which you are creating a debit note.
3. Click the Additional Costs tab.
 - a. Select the additional cost you need to distribute to receipts.
 - b. Click the **Dist. Cost** button to open the Cost Allocation screen.

Related Tasks

- "Distributing Additional Costs to Multiple Receipts on a Debit Note" (page 178)

Overview

Use the Cost Allocation screen to distribute an additional cost to more than one receipt.

Note: This screen is available only if you are adjusting an existing additional cost from an invoice that is based on multiple receipts.

You cannot automatically prorate the costs to multiple receipts. Instead, you identify the amount to distribute to each receipt on the debit note.

You can prorate and allocate the additional cost amount manually, or you can let Purchase Orders automatically allocate amounts to receipts according to the proration method identified on the Additional Costs tab.

Fields and Controls

Buttons

Clear

Use the **Clear** button to clear all amounts in the screen.

Dist. Cost

Use the **Dist. Cost** button to open the Cost Allocation screen for an additional cost detail.

Redistribute

Use the **Redist.** button to have Purchase Orders automatically prorate the additional cost amount for the purchase orders.

Amount (additional cost detail total)

The program displays the amount you enter for the additional cost detail at the top of the Cost Allocation screen.

Amount (prorated for each receipt)

The program displays the amount of the additional cost allocated to each receipt when you click the **Redist.** button.

Note: To allocate the additional cost manually, you can enter amounts beside each receipt number. The sum of all the amounts you allocate to receipts must equal the total amount for the additional cost.

Billing Rate

If the receipt was job-related, Purchase Orders displays a billing rate for the cost that you are

allocating, along with the amount being allocated.

Note: The billing rate is also used to allocate additional costs to more than one purchase order.

If you are prorating the cost manually to other purchase orders, you can enter a different billing rate with each distribution.

Proration Method (display only)

You cannot change the proration method for an existing additional cost.

Receipt Number

The program displays the receipt numbers used in this invoice, credit note, or debit note. You cannot change the receipt numbers.

Retainage Percentage, Amount, and Period

For job-related documents to which retainage applies, the program displays additional retainage fields for each purchase order to which you can allocate additional costs.

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity, or prorating manually, the settings come from the vendor record.
- If you are not prorating, the retainage settings are based on the **Default Retainage From** option for the contract in Project and Job Costing.

P/O Invoice Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Invoice Entry**.

Secondary Screens

- "P/O Additional Costs Detail Costs/Taxes Screen" (page 503)
- "P/O Bill-To Location Screen" (page 491)
- "P/O Detail Comments Screen" (page 503)
- "P/O Cost Allocation Screen" (page 509)
- "P/O Create Invoice from Receipts Screen " (page 493)
- "P/O Remit-To Location Screen" (page 492)
- "P/O Lot Numbers Generation/Allocation Screen" (page 627)
- "P/O Serial Numbers Generation/Allocation Screen" (page 631)

Related Tasks

- "Entering an Invoice" (page 150)
- "Entering Additional Costs on Invoices" (page 153)
- "Receiving and Invoicing Lotted Items" (page 189)
- "Receiving and Invoicing Serialized Items " (page 187)

Overview

Use the P/O Invoice Entry screen to:

- Enter invoices for receipts of goods into Purchase Orders.
- Review existing invoices.
- Enter additional costs for invoices, and allocate additional costs for multiple receipts.
- Export invoices.

- Assign serial numbers to serialized items (if you use Serialized Inventory and Lot Tracking).
- Assign lot numbers to lotted items (if you use Serialized Inventory and Lot Tracking).

Note: Before entering invoices, make sure you post the receipts to which the invoices apply.

Additional Costs Tab

Use this tab to:

- Add additional costs charged on the shipment by either a primary vendor or a secondary vendor, such as for handling charges, service charges, and duty. For more information, see "About Vendors" (page 81).
- Specify how to prorate new additional costs or reprorate the costs if you return the items.
- Allocate new additional costs (added to the invoice) to one or more receipts.

Invoice Tab

Use this tab to enter:

- The receipt number (or numbers) to which the invoice applies.
- The invoice date.
- The invoice total.
- The billing address for the invoice.
- The remit-to location.
- An optional description and reference.
- The 1099/CPRS code and amount (for vendors who are subject to 1099 or CPRS reporting).
- Invoice details.

Optional Fields Tab

This tab appears if you have assigned optional fields to the P/O Invoice Entry screen (using the P/O Optional Fields setup screen).

If you have assigned optional fields to invoice and additional cost details, you can enter optional field information for each item on the individual detail lines. For more information about optional fields, see "About Optional Fields in Transactions" (page 80).

Rates Tab

This tab appears only if you use multicurrency accounting and you are entering an invoice for a primary vendor who does not use the functional currency.

Use the Rates tab to:

- Change the rate type, rate date, and exchange rate for converting the invoice amount from the vendor's currency to your functional (home) currency.
- Look up the rate information entered with the receipt.

For more information, see "About Vendors" (page 81).

Retainage Tab

This tab appears only if you select the **Retainage** option for job-related invoices. (This option appears only if you use retainage accounting in Accounts Payable.)

You use this tab to:

- Select payment terms for retained amounts.
- Specify whether to use the original retainage exchange rate for the receipt or use the current exchange rate (if the items were originally received in another currency).

Taxes Tab

Use this tab to:

- Check or change the vendor's tax group.
- Check tax information or edit the tax class and tax amount for the vendor's tax authorities.

Click the **Calc. Taxes** button to recalculate tax amounts after changing tax classes or the tax included option. (If you changed tax totals on the invoice, the **Calc. Taxes** button restores the original amounts.)

Terms Tab

Use this tab to:

- Check the vendor's terms.
- Enter or edit the due date and discount terms of an invoice.
- Edit a payment schedule when you are making a series of payments over time.

Payment terms can be as simple as a due date and a discount date and rate, or they can include payment schedules to allow for several installment payments.

All payment terms are defined in Accounts Payable but you can change them on the Terms tab before you post the invoice.

Totals Tab

Use this tab to:

- Check tax and detail totals.
- Verify invoice totals for the vendor.
- Enter a discount percentage or a total discount for the invoice. When you enter a discount on this tab, the program distributes the total amount to the invoice details, overwriting any discounts you entered for details.
- Enter comments for the invoice.
- Check the estimated weight of the goods for which you were invoiced.
- Check the number of item and additional cost details entered for the vendor on the invoice.
- Check the invoice subtotal and total additional costs and excluded taxes for the vendor.

Note:

- On invoices for the primary vendor, the Totals tab shows the total weight of the invoiced items, number of item and additional cost detail lines, tax information for the invoice, invoice subtotal (net of taxes and additional costs), totals of additional costs and taxes, and invoice total.
- On invoices for a secondary vendor, the Totals tab shows only the number of additional cost details, related tax information, invoice subtotal, excluded tax amount, and invoice total.

Fields and Controls

Buttons

Derive Rate

When Purchase Orders calculates the tax amount in a tax reporting currency, the program uses the Tax Reporting Currency Exchange Rate that appears (or that you enter) on the Rates tab.

However, if you have changed the tax reporting amount that appears on the Taxes tab, you can click the **Derive Rate** button to see the actual exchange rate between the tax amount and the tax reporting amount.

In other words, the **Derive Rate** button appears so you can derive the exchange rate for the tax reporting currency, if you change the calculated amount on the Taxes tab.

Distribute Cost

Use the **Distribute Cost** button to allocate a new additional cost to multiple receipts.

Select the additional cost detail on the Additional Costs tab, and then click the **Distribute Cost** button to open the P/O Cost Allocation screen. For more information, see "P/O Cost Allocation Screen" (page 509).

Purchase Orders automatically allocates the additional cost amount according to the proration method you selected on the Additional Costs tab. However, you can enter different amounts for each receipt manually.

Calc. Taxes

Click the **Calc. Taxes** button to see tax amounts for a detail before you post the document.

Note: Tax amounts are not calculated automatically until you click the Taxes tab or the Totals tab, or you post the purchase order.

Cost/Tax

Click the **Cost/Tax** button to open the "P/O Additional Costs Detail Costs/Taxes Screen" (page 503). (Highlight the line on the Detail table on the Additional Costs tab, and then click the **Cost/Tax** button.)

On the P/O Detail Costs/Taxes screen, you can:

- View existing additional cost details.
- Add new additional cost details.
- Check the tax information or change the tax classes and taxable status for a single detail.
- Allocate the additional cost to multiple receipts using the **Distribute Cost** button.

History

Click the **History** button to open the P/O Purchase History screen, where you can check information about the items you have purchased from your vendors.

For more information, see "P/O Purchase History Screen" (page 375).

Item/Tax

Click the **Item/Tax** button to open the P/O Detail Items/taxes screen for a detail so that you can check the tax information and change the tax classes and taxable status for the selected detail. You can also add new details.

For more information, see "P/O Invoice Entry Detail Items/Taxes Screen" (page 494).

Post

Click **Post** to post the document, including any changes you made to an existing document.

Currency

In multicurrency ledgers, the vendor's currency code is displayed after you enter the vendor number. All amounts you enter for the invoice will be in the vendor's currency.

The currency is assigned for the vendor in Accounts Payable and you cannot change it in Purchase Orders.

Entered By

If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.

Invoice Number

Use the **Invoice Number** field to enter a new invoice number or select an existing invoice.

Purchase Orders does not assign invoice numbers. You should use the number on the vendor invoice.

You can:

- **Start a new invoice.** You can click the New  button beside the field to clear existing information from the screen, or simply enter the new invoice number using up to 22 characters, and then press Tab.
- **View an invoice you posted previously.** Use the navigation buttons or the Finder  beside the field to select it. Note that you cannot make changes to invoices after posting them.

If necessary, you can enter more than one invoice with the same invoice number, for either the same vendor or different vendors.

When you enter a duplicate invoice number, a screen displays all invoices with the specified invoice number. On this screen, you can choose to create a new invoice with the same number or display other invoices with that number.

Subtotal

The **Subtotal** field displays the total of all item and additional cost details on the invoice.

This amount does not include taxes (unless tax amounts are included in detail cost amounts).

Vendor Number

Identifies the vendor from whom you received the invoice. The vendor number sets the default tax group and payment terms. In multicurrency systems, the vendor number also specifies the currency of the document.

You can enter any vendor number for the invoice, even if the vendor was not entered on the receipt. This feature lets you enter invoices for additional costs that were not included on the receipt, and prorate the new costs to the items on the receipt.

If you do not enter the vendor number before selecting a receipt number, the primary vendor number is automatically displayed, but you can change to another vendor number to enter an invoice for additional costs that were charged on the receipt, or for new additional costs.

- To select an existing vendor, use the Finder , or type the number and then press Tab.
- To display address information for a selected vendor, click the Zoom  button beside the **Vendor Number** field.
- To add a new vendor, do one of the following:
 - If you want to add the vendor record now, click the New  button after typing the vendor number.
 - If you do not want to add the vendor record now, enter only the vendor number. (You can enter the vendor name on the next tab.)

Warning! Although you can add a purchase order before you add the vendor record in Accounts Payable, you should not use this option in a multicurrency system.

Additional Costs tab

Use the Additional Costs tab to:

- Add additional costs charged on the shipment by either a primary vendor or a secondary vendor, such as for handling charges, service charges, and duty. For more information, see "About Vendors" (page 81).
- Specify how to prorate new additional costs or re-prorate the costs if you return the items.
- Allocate new additional costs (added to the invoice) to one or more receipts.

Additional Cost

Type the code for the additional cost you want to add, or select the code from the Finder.

If you are adding a cost for which no code is defined, skip this field and type the name of the cost in the **Description** field (the field beside the Additional Cost field in the Detail Cost/Taxes screen).

Note: You use the Additional Costs screen (in the P/O Setup folder) to maintain the additional cost charges you use in Purchase Orders.

Amount

Use the **Amount** field to enter the amount of the cost (excluding taxes, unless you are entering a tax-included cost).

Billing Type, Billing Rate, and A/R Item Number (job-related only)

For additional costs on job-related invoices, you also specify the Billing Type, Billing Rate, and AR Item Number that will be used for the customer invoice.

These fields will only appear for job-related invoices.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.

- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.
- If a job-related additional cost is prorated by cost, quantity, or weight, the specified billing rate in functional currency will be prorated to the item details for projects that are Time and Materials or Fixed Price with an accounting method of Billings and Costs or Accrual-Basis.

The billing rate is not prorated to item details for Cost Plus or Fixed Price projects with completed project or project percentage complete accounting methods. Instead, it is converted to the contract

customer's currency when it is prorated to the item details during day end processing (using the current exchange rate).

The prorated billing rate for each detail is not displayed (and, therefore, you cannot change it).

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Calculate Labor

Select the **Calculate Labor** field if you want Project and Job Costing to calculate labor amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Do not select this option for an additional cost for which you don't want to calculate labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Calculate Overhead

Select the **Calculate Overhead** field if you want Project and Job Costing to calculate overhead amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Overhead is usually calculated on the discounted extended amount.

For example, you would not select this option if an invoice or debit note had additional shipping costs for which you didn't want to calculate overhead or labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Contract, Project, Category and Resource (job-related only)

If the invoice is job-related, specify for each additional cost detail where the items or resources are going to be used. If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, the program displays them instead.

You will also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM for the additional cost.

Note: You specify this information only if you are not prorating the cost to individual detail lines (No Proration). The fields are disabled if you are prorating by cost, quantity or weight, or prorating manually (where you allocate costs to the individual lines on the Distribute Additional Costs screen). You enter/select the resource using the Item Number field.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Distribute Proration

If you selected manual proration, click this column heading to open the "P/O Distribute Proration Screen" (page 511). You must calculate all the costs and associated allocated taxes to prorate manually for each detail, then enter the amounts with the details.

Expense Account

When entering an additional cost detail that you will expense to a general ledger account, enter the account number in this field.

You do not enter a general ledger account number when you select a proration method for the detail.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Net of Tax

This field displays the net amount of the additional cost you entered for the detail (excluding allocated taxes that are not included in the amount of the cost).

Optional Fields

If optional fields have been defined in Purchase Orders for additional cost details for a transaction screen, an Optional Fields column appears in the detail entry table on the Additional Costs tab. You can click the column heading to display the optional fields assigned to a selected detail, and edit their contents.

In the Detail Costs/Taxes screen, you click the Zoom  button beside the Optional Fields field to display the optional fields for a detail.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Proration Method

For new additional cost details, specify whether to prorate the cost to the received items by cost, quantity, or weight, or to expense the cost to a general ledger account.

You cannot change the proration method on an additional cost detail that was added to the receipt you are now invoicing. Note that you can manually prorate additional costs only on receipts. The option is not available on invoices.

If you are adding additional costs for non-inventory items, you must select **No Proration**. If you choose to prorate by quantity, cost, or weight, the program will display an error message and prevent you from posting the invoice.

Receipt Number

Purchase Orders displays the receipt number for each detail, indicating the source of the detail.

Reference

Enter optional reference information for the detail.

Return Expense Account

In this field, enter the general ledger account number to which to post prorated additional cost amounts if you return items.

Return Proration

For new additional cost details, choose whether to reprorate the cost to the other items on the

receipt if you return items with prorated costs. You can reprorate the cost amount, leave it as originally prorated, or expense it to a general ledger account.

You cannot change the reproration method on an additional cost detail that was added to the receipt you are now invoicing.

Tax Included

This field displays the total amount of taxes included in the additional cost amount.

Tax Included

In the Detail table, this field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

On the zoomed Detail Items/taxes screen, this field displays Yes or No to indicate whether tax amounts are included in the item cost for each tax authority. The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note: You can select **Yes** only if the tax authority is set up in Tax Services to allow tax-included costing.

You can also edit total tax amounts on the Taxes tab.

Allocated Tax

This field displays the amount of allocated tax for the detail. (Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.)

Invoice tab

Use the Invoice tab to enter:

- The receipt number (or numbers) to which the invoice applies.
- The invoice date.
- The invoice total.
- The billing address for the invoice.
- The remit-to location.
- An optional description and reference.
- The 1099/CPRS code and amount (for vendors who are subject to 1099 or CPRS)

reporting).

- Invoice details.

Bill-to Location

Use the **Bill-to Location** field to edit an existing bill-to location address or to type a new billing address for the invoice. You do not have to enter a bill-to location code or address information.

If you use Inventory Control, select a location code to which the invoice will be sent for payment.

For more information, see "P/O Bill-To Location Screen" (page 491).

Description

Use the **Description** field to enter an optional description for the invoice.

The description, if any, entered on the receipt is displayed but you can change it.

From Multiple Receipts

If you are creating an invoice based on several receipts, select this option, then use the Zoom  button to open the P/O Create Invoice From Receipts screen.

Note: You must enter a vendor number before you can select this option. After you select this option, the **Receipt Number** field is no longer available for the invoice. Likewise, after you enter a receipt number, you can no longer select **From Multiple Receipts**.

Use the Create Invoice From Receipts screen to select the receipts to which the invoice applies, then click the **Invoice** button to add the details to the invoice you are creating.

For more information, see "P/O Create Invoice from Receipts Screen " (page 493).

Invoice Date

Use the **Invoice Date** field to enter the date you want to use as the invoice date.

You can specify a fiscal year and period that do not correspond to the invoice date.

The program displays session date you used to sign in to Sage 300.

You can change the posting date if you want a different date for the G/L transactions when they are posted in the General Ledger. (The posting date determines the fiscal year and period displayed beside the Posting Date field.)

Invoice Total

Enter the total invoice amount, including taxes and additional costs.

When you post the invoice, the program checks the amount you entered as the invoice total against the total of the details and taxes you enter with the invoice. You cannot post the invoice if these totals do not balance.

Job Related

If the receipt is job related, the **Job Related** option is selected, and you cannot change this selection. If you use retainage accounting, you can specify that the invoice uses retainage.

Because the invoice is job related, fields appear in the details section, enabling you to enter the contract, project, category, cost class and resource for each detail. Additional detail fields let you enter the customer billing type, billing rate, and A/R item used for billing.

Note: If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, those terms appear here.

On Hold

Select the **On Hold** option to prevent this invoice from being paid in Accounts Payable.

If you want to pay this invoice later, you will have to edit the invoice in Accounts Payable, and clear this option.

PO Number

If you are entering an invoice to a receipt that specified a purchase order number, the purchase order number is displayed for your information.

Posting Date

Enter the posting date for the transaction.

The posting date is different from the document date. The posting date is the date for transactions being posted to the General Ledger, so it also determines the contents of the Fiscal Year and Period fields.

If you have a multicurrency system, currency revaluation uses posting dates to select open documents for revaluation purposes, and thus, revaluation adjustments are posted to General Ledger in the correct fiscal year and period.

Depending on your settings in the P/O Options screen, Purchase Orders automatically displays the session date or the document date by default in this field.

You can change the posting date, but you cannot separately change the fiscal year and period.

Note: If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

Receipt Date

After you select the receipt number for the invoice, the receipt date is displayed for your information.

Receipt Number

Use the **Receipt Number** field to enter the receipt number that you are invoicing, or select it from the Finder. (The receipt must exist in Purchase Orders.)

When you enter the receipt number, all receipt details and other information for the selected vendor are displayed in Invoice Entry. You cannot change the tax group or add or delete item detail lines (for the primary vendor). You can add additional cost details.

The receipt details that appear include all item and additional cost details for the primary vendor, or all the additional costs for vendors who charged only additional costs on the original receipt.

Note: You can enter any number of invoices for a receipt. Only receipt details that have not already been fully invoiced can be used in the current invoice. Once all the details are fully invoiced, you can no longer use the receipt in an invoice.

Reference

Enter optional reference information for the document. If reference information was entered for the receipt, it appears here, but you can change it.

Remit-To Location

Use the **Remit-To Location** field to look up the address information entered for the selected remit-to location. Address information appears only if you select a remit-to code for the vendor.

You cannot edit information in this screen. Use Accounts Payable to add and edit remit-to locations for vendors.

If a primary remit-to address is assigned for the vendor in Accounts Payable, the code for the address appears automatically but you can change it.

When you post the invoice, the remit-to location you specify is included on the invoice created by Day End Processing for Accounts Payable.

Retainage

If the **Retainage** option is selected in Accounts Payable, you can select retainage accounting for the invoice.

Additional retainage fields appear for each invoice detail line to let you enter a different retainage percentage and period.

On the Retainage tab, you can specify the retainage terms and specify the exchange rate that you use for multicurrency retainage invoices.

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.

Year and Period

This is the fiscal year and period to which the invoice transactions will be posted in the general ledger. You can change the fiscal period by changing the posting date.

You can enter a different invoice date, and you can enter a different posting date for the document.

Note: You cannot post transactions to closed fiscal periods.

1099/CPRS Amount and Code

These fields appear only if the Subject To 1099 Reporting option is selected for the vendor in Accounts Payable.

For vendors who are subject to 1099 reporting, enter the 1099 code and amount.

The 1099 code and amount are included on the invoice created by Day End Processing for Accounts Payable.

Details table

Use the Details table on the Invoice tab to:

- Edit or remove item detail lines for an invoice from a primary vendor. For more information, see "About Vendors" (page 81).

Note: You cannot add more detail lines to the invoice tab. All lines must have been on the receipt. You can, however, add costs to the Additional Costs tab, and you can change the quantity being invoiced.

- Edit received quantities, item costs, and detail discounts, if you have security rights to do so.
- Enter comments and optional fields for the details.
- Display all the fields, including tax fields, for a selected detail on the P/O Item/Tax Detail screen.

Allocated Tax

This field displays the total tax amount that was allocated to the selected detail line for each tax authority.

Billing Type, Billing Rate, and A/R Item Number (job-related only)

For job-related invoices, you also specify the billing type, billing rate, and AR item number that will be used for the customer invoice.

You must select the **Job Related** option on the Invoice tab for these fields to appear.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Contract, Project, Category and Resource (job-related only)

If the invoice is job related, specify for each purchase order detail where the items or resources are going to be used. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, those terms appear here.

For job-related invoices:

- You must select the **Job Related** option for these fields to appear.
- You also specify the billing type, billing rate, and A/R item number for the customer invoice near the end of the detail line.
- You select the resource using the **Item Number** field.

- If the invoice is being created from multiple receipts, all receipts must be either job-related or non-job-related.
- Purchase Orders updates the committed quantities and costs for jobs with the amounts on purchase orders.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

This field displays the cost class for the category used in each detail. You cannot change this field.

Item Number

Use the **Item Number** field to specify the resource for this detail.

You must specify a resource that you have assigned to the project in Project and Job Costing (such as an equipment code or a subcontractor code). You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Discount %

Enter a percentage to calculate the discount amount for the item detail.

If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire invoice on the Totals tab. Purchase Orders then prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Discount Amount

Enter an amount in the **Discount Amount** field to calculate and display the discount percentage

based on the extended cost. Alternatively, you can enter a percentage in the **Discount %** field, and let the program calculate the discount amount.

If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire invoice on the Totals tab. Purchase Orders then prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

You can enter a separate discount percentage or amount for each detail. When you enter a discount amount, the program calculates the discount percentage, and displays the result in this field. If you enter a percentage, the program calculates and displays the discount amount.

Note: If you enter a discount for the invoice on the Totals tab, the program distributes the total discount amount to the details, overwriting any detail discounts you entered.

Discountable

Select **Yes** in the **Discountable** field if the vendor payment terms allow early payment discount.

Discounted Extended Cost

This field displays the extended cost less the discount amount.

Expense Account

If you entered a non-inventory item number for the detail line, enter the account number of the general ledger expense account to which you want to post the detail.

This field displays the number entered with the detail on the receipt, but you can change the number.

For new detail lines, this field displays the account number specified on the P/O Options screen for the **Default Inventory Expense Account** option.

Extended Cost

Enter the extended cost for the number of units of the item that you ordered.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Enter the extended weight for the number of units of the item that you ordered.

If you change the extended weight, Purchase Orders automatically recalculates the unit weight.

The total weight entered for all items on the purchase order appears on the Totals tab.

Fully Invoiced

Use the **Fully Invoiced** field to indicate whether the detail line is now fully invoiced:

- If the quantity invoiced equals the quantity you received for the detail, accept **Yes** in this field.
- If the quantity invoiced is less than the quantity received, either double-click the field or press the spacebar to select **No**.

Note: When working with a serialized or lotted item, **Yes** can appear by default when the receipt number is entered. This cannot be changed to **No** for serial and lot detail lines and they will be marked as fully invoiced even if the **Quantity Invoiced** field is changed to less than the quantity received.

Item Description

This field displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record. If necessary, you can change it.

If you enter an item number that does not exist in Inventory Control, you also enter the description for the item. You can enter non-existent item numbers only if you selected the **Allow Non-inventory Items** option on the P/O Options screen.

Purchase Orders displays the item description that was entered with the detail on the receipt, but you can change it.

Item Number

The program displays the item number that was entered with the detail on the receipt.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

This field displays the location code entered for the detail on the receipt.

Manufacturer's Item Number

If you entered a manufacturer's item number in the **Item Number** field on the requisition or purchase order, the number appears in the **Manufacturer's Item Number** field.

Manufacturer's item numbers are alternative item numbers— such as bar codes or shortcut codes— that identify your inventory items. You set up manufacturer's item numbers in Inventory Control.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

Use the **Non-Stock Clearing Account** field to change the non-stock clearing account associated with this item's account set.

If the item used in the detail is a non-stock item, the non-stock clearing account associated with the item's account set appears.

If you are returning a non-stock item, the non-stock clearing account associated with the item's account set appears. You can specify a different account, if necessary.

Optional Fields

Optional fields are fields that have been added by your company to the transaction-entry screens and detail lines in purchase orders transactions.

Note: You must have Transaction Analysis and Optional Field Creator to add and use optional fields.

If the Optional Fields column appears, you can click the column heading to display the optional fields that have been assigned to this screen, and edit their contents.

Optional field information on invoice detail lines is inherited from any matching optional fields in the receipts.

If the optional fields were not on the receipt:

- For non-job related invoices, optional field information defaults come from item records or, if the fields do not match, from the default value in the P/O Optional Fields screen.
- For job-related invoices, the optional field defaults depend on the contract style and project type.

If you use the same optional fields for categories or resources in Project and Job Costing, default optional field information will be inherited from the category for basic projects, or from the resource with standard projects.

For more information, see "About Optional Fields" (page 51).

Order Number

Enter the number of a sales order for which you are creating the detail. If you use Sage 300 Order Entry with Purchase Orders, you can also use the Finder  to select an Order Entry order number.

You can change or erase an order number that is displayed with a detail you added from a purchase order or posted previously with the screen.

If you change an order number that is displayed with a detail line, the new order number does not replace the previous number on the corresponding receipt and will not be reported on the P/O Shippable Backorders report.

You also enter the unit weight, extended weight, vendor item number, comments, and the G/L expense account specified for non-inventory items.

Quantity Invoiced

Use the **Quantity Invoiced** field to edit the number of units of the item that you received.

If the item is a serialized and/or lotted item, you may have to allocate numbers in a separate screen. Purchase Orders displays the number of units entered for the detail on the receipt, in the unit of measure selected for the detail.

Be sure that any new quantity you enter is in the unit of measure that is used for the detail. You cannot change the unit of measure on the invoice.

If you increase or decrease the invoiced quantity, the **Quantity Invoiced** field is updated on the purchase order. During posting or during Day End Processing, item costs are updated in Inventory Control and, if necessary, new general ledger transactions are created to reflect the change.

Receipt Number

Purchase Orders displays the receipt number for each detail, indicating the source of the detail.

Retainage %, Retainage Amount, and Retention Period

If the **Retainage** option was selected for the receipt, retainage-related fields appear for each invoice detail line.

The default retainage percentage and retention period that appears in these fields are based on the **Default Retainage From** option for the contract in Project and Job Costing.

On the Retainage tab, you can specify the exchange rate that you want to use for the retainage amount on multicurrency invoices.

Note: Retainage accounting applies only to job-related transactions, and is available only if you selected retainage accounting in Accounts Payable.

Tax Included

In the Detail table, this field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

On the zoomed Detail Items/taxes screen, this field displays Yes or No to indicate whether tax amounts are included in the item cost for each tax authority. The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note: You can select **Yes** only if the tax authority is set up in Tax Services to allow tax-included costing.

You can also edit total tax amounts on the Taxes tab.

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.
- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

This field displays the unit of measure entered for the detail on the receipt.

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the

weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Optional Fields tab

The Optional Fields tab contains optional fields added by your company that apply to the transaction as a whole. Optional fields on detail lines apply to the individual transaction detail.

This tab appears only if you use Transaction Analysis and Optional Field Creator.

For more information, see "About Optional Fields" (page 51).

Rates tab

This tab appears if you use multicurrency accounting. Use it to review and edit exchange rates for Purchase Orders documents.

Invoice Exchange Rate

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

The program also displays the exchange rate entered on the receipt.

Invoice Rate Date

Type or select the date to use to select the exchange rate for the document you are entering.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

Invoice Rate Type

Use the **Invoice Rate Type** field to enter the rate type code.

Purchase Orders uses rate types when converting multicurrency amounts on the invoice to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

Receipt Exchange Rate

This field displays the exchange rate entered on the receipt.

Receipt Rate Date

This field displays the rate date used with the receipt.

Receipt Rate Type

This field displays the rate type used with the receipt.

Retainage tab

This tab appears only if you select the **Retainage** option for job-related invoices. (This option appears only if you use retainage accounting in Accounts Payable.)

You use this tab to:

- Select payment terms for retained amounts.
- Specify whether to use the original retainage exchange rate for the receipt or use the current exchange rate (if the items were originally received in another currency).

Taxes tab

Use the Taxes tab to:

- Check or change the vendor's tax group.
- Check tax information or edit the tax class and tax amount for the vendor's tax authorities.

Import Declaration Number

If the invoice is for imported goods, enter the import declaration number for the invoice. This number is required for tax purposes in some jurisdictions (such as Malaysia and Singapore).

Tax Group

For new vendors (not yet added to Accounts Payable), select the tax group that identifies the tax authorities to which the vendor is subject. You must use a tax group that is defined for your company in Common Services.

When entering invoice information for a vendor who is defined in Accounts Payable, you can change the default tax group.

You must enter a valid tax group for every invoice vendor.

Total Tax

This field displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the **Calculate Taxes** button.

Table

Retainage Tax Amount

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the amount of tax calculated for this authority for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Retainage Tax Base

The retainage tax base is the amount (before included taxes) used as the base for calculating taxes on the retained amount.

Essentially, the retainage tax base is the retainage portion of the document (excluding tax) if you report tax for retainage amounts at the time that you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Reverse Charges Amount

From all details in the document, the total of reverse chargeable tax amounts owed to a tax authority, if the Reverse Charges Base for the tax authority is above the reverse charges threshold amount for the tax authority. If the Reverse Charges Base is not above the reverse charges threshold amount, this field displays 0.

<p>Note: The amount in this field is calculated automatically, but you can change it.</p>
--

Reverse Charges Base

From all details in the document, the total of Tax Base amounts used to calculate reverse chargeable tax amounts owed to a tax authority.

Tax Amount

This field displays the amount of tax that is due for each authority.

For each authority, Purchase Order calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.
- Tax rates are specified for the tax authorities and classes in Tax Services.

If no tax amounts appear, click the **Calculate Taxes** button.

Tax amounts are not automatically calculated on a purchase order until you post it or click the Totals tab.

Tax Authority and Description

These columns list the codes and corresponding descriptions for all the tax authorities in the tax group specified for the document.

You enter tax information in the Tax Services module in Common Services.

Tax Base

The tax base shows, for the tax authority, the net cost of items before tax is added. (This field is useful for items that have tax included in their prices.)

Tax Excluded

The program displays the total amount of tax that is not included in item costs for the authority.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Tax Reporting Currency

Tax reporting fields appear on the Taxes tab only if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

Along with the tax reporting currency, the program displays the amount of included and excluded tax to be reported in that currency on tax tracking reports for all the tax authorities listed on the document.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Tax Reporting Total

This field displays the sum of the tax reporting amounts for all tax authorities.

It appears only if the tax reporting currency for the tax group is different from your functional currency and the vendor's currency.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Total Retainage Tax

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the total amount of tax calculated for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears on job-related documents only if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Vendor Tax Class and Tax Class Description

These columns list the tax classes that are assigned to the tax authorities to which the vendor is subject, and their corresponding descriptions.

You can change a tax class to another tax class that is assigned to the authority, but not the description.

To change the description for the tax class or make other changes for the specified tax group, use the Tax Services screens in Common Services.

Terms tab

Use the Terms tab to

- Check the vendor's terms.
- Enter or edit the due date and discount terms of an invoice.
- Edit a payment schedule when you are making a series of payments over time.

Amount Due

Enter the amount due for each of the payments in a schedule.

As of Date

Enter the date from which the terms are calculated. Purchase Orders automatically displays the document date, but you can type another date.

For example, if the first payment is not due for six months (so you would consider the first invoice date as six months from today), add six months to the **As of Date**, then press the Tab key to recalculate the schedule.

Discount %

This field displays the discount percentage specified for the terms code, if any.

You can change the displayed rate. If the terms code does not use discounts, you can enter a discount percentage for the individual invoice, if necessary.

Discount Amount

This field displays the discount amount specified for the terms code, if any.

You can change the displayed amount. If the terms code does not use discounts, you can enter a discount amount for the individual invoice, if necessary.

Discount Date

If the terms code uses discounts, this field displays the date on which the period for an early-

payment discount expires. You can change the date.

If the terms code does not use discounts, this field displays the session date. You can assign a discount amount and date for an individual invoice.

Due Date

This field displays the due date calculated from the invoice date and the specifications for the terms code but you can change the date, if necessary.

Number of Payments

When you specify a terms code that uses a payment schedule, this field displays the number of payments permitted in the schedule.

You can enter payment amounts for all the payments in the schedule, or for only some of them. You cannot enter more payments than are permitted by the schedule.

Edit the terms code in Accounts Payable to change the number of payments in a payment schedule.

Payment Number

When you are entering a payment schedule, this field displays the number of each payment line.

Terms Code

Use the **Terms Code** field to add or change the code that identifies the payment terms the vendor allows your company.

To change a terms code, type the new code or select the code from the Finder. You must enter a terms code for each vendor and you must use one of the terms codes you have defined in Accounts Payable.

You can also edit dates, payment, and discount information on the Terms tab.

Totals tab

Use the Totals tab to:

- Check tax and detail totals.
- Verify invoice totals for the vendor.

- Enter a discount percentage or a total discount for the invoice. When you enter a discount on this tab, the program distributes the total amount to the invoice details, overwriting any discounts you entered for details.
- Enter comments for the invoice.
- Check the estimated weight of the goods for which you were invoiced.
- Check the number of item and additional cost details entered for the vendor on the invoice.
- Check the invoice subtotal and total additional costs and excluded taxes for the vendor.

Comment

Enter an optional comment for the invoice, up to 250 characters.

Estimated Tax

This is the tax amount that will be applied to the retainage invoice (if the tax authority allows you to defer tax on retained amounts on an original receipt and invoice).

If you are applying all tax amounts to the original invoice, this amount will be zero.

Retainage amounts are invoiced at a later time, in Accounts Payable.

Included Tax

This field displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Invoice Detail Subtotal

This field displays the total of all item detail costs, if any, entered from the invoice, including tax-included amounts.

The subtotal does not include tax amounts that are not included in item costs or the additional costs you added for the vendor.

