

# PURCHASING

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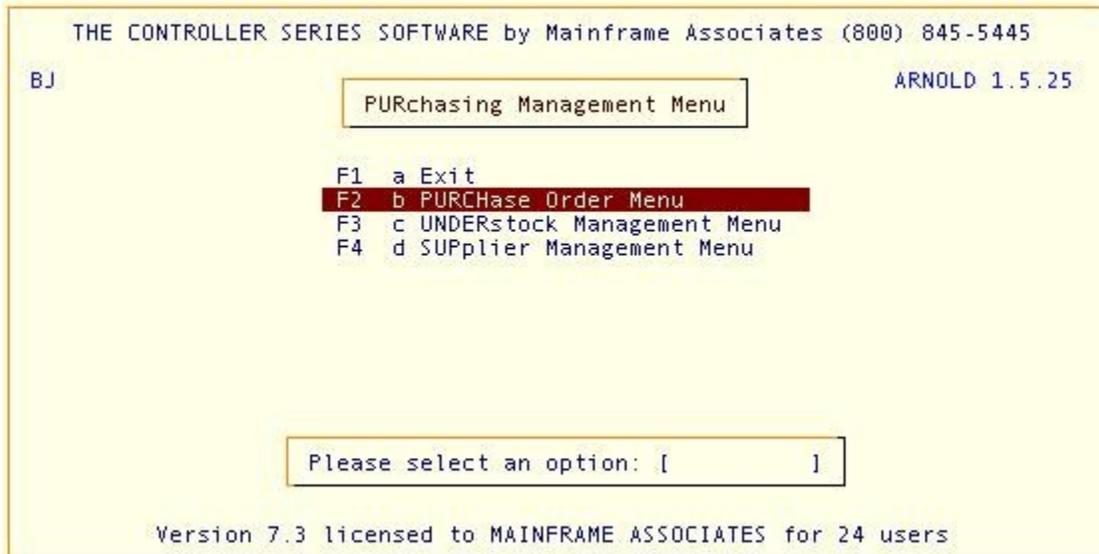
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## PURchasing Management Menu

Plate Letters: **BJ**    Vocabulary: **PUR**

The Purchasing Menu provides access to functions related to purchasing management, including Understock Management and Supplier Management.



**Purchasing Management Menu, BJ or PUR**

## Flag Settings:

The following Flag Settings affect the functioning of Purchasing, and should be set as appropriate:

<b>Flag</b>	<b>Purpose</b>
17	Cost mask for Price labels (1234567890)
33	Require Use of Pre-defined Shipping Codes
40	PO Number counter
45	Barcode Printer Number
61	Costing Method used at Purchasing
77	Branch Code for EPOs/POs and RMM File Updates
81	Prices in Lookup Include Duty
89	Prompt for Customer/Sales Order when creating PO
<b>Flag</b>	<b>Purpose</b>
90	Display Inventory Notes
108	Printer assignment for Purchase Orders
118	Purchase Order Print program
152 – 159	Ship-To Labels for entry
171 – 179	Activate Ship-To labels for Use
180	Electronic PO Program
203	Dealer Number for Main Distributor

228	Default Area Code, City, and Province
229	Default Vendor
283	Create POs from Special Orders at EOD
325	Y/N Bill-to-Vendor (Buying Groups) Active
389	Default for Printing of Inventory Notes
415 / 431	Use Multi-Vendor Item Creation Screen
419	Compute Quantity to Order Even if Maximum = 0

There are other flags related to suppliers, inventory, and customers that are also relevant to the Purchasing of goods, but do not directly change the functionality of this section of the software.

## PURchase Order Menu

Plate Letters: **BJB** Vocabulary: **PURCH**

The Purchase Order Menu provides access to the functions required for the creation and management of Purchase Orders, including Electronic PO Preparation and SHORtBUY Order/Report.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BJB                                     ARNOLD 1.5.25
PURCHase Order Menu

F1 a Exit                               sF1 k Shipping Instruction Entry
F2 b PO - Create/Edit                   sF2 l Distribute Import Cost to PO
F3 c Reprint Purchase Order
F4 d Open PO Report Menu
F5 e Cancelled PO Report
F6 f SHORtBUY Order/Report
F7 g Current Special Order List
F8 h PO Confirmation Number
F9 i Restocking Rept by Location
F10 j Electronic PO Preparation

Please select an option: [      ]

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```

**Purchase Order Menu, BJB**

## PO - Create/Edit

Plate Letters: **BJBB** Vocabulary: **PO**

The Purchase Order screen requests specific details that relate to the purchasing of goods; when saved, this data updates the appropriate files. The PO screen appears as shown on the next page.

Following are the fields available for input on this screen.

**Clerk Number** Enter valid clerk number. The system verifies the number and then displays the clerk name.

**PO** To create a new PO number, press ↵. To edit an existing PO, enter the PO number if known. To look up an existing PO, press F9. A pop up window will appear prompting you to type in the first few characters of the supplier's name. Highlight the appropriate supplier and press ↵ to select. A list of PO's for that supplier will appear. Highlight the appropriate PO and press ↵ to

select. The PO will load automatically. Edit as necessary, following the command prompts at the bottom of the screen.

SUPP [ACE ]	PH 250-333-4444	PO [0000658P]	Arnold
Ace Hardware	FX 250-555-6666	Acct #: PST-12345	
246 Nowhere Man Drive			
Earth,	CDN\$		

0001		PURCHASE ORDER			
Item Number	Description		Quantity	Unit Cost	Ext Cost

Enter an Item Number, Barcode, or Supplier X-ref,...

Clear Ld Line

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10

UndStk New Lookup

**Create/Edit Purchase Orders, BJBB**

**Supplier**

Enter an existing supplier code. The name and address appear in the top left corner of the screen. If the supplier code is not found, type the first character of the supplier's name, then press F9 to initiate a lookup. The Vendor Search window appears. Highlight the appropriate supplier, then press ENTER to select. The name and address of the supplier appear in the top left corner of the screen. The cursor moves to the Item Number column and the user is ready to enter items.

If the required supplier does not exist, they must be created in the Supplier Maintenance screen, SUPP or BJDB.

**Item Number**

With the cursor in a blank item number field, enter the item number to be ordered. The supplier Xref number from the packing slip or a barcode number may also be entered. If the Item Number exists, the Description and Cost fields are displayed. Press ↵ to continue to the QTY field.

If an invalid item number is entered, the user will be prompted whether they wish to create a new item. Answering 'Y'es starts the new item creation process (same as F8 New, below).

When a valid item number is entered, the cursor moves to the QTY field.

For each item entered, a display of its current status provides the user with information such as **MIN**, **MAX**, **QOO**, **BEST**, **QOH**, **COM**, and **LAST** cost. The quantity-to-order display includes the **UOM** in which the goods will be ordered.

**MIN:** Minimum quantity to have on hand.  
**MAX:** Maximum quantity to have on hand.  
**QOO:** Quantity on Order.  
**BEST:** Best buy for this item.  
**QOH:** Quantity On Hand.  
**COM:** Stock already committed, but not yet sold.  
**LAST:** Last cost for this item.

**Qty** Quantity to be ordered.

**Cost** To accept the displayed cost, press ↵. The Ext Cost is calculated and the cursor moves to the next line. To change the cost, enter the correct amount.

**Note:** The system will use Last, Standard, Average, Department, or Supplier cost as set by Flag 61 Purchasing Cost. If Department Cost is selected, then the default cost is determined by the inventory department setup.

To edit an item on the PO, move the cursor to the item line using the ↑↓ arrow keys. Press ↵ to move across the line until the cursor is on the appropriate field. Key in new values and Ext Cost is recalculated.

## Function Keys with the cursor in the Item Number field

The following Fkeys are available as appropriate:

- F1 First** Moves the cursor to the first Item Number line of the purchase order.
- sF1 Clear** Clears the PO and moves the cursor to the Clerk # field. Enter another PO number or press F1 to exit the screen completely.
- F2 Remark** To add remark(s) for an item (the number determined by Flag 281), place the cursor on that item and press F2. The user can enter remarks for the item and choose whether or not to print them on the PO. Additionally, if BJBL SHORTBUY Order/Report is used, the order number and customer name is stored in the F2 Remark fields.
- sF2 LstRecv** Gives a history of the receiving of this item - date, receiving number, quantity, cost, supplier, etc.
- F3 Show \$** Toggles the Cost and Ext Cost fields on and off. To remove the Cost and Ext Cost fields from a PO (to prevent a Supplier from viewing their previous cost for an item), press F3; this will shade Cost and Ext Cost at your workstation and they will not be printed on the PO. To toggle this function back on, press F3.
- sF3 Transfer** Allows the transfer of items off of one PO and onto another, pre-existing PO. The items to be transfered must first be selected using sF6 Select. A window will open, prompting the clerk to select the PO to transfer to (with lookups),

and indicating the number of item lines to transfer. The item(s) will be moved to the selected PO, the current PO removed from memory, and the selected PO loaded.



**Create/Edit Purchase Orders, BJBB - sF3 Transfer Option**

**F4 Delete**

Delete the line your cursor is placed on.

**F5 Total**

Totals the Purchase Order. When this option is selected, the number of items and total value is displayed. A pop up window is displayed with prompts to choose a type of shipment (SHIP VIA) and ARRIVAL date. It is recommended to complete these fields for accounting purposes. The arrival date will display at Point-of-Sale. For more detail, see below.

**sF5 ExtInfo**

Display extended information - weight, volume, customer and order number this item is being ordered for.

**F6 UndStk**

Preloads all items currently in an Understock position for this Supplier. Once selected, the user can choose to load a specific department and line by (i) **some** understock items if the Supplier is not the primary Supplier or (ii) **all** understock items regardless of whether the Supplier is primary or not.