Less Invoice Discount

You can enter an optional discount percentage or discount amount for the entire document, or enter discounts for individual detail lines.

If you enter a discount for the entire document, Purchase Orders prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Less Retainage

This field appears if this invoice is a job-related document that includes retainage amounts.

Net Invoice Total

This field appears if this invoice is a job-related document that includes retainage amounts.

Number of Costs

The program displays the number of additional cost detail lines you entered for the document.

Check this number against source documents to make sure you entered all the details you require.

Number of Lines

The program displays the number of item detail lines you entered for the primary vendor on the document.

Check this number against source documents to make sure you entered all the details you require.

Plus Additional Costs

This field displays the total amount of additional costs entered with the invoice, excluding taxes (except taxes that are included in the cost amounts).

This figure appears on invoices for primary vendors that include both item and additional cost details.

Plus Excluded Tax

This field displays the total excluded tax amount of all item and additional cost details for the vendor. This amount does not include taxes that are included in the cost amounts.

Total Invoice

This field displays the total of all item and/or additional costs and taxes for the vendor and invoice.

Total Reverse Charges

The total of Reverse Charges Amounts for the document.

Total Tax

This field displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the **Calculate Taxes** button.

Total Weight

This field displays the total weight of the invoiced goods, calculated from the weight and invoiced quantity entered for each item detail.

Use this amount to check invoiced shipping charges.

P/O Bill-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Click the Zoom  button beside the Bill-To Location field, or press the F9 key in the field.

Overview

Use the Bill-To Location screen to edit an existing bill-to location address or to type a new billing address for the invoice.

Fields and Controls

Address

Use the **Address** field to type the address for the location, or edit the displayed information if necessary.

Bill-To Location

If you use Inventory Control and you selected a bill-to location code, the program displays the location code.

If you do not use Inventory Control, you can click the Zoom  button beside the field name.

Enter the bill-to location information by typing in the screen that appears.

Contact

Enter the name of a contact person, department, or position.

Description

Use the **Description** field to type a description of the location, such as a company name, or edit a displayed description if necessary. You do not have to include a description.

E-mail

Use the **E-mail** field to type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Use the **Fax Number** field to type the fax number for the location or edit a displayed number if necessary.

Phone Number

Use the **Phone Number** field to type the telephone number for the location or edit a displayed number if necessary.

P/O Remit-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.

2. Click the Zoom  button next to the Remit-To Location field, or click the **Remit-To Location** field, and then press the F9 key.

Overview

Use this screen to look up the address information entered for the selected remit-to location. Address information appears only if you select a remit-to code for the vendor.

You cannot edit information on this screen. Use Accounts Payable to add and edit remit-to locations for vendors.

P/O Create Invoice from Receipts Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Do one of the following:
 - Click the Zoom  button beside the **From Multiple Receipts** option.
 - Select the **From Multiple Receipts** option, and then press F9.

Overview

Use the P/O Create Invoice from Receipts screen to select multiple receipts and add them to an invoice.

When you create an invoice from more than one receipt:

- All of the invoice header information (including the fields on the Optional Fields tab) will come from the first receipt that you select.
- You cannot change the tax group or add or delete item detail lines (for the primary vendor).
- You can add additional cost details.
- The receipt details that appear include all item and additional cost details for the primary vendor, or all the additional costs for vendor who charged only additional costs on the original receipts.
- Once all the details from a receipt are fully invoiced, you can no longer use the receipt in an invoice

Fields and Controls

Buttons

Close

Click this button to close the screen.

Note: If you click **Close** without first clicking **Invoice**, receipt details are not added to the invoice.

Invoice

Click this button to add the receipt details from the selected receipts to the invoice.

Receipt Number

If you are creating an invoice based on multiple receipts, you use this field to specify the receipts to use. You can enter receipt numbers manually or you can select them using the Finder .

P/O Invoice Entry Detail Items/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Enter header information for the invoice, including the invoice number, vendor number, and the receipt or receipts that you are invoicing.
3. On the detail entry table, select a detail line, and then press F9 or click the **Item/Tax** button.

Related Tasks

- "Entering an Invoice" (page 150)
- "Entering Additional Costs on Invoices" (page 153)
- "Receiving and Invoicing Lotted Items" (page 189)
- "Receiving and Invoicing Serialized Items " (page 187)

Overview

Use the Invoice Entry Detail Items/Taxes screen to check and edit invoice detail lines.

The Detail Items/Taxes screen contains the same fields as the detail entry grid on the Invoice tab, plus additional tax-related fields that you use to view or change tax information for a selected detail.

Rather than displaying fields for all the details in tabular format, this screen lets you see all the fields for a single detail on a separate screen without needing to scroll.

Press F9 or click **Close** to return to the Invoice tab.

Fields and Controls

Buttons

Calc. Taxes

Click the **Calc. Taxes** button to see tax amounts for a detail before you post the document.

Note: Tax amounts are not calculated automatically until you click the Taxes tab or the Totals tab, or you post the purchase order.

Save

Use the **Save** button to save the changes you make to a detail in the Detail Items/Taxes screen.

Allocated Tax (total for detail)

The program displays the total amount of tax allocated to the detail in the top part of the Detail Items/Taxes screen. (Allocated tax is broken down by tax authority in the tax table in the lower portion of the screen.)

Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.

Comments

To view comments for a selected detail line, click the Zoom  button beside the Comments field. The program displays any comments entered for the detail line on the receipt, but you can change

or delete them.

Tip: You can also press the Shift and F9 keys together to open or close the screen using your keyboard.

To enter comments for the selected detail, click the Detail Comments table, press the Insert key, and then type the comments on the new line.

Lines automatically wrap. If you want to start a new line before the line wraps, press Enter.

For more information, see "P/O Detail Comments Screen" (page 503).

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

The program uses the amount you enter in this field to calculate the discounted extended cost for the item detail. If you enter a discount amount, the program calculates and displays the discount percentage based on the extended cost. (Alternatively, you can enter a percentage in the Discount % field, and let the program calculate the discount amount.)

If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire receipt on the Totals tab. Purchase Orders then prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Discounted Ext. Cost

The program displays the item cost, less the discount amount, in this field.

Expense Account

If you entered a non-inventory item number for the detail line, enter the account number of the

general ledger expense account to which you want to post the detail.

This field displays the number entered with the detail on the receipt, but you can change the number.

For new detail lines, this field displays the account number specified on the P/O Options screen for the **Default Inventory Expense Account** option.

Extended Cost

Enter the extended cost for the number of units of the item that you ordered.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Enter the extended weight for the number of units of the item that you ordered.

If you change the extended weight, Purchase Orders automatically recalculates the unit weight.

The total weight entered for all items on the purchase order appears on the Totals tab.

Item Description

This field displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record. If necessary, you can change it.

If you enter an item number that does not exist in Inventory Control, you also enter the description for the item. You can enter non-existent item numbers only if you selected the **Allow Non-inventory Items** option on the P/O Options screen.

Purchase Orders displays the item description that was entered with the detail on the receipt, but you can change it.

Item Number (display only)

The program displays the item number entered for the selected detail line.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

The program displays the location code entered for the detail on the receipt. You cannot change it.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Optional Fields

If optional fields have been defined for invoice details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Enter the number of a sales order for which you are creating the detail. If you use Sage 300 Order Entry with Purchase Orders, you can also use the Finder  to select an Order Entry order number.

You can change or erase an order number that is displayed with a detail you added from a purchase order or posted previously with the screen.

If you change an order number that is displayed with a detail line, the new order number does not replace the previous number on the corresponding receipt and will not be reported on the P/O Shippable Backorders report.

You also enter the unit weight, extended weight, vendor item number, comments, and the G/L expense account specified for non-inventory items.

Quantity Invoiced

Use the **Quantity Invoiced** field to edit the number of units of the item that your received.

If the item is a serialized and/or lotted item, you may have to allocate numbers in a separate screen. The program displays the number of units entered for the detail on the receipt, in the unit of measure

selected for the detail. Be sure that any new quantity you enter is in the unit of measure that is used for the detail. You cannot change the unit of measure on the invoice.

Receipt Number

Purchase Orders displays the receipt number for each detail, indicating the source of the detail.

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

Enter the unit of measure in which to order the item. If you are creating a purchase order from a requisition, the unit of measure entered for the detail on the requisition is displayed, but you can change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM.

You must use one of the units of measure that is assigned for the item in Inventory Control.

Note: The weight UOM can be different from the order UOM.
--

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Tax table

Allocated Tax

This column displays the tax amounts allocated to the selected detail line for each tax authority.

Detail Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. You can change the tax class (to another tax class that is assigned to the authority), but not the description.

To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Expensed Tax

The program displays the amount of tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the credit note or debit note.

Recoverable Tax

The program displays the amount of tax that can be recovered by your company, such as, for example, recoverable Canadian Goods and Services Tax (GST) amounts.

Reverse Chargeable

Indicates if the tax amount owed to a tax authority for a detail may become a reverse charge.

A reverse chargeable tax amount will not necessarily become a reverse charge. Tax amounts become reverse charges only if the Reverse Charges Base for the tax authority to which the tax amounts are owed (shown on the Taxes tab) is above the reverse charges threshold amount for the tax authority. For more information about threshold amounts, see the Tax Services help.

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.
- Tax rates are specified for the tax authorities and classes in Tax Services.

You cannot edit the tax amount for a detail except indirectly, by changing the tax class or tax-included option on the Detail Items/Taxes screen.

To edit tax amounts for the invoice, make your changes on the Taxes tab.

Tax Authority and Description

These columns list the tax authorities and that are assigned to the tax group you specified for the document.

Tax information is maintained in the Tax Services screens in Common Services.

Tax Base

This field shows, for the selected detail, the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

This field is particularly useful for items that have tax included in their prices.

Tax Included

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

P/O Detail Comments Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. On the Invoice tab, click the **Comments** field for the detail line you need.
3. Click the Zoom  button, or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to enter comments for a selected invoice detail line.

To enter or edit a comment:

1. Type the comment, pressing Enter to start each new line.
2. When finished, click **Close** to close the screen.

To delete comments:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments by changing the entry in the **Comments** field to **No** on the Invoice tab. If you decide before posting the invoice that you want to use the remarks, change the **Comment** field to **Yes**. Your original remarks will reappear.

P/O Additional Costs Detail Costs/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Enter header information for the invoice.
3. On the Additional Costs tab, add or select a detail line, and then click the **Cost/Tax** button or press the F9 key.

Related Tasks

- "Entering Additional Costs on Invoices" (page 153)
- "Distributing Additional Costs to Multiple Receipts on a Debit Note" (page 178)

Overview

Use the Additional Costs Detail screen to view or edit an additional cost detail.

Instead of presenting the details of an additional cost in a tabular format, the Detail Costs/Taxes screen displays all the fields for a single detail on a data entry screen. In addition, it includes fields that allow you to change the tax information or enter a comment for a detail.

- Check tax information and calculations for a selected additional cost detail.
- Edit the tax class and tax-included options for the tax authorities.
- Add a comment for an additional cost detail.
- Add a new additional cost detail.

Fields and Controls

Buttons

Add

Use the **Add** button to add an additional cost detail you entered on the Detail Cost/Taxes screen.

Calculate Tax

Use the **Calculate Tax** button to recalculate tax amounts for an additional cost detail after you change the Tax Class or Tax Included field. (Tax amounts are not automatically calculated until you choose Post for the invoice or select the Taxes tab or Totals tab.)

Close

Use the **Close** button, or press the F9 key, to close the Detail Costs/Taxes screen and return to the Additional Costs tab.

Save

Use the **Save** button to save changes you make to an additional cost.

Additional Cost

Type the code for the additional cost you want to add, or select the code from the Finder.

If you are adding a cost for which no code is defined, skip this field and type the name of the cost in the **Description** field (the field beside the Additional Cost field in the Detail Cost/Taxes screen).

Note: You use the Additional Costs screen (in the P/O Setup folder) to maintain the additional cost charges you use in Purchase Orders.

Allocated Tax

The program displays the tax allocated for each tax authority on the Detail Costs/Taxes screen. It displays the total for the additional cost in the Total Tax field, and on the detail line on the Additional Costs tab.

Note: Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.

Amount

Use the **Amount** field to enter the amount of the cost (excluding taxes, unless you are entering a tax-included cost).

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Detail Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax

authority. In this screen, you can change the tax class (to another tax class that is assigned to the authority) but not the description.

Tip: To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Expense Account

Use the **Expense Account** field to specify the general ledger account to which to expense a selected additional cost.

Note: You do not specify a general ledger account number if you select a proration method for the additional cost.

Expensed Tax

The program displays the amount of the tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the invoice.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Net of Tax

The program displays the net amount of the additional cost you entered for the detail (excluding allocated taxes that are not included in the cost amount).

Optional Fields (Additional Cost Details)

If optional fields have been defined in Purchase Orders for additional cost details for a transaction screen, an Optional Fields column appears in the detail entry table on the Additional Costs tab. You can click the column heading to display the optional fields assigned to a selected detail, and edit their contents.

In the Detail Costs/Taxes screen, you click the Zoom  button beside the Optional Fields field to display the optional fields for a detail.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Proration

For new additional costs , specify whether to prorate the cost to the received items by cost, quantity, or weight, or to expense the cost to a general ledger account.

If you are adding additional costs for non-inventory items, you must choose **No Proration**, or you will not be able to post the invoice.

Note: You can manually prorate additional costs only on receipts. The option is not available on invoices.

You cannot change the proration method for an additional cost that was included on the receipt you are now invoicing.

Receipt Number

Purchase Orders displays the receipt number for each detail, indicating the source of the detail.

Recoverable Tax

The program displays the amount of the tax that can be recovered by your company (such as, for example, recoverable Canadian Goods and Services Tax [GST] amounts).

Reference

Enter optional reference information for the detail.

Return Expense Account

If you plan to expense the additional cost prorated to any items you return, specify the general ledger account number to which to post the cost.

Return Proration

For new additional cost details, select the reparation method to use if you need to return any of the received items, and you did not select **No Proration** or **Prorate Manually** for the Proration field.

Note: You cannot change the reparation method for an additional cost that was included on the receipt you are now invoicing, and you cannot expense job-related costs.

Tax Amount

The program displays the amount of tax that is due for each tax authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The additional cost is taxable.
- Tax rates are specified for the tax authorities and classes in Tax Services.

You cannot edit the tax amount for an additional cost except indirectly, by changing the tax class or tax-included option on the Detail Cost/Taxes screen.

Tip: To edit tax amounts for the invoice, make your changes on the Taxes tab.

Tax Authority and Description

These columns list the tax authorities and corresponding descriptions that are assigned to the specified tax group.

Tax authorities and other tax information is maintained in the Tax Services screens in Common Services.

Tax Base)

This field shows, for the selected additional cost detail, the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

Note: This field is particularly useful for items that have tax included in their prices.

Tax Included (display only unless allowed by authority)

The program displays the total amount of taxes that were included in the additional cost amount.

To edit tax settings, press F9 to display the zoomed entry screen.

You can also edit total tax amounts on the Taxes tab.

Vendor Number

The program displays the vendor number for your information.

P/O Cost Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Enter header information for the invoice, including multiple receipts that you are now invoicing.
3. Click the Additional Costs tab.
 - a. Select or add the additional cost you need to distribute to receipts.
 - b. Click the **Dist. Cost** button to open the Cost Allocation screen.

Related Tasks

- "Entering Additional Costs on Invoices" (page 153)

Overview

Use this screen to allocate a new additional cost to more than one receipt on an invoice.

Note: This screen is available only if you are adding an additional cost to an invoice that is based on multiple receipts.

You can prorate and allocate the additional cost amount manually, or you can let Purchase Orders automatically allocate amounts to receipts according to the proration method you chose.

Fields and Controls

Buttons

Clear

Use the **Clear** button to clear all amounts on the screen.

Redistribute

Use the **Redist.** button to have Purchase Orders automatically distribute the additional cost amount for the receipts.

Amount (additional cost detail total)

The program displays the total amount entered for the additional cost detail at the top of the Cost Allocation screen.

Amount (prorated for each receipt)

The program displays the amount of the additional cost allocated to each receipt when you click the **Redist.** button.

To distribute the additional cost manually, you can enter amounts beside each receipt number. The sum of all the amounts you allocate to receipts must equal the total amount for the additional cost detail.

Billing Rate

If the receipt was job-related, Purchase Orders displays a billing rate for the cost that you are allocating (along with the amount being allocated).

Note: The Billing Rate is also allocated with the additional costs to more than one receipt.

If you are prorating the cost manually to other receipts, you can enter a different billing rate with each distribution.

Distribute Proration (appears if manually prorating cost)

Use the **Distribute Proration** field to open the Distribute Proration Details screen.

For more information, see "P/O Distribute Proration Screen" (page 511).

Proration Method (display only)

You cannot change the proration method for an existing cost.

If you are adding a new additional cost you can prorate by quantity, by cost, or by weight, or you can prorate manually.

If the invoice is job-related:

- You can also adjust the retainage amounts and period if retainage applies to the document.
- You can adjust the billing rate and currency if prorating by cost, quantity or weight.
- You can specify a single contract, project and category, or use the Distribute Proration button to distribute costs to more than one contract, project, and/or category (if applicable) if you are prorating manually.

Receipt Number

The program displays the receipt numbers used in this invoice. You cannot change the receipt numbers.

Retainage Percentage, Amount, and Period

If the receipts were job-related and the credit note or debit note uses the retainage option, the program displays additional retainage fields for each receipt to which you can allocate additional costs.

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity, or prorating manually, the settings come from the vendor record.
- If you are not prorating, the retainage settings are based on the **Default Retainage From** option for the contract in Project and Job Costing.

P/O Distribute Proration Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Invoice Entry**.
2. Enter header information for the invoice.
3. On the Additional Costs tab, add or select a detail line, and then click the **Distribute Proration** column heading.

Overview

You use this screen to distribute additional costs to jobs on job-related invoices.

Fields and Controls

Amount

Use the **Amount** field to enter the amount of the additional cost that is being allocated to this line item. The amounts on all lines must add up to the total amount of the additional cost.

Billing Type, Billing Rate, and A/R Item Number

For job-related additional costs that you are manually prorating, you also specify the billing information to be used on the customer invoice.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.
- If a job-related additional cost is prorated by cost, quantity, or weight, the specified billing rate in functional currency will be prorated to the item details for projects that are Time and Materials or Fixed Price with an accounting method of Billings and Costs or Accrual-Basis.

The billing rate is not prorated to item details for Cost Plus or Fixed Price projects with completed project or project percentage complete accounting methods. Instead, it is converted to the contract customer's currency when it is prorated to the item details during day end processing (using the current exchange rate).

The prorated billing rate for each detail is not displayed (and, therefore, you cannot change it).

Note: This field is disabled if you are prorating manually.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Contract, Project, Category and Resource

For job-related additional costs that are manually prorated, choose the items/resources to which you are allocating the additional cost.

The program displays the "Contract," "Project," and "Category" that you specified for each invoice detail line. The "resource" appears in the Item Number column.

You also specify the Billing Rate for the additional cost.

Note: The proration screen is available only if you choose to manually prorate additional costs to detail lines. The following fields from the invoice detail lines are shown as display-only fields on this screen: Contract, Project, Category, Cost Class, Item Number, and Description.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Item Description

The program displays the item description from Inventory Control or the description you entered for the detail on the purchase order.

Item Number

The program displays all of the items on the purchase order so you can easily distribute the additional cost in the amount fields.

P/O Purchase Order Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.

Secondary Screens

- "P/O Purchase Order Entry Bill-To Location Screen" (page 544)
- "P/O Create PO From Requisition Screen" (page 547)
- "P/O Purchase Order Entry Detail Comments/Instructions Screen" (page 559)
- "P/O Purchase Order Entry Detail Items/Taxes Screen " (page 549)
- "P/O Purchase Order Entry Drop-Shipment Address Screen" (page 556)
- "P/O Purchase Order Entry Ship-To Location Screen" (page 546)
- "P/O Vendor Information Screen " (page 543)

Related Tasks

- "Entering a Purchase Order" (page 103)
- "Entering a Blanket Purchase Order" (page 106)
- "Entering a Future Purchase Order" (page 107)
- "Entering a Standing Purchase Order" (page 108)

Overview

Use the P/O Purchase Order Entry screen to:

- Enter, edit, and post purchase orders, including active, blanket, future, and standing purchase orders.
- Enter purchase order details.
- Specify drop-ship addresses for purchase order details.
- Check and edit tax distributions by detail line and for the purchase order.
- Import and export purchase orders.

Order Tab

Use the Order tab to enter general information for a purchase order:

- An optional template code to specify the default entries in purchase order header and vendor information fields.
- Whether the purchase order is on hold.
- Whether to create the purchase order from one or more requisitions.
- Purchase order date.
- Arrival date.
- Purchase order type (active, blanket, future, standing).
- An optional FOB (free-on-board) location.
- Ship-via information, and the default shipping and billing locations code for the purchase order.
- A terms code for the vendor.
- An optional description and reference.
- Details included in the purchase order.

Taxes Tab

Use the Taxes tab to view and edit tax information. You can:

- View or change the tax group for the vendor for this purchase order.
- Edit tax classes and tax-included options for this purchase order.
- Check tax information for the document.
- Edit vendor tax classes and amounts.

You can change a tax class to another tax class that is assigned to the authority, and you can change the selection for the **Tax Included** option (if the tax authority permits tax-included costs).

To automatically recalculate taxes based on the new tax class or tax included status and the tax tables in Tax Services, click the **Calculate Taxes** button.

Optional Fields Tab

If you use Transaction Analysis and Optional Field Creator, and if you have assigned optional fields to the P/O Purchase Order Entry screen, you can use the Optional Fields tab to add or change information in the optional fields assigned to the screen.

Note: You must use the P/O Optional Fields setup screen to add fields before they will appear on this screen.

For more information, see "About Optional Fields" (page 51).

Rates Tab

This panel appears in multicurrency ledgers when you enter a purchase order for a vendor who does not use your company's functional currency.

Use the Rates tab to change the rate type, rate date, and exchange rate for converting the document amount from the vendor's currency to your functional (home) currency.

Totals Tab

Use the Totals tab to:

- Enter a comment for the purchase order.
- Enter a discount percentage or a total discount amount for the purchase order.
- Verify purchase order and tax totals.
- Specify the number of mailing labels to print for the purchase order.
- Check the estimated weight of the goods on the purchase order.

Fields and Controls

Buttons

Calculate Taxes

Click **Calculate Taxes** to see tax amounts for a detail before you post the purchase order. (Tax amounts are not automatically calculated until you click the Taxes tab or the Totals tab or post the purchase order.)

If you edit tax amounts on the Taxes tab and then click **Calculate Taxes**, the program replaces all new amounts you entered with the amounts recalculated using the tax tables from Tax Services.

Derive Rate

Click the **Derive Rate** button to derive the exchange rate for the tax reporting currency, if you

change the calculated amount on the Taxes tab.

When Purchase Orders calculates the tax amount in a tax reporting currency, it uses the Tax Reporting Currency Exchange Rate that appears (or that you enter) on the Rates tab. If you have changed the tax reporting amount that appears on the Taxes tab, you can click the **Derive Rate** button to see the actual exchange rate between the tax amount and the tax reporting amount.

History

Click the **History** button to open the P/O Purchase History screen, where you can check information about the items you have purchased from your vendors.

For more information, see "P/O Purchase History Screen" (page 375).

Item/Tax

To view all the information for a single item in the Detail table on a separate Detail Items/Taxes screen, select the detail line, and then click **Item/Tax**.

The P/O Detail Items/Taxes screen includes additional tax fields that let you check tax information or change the tax classes and taxable status for a detail. You can check or edit information for an existing detail, and you can enter new details.

New

Click the **New** button to begin creating a new record.

Post

Click **Post** to post the document, including any changes you made to an existing document.

Entered By

This field indicates how the transaction was entered or created:

- If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.
- If the transaction was created by an e-commerce solution, the field displays **Internet**.

Last Receipt Number

Each time you post a receipt for a purchase order, this field displays the latest receipt number.

PO Number

A purchase order number is a unique number, up to 22 characters, which is usually assigned by the program using the prefix, length, and next number that you specified on the P/O Options screen.

To add a new purchase order, press the Tab key or click the New  button. If you do not want Purchase Orders to assign the order number, type the new number in this field.

To select an existing purchase order for editing, you can:

- use the Finder  or navigation buttons
- Type the purchase order number, and then press Tab or Enter

You can change all information from an existing purchase order except the vendor number, template code (if any), and tax group.

Vendor Number

The vendor number identifies the vendor to whose account you will post the document. This number determines the vendor and billing address, and sets the default tax group and payment terms. In multicurrency systems, the vendor number also specifies the currency of the document.

- To select an existing vendor, use the Finder , or type the number and press Tab.
- To add a new vendor, do one of the following:
 - If you want to add the vendor record now, click the New  button after typing the vendor number, and then enter information for the vendor in Accounts Payable.
 - If you do not want to add the vendor record now, type only the vendor number. (You can enter the vendor name on the next tab.)

Important! Although you can add a purchase order before you add the vendor record in Accounts Payable, you should not use this option in a multicurrency system.

If the tax reporting currency for the tax group that you want to use differs from the vendor's currency, you must create the vendor record before you enter the invoice.

In any case, you must create the vendor record in Accounts Payable before you can post an invoice in A/P.

- To edit the vendor's billing address, click the Zoom  button, or click in the **Vendor Number** field, and then press F9.

Note: If the vendor is on hold in Accounts Payable, the purchase order will also be placed on hold until you remove the hold in Accounts Payable.

Order tab

Arrival Date

If known, enter the date when you expect the goods to arrive.

Bill-To Location

Select a code for the inventory location to which you want the vendor to send the bills for the order.

You can also click the Zoom  button to open the P/O Bill-To Location screen, where you can edit the address for the code you select.

If you prefer, you can omit the code and enter a billing address in this field.

Description

Enter an optional description of up to 60 characters for the purchase order.

FOB Point

Enter the name of the free-on-board point, or the location where the vendor begins charging you freight on shipments.

From Requisition

To select the requisitions from which to create a new purchase order, select the **From Requisition** option, and then click the Zoom  button to open the P/O Create PO from Requisition screen and select requisitions.

Note: When you create a purchase order from more than one requisition, optional fields for the first requisition you select appear on the Optional Fields tab for the purchase order.

Job-Related

Select this option if the purchase order is for a project you are managing with Project and Job

Costing.

If the purchase order is job-related:

- Additional fields appear in the Detail table that you can use to enter job-related information.
- All items must be for contracts, projects and categories in Project and Job Costing.
- Posting the purchase order updates committed quantities and amounts for the jobs.

Note:

- If you are creating a purchase order from multiple requisitions, all requisitions must be either job-related or non-job-related.
- You cannot add serialized items or items assigned to lots to job-related purchase orders. Instead, you must use a non-job-related purchase order, receive them into inventory, and then use the PJC Material Usage screen in Project and Job Costing to move them from inventory to jobs.

On Hold

Select this option if you need to put a purchase order on hold.

A purchase order is automatically placed on hold if the vendor account is on hold, or if the **On Hold** option is selected for the template being used. If the template is on hold, you can clear the selection.

You can post a purchase order that is on hold, and posting increases item quantities on purchase order in Inventory Control. You cannot post receipts for the purchase order until you remove the on-hold designation.

You can list the purchase orders currently on hold on the P/O Purchase Order Action report.

Order Subtotal

This field displays the total of all items on the purchase order before taxes.

Original Amount

Enter the maximum amount that can be ordered on a blanket purchase order.

The amount remaining is calculated and displayed each time you post new details to a blanket purchase order. You cannot post details that would exceed the amount available.

PO Date

Specify the date you want to use as the purchase order date. By default, this field displays the Sage

300 session date.

This date is used by the P/O Aged Purchase Orders report to assign the purchase order to an aging period.

When you run Day End Processing on the date you specify, all future orders in your Purchase Orders system become active.

PO Type

Select the purchase order type: active, standing, future, or blanket.

For more information, see "Purchase Order Types " (page 77).

Reference

Enter an optional reference of up to 60 characters for the purchase order.

Ship-To Location

If you use Inventory Control, enter the code for the inventory location to which you want the vendor to ship the order.

If you do not use Inventory Control, or if you want to use a description and address of a location that is not in your Inventory Control system, enter the ship-to description and address manually, or you can omit the ship-to location.

The location you specify becomes the default location for the detail lines you add to the requisition or purchase order.

You can click the Zoom  button to open the P/O Ship-To Location Information screen, which you use to enter a ship-to address or edit the address for the selected code.

Ship Via

Optionally, specify the shipping method by which you expect to receive the goods you are ordering from the vendor, and enter a description of the shipping method.

Template Code

This field displays the code for the default template specified on the P/O Options screen. You can select another template if you wish, or leave the field blank.

The template determines which entries are displayed for the FOB point, description, reference, comment, ship-to location and bill-to location (if you use Inventory Control), and ship-via code.

If the vendor record has not yet been added in Accounts Payable, the template also displays entries for the tax group (which specifies the currency in a multicurrency system) and terms.

On the P/O Options screen, you can specify a default template to display a standard set of default vendor and purchase order settings for each new transaction you create. The default template provides initial settings, but these are overridden by settings from the vendor record—and from another template if you choose another one.

For more information, see "About Templates" (page 60).

Terms Code

Select the terms code (defined in Accounts Payable) that represents the payment terms you expect the vendor to allow on the order.

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

<p>Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.</p>

Details table

Allocated Tax

This field displays the tax amount allocated to item details, including taxes that are included in item costs. Recoverable and expensed tax amounts are not included.

Allocated taxes form part of the item costs that are posted from receipts, invoices, returns, credit notes, and debit notes to the Inventory Control item records by Day End Processing.

Billing Type, Billing Rate, and A/R Item Number

These fields appear when you select the **Job Related** option on the Order tab.

For job-related purchase orders, you specify the billing type, billing currency, billing rate, and A/R item number (if appropriate) to use for the customer invoice.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for

basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

The billing rate is defaulted as follows:

- For basic projects:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the billing rate is defaulted from the category resource.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the employee resource category.
- For standard projects:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the billing rate is defaulted from the category.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the labor category.

The Billing Rate option does not apply to internal contracts.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the Detail table for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project or for fixed price projects that use billings and costs or accrual-basis accounting methods (unless they are internal contracts, in which case this field will be disabled or set to non-billable).

Basic projects. For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

Standard projects. If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Comments/Instructions

To enter comments or instructions for a detail line, click the Zoom

 button beside the field, or press Shift+F9.

If you are creating a purchase order from a requisition, any comments or instructions you entered for the detail line on the requisition are included on the purchase order, but you can change or delete them.

Completed

You can complete a line only if the outstanding quantity is zero. If necessary, mark an existing line as completed using one of the following methods:

- In the Detail table, press any key to enter "Yes" in the Completed column
- In the P/O Detail Items/Taxes screen, select the Completed option.

When you post receipts to complete a purchase order line, **Completed** is selected automatically.

Contract, Project, Category and Item Number/Resource

If the purchase order is job-related, you specify for each purchase order detail where the items or resources are going to be used. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

For job-related purchase orders, you can also specify the billing type, billing rate, and AR item number for the customer invoice near the end of the detail line.

Purchase Orders updates the committed quantities and costs for jobs with the amounts on purchase orders.

Note:

- You must select the **Job Related** check box on the Order tab for these fields to appear.
- If the purchase order is being created from multiple requisitions, all requisitions must be either job-related or non-job-related.
- You use the Item Number field to specify a resource.
- Cost Plus and Fixed Price projects do not use an A/R item number.
- You cannot change these fields after you add the detail line.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a discount amount, the program calculates and displays the discount percentage based on the cost. (Alternatively, you can enter a percentage in the Discount Percent field, and let the program calculate the discount amount.)

Tip: If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discounted Extended Cost

This field displays the extended cost less the discount amount.

Drop Ship

To enter a drop-ship address for a detail, click the Zoom  button beside the **Drop Ship** field, or select the field and press Shift+F9.

Select the type of address to enter, and if necessary, select the location code, customer number, or ship-to address code for the address.

Expected Arrival Date

If necessary, enter or edit the date on which you expect to receive the goods ordered on the detail line.

If you entered a date in the **Arrival Date** field on the Order tab (or on a requisition from which you are creating the purchase order), the date is used as the default expected arrival date for new details you add to the purchase order.

Expense Account

If you entered a non-inventory item number for the detail line, enter the account number of the general ledger expense account to which you want to post the detail.

This field displays the number entered with the detail on the receipt, but you can change the number.

For new detail lines, this field displays the account number specified on the P/O Options screen for the **Default Inventory Expense Account** option.

Expensed Tax

This field displays the amount of tax that is posted separately (expensed) to a general ledger account, rather than allocated to details on the purchase order.

Tax on all non-inventory items is expensed to the general ledger account you specify with the transaction (or the default inventory expense account you specify on the P/O Options screen).

Extended Cost

Enter the extended cost for the number of units of the item that you ordered.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Enter the extended weight for the number of units of the item that you ordered.

If you change the extended weight, Purchase Orders automatically recalculates the unit weight.

The total weight entered for all items on the purchase order appears on the Totals tab.

Item Description

This field displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record. If necessary, you can change it.

If you enter an item number that does not exist in Inventory Control, you also enter the description for the item. You can enter non-existent item numbers only if you selected the **Allow Non-inventory Items** option on the P/O Options screen.

Purchase Orders displays the item description that was entered with the detail on the receipt, but you can change it.

Item Number

Enter the number of the item, or use the Finder  to select it.

If you selected the **Allow Receipt Of Non-stock Items** option in Inventory Control and the **Allow Non-inventory Items** option in Purchase Orders, you can enter non-stock item numbers in this field.

If you are creating a purchase order from a requisition, the item number entered with the requisition appears and you cannot change it. However, you can delete the line if necessary.

If you have added manufacturers' item numbers or bar codes in Inventory control, you can enter those numbers in this field. These numbers could include internally-used bar codes, UPC numbers, or ISBNs, enabling you to use a scanner (or enter a short code) to enter inventory item numbers.

If you enter a manufacturer's item number, Purchase Orders replaces it with your inventory item number, and then displays the manufacturer's item number you entered in the **Manufacturer's Item Number** field, near the end of the detail line.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Manufacturer's Item Number

If you entered a manufacturer's item number in the **Item Number** field on the requisition or purchase order, the number appears in the **Manufacturer's Item Number** field.

Manufacturer's item numbers are alternative item numbers— such as bar codes or shortcut codes— that identify your inventory items. You set up manufacturer's item numbers in Inventory Control.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

If this is a non-stock item, the non-stock clearing account associated with the item's account set appears. You can change the account, if necessary.

Optional Fields

Optional fields are fields that have been added by your company to the transaction entry screens and detail lines in purchase orders transactions.

If you use optional fields, an Optional Fields column appears in the table. You can click the column heading to display the optional fields assigned to a selected detail, and edit their contents.

Note: You must use Transaction Analysis and Optional Field Creator to add and use optional fields.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Enter the number of a sales order for which you are creating the detail. If you use Sage 300 Order Entry with Purchase Orders, you can also use the Finder  to select an Order Entry order number.

You can change or erase an order number that is displayed with a detail you added from a purchase order or posted previously with the screen.

If you change an order number that is displayed with a detail line, the new order number does not replace the previous number on the corresponding receipt and will not be reported on the P/O Shippable Backorders report.

You also enter the unit weight, extended weight, vendor item number, comments, and the G/L expense account specified for non-inventory items.

Quantity Ordered

For new detail lines, type the item quantity to order (in the unit you select for the **Unit Of Measure** field).

If you are creating a purchase order from a requisition, the quantity entered for the detail on the requisition appears in this field, but you can change it.

Quantity Outstanding

On new purchase order detail lines, this field displays the quantity ordered. Each time you post a receipt for a detail, its outstanding quantity is reduced on the purchase order. When the outstanding quantity is zero, the purchase order detail line is completed and you cannot make further changes to it.

To reduce the outstanding quantity on an existing detail line you are editing, enter the desired amount (enter zero to complete a line and cancel remaining outstanding units).

Quantity Received

This field displays the total amount received to date for the detail. It is updated each time you post a receipt for the detail.

Recoverable Tax

This field displays the amount of tax that can be recovered by your company (for example, recoverable Canadian Goods and Services Tax [GST] amounts).

Tax Included

In the Detail table, this field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

On the zoomed Detail Items/taxes screen, this field displays Yes or No to indicate whether tax amounts are included in the item cost for each tax authority. The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note: You can select **Yes** only if the tax authority is set up in Tax Services to allow tax-included costing.

You can also edit total tax amounts on the Taxes tab.

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.
- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).

- For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

Enter the unit of measure in which to order the item. If you are creating a purchase order from a requisition, the unit of measure entered for the detail on the requisition is displayed, but you can change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM.

You must use one of the units of measure that is assigned for the item in Inventory Control.

Note: The weight UOM can be different from the order UOM.
--

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Weight UOM

This is the unit of measure for the weight of this item on the purchase order—such as, pounds, kilograms, tons.

By default, the program displays the weight unit of measure from the item record, but you can change it to another defined unit of measure (and the program will recalculate the weight accordingly).

The weight UOM for the complete order is determined by the default weight unit of measure set in the I/C Options (or in the P/O Options screen if you do not use Inventory Control).

Taxes Tab

Reverse Charges Amount

From all details in the document, the total of reverse chargeable tax amounts owed to a tax authority, if the Reverse Charges Base for the tax authority is above the reverse charges threshold amount for the tax authority. If the Reverse Charges Base is not above the reverse charges threshold amount, this field displays 0.

Note: The amount in this field is calculated automatically, but you can change it.

Reverse Charges Base

From all details in the document, the total of Tax Base amounts used to calculate reverse chargeable tax amounts owed to a tax authority.

Tax Amount

This field displays the amount of tax that is due for each authority.

For each authority, Purchase Order calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.

- Tax rates are specified for the tax authorities and classes in Tax Services.

If no tax amounts appear, click the **Calculate Taxes** button.

Tax amounts are not automatically calculated on a purchase order until you post it or click the Totals tab.

Tax Authority and Description

These columns list the codes and corresponding descriptions for all the tax authorities in the tax group specified for the document.

You enter tax information in the Tax Services module in Common Services.

Tax Base

This field displays the net cost of items, before tax is added, for the tax authority.

Tip: The Tax Base field is particularly useful for items that have tax included in their prices.

Tax Class and Description

These columns list the tax classes that are assigned to the tax authorities to which the vendor is subject, and their corresponding descriptions.

You can change a tax class to another tax class that is assigned to the authority, but not the description.

To change the description for the tax class or make other changes for the specified tax group, use the Tax Services screens in Common Services.

Tax Excluded

The program displays the total amount of tax that is not included in item costs for the authority.

Tax Group

For new vendors (not yet added to Accounts Payable), enter the tax group code that identifies the tax authorities to which the vendor is subject. You must use a tax group that is defined for your company in Common Services.

When entering a document for an existing vendor (defined in Accounts Payable), you can change the tax group that appears as the default.

You must enter a valid tax group code with every purchase order.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Tax Reporting Currency

Tax reporting fields appear on the Taxes tab only if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

Along with the tax reporting currency, the program displays the amount of included and excluded tax to be reported in that currency on tax tracking reports for all the tax authorities listed on the document.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Tax Reporting Total

This field displays the sum of the tax reporting amounts for all tax authorities.

It appears only if the tax reporting currency for the tax group is different from your functional currency and the vendor's currency.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Vendor Tax Class

The program displays the tax classes assigned to the vendor's tax authorities. You can change each tax class to another tax class that is permitted by the authority.

Tax Class Description

The program displays the description of each tax class. You can change the description only in Tax Services.

Optional Fields Tab

The Optional Fields tab contains optional fields added by your company that apply to the transaction as a whole. Optional fields on detail lines apply to the individual transaction detail.

This tab appears only if you use Transaction Analysis and Optional Field Creator, and have added optional fields to the P/O Purchase Order Entry screen.

For more information, see "About Optional Fields" (page 51).

Rates Tab

Currency

In multicurrency ledgers, the vendor's currency code appears after you enter the vendor number. All amounts you enter for the purchase order are in the vendor's currency.

The currency is assigned for the vendor in Accounts Payable and you cannot change it in Purchase Orders.

Exchange Rate

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

Rate Date

Type or select the date to use to select the exchange rate for the document you are entering.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

Rate Type

If the rate type you want to use is not displayed, enter the new code.

Purchase Orders uses rate types when converting multicurrency amounts on the order to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

Totals Tab

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Less PO Discount

You can enter an optional discount percentage or discount amount for the entire document, or enter discounts for individual detail lines.

If you enter a discount for the entire document, Purchase Orders prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Number of Labels

Enter the number of labels you want to print for the purchase order, such as to paste on envelopes you are mailing to the vendor.

The number of labels you specify is printed by the P/O Mailing Labels screen when you print labels for the purchase order.

Number of Lines

This field displays the number of detail lines you entered on the purchase order.

Check this number against source documents to make sure you entered all details for the purchase order.

Order Subtotal

This field displays the total of all detail costs entered for the purchase order, including tax-included amounts. This subtotal does not include tax amounts that are included in item costs.

Plus Excluded Tax

This field displays the total excluded tax amount of all details on the purchase order. This amount does not include taxes that are included in item costs.

Tax Included

This field displays the total amount of tax included in item costs for the authority.

You use the Tax Services screens to specify whether a tax authority allows tax-included costs in item prices.

Total

This field displays the total of all item costs and taxes for the purchase order.

Total Reverse Charges

The total of Reverse Charges Amounts for the document.

Total Weight

This field displays the total estimated weight of the purchase order, calculated from the weight you enter for each item detail.

Use this amount to estimate shipping charges for the order.

P/O Vendor Information Screen

To Open this Screen

On a Purchase Orders transaction entry screen, click the Zoom  button beside the **Vendor Number** field.

Overview

Use the Vendor Information screen to specify:

- A name for a new vendor number that is not yet added to Accounts Payable.
- The vendor's address, phone numbers, and contact name.

Fields and Controls

Address

Enter the address for the vendor.

Contact

Enter the name of a contact person, department, or position.

Fax

Enter the vendor's fax number.

Phone

Enter the vendor's telephone number.

Vendor Name

If you specify a vendor number that has not yet been added in Accounts Payable, you can use this field to enter the new vendor's name. Otherwise, this field displays the name for the selected vendor, and cannot be edited.

Note: The vendor name appears beside the vendor number on transaction screens.

Vendor Number

Identifies the vendor from whom you received the document. The vendor number sets the default tax group and payment terms. In multicurrency systems, the vendor number also specifies the currency of the document.

P/O Purchase Order Entry Bill-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Click the Zoom  button beside the Bill-To Location field, or press the F9 key in the field.

Overview

Use the Bill-To Location screen to edit an existing bill-to location address, or to type a new billing address for the purchase order.

You do not have to enter a bill-to location code or address information.

Fields and Controls

Address

Use the **Address** field to type the address for the location, or edit the displayed information if necessary.

Bill-To Location

If you use Inventory Control and you selected a bill-to location code, the program displays the location code.

If you do not use Inventory Control, you can click the Zoom  button beside the field name.

Enter the bill-to location information by typing in the screen that appears.

Contact

Enter the name of a contact person, department, or position.

Description

Use the **Description** field to type a description of the location, such as a company name, or edit a displayed description if necessary. You do not have to include a description.

E-mail

Use the **E-mail** field to type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Use the **Fax Number** field to type the fax number for the location or edit a displayed number if

necessary.

Phone Number

Use the **Phone Number** field to type the telephone number for the location or edit a displayed number if necessary.

P/O Purchase Order Entry Ship-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Click the Zoom  button beside the Ship-To Location field, or press the F9 key in the field.

Overview

Use the Ship-To Location screen to edit an existing ship-to location address or to enter a new ship-to address for the purchase order. If you select an Inventory Control location code, the code appears as the default location code for the purchase order detail lines.

Fields and Controls

Address

Type the address for the location where goods are to be shipped, or edit the displayed information if necessary.

Contact

Type the name of a contact person, department, or position at the ship-to location, and enter a phone number, fax number, and e-mail address if appropriate (or edit the displayed contact).

Description

Type a description of the location, such as a company name, or edit displayed information if necessary.

Fax Number

Type the fax number for the location, or edit displayed number if necessary.

Phone Number

Type the phone number for the location, or edit displayed number if necessary.

Ship-To Location (display only)

The program displays the code for the specified ship-to location, if any.

P/O Create PO From Requisition Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Click the Zoom  button beside the **From Requisition Number** field, or tab to the field and then press the F9 key.

Overview

Use this screen to:

- Select a requisition from which to create a purchase order.
- Select several requisitions from which to create a single purchase order.

Using requisitions is optional. You can create purchase orders without requisition numbers.

To use the From Requisition Number field:

1. Click the Zoom button beside the From Requisition Number field, or tab to the field, then press the F9 key.
2. Type the requisition number to use or select it from the Finder.
3. Choose whether to select requisition details with no vendor numbers for your purchase order.
4. If you are including details with blank vendor numbers, choose the vendor type (optional).
5. Choose other requisition numbers, if applicable.

Note: When you create a purchase order from more than one requisition, the fields on the Optional Fields tab will be taken from the first requisition that you select.

6. When ready, choose the Order button. Yes appears in the Ordered column for each requisition and the session (sign-on) date appears in the Date Ordered column.
7. Choose Close to close the screen.

Use the following buttons to:

- **Order.**To select the specified requisition details, insert Yes in the Ordered column for each requisition, and insert the session (sign-on) date in the Date Ordered column.
- **Close.**To close the Create PO From Requisition screen.

Fields and Controls

Requisition Number

Type the requisition number from which you want to create a purchase order, or select it from the Finder.

You can select more than one requisition number for the purchase order.

Note: When you create a purchase order from more than one requisition, the fields on the Optional Fields tab will be taken from the first requisition that you select.

Use Blank Vendors

Choose this option to add requisition details with no vendor numbers to the purchase order.

Use I/C Vendors

Choose this option to add requisition details without vendor numbers to the purchase order if the purchase order vendor is assigned as the specified vendor type in the Inventory Control item records.

Ordered (display only)

When you press the Order button, Purchase Orders inserts Yes in this field, to indicate that the requisition details have been added to the purchase order.

Date Ordered (display only)

Choose this option to add requisition details with no vendor numbers to the purchase order.

P/O Purchase Order Entry Detail Items/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. Enter header information for a new purchase order, or select an existing purchase order.
3. Select a detail line, and then press F9 or click **Item/Tax**.

Overview

The Detail Items/Taxes screen displays all the fields for a single detail, rather than rows of data for all the details of an order. The screen also displays additional tax information for the detail that doesn't appear on the detail-entry grid.

Use this screen to add, edit, and delete purchase order detail lines.

Fields and Controls

Buttons

Add

Use the **Add** button to add a new detail you entered in the Detail Items/Taxes window.

Calc. Taxes

Click the **Calc. Taxes** button to see tax amounts for a detail before you post the document.

Note: Tax amounts are not calculated automatically until you click the Taxes tab or the Totals tab, or you post the purchase order.

Delete

Use the **Delete** button to delete the detail displayed in the Detail Items/Taxes window.

Save

Use the **Save** button to save the changes you made to a detail you edited in the Detail Items/Taxes screen.

Allocated Tax

This field displays the total amount of tax allocated to the cost of the item.

Comments/Instructions

Type a comment about the item or detail, up to 75 characters.

To open the Detail Comments/Instructions window, do one of the following:

- Click the Zoom  button to the right of this option.
- Select the option, and then press Shift+F9.

Completed

Indicates whether the ordered items are outstanding or have all been received or canceled.

You can specify that a line is completed when you add it, but you would not then be able to edit the line. You normally complete lines by posting receipts that automatically complete lines when the full quantity is received.

You manually select Completed status for a detail when you want to cancel remaining units. You must also enter zero in the Quantity Outstanding field before posting. Alternatively, if you enter zero as the Quantity Outstanding, the Completed status is changed to Yes.

When a purchase order detail line is complete, it is omitted from the purchase order details you see when you apply a receipt to the purchase order number.

Contract, Project and Category

For job-related purchase orders, you use these fields to enter information for the related job in Project and Job Costing.

Note: If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead. For more information, see "About Job-Related Transaction Details " (page 179).

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a discount amount, the program calculates and displays the discount percentage based on the cost. (Alternatively, you can enter a percentage in the Discount Percent field, and let the program calculate the discount amount.)

Tip: If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Drop-Ship

Indicates whether the goods are to be shipped to a different address, such as to your customer's address, or shipped to another location from the location specified for the detail line (if you use Inventory Control) or for the order (if you do not use Inventory Control).

To open the Drop-Shipment Address window, do one of the following:

- Click the Zoom  button to the right of this option.
- Select the option, and then press Shift+F9.

Note: If you use Accounts Receivable, you can select a customer's address or ship-to location for a drop shipment.

Expected Arrival Date

The date you expect to receive the item.

Extended Cost

The quantity outstanding multiplied by the unit cost.

Purchase Orders calculates the extended cost, but you can change it. If you change the amount, the unit cost is recalculated accordingly.

Extended costs are not displayed if item costs are password-protected in Inventory Control, unless you type in a unit cost for the detail.

Extended Weight

The quantity ordered multiplied by the unit weight you entered for the detail.

General Ledger Expense Account

This is the general ledger account number to which you post the expense of non-inventory items (if your system allows non-inventory items). You can select the account number using the Finder  for the field.

The default account number comes from the Purchase Orders G/L Integration screen.

Item Number

Type the number of the item you are ordering, or select it from the Finder.

Note: The field to the right displays the description for the item for existing Inventory Control item numbers. For non-inventory items, you can enter a description.

You can enter a non-stock item, if Inventory Control permits them. If your Purchase Orders system allows non-inventory items, you can also enter item numbers that are not defined in Inventory Control.

If manufacturer's item numbers or bar codes have been added in Inventory Control, you can enter them in most item number fields. These numbers could include internally-used bar codes, UPC numbers, or ISBNs - letting you use a scanner (or type a short code) for entering inventory item numbers.

The program inserts the correct item number, and—on transaction detail lines—inserts the manufacturer's item number in the manufacturer's item number field at the end of the line.

Line Number

This field indicates the line number of the selected detail.

You can select a different detail using the navigation buttons, or by entering the line number. You can also create a new detail by clicking the New  button.

Tip: To delete the line you selected, click the **Delete** button. Click **Yes** if a message appears asking you to confirm the deletion. You cannot delete completed lines.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Non-Stock Clearing Account

This is the general ledger account number that you debit when you receive non-stock items and credit when you ship them.

You can use non-stock items to handle specially ordered items which you do not stock in your inventory, and to handle service charges that appear on invoices.

You specify the default account numbers for non-stock items in the I/C Account Sets window in Inventory Control.

Optional Fields

If optional fields have been defined for purchase orders details , you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit

their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Manufacturer's Item Number

A manufacturer's item number is another number or code that you use for an inventory item—such as a UPC code, an internally-used bar code, a particular part number used by the manufacturer, or a shortcut code for commonly used inventory items.

Manufacturers' item numbers must be set up in the Inventory Control program.

If you enter a manufacturer's item number in the Item Number field of a transaction detail line, Purchase Orders will replace the manufacturer's item number with your inventory item number, and insert the manufacturer's item number in this field.

Order Number

A sales order number of up to 22 characters.

If you use Order Entry with Purchase Orders, you can select active Order Entry order numbers from a Finder, and you can automatically create purchase orders that contain order numbers, using the Create POs From O/E window. If you use the option to Allow Receipt Of Non-stock Items in Inventory Control, you can also accept non-stock items from Order Entry.

You can enter sales order numbers with purchase order details for your own information.

Quantity Ordered

The number of units ordered.

If you use the Allow Fractional Quantities option in Inventory Control, you can order items in fractions of units.

When editing a purchase order, you can increase or decrease the quantity for item details that are not yet fully received or canceled.

If you have selected the option to Allow Receipt Of Non-stock Items in Inventory Control, you can enter details for them in Purchase Orders.

Quantity Outstanding

The number of item units that you have not yet received or canceled.

This field is updated when you post receipts for the purchase order and detail line. You can edit the outstanding quantity yourself, such as to cancel outstanding units.

Quantity Received

The quantity of each detail that has been received (this number is updated when you post receipts for the detail).

Reverse Chargeable

Indicates if the tax amount owed to a tax authority for a detail may become a reverse charge.

A reverse chargeable tax amount will not necessarily become a reverse charge. Tax amounts become reverse charges only if the Reverse Charges Base for the tax authority to which the tax amounts are owed (shown on the Taxes tab) is above the reverse charges threshold amount for the tax authority. For more information about threshold amounts, see the Tax Services help.

Unit Cost

Displays the unit cost from the item record. You can edit the cost in this field.

If you use Inventory Control, the type of cost that is displayed is determined by the selection for the Default Item Cost option on the I/C Options screen. You can select a different cost type for a detail line on a purchase order. Cost amounts are displayed with six decimal places.

If you do not use Inventory Control, the default item cost is the vendor cost and you will not be able to use the Finder to select a different type of cost.

If item costs are password-protected in Inventory Control, users entering purchase orders will see zeroes as the costs of items, and costs in Finders for the Unit Cost and Extended Cost fields will be zero, but you can still enter a cost for the detail.

Note: For multicurrency ledgers, although costs are maintained in functional currency in Inventory Control, the costs in Finders and unit costs in detail lines are displayed in the vendor's currency.

Unit Of Measure

The unit of measure for the quantity being ordered.

The stocking unit for the item is displayed by default, but you can select any other unit of measure that is assigned in the item record.

If you use the Finder to select another unit of measure, the conversion factor for that unit of measure appears in the Finder screen. (The conversion factor is the number of stocking units contained in the alternative unit. For example, if you use a stocking unit of "each," and "carton" has a conversion factor of 36, it takes 36 stocking units to equal one carton.)

Unit Weight

The weight of one unit of the item, in the unit of measure you specified for the detail.

Vendor Item Number

The code or number used by the vendor to identify the ordered item.

Tax Amount

The amount of tax that is included in the extended item cost. (Tax amounts are not displayed until you click the Calc. Taxes button or the Totals tab, or you post the purchase order.)

Tax Base

The net cost of items with tax included in their prices.

P/O Purchase Order Entry Drop-Shipment Address Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. On the Details table, for a selected detail line, click in the Drop-Ship field, then click the Zoom  button (or press the Shift and F9 keys at the same time).

Overview

Use this screen to enter or edit address information for a detail if you want the vendor to ship items directly to a different address than the inventory location specified in the Location field.

To enter a drop-shipment address:

1. In the Drop-Shipment Address screen, select the type of address to enter.
2. Select the location code, customer number, or ship-to location code for the address, as needed.

3. Type the address, or edit the displayed information.
4. Click **Close**.

To edit drop-shipment addresses:

1. Make any changes you need in the Drop-Shipment Address screen. You can change all the information in the screen, including the type of address.
2. When finished, click **Close**.

To delete drop-shipment addresses:

Change the entry in the Drop-Ship field to **No** on the detail entry grid, or clear the Drop-Ship option on the Detail Items/Taxes screen.

Fields and Controls

Address

Type the address information for the drop shipment, or accept the displayed information.

If you are creating a purchase order from a requisition, the program displays any information entered with the drop-shipment address on the requisition, but you can change it.

Contact

Type the name of the contact person or position at the drop-shipment address, and enter a phone number, fax number, and e-mail address if appropriate.

If you are creating a purchase order from a requisition, the program displays the contact, if any, entered with the drop-shipment address on the requisition, but you can change it.

Customer Number

To ship an order to a customer from your Accounts Receivable database, type the customer number or select it from the Finder.

When you enter a customer number, the address and other information entered for the customer in Accounts Receivable is displayed, but you can change it.

If you are creating a purchase order from a requisition, the program displays the customer number, if any, entered with the drop-shipment address on the requisition.

Customer Ship-to Location

Type the code for the customer's ship-to location, if any, to which the item will be drop-shipped, or select the location from the Finder. You can enter a ship-to location only if you have defined ship-to locations in Accounts Receivable for the customer.

When you enter a ship-to location code, the address and other information entered for the location is displayed but you can change it.

If you are creating a purchase order from a requisition, the program displays the customer ship-to code, if any, entered with the drop-shipment address on the requisition.

Description

Type the name of the person or a description of the location to receive the drop-shipment.

If you are creating a purchase order from a requisition, the program displays the description, if any, entered with the drop-shipment address on the requisition but you can change it.

E-mail

Type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Type the fax number at the location where the drop-shipment will be received.

If you are creating a purchase order from a requisition, the program displays the fax number, if any, entered with the drop-shipment address on the requisition, but you can change it.

Location Code

To send the shipment to an inventory location (other than the location specified for the detail line), type the location code or select it from the Finder. When you enter a location code, the address and other information entered for the location in Inventory Control is displayed, but you can change it.

If you are creating a purchase order from a requisition, the program displays the location code, if any, entered with the drop-shipment address on the requisition.

Phone Number

Type the phone number at the location where the drop-shipment will be received, or make any changes you need to a displayed number.

Set Drop Shipment Address To

Specify the type of drop-shipment address you are entering. You can select:

- **Address Entered**– select this option when you want to type the address information for the shipment.
- **Inventory Location Address**–select this option when you want to drop-ship the items to an Inventory Control location.
- **Customer Address**– select this option when you want to drop-ship the items to the address of one of your Accounts Receivable customers.
- **Customer Ship-To Address**–select this option when you want to drop-ship the items to one of the ship-to addresses defined for the customer in Accounts Receivable customers.

P/O Purchase Order Entry Detail Comments/Instructions Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry**.
2. On the Order tab, click the **Comments/Instructions** field for the detail line you need.
3. Click the Zoom  button or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to type comments or instructions for a selected order detail line. You can print the remarks on the purchase order.

Note: You can enter both comments and instructions for a detail line.

To enter or edit a comment or instruction:

1. In the Type field, select **Comment** or **Instruction**.
2. In the space provided, type the comment or instruction, pressing Enter to start each new line.
3. When finished, click **Close** to close the screen.

To delete comments or instructions:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments or instructions by changing the entry in the **Comments/Instructions** field to **No** on the Order tab. If you use this method, your remarks are not deleted, but they are not printed on the purchase order. If you decide to use the remarks later, change the **Comments/Instructions** field to **Yes**. Your original remarks will reappear.

You can also add or clear comments on the Detail Items/Taxes screen.

P/O Receipt Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Receipt Entry**.

Secondary Screens

- "P/O Fixed Assets Screen" (page 636)
- "P/O Receipt Entry Additional Cost Vendor Information Screen" (page 645)
- "P/O Receipt Entry Additional Cost Vendor Taxes Screen" (page 647)
- "P/O Receipt Entry Bill-To Location Screen" (page 611)
- "P/O Receipt Entry Detail Comments Screen" (page 637)
- "P/O Receipt Entry Detail Costs/Taxes Screen" (page 638)
- "P/O Receipt Entry Detail Items/Taxes Screen" (page 617)
- "P/O Receipt Entry Drop-Shipment Address Screen" (page 614)
- "P/O Receipt Entry Invoice Screen" (page 648)
- "P/O Receipt Entry Ship-To Location Screen" (page 612)
- "P/O Vendor Information Screen " (page 543)

Related Tasks

- "Adding or Editing Details Using the Detail Items/Taxes Screen" (page 138)
- "Entering Receipts" (page 134)
- "Printing Receiving Slips" (page 224)
- "Receiving and Invoicing Serialized Items " (page 187)
- "Receiving and Invoicing Lotted Items" (page 189)

Overview

Use the Receipt Entry screen to:

- Enter receipts of goods into Purchase Orders—for inventory or non-inventory items.
- Edit existing receipts.
- Enter or change the vendor address information.
- Enter additional costs for receipts (from primary or secondary vendors).
- Invoice receipts and additional costs.
- Identify items as fixed assets for management by Sage Fixed Assets.
- Specify drop-ship addresses for receipt details.
- Check and edit tax distributions by detail line and for the primary and secondary vendors.
- Import and export receipts.
- Assign serial numbers to serialized items (if you use Serialized Inventory and Lot Tracking).
- Assign lot numbers to lotted items (if you use Serialized Inventory and Lot Tracking).

Integration with Sage Fixed Assets

If you use Sage Fixed Assets to manage the fixed assets in your company, you can also mark received goods as fixed assets, and select the Sage Fixed Assets template that you want to use for the new asset. Sage 300 transfers the asset information to Sage Fixed Assets when you run Create Assets in Sage Fixed Assets Integration.

Use the P/O Fixed Assets screen to enter information for fixed assets. For more information, see "P/O Fixed Assets Screen" (page 636).

Additional Costs Tab

Use the Additional Costs tab to:

- Add additional costs charged on the shipment by both primary vendors and secondary vendors, such as for handling charges, service charges, and duty.

To display additional costs you have entered for a vendor, use the navigation buttons beside the **Additional Cost Vendors** field or enter the vendor number in the Vendor Number field.

- Edit additional-cost amounts on previously posted receipts that are not yet fully invoiced.
- Assign or edit the terms code and tax group for the additional cost vendor.
- Check the number of details and the total amount of additional costs entered for the vendor.
- In multicurrency ledgers, edit exchange rate information for vendors who do not use the functional currency.
- Specify how to reallocate prorated costs of received items that you return.

- Open the Vendor Information screen to view information for secondary vendors.

To open the Vendor Information , click the **Vendor Number** field, and then click the Zoom  button or press the F9 key.

- Open the Additional Cost Vendor Taxes screen to check and edit tax information for the vendor.

To open the Additional Cost Vendor Taxes screen, click the **Vendor Taxes** button.

For more information, see "P/O Receipt Entry Additional Cost Vendor Taxes Screen" (page 647).

- Open the Detail Costs/Taxes screen to check and edit tax information for the detail.

To open the Detail Costs/Taxes screen, select an additional cost detail, and then click the **Cost/Tax** button or press the F9 key .

For more information, see "P/O Receipt Entry Detail Costs/Taxes Screen" (page 638).

Individual additional costs appear in the details table on the tab. Totals for the selected vendor are displayed at the bottom of the Additional Costs tab.

Non-inventory Items

If you are adding additional costs for non-inventory items, you must choose No Proration. If you choose to prorate by quantity, cost, or weight, the program will display an error message and prevent you from posting the receipt.

For step-by-step instructions on using the Additional Costs tab, see "Adding, Editing, or Deleting Additional Costs" (page 139).

Optional Fields Tab

Note: This tab appears only if you have Transaction Analysis and Optional Field Creator, and receipt optional fields have been assigned to the Requisition Entry screen using the Optional Fields setup screen.

Use the Optional Fields tab to add or change information in the optional fields that apply to the transaction as a whole. You edit optional fields for requisition details, separately, on the detail entry table or using the Item Details screen.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

For information about defining optional fields for the Receipt Entry screen, see the "P/O Optional Fields Screen " (page 340).

Receipt Tab

Use the Receipt tab to enter:

- A name for new vendor accounts that are not yet added to Accounts Payable.
- The vendor's address, phone numbers, and contact name on the Vendor Information screen.
- The code that identifies the vendor's payment terms for the receipt.
- An optional template code to specify the default entries in receipt header and vendor information fields.
- The receipt date.
- An optional FOB (free-on-board) location.
- An optional shipping method or carrier.
- The default shipping and billing location codes for the receipt.
- An optional description and reference.

Use the detail information section of the Receipt tab to:

- Add item detail lines to the receipt.
- Edit or delete existing detail lines.
- Specify received quantities and discounts. If you use Project and Job costing, use the same unit of measure that is on the estimate. (For more information, see "About Converting Units of Measure for Committed and Actual Quantities" (page 181).)
- Enter additional receipt information using comments fields and optional fields.
- Identify items as fixed assets for management by Sage Fixed Assets.
- Open the Detail Items/Taxes screen where you can view all the fields for a selected detail at once. This screen also lets you change tax information for the detail.

Retainage Tab

Note: This tab appear only if the receipt is job-related and you use retainage accounting.

Use the Retainage tab to specify the retainage rate and retainage terms for the current receipt.

You enter job-related retainage amounts, retention periods, and retainage due dates with each job detail.

Rates Tab

Note: This tab appears only in multicurrency ledgers when you enter a receipt for a primary vendor who does not use the functional currency. For more information, see "About Vendors" (page 81).

Use the Rates tab to:

- Change the rate type, rate date, and exchange rate for converting the receipt amount from the vendor's currency to your functional (home) currency.
- Look up the rate information entered with the purchase order (if you are entering a receipt to a purchase order).

Taxes Tab

Use the Taxes tab to specify:

- The vendor's tax group.
- Tax classes for each tax authority.
- Tax-included options and amounts for the vendor's tax authorities

Click the **Calculate Taxes** button to cancel changes you made to tax amounts and reinsert the taxes originally calculated for the receipt by the program.

Totals Tab

Use Totals tab to:

- Enter comments for a receipt.
- Enter a discount percentage or a total discount amount for the receipt.
- Verify receipt totals for the primary vendor. For more information, see "About Vendors" (page 81).
- Check tax amounts for the primary vendor.
- Check manual proration amounts to be sure you have fully allocated all manually prorated charges for the receipt. For more information, see "About Manually Prorated Amounts" (page 134).
- Check the estimated weight of the goods on the receipt.
- Check the number of item and additional cost details entered for the vendor on the receipt.
- Check the receipt subtotal and total additional costs and excluded taxes for the primary vendor.

Fields and Controls

Buttons

Calculate Taxes

Use the **Calculate Taxes** button to recalculate tax amounts after you change the Tax Class or Tax Included field. (Tax amounts are not automatically calculated until you choose Post for the invoice or select the Totals tab.)

New

Click the **New** button to begin creating a new record.

Post

Use the **Post** button to post the document or to post changes you have made to existing documents.

Note: You cannot edit receipts after posting them.

Receive All

Use the **Receive All** button to add to the Receipt Entry screen all the detail lines from the specified purchase orders.

Note: If working with serialized or lotted items, you cannot use the Receive All button. You must assign serial and lot numbers manually.

Entered By

If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.

Receipt Number

You can enter a unique number in this field for a new receipt, using up to 22 characters.

Tip: Leave the field showing *****NEW***** to let Purchase Orders assign the receipt number during posting.

To display an existing receipt, type its number, or use the Finder or the navigation buttons beside the Receipt Number field to select it.

Vendor Number

Identifies the vendor from whom you received the goods. The vendor number sets the default tax group and payment terms. In multicurrency systems, the vendor number also specifies the currency of the document.

- To select an existing vendor, use the Finder, or type the number and press Tab.
- To add a new vendor, do one of the following:
 - To add the vendor record now, click the New button after typing the vendor number. After you fill in the vendor information in Accounts Payable, click **Add**, then click **Close** to return to Purchase Orders.
 - If you do not want to add the vendor record now, type only the vendor number. However, you must create the vendor record before you can post an invoice in Accounts Payable.

Warning! Although you can add a receipt before you add the vendor record in Accounts Payable, you should not do so in a multicurrency system. If the tax reporting currency for the tax group that you want to use differs from the vendor's currency, you must create the vendor record before you enter the invoice.

If a vendor account is inactive, you cannot enter a receipt for the vendor.

Additional Costs Tab

Additional Cost Vendors

This field lets you use navigation buttons or the Finder to select an additional cost vendor that you have added to a receipt. As you scroll through the list of existing vendors, Purchase Orders displays the vendor number and the additional cost details you entered on the tab.

The field also lets you clear displayed information from the tab so that you can enter a new additional cost. (To begin a new additional cost, click the New  button next to the Additional Cost Vendors field.)

Cost Subtotal (display only)

The sum of the additional costs before excluded taxes entered on this receipt for the selected vendor.

Currency (multicurrency ledgers, display only)

The program displays the vendor's currency (the currency associated with the vendor's tax group). When you are adding a new vendor, the program displays the code for the functional currency until you select the tax group, then the currency for the tax group is displayed.

Exchange Rate (multicurrency ledgers)

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

Included Tax

The sum of the taxes that are included in the additional costs entered on this receipt for the selected vendor.

Less Retainage

The Less Retainage and Net Costs Total fields appear with the additional costs summary at the bottom of the screen if you choose the Retainage option on the Additional Costs tab.

The program will also display additional retainage fields for each additional cost detail to let you enter a different retainage percentage (or amount) and period for each additional cost.

Net Costs Total

The Less Retainage and Net Costs Total fields appear with the additional costs summary at the bottom of the screen if you choose the Retainage option on the Additional Costs tab.

The program will also display additional retainage fields for each additional cost detail to let you enter a different retainage percentage (or amount) and period for each additional cost.

Number of Costs

The number of additional cost detail lines entered for the selected secondary vendor.

Optional Fields Plus Excluded Tax (display only)

The program displays the total amount of additional cost details for the primary vendor on the receipt, excluding taxes (except taxes that are included in the cost amounts).

Rate Date (multicurrency ledgers)

Type the date to use to select the exchange rate for the additional cost.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

Rate Type (multicurrency ledgers)

If the rate type you want to use is not displayed, type the code or choose it from the Finder.

The program uses rate types when converting multicurrency amounts on the receipt to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

Retainage Percentage and Period (job-related)

If the retainage option is selected for the receipt and for the additional cost, the program displays additional retainage fields for each additional cost detail line. If you select **No Proration**, you can enter a retainage percentage and period.

<p>Note: You can edit these fields for secondary vendors, but not for the primary vendor.</p>
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Default Retainage Percentage and Period

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity or prorating manually, the settings are based on the Vendor record.
- If using no proration, the retainage settings are based on the Default Retainage From option for the contract in Project and Job Costing.

Tax Group and description

For new vendors, type the code for the tax group to use or select the code from the Finder. For existing vendors, the tax group is displayed, but you can change it.

Terms Code and description

For new vendors, type the terms code that represents the vendor's payment terms for the additional cost, or select the code from the Finder.

For existing vendors, the program displays the vendor's terms code, but you can change it to another terms code that is defined in Accounts Payable.

Total Costs

The sum of the additional costs plus taxes entered on this receipt for the selected vendor.

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.

Vendor Number and Name

If you used the buttons beside the Additional Cost Vendors field to select an additional cost vendor that you have already added to this receipt, the program displays the selected vendor number in this field.

You can always add an additional cost vendor to a receipt for which you have not yet created an invoice. You can use the Finder to select a vendor that exists in Accounts Payable, or you can add a new additional cost vendor.

For information about adding a new secondary vendor to a receipt, see "Adding a New Secondary Vendor to a Receipt" (page 617).

Additional Cost details table

Additional Cost

Type the code for the additional cost you want to add, or select the code from the Finder.