On choosing F6, the user may input appropriate codes. The default at each line is set at ALL (an asterisk appears in the selection box). If specific department and line codes are chosen, only items belonging to that department or line are loaded into the PO.

The clerk also has the option of including the committed quantities on an order, and of selecting the Best Buy amount as a package quantity for the items selected. Note: Items with a minimum quantity of zero are **never** loaded using the Understock procedure.

Once the appropriate items are loaded, the cursor moves to the first line. All normal editing functions are now available. The quantity loaded is the recommended order quantity to reach the maximum set for each item, based on its QOH and committed quantity.

**Note:** If there has been a change to the minimum quantities on hand in the main Inventory screen (option BBBB), option BJCBB (Clear and Recalc Understock) should be run before creating purchase orders from understock.

- sF6 Select** Toggle line selection. A selected line remains highlighted. When at least one line is selected, sF3 Transfer becomes active, and the selected items can be moved to a pre-existing PO, using sF3 Transfr.
- F7 Line #** Moves the cursor quickly from one line (row number) to another. Notice above Item Number that a counter is displayed. To move to another row, press F7; enter the row number and press ↵. The cursor moves to the Item Number field of that row. Purchase can currently handle up to 2500 rows of items.
- sF7 Reports** A standard set of inventory movement and audit reports found in the Main and Short Inventory screens, Receiving, Purchase and Point-of-Sale programs. These reports are called for the item on the current line only.
- F8 New** For creating a new Inventory Item.

SUPP [ACE ]	PH 250-333-4444	PO [0000651P]	Arnold
Ace Hardware	FX 250-555-6666	Acct #: PST-12345	
246 Nowhere Man Drive			
Earth,	CDN\$		

[ New Inventory Entry Screen ]

Item number [ ]			
1. Description [ ]			
2nd Descrip [ ]			
2. Department [ ]		11. Cost [ 0.00]	
3. Line code [ ]		12. Freight [ 0.00]	
4. Supplier [ ]		Landed [ 0.00]	
5. Xref [ ]		13. List [ 0.00]	
6. Barcode [ ]		Margin [ 0.00]	
7. UOM [ ]	14. Disc [ 0.00]	15. Price 2 [ 0.00]	
8. Tax flags [ ]	16. Disc [ 0.00]	17. Price 3 [ 0.00]	
9. Inven. Type [ ]	18. Disc [ 0.00]	19. Price 4 [ 0.00]	
10. Location [ ]			
	Field to modify [ ]		

Enter item number, or <F1> to Exit,...

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Exit		DupItem						Lookup	

**Create/Edit Purchase Orders, BJBB - sF8 Create New Item**

Complete the fields as required and press F10 to save. This is the same item creation screen found in the Point-of-Sale screen. Note - this screen captures only a minimum amount of data necessary to enter a new item into the system. To completely set up the inventory item, use the BBB INVENTORY Entry Menu screens.

**sF8 Notes**

Shift-F8 provides access to the Inventory Notes window. The PO has the ability to print the Inventory Notes if user selects the option after F5 Total.

**F9 Lookup**

There are **two ways** to search for an Item. With the cursor in the Item Number field choose one of the following:

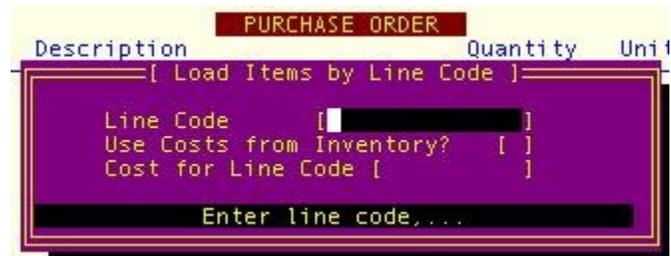
Item Number lookup; enter the first few characters of the Item Number and press F9. Select the item number displayed in the lookup window or use the ↑↓ arrow keys to continue searching; or

Item Description lookup; press F9 and enter the first few letters of the Item Description. Select the item number or use the ↑↓ arrow keys to continue searching.

In both cases, if Supplier Price Books are activated, the user will first be prompted whether to search main inventory or one of the supplier price books. It will then proceed as above.

**sF9 Ld Line**

Pressing sF9 Ld Line opens the Load Items by Line Code window as shown:



**Create/Edit Purchase Orders, BJBB - Load by Line**

This window allows the buyer to load ALL items in a specific line code, if the Supplier for which this PO is being created exists as a valid supplier for this item in BBBD SUPplier INventory Screen.

**F10 V. Info** Vendor information screen summary for this item. Also accesses the inventory information screens for this item (Summary, Prices, Activity, etc). This set of information screens is found in Purchase, Receiving, and Point-of-Sale.