If you are adding a cost for which no code is defined, skip this field and type the name of the cost in the **Description** field (the field beside the Additional Cost field in the Detail Cost/Taxes screen).

Note: You use the Additional Costs screen (in the P/O Setup folder) to maintain the additional cost charges you use in Purchase Orders.

Amount

Enter the amount of the additional cost in this field.

Billing Currency (if job-related and multicurrency, display only)

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Note:

- Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.
- Billing currency is NOT displayed for basic or standard internal Time and Materials projects or for Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Type, Billing Rate, and A/R Item Number (if job-related)

For job-related additional costs on receipts, you also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM that will be used for the customer invoice.

The following fields appear only for job-related receipts.

AR Item Number

The program displays the A/R item number associated with the category or Item Number/Resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and materials projects, as follows:

- On a standard project, the program displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, program displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number. Internal contracts for time and materials projects also do not use an AR Item Number.

AR Item UOM

This field appears for Time and Materials projects if you selected the Job Related option for this transaction.

You must enter a unit of measure that is valid for the category or item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled/blank.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Note: Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects. It is NOT displayed for basic or standard internal Time and Materials projects or for Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

Purchase Orders displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field will display 0.000000 if the billing type is Non-Billable or No Charge.

Note that:

- Billing rate can be specified for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods. Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using billings and costs or accrual-basis accounting methods. It cannot be negative.
- If a job-related additional cost is prorated by cost, quantity, or weight, the specified billing rate in functional currency will be prorated to the item details for projects that are Time and Materials or Fixed Price with an accounting method of billings and costs or accrual-basis.

The billing rate will not be prorated to item details for Cost Plus or Fixed Price projects with completed project or project percentage complete accounting methods. Instead, it will be converted to the contract customer's currency when it is prorated to the item details during day end processing (using the current exchange rate).

The prorated billing rate for each detail will not be displayed (and, therefore, will not be editable).

- This field is not available if you are prorating manually.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project or for a fixed price project that uses billings and costs or accrual-basis accounting methods, as follows:

On a basic project:

- For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:
 - For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:
 - Billable, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.
 - No charge or non-billable, the program sets the same billing type for the detail, and

cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

- If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

- If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:
 - Billable, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail. If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.
 - No charge or non-billable, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.
 - No charge or non-billable, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.
- If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects. For internal contracts using time and materials, or fixed price billings and costs or accrual basis, the billing type is set to non-billable.

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Calculate Labor (if job-related)

Select the Calculate Labor field if you want Project and Job Costing to calculate labor amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Do not select this option for an additional cost for which you don't want to calculate labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Note: This field is disabled if you specify No Proration, and you specify a contract/project/category where the category uses a flat rate. No labor or overhead is calculated for additional costs if you are using a flat rate per labor hour/unit or a flat rate per unit for overhead.

Calculate Overhead (if job-related)

Select the Calculate Overhead field if you want Project and Job Costing to calculate overhead amounts for this cost and pass the amount back to Purchase Orders. (Purchase Orders creates the G/L entries for the additional costs.)

Overhead is usually calculated on the discounted extended amount.

For example, you would not select this option if a receipt had additional shipping costs for which you didn't want to calculate overhead or labor.

The program also lets you specify whether overhead or labor is calculated if you expense the additional cost.

Note: This field is disabled if you specify No Proration, and you specify a contract/project/category where the category uses a flat rate. No labor or overhead is calculated for additional costs if you are using a flat rate per labor hour/unit or a flat rate per unit for overhead.

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Contract, Project, Category, Cost Class, and Item Number/Resource (if job-related)

For job-related receipts, either expense the additional cost or specify where the items or resources are going to be used. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

You also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM for the customer invoice.

Note: You enter/select the resource using the Item Number field. These fields will appear only for job-related receipts, and be enabled only for No Proration additional costs.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

For No Proration additional costs, use the Resource field to specify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Distribute Proration

If you selected manual proration, click the column heading to display the distribution screen.

You cannot add/save a manually prorated additional cost detail line until the total amount prorated manually equals the total additional cost amount.

Taxes

You do not need to manually calculate and prorate allocated taxes. The program will do that for you during day end or during posting (depending on your settings).

Non-Job-Related Receipts

You can manually prorate additional costs only to item details with valid inventory item numbers. You cannot manually prorate costs to non-inventory items.

Job-Related Receipts

The distribution screen lets you specify the amount allocated to each detail and the billing rate. All other fields are displayed only.

Expense Account

If you entered a non-inventory item number for the detail line, enter the account number of the general ledger expense account to which you want to post the detail.

This field displays the number entered with the detail on the receipt, but you can change the number.

For new detail lines, this field displays the account number specified on the P/O Options screen for the **Default Inventory Expense Account** option.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the

amount.

Optional Fields

Optional fields appear on the Additional Costs tab for additional cost that are charged by secondary vendors.

You can also add optional fields to individual additional cost detail lines if you are not prorating the additional costs. If you are prorating by cost, quantity, weight, or manually, the optional fields column is disabled.

If you are allocating additional costs to more than one receipt, you can edit the optional fields for each allocation on the Cost Allocation screen (choose the Dist. Cost button on the Additional Cost tab). Note that you must have chosen multiple receipts on the Invoice tab in order to distribute the costs.

If you assigned the same optional fields to additional cost records and to invoice additional costs, the optional field entries in additional cost records will appear on invoices by default.

Optional field information can pass from invoices (or credit/debit notes) to downstream ledgers like Accounts Payable and General Ledger.

Proration Method

Specify whether to prorate the cost to the received items by cost, quantity, or weight, or manually, or to expense the cost to a general ledger account.

Note: If you are adding additional costs for non-inventory items, you must choose **No Proration**.

Reference

Type an optional reference for the detail.

Retainage Percentage, Amount, and Period

If the retainage option is selected for the receipt and for the additional cost, the program will display additional retainage fields for each additional cost detail line. If you select No Proration for cost, you can enter a retainage percentage and period.

Note: These fields are editable for secondary vendors, but not for the primary vendor.

Default Retainage Percentage and Period

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity or prorating manually, the settings are based on the Vendor record.
- If using no proration, the retainage settings are based on the Default Retainage From option for the contract in Project and Job Costing.

Return Expense Account

In this field, enter the general ledger account number to which to post prorated additional cost amounts if you return items.

Reproration / Return Proration

This field is called Return Proration on the Detail Costs/Taxes screen.

Select the reproration method to use if you need to return any of the received items and you did not select **No Proration** or **Prorate Manually** as the proration method.

Note: You cannot expense job-related costs.

Tax Included

This field displays the total amount of taxes included in the additional cost amount.

Tax Included (Yes or No in the zoomed cost entry screen)

This field appears on the zoomed item entry screen (click the Item/Tax... button).

Use this field to indicate whether tax amounts are included in the item cost.

To toggle between Yes and No in this field, type any character in the field or double-click the field with a mouse.

The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note that you can choose Yes only if the tax authority is set up in Tax Services to allow tax-included costing.

Allocated Tax

This field displays the amount of allocated tax for the detail. (Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.)

Distribute Proration (if prorating additional cost manually)

These fields appear in the Additional Cost table if you are manually prorating additional cost.

Billing Type, Billing Rate, A/R Item Number, and A/R Item UOM (if job-related)

For job-related additional costs that you are manually prorating, you also specify the Billing Rate that will be used for the customer invoice. The following billing fields from the receipt detail line are display-only on this screen: Billing Type, Billing Currency, AR Item Number, and AR Item UOM.

These fields will only appear for job-related receipts.

AR Item Number

The program displays the A/R item number associated with the Category or Item Number/Resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and materials projects, as follows:

- On a standard project, the program displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, program displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number. Internal contracts for time and materials projects also do not use an A/R item number.

AR Item UOM

This field appears for Time and Materials projects if you selected the Job Related option for this transaction.

You must enter a unit of measure that is valid for the category or item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled/blank.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it. Note that:

- Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.
- Billing currency is NOT displayed for basic or standard internal Time and Materials projects or Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

Purchase Orders displays the billing rate for the specified resource (for standard projects) or category (for basic projects). You can edit the billing rate if the billing type is Billable. The field will display 0.000000 if the billing type is Non-Billable or No Charge. Note that:

- Billing rate can be specified for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using billings and costs or accrual-basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for time and materials projects or for fixed price projects that use billings and costs or accrual-basis accounting method, as follows:

On a basic project:

- For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it. If the detail is billable you can specify a billing rate for the detail. If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.
- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero. If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

- If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects. For internal contracts using time and materials or fixed price billings and costs or accrual-basis, the billing type is set to non-billable.

Contract, Project, Category, Cost Class, and Item Number/Resource (if job-related)

For job-related additional costs that are manually prorated, choose the items/resources to which you are allocating the additional cost.

The program displays the "Contract," "Project," and "Category" that you specified for each receipt detail line. The "resource" appears in the Item Number column.

You also specify the Billing Rate for the additional cost.

Note: The proration screen is available only if you choose to manually prorate additional costs to detail lines. The following fields from the receipt detail lines are shown as display-only fields on this screen: Contract, Project, Category, Cost Class, Item Number, and Description.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Select or enter a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to an account that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to specify the resource for this detail.

You must specify a resource that you have assigned to the project in Project and Job Costing (such as an equipment code or a subcontractor code). You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. If a project that is on hold has never been opened, you cannot select it.
- Not closed to costs.

Item Number

The program displays all of the items on the purchase order so you can easily distribute the additional cost in the amount fields.

If this is a job-related receipt, the Item Number may be a resource.

Item Description

The program displays the item description from Inventory Control or the description you entered for the detail on the purchase order.

Amount

Enter the amount of the additional cost that is being allocated to this line item. The amounts on all lines must add up to the total amount of the additional cost.

Receipt Tab

Bill-To Location

If you use Inventory Control, select a location code to which bills for the receipt will be sent.

You can also use the Zoom  button to open separate screen where you can edit the address for the bill-to location, or you can omit the code and type in a billing address, or not specify a bill-to location at all.

Description

Type an optional description for the receipt, using up to 60 characters.

If you are working with an existing purchase order, the description entered on the purchase order is displayed, but you can change it.

From Multiple POs

To receive all incomplete purchase orders from the vendor, click the Zoom  button beside the **From Multiple POs** option. Use the screen that appears to add purchase orders to the receipt, as follows:

- Use the Finder to list and select purchase orders.
- Press the Insert key to move to a new line.
- After selecting the purchase orders you want to add, click **Receive** and then click **Close**.

All the details from the purchase orders are then listed in the detail entry table on the Receipt tab.

If you select the From Multiple POs check box, the PO Number field is not available. The option is automatically selected if you click the Zoom button next to the field.

Note: When you create a receipt from more than one purchase order, all of the receipt header information (including the fields on the Optional Fields tab) will come from the first purchase order that you select.

FOB Point

Type the name of the Free-On-Board point, or the location where the vendor begins charging you freight on shipments. You can also leave this field blank.

Job Related

Select the **Job Related** option if the receipt is for a project you are managing with Project and Job Costing.

If the receipt is job-related, different fields appear for the details to let you enter job-related information.

Note: If you are creating the receipt from multiple purchase orders, all purchase orders must be either job-related or non-job-related. Also, you cannot add serialized items or items assigned to lots to job-related receipts. Instead, you must receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

Last Receipt Number

This field shows the number of the last receipt posted to the specified purchase order. Each time you post a receipt for a particular purchase order, the program enters the new receipt number in this field.

Number of Receipts

This field displays the number of receipts that have been posted to the purchase order selected for the current receipt. The number is updated with each new receipt you post to the purchase order.

PO Number

If you are entering a receipt of a single purchase order, type the purchase order number or select the number from the Finder of the vendor's purchase orders.

If you specify a single purchase order number in this field, you will not be able to use the From Multiple POs field.

You do not have to specify purchase order numbers with receipts. However, if you do specify a purchase order number, the purchase order details are displayed and you cannot add new details or receive a quantity that is greater than the quantity ordered on the purchase order.

The Finder for this field shows only incomplete purchase order numbers. (You cannot post receipts to completed purchase orders.)

You cannot change the purchase order number after posting the receipt.

Posting Date

Enter the posting date for the receipt in addition to the document date.

The posting date is the date for transactions being posted to the General Ledger, so it also determines the contents of the Fiscal Year and Period fields.

If you are also entering invoice information, the posting date that you specify here also applies to the invoice.

If you have a multicurrency system, currency revaluation also uses posting dates to select open documents for revaluation purposes and thus, revaluation adjustments are posted to General Ledger in the correct fiscal year and period.

Depending on your settings in the P/O Options screen, Purchase Orders automatically displays the session date or the document date by default in this field.

You can change the posting date, but you cannot separately change the fiscal year and period.

Note: If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

Receipt Date

Type the date you want to use as the receipt date. The program displays the sign-on date you entered to start Sage 300.

You can also change the posting date if you want a different date for the G/L transactions when they are posted in the General Ledger. (The posting date determines the fiscal year and period displayed beside the Posting Date field.)

Receipt Subtotal (display only)

The Subtotal field in the lower-right corner of the screen displays the total of all items on the receipt. This amount does not include taxes and additional costs.

Reference

Type an optional reference for the receipt.

If you are working with an existing purchase order, the reference from the purchase order is displayed, but you can change it.

Retainage

You can choose retainage accounting for the job-related receipts if the retainage option is selected in the Accounts Payable module.

The program will display additional retainage fields for each receipt detail line to let you enter a different retainage percentage (or amount) and period for each detail line in the receipt.

The program will also display the Retainage tab to let you specify the retainage terms and specify the exchange rate that you use for multicurrency retainage invoices.

Ship-To Location

If you use Inventory Control, select the location code which identifies the location at which the items were received.

You can also use the Zoom button (or press F9) to open a separate screen where you can edit the address for the code you select, or you can skip the code and type in a ship-to address. You can also omit ship-to information.

The ship-to location you specify, if any, becomes the default location for new lines you add to a receipt.

If you are working with an existing purchase order, the location code entered on the purchase order is displayed. You can change the code, but your change does not change the location codes entered with the detail lines.

Ship Via

Use these fields to specify the shipping method by which you received the goods from the vendor. The program displays the ship-via description for the code you select or for the code, if any, in the template you selected for a new receipt on the Receipt tab.

Type an optional ship-via code or use the Finder to select one of the ship-via codes you have defined in Purchase Orders.

You can also skip the Ship Via field and type a description of the shipping method by which you will receive the goods in the field beside the Ship Via field, or leave both fields blank.

Terms

The vendor's terms code is displayed, but you can change it.

To change a terms code, type the new code or select the code from the Finder. You must enter a terms code for each vendor and you must use one of the terms codes you have defined in Accounts Payable.

Template Code

On receipts entered without purchase order numbers, the default template code, if any, is displayed, but you can change it.

If you select a new template after choosing the vendor, Purchase Orders will replace the receipt information with the information from the template.

- You cannot change the template after you have added details to the receipt.
- You cannot change the displayed template code if you specify an existing purchase order number or you are working with a previously posted receipt.

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.

Year and Period (display only)

This is the fiscal year and period to which the receipt transactions will be posted in the general ledger. You can change the fiscal period by changing the Posting Date.

You can enter a different Receipt Date, and you can enter a different Posting Date for the document.

(Remember that you cannot post transactions to closed fiscal periods.)

Receipt Details table

Allocated Tax (display only)

Shows the total tax amount that was allocated to the selected detail line for the tax authority.

Arrival Date

Type the date on which you received the items. The program displays the session date as the default, but you can change it.

Billing Type, Billing Rate, A/R Item Number, and A/R Item UOM (if job-related)

For job-related receipts, you can also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM (unit of measure) that will be used for the customer invoice.

You must select the Job Related option in the top part of the Receipt Entry screen for these fields to appear.

AR Item Number

The program displays the A/R item number associated with the category or Item Number/Resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and materials projects, as follows:

- On a standard project, the program displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, program displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number. Internal contracts for time and materials projects also do not use an A/R item number.

AR Item UOM

This field appears for Time and Materials projects if you selected the Job Related option for this transaction.

You must enter a unit of measure that is valid for the category or item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled/blank.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it. Note that:

- Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.
- Billing currency is NOT displayed for basic or standard internal Time and Materials projects or Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

Purchase Orders displays the billing rate for the specified resource (for standard projects) or category (for basic projects). The billing rate is defaulted as follows:

- On a standard project:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the billing rate is defaulted from the category resource.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the employee resource category.
- On a basic project:
 - For a category cost class of Subcontractor, Overhead, Miscellaneous Equipment, or Material, the billing rate is defaulted from the category.
 - For a category cost class of Labor, the default billing rate is based on the Default Billing Rate From option for the labor category.

The Billing Rate option does not apply to internal contracts.

You can edit the billing rate if the billing type is Billable. The field will display 0.000000 if the billing type is Non-Billable or No Charge. Note that:

- Billing rate can be specified for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using billings and costs or accrual-basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for time and materials projects or for fixed price projects that use billings and costs or accrual-basis accounting method, as follows:

On a basic project:

- For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:
 - **Billable**, the default billing type for the detail is billable, but you can change it. If the detail is billable you can specify a billing rate for the detail. If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.
 - **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero. If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

- If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:
 - **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.
 - **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

On a basic project:

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects. For internal contracts using time and materials or fixed price billings and costs or accrual-basis, the billing type is set to non-billable.

Comments

To enter comments for a detail line, click the Zoom  button beside the field (or press the Shift and F9 keys at the same time in the field), type the remarks, then click Close.

If you are creating a receipt from a purchase order, any comments you entered for the detail line on the purchase order are included on the receipt, but you can change or delete them.

Completes PO

Select Yes by pressing the Spacebar or by double-clicking in this field if you have received or canceled all the items described in the detail line.

Until you post the receipt, you can change the response back to No, if you wish, but you cannot change to No after posting.

Detail lines are completed on purchase orders when you specify that the entire quantity is received or if you cancel any outstanding quantity. Once a purchase order detail line is completed, you cannot make any further changes to it on the purchase order. You can still edit the detail on the receipt until you post an invoice for the primary vendor.

Contract, Project, Category and Item Number/Resource (if job-related)

If the receipt is job-related, specify for each receipt detail where the items or resources are going to be used. If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

For job-related receipts, you can also specify the Billing Type, Billing Rate, AR Item Number, and AR Item UOM for the customer invoice near the end of the detail line.

Purchase Orders updates the actual and committed quantities and costs for jobs with the amounts on receipts.

Note: You can enter/select the resource using the Item Number field. If the receipt is being created from multiple purchase orders, all POs must be either job-related or non-job-related. Also, you must select the Job-Related check box in the top part of the Receipt Entry screen for these fields to appear.

Category. Select or enter a category that is assigned to the project in Project and Job Costing.

Contract. Select or enter a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to an account that is on hold, if it has never been opened.)

Cost Class. The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource). Use the Item Number field to specify the resource for this detail.

For standard projects, you must specify a resource that you have assigned to the project in Project and Job Costing (such as an equipment code or a subcontractor code).

For basic projects, you can select anything you want in this field to identify the cost, but you cannot leave this field blank.

Project. You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. If a project that is on hold has never been opened, you cannot select it.
- Not closed to costs.

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

The program uses the amount you enter in this field to calculate the discounted extended cost for the item detail. If you enter a discount amount, the program calculates and displays the discount percentage based on the extended cost. (Alternatively, you can enter a percentage in the Discount % field, and let the program calculate the discount amount.)

Tip: If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire receipt on the Totals tab. Purchase Orders then prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Discounted Extended Cost

The program displays the item cost, less the discount amount, in this field.

Drop Ship

To enter a drop-ship address for a detail, click the Zoom  button beside the **Drop Ship** field, or select the field and press Shift+F9.

Select the type of address to enter, and if necessary, select the location code, customer number, or ship-to address code for the address.

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general ledger account numbers using the Finder.

The program displays the number entered with the detail on the purchase order, if any, or the account number specified in the P/O Options screen for the Default Inventory Expense Account option, but you can change the number on the receipt.

Extended Cost

Type the extended cost for the number of units of the item that you received.

If you change the extended cost, the program automatically recalculates the unit cost.

Note: If security is turned on in Sage 300, you cannot see this field unless you are authorized to view costing information.

Extended Weight

Type the extended weight for the number of units of the item that you received.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Fixed Assets

If you use Sage Fixed Assets to manage the fixed assets in your company, you can mark goods that you receive as fixed assets using the Fixed Assets screen. To display the Fixed Assets screen:

- In the Detail table, double-click the **Fixed Assets** column in the detail line to display **Yes**, and then click the **Fixed Assets** column heading.
- On the Detail Items/Taxes screen, select the **Fixed Assets** option, and then click the Zoom  button.

Fill in the fields on the Fixed Assets screen that appears.

Item Description

This field displays the item description from the P/O Vendor Contract Costs record (if one exists) or from the Inventory Control or Purchase Orders item record. If necessary, you can change it.

If you enter an item number that does not exist in Inventory Control, you also enter the description for the item. You can enter non-existent item numbers only if you selected the **Allow Non-inventory Items** option on the P/O Options screen.

Purchase Orders displays the item description that was entered with the detail on the receipt, but you can change it.

Item Number

Type the number of the item you received, or select it from the Finder.

You can also type an item number that does not exist in your Inventory Control data if you use the Allow Non-inventory Items option (selected in the P/O Options screen).

If you are creating a receipt from a purchase order, the item number entered with the purchase order appears and you cannot change it. However, you can delete the line, if you wish.

To delete a detail line from the detail entry grid on the Receipt tab, select the line, then press the Delete key on your keyboard. In the Detail Items/Taxes screen, display the line, then click the Delete button.

If you see a message asking you to confirm your wish to delete the line, choose Yes.

Manufacturers' item numbers or bar codes. Purchase Orders also lets you enter manufacturers' item numbers in this field if they have been added in Inventory Control. These numbers could include internally-used bar codes, UPC numbers, or ISBNs – letting you use a scanner (or type a short code) for entering inventory item numbers.

If you enter a manufacturer's item number, Purchase Orders will replace it with your inventory item number, and then display the manufacturer's item number you entered in the Manufacturer's Item Number field, near the end of the detail line.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Manual Proration

This item details field appears only for documents created with Purchase Orders 5.3A and earlier.

If you have added an additional cost that uses manual proration to the receipt, type the amount to prorate to the detail. You must assign the full amount of the manually prorated charge to item details before you can post the receipt.

You can manually prorate additional costs only to item details with valid inventory item numbers (including non-stock numbers, if used). You cannot manually prorate costs to non-inventory items.

Note that in multicurrency systems, you can manually prorate amounts only on receipts that are in the functional currency.

Manufacturer's Item Number

If you entered a manufacturer's item number in the **Item Number** field on the requisition or purchase order, the number appears in the **Manufacturer's Item Number** field.

Manufacturer's item numbers are alternative item numbers— such as bar codes or shortcut codes— that identify your inventory items. You set up manufacturer's item numbers in Inventory Control.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

If you are receiving a non-stock item, the non-stock clearing account associated with the item's account set appears. You can specify a different account, if necessary.

Number of Labels

If you want to print item labels for the received items, type the number of labels to print.

Note:

You use the Item Labels screen in Inventory Control to print the labels.

On the Inventory Control Item Labels screen, select **Received** in the For Each Item field, then specify the receipt numbers for which you want to print labels. The program then prints the number of labels you specified for each item detail on a selected Purchase Orders receipt.

You cannot specify a number of labels for non-inventory item details.

Optional Fields

Optional fields are fields that have been added by your company to the transaction entry screens

and detail lines in purchase orders transactions.

If you use optional fields, an Optional Fields column appears in the table. You can click the column heading to display the optional fields assigned to a selected detail, and edit their contents.

Note: You must use Transaction Analysis and Optional Field Creator to add and use optional fields.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Enter the number of a sales order for which you are creating the detail. If you use Sage 300 Order Entry with Purchase Orders, you can also use the Finder  to select an Order Entry order number.

You can change or erase an order number that is displayed with a detail you added from a purchase order or posted previously with the screen.

If you change an order number that is displayed with a detail line, the new order number does not replace the previous number on the corresponding receipt and will not be reported on the P/O Shippable Backorders report.

You also enter the unit weight, extended weight, vendor item number, comments, and the G/L expense account specified for non-inventory items.

PO Number

If you selected a purchase order from the PO Number field, or from the Create Receipt from PO screen, the purchase order number for each detail appears in this column.

Quantity Canceled

Type the number of units to cancel for the detail (the number of units, if any, that you do not expect to receive).

You can enter a canceled quantity only when you are editing a detail from a purchase order. When you post the receipt, the Quantity Outstanding field on the purchase order is reduced by the number of units you canceled on the receipt.

Quantity Outstanding

You can enter an outstanding quantity (the number of units not yet received or canceled) on detail

lines only when you are entering a receipt to a purchase order.

The Quantity Outstanding field is automatically updated by the program when you post a received amount, but you can also type the outstanding quantity.

To reduce the outstanding quantity on an existing detail line you are editing, enter the desired amount; enter zero to complete a line and cancel remaining outstanding units.

When you post the receipt for a purchase order, the outstanding quantities are reduced on the purchase order. If you post a receipt for the full outstanding quantity or for a larger quantity than was specified on the purchase order, the purchase order detail is completed.

Quantity Received

Type the number of units of the item that you received.

When entering received units for a purchase order detail, you can enter a greater number than are outstanding for the detail, if necessary.

When you post the receipt, the outstanding quantity on the purchase order (if any) is updated with the number of received units, and any purchase order details for which you did not enter a received quantity are deleted from the receipt. You must add a new receipt to receive the other details on the purchase order.

Note: If this is a job-related receipt, you should enter the quantity using the unit of measure that was used for the estimate in Project and Job Costing. Purchase Orders does not convert the quantity received when it sends the quantity to PJC if the units of measure are different.

If you use Serialized Inventory and Lot Tracking, and the item is serialized or lotted, a separate Generation/Allocation screen appears after you enter the quantity of serialized or lotted items received, then press Tab or Enter. You use this screen to assign serial/lot numbers for the item. (This screen also opens when you click the Zoom button beside the Quantity field.)

Received To Date

The program displays the number of units of the item that have already been received on the receipt.

Retainage %, Retainage Amt., and Retention Period (retainage accounting only)

Retainage accounting applies only to job-related transactions, and is available only if you selected retainage accounting in the Accounts Payable program.

If the retainage option is selected for the receipt, the program displays additional retainage fields for each receipt detail line to let you enter a retainage percentage or amount and the retention period for each detail line in the receipt.

The program also displays the Retainage tab to let you specify the exchange rate that you want to use for the retainage amounts on multicurrency invoices.

If you clear the Retainage option, the percentage and retention period fields disappear from the item detail section, and the Retainage tab also disappears.

Default Retainage Percentage and Period

The default retainage percentage and retention period that appears in these fields depends on the retainage settings that were selected for the category in the Project and Job Costing module. You can choose in PJC whether to default the retainage settings from the vendor record in Accounts Payable, or use specific retainage settings entered for the category.

Tax Included

In the Detail table, this field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

On the zoomed Detail Items/taxes screen, this field displays Yes or No to indicate whether tax amounts are included in the item cost for each tax authority. The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

Note: You can select **Yes** only if the tax authority is set up in Tax Services to allow tax-included costing.

You can also edit total tax amounts on the Taxes tab.

Tax Reporting Amount

The Tax Reporting Amount appears for each detail if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

On the Taxes tab, this field is the sum of the tax reporting amounts for the entire document. You can change the amount on the Taxes tab (for example, if you also change the Tax Amount, and then derive the Tax Reporting Exchange rate on the Rates tab).

If you edit this amount, but leave the exchange rate, you can click the Calc. Taxes button to recalculate the tax reporting amount.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.
- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.

- For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
- For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

Type the unit of measure in which you received the item, or select it from the Finder.

You must use one of the units of measure that is assigned to the item in Inventory Control. On new detail lines, the program displays the stocking unit of measure.

If you are creating a receipt from a purchase order, the unit of measure entered for the detail on the purchase order is displayed, but you can change it.

If this is a job-related receipt, you should use the unit of measure that was used for the estimate in Project and Job Costing. Purchase Orders does not convert the quantity received when it sends the quantity to PJC if the units of measure are different.

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Weight UOM

This is the unit of measure for the weight of this item on the receipt—such as, pounds, kilograms, tons.

By default, the program displays the weight unit of measure from the purchase order, but you can change it to another defined unit of measure (and the program will recalculate the weight accordingly). For example, the item might arrive in differently sized bags than were ordered, leading you to change the UOM.

The weight UOM for the complete order is determined by the default weight unit of measure set in the I/C Options screen (or in the P/O Options screen, if you do not use Inventory Control).

Optional Fields tab

The Optional Fields tab contains optional fields added by your company that apply to the transaction as a whole. (Optional fields on detail lines apply to the individual transaction detail.)

Note: This tab appears only if you use Transaction Analysis and Optional Field Creator.

For more information, see "About Optional Fields" (page 51).

Rates Tab (multicurrency ledgers)

Currency (display only)

In multicurrency ledgers, the vendor's currency code is displayed after you enter the vendor number. All amounts you enter for the receipt will be in the vendor's currency.

The currency is assigned for the vendor in Accounts Payable, and you cannot change it in Purchase Orders.

Derive Rate

When Purchase Orders calculates the tax amount in a tax reporting currency, the program uses the Tax Reporting Currency Exchange Rate that appears (or that you enter) on the Rates tab.

However, if you have changed the tax reporting amount that appears on the Taxes tab, you can click the Derive Rate button to see the actual exchange rate between the tax amount and the tax reporting amount.

In other words, the Derive Rate button appears so you can derive the exchange rate for the tax reporting currency if you change the calculated amount on the Taxes tab.

Purchase Order Exchange Rate

If you are entering a receipt for a multicurrency purchase order, the program displays the exchange rate that was posted on the PO. You can enter a different rate for the receipt.

Purchase Order Rate Date

If you are entering a receipt for a multicurrency purchase order, the program displays the rate date for the exchange rate that was posted on the PO. You can specify different exchange rate information for the receipt.

Purchase Order Rate Type

If you are entering a receipt for a multicurrency purchase order, the program displays the rate type that you used to select the exchange rate for the PO. You can select a different rate type for the receipt.

Receipt Exchange Rate

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

Receipt Rate Date

Type the date to use to select the exchange rate for the additional cost. The program displays the rate date that is nearest the receipt date you typed, but you can change to another date for which an exchange rate is entered for the currency in the Currency screens in Common Services.

If you change the rate date, Purchase Orders checks the rate tables for a date match and updates the rate if necessary.

Receipt Rate Type

If the rate type you want to use is not displayed, type the code or choose it from the Finder.

The program uses rate types when converting multicurrency amounts on the order to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

Retainage Tab

The Retainage panel lets you specify:

- The exchange rate that you want to use if this is a multicurrency receipt. You can:
 - Use the original document exchange rate (entered for the PO)
 - Use the current exchange rate
- The retainage terms (defined in the Accounts Payable program). You can override the general terms with a percentage and retention period on each detail line.

Note: This tab will appear only if the receipt is job-related and you use retainage accounting.

Taxes Tab

Retainage Tax Amount

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the amount of tax calculated for this authority for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Retainage Tax Base

The retainage tax base is the amount (before included taxes) used as the base for calculating taxes on the retained amount.

Essentially, the retainage tax base is the retainage portion of the document (excluding tax) if you report tax for retainage amounts at the time that you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Reverse Charges Amount

From all details in the document, the total of reverse chargeable tax amounts owed to a tax authority, if the Reverse Charges Base for the tax authority is above the reverse charges threshold amount for the tax authority. If the Reverse Charges Base is not above the reverse charges threshold amount, this field displays 0.

Note: The amount in this field is calculated automatically, but you can change it.

Reverse Charges Base

From all details in the document, the total of Tax Base amounts used to calculate reverse chargeable tax amounts owed to a tax authority.

Tax Amount

The program displays the total tax amount calculated for each authority in the primary vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the Calculate Taxes button.

Tax Authority and Description

These columns list the codes and corresponding descriptions for all the tax authorities in the tax group specified for the document.

You enter tax information in the Tax Services module in Common Services.

Tax Base

The net cost of an item for which tax is included in its price.

Tax Group

For new vendors (not yet added to Accounts Payable), type the tax group that identifies the tax authorities to which the vendor is subject, or select the group from the Finder. You must use a tax group that is defined for your company in Common Services.

When entering a receipt for an existing vendor, you can change the tax group that appears as the default.

You must enter a valid tax group for every receipt vendor.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Tax Excluded

The program displays the total amount of tax that is not included in item costs for the authority.

Tax Reporting Currency

Tax reporting fields appear on the Taxes tab only if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

Along with the tax reporting currency, the program displays the amount of included and excluded tax to be reported in that currency on tax tracking reports for all the tax authorities listed on the document.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Tax Reporting Amount

The Tax Reporting Amount appears only if the tax reporting currency for one or more of the tax group authorities is different from your functional currency and the vendor's currency.

You set the tax reporting currency for taxes in the Tax Services module in Common Services.

On the Taxes tab, this field is the sum of the tax reporting amounts for all tax authorities. You can change the amount on the Taxes tab (for example, if you also change the Tax Amount, and then derive the Tax Reporting Exchange rate on the Rates tab).

If you edit this amount, but leave the exchange rate, the tax reporting amount will be recalculated if you click the Calc. Taxes button.

This field also appears for each detail line on the zoomed Detail Items/Taxes screen.

Total Retainage Tax

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the total amount of tax calculated for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears on job-related documents only if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Total Tax

This field displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the **Calculate Taxes** button.

Vendor Tax Class and Tax Class Description

These columns list the tax classes that are assigned to the tax authorities to which the vendor is subject, and their corresponding descriptions.

You can change a tax class to another tax class that is assigned to the authority, but not the description.

To change the description for the tax class or make other changes for the specified tax group, use the Tax Services screens in Common Services.

Totals Tab

Comment

Type an optional comment for the receipt, using up to 250 characters. The program automatically wraps text as you reach the end of a line. If you wish to insert your own line breaks, press the Ctrl and Enter keys where you want a line break to occur.

Estimated Tax

This is the tax amount that will be applied to the retainage invoice if the tax authority allows you to defer tax on retained amounts.

Retainage amounts are invoiced at a later time, in the Accounts Payable module.

Excluded Tax

The program displays the total amount of tax that is not included in item costs for the authority.

Included Tax

The program displays the total amount of tax that is included in the primary vendor's item and additional costs for the authority.

You use the Tax Services screens to specify whether a tax authority allows tax-included costs in item prices.

Less Receipt Discount

You can enter an optional discount percentage or discount amount for the entire document, or enter discounts for individual detail lines.

If you enter a discount for the entire document, Purchase Orders prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Less Retainage

This field appears if the receipt is job-related and includes retainage amounts (in other words, will have amounts held back on the invoice).

The Net Receipt total is the amount of that will be invoiced from this receipt.

Retainage amounts are invoiced at a later time, in the Accounts Payable module.

Number of Costs

The program displays the number of additional cost detail lines you entered for the document.

Check this number against source documents to make sure you entered all the details you require.

Number of Lines

The program displays the number of item detail lines you entered for the primary vendor on the document.

Check this number against source documents to make sure you entered all the details you require.

Plus Additional Costs

The program displays the total amount of additional cost details for the primary vendor on the receipt, excluding taxes (except taxes that are included in the cost amounts).

Plus Excluded Tax

The program displays the total excluded tax amount of all item and additional cost details for the primary vendor on the receipt. This amount does not include taxes that are included in the cost amounts.