## Function Keys with the cursor in the Quantity field

The following Fkeys are available as appropriate:

- F1 Backup** Moves cursor back to the item number field for this line.
- sF2 LstRecv** Gives a history of the receiving of this item - date, receiving number, quantity, cost, supplier, etc.
- F3 Qty UOM** Toggles between the quantity Units of Measure for this item, as set up in screen BBBC PRICE INventory Screen.
- sF3 BundCalc** Opens Bundle Calculator window, multiplies Bundles x Each to arrive at total, which is then placed automatically in the Qty field.
- F4 Cost UOM** Toggles between the cost Units of Measure for this item, as set up in screen BBBC PRICE INventory Screen.
- F6 % Calc** Opens the graphical Movement window display for the previous 12 months, and the % QTY Entry window. The % entered in the % QTY Entry window is multiplied by the movement to arrive at the order quantity.
- sF7 Reports** A standard set of inventory movement and audit reports found in the Main and Short Inventory screens, Receiving, Purchase and Point-of-Sale programs. These reports are called for the item on the current line only.
- F8 Locat'n** Opens the Existing Locations for Item window, which displays Qty on Hand and Qty on Order for this item, for each location.
- sF9 MB QOH** Displays various quantities for this item, as is shown on the screen just above the message line, but for all stores in a multi-store setup.

**F10 V.Info** Vendor information screen summary for this item. Also accesses the inventory information screens for this item (Summary, Prices, Activity, etc). This set of information screens is found in Purchase, Receiving, and Point-of-Sale.

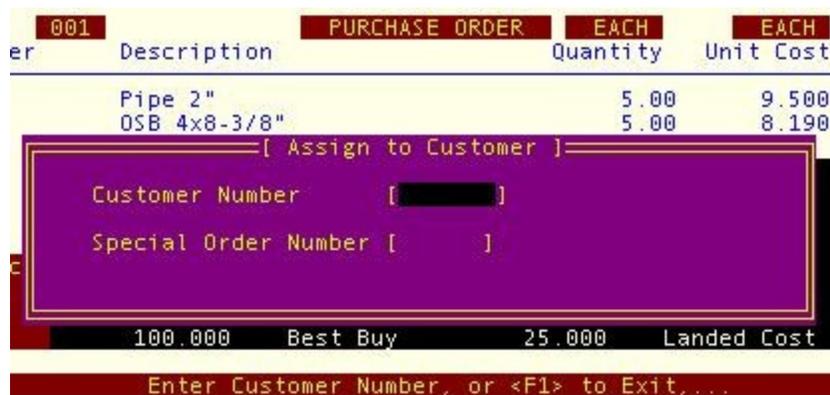
### Function Keys with the cursor in the Price field

The following function keys are available as appropriate:

- F1 Backup** Moves cursor back to the quantity field for this line.
- F7 Multipl** Opens the Multiplier window, which multiplies the amount entered by the user, with the multiplier set up for this Supplier in BJDB SUPPLIER Update.

### Assigning PO Items to Customer's Sales Order

When Flag 089 is set to "Y", the Assign To Customer window will open after the quantity is entered. Valid customers and existing Sales or Special Orders must be used to assign inventory items on the PO. The items on the PO must exist on the sales or special order selected.



**Create/Edit Purchase Orders, BJBB - Assign Item to Customer/Sales Order**

Assigning inventory items on the PO to customer orders facilitates the Receiving process. Receiving Orders and Fill reports in Receiving recognize this association, allowing the receiving clerk to properly handle the received goods. It will also associate the current PO with the customer order, thus allowing tracking of the status of a customer order from the Point-of-Sale screen using F9 OrdStat while in the Clerk Number entry field.

The associating of ordered items on a PO may also be done automatically by using the BJBF SHORTBUY Order/Report (see below).

### Totaling and Printing the Purchase Order

When all items have been added to the PO, press F5 Total. The following screen will appear:

SUPP [ACE ] Ace Hardware 246 Nowhere Man Drive Earth, CDN\$	PH 250-333-4444 FX 250-555-6666	PO [0000655P] Arnold Acct #: PST-12345
---	------------------------------------	---

0003	PURCHASE ORDER	Ext Cost
Item Number	[ Total ]	
2 Item(s), Total: \$88.45,...		
Print? (Y/N)	[Y]	
Create Separate Store POs? (Y/N)	[N]	
Confirmation Number	[ ]	
Expected Arrival Date	[ ]	
Order Type	[R]	
Sort Type	[N]	
Backorder Remaining Qty (Y/N)	[Y]	
Assign 'On Order' Status? (Y/N)	[N]	
Total Weight: 60.00 Total Volume: 30.00		
Enter 'Y'es to Print, or 'N'o to Save only,...		
F1 Cancel	F2 Ship	F10 Process

**Create/Edit Purchase Orders, BJBB - Total Screen**

**Print? (Y/N)**

Select Y (Yes) to print, fax, or export. N (No) saves with no output.

**Create Separate Store POs?**

Active in a multistore situation only. If items have been identified as being on order for separate stores, selecting Y (Yes) will create a PO for each store with its items only.

**Confirmation Number**

Enter the supplier's confirmation number, if available.

**Expected Arrival Date**

The default date is calculated based on the Lead Time entered in the BJDB SUPPLIER Update screen.