Receipt Detail Subtotal

The program displays the total of all item detail costs entered for the primary vendor on the receipt, including tax-included amounts. This subtotal does not include tax amounts that are not included in item costs or the additional costs you added for the primary vendor.

Receipt Total

The program displays the total of all item and additional costs and taxes for the primary vendor.

Total Reverse Charges

The total of Reverse Charges Amounts for the document.

Total Tax

The program displays the sum of the included and excluded taxes calculated on the receipt for the primary vendor. It does not include tax amounts calculated for secondary vendors.

Total Weight

The program displays the total estimated weight of the receipt, calculated from the weight you enter for each item detail.

Use this amount to check shipping charges for the order.

P/O Receipt Entry Bill-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Click the Zoom  button beside the Bill-To Location field, or press the F9 key in the field.

Overview

Use the Bill-To Location screen to edit an existing bill-to location address, or to enter a new billing address for the receipt.

Note: You do not have to enter a bill-to location code or address information.

Fields and Controls

Address

Use the **Address** field to type the address for the location, or edit the displayed information if necessary.

Bill-To Location

If you use Inventory Control and you selected a bill-to location code, the program displays the

location code.

If you do not use Inventory Control, you can click the Zoom  button beside the field name.

Enter the bill-to location information by typing in the screen that appears.

Contact

Enter the name of a contact person, department, or position.

Description

Use the **Description** field to type a description of the location, such as a company name, or edit a displayed description if necessary. You do not have to include a description.

E-mail

Use the **E-mail** field to type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Use the **Fax Number** field to type the fax number for the location or edit a displayed number if necessary.

Phone Number

Use the **Phone Number** field to type the telephone number for the location or edit a displayed number if necessary.

P/O Receipt Entry Ship-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Click the Zoom  button beside the Ship-To Location field, or press the F9 key in the field.

Overview

Use the Ship-To Location screen to edit an existing ship-to location address or to enter a new ship-to address for the receipt.

Note: You do not have to enter a ship-to location code or address information.

Fields and Controls

Address

Type the address for the location where goods are to be shipped, or edit the displayed information if necessary.

Contact

Type the name of a contact person, department, or position at the ship-to location, and enter a phone number, fax number, and e-mail address if appropriate (or edit the displayed contact).

Description

Type a description of the location, such as a company name, or edit displayed information if necessary.

Fax Number

Type the fax number for the location, or edit displayed number if necessary.

Phone Number

Type the phone number for the location, or edit displayed number if necessary.

Ship-To Location (display only)

The program displays the code for the specified ship-to location, if any.

P/O Receipt Entry Drop-Shipment Address Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. On the Details table, for a selected detail line, click in the Drop-Ship field, then click the Zoom  button (or press the Shift and F9 keys at the same time).

Overview

Use this screen to enter or edit address information for a detail where the goods were shipped directly to an address other than the inventory location specified for the detail line.

To enter a drop-shipment address:

1. In the Drop-Shipment Address screen, select the type of address to enter.
2. Select the location code, customer number, or ship-to location code for the address, as needed.
3. Type the address or edit displayed information.
4. Click **Close**.

To edit a drop-shipment address:

1. Make the changes you need in the Drop-Shipment Address screen. You can change all the information in the screen, including the type of address.
2. When finished, click **Close**.

To delete drop-shipment addresses:

On the Receipt tab, change the entry in the **Drop-Ship** field to **No** for the selected detail, or clear the Drop-Ship option on the Detail Items/Taxes form (click the field or press the Shift and F9 keys at the same time in it).

Fields and Controls

Address

Type the address information for the drop-shipment, or accept the displayed information.

If you are creating a receipt from a purchase order, information entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Contact

Type the name of the contact person or position at the drop-shipment address, and enter a phone number, fax number, and e-mail address if appropriate (or accept the displayed information).

If you are creating a receipt from a purchase order, the contact, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Customer Number

This field appears if you selected Customer Number or Customer Ship-To Address in the Set Drop-Ship Items To field.

To enter a drop-shipment to a customer from your Accounts Receivable database, type the customer number or select it from the Finder.

When you enter a customer number, the address and other information entered for the customer in Accounts Receivable is displayed, but you can change it.

If you are creating a receipt from a purchase order, the program displays the customer number, if any, entered with the drop-shipment address on the purchase order.

Customer Ship-to Location

This field appears if you selected Customer Ship-To Address in the Set Drop-Ship Items To field.

Type the code for the customer's ship-to location, if any, at which the drop-shipped items were received, or select the location from the Finder. You can enter a ship-to location only if you have defined ship-to locations in Accounts Receivable for the customer.

When you enter a ship-to location code, the address and other information entered for the location is displayed, but you can change it.

If you are creating a receipt from a purchase order, the program displays the customer ship-to code, if any, entered with the drop-shipment address on the purchase order.

Description

Type the name of the person or a description of the location which received the drop shipment.

If you are creating a receipt from a purchase order, the description, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

E-mail

Type the e-mail address for the location to which the items were drop-shipped.

If you are creating a receipt from a purchase order, the e-mail address, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Fax Number

Type the fax number at the location where the drop-shipment was received.

If you are creating a receipt from a purchase order, the fax number, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Location

This field appears if you use Inventory Control and you selected Inventory Location Address in the Drop-Ship Items To field.

If items were drop-shipped to an inventory location other than the location specified for the detail line, type the location code or select it from the Finder. When you select a location code, the address and other information entered for the location in Inventory Control is displayed, but you can change it.

If you are creating a receipt from a purchase order, the location code, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Phone Number

Type the phone number at the location to which the items were drop-shipped.

If you are creating a receipt from a purchase order, the phone number, if any, entered with the drop-shipment address on the purchase order is displayed, but you can change it.

Set Drop Shipment Address To

Specify the type of drop-shipment address you are entering. You can select:

- **Address Entered**— select this option when you want to type the address information for the shipment.

- **Inventory Location Address**—select this option when the items were drop-shipped to a different Inventory Control location than the designated receipt location.
- **Customer Address**— select this option when the items were drop-shipped to the address of one of your Accounts Receivable customers.
- **Customer Ship-To Address**—select this option when the items were drop-shipped to one of the ship-to addresses defined for the customer in Accounts Receivable.

Adding a New Secondary Vendor to a Receipt

To add an additional cost vendor to a receipt:

1. On the Additional Costs tab, in the **Vendor Number** field, enter the vendor number, and then press the Tab key.
2. Click the Zoom  button beside the Vendor Number field.
3. In the Vendor Address Information screen that appears, enter the address and contact information for the new secondary vendor.
4. When finished, click the **Close** button to return to the Additional Costs tab.

Note: To add a new Accounts Payable vendor, you must create a vendor record in the A/P program.

P/O Receipt Entry Detail Items/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter header information for the receipt, including the vendor number and, if you are receiving an existing purchase order, specify the purchase order number (or numbers if you are receiving multiple purchase orders).
3. Select an existing detail or enter a new one, and then press F9 or click the **Item/Tax** button.

Related Tasks

- "Entering Receipts" (page 134)
- "Printing Receiving Slips" (page 224)

- "Receiving and Invoicing Serialized Items " (page 187)
- "Receiving and Invoicing Lotted Items" (page 189)

Overview

Use this screen to add, edit, and delete receipt detail lines. You also use it to edit the tax classes and tax-included options for individual receipt details.

This screen displays the fields for a single detail in a separate window, letting you see all the information you entered for the detail, including tax information.

Fields and Controls

Buttons

Calc. Taxes

Click the **Calc. Taxes** button to see tax amounts for a detail before you post the document.

Note: Tax amounts are not calculated automatically until you click the Taxes tab or the Totals tab, or you post the purchase order.

Close

Click the **Close** button to close the Detail Items/Taxes screen.

On the Detail Items/Taxes screen and the Detail Costs/Taxes screen, you can also press the F9 key on your keyboard to close the screen.

Delete

Click the **Delete** button to delete the detail displayed in the zoomed detail-entry screen.

Save/Add

Use the **Save** button to save the changes you made to a detail you edited in the Detail Items/Taxes screen.

For a new detail, this button is called Add.

Allocated Tax

The program displays the total tax amount that has been allocated to the detail, including taxes that are included in the item cost. Recoverable and expensed tax amounts not included.

Allocated taxes form part of the item costs that are posted to the Inventory Control item records by Day End Processing.

Arrival Date

Type the date on which you received the items. The program displays the session date as the default, but you can change it.

Comments

To view comments for a selected detail line, click the Zoom  button beside the Comments field. The program displays any comments entered for the detail line on the receipt, but you can change or delete them.

Tip: You can also press the Shift and F9 keys together to open or close the screen using your keyboard.

To enter comments for the selected detail, click the Detail Comments table, press the Insert key, and then type the comments on the new line.

Lines automatically wrap. If you want to start a new line before the line wraps, press Enter.

For more information, see "P/O Detail Comments Screen" (page 503).

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

The program uses the amount you enter in this field to calculate the discounted extended cost for the item detail. If you enter a discount amount, the program calculates and displays the discount percentage based on the extended cost. (Alternatively, you can enter a percentage in the Discount % field, and let the program calculate the discount amount.)

If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire receipt on the Totals tab. Purchase Orders then prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Discounted Extended Cost

The program displays the item cost, less the discount amount, in this field.

Drop Ship

To enter a drop-ship address for a detail, click the Zoom  button beside the **Drop Ship** field, or select the field and press Shift+F9.

Select the type of address to enter, and if necessary, select the location code, customer number, or ship-to address code for the address.

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general ledger account numbers using the Finder.

The program displays the number entered with the detail on the purchase order, if any, or the account number specified on the P/O Options screen for the Default Inventory Expense Account option, but you can change the number on the receipt.

Extended Cost

Type the extended cost for the number of units of the item that you received.

If you change the extended cost, the program automatically recalculates the unit cost.

Note: If security is turned on in Sage 300, you cannot see this field unless you are authorized to view costing information.

Extended Weight

Type the extended weight for the number of units of the item that you received.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Number

The program displays the item number entered for the selected detail line.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Number of Labels

If you want to print item labels for the received items, type the number of labels to print.

Note:

You use the Item Labels screen in Inventory Control to print the labels.

In the Inventory Control Item Labels screen, select **Received** in the For Each Item field, then specify the receipt numbers for which you want to print labels. The program then prints the number of labels you specified for each item detail on a selected Purchase Orders receipt.

You cannot specify a number of labels for non-inventory item details.

Optional Fields

If optional fields have been defined in Purchase Orders for receipt details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Quantity Canceled

Type the number of units to cancel for the detail (the number of units, if any, that you do not expect to receive).

You can enter a canceled quantity only when you are editing a detail from a purchase order. When you post the receipt, the Quantity Outstanding field on the purchase order is reduced by the number of units you canceled on the receipt.

Quantity Outstanding

You can enter an outstanding quantity (the number of units not yet received or canceled) on detail lines only when you are entering a receipt to a purchase order.

The Quantity Outstanding field is automatically updated by the program when you post a received amount, but you can also type the outstanding quantity.

To reduce the outstanding quantity on an existing detail line you are editing, enter the desired amount; enter zero to complete a line and cancel remaining outstanding units.

When you post the receipt for a purchase order, the outstanding quantities are reduced on the purchase order. If you post a receipt for the full outstanding quantity or for a larger quantity than was specified on the purchase order, the purchase order detail is completed.

Quantity Received

Type the number of units of the item that you received.

When entering received units for a purchase order detail, you can enter a greater number than are outstanding for the detail, if necessary.

When you post the receipt, the outstanding quantity on the purchase order (if any) is updated with the number of received units, and any purchase order details for which you did not enter a received quantity are deleted from the receipt. You must add a new receipt to receive the other details on the purchase order.

Note: If this is a job-related receipt, you should enter the quantity using the unit of measure that was used for the estimate in Project and Job Costing. Purchase Orders does not convert the quantity received when it sends the quantity to PJC if the units of measure are different.

If you use Serialized Inventory and Lot Tracking, and the item is serialized or lotted, a separate Generation/Allocation screen appears after you enter the quantity of serialized or lotted items received, then press Tab or Enter. You use this screen to assign serial/lot numbers for the item. (This screen also opens when you click the Zoom button beside the Quantity field.)

Received To Date

The program displays the number of units of the item that have already been received on the receipt.

Tax Included

This field displays the total amount of tax that is included in the extended item cost (when the cost includes tax).

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.
- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

Type the unit of measure in which you received the item, or select it from the Finder.

You must use one of the units of measure that is assigned to the item in Inventory Control. On new detail lines, the program displays the stocking unit of measure.

If you are creating a receipt from a purchase order, the unit of measure entered for the detail on the purchase order is displayed, but you can change it.

If this is a job-related receipt, you should use the unit of measure that was used for the estimate in Project and Job Costing. Purchase Orders does not convert the quantity received when it sends the quantity to PJC if the units of measure are different.

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Weight UOM

This is the unit of measure for the weight of this item on the receipt—such as pounds, kilograms, tons.

The program displays the weight unit of measure from the purchase order as the default, but you can change it to another defined unit of measure (and the program will recalculate the weight

accordingly). For example, the item might arrive in differently sized bags than were ordered, leading you to change the UOM.

The weight UOM for the complete order is determined by the default weight unit of measure set in the I/C Options screen (or in the P/O Options screen if you do not use Inventory Control).

Tax table

Allocated Tax

This column displays the tax amounts allocated to the selected detail line for each tax authority.

Detail Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. You can change the tax class (to another tax class that is assigned to the authority), but not the description.

To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Expensed Tax

The program displays the amount of tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the credit note or debit note.

Recoverable Tax

The program displays the amount of tax that can be recovered by your company, such as, for example, recoverable Canadian Goods and Services Tax (GST) amounts.

Reverse Chargeable

Indicates if the tax amount owed to a tax authority for a detail may become a reverse charge.

A reverse chargeable tax amount will not necessarily become a reverse charge. Tax amounts become reverse charges only if the Reverse Charges Base for the tax authority to which the tax amounts are owed (shown on the Taxes tab) is above the reverse charges threshold amount for the tax authority. For more information about threshold amounts, see the Tax Services help.

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.
- Tax rates are specified for the tax authorities and classes in Tax Services.

You cannot edit the tax amount for a detail except indirectly, by changing the tax class or tax-included option on the Detail Items/Taxes screen.

To edit tax amounts for the invoice, make your changes on the Taxes tab.

Tax Authority and Description

These columns list the tax authorities and that are assigned to the tax group you specified for the document.

Tax information is maintained in the Tax Services screens in Common Services.

Tax Base

This field shows, for the selected detail, the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

This field is particularly useful for items that have tax included in their prices.

Tax Included

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

P/O Lot Numbers Generation/Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Purchase Order Entry** or **Invoice Entry**.
2. Enter a value in the **Quantity Received** field, and then press either the Enter key or the Tab key.

Related Tasks

- "Receiving and Invoicing Lotted Items" (page 189)

Overview

When you receive lotted items from vendors in Purchase Orders, the program prompts you to assign lot numbers.

Note: Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You use the same procedure when entering a vendor invoice, except you start with the Invoice Entry screen instead of the Receipt Entry screen.

Assigning Lot Numbers During Receipt Entry or Invoice Entry

You can assign lot numbers when you receive lotted items or when you create the invoice for the items, provided the item does not use the lot costing method and the **Allow Lot Quantity To Be Different From The Quantity In The Entries** option is selected on the I/C Items screen.

Generally, there are not big differences in assigning numbers during receipt or invoicing. However, there can be an impact when using the Inventory Control Lot Inquiry report.

Note: If you chose not to assign numbers in the PO receipt screen, but did so using the PO Invoice screen, the cost that appears in the Inventory Control Lot Inquiry report will be zero, as this inquiry reports only the net change from the time of receipt to invoice, not the original receipt cost.

Example: Say you enter the cost of a lotted item as two dollars during receipt entry, but you do not assign the lot number. Then, you use the Invoice Entry screen to enter the lot number, and you change the cost of the item to three dollars. The value that appears on the I/C Lot Number Inquiry for that transaction is one dollar.

Fields and Controls

Buttons

Add

Click the **Add** button to add the lot or serial number displayed in the **Next Lot Number** or **Next Serial Number** field.

Auto Alloc

Click the **Auto Alloc** button to automatically allocate lot numbers to the items. The required number of lot numbers appears in the **Lot Numbers** list.

To start allocating from a specific lot number, specify this number in the **Auto-Allocate From** field, before you click **Auto Alloc**.

Auto Gen

The **Auto Gen** button appears if you had selected the option **Allow Auto-Generation of Lot Numbers in PO** on the Settings tab of the I/C Options screen.

When you click the **Auto Gen** button, a dialog box opens, where you indicate how many lot numbers need to be created.

Clear

Click the **Clear** button to remove lot numbers or quantities allocated, or both, depending on the screen.

Close

Click the **Close** button to end the lot number allocation process.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting lot number from which to automatically allocate the lot numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting lot number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of lot numbers, starting from the specified number.

Make Lots OR Each Has

When you auto-generate lots, you must enter a number in one of these fields to define how the lots are generated:

- **Make ___ Lots.** If you want to create a fixed number of lots, with the quantity evenly distributed across all of the lots, enter the number of lots.

Example: If you create 10 lots and have 400 items, each lot will have 40 items.

OR

- **Each Lot Has ___.** If you want to distribute a fixed quantity to each lot, enter the number to include in each lot.

Example: If you want to have 50 items in each lot, the process will generate the number of lots needed to accommodate the quantity of items.

Next Lot Number

This field displays the next sequential lot number available for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Lot Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of lot numbers to the Lot Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of lot numbers to the Lot Numbers list, starting from the displayed number.

When you finish, this field displays the next lot number that is now available.

Count section

Allocated / Generated / Returned count

This display field indicates how many lot numbers have been selected.

Lot Qty Required

This field indicates how many lot numbers are required, as indicated on the quantity field from which you accessed the Lot Numbers Allocation pop-up.

Remaining

This figure represents the quantity still to be entered on the Lot Tracking pop-up screen. This

number should be zero after you have finished allocating lot numbers.

P/O Serial Numbers Generation/Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry** or Invoice Entry.
2. Enter a value in the Quantity Received field, and then press either the Enter key or the Tab key to display the Serial Numbers Generation/ Allocation screen.

Fields and Controls

Buttons

Add

After entering a number in the **New Serial Number** field, click the **Add** button to add the number to the **Generated Serial Numbers** list.

Auto Alloc

After entering a serial number in the blank field above the **Available Serial Numbers** list, click the **Auto Alloc** button. The required serial numbers will appear in the Returned Serial Numbers list, beginning with that number.

Auto Gen

Click the **Auto Gen** button after entering a number in the New Serial Number field, or after highlighting a number in the **Existing Serial Numbers** list.

The correct quantity of required serial numbers will appear in the **Generated Serial Numbers** list, beginning with that number.

Clear

Click the **Clear** button to remove all the serial numbers listed in the **Generated Serial Numbers** or the **Returned Serial Numbers** lists.

A message appears, asking if this is what you really want to do.

Return All

On the Serial Numbers Allocation screen, click the **Return All** button to return all of the items with the serial numbers listed. All of the lines in the Returned column are shown as Yes.

Note: Do not confuse this button with the **Return All** button on the Return Entry screen, which is used to return all items listed on a selected invoice, rather than on an individual detail line.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting serial number from which to automatically allocate the serial numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting serial number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of serial numbers, starting from the specified number.

Next Serial Number

This field displays the next sequential serial number for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Serial Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.

When you finish, this field displays the next serial number that is now available.

Unit of Measure

The default unit of measure displayed in the Serialized Inventory pop-up is the same unit as on the underlying transaction.

Count section

Allocated / Generated / Returned

This indicates how many serial numbers you have been selected.

Remaining

This indicates how many serial numbers still need to be assigned.

Serial No's Required

This field indicates how many serial numbers are required, as indicated on the quantity field from which you accessed the Serial Numbers Allocation screen.

Related Tasks

- "Receiving and Invoicing Serialized Items " (page 187)

Overview

When you receive serialized items from vendors in Purchase Orders, the program prompts you to assign serial numbers.

Note: Serial numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You use the same procedure when entering a vendor invoice, except you start with the Invoice Entry screen instead of the Receipt Entry screen.

Assigning Serial Numbers During Receipt Entry or Invoice Entry

You can assign serial numbers when you receive serialized items, or when you create the invoice for the items, provided the item does not use the serial costing method and the **Allow Serial Quantity To Be Different From The Quantity In The Entries** option is selected on the I/C Items screen.

Generally, there are not big differences in assigning numbers during receipt or invoicing. However, there can be an impact when using the Inventory Control Serial Inquiry report.

Note: If you chose not to assign numbers in the P/O Receipt Entry screen, but did so using the P/O Invoice Entry screen, the cost that appears in the Inventory Control Serial Inquiry report will be zero, as this inquiry reports only the net change from the time of receipt to invoice, not the original receipt cost.

Example: Say you enter the cost of a serialized item as two dollars during receipt entry, but you don't assign the serial number. Then, you use the P/O Invoice Entry screen to enter the serial number, and you change the cost of the item to three dollars. The value that appears on the I/C Serial Number Inquiry for that transaction is one dollar.

Fields and Controls

Buttons

Add

After entering a number in the **New Serial Number** field, click the **Add** button to add the number to the **Generated Serial Numbers** list.

Auto Alloc

After entering a serial number in the blank field above the **Available Serial Numbers** list, click the **Auto Alloc** button. The required serial numbers will appear in the Returned Serial Numbers list, beginning with that number.

Auto Gen

Click the **Auto Gen** button after entering a number in the New Serial Number field, or after highlighting a number in the **Existing Serial Numbers** list.

The correct quantity of required serial numbers will appear in the **Generated Serial Numbers** list, beginning with that number.

Clear

Click the **Clear** button to remove all the serial numbers listed in the **Generated Serial Numbers** or the **Returned Serial Numbers** lists.

A message appears, asking if this is what you really want to do.

Return All

On the Serial Numbers Allocation screen, click the **Return All** button to return all of the items with the serial numbers listed. All of the lines in the Returned column are shown as Yes.

Note: Do not confuse this button with the **Return All** button on the Return Entry screen, which is used to return all items listed on a selected invoice, rather than on an individual detail line.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting serial number from which to automatically allocate the serial numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting serial number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of serial numbers, starting from the specified number.

Next Serial Number

This field displays the next sequential serial number for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Serial Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.

When you finish, this field displays the next serial number that is now available.

Unit of Measure

The default unit of measure displayed in the Serialized Inventory pop-up is the same unit as on the underlying transaction.

Count section

Allocated / Generated / Returned

This indicates how many serial numbers you have been selected.

Remaining

This indicates how many serial numbers still need to be assigned.

Serial No's Required

This field indicates how many serial numbers are required, as indicated on the quantity field from which you accessed the Serial Numbers Allocation screen.

P/O Fixed Assets Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter receipt information as usual, including item details for the fixed assets.
3. In in the detail line, double-click the **Fixed Assets** column to display **Yes**, and then click the **Fixed Assets** column heading.

Note: If you enter details using the Detail Items/Taxes screen, rather than the Details table, select the **Fixed Assets** option, and then click the Zoom  button.

Overview

If you use Sage Fixed Assets to manage the fixed assets in your company, you can also mark received goods as fixed assets, and select the Sage Fixed Assets template that you want to use for the new asset. Sage 300 transfers the asset information to Sage Fixed Assets when you run Create Assets in Sage Fixed Assets Integration.

Fields and Controls

Asset Description

Use the Description field to enter the description that you want to use for the asset in Sage Fixed Assets.

Fixed Asset UOM

Type the unit of measure for the quantity you entered.

Fixed Asset Value

Type the value to book for the asset in Sage Fixed Assets.

Quantity

Enter the quantity of asset items that you are receiving.

If the quantity is more than one, and you want to create separate asset records for each item in Sage Fixed Assets, select the Separate Assets option.

Separate Assets

If the quantity is more than one, and you want to create separate asset records for each item in Sage Fixed Assets, select the Separate Assets option.

The program allocates the fixed asset value entered on the Fixed Assets screen proportionately to each Sage Fixed Assets record it creates. For example, for a quantity of 10 and a value of \$25,000, the program creates 10 asset records with a value of \$2,500 each.

Template

If you want to use a different template from the one displayed on the Fixed Assets screen, use the Finder for the Template field to select a different one.

Otherwise, either accept the default template code that appears or clear the entry from this field. (You do not have to use a template to create the asset in Sage Fixed Assets.)

P/O Receipt Entry Detail Comments Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. On the Receipt tab, click the **Comments** field for the detail line you need.
3. Click the Zoom  button or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to enter comments for a selected receipt detail line. You can also print the remarks on the receiving slip.

To enter or edit a comment:

1. Type the comment, pressing Enter to start each new line.
2. When finished, click **Close** to close the screen.

To delete comments:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments by changing the entry in the **Comments** field to **No** on the Receipt tab. If you use this method, your remarks are not deleted, but they are not printed on the receiving slip. If you decide to use the remarks later, change the **Comment** field to **Yes**. Your original remarks will reappear.

P/O Receipt Entry Detail Costs/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter header information for the receipt.
3. On the Additional Costs tab, add or select a detail line, and then click the **Cost/Tax** button or press the F9 key.

Related Tasks

- "Adding, Editing, or Deleting Additional Costs" (page 139)

Overview

This screen displays the fields for a single detail in a separate window, letting you see all the information you entered for the additional cost detail, including tax information.

Use this screen to:

- Add, edit, or delete additional cost detail lines.
- Edit the tax classes and tax-included options for additional cost details.

Fields and Controls

Additional Cost

Type the code for the additional cost you want to add, or select the code from the Finder.

If you are adding a cost for which no code is defined, skip this field and type the name of the cost in the **Description** field (the field beside the Additional Cost field in the Detail Cost/Taxes screen).

Note: You use the Additional Costs screen (in the P/O Setup folder) to maintain the additional cost charges you use in Purchase Orders.

Allocated Tax

This field displays the amount of allocated tax for the detail. (Allocated taxes are included in the cost of the detail. Recoverable and expensed taxes are not included in detail costs.)

Amount

Enter the amount of the additional cost in this field.

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Expense Account

If you are going to expense an additional cost, type the general ledger account number in this field, or select the account number using the Finder.

Note: You do not enter a general ledger account number if you are prorating the additional cost.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Net of Tax

This field displays the net amount of the additional cost you entered for the detail (excluding allocated taxes that are not included in the amount of the cost).

Optional Fields

If optional fields have been defined in Purchase Orders for additional cost details in receipts, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Proration Method

Specify whether to prorate the cost to the received items by cost, quantity, or weight, or manually, or to expense the cost to a general ledger account.

Note: If you are adding additional costs for non-inventory items, you must choose **No Proration**.

Reference

Enter optional reference information for the detail.

Return Expense Account

In this field, enter the general ledger account number to which to post prorated additional cost amounts if you return items.

Reproration / Return Proration

This field is called Return Proration on the Detail Costs/Taxes screen.

Select the reproration method to use if you need to return any of the received items and you did not select **No Proration** or **Prorate Manually** as the proration method.

Note: You cannot expense job-related costs.

Tax Included

This field displays the total amount of taxes included in the additional cost amount.

Detail taxes

Allocated Tax

The program displays the tax amount allocated to item details. (Recoverable and expensed tax amounts are not included.)

Allocated taxes form part of the item costs that are posted to the Inventory Control item records by Day End Processing.

Expensed Tax

The program displays the amount of the tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the receipt.

Recoverable Tax

The program displays the amount of the tax that can be recovered by your company, for example, recoverable Canadian Goods and Services Tax (GST) amounts.

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The additional cost is taxable.

- Tax rates are specified for the tax authorities and classes in Tax Services.

Tax Authority and Description

These columns list the tax authorities and corresponding descriptions that are assigned to the specified tax group.

Tax authorities and other tax information is maintained in the Tax Services screens in Common Services.

Tax Base

The net cost of an additional cost detail for which tax is included in its price.

Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. In this screen, you can change the tax class (to another tax class that is assigned to the authority), but not the description.

To change the description for the tax class or make other changes for the specified tax group, use the Tax Services screens in Common Services.

Tax Included

Use this field to indicate whether tax amounts are included in the additional cost (instead of charged separately on the detail cost).

To toggle between Yes and No in this field, type any character in the field, or double-click the field.

P/O Receipt Entry Cost Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter header information for the receipt, specifying the purchase order numbers for which you are creating the receipt.
3. Click the Additional Costs tab.

- a. Select the additional cost you need to distribute.
- b. Click the **Dist. Cost** button to open the Cost Allocation screen.

Related Tasks

- "Distributing Additional Costs to Multiple Receipts on a Debit Note" (page 178)

Overview

Use the Cost Allocation screen to distribute an additional cost to more than one receipt.

Note: This screen is available only if you are adjusting an existing additional cost from an invoice that is based on multiple receipts.

You cannot automatically prorate the costs to multiple receipts. Instead, you identify the amount to distribute to each receipt on the debit note.

You can prorate and allocate the additional cost amount manually, or you can let Purchase Orders automatically allocate amounts to receipts according to the proration method identified on the Additional Costs tab.

Fields and Controls

Buttons

Clear

Use the **Clear** button to clear all amounts in the screen.

Dist. Cost

Use the **Dist. Cost** button to open the Cost Allocation screen for an additional cost detail.

Redistribute

Use the **Redist.** button to have Purchase Orders automatically prorate the additional cost amount for the receipts.

Amount (additional cost detail total)

The program displays the amount you enter for the additional cost detail at the top of the Cost Allocation screen.

Amount (prorated for each receipt)

The program displays the amount of the additional cost allocated to each receipt when you click the **Redist.** button.

Note: To allocate the additional cost manually, you can enter amounts beside each receipt number. The sum of all the amounts you allocate to receipts must equal the total amount for the additional cost.

Billing Rate

If the receipt was job-related, Purchase Orders displays a billing rate for the cost that you are allocating, along with the amount being allocated.

Note: The billing rate is also used to allocate additional costs to more than one receipt.

If you are prorating the cost manually to other receipts, you can enter a different billing rate with each distribution.

Proration Method (display only)

You cannot change the proration method for an existing additional cost.

Receipt Number

The program displays the receipt numbers used in this invoice, credit note, or debit note. You cannot change the receipt numbers.

Retainage Percentage, Amount, and Period

If the receipts were job-related and the credit note or debit note uses the retainage option, the program displays additional retainage fields for each receipt to which you can allocate additional costs.

The default retainage percentage and retention period that appears in these fields depends on how you are prorating the costs.

- If prorating by cost, quantity, or prorating manually, the settings come from the vendor record.
- If you are not prorating, the retainage settings are based on the **Default Retainage From** option for the contract in Project and Job Costing.

P/O Receipt Entry Additional Cost Vendor Information Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter header information for the receipt, including the primary vendor.
3. On the Additional Costs tab, select a secondary vendor for an existing additional cost, or use the Vendor Number field to specify a different vendor for a new additional cost.

Use the navigation buttons beside the Additional Cost Vendors field to select an existing secondary vendor or use the Finder to view the secondary vendors associated with the receipt, then select from the list the vendor whose information you want to review.

Note: The code for the secondary vendor appears in the Vendor Number field after selecting it using the Additional Cost Vendor field.

4. Beside the Vendor Number field (with the vendor code displayed), click the Zoom  button to display the address information for the secondary vendor.

Related Tasks

- "Adding a New Secondary Vendor to a Receipt" (page 617)

Overview

Use this screen when adding or editing additional costs from secondary vendors to enter or edit the vendor's address, contact information, phone number, or fax number.

Note: A secondary vendor is a vendor who charged you for additional costs on a shipment of goods (for example, freight, customs brokerage fees, or special handling), but who did not supply the actual goods. You cannot enter item details for secondary vendors. You enter only the additional cost details.

Fields and Controls

Vendor Name (display only)

For new vendors, type the vendor name. You cannot edit this field for existing vendors.

Vendor Number and Name

If you used the buttons beside the Additional Cost Vendors field to select an additional cost vendor that you have already added to this receipt, the program displays the selected vendor number in this field.

You can always add an additional cost vendor to a receipt for which you have not yet created an invoice. You can use the Finder to select a vendor that exists in Accounts Payable, or you can add a new additional cost vendor.

For information about adding a new secondary vendor to a receipt, see "Adding a New Secondary Vendor to a Receipt" (page 617).

Address

Type the vendor's address (for a new vendor) or edit a displayed address if necessary.

Contact

Type the name of a contact person, department, or position at the vendor's place of business, and enter a phone number, fax number, and e-mail address if appropriate.

Fax Number

Type the vendor's fax number or edit a displayed number if necessary.

Phone

Type the vendor's phone number or edit a displayed number if necessary.

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter the receipt, including additional costs, as usual.
3. On the Additional Costs tab, select the secondary vendor, then click the **Vendor Taxes** button.

Overview

Use this screen when entering additional costs for secondary vendors to:

- Check tax information and calculations for the selected additional cost vendor.
- Edit the tax class and tax-included options for the tax authorities.

Note: A secondary vendor is a vendor who charged you for additional costs on a shipment of goods (for example, freight, customs brokerage fees, or special handling), but who did not supply the actual goods. You cannot enter item details for secondary vendors. You enter only the additional cost details.

To change tax information for an additional cost charged by the primary vendor, you use the Detail Costs/Taxes screen. (On the Additional Costs tab, select the additional cost for the primary vendor, and then click the **Cost/Tax** button or press the F9 key.)

For more information, see "P/O Receipt Entry Detail Costs/Taxes Screen" (page 638).

Fields and Controls

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The additional cost is taxable.
- Tax rates are specified for the tax authorities and classes in Tax Services.

Tax Authority and Description

These columns list the tax authorities and corresponding descriptions that are assigned to the tax group you specified for the vendor.

Tax information is added and modified in the Tax Services screens in Common Services.

Tax Base

This field displays the net cost of an additional cost detail for which tax is included in its price.

Tax Excluded

The program calculates the tax amount that is not included in the additional cost amount.

Tax Included

The program calculates the tax amount that is included in the additional cost amount.

Vendor Tax Class and Tax Class Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority for the selected vendor. You can change the tax class to another tax class that is assigned to the authority, but not the description.

Tip: To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

P/O Receipt Entry Invoice Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Receipt Entry**.
2. Enter header information for the receipt, including the vendor number and, if you are receiving an existing purchase order, specify the purchase order number (or numbers if you are receiving multiple purchase orders).
3. Use the Details table to receive items on the purchase order, or click **Receive All** to receive all the items.
4. Click the **Invoice** button.

Overview

Use this screen to create invoices for the primary and secondary vendors on a receipt. For more information, see "About Vendors" (page 81).

Note: On this screen, you cannot enter duplicate invoice numbers for a vendor. However, you can enter duplicate invoice numbers as long as each of the invoices with the same number is for a different vendor.

Invoices are created during posting. You can post only one invoice for each vendor on the receipt, and the invoice includes all charges entered for the vendor on the receipt.

After posting, you cannot change information in the Invoice screen or on the receipt for item and additional costs you have invoiced.

Important! You should use the P/O Invoice Entry screen to enter 1099 information for vendors.

The 1099 Code and 1099 Amount fields appear on the Vendor Information tab in the Invoice Entry screen only for vendors for whom the **Subject To 1099 Reporting** option is selected in Accounts Payable.

For more information, see "P/O Invoice Entry Screen" (page 451).

Fields and Controls

Primary Vendor Invoice Number

To create an invoice for the primary vendor, type the invoice number in the **Invoice Number** field at the top of the screen.