**Select Order Type - 'S'ale, 'B'ooking, or 'R'egular Order**

**R** – Regular - A normal purchase order created every day and is the default setting.

**S** – Sale – Used to order unusual quantities of items for use in a special sale or promotion.

**B** – Booking – Used to order items for future delivery; or example, items ordered for busy seasons.

Due to the unique nature of Sales and Booking orders, items ordered using these Purchase Order types are not treated by the system as being “on order.” Understock does NOT consider these items as being already ordered, and will suggest quantities for re-order based on Mins/Max, etc. Thus, “regular” ordering can go on, even if Sales and Booking purchase orders are created. Additionally, items on Sales or Booking orders do

not appear as on order on reports or screen lookups (such as BBBB MAIN INventory Screen).

**Sort Type - 'N'ormal, 'I'tem, 'X'ref Order**

Resorts items on printed PO. Normal leaves the item order as is, while Item sorts by item number, and Xref sorts by supplier item number.

**Back order Remaining Quantity? (Y/N)**

Used to indicate to the supplier to back order the items on this PO.

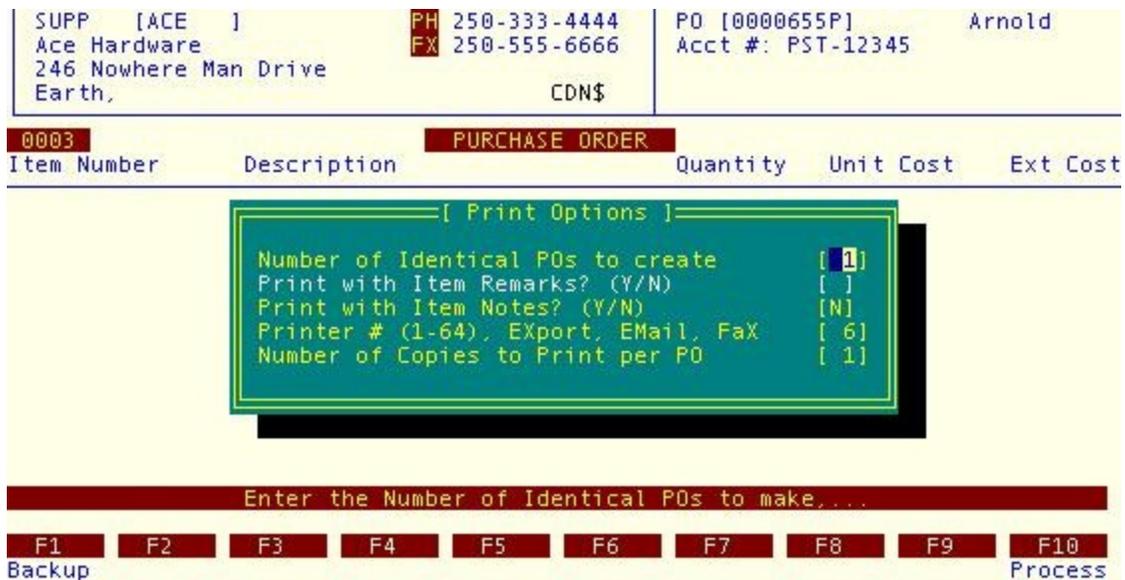
**Assign 'On Order' Status? (Y/N)**

Select Y (Yes) if this PO has been sent to the supplier, N (No) otherwise. If set to Y (Yes), the PO can no longer be loaded, viewed, or modified. In general, leave this set to N (No).

**F2 Ship**

Enter shipper and shipping instructions as desired. If Flag 33 is set to Y, up to 4 pre-defined shipping instruction codes can be selected (these are defined using BJBK Shipping Instruction Entry on the menu). If Flag 33 is set to another value, a one line shipping instruction can be entered.

If the option to print a Purchase Order is selected, the following window appears.



**Create/Edit Purchase Orders, BJBK - Total Screen Print Options**

**Number of identical POs to create**

Default is 1. Entering more than 1 creates multiple, identical, PO's.

**Print with item remarks? (Y/N)**

Y (Yes) to print remarks added to rows on the PO. N (No) will print the PO without these remarks.

**Print with item notes? (Y/N)**

Y (Yes) to print Inventory Notes. N (No) prints PO without Inventory Notes.

**Printer number (1-64), Fax or Export**

Enter printer number, "EX" to prepare export file, "FX" to fax, 'EM' to e-mail. F9 Lookup will display the attached printers.

**Number of copies to print per PO**

Enter number of copies of PO to print.

**Exporting:** If "EX" for Export is chosen in the printer selection, the Export Purchase Order Document to Disk File window appears, and a default Theos file name is displayed. Accept or overwrite with another file name, and upon pressing enter, the PO is saved in plain text format, available for transfer to PC programs using the THEOSWS transfer function.

**Faxing:** If "FX" for Faxing is chosen in the printer selection, the Fax Options window appears, and displays the fax number for the Supplier, as entered in BJDB SUPPLIER Update. Accept or change as needed; upon pressing enter, the PO is sent to the Theo+Fax queue for faxing.

**E-mailing:** If 'EM' for e-mailing is chosen, the Email Address window will open with the supplier's e-mail address as entered in the BJDB SUPPLIER Update screen. Accept or change as needed; upon pressing enter, the PO is e-mailed.

## Reprint Purchase Order

Plate Letters: **BJBC**

Allows the user to enter a purchase order number that requires re-printing. Purchase Orders may be reprinted with Remarks (if Remarks exist on the PO), and may be directed to valid printers 1-64. Enter a valid Purchase Order number, select Remarks Y/N, and output printer. Press ↵ to initiate the reprint, or press F1 to return to the Purchasing Menu.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BJB                                     PURCHase Order Menu ]                ARNOLD 1.5.25
                                     [ (BJBC) REPRINT PURCHASE ORDER ]
BJBC  Purchasing Reprint Program 7.3.1.001
Enter PO # to print [          ]
With comments? (Y/N) [ ]
Printer # (1-64), EXport, EMail, FaX [ ]
Enter PO number to reprint, <F9> lookup, <F1> to exit,...
F10 j Electronic PO Preparation
Please select an option: [F3 ]
Version 7.3 licensed to MAINFRAME ASSOCIATES for 24 users
    
```

### Reprint Purchase Orders, BJBC

**Exporting:** If "EX" for Export is chosen in the printer selection, the Export Purchase Order Document to Disk File window appears, and a default Theos file name is displayed. Accept or overwrite with another file name, and upon pressing enter, the PO is saved in plain text format, available for transfer to PC programs using the THEOSWS transfer function.

**Faxing:** If "FX" for Faxing is chosen in the printer selection, the Fax Options window appears, and displays the fax number for the Supplier, as entered in BJDB SUPPLIER Update. Accept or change as needed; upon pressing enter, the PO is sent to the Theo+Fax queue for faxing.

**E-mailing:** If 'EM' for e-mailing is chosen, the Email Address window will open with the supplier's e-mail address as entered in the BJDB SUPPLIER Update screen. Accept or change as needed; upon pressing enter, the PO is e-mailed.

## Open Purchase Order Reports

The Open Purchase Order Reports Menu contains various reports for tracking open purchase orders by department, supplier, item and more. These reports will be explained in this section. The Open Purchase Order Reports Menu is located at plate letters **BJBD**.

```
THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BJBD                                Open PO Report Menu                                ARNOLD 1.5.25

F1 a Exit                            sF1 k On Order by Vendor with Cust
F2 b By Department Detail
F3 c By Department Summary
F4 d By Single Supplier
F5 e By Single Item Number
F6 f By All Outstanding POs
F7 g Overdue Purchase Order Rept
F8 h By PO Type Summary
F9 i By PO Type Detail
F10 j Order Status by Item Number

Please select an option: [      ]

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```

**Open PO Report Menu, BJBD**

## By Department Detail

Plate Letters: **BJBDB**

Produces a detailed report listing outstanding purchase orders by department. Report headings include the following: PO#, Vendor, Date, Item #, Description, QOH, QTY, UOM, Unit Cost, Ext Total.

## By Department Summary

Plate Letters: **BJBDC**

Produces a summary report listing outstanding purchase orders by department. Report headings include the following: PO#, Date, Supplier, Extended Total.

## By Single Supplier

Plate Letters: **BJBDD**

Produces a report listing outstanding purchase orders by one supplier. Report headings include the following: Item #, Description, UOM, Order Amt, Extended Total, Arrival Date.

## By Single Item Number

Plate Letters: **BJBDE**

Produces a report listing outstanding purchase orders for one item number. Report headings include the following: Store#, PO#, Supp # and name, Arrival Date, and Quantity on Order (QOO).

## By All Outstanding PO's

Plate Letters: **BJBDF**

Produces a report listing all outstanding purchase orders sorted by supplier. Report headings include the following: Store#, PO#, Order Date, Arrival Date, Ship Via, Total, Electronic PO flag.

## Overdue Purchase Order Report

Plate Letters: **BJBDG**

Produces a report listing all overdue purchase orders sorted by supplier for a given store. Report headings include the following: Store #, Supplier, PO#, Order Date, Arrival Date, Total, Clerk Name on PO.

## By PO Type Summary

Plate Letters: **BJBDH**

Produces a report listing all outstanding purchase orders by PO type. Report headings include: Arrival Date, PO#, Value, Supplier. Total orders for each type of purchase order and a total of all types of purchase orders are included.

### By PO Type Detail

Plate Letters: **BJBDI**

Produces a detailed report listing all outstanding purchase orders by PO type. Report headings include the following: Arrival Date, Item #, Description, PO#, Supplier Name, QOO, Unit Cost, Extended Total. Totals for each type of purchase order and a total of all types of purchase orders are included.

### Order Status by Item Number

Plate Letters: **BJBDJ**

Produces a report in chart form, listing all outstanding purchase orders by PO type and by Item#.

A sample of the report screen is displayed below. For each item entered, the quantity ordered against each type of PO is displayed together with quantities and totals on order.