Note: The primary vendor is the vendor from which you received goods. You can include both item details and additional cost details for primary vendors on receipts, invoices, credit notes, and debit notes.

Invoice Number (additional cost vendors)

To create invoices for secondary vendors, type the invoice numbers in the **Invoice Number** field for each vendor whose invoice you are creating.

When you post the receipt, the program will create an invoice for *all* the additional costs entered on the receipt for the secondary vendors.

Note: A secondary vendor is one that adds charges to the receipt—such as for freight

Invoiced

This field shows whether an invoice has been posted for the selected secondary vendor.

You can post only one invoice for each vendor on a receipt. After you post the invoice, you can no longer change information for the vendor on the receipt.

Vendor Number and Name

The program displays the number and name of each secondary vendor for whom you have added an additional cost on the receipt.

To create an invoice for *all* the additional cost details entered on the receipt for a secondary vendor, select (highlight) the line for the vendor, then type the invoice number.

P/O Requisition Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Requisition Entry**.

Secondary Screens

- "P/O Requisition Entry Detail Comments Screen" (page 669)
- "P/O Requisition Entry Detail Items Screen" (page 669)
- "P/O Requisition Entry Drop-Shipment Address Screen" (page 665)

Related Tasks

- "Creating a New Purchase Requisition " (page 94)
- "Editing a Requisition " (page 97)
- "Deleting a Requisition" (page 99)
- "Importing Requisitions " (page 98)
- "Printing Requisitions " (page 98)

Overview

Use the Requisition Entry screen to:

- Enter requisitions for purchases you plan to make and for which you may need approval before you can create purchase orders.
- Edit or delete requisitions you posted previously.
- Print requisitions.
- Import requisitions from other Sage 300 databases or from non-Sage 300 programs.
- Export requisitions to other Sage 300 databases or non-Sage 300 programs.

Requisitions are optional in Purchase Orders. You can enter purchase orders with or without requisition numbers.

Note: If you use requisitions, Purchase Orders provides a requisition approval system to enforce purchase approvals. For more information, see "About Requiring Approval for Requisitions" (page 734).

You can make changes to requisitions and individual requisition detail lines until they are completed. When you post a purchase order that uses a requisition detail, the detail is completed, regardless of the quantity that was ordered.

Requisition Tab

Use the Requisition tab to:

- Specify the requisition date, required date, and expiration date.
- Put a requisition on hold or remove the hold.
- Say who requested the merchandise.
- Select an optional location code to be the default location for the requisition details, if you use Inventory Control, or type the name of a location.
- Type a description, reference, and comment for the requisition.
- Add requisition details.
- Edit or delete existing incomplete details.

Details are saved as you enter them on the detail entry grid, or when you click **Add** or **Save** in the Detail Items screen.

You can also work with details using the Detail Items screen, which lets you view all the information for a detail without needing to scroll. (To open the Detail Items screen, select a detail line, and then click the **Detail** button or press the F9 key.) For more information, see "P/O Requisition Entry Detail Items Screen" (page 669).

Details are saved as you enter them on the detail entry grid or when you click **Add** or **Save** in the Detail Items screen.

Optional Fields Tab

This tab appears only if you have Transaction Analysis and Optional Field Creator, and requisition optional fields have been assigned to the Requisition Entry screen using the Optional Fields setup screen.

Use the Optional Fields tab to add or change information in the optional fields that apply to the transaction as a whole. You edit optional fields for requisition details, separately, on the detail entry table or using the Item Details screen.

For more information, see "About Optional Fields in Transactions" (page 80)

Totals Tab

Use this tab to:

- Enter a comment for the requisition.
- Check the estimated weight of the goods on the requisitions.
- Check the number of detail lines and the requisition total.

Fields and Controls

Buttons

History

Click the **History** button to open the P/O Purchase History screen, where you can check information about the items you have purchased from your vendors.

For more information, see "P/O Purchase History Screen" (page 375).

New

Click the **New** button to begin creating a new record.

Post

Click **Post** to post the document, including any changes you made to an existing document.

Entered By

This field indicates how the transaction was entered or created:

- If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.
- If the transaction was created by an e-commerce solution, the field displays **Internet**.

Requisition Number

You can enter a unique number in this field for a new requisition you want to add. You can use up to 22 characters.

Tip: Leave the field showing *****NEW***** to let Purchase Orders assign the requisition number during posting.

To display an existing, incomplete requisition, type its number, or use the Finder or the navigation buttons beside the Requisition Number field to select it.

Vendor Number (and name)

Type the vendor number to use for the requisition or select it from the Finder.

You can also type a new vendor number that you have not yet added to your Accounts Payable data, or you can leave the Vendor Number field blank, if you do not want to specify a vendor for the requisition.

If you enter a vendor number, it becomes the default vendor number on the detail lines you add to the requisition.

You can add new vendor records to Accounts Payable from the Requisition Entry screen. Type the new number, then click the New button to open the Accounts Payable Vendors screen where you can add the record.

You cannot enter a requisition for an inactive vendor.

Optional Fields tab

The Optional Fields tab contains optional fields added by your company that apply to the transaction as a whole. (Optional fields on detail lines apply to the individual transaction detail.)

Note: This tab appears only if you use Transaction Analysis and Optional Field Creator.

For more information, see "About Optional Fields" (page 51).

Requisition Tab

Approval Status

The approval status shows whether posted requisitions have been approved and can be added to a purchase order.

Note: If you use Purchase Order's requisition approval feature, all requisitions must be posted by a user who has authorization to approve requisitions before the requisition can be converted to a purchase order.. For more information, see "About Requiring Approval for Requisitions" (page 734).

If you do not use the requisition approval feature, all requisitions are automatically approved when posted.

Approver Name

This field shows the ID of the user who approved the requisition.

Note: If you use Purchase Order's requisition approval feature, all requisitions must be posted by a user who has authorization to approve requisitions before the requisition can be converted to a purchase order.. For more information, see "About Requiring Approval for Requisitions" (page 734).

If you do not use the requisition approval feature, all requisitions are automatically approved when posted.

Date Required

Type the date by which you need to issue the purchase order, or a date you use for another purpose.

Description

Type a description using up to 30 characters. This description will appear on purchase orders, receipts, invoices, etc.

If you want to describe the item more completely, use the comments fields.

Expiration Date

Type the date on which you want to delete the requisition during Day End Processing. You must create any purchase orders you need from the requisition before running Day End Processing on this date.

Job-Related

Select the **Job Related** option if the requisition is for a project you are managing with Project and

Job Costing.

After you select the Job Related option, different fields appear for the details, letting you enter the contract, project, category, cost class and resource for the job.

If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, the program displays them instead.

Note:

If you select the Job Related option, all requisition details must be job-related. You cannot mix job-related items and non-job-related items on the same requisition.

You cannot add serialized items or items assigned to lots on job-related requisitions. Instead, you must use a non-job-related requisition, receive them into inventory, and then use the Material Usage screen in Project and Job Costing to move them from inventory to jobs.

Location

Type the code for the location to use as the default location for requisition details, or use the Finder to select the code.

You can also type the name of a location, but it will not appear on the detail-entry section of the Requisition tab.

On Hold

Use this field to put a requisition on hold or to remove a hold.

You cannot create a purchase order from a requisition that is on hold.

If your Purchase Orders system uses requisition approval, and you do not have authorization to approve requisitions, the program will automatically put requisitions on hold when you post them. For more information, see "About Requiring Approval for Requisitions" (page 734).

Reference

Type an optional reference for the requisition.

Requested By

Type the name of the person requesting the order (using up to 60 characters) or leave the field blank if your company does not use it.

If you use Sage 300 Payroll, a Finder appears, letting you choose an employee's payroll number. However, the requester does not have to be a Sage 300 user or an employee listed in the payroll system.

Requisition Date

Type the date to use for the requisition. The program displays the sign-on date, but you can type another date.

Details table

Comments/Instructions

To enter comments or instructions for a detail line, click the Zoom  button beside the field, or press Shift+F9.

If you are creating a purchase order from a requisition, any comments or instructions you entered for the detail line on the requisition are included on the purchase order, but you can change or delete them.

Completed

If necessary, mark the line as completed by selecting the **Completed** check box. Purchase Orders also marks requisition detail lines as completed when they are used in a purchase order.

After a line is marked Completed, you cannot make any changes to it.

Contract, Project, Category and Resource (job-related only)

If the requisition is job-related, specify for each requisition detail where the items or resources are going to be used.

If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

Note:

- You must select the **Job Related** option in the top part of the Requisition Entry screen for these fields to appear.
- All details on a job-related requisition must be job-related. You cannot mix job-related details with non-job-related details on a document.
- You select the resource using the **Item Number** field.
- You cannot change these fields once you have added the detail line.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to specify the resource for this detail.

You must specify a resource that you have assigned to the project in Project and Job Costing (such as an equipment code or a subcontractor code). You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. If a project that is on hold has never been opened, you cannot select it.
- Not closed to costs.

Copy Cost to Purchase Order

Select this option if you want to copy the costs specified on the requisition to the purchase order. For example, you would select this option if you negotiated particular prices for this purchase.

Do not select this option if you want to recalculate costs or take them from vendor records when you create the PO. For example, the requisition may provide estimates rather than a negotiated best price.

Drop-Ship

Use this field to specify for a selected detail a shipping address that different from the location used for the requisition.

To open the Drop-Shipment Address screen to enter or change a drop-ship address for a selected detail, click in the Drop-Ship field, then click the Zoom  button (or press the Shift and F9 keys at the same time). For more information, see "P/O Receipt Entry Drop-Shipment Address Screen" (page 614).

Exchange Rate

The program displays the exchange rate currently in effect for the specified vendor currency, if different from your functional currency. You can change the rate for the requisition.

The exchange rate will be "1" if you don't specify a vendor because the program will assume your functional currency.

Expected Arrival Date

Type the date when you expect to receive the items.

If you specified an expected arrival date on the Requisition tab, that date is displayed in this field but you can change it.

Extended Cost

Type the extended cost for the number of units of the item that you ordered.

If you change the extended cost, the program automatically recalculates the unit cost.

Extended Weight

Type the extended weight for the number of units of the item that you ordered.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Description

The program displays the item description from Inventory Control but you can change it.

If you typed an item number that does not exist in Inventory Control, you type the description for it as well. You can enter non-existent item numbers only if you selected the Allow Non-inventory Items option (in the P/O Options screen).

Item Number

Type the number of the item you wish to order, or select it from the Finder.

You can also type an item number that does not exist in your Inventory Control data if you use the Allow Non-inventory Items option (selected in the P/O Options screen).

Purchase Orders also lets you enter manufacturers' item numbers in this field if they have been added in Inventory Control. These numbers could include internally-used bar codes, UPC numbers, or ISBNs, so you can use a scanner (or type a short code) for entering inventory item numbers.

If you enter a manufacturer's item number, Purchase Orders replaces it with your inventory item number, and then displays the manufacturer's item number you entered in the Manufacturer's Item Number field, near the end of the detail line.

Line Number

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Note: You cannot delete completed lines.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Note: If you change locations after assigning serial and/or lot numbers, you must re-assign the serial and/or lot numbers.

Manufacturer's Item Number

If you entered a manufacturer's item number in the **Item Number** field on the requisition or

purchase order, the number appears in the **Manufacturer's Item Number** field.

Manufacturer's item numbers are alternative item numbers— such as bar codes or shortcut codes— that identify your inventory items. You set up manufacturer's item numbers in Inventory Control.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Name (Vendor)

Type a name for a new vendor number you have not yet added to Accounts Payable.

If you specified a valid Accounts Payable vendor number, the vendor's name appears and you cannot change it.

Optional Fields

Optional fields are fields that have been added by your company to the transaction entry screens and detail lines in purchase orders transactions.

If you use optional fields, an Optional Fields column appears in the table. You can click the column heading to display the optional fields assigned to a selected detail, and edit their contents.

<p>Note: You must use Transaction Analysis and Optional Field Creator to add and use optional fields.</p>
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For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Type the number of a sales order for which you are creating the requisition detail. If you use Sage 300 Order Entry with Purchase Orders you can also select an Order Entry order number from the Finder.

Quantity Ordered

Type the quantity to order (expressed in the unit of measure you select).

Rate Date

Type or select the date to use to select the exchange rate for the document you are entering.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

Unit Cost

Enter the cost of a single unit of the item you are ordering in the detail.

Purchase Orders displays a default cost as follows:

- If you have set up vendor contract costs, Purchase Orders displays the cost specified as a contract cost for the item and unit of measure.
- If P/O does not find a valid contract cost, it uses the inventory cost specified on the P/O Options screen.

Use the Finder  to view any vendor contract costs, regular vendor costs, and other costs maintained by Inventory Control.

Purchase Orders uses the unit cost to calculate the extended cost. If you change the unit cost, the extended cost is recalculated.

In multicurrency ledgers, the cost is expressed in the vendor's currency.

Note: You can assign security to the Unit Cost and Extended Cost fields, to prevent unauthorized changes to the fields.

If you use Project and Job Costing, unit cost is defaulted as follows:

- If the project is a standard project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category resource.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the employee resource category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

- If the project is a basic project:
 - For a category cost class of Subcontractor, Overhead, or Miscellaneous Equipment, the unit cost is defaulted from the category.
 - For a category cost class of Labor, the default unit cost is based on the Default Unit Cost From option for the labor category.
 - For a category cost class of Material (if you are using Inventory Control), the default unit cost is based on Purchase Orders' default item cost (set in P/O Options).
 - For a category cost of Material (if you are not using Inventory Control), the unit cost is based on Purchase Orders vendor costs.

Unit of Measure

Enter the unit of measure in which to order the item. If you are creating a purchase order from a requisition, the unit of measure entered for the detail on the requisition is displayed, but you can change it.

If you are entering new detail lines, the program displays the stocking UOM by default, unless you have set up vendor contract costs using a different UOM.

You must use one of the units of measure that is assigned for the item in Inventory Control.

Note: The weight UOM can be different from the order UOM.

Unit Weight

Enter the weight of a single unit of the item you are ordering in the detail. On new detail lines, the weight specified in the Inventory Control item record is displayed, but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can select from the weight units of measure defined in Purchase Orders. Weight is expressed in the unit selected for the **Weight Unit Of Measure** option on the I/C Options screen.

On invoices, enter the weight of a single unit of the item for which you were invoiced. The program displays the weight specified for the item on the receipt but you can change it.

Purchase Orders uses the unit weight to calculate the extended weight. If you change the unit weight, the extended weight is recalculated.

You can see the total weight estimated from your entries for the invoiced items on the Totals tab.

Vendor Number (and name)

Type the vendor number to use for the requisition or select it from the Finder.

You can also type a new vendor number that you have not yet added to your Accounts Payable data, or you can leave the Vendor Number field blank, if you do not want to specify a vendor for the requisition.

If you enter a vendor number, it becomes the default vendor number on the detail lines you add to the requisition.

You can add new vendor records to Accounts Payable from the Requisition Entry screen. Type the new number, then click the New button to open the Accounts Payable Vendors screen where you can add the record.

You cannot enter a requisition for an inactive vendor.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Totals Tab

Comments

Enter an optional comment for the document.

Any comments you entered for the detail on the receipt are included on the invoice, but you can change or delete them.

Lines automatically wrap when you reach the end. If you want to start a new line before the line wraps, press Enter.

Number of Lines

The program displays the number of item detail lines you entered for the primary vendor on the document.

Check this number against source documents to make sure you entered all the details you require.

Requisition Total

The Requisition Total field on the Totals tab displays the total amount of all items on the order requisition in the functional currency (in a multicurrency ledger). This amount does not include taxes.

Total Weight

The program displays the total estimated weight of the order requisition, calculated from the weight you enter for each item detail, and displayed in the default weight unit of measure specified in the Inventory Control module.

You can use the weight to estimate shipping charges for the requisition or to decide on a shipping method.

P/O Requisition Entry Drop-Shipment Address Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. On the Details table, for a selected detail line, click in the Drop-Ship field, then click the Zoom  button (or press the Shift and F9 keys at the same time).

Fields and Controls

Address

Type the address information for the drop shipment, or edit the displayed information.

Contact

Type the name of the contact person or position at the drop-shipment address, and enter a phone number, fax number, and e-mail address if appropriate (or accept the displayed information).

Customer Number

Type the customer number for the drop shipment, or select the number from the Finder. (You can select customer numbers only if you use Sage 300 Accounts Receivable with Purchase Orders.)

Description

Type the name of the person or location to receive the drop shipment.

Fax Number

Type the fax number at the drop-shipment address.

Location Code

Type the code for the location where you expect to receive the item ordered on the detail, or select the code from the Finder.

Phone Number

Type the telephone number at the drop-shipment address.

Set Drop Shipment Address To

Specify the type of drop-shipment address you are entering. You can select:

- **Address Entered**—select this option when you want to type the address information for the shipment.
- **Inventory Location Address**—select this option when the items are to be drop-shipped to a different Inventory Control location from the location selected for the detail line.
- **Customer Address**—select this option when the items are to be drop-shipped to the address of one of your Accounts Receivable customers.
- **Customer Ship-To Address**—select this option when the items are to be drop-shipped to one of the ship-to addresses defined for the customer in Accounts Receivable.

Ship-to Location

If you use Sage 300 Accounts Receivable with Purchase Orders, you can select any of the ship-to locations defined in Accounts Receivable for the customer as the drop shipment.

Overview

Use this screen to enter or edit address information for a detail where the goods will be shipped directly to an address other than the inventory location specified for the detail line.

Note: Purchase Orders does not consolidate requisition detail lines with drop-shipment addresses when you create purchase orders by vendor number from requisitions.

To enter or edit a drop-shipment address:

1. In the Drop-Shipment Address screen, select the type of address to enter.
2. Select the location code, customer number, or ship-to location code for the address, as needed.
3. Type the address, or edit the displayed information.
4. Click **Close**.

To delete drop-shipment addresses:

On the Requisition tab, change the entry in the **Drop-Ship** field to **No** for the selected detail, or clear the Drop-Ship option on the Detail Items/Taxes form (click the field or press the Shift and F9 keys at the same time in it).

Fields and Controls

Address

Type the address information for the drop shipment, or edit the displayed information.

Contact

Type the name of the contact person or position at the drop-shipment address, and enter a phone number, fax number, and e-mail address if appropriate (or accept the displayed information).

Customer Number

Type the customer number for the drop shipment, or select the number from the Finder. (You can select customer numbers only if you use Sage 300 Accounts Receivable with Purchase Orders.)

Description

Type the name of the person or location to receive the drop shipment.

Fax Number

Type the fax number at the drop-shipment address.

Location Code

Type the code for the location where you expect to receive the item ordered on the detail, or select the code from the Finder.

Phone Number

Type the telephone number at the drop-shipment address.

Set Drop Shipment Address To

Specify the type of drop-shipment address you are entering. You can select:

- **Address Entered**—select this option when you want to type the address information for the shipment.
- **Inventory Location Address**—select this option when the items are to be drop-shipped to a different Inventory Control location from the location selected for the detail line.
- **Customer Address**—select this option when the items are to be drop-shipped to the address of one of your Accounts Receivable customers.
- **Customer Ship-To Address**—select this option when the items are to be drop-shipped to one of the ship-to addresses defined for the customer in Accounts Receivable.

Ship-to Location

If you use Sage 300 Accounts Receivable with Purchase Orders, you can select any of the ship-to locations defined in Accounts Receivable for the customer as the drop shipment.

P/O Requisition Entry Detail Comments Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. On the Requisition tab, click the **Comments/Instructions** field for the detail line you need.
3. Click the Zoom  button or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to enter comments or instructions for a selected requisition detail line. You can print the remarks on the purchase order.

Note: You can enter both comments and instructions for a detail line.

To enter or edit a comment or instruction:

1. In the Type field, select **Comment** or **Instruction**.
2. In the space provided, type the comment or instruction, pressing Enter to start each new line.
3. When finished, click **Close** to close the screen.

To delete comments or instructions:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments or instructions by changing the entry in the **Comments/Instructions** field to **No** on the Requisition tab. If you use this method, your remarks are not deleted, but they are not printed on the requisition. If you decide to use the remarks later, change the **Comments/Instructions** field to **Yes**. Your original remarks will reappear.

You can also add or clear comments on the Detail Items/Taxes screen.

P/O Requisition Entry Detail Items Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.

2. Select an existing requisition, or create a new one (specifying the vendor number and other header information for the requisition).
3. Click a detail line on the **Requisition** tab, then either press F9 or click the **Details** button to open the Detail Items screen.

Related Tasks

- "Approving a Purchase Requisition " (page 735)
- "Creating a New Purchase Requisition " (page 94)
- "Deleting a Requisition" (page 99)
- "Deleting a Requisition" (page 99)

Overview

Use this screen to add, edit, and delete requisition detail lines.

This screen displays the fields for a single detail in a separate window, letting you see all the information you entered for the detail, including tax information.

Fields and Controls

Buttons

Close

Click the **Close** button to close the Detail Items/Taxes screen.

On the Detail Items/Taxes screen and the Detail Costs/Taxes screen, you can also press the F9 key on your keyboard to close the screen.

Delete

Click the **Delete** button to delete the detail displayed in the zoomed detail-entry screen.

New

Use the **New** button to start a new detail.

Save/Add

Use the **Save** button to save the changes you made to a detail you edited in the Detail Items/Taxes screen.

For a new detail, this button is called Add.

Comments/Instructions

You can type comments or instructions for the detail.

To view comments or instructions for a selected detail line, click the Zoom  button beside the Comments/Instructions field. The program displays any comments and instructions entered for the detail line on the receipt, but you can change or delete them.

Tip: You can also press the Shift and F9 keys together to open or close the screen using your keyboard.

To enter comments for the selected detail, select **Comment** as the type, click the Comments/Instructions table, press the Insert key, and then type the comments on the new line.

To enter instructions for the detail, select **Instruction** as the type.

Lines automatically wrap. If you want to start a new line before the line wraps, press Enter.

For more information, see "P/O Requisition Entry Detail Comments Screen" (page 669).

Completed

If necessary, mark the line as completed by selecting the Completed check box. Purchase Orders also marks requisition detail lines as completed when they are used in a purchase order.

Once a line is marked as completed, you cannot make any changes to it.

Drop Ship

To enter a drop-ship address for a detail, click the Zoom  button beside the **Drop Ship** field, or select the field and press Shift+F9.

Select the type of address to enter, and if necessary, select the location code, customer number, or ship-to address code for the address.

Expected Arrival Date

Type the date when you expect to receive the items.

If you specified an expected arrival date on the Requisition tab, that date is displayed in this field but you can change it.

Item Description

The program displays the item description from Inventory Control but you can change it.

If you typed an item number that does not exist in Inventory Control, you type the description for it as well. You can enter non-existent item numbers only if you selected the Allow Non-inventory Items option (in the P/O Options screen).

Item Number

Type the number of the item you want to order, or select it from the Finder.

Note: The field to the right displays the description for the item for existing Inventory Control item numbers. For non-inventory items, you can enter a description.

You can enter a non-stock item, if Inventory Control permits them. If your Purchase Orders system allows non-inventory items, you can also enter item numbers that are not defined in Inventory Control.

If manufacturer's item numbers or bar codes have been added in Inventory Control, you can enter them in most item number fields. These numbers could include internally-used bar codes, UPC numbers, or ISBNs - letting you use a scanner (or type a short code) for entering inventory item numbers.

The program inserts the correct item number, and—on transaction detail lines—inserts the manufacturer's item number in the manufacturer's item number field at the end of the line.

Line Number

This field indicates the line number of the selected detail.

You can select a different detail using the navigation buttons, or by entering the line number. You can also create a new detail by clicking the New .

Tip: To delete the line you selected, click the **Delete** button. Click **Yes** if a message appears asking you to confirm the deletion. You cannot delete completed lines.

Location

This is the location to which the ordered goods will be delivered. This field appears only if you use Inventory Control.

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Location

This field appears only if you use Inventory Control.

Enter the code for the location where you expect to receive the shipment (or to which you want to post drop-shipped items).

The program displays the ship-to location code, if any, entered on the first tab, but you can select a different location. You can omit the location when adding details for non-inventory items.

Optional Fields

If optional fields have been defined in Purchase Orders for requisition details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Type the number of a sales order for which you are creating the requisition detail. If you use Sage 300 Order Entry with Purchase Orders you can also select an Order Entry order number from the Finder.

Quantity Ordered

Type the quantity to order (expressed in the unit of measure you select).

Unit Of Measure

Type the unit of measure in which to order the item, or select it from the Finder.

You must use one of the units of measure that is assigned for the item in Inventory Control. The program displays the stocking unit of measure.

Vendor Number (and name)

If you entered a vendor number for the requisition, it appears as the default vendor for any detail lines you add to the requisition. You can change the vendor number for the detail by typing it or selecting it using the Finder.

You can also add a new vendor record to Accounts Payable by typing the new number, then clicking the **New** button to open the Accounts Payable Vendors screen, where you can add the record.

You cannot enter a requisition for an inactive vendor.

Vendor Item Number

Enter the code the vendor uses to identify the item.

If the vendor's item number is specified in the Inventory Control item record, the code appears in this field. (Enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

If the vendor's item number is specified on the receipt for which you are entering an invoice, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

P/O Return Entry Screen

To Open this Screen

Open **Purchase Orders > P/O Transactions > Return Entry**.

Secondary Screens

- "P/O Return Entry Bill-To Location Screen" (page 699)
- "P/O Return Entry Detail Comments Screen" (page 701)
- "P/O Return Entry Detail Items/Taxes Screen " (page 701)

Related Tasks

- "About Day End Processing of Returns" (page 200)
- "About Currency Exchange Rates" (page 90)
- "About Tax Information and Amounts" (page 83)
- "Entering Returns " (page 161)
- "About Printing Returns" (page 158)

Overview

Use the Return Entry screen to:

- Enter, edit, and post returns of merchandise to vendors.
- Export returns to non-Sage 300 programs and other Sage 300 Purchase Orders databases.
- Assign serial/lot numbers to returned items (if you use Serialized Inventory and Lot Tracking).

Return Tab

Use the Return tab to enter:

- The return date.
- The receipt number to which the return applies (if any).
- The billing address for the return.

- An optional description, reference, and comment.
- The details of items you are returning to a vendor.

Note: The information you can enter is restricted if the return includes a receipt number or you have already posted the return.

This tab also lets you:

- Open the "P/O Return Entry Bill-To Location Screen" (page 699).
- Edit details on a return you posted previously.
- Open the "P/O Return Entry Detail Items/Taxes Screen " (page 701) on which to enter details instead of using the spreadsheet-style grid you see on the Return tab. (The Detail Items/Taxes screen displays all the fields for a single detail, including tax fields.)

Taxes Tab

Use the Taxes tab to:

- Check the vendor's tax group.
- Check tax information and edit the tax-included options and amounts for the vendor's tax authorities.

To cancel changes you make to tax amounts, click the Calc. Taxes button. The program recalculates the taxes using the tax tables in Tax Services.

Retainage Tab

The Retainage tab appears only for returns of job-related items that had amounts retained on the receipt or invoice. If the items were originally received in another currency, you use this tab to specify the exchange rate to use for the return:

- Original retainage exchange rate for the return.
- Current exchange rate.

Optional Fields Tab

This tab appears if you have assigned optional fields to the Return Entry window, and allows you to add or change information in these fields.

The Optional Fields tab displays only the optional fields that are assigned to the Return Entry window. For more information about assigning optional fields to a window, see "P/O Optional Fields Screen " (page 340).

Note:

- You may be required to enter information in some or all of the fields on this tab.
- Some optional fields may allow you to select from pre-defined codes. If you select a code that includes a description, the description will be displayed. You cannot edit descriptions in this window, but you can edit them in the Optional Fields screen in Common Services. For more information, see the System Manager help.

Rates Tab

The Rates tab appears only in multicurrency ledgers when you are entering a return for a vendor who does not use the functional currency.

Use the Rates tab to:

- Change the rate type, rate date, and exchange rate for converting the return amount from the vendor's currency to your functional (home) currency.
- Look up the rate information entered with the receipt.

Totals Tab

Use the Totals tab to:

- Enter a comment for the return.
- Enter the discount percentage or amount for the entire return.
- Verify return totals for the vendor.
- Check the estimated weight of the goods for that you are returning.
- Check the number of item details entered for the vendor on the return.
- Check the return subtotal and tax amounts for the vendor.

Fields and Controls

Buttons

History

Click this button to open the "P/O Purchase History Screen" (page 375) and check information about the items you have purchased from your vendors.

Entered By

If the transaction was entered manually in Purchase Orders, the field displays the user ID of the person who entered the transaction.

Return Number

Enter a unique number for a new return you want to add. Use up to 22 characters. You can also leave the field showing *****NEW***** to let Purchase Orders assign the return number during posting.

When editing an existing, incomplete return, enter its number or select it from the Finder beside the Return Number field.

You specify the length, prefix, and next number to assign to returns in the P/O Options screen.

Vendor Number (and name)

Identifies the vendor to whom you are returning the items. The vendor number sets the default tax group and payment terms. In multicurrency systems, the vendor number also specifies the currency of the document.

- To select an existing vendor, enter the vendor's number and then press Tab.
- To add a new vendor, do one of the following:
 - If you want to add the vendor record now, click the New button after entering the vendor number. Fill in the vendor information in Accounts Payable, choose Add, then choose Close to return to Purchase Orders.
 - If you do not want to add the vendor record now, enter only the vendor number. (You can enter the vendor name on the next tab.)

Note: You must add the vendor record in Accounts Payable before you can post invoices, credit notes, and debit notes for the vendor in the Accounts Payable program. You cannot enter returns for vendors whose accounts are inactive in Accounts Payable.

Return tab

Bill-To Location

If you use Inventory Control, select an Inventory Control location code to which the vendor can send the credit note for the return.

You can also use the Zoom  button to open a separate screen where you can edit the address for the code you select, or you can omit the code and enter an address manually. You do not need to specify a bill-to location.

If you are entering a return to a receipt, the bill-to information from the receipt is displayed, but you can change it.

You can edit bill-to information as long as the return is not complete (that is, you have not issued a credit note from the return).

Description

Enter an optional description for the return.

If you are entering a return to a receipt, the description entered on the receipt (if any) is displayed, but you can change it.

If you are editing a posted return, you cannot change the description.

Job-Related

If the purchase order and receipt were job-related, the Job-Related check box will be selected for the return, and you will not be able to change this selection.

If you are not referencing a particular receipt, you have to choose Job Related if you are returning materials related to a job.

The contract, project, category, cost class and resource (item number column) for each receipt detail will be provided by the program – as will the customer billing type, billing rate, and A/R item used for billing.

Note: If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, the program displays them instead.

PO Number (display only)

If you are entering a return without a receipt number, you can enter a purchase order number, including a number that has not been added to Purchase Orders, or leave the field blank.

If you are entering a return to a receipt, you cannot edit the field. If the receipt specified a purchase order number, the purchase order number is displayed.

Posting Date

Enter the posting date for the transaction.

The posting date is different from the document date. The posting date is the date for transactions being posted to the General Ledger, so it also determines the contents of the Fiscal Year and Period fields.

If you have a multicurrency system, currency revaluation uses posting dates to select open documents for revaluation purposes, and thus, revaluation adjustments are posted to General Ledger in the correct fiscal year and period.

Depending on your settings in the P/O Options screen, Purchase Orders automatically displays the session date or the document date by default in this field.

You can change the posting date, but you cannot separately change the fiscal year and period.

Note: If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

Receipt Date

After you select the receipt number for the return, the receipt date is displayed for your information.

Receipt Number

Enter the number of the receipt, if any, from which you are returning items. (The receipt must exist in Purchase Orders.)

Reference

Enter an optional reference for the return.

If you are entering a return to a receipt, the reference entered on the receipt (if any) is displayed, but you can change it.

If you are editing a posted return, you cannot change the reference.

Retainage

If the receipt used retainage accounting, the program will display additional retainage fields for each return detail line to display the retainage percentage and period for each detail line in the return.

The program will also display the Retainage tab to let you specify the exchange rate that you want to use for returns of multicurrency retainage receipts.

Return Date

Enter the date you want to use as the return date. The program displays the sign-on date you entered to start Sage 300.

You can also change the posting date if you want a different date for the G/L transactions when they are posted in the General Ledger. (The posting date determines the fiscal year and period displayed beside the Posting Date field.)

Return Subtotal

The Return Subtotal field in the lower-right corner of the screen displays the total of all item cost details on the return. This amount does not include taxes (unless tax amounts are included in detail cost amounts).

Ship Via

Use the **Ship Via** fields to specify the shipping method by which you plan to return the goods to the vendor. The program displays the ship-via description for the code you select.

Enter an optional ship-via code or use the Finder to select one of the ship-via codes you have defined in Purchase Orders.

You can also skip the Ship Via field and enter a description of the shipping method in the field beside the Ship Via field, or leave both fields blank.

Template Code

Enter an optional template code from the templates defined in the Templates screen.

The template code provides default information for the Return tab. If you selected a receipt number for the return or you are editing a previously posted return, you cannot change the entry in the Template Code field.

On returns you enter without receipt numbers, if the vendor record specifies different information from those used with the template, the information from the vendor record is inserted in place of the default template information.

If you select a new template after choosing the vendor, Purchase Orders will replace the return information and vendor information with the information from the new template.

You cannot change the template after you have added details to the return.

Vendor Account Set

The account set from the vendor record appears in this field as the default. It specifies the general ledger payables control, purchase discounts, prepayment, and retainage accounts to which the transaction will be distributed.

You can change the account set for a particular purchase order, receipt, return, invoice, credit note, or debit note. If you use multicurrency accounting, however, the new account set must use the same currency as the vendor's account set.

Note: If you change the account set on a receipt, make sure that you use the same account set for returns, invoices, and credit or debit notes.

Year and Period

This is the fiscal year and period to which the return transactions will be posted in the general ledger. You can change the fiscal period by changing the Posting Date.

You can enter a different Return Date, and you can enter a different Posting Date for the document.

(Remember that you cannot post transactions to closed fiscal periods.)

Return Details table

Open this table from the Return tab.

Allocated Tax

The program displays the total tax amount allocated to the detail, including taxes that are included in the item cost. Recoverable and expensed tax amounts not included.

Allocated taxes form part of the item costs that are posted to the Inventory Control item records by Day End Processing.

Billing Type, Billing Rate, and A/R Item Number

For job-related returns, the program provides the Billing Type, Billing Rate, and AR Item Number that was used for the receipt.

The Job-Related check box in the top part of the screen will be selected if the receipt was job-related.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Comments

To enter comments for a detail line, click the Zoom  button beside the Comments field, enter comments, then click Close. (Press Shift+F9 to open or close the screen using your keyboard.)

Any comments entered for the detail line on the receipt are included on the return, but you can change or delete them.

You can print the comments on the return form.

Contract, Project, Category and Resource

If the purchase order and receipt were job-related, the program will provide the job to which each detail was assigned. If you use different terms than “Contract,” “Project,” and “Category” in Project and Job Costing, the program displays them instead.

Purchase Orders updates the actual quantities and costs for jobs with the amounts on returns.

For job-related returns:

- The Job-Related check box will be automatically selected if the purchase order and receipt were job-related.
- You enter/select the resource using the Item Number field.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a discount amount, the program calculates and displays the discount percentage based on the cost. (Alternatively, you can enter a percentage in the Discount Percent field, and let the program calculate the discount amount.)