BJBDJ Outstanding PO Types by Item Number 7.3.2.001			
Item Number [05B] OSB 4x8-3/8"			
	Regular	Booking	Sale
Jan	[ 0.000]	[ 0.000]	[ 0.000]
Feb	[ 103.000]	[ 0.000]	[ 0.000]
Mar	[ 0.000]	[ 0.000]	[ 0.000]
Apr	[ 15.000]	[ 0.000]	[ 0.000]
May	[ 9.000]	[ 0.000]	[ 0.000]
Jun	[ 50.000]	[ 0.000]	[ 0.000]
Jul	[ 0.000]	[ 0.000]	[ 0.000]
Aug	[ 305.000]	[ 0.000]	[ 0.000]
Sep	[ 91.000]	[ 0.000]	[ 0.000]
Oct	[ 1.000]	[ 0.000]	[ 0.000]
Nov	[ 0.000]	[ 0.000]	[ 0.000]
Dec	[ 0.000]	[ 0.000]	[ 0.000]

Quantities	
QOH	[ 7219.000]
COMM	[ 7215.000]
MIN	[ 24.000]
MAX	[ 100.000]
Total On Order	
Reg	[ ]
Book	[ ]
Sale	[ ]

Enter item number,...

F1 Exit    F2    F3    F4    F5    F6    F7    F8    F9 Lookup    F10

**Order Status by Item Number, BJBDJ**

### On Order by Vendor with Cust

Plate Letters: **BJBDK**

Creates a report showing items on order for specific customers, sorted by Vendors. Report headings include the following: PO#, PO Date, Item #, Description, UOM, QOO, Extended Total, Arrival Date, Customer#, Sales/Special Order#.

## Cancelled PO Report

Plate Letters: **BJBE**

Produces a report of Cancelled PO's by clerk name. The report headings include the following: PO #, Supplier, Clerk Name.

## SHORTBUY Order/Report

Plate Letters: **BJBF**

Creates a short buying report and/or PO's for special and sales orders when back order quantities are set in Point-of-Sale.

```

BJBF          Generate Short Buying Report/POs for Special Order    7.3.2.004

Store Number          [001]
Clerk Number          [  ]
Direct Shipment Order Number [  ]
Vendor/Supplier       [*  ] (ALL)
Special Orders only (Y/N) [N]
Special Orders Number [  ]
Create Short Report (Y/N) [Y]
Printer/output for report [S ]
Generate Purchase Orders (Y/N) [N]
Print/Export Purchase Orders (Y/N) [ ]
Printer/Output for POs [  ]
Departments to be excluded [  ]

Enter valid store number,...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit                               Lookup
  
```

### BJBF - SHORTBUY - PO Creation/Reporting

The user can select a specific direct ship order (a customer sales order that the user directs the supplier to ship directly to the customer), a single supplier, only special orders (or a specific special order) or all special/sales orders.

The user can select whether to create a report of the PO's that would be created given the orders selected, choose whether to create the PO's, and where to print the report and or PO's. The final option allows the user to specifically exclude departments from being included in the creation of the PO's.

This is a very powerful program. In addition to being able to create a PO, it will also connect the PO with the customer order. This will allow the tracking of the status of ordered items for the customer, which is viewable using F9 OrdStat when in the Point-of-Sale Clerk Number entry field.

The suggested usage is to run the report first for the selected customer order options, and then determine whether to create these PO's. Any PO's created via this process can be edited for the addition or removal of items.

## Current Special Order List

Plate Letters: **BJBG**

Reports all items that are currently on special order, with a separate report for items still on order and for those received. Special Orders are created through the Point-of-Sale SELL screen (option sF3). From this list purchase orders are generated. The headings on this report include the following: Item Number, Description, Order Qty, UOM, List Price, Line Total, Customer, Order Date, PO#.

## PO Confirmation Number

Plate Letters: **BJBH**

Adds the Supplier's Confirmation Number to the Purchase Order. Select the PO#, and enter the confirmation number.

## Restocking Rept by Location

Plate Letters: **BJBI**

Produces a location stocking report of items on outstanding PO's, by receiving or by purchasing. If R (Receiving) is selected the report headings include the following: Item #, Description, Received UOM, Qty Received. If P (Purchasing) is selected, the user must supply the starting and ending PO number. Report headings include the following: Item #, Description, Order UOM, Qty.

## Electronic PO Preparation

Plate Letters: **BJBJ**

Many distributors accept Purchase Orders submitted electronically. Since each distributor's format is different, the program executed from this menu is controlled at Flag 180. The following setup is for Flag 180 value of PUR.CMD386.PUREPO.

Input N or F1 to return to the menu.