Tip: If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discounted Return Cost

The program displays the return cost less the discount amount in this field.

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general ledger account numbers using the Finder.

The program displays the number entered with the detail on the receipt, if any, but you can change the number.

Extended Cost

If you are entering a return to an existing receipt, the program displays the extended cost from the receipt, and you cannot change the amount. This field shows zero on returns entered without receipt numbers.

Extended Weight

Enter the extended weight for the number of units of the item that you are returning.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Description

The program displays the description for the item number you entered, or that was entered with the detail on the receipt, but you can change it.

If you enter an item number that is not defined in your Inventory Control system, no description is displayed. Enter the description that you want to use.

Item Number

On new returns you are entering without receipt numbers, you enter the item number or select it from the Finder. If you use the Allow Non-inventory Item Numbers option in Purchase Orders, you can also enter an item number that is not included in your Inventory Control data.

If you are entering a return to a receipt or you are editing a return you posted previously, the program displays the item number that was entered with the detail. You cannot change it.

Line Number

Location

This field appears if you use Inventory Control.

If you are entering a return without a receipt number, enter the code for the location from which you are returning the items.

If you are entering a return to a receipt or editing a previously posted return, the program displays the location code entered for the detail on the receipt. You cannot change it.

Manufacturer's Item Number

If a manufacturer's item number was used on the receipt or return, the program also displays the manufacturer's item number on the return.

Manufacturer's item numbers are alternative item numbers – such as bar codes or shortcut codes – that identify your inventory item. You set up manufacturer's item numbers in the Inventory Control system.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

Use the **Non-Stock Clearing Account** field to change the non-stock clearing account associated with this item's account set.

If the item used in the detail is a non-stock item, the non-stock clearing account associated with the item's account set appears.

If you are returning a non-stock item, the non-stock clearing account associated with the item's account set appears. You can specify a different account, if necessary.

Optional Fields

If optional fields have been defined in Purchase Orders for return details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Enter the number of a sales order to which the detail applies. If you use Order Entry with Purchase Orders, you can also select an Order Entry order number from the Finder.

You can change or erase an order number that is displayed with a detail you added on the receipt.

Quantity Received

If you are entering a return to an existing receipt, the program displays the received quantity, and you cannot change the amount. This field shows zero on returns entered without receipt numbers.

Quantity Returned

Enter the number of units of the item that you are returning.

If you are entering a return to an existing receipt or editing a previously posted return, be sure that the return quantity you enter is in the unit of measure that is used for the detail. You cannot change the unit of measure that was entered with the receipt or previously posted return.

If you do not allow negative inventory levels in Inventory Control and you enter a return quantity that will drop the item quantity on hand below zero, a warning message is displayed. You must then choose whether you still want to return that quantity.

If you use Serialized Inventory and Lot Tracking, a separate screen appears after you have entered the quantity of serialized/lotted items returned, then press Tab (or press Enter). (This screen also opens when you click the Zoom button in the Quantity column header.)

Receipt Discount

This field displays the discount amount from the original receipt.

Return Cost

You can enter a return cost on returns that do not reference a receipt number.

Note that if you change the displayed return cost, the unit cost is recalculated. The program also recalculates the return cost if you change the unit cost.

If you are working with an existing receipt or return, you cannot change either of these entries.

Retainage %, Retainage Amount, and Retention Period

If the **Retainage** option was selected for the receipt, the program will display additional retainage fields for each return detail line to let you enter a retainage percentage or amount and the retention period.

The program will also display the Retainage tab to let you specify the exchange rate that you want to use for the retainage portion of multicurrency returns.

If you clear the Retainage option, the percentage and period retainage fields disappear from the item detail section, and the Retainage tab also disappears.

By default, the program displays the retainage percentage/amount and retention period that was in effect for the receipt.

Note: Retainage accounting applies only to job-related transactions, and is available only if you selected retainage accounting in the Accounts Payable program.

Tax Included

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

To edit tax settings, press F9 to display the Detail Items/Taxes screen. You can also edit total tax amounts on the Taxes tab.

Tax Included

This field appears on the Detail Items/Taxes screen.

Use this field to indicate whether tax amounts are included in the item cost (instead of charged in addition to the detail cost).

To toggle between Yes and No in this field, enter any character in the field, or double-click the field with a mouse.

The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

You can choose Yes for this option only if the Allow Tax In Price option is selected for the authority in Tax Services.

Unit Cost

The program displays the unit cost entered for the detail on the receipt. You can change the cost if you have security rights to do so. Make sure that the cost you enter is the correct item cost for the unit of measure.

Unit of Measure

The program displays the unit of measure entered for the detail on the receipt. You cannot change it.

Unit Weight

If you are adding a return without a receipt number, enter the unit of measure to use or select it from the Finder. (If you entered a non-inventory item number, you cannot select a unit of measure from the Finder.)

If you are entering a return to a receipt, the program displays the unit of measure entered for the detail on the receipt. You cannot change it.

Vendor Item Number

Enter the code the vendor uses to identify the item or edit a displayed code, if necessary.

If the vendor's item number is specified in the item record (when you are adding a new detail) or on the receipt for which you are entering a return, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Weight Unit of Measure

This is the unit of measure (such as pounds, kilograms, tons) for the weight of this item on the return.

By default, the program displays the weight unit of measure from the receipt (if you specified one), but you can change it to another defined unit of measure (and the program will recalculate the weight accordingly).

The weight UOM for the complete return is determined by the default weight unit of measure set in the I/C Options screen (or in the P/O Options screen, if you do not use Inventory Control).

Taxes tab

Retainage Tax Amount

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the amount of tax calculated for this authority for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Retainage Tax Base

The retainage tax base is the amount (before included taxes) used as the base for calculating taxes on the retained amount.

Essentially, the retainage tax base is the retainage portion of the document (excluding tax) if you report tax for retainage amounts at the time that you create the retainage document (not when you create the original document).

Retainage appears only on job-related documents if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Tax Amount

The program displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, choose the Calculate Taxes button.

Tax Base

The tax base shows, for the tax authority, the net cost of items before tax is added. (This field is useful for items that have tax included in their prices.)

Tax Group

Enter the tax group that identifies the tax authorities to which the vendor is subject. You must use a tax group that is defined for your company in Common Services.

You must enter a valid tax group for every return vendor.

Tax Authority and Description

These columns list the codes and corresponding descriptions for all the tax authorities in the tax group specified for the document.

You enter tax information in the Tax Services module in Common Services.

Tax Authority and Description

The program displays the codes and descriptions of the tax authorities assigned to the vendor's tax group.

<p>Note: You define codes for tax authorities and edit their descriptions in Tax Services.</p>

Tax Class and Tax Class Description

The program displays the tax classes and their corresponding descriptions as assigned to the vendor's tax authorities. You can change each tax class to another tax class that is permitted by the authority.

Note: You can change a tax class description only in Tax Services.

Tax Excluded

The program displays the total amount of tax that is not included in item costs for the authority.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Tax Reporting Currency

Tax reporting fields appear on the Taxes tab only if the tax group's tax reporting currency is different from your functional currency and the vendor's currency.

Along with the tax reporting currency, the program displays the amount of included and excluded tax to be reported in that currency on tax tracking reports for all the tax authorities listed on the document.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Tax Reporting Total

This field displays the sum of the tax reporting amounts for all tax authorities.

It appears only if the tax reporting currency for the tax group is different from your functional currency and the vendor's currency.

You set the tax reporting currency for tax groups in the Tax Services module in Common Services.

Total Retainage Tax

This field appears on the Taxes tab for Receipt Entry, Invoice Entry, Return Entry, and Credit/Debit Note Entry if retainage applies to the document.

It shows the total amount of tax calculated for the retainage portion of the document if you report tax for retainage amounts when you create the retainage document (not when you create the original document).

Retainage appears on job-related documents only if you select the **Retainage** option on the first tab of the transaction entry screen.

Retainage tax amounts are computed using the retainage tax base and the tax rate for each tax authority.

Total Tax

This field displays the total tax amount calculated for each authority in the vendor's tax group. You can change this amount, if necessary.

To cancel all your changes to tax amounts at the same time, click the **Calculate Taxes** button.

Retainage tab

The Retainage tab lets you specify the exchange rate that you want to use for returns of multicurrency retainage receipts. You can:

- Use the original document exchange rate
- Use the current exchange rate

Note: This tab will appear only if you used retainage accounting on the original receipt or invoice.

Optional Fields tab

The Optional Fields tab contains optional fields added by your company that apply to the transaction as a whole. Optional fields on detail lines apply to the individual transaction detail.

Note: This tab will appear only if you have Transaction Analysis and Optional Field Creator.

Rates tab

The Rates tab appears only for multicurrency ledgers.

Currency

Displays the vendor's currency code and a description of the currency. All amounts you enter for the return will be in the vendor's currency.

The currency is assigned for the vendor in Accounts Payable and you cannot change it in Purchase Orders.

Derive Rate

When Purchase Orders calculates the tax amount in a tax reporting currency, the program uses the Tax Reporting Currency Exchange Rate that appears (or that you enter) on the Rates tab.

However, if you have changed the tax reporting amount that appears on the Taxes tab, you can click the **Derive Rate** button to see the actual exchange rate between the tax amount and the tax reporting amount.

In other words, the **Derive Rate** button appears so you can derive the exchange rate for the tax reporting currency, if you change the calculated amount on the Taxes tab.

Return Exchange Rate

The program displays the exchange rate currently in effect for the specified currency and the displayed rate type and rate date, but you can change the rate.

You receive a warning if you change an exchange rate by an amount that exceeds the Spread setting for the currency in Common Services' Currency Rates table.

If you are entering a return to a receipt, the screen also displays the exchange rate entered on the receipt.

Return Rate Date

Type or select the date to use to select the exchange rate for the document you are entering.

The program displays the rate date that is nearest the document date you entered, but you can specify a different date for which an exchange rate exists for the currency in Common Services' Currency Rates table.

If you change the rate date, Purchase Orders checks the rate tables for a date match, and updates the rate if necessary.

If you are entering a return to a receipt, the screen also displays the rate date used with the receipt.

Return Rate Type

If the rate type you want to use is not displayed, enter the code or choose it from the Finder.

The program uses rate types when converting multicurrency amounts on the invoice to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You define rate types using the Currency Rate Types screen in Common Services, and assign the default rate type for Purchase Orders on the Processing tab of the P/O Options screen.

If you are entering a return to a receipt, the screen also displays the rate type used with the receipt.

Receipt Exchange Rate

If you are entering a return to a receipt, the Rates tab displays the exchange rate entered on the receipt.

Receipt Rate Date

If you are entering a return to a receipt, the screen displays the rate date used with the receipt.

Receipt Rate Type

If you are entering a return to a receipt, the screen displays the rate type used with the receipt.

Totals tab

Comment

Enter a comment for the return, using up to 250 characters. The program automatically wraps text as you reach the end of a line. If you wish to insert your own line breaks, press Ctrl+Enter where you want a line break to occur.

If you are entering a return to a receipt, the comment, if any, entered on the receipt is displayed, but you can change it.

If you are editing a posted return, you cannot change the comment.

Estimated Tax

This is the tax amount that will be applied to the retainage invoice (if the tax authority allows you to defer tax on retained amounts on an original receipt and invoice).

If you are applying all tax amounts to the original invoice, this amount will be zero.

Retainage amounts are invoiced at a later time, in Accounts Payable.

Less Retainage

This field lists any retained amounts that apply to the items being returned (so that the net return total will reflect the currently invoiced value of returned items).

This field appears only if amounts were retained on the original document.

Less Return Discount

You can enter an optional discount percentage or discount amount for the entire document, or enter discounts for individual detail lines.

If you enter a discount for the entire document, Purchase Orders prorates the discount amount for the document details, overriding any discounts you may have entered manually for the details.

Net Return Total

This field lists the net return total after deducting any retained amounts that apply to the items being returned. (The result reflects the currently invoiced value of returned items.)

This field appears only if amounts were retained on the original document.

Number of Labels

This field lets you specify the number of mailing labels to print for the returned shipment.

Number of Lines

The program displays the number of item detail lines you entered for the primary vendor on the document.

Check this number against source documents to make sure you entered all the details you require.

Plus Excluded Tax

This field displays the total excluded tax amount of all item and additional cost details for the vendor. This amount does not include taxes that are included in the cost amounts.

Return Subtotal

The program displays the total of all item detail costs, if any, entered from the return, including tax-included amounts. This subtotal does not include tax amounts that are not included in item costs.

Return Total

The program displays the total of all item costs and taxes for the vendor and return.

Tax Included

The program displays the total amount of tax that is included in item costs for the authority.

You can include tax amounts in item costs only if permitted by the authority.

Total Tax

The total tax amount is the sum of the tax included and tax excluded.

Total Weight

The program displays the total weight of the returned goods, calculated from the weight and returned quantity entered for each item detail.

Use this amount to check returned shipping charges.

P/O Return Entry Bill-To Location Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. Click the Zoom  button beside the Bill-To Location field, or press the F9 key in the field.

Overview

Use the Bill-To Location screen when entering returns without a receipt number to specify the address to which the vendor should send the credit note for the return.

Note: If you are editing a return to a receipt, you cannot change the bill-to location.

Fields and Controls

Address

Use the **Address** field to type the address for the location, or edit the displayed information if necessary.

Bill-To Location

If you use Inventory Control and you selected a bill-to location code, the program displays the location code.

If you do not use Inventory Control, you can click the Zoom  button beside the field name.

Enter the bill-to location information by typing in the screen that appears.

Contact

Enter the name of a contact person, department, or position.

Description

Use the **Description** field to type a description of the location, such as a company name, or edit a displayed description if necessary. You do not have to include a description.

E-mail

Use the **E-mail** field to type the e-mail address for the location, or edit the displayed address if necessary.

Fax Number

Use the **Fax Number** field to type the fax number for the location or edit a displayed number if necessary.

Phone Number

Use the **Phone Number** field to type the telephone number for the location or edit a displayed number if necessary.

P/O Return Entry Detail Comments Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. On the Return tab , click the **Comments** field for the detail line you need.
3. Click the Zoom  button or press the Shift and F9 keys to open the Detail Comments screen.

Use this screen to enter comments for a selected return detail line.

To enter or edit a comment:

1. Type the comment, pressing Enter to start each new line.
2. When finished, click **Close** to close the screen.

To delete comments:

1. Highlight the text to delete, then press the Delete key. If a message appears asking you to confirm the deletion, click **Yes**.
2. When finished, click **Close** to return to detail entry.

Tip: You can also delete comments by changing the entry in the **Comments** field to **No** on the Return tab. If you decide before posting the return that you want to use the remarks, change the **Comment** field to **Yes**. Your original remarks will reappear.

P/O Return Entry Detail Items/Taxes Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Return Entry**.
2. Enter header information for the return, and, if you are creating a new return for an existing receipt, specify the receipt number.
3. Select a detail line, and then press F9, or click the **Item/Tax** button.

Related Tasks

- " Adding or Editing Details Using the Detail Items Taxes Screen" (page 165)
- "Entering Returns " (page 161)

Overview

Use this screen to check and edit return detail lines. You also use this screen to check or to edit tax information for a return detail.

This screen displays all the fields for a single detail in a separate window, making it easier to see the information you entered for the detail.

Fields and Controls

Buttons

Calc. Taxes

Click the **Calc. Taxes** button to see tax amounts for a detail before you post the document.

Note: Tax amounts are not calculated automatically until you click the Taxes tab or the Totals tab, or you post the purchase order.

Close

Click the **Close** button to close the Detail Items/Taxes screen.

On the Detail Items/Taxes screen and the Detail Costs/Taxes screen, you can also press the F9 key on your keyboard to close the screen.

Delete

Click the **Delete** button to delete the detail displayed in the zoomed detail-entry screen.

New

Use the **New** button to start a new detail.

Save/Add

Use the **Save** button to save the changes you made to a detail you edited in the Detail Items/Taxes screen.

For a new detail, this button is called Add.

Allocated Tax

The program displays the total tax amount that has been allocated to the detail, including taxes that are included in the item cost. Recoverable and expensed tax amounts not included.

Allocated taxes form part of the item costs that are posted to the Inventory Control item records by Day End Processing.

Billing Type, Billing Rate, and A/R Item Number

For job-related returns, the program provides the Billing Type, Billing Rate, and AR Item Number that was used for the receipt.

The Job-Related check box in the top part of the screen will be selected if the receipt was job-related.

A/R Item Number

This field displays the A/R item number associated with the project resource used for the contract in Project and Job Costing. You can select a different A/R item number only for time and material projects, as follows:

- On a standard project, this field displays the A/R item number and unit of measure specified for the project resource category as the default. You can accept the item number or select another valid A/R item number.
- On a basic project, this field displays the A/R item number and unit of measure specified for the project category. You can accept the item number or select another valid A/R item number.
- If you change the A/R item number, the item number must be a valid item number in Accounts Receivable, and the unit of measure must be a valid unit of measure both for the new item number and the vendor's currency.

Cost plus and fixed price projects do not use an A/R item number.

Billing Currency

This field appears only in multicurrency systems for time and materials projects and for fixed price projects using billings and costs or accrual-basis accounting methods.

The billing currency is the customer's currency specified on the contract, and you cannot change it.

Billing currency is blank for Fixed Price projects using completed project or project percentage complete methods, and for Cost Plus projects.

Note: Billing currency is not displayed for basic or standard internal Time and Materials projects, or for single-currency Fixed Price projects that use billings and costs or accrual-basis accounting methods.

Billing Rate

This field displays the billing rate for the specified resource (for standard projects) or category (for basic projects).

You can edit the billing rate if the billing type is Billable. The field displays 0.000000 if the billing type is Non-Billable or No Charge.

Note:

- You can specify the billing rate for Time and Materials projects and for Fixed Price projects that use Billings and Costs or Accrual-Basis accounting methods.
- Billing rate is disabled and set to 0.000000 on a basic or standard internal contract for Time and Materials projects or for Fixed Price projects using Billings and Costs or Accrual-Basis accounting methods.
- The billing rate cannot be negative.

Billing Type

This field appears in the detail-entry section only for job-related purchase orders.

The billing type indicates to Project and Job Costing whether to bill the cost to the customer. You can change this field only for a time and materials project, as follows:

On a basic project:

For a billable project, the category billing type determines whether you can change the billing type for the detail. If the specified category is:

- **Billable**, the default billing type for the detail is billable, but you can change it.

If the detail is billable you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero and you cannot change it.

- **No charge or non-billable**, the program sets the same billing type for the detail, and cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, the billing rate is set to zero, and you cannot change them.

On a standard project:

If the project is billable, the resource billing type determines whether you can change billing type for the detail. If the specified resource is:

- **Billable**, the program displays Billable as default billing type, but you can change it for the detail. If the detail is billable, you can specify a billing rate for the detail.

If you change the billing type for the detail to no charge or non-billable, the program sets the billing rate to zero, and you cannot change it.

- **No charge or non-billable**, the program sets same billing type for the detail, and you cannot change it. You cannot specify a billing rate for the detail, which the program sets as zero.

If the project is no charge or non-billable, the detail uses the same billing type as the project, and you cannot change it. The program also sets the billing rate to zero, and you cannot change it.

For fixed price and cost plus projects, the Billing Type field is blank. A billing type is not required for these types of projects.

Unit of Measure

This field appears for Time and Materials projects if you selected the **Job Related** option for this transaction.

You must enter a unit of measure that is valid for the item number/resource that you specified and for the contract customer's currency.

Note: For internal time and materials projects (basic or standard contracts) the A/R item unit of measure will be disabled or blank.

Comments

To view comments for a selected detail line, click the Zoom  button beside the Comments field. The program displays any comments entered for the detail line on the receipt, but you can change or delete them.

To enter comments for the selected detail, click the Detail Comments table, press the Insert key, and then type the comments on the new line.

Lines wrap automatically. To start a new line before the line wraps, press Enter.

For more information, see "P/O Return Entry Detail Comments Screen" (page 701).

Contract, Project, Category and Resource

If the associated purchase order and receipt were job related, the return is also job related. For job-related returns:

- The Job Related option is selected automatically.
- Purchase Orders displays the job to which each detail was assigned.
- You specify the resource using the Item Number field.

Purchase Orders updates jobs with the actual quantities and costs on returns.

Note: If you use different terms than "Contract," "Project," and "Category" in Project and Job Costing, the program displays them instead.

Category

Select or enter a category that is assigned to the project in Project and Job Costing.

Contract

Specify a contract number for each detail. You can enter or select only contracts that are open or on hold. (You cannot process transactions to a contract that is on hold, if it has never been opened.)

Cost Class

The program displays the cost class for the category used in each detail. You cannot change this field.

Item Number (Resource)

Use the Item Number field to identify the resource for this detail.

You must specify a resource that is assigned to the project and category in Project and Job Costing. You can specify an inventory item number, or the code for another type of resource (such as an equipment code, subcontractor code, or employee number).

Note: You cannot leave this field blank.

Project

You can only enter or select projects that are:

- Assigned to the contract that you selected.
- Open or on hold. (If a project that is on hold has never been opened, you cannot select it.)
- Not closed to costs.

Discount %

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a percentage in this field, Purchase Orders calculates the discount amount for the item detail.

Tip: If you prefer not to enter discounts for individual details, you can enter a discount percentage for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discount Amount

You can enter a discount as a percentage or an amount. The program uses the amount you enter in this field to calculate the discounted cost for the item detail.

If you enter a discount amount, the program calculates and displays the discount percentage based on the cost. (Alternatively, you can enter a percentage in the Discount Percent field, and let the program calculate the discount amount.)

Tip: If you prefer not to enter discounts for individual details, you can enter a discount amount for the entire document on the Totals tab. Purchase Orders then prorates the discount amount for the transaction details, overriding any discounts you may have entered manually for the details.

Discounted Return Cost

The program displays the return cost less the discount amount in this field.

Expense Account

You specify a general ledger expense account for non-inventory item details. You can select general ledger account numbers using the Finder.

The program displays the account number entered with the detail on the receipt, if any, or the account number specified in the Options screen for the Default Inventory Expense Account option. You can change the number on the return.

Extended Cost

If you are entering a return to an existing receipt, the program displays the extended cost from the receipt, and you cannot change the amount. This field shows zero on returns entered without receipt numbers.

Extended Weight

Enter the extended weight for the number of units of the item that you are returning.

If you change the extended weight, the program automatically recalculates the unit weight.

The total weight for all items on the document is displayed in the Totals tab.

Item Description

The program displays the description for the item number you entered, or that was entered with the detail on the receipt, but you can change it.

If you enter an item number that is not defined in your Inventory Control system, no description is displayed. Enter the description that you want to use.

Item Number

On new returns you are entering without receipt numbers, you enter the item number or select it

from the Finder. If you use the Allow Non-inventory Item Numbers option in Purchase Orders, you can also enter an item number that is not included in your Inventory Control data.

If you are entering a return to a receipt or you are editing a return you posted previously, the program displays the item number that was entered with the detail. You cannot change it.

Line Number

Each detail is identified with its own line number.

To select an existing line to edit or delete, click the line, or enter its line number in this field on the P/O Detail Items/Taxes screen.

Location

This field appears if you use Inventory Control.

If you are entering a return without a receipt number, enter the code for the location from which you are returning the items.

If you are entering a return to a receipt or editing a previously posted return, the program displays the location code entered for the detail on the receipt. You cannot change it.

Manufacturer's Item Number

If a manufacturer's item number was used on the receipt or return, the program also displays the manufacturer's item number on the return.

Manufacturer's item numbers are alternative item numbers—such as bar codes or shortcut codes—that identify your inventory item. You set up manufacturer's item numbers in the Inventory Control system.

You can enter manufacturer's item numbers wherever you enter item numbers in Purchase Orders.

Net Of Tax

This field displays the extended item cost, minus any applicable tax amount. You cannot edit the amount.

Non-Stock Clearing Account

Use the **Non-Stock Clearing Account** field to change the non-stock clearing account associated with this item's account set.

If the item used in the detail is a non-stock item, the non-stock clearing account associated with the item's account set appears.

If you are returning a non-stock item, the non-stock clearing account associated with the item's account set appears. You can specify a different account, if necessary.

Optional Fields

If optional fields have been defined in Purchase Orders for receipt details, you can click the Zoom  button beside the Optional Fields field to display the optional fields assigned to a selected detail, and edit their contents.

For more information about using optional fields in transactions, see "About Optional Fields in Transactions" (page 80).

Order Number

Enter the number of a sales order to which the detail applies. If you use Order Entry with Purchase Orders, you can also select an Order Entry order number from the Finder.

You can change or erase an order number that is displayed with a detail you added on the receipt.

Quantity Received

If you are entering a return to an existing receipt, the program displays the received quantity, and you cannot change the amount. This field shows zero on returns entered without receipt numbers.

Quantity Returned

Enter the number of units of the item that you are returning.

If you are entering a return to an existing receipt or editing a previously posted return, be sure that the return quantity you enter is in the unit of measure that is used for the detail. You cannot change the unit of measure that was entered with the receipt or previously posted return.

If you do not allow negative inventory levels in Inventory Control and you enter a return quantity that will drop the item quantity on hand below zero, a warning message is displayed. You must then choose whether you still want to return that quantity.

If you use Serialized Inventory and Lot Tracking, a separate screen appears after you enter the quantity of serialized/lotted items returned, then press Tab (or press Enter). (This screen also appears when you click the Zoom button in the Quantity column header.)

Receipt Discount

This field displays the discount amount from the original receipt.

Retainage %, Retainage Amount, and Retention Period

If the **Retainage** option was selected for the receipt, the program displays additional retainage fields for each return detail line to let you enter a retainage percentage or amount and the retention period.

The program also displays the Retainage tab, where you specify the exchange rate to use for the retainage portion of multicurrency returns.

If you clear the Retainage option, the percentage and period retainage fields disappear from the item detail section, and the Retainage tab also disappears.

By default, the program displays the retainage percentage/amount and retention period that was in effect for the receipt.

Note: Retainage accounting applies only to job-related transactions, and is available only if you selected retainage accounting in the Accounts Payable program.

Return Cost

You can enter a return cost on returns that do not reference a receipt number.

Note that if you change the displayed return cost, the unit cost is recalculated. The program also recalculates the return cost if you change the unit cost.

If you are working with an existing receipt or return, you cannot change either of these entries.

Tax Included

This field appears on the Detail Items/Taxes screen.

Use this field to indicate whether tax amounts are included in the item cost (instead of charged in addition to the detail cost).

To toggle between Yes and No in this field, enter any character in the field, or double-click the field with a mouse.

The default choice for this option is provided from the vendor record in Accounts Payable or from the vendor contract cost.

You can choose Yes for this option only if the Allow Tax In Price option is selected for the authority in Tax Services.

Unit Cost

The program displays the unit cost entered for the detail on the receipt. You can change the cost if you have security rights to do so. Make sure that the cost you enter is the correct item cost for the unit of measure.

Unit of Measure

The program displays the unit of measure entered for the detail on the receipt. You cannot change it.

Unit Weight

If you are adding a return without a receipt number, enter the unit of measure to use or select it from the Finder. (If you entered a non-inventory item number, you cannot select a unit of measure from the Finder.)

If you are entering a return to a receipt, the program displays the unit of measure entered for the detail on the receipt. You cannot change it.

Vendor Item Number

Enter the code the vendor uses to identify the item or edit a displayed code, if necessary.

If the vendor's item number is specified in the item record (when you are adding a new detail) or on the receipt for which you are entering a return, the code appears in this field. (You can enter vendors' item numbers when assigning vendor types in Inventory Control item records.)

Weight Unit of Measure

This is the unit of measure (such as pounds, kilograms, tons) for the weight of this item on the return.

Purchase Orders displays the weight unit of measure from the receipt (if you specified one) as the default, but you can change it to another defined unit of measure. The program recalculates the weight accordingly.

The weight UOM for the complete return is determined by the default weight unit of measure set in the I/C Options screen (or in the P/O Options screen, if you do not use Inventory Control).

Tax table

Allocated Tax

This column displays the tax amounts allocated to the selected detail line for each tax authority.

Detail Tax Class and Description

These columns list the tax classes and corresponding descriptions that are assigned to the tax authority. You can change the tax class (to another tax class that is assigned to the authority), but not the description.

To change the tax class description or make other changes to the information for the specified tax group, use the Tax Services screens in Common Services.

Expensed Tax

The program displays the amount of tax that is separately posted (expensed) to a general ledger account, rather than allocated to details on the credit note or debit note.

Recoverable Tax

The program displays the amount of tax that can be recovered by your company, such as, for example, recoverable Canadian Goods and Services Tax (GST) amounts.

Tax Amount

The program displays the amount of tax that is due for each authority.

For each authority, Purchase Orders calculates a tax amount if:

- The vendor is subject to tax.
- The transaction contains taxable items or taxable additional costs.
- Tax rates are specified for the tax authorities and classes in Tax Services.

You cannot edit the tax amount for a detail except indirectly, by changing the tax class or tax-included option on the Detail Items/Taxes screen.

To edit tax amounts for the invoice, make your changes on the Taxes tab.

Tax Authority and Description

These columns list the tax authorities and that are assigned to the tax group you specified for the document.

Tax information is maintained in the Tax Services screens in Common Services.

Tax Base

This field shows, for the selected detail, the net cost of items before tax is added for the tax authority. You cannot change the amount that appears in this field.

This field is particularly useful for items that have tax included in their prices.

Tax Included

This field displays the amount of tax that is included in the extended item cost (when the cost includes tax).

P/O Lot Numbers Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Return Entry** or **Debit/Credit Note Entry**.
2. Enter a value in the **Quantity Returned** field for the lotted items you want to return, and press either the Enter or Tab key.

Related Tasks

- "Returning and Issuing Credit/Debit Notes for Lotted Items" (page 190)

Overview

Purchase Orders prompts you to allocate lot numbers when you return lotted items to vendors. You use the P/O Lot Numbers Allocation screen to allocate these numbers.

Note: Lot numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

You also use the following procedure when entering a debit note or a credit note for a vendor, except that you start from the Credit/Debit Note Entry screen instead of the Return Entry screen.

Fields and Controls

Buttons

Add

Click the **Add** button to add the lot or serial number displayed in the **Next Lot Number** or **Next Serial Number** field.

Auto Alloc

Click the **Auto Alloc** button to automatically allocate lot numbers to the items. The required number of lot numbers appears in the **Lot Numbers** list.

To start allocating from a specific lot number, specify this number in the **Auto-Allocate From** field, before you click **Auto Alloc**.

Auto Gen

The **Auto Gen** button appears if you had selected the option **Allow Auto-Generation of Lot Numbers in PO** on the Settings tab of the I/C Options screen.

When you click the **Auto Gen** button, a dialog box opens, where you indicate how many lot numbers need to be created.

Clear

Click the **Clear** button to remove lot numbers or quantities allocated, or both, depending on the screen.

Close

Click the **Close** button to end the lot number allocation process.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting lot number from which to automatically allocate the lot numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting lot number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of lot numbers, starting from the specified number.

Make Lots OR Each Has

When you auto-generate lots, you must enter a number in one of these fields to define how the lots are generated:

- **Make __ Lots.** If you want to create a fixed number of lots, with the quantity evenly distributed across all of the lots, enter the number of lots.

Example: If you create 10 lots and have 400 items, each lot will have 40 items.

OR

- **Each Lot Has __.** If you want to distribute a fixed quantity to each lot, enter the number to include in each lot.

Example: If you want to have 50 items in each lot, the process will generate the number of lots needed to accommodate the quantity of items.

Next Lot Number

This field displays the next sequential lot number available for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Lot Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of lot numbers to the Lot Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of lot numbers to the Lot Numbers list, starting from the displayed number.

When you finish, this field displays the next lot number that is now available.

Count section

Allocated / Generated / Returned count

This display field indicates how many lot numbers have been selected.

Lot Qty Required

This field indicates how many lot numbers are required, as indicated on the quantity field from which you accessed the Lot Numbers Allocation pop-up.

Remaining

This figure represents the quantity still to be entered on the Lot Tracking pop-up screen. This number should be zero after you have finished allocating lot numbers.

P/O Serial Numbers Allocation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions > Return Entry** or **Credit/Debit Note Entry**.
2. Enter a value in the **Quantity Returned** field for the serialized items you want to return, and then press either the Enter key or the Tab key to display the Serial Numbers Allocation screen.

Fields and Controls

Buttons

Add

After entering a number in the **New Serial Number** field, click the **Add** button to add the number to the **Generated Serial Numbers** list.

Auto Alloc

After entering a serial number in the blank field above the **Available Serial Numbers** list, click the **Auto Alloc.** button. The required serial numbers will appear in the Returned Serial Numbers list, beginning with that number.

Auto Gen

Click the **Auto Gen** button after entering a number in the New Serial Number field, or after highlighting a number in the **Existing Serial Numbers** list.

The correct quantity of required serial numbers will appear in the **Generated Serial Numbers** list, beginning with that number.

Clear

Click the **Clear** button to remove all the serial numbers listed in the **Generated Serial Numbers** or the **Returned Serial Numbers** lists.

A message appears, asking if this is what you really want to do.

Return All

On the Serial Numbers Allocation screen, click the **Return All** button to return all of the items with the serial numbers listed. All of the lines in the Returned column are shown as Yes.

Note: Do not confuse this button with the **Return All** button on the Return Entry screen, which is used to return all items listed on a selected invoice, rather than on an individual detail line.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting serial number from which to automatically allocate the serial numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting serial number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of serial numbers, starting from the specified number.

Next Serial Number

This field displays the next sequential serial number for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Serial Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.

When you finish, this field displays the next serial number that is now available.

Unit of Measure

The default unit of measure displayed in the Serialized Inventory pop-up is the same unit as on the underlying transaction.

Count section

Allocated / Generated / Returned

This indicates how many serial numbers you have been selected.

Remaining

This indicates how many serial numbers still need to be assigned.

Serial No's Required

This field indicates how many serial numbers are required, as indicated on the quantity field from which you accessed the Serial Numbers Allocation screen.

Related Tasks

- "Returning and Issuing Credit/Debit Notes for Serialized Items " (page 188)

Overview

Purchase Orders prompts you to allocate serial numbers when you return serialized items to vendors. You use the P/O Serial Numbers Allocation screen to allocate these numbers.

Note: Serial numbers are used for tracking stock from the point of receipt through to the point of sale, and can be used to track returned items from the customer and back to the vendor.

Fields and Controls

Buttons

Add

After entering a number in the **New Serial Number** field, click the **Add** button to add the number to the **Generated Serial Numbers** list.

Auto Alloc

After entering a serial number in the blank field above the **Available Serial Numbers** list, click the **Auto Alloc** button. The required serial numbers will appear in the Returned Serial Numbers list, beginning with that number.

Auto Gen

Click the **Auto Gen** button after entering a number in the New Serial Number field, or after highlighting a number in the **Existing Serial Numbers** list.

The correct quantity of required serial numbers will appear in the **Generated Serial Numbers** list, beginning with that number.

Clear

Click the **Clear** button to remove all the serial numbers listed in the **Generated Serial Numbers** or the **Returned Serial Numbers** lists.

A message appears, asking if this is what you really want to do.

Return All

On the Serial Numbers Allocation screen, click the **Return All** button to return all of the items with the serial numbers listed. All of the lines in the Returned column are shown as Yes.

Note: Do not confuse this button with the **Return All** button on the Return Entry screen, which is used to return all items listed on a selected invoice, rather than on an individual detail line.

Auto-Allocate From

Use the **Auto-Allocate From** field to specify the starting serial number from which to automatically allocate the serial numbers.

1. Select the **Auto-Allocate From** check box to display a field beside it.
2. In this field, use the Finder to find and select a starting serial number, or enter it manually.
3. Click the **Auto Allocate** button to allocate the required number of serial numbers, starting from the specified number.

Next Serial Number

This field displays the next sequential serial number for the item. Depending on which buttons are displayed, you can use this number in these ways:

- Click **Add** to add the displayed number to the Serial Numbers list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.
- Click **Auto-Alloc** to add the required number of serial numbers to the Serial Numbers list, starting from the displayed number.

When you finish, this field displays the next serial number that is now available.

Unit of Measure

The default unit of measure displayed in the Serialized Inventory pop-up is the same unit as on the underlying transaction.

Count section

Allocated / Generated / Returned

This indicates how many serial numbers you have been selected.

Remaining

This indicates how many serial numbers still need to be assigned.

Serial No's Required

This field indicates how many serial numbers are required, as indicated on the quantity field from which you accessed the Serial Numbers Allocation screen.

P/O Serial/Lot Numbers Allocation/Generation Screen

To Open this Screen

1. Open **Purchase Orders > P/O Transactions**.

2. Select the screen for the type of document you want to enter (for example, **Receipt Entry** or **Invoice Entry**).
3. Enter document information, including details for serialized or lotted items.

When you specify the quantity for a serialized or lotted item in a detail, and then tab out of the quantity field, the respective Serial/Lot Numbers Allocation or Generation screen appears. You use it to assign the required serial numbers and lot numbers to items in the detail line.

Tip: You can also open the Serial/Lot Number Allocation/Generation screen by clicking the quantity column heading (with the Zoom  button).

Related Tasks

- "Receiving and Invoicing Lotted Items" (page 189)
- "Returning and Issuing Credit/Debit Notes for Lotted Items" (page 190)
- "Receiving and Invoicing Serialized Items " (page 187)
- "Returning and Issuing Credit/Debit Notes for Serialized Items " (page 188)

Overview

You use the P/O Serial/Lot Numbers *Generation* screen to generate serial or lot numbers when you enter receipts, invoices, and debit notes that include serialized or lotted items.

You use the P/O Serial/Lot Numbers *Allocation* screen to allocate serial or lot numbers when you enter returns and credit notes that include serialized or lotted items.

Serials Tab

On the Serials tab, you assign serial numbers to serialized items when you enter receipts, invoices, returns, debit notes, and credit notes.

Serial numbers are used to track individual items. Each serial number must be unique to one specific item.

Example: An electronics retailer can use serial numbers to record sales of items that have warranties.

Lots Tab

On the Lots tab, you assign lot numbers to lotted items when you enter purchase orders, receipts, invoices, returns, debit notes, and credit notes.

Lot numbers are used to track groups of items. Unlike serial numbers, a lot number can be allocated to multiple items.

Example: A food distribution company can use lot numbers to record purchases and sales of unique batches of product.

Fields and Controls

Buttons

Add

Click this button to generate the number displayed in the **Next Serial Number** or **Next Lot Number** field.

Auto Alloc.

Click this button to allocate required serial numbers or lot numbers automatically to items.

If you specify a number in the **Auto-Allocate From** field before you click the button, Inventory Control assigns numbers starting with the number you specify.

Allocated numbers appear in the list of serial number or lot numbers.

Auto Gen

Click the **Auto Gen** button to generate all the serial numbers or lot numbers you require.

Note: When generating lot numbers, you must use the **Make [] Lots OR Each Lot Has []** field to specify how lot numbers are generated.

The program generates and assigns serial numbers and lot numbers, starting with the next serial number or lot number you specified.

If you did not specify the next number to use, the program automatically assigns the next available numbers.

Clear All

Click this button to remove all allocated numbers from the list.

Close

Click **Close** to close the screen.

Item Number

Displays the item number from the document detail.

Location

Displays the location specified for the document detail.

Stock Date

The stock date is assigned when you ship items from inventory or return them to inventory.

The stock date is used to calculate expiry dates.

Example: If an item is received on August 1st, and the number of days from which it expires is 30, August 31st will be the expiry date.

The stock date is also used to calculate quarantine release dates for lots.

Lots tab

Allocated

Indicates how many lot quantities you have allocated.

Auto-Allocate From

Use this field to specify the lot number from which to start allocating quantities.

If you do not enter a number in this field, or if you clear the check box to the left of this field, quantities will be allocated starting with the first available lot.

Generated

Indicates how many lot quantities you have generated and assigned to the items you are returning to inventory.

Lot Qty Required

Indicates the quantity you need to allocate to lots.

Make [] Lots OR Each Lot Has []

Enter a number in one of these fields to specify how lot numbers are generated when you click the **Auto-Gen.** button:

- **Make [] Lots.** Enter a number in this field to generate a specific number of lots. The required quantity is divided equally among the lots. If you return 400 items and you specify that 10 lots should be created, each lot has 40 items.
- **Each Lot Has [].** Enter a number in this field to generate lots with a specific quantity in each lot. If you return 400 items and you specify that there should be 100 items in each lot, 4 lots are generated.

Next Lot Number

This field displays the next sequential lot number available for the item. You can:

- Click **Add** to add the displayed number to the **Lot Numbers** list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of lot numbers to the **Lot Numbers** list, starting from the displayed number.

After you add numbers, this field displays the next lot number that is now available.

Remaining

Indicates how many lot quantities you need to assign.

When you are allocating or generating lot quantities, this field displays the difference between the lot quantities required and the number allocated or generated.

Note: You must allocate all the required lot quantities before you can save the allocation.

Unit of Measure

Displays the unit of measure (such as DOZEN, BOX, or EACH) for an item.

The unit of measure determines how many lot numbers are Required, Generated, and Remaining.

Example: If the detail line specifies 2 as the order quantity, but the unit of measure is DOZEN and you have lots with available quantities of 6 EACH, when you click the **Auto-Alloc.** button, 0.5 dozen is allocated for 4 lots.

Table

Lot Number

Indicates the lot numbers to which the current item quantities are allocated.

Quantity

Indicates the quantity of items assigned to a lot.

Serials tab

Allocated

Indicates how many serial numbers you have allocated.

Auto-Allocate From

Use this field to specify the serial number from which to start allocating serials.

If you do not enter a number in this field, or if you clear the check box to the left of this field, serial numbers will be allocated starting with the first available number.

Generated

Indicates how many serial numbers you have generated and assigned to the items you are returning to inventory.

Next Serial Number

This field displays the next sequential serial number available for the item. You can:

- Click **Add** to add the displayed number to the **Serial Numbers** list. Repeat this for as many numbers as you need.
- Click **Auto-Gen** to add the required number of numbers to the **Serial Numbers** list, starting from the displayed number.

After you add numbers, this field displays the next number that is now available.

Remaining

Indicates how many serial numbers you need to assign.

When you are allocating or generating serial numbers, this field displays the difference between the serial numbers required and the number allocated or generated.

Note: You must allocate all the required serial numbers before you can save the allocation.

Serial Nos. Required

Indicates how many serial numbers you need to allocate.

Unit of Measure

Displays the unit of measure (such as DOZEN, BOX, or EACH) for an item.

The unit of measure determines how many serial numbers are Required, Allocated, and Remaining.

Example: If the detail line specifies 10 as the order quantity, but the unit of measure is DOZEN, you must allocate 120 serial numbers.

Table

Serial Number

Indicates the serial numbers that are allocated to the items in the current detail.

Appendix B: Purchase Orders Security Authorizations

If security is turned on for your Sage 300 system, the system administrator must assign users security authorization for Purchase Orders screens.

For information on turning on security, setting up security groups, and assigning authorizations, refer to the System Manager help.

Note: To change the print destination for forms and reports, you must have Change Print Destination security authorization for Administrative Services.

To view records and to print reports in Purchase Orders, you must belong to a security group with Common Inquiry authorization. Common Inquiry authorization by itself does not let you edit any Purchase Orders records.

To edit records or perform processing tasks, the system administrator must grant the group access to additional tasks from the following list:

Purchase Orders Security Authorizations

Security Authorization	Description
Sage 300 Inquiry	Query Purchase Orders data in web screens. If you also have Export Processing authorization for Purchase Orders, print or export the results of these queries.
Common Inquiry	Print setup reports. View and print setup screens.
Cost Inquiry (in stand-alone P/O systems).	View default vendor cost during transaction entry. With Show Receipt Costing Information authorization, also view receipts.
Create POs Automatically	Automatically create purchase orders from requisitions, create POs from I/C, create POs from O/E (if you also have Transaction Inquiry authorization for

Security Authorization	Description
	O/E).
Credit/Debit Note Entry	View, add, and post in Credit/Debit Note Entry. (Requires additional authorization to edit quantities and costs for returns.) View Invoice Entry, Return List. View and print Invoice List, Credit Note List, Debit Note List. With Transaction Inquiry or Day End Processing authorization, view Purchase History. With authorization for A/P, view, add, edit, and delete Vendor records. With authorization for O/E, select O/E order numbers for item details.
Dashboard	View the Purchase Orders dashboard.
Day End Processing (Service)	In a stand-alone system, run Day End Processing. View and print Posting Journals, G/L Transactions, Payables Clearing Audit List, and Item Transaction History reports. Post Create G/L Batch and Post A/P Batch View, print, and—if Allow Edit Of Statistics is selected for P/O—edit statistics for requisitions, purchase orders, receipts, invoices, returns, credit/debit notes.
Edit Blanket PO Amount (requires Purchase Order Entry authorization)	Change the Original Amount field on blanket purchase orders. Add and post purchase orders.
Edit Credit Note Cost (requires Credit/Debit Note Entry authorization)	View, add, edit costs in, and post credit notes and debit notes. View Invoice Entry.
Edit Credit Note Quantity (requires Credit/Debit Note Entry authorization)	View, add, edit item quantity in, and post credit notes. View Invoice Entry.

Security Authorization	Description
Edit Invoiced Cost (requires Invoice Entry authorization)	View, add, edit costs in and post invoices.
Edit Invoiced Quantity (requires Invoice Entry authorization)	Allows users to view, add, edit quantity and post Add invoices, change item quantities on invoices to receipts.
Export Processing	Export the following records, if you are also authorized to use the corresponding screen: requisitions, purchase orders, receipts, invoices, returns, credit notes and debit notes, purchase statistics, ship-via codes, templates, additional costs, vendor contract costs, e-mail messages, and optional fields.
History Clearing	Clear history and delete inactive records (in a stand-alone Purchase Orders system).
Import Processing	Import, edit, and delete the following records, if you are also authorized to use the corresponding screen: ship-via codes, templates, additional costs, vendor contract costs, e-mail messages, optional fields, requisitions, purchase orders, receipts, purchase statistics (if Allow Edit Of Statistics is selected and you have Day End Processing authorization). Show Receipt Costing Information authorization is also required to edit costs on receipts.
Import Processing and Credit/Debit Note Entry	Import and add credit notes and debit notes. View posted credit notes and debit notes.
Import Processing and Invoice Entry	Import and add orders; view posted invoices.
Import Processing and Setup Maintenance	Print setup reports; import setup options.

Security Authorization	Description
Invoice Entry	<p>View, add, and post invoices. (Requires additional authorization to edit quantities and costs entered for receipts.)</p> <p>View Purchase History if you also have Transaction Inquiry or Day End Processing authorization.</p> <p>View, add, edit, and delete Vendor records, if you have authorization for A/P.</p> <p>Select O/E order numbers for item details, if you also have authorization for O/E.</p> <p>View Receipt List.</p> <p>View and print Invoice List.</p>
Item Maintenance (Service)	In a stand-alone system, view Items and Vendor Details.
Mailing Label Printing	Print mailing labels.
Purchase Order Entry	<p>View, add, edit, delete and post purchase orders (default costs appear only if you also have Cost Inquiry authorization for I/C).</p> <p>View Purchase History, if you also have Transaction Inquiry or Day End Processing authorization.</p> <p>View, add, edit, and delete vendor records, if you also have authorization for A/P.</p> <p>Select O/E order numbers for item details, if you also have authorization for O/E.</p> <p>View, edit, delete, and post from Copy Purchase Orders.</p> <p>View and print Purchase Order List.</p>
Purchase Order Printing	Print Purchase Orders (both from the P/O Forms folder and Purchase Order Entry).
Receipt Entry	<p>View, add, edit, and post receipts. (Default costs appear only if you also have Show Receipt Costing Information for P/O or Cost Inquiry for in I/C (when no purchase order is referenced)).</p> <p>View Purchase History, if you also have Transaction Inquiry or Day End Processing authorization.</p> <p>Add and post invoices, if you also have Invoice Entry authorization.</p> <p>View, add, edit, and delete vendor records (if you also have authorization for</p>

Security Authorization	Description
	<p>A/P).</p> <p>View Pending Receipts Inquiry.</p> <p>View and print Receipt List.</p>
Receiving Slip Printing	Print receiving slips (from the P/O Forms folder and the Receipt Entry screen).
Requisition Entry	<p>View, add, edit, delete and post requisitions.</p> <p>View and print Purchase History, if you also have Transaction Inquiry or with Day End Processing authorization.</p> <p>View, add, edit, and delete vendor records (if you have authorization for A/P).</p> <p>Select O/E order numbers for item details, if you also have authorization for O/E.</p> <p>View and print Requisition List (from the Transaction List screen).</p>
Requisition Printing	View and print a Requisition List (from the Transaction List screen).
Requisitions Manual Approval	Post approved requisitions. (Unapproved requisitions are placed On Hold.)
Return Entry	<p>View, add, edit, and post returns. (Costs appear only if you have authorization for Cost Inquiry in I/C and you are entering returns without receipt numbers.)</p> <p>View Purchase History, if you also have Transaction Inquiry or Day End Processing authorization.</p> <p>View, add, edit, and delete vendor records, if you also have authorization for A/P.</p> <p>Select O/E order numbers for item details, if you also have authorization for O/E.</p> <p>View Receipt List, and view and print Return List.</p>
Return Printing	Print returns (from the P/O Forms folder and the Return Entry screen).
Setup Maintenance	<p>View and edit Options and G/L Integration.</p> <p>View, add, edit, and delete ship-via codes, vendor contract costs, e-mail messages, optional fields, templates, additional costs, and account sets.</p>

Security Authorization	Description
	In a stand-alone system, view Items, vendor details, and weight units of measure.
Show Requisition/Receipt Costing Information	View costing information in Receipt Entry.
Transaction Inquiry	View and print purchase statistics. View and print purchase history and analytical reports. View Requisition Entry, Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, Credit/Debit Note Entry, and Pending Receipts Inquiry.
Transaction Optional Fields	Add, edit, and delete optional fields in Requisition Entry, Purchase Order Entry, Receipt Entry, Invoice Entry, Return Entry, Credit/Debit Note Entry, and in Purchase Orders functions that create transactions automatically.
Sage 300 Web API	Use the Sage 300 Web API to process GET, POST, PUT, PATCH, and DELETE requests. Note: You must also have authorization to view and/or modify any records or transactions for which API requests will be processed.

About Requiring Approval for Requisitions

Purchase Orders provides a requisition approval system so you can ensure that only particular employees can approve purchase requisitions.

Requisitions that have been approved can be added to purchase orders.

Note: You must turn on security for the system database in the Sage 300 Database Setup program to use the requisition approval feature.

Requisition approval is based on the Requisitions Manual Approval security authorization.

- If you have authorization to approve requisitions, all requisitions that you post are automatically approved.

The Requisition Entry screen displays the approval status, as well as the approver's name, for a selected requisition.

- If you do not have authorization to approve requisitions, requisitions that you post are automatically put on hold, and their approval status remains Entered until they are posted by a user with approval authorization.

If you do not use the requisition approval feature, all requisitions are automatically approved when posted.

Turning on Requisition Approval

You turn on requisition approval by:

- Selecting **Require Approval** in the P/O Options screen.
- Turning on system-wide security in the Sage 300 Database Setup program.
- Assigning approvers to security groups with Requisitions Manual Approval authorization.
- Assigning other users to security groups that do not have Requisitions Manual Approval authorization.

Approving Requisitions that Are On Hold

Requisitions posted by user who do not have authorization to approve requisitions are automatically put on hold.

Requisition approvers must open unapproved requisitions, remove the On Hold status, and post the requisitions again to approve them.

Approving a Purchase Requisition

If the Require Approval option is selected in the P/O Options screen, purchase requisitions must be approved. You can approve a requisition only if you have the Requisitions Manual Approval security right (which is assigned in the Security Group screen in Administrative Services).

- If your security group is assigned the security right to approve requisitions, all requisitions that you post are automatically approved, and your User ID appears in the Approver Name field after posting.
- If your security group is not assigned the security right to approve requisitions, all requisitions that you post are automatically put on hold, and the Approval Status field will display "Entered" until the requisition is posted by a user with approval rights.

The approver will have to open the requisition, remove the on-hold status, and then post the requisition.

To approve a requisition:

1. Open **Purchase Orders > P/O Transactions > Requisition Entry**.
2. In the **Requisition Number** field, use the Finder  or the navigation buttons to select the requisition you want to approve.
3. Confirm that requisition details and totals are correct.
 - Review requisition details in the detail table.

Note: Purchase Orders lets you hide columns and change column order.

You can also click the **Detail** button to review all the fields for a single detail.

- On the Totals tab, review the requisition comment and item totals.
 - On the Optional Fields tab, review additional information for the requisition.
4. On the Requisition tab, clear the **On Hold** option.

Note: You cannot create purchase orders from on-hold requisitions.

5. Click **Post**.

Purchase Order Entry lets you print the purchase requisition after posting. You can also print the purchase requisition separately, from the P/O Forms folder.

Note: If you have approval rights, the Approval Status field will say "Approved," and the description for your User ID will appear in the Approver Name field. If you do not have the security right to approve requisitions, the requisition will still be on hold after you post it, and the Approval Status field will display "Entered."

About Using Security with Purchase Orders

You can use security with the Purchase Order Entry screen, separately specifying the persons who can:

- Add, edit, post, or delete:
 - Requisitions.
 - Purchase orders.
 - Receipts.
 - Returns.

- Invoices.
- Credit or debit notes.
- Create purchase orders automatically from:
 - Requisitions.
 - Inventory Control.
 - Order Entry.
- Approve purchase requisitions.
- View cost information.
- Edit invoiced quantities or costs.
- Print:
 - Requisitions.
 - Purchase orders.
 - Receiving slips.
 - Returns.
 - Mailing labels.
- Edit setup information and options.
- Import or export purchase orders.

On blanket purchase orders, you can also assign security to the Original Amount field on the Order tab of the Purchase Order Entry screen. By restricting access to this field, you can ensure that no unauthorized changes are made to the amount.

You can assign security to item costs in Inventory Control if you do not want to display the item costs from Inventory Control on purchase order detail lines. The Unit Cost and Extended Cost fields will then display only zeroes in Purchase Orders, and you enter cost amounts when entering transactions.

For more information about using security, see "Purchase Orders Security Authorizations" (page 729).

About Using Security with Receipts

You can use security with the Receipt Entry screen, separately specifying the persons who can:

- Add, edit, and invoice receipts.
- View receipt costing information.

- Print receiving slips.
- Import receipts.
- Export receipts.

Purchase Orders provides a security authorization that allows warehouse staff to receive goods and enter quantities received, but prevent them from viewing cost information.

If users do not have **Show Receipt Costing Information** authorization, they cannot view item unit cost information on receipts—including totals, taxes, discounts, and additional cost amounts. (In other words, the Taxes tab, Additional Costs tab, and Totals tab do not appear on the Receipt Entry screen for users who do not have this authorization.)

Note: Pre-printed forms PORCP03.RPT and PORCP04.RPT will print cost information. To hide costs on these forms, you will need to customize them.

You can also assign security to item costs in Inventory Control if you do not want to display the item costs from Inventory Control on receipt detail lines. The Unit Cost and Extended Cost fields will then display only zeroes in Purchase Orders, although you can enter cost amounts when entering transactions.

Note: Item cost security in I/C does not apply to any Vendor Contract Costs entered in Purchase Orders.

For more information about using security, see "Purchase Orders Security Authorizations" (page 729).

Appendix C: Data Entry Tools, Tips, and Shortcuts

Use these tools and tips to speed up data entry in Sage 300.

Menu Commands

The following commands appear on the File, Settings (when available), and Help menus on Sage 300 screens.

Note: Menu names and commands may differ by screen.

File Menu

File Menu Commands

Command	Description	Notes
Close	Closes the current screen.	You can also press Alt+F4 to close a screen.
Customize	Lets you hide or display fields for users by UI Profile ID.	Click File > Customize to hide fields on an open screen for users assigned to a UI Profile ID for that screen. When these fields are hidden, data that would normally appear in these fields cannot be printed. For more information, see the help for the UI Profile Maintenance screen in the System Manager help.
Export	Exports data records to other Sage 300 databases and non-Sage 300 programs.	Click File > Export to export data. For example, you could export purchase statistics for use in spreadsheet or database software. Note: You cannot export serial or lot numbers for kit components.

Command	Description	Notes
Import	Imports data records from other databases and from non-Sage 300 programs.	<p>Click File > Import to import data.</p> <p>For example, you could use a spreadsheet to enter current requisitions or purchase orders when setting up your system, and then import the transactions later.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Note: You cannot import serial or lot numbers for kit components.</p> </div>
Print	Prints the current report, list, or screen.	On screens with a corresponding report, click File > Print to open the report screen, which you use to select report options (if applicable) before printing the report.
Print Setup	Selects a printer and sets printing options.	<p>Click File > Print Setup to set up your printer. You can select the default printer or select another from the list of installed printers.</p> <p>For more information about print options, refer to your operating system documentation.</p>
Save	Saves the entries or changes you have made to the current screen.	If you have just entered a new record, Add appears instead of Save .

Settings Menu

Settings Menu Commands

Command	Description	Notes
Auto Clear	Creates a new entry automatically when you post a transaction.	<p>Use the Auto Clear option to streamline data entry in transaction entry screens.</p> <ul style="list-style-type: none"> • If Auto Clear is turned on, all fields are cleared each time you post a transaction, allowing you to immediately begin entering another transaction. • If Auto Clear is turned off, transaction information remains on the screen after you post it. Click the New button to begin entering another transaction.

Command	Description	Notes
Clear Saved Settings	Restores default settings for a report.	This command is available for screens and for some reports.
Save Settings as Defaults	Saves the current report settings as personal defaults.	This command is available for screens and for some reports.

Help Menu

Help Menu Commands

Command	Description
About	Displays version and copyright information for the current screen and program.
Contents	Opens Help.
Using Help	Opens Help to an introductory topic on how to use Help.

Data Entry Tools and Shortcuts

Use these tools and shortcuts to speed up data entry in Sage 300.

Data Entry Tools and Shortcuts

Tool	Shortcut Key	Description
	Alt + A	Add or save a new record.
Calendar 	F4 or Alt + Down Arrow	Display the calendar for a date field.
	Alt + C or Alt + F4	Close a screen or dialog box
	Del or Alt + D	Delete the selected row or record.

Tool	Shortcut Key	Description
Drilldown 	n/a	<p>The Drilldown  button appears beside some data entry fields and in some column headings in transaction detail entry tables. Click it to view details of the record or transaction in the corresponding field. You can "drill down" both within Sage 300 programs and between separate programs. For example, you can drill down:</p> <ul style="list-style-type: none"> • From General Ledger transactions to original transaction entries. • From Accounts Receivable to Order Entry. • From Accounts Payable to Purchase Orders. • From one transaction to an originating transaction (such as from a credit note to the invoice) within a program.
	Alt + E	Open the Set Criteria dialog box to filter the list of records to display in the Finder.
Finder 	F5	The Finder  appears in some data entry fields, and in some table headings in transaction entry screens. Click it when you want to look up records you can select for a field.

Tool	Shortcut Key	Description
		<p>Use the Finder to search lists of codes maintained in or used by Sage 300 programs (such as document numbers, terms codes, and account set codes). You can use menu commands in the Finder to help you search, as follows:</p> <ul style="list-style-type: none"> • On the Settings menu, select Color options to highlight a field using color for the text or for the background. • On the Settings menu, select Field Name as Column Heading to use field descriptions or internal field names as column headings. • On the Settings menu, use Columns options to specify columns that appear in the table. • On the Global Settings menu, select the Go to Filter First option if you want the Finder to display the same filter settings you specified on the Find By list the next time you search this type of record. <p>You can also use the Auto Search option to locate a record quickly in a long list. To do this, select Auto Search and the criteria by which you want to search, and then begin typing the characters that start or are contained in the field you are searching on.</p> <div data-bbox="565 1155 1404 1455" style="border: 1px solid black; padding: 5px;"> <p>Note: Records that appear in the Finder are restricted by any selection criteria you apply to this field. If you cannot find the record you are looking for with the Finder or the navigation buttons, check the Finder to see whether any criteria are being used to limit the selection. If necessary, remove the selection criteria. (For more information, see "Setting Finder Criteria" (page 747))</p> </div> <div data-bbox="565 1476 1404 1577" style="border: 1px solid black; padding: 5px;"> <p>Tip: For additional instructions on using the Finder to select records, press F1 when the Finder screen appears.</p> </div>
Go 	F7	<p>The Go  button appears on screens where you must enter information (such as filter criteria) before viewing records that match the information you enter.</p> <p>For example, on some Statistics and Inquiries screens, you must</p>

Tool	Shortcut Key	Description
		select a range of years and periods and specify an item number or vendor number before you can view statistics. (If you use multicurrency accounting, you must also specify a currency.) After specifying this information, you click the Go  button or press F7 to view statistics.
Navigation 	n/a	Click the Previous and Next buttons to navigate through a list of existing records, or click the First and Last buttons to navigate to the first and last records. <div style="border: 1px solid black; padding: 5px;"> <p>Note: If you clicked the Set Criteria button on the Finder screen and specified criteria, only records that match the criteria you specified will appear when you use the navigation buttons. If a record does not appear, click the Finder  and check to see whether you have specified criteria that prevent the record from appearing.</p> </div>
New 	n/a	Click the New  button or select New from a menu to begin creating a new record.
	Alt + S	Save changes to the displayed record.
Zoom 	F9	Click the Zoom  button or press the F9 key to view or enter supplementary information for a transaction detail or for a field.

Tool	Shortcut Key	Description
		<p>In any detail entry table, you can select a detail line and press F9 to open a screen that displays all the fields for a single detail, including additional tax-related fields that do not appear on the detail table. You can edit existing details, and even add new details for the document.</p> <p>Beside any field that displays a Zoom button, you can click the button (or select the field and then press F9) to open a separate screen where you can view and enter supplementary information specific to that field.</p> <div data-bbox="565 709 1398 930" style="border: 1px solid black; padding: 5px;"> <p>Note: If another Zoom button appears on the detail screen, you can click it or press Shift+F9 to open the new detail screen. (If you simply press F9 again, the first detail screen closes.) This function is referred to as "Detail Zoom." To close the second detail screen, press Shift+F9 again.</p> </div> <p>After viewing or editing the information in the detail screen, you can press F9 to close the screen.</p>

Working with Detail Entry Tables

The first tab of each transaction entry screen in Sage 300 contains a detail entry table that shows the document details in tabular format.

In most cases, you can enter all the necessary details for a document right on the table.

Tip: If there are more columns than can be displayed at one time, you can use the horizontal scroll bar at the bottom of a list to view the additional columns. You can also rearrange the order of columns, or change column widths, consistent with how you enter data.

You can also view and edit all the fields for a single detail on a separate Detail Items/Taxes screen. To view this screen, select a detail line and click the **Item/Tax** button below the table, or press F9.

Note: You use the Detail Items/Taxes screen to view or change tax information for a detail. Detail tax fields do not appear in the detail table.

To add details using the detail table, do one of the following:

- If a blank line is highlighted, tab to the **Item Number** field, then either type the item number or select it from the Finder. Enter the remaining information for the detail.
- To start a new line, press Insert or tab through the end of the last line on the table.

If you want to insert a new line in a specific location, highlight the line above the location, and then press Insert.

Note: A detail line is saved as you enter it on the detail entry table.

To edit details using the detail table:

- Select the line you want to edit, and then enter your changes on that line.

Note: For information about using your keyboard to move within a detail table, see "Keyboard Shortcuts for Detail Tables" (page 746)

To delete details using the detail table:

1. Select the line you want to delete.
2. Press the Delete key on your keyboard.
3. If you see a message asking you to confirm the deletion, click **Yes**.

To edit item information or detail tax information using the Detail Items/Taxes screen:

1. Select the detail on the table, and then either click the **Item/Tax** button, or press F9.
2. Edit the item information and/or change the **Tax Class** or **Tax Included** options for the detail.

Keyboard Shortcuts for Detail Tables

Use the following keyboard shortcuts to navigate in detail tables.

Key	Menu Command	Action
Ins/Insert	New	Insert a blank row to add a new record.
Del/Delete	Delete	Remove the selected row.
Up or Down Arrow		Go up or down one row.

Key	Menu Command	Action
Left or Right Arrow		Go left or right one column.
Pg Up		Go to the top row in view.
Pg Dn		Go to the bottom row in view.
Home	First	Go to the first row in a list.
End	Last	Go to the last row in a list.
Tab or Enter; Shift+Tab or Shift+Enter		Go to the next or previous column in a list.

Setting Finder Criteria

To help you search quickly through a long list of records, you can use criteria to restrict the records that are displayed in the Finder and when you use the navigation buttons.

However, at other times, if the Finder uses criteria, it might not display all the records you expect to see.

To check or remove the criteria:

1. Click the Finder .
2. Click the **Set Criteria** button.
3. On the screen that appears, click the **Clear** button.

For instructions on setting criteria, click the **Help** button when the Set Criteria screen appears.

Using Visual Basic Macros

System Manager provides full support for Microsoft Visual Basic for Applications (VBA), allowing Purchase Orders to integrate smoothly with Microsoft's entire Office suite.

You can record, edit, and run VBA macros from within Sage 300. You can also continue to run VBA macros for another application that includes VBA (such as Microsoft Excel).

Purchase Orders comes with a workflow macro that lets employees enter purchase requests that can be sent as e-mail attachments to managers for approval or rejection. The macro creates purchase orders for approved requests.

The workflow macro consists of:

- **WorkReq.avb.**

This macro lets employees complete a form to request the purchase of items and to specify the estimated cost of the request. The request is sent as an attachment to the e-mail address specified on the request for approval. A Purchase Orders requisition is automatically posted for the request.

The WorkReq.avb macro should be available only to employees who have authorization to enter requisitions in Purchase Orders.

- **Workflow.avb.**

This macro lets employees send the details of requisitions for approval. The employee highlights the requisition for which approval is required, and sends it as an e-mail attachment to the manager's e-mail address.

The Workflow.avb macro should be available only to employees who have authorization to enter requisitions in Purchase Orders.

- **Workmonitor.avb.**

This macro lets managers approve requests for purchases from employees. When a Requisition Request e-mail is received from an employee, the manager can either approve or reject the request. If the request is approved, a purchase order is automatically created for the item and an e-mail confirmation is sent to the employee. If the request is rejected, the manager can provide the reason for rejecting the request and an e-mail is sent to the employee.

The Workmonitor.avb macro should be available only to employees who have authorization to approve requisitions.

To run a macro:

1. On the Sage 300 Desktop, click **Run Macro** (in the Macros section of the ribbon).

The Run Macro screen appears.

2. In the **Files Of Type** field, select **VBA Macro Files**.
3. Double-click the macro you want to run.

To add an icon for a macro to your desktop:

1. On the Sage 300 Desktop, select (highlight) Purchase Orders, and then click **Object > New > Macro**.
2. In the **Title** field, enter a title for the macro, such as Requisition Request or Requisition Approval.
3. Click **Next**.
4. Click **Browse**, and then select the folder and the macro (for example, {installation path}\macros\workreq.avb).
5. Click **Finish**.

Appendix D: Support and Resources

Find support and resources to help get Sage 300 up and running quickly.

Finding Help and Documentation

You can find information about setting up and using Sage 300 in the Sage 300 help and in the product documentation included with this release.

Note: For technical support, visit our customer support website at <https://support.na.sage.com> or contact your Sage business partner.

Context-Sensitive Help

Sage 300 features context-sensitive help that you can use to quickly open and view articles and information directly from Sage 300 screens.

- On the Sage 300 Desktop, press **F1** to view help for the current screen.
- On Sage 300 Web Screens, click the help menu at the top of the screen to see help articles and resources related to your current task.

Product Documentation

Sage 300 includes guides in printable PDF format, including the *Installation and Administration Guide*, *Upgrade Guide*, and other documentation related to installation and setup.

These guides are available in the Docs folder on the Sage 300 server, and online at:

- https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm.

To view the guides in the Docs folder:

- On the Windows taskbar, click **Start > Programs > Sage 300 > Documentation**.

Support and Resources

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 working smoothly for your business.

Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300.

How can we help you?

I'm setting up Sage 300 and need information or assistance

- **Sage 300 Resources online** – https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm
Find and download user guides, technical specifications, and more.
- **Sage 300 Web Portal** – www.sage.com/us/erp/sage-300
Find a business partner, get priority support, and more.

I'm looking for instructions to complete a task in Sage 300

While using Sage 300, you can get instructions directly from the software in the following ways:

- **Contextual Help** – To see topics related to your current task:
 - In the Sage 300 Desktop, press **F1**.
 - In Sage 300 Web Screens, click the help menu at the top of the screen.
- **Help Topics** – To explore topics and information in the Sage 300 Desktop, click **Help > Help Topics**.

I think something is broken, or I'm getting error messages

Search our knowledge base for solutions to common issues, or contact us for one-on-one assistance.

- **Knowledge Base** – <https://support.na.sage.com>
Find answers and solutions to FAQs and known software issues.

- **Customer Center** – <https://customers.sagenorthamerica.com/irj/portal/anonymous/login>
Exclusive support for Sage customers.
- **Partner Center** – <https://partners.sagenorthamerica.com>
Exclusive support for Sage partners.

I'm looking for downloads, updates, or technical specifications

Find product updates, download resources, or review technical specifications for Sage 300.

- **Sage 300 Resources online** – https://cdn.na.sage.com/docs/en/customer/300erp/Sage300ERP_Documentation.htm
Find and download user guides, technical specifications, and more.
- **Sage Business Care** – www.sage.com/us/erp/sage-business-care
Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

I want to become a more skilled user of Sage 300

Find links to Sage software training, online communities, and more.

- **Sage University** – https://sageu.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67
Convenient, professional training options to help you achieve your business goals.
- **Sage Summit** – www.sage.com/sage-summit
Connect with peers and experts at our annual conference.
- **Priority Software Support** – www.sage.com/us/erp/sage-business-care
Learn how to get unlimited support by phone, e-mail, and live chat.

I want to share knowledge with other Sage 300 users

Find and share tips, tricks, and solutions online in the Sage 300 Community.

- **Sage 300 Community** – http://sagecity.na.sage.com/support_communities/sage300_erp
Explore Sage 300 blogs, discussions, FAQs, resources, and more.

- **Sage Summit** – www.sage.com/sage-summit

Connect with peers and experts at our annual conference.

I want to contact a Sage 300 representative

- **Support and Services** – <http://support.na.sage.com>

Find links to support services, contact our support team, and learn how to guarantee your Sage software is always up to date.

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