To select this option, the user inputs Y to Initiate EPO Creation. The following screen is displayed.

```

Electronic Purchase Order Creation

Initiate EPO Creation          [Y]
PO Number                      [0000491P]

Supplier  PO Date  Arrival  Clerk  Type  Total Cost
SMIBAR    05/05/2005         11     R    378.720

Process Y/N                    [Y]
Is this Purchase Order a Rush Order Y/N [ ]
Ship Number 1/2/3              [ ]
MP#/SOP#                       [ ]

Prepare EPO Diskette N/C/Y     [ ]

<F1> to quit
    
```

### Electronic Purchase Order Creation, BJBJ

The first valid *non-processed PO* to be submitted electronically will be fed to the program. Information regarding this PO is also displayed.

The cursor will advance to the 'Process' prompt and confirm that the PO displayed is to be processed for EPO. This allows the user to cancel any EPO process for incomplete PO's. Enter Y to proceed and the process will continue to the next prompt. Enter N and the next PO will be fed to the EPO program.

The following three prompts depend upon retail/distributor requirements and the information is input at the user's discretion.

The Rush Order default is N by pressing ↵. Press Y if the order is RUSH.

The Ship Number default is 2 by pressing ↵. Press 1 or 3 if the Ship Number is other than the default.

If the PO type (Regular, Sale or Booking) is not R, the user must enter a five-digit MP# / SOP# number. If the PO is Regular the cursor will bypass this field.

At the final prompt, "Prepare EPO Diskette", the user has three choices:

- 1) Enter N to return to the PO number field and feed in the next PO. If there are no more PO's to be processed a message will appear, "All PO's have been selected for EPO Processing". Enter Y to continue.
- 2) Enter C for cancel, the EPO process is cancelled.
- 3) Enter Y to prepare and transfer the specified distributor format for EPO submission to a DOS diskette. You will be prompted to insert a DOS formatted diskette to complete the process. The EPO variable will be written to the PO summary file and the PO's will not be accepted again for processing.

BJBDF Report on All Outstanding PO's includes a report column on Purchase Orders that have been EPO-processed.

## Shipping Instruction Entry

Plate Letters: **BJBK**

Allows the user to set up shipping codes with detailed instructions. These shipping codes are shortcuts that can be used in the F2 Ship option in the PO Total Screen (see above), and are active if Flag 33 is set to Y.

## Distribute Import Costs to PO

Plate Letters: **BJBL**

Allows the user to distribute shipping costs across several PO's. Such a scenario may arise if a single shipping container is used by the supplier to ship goods from more than one PO. Enter the total shipping costs, and then select the PO's over which this shipping cost will be distributed. The actual amount added to each PO will be automatically proportionately assigned by the value of goods on the PO. Using SF7 Manual allows the user to override the automatic assignments. Pressing SF10 Redistr will redistribute the balance over the remaining PO's selected.

When complete, a report is produced showing the shipping costs and how it has been distributed amongst the selected invoices.

# Understock Management

## Overview

As items are sold, the stock in inventory decreases. When the stock count reaches a predetermined level, more stock is ordered from the supplier to replenish the inventory.

**The Controller Series** understock management system keeps track of inventory as it is sold and flags items where counts go below established minimums. Historically, when more stock was required from a supplier, a purchase order was created. If the purchase order was completed manually, each item was entered one at a time, onto the purchase order form. The purchase order was then totaled, printed and faxed/mailed to the supplier.

Using the understock management system, once the user has adjusted the minimum and/or maximum settings for any items in inventory, they can recreate the understock file. The time taken to recreate the understock file depends upon inventory size, since the current count of items in inventory are compared item by item to their minimum settings. A copy of items flagged as being in an understock position is placed in the understock file. In the PO screen, a function key is pressed to load all understock items for that supplier into the purchase order. The figures on the purchase order may be changed and additional items may be ordered on the same PO. The purchase order is totaled, printed and sent to the supplier.

Items can be deleted from the understock file before creating a purchase order from understock, but you cannot delete an inventory item via this option.

Inventory items and their minimum and maximum settings can be recalculated using historical data. This permits what-if scenarios to be examined. Using different historical periods and factors, the minimums and maximums can be modified without changing the current settings. When the user locates an acceptable min/max level they can rerun the calculation and update the minimum and maximum settings.

## How to Use this Section

THE UNDERSTOCK MANAGEMENT OPTIONS ARE BASED ON HISTORICAL DATA. GENERALLY, THESE OPTIONS WILL NOT GIVE DEPENDABLE RESULTS UNTIL THE SYSTEM HAS BEEN IN USE FOR A MINIMUM OF 12 MONTHS.

Following is a brief explanation of the concept of minimum and maximum quantities on hand. A retailer does not want to have more inventory than is required, but still wants to ensure enough inventory for sale. A minimum quantity is the specific minimum amount of inventory that stock should not fall below. Similarly, the greatest predetermined quantity of inventory is called maximum quantity.

Once the minimum and maximum quantities are established, inventory requirements can be monitored by the system and purchase orders generated for each supplier.

Before using this feature of **The Controller** ensure that the PRIMARY suppliers all have a Lead Time specified. The lead time is the time between the supplier receiving the user's PO and the goods being delivered to the user's site. The lead time is found on plate BJDB Supplier Update, field 18. The lead time must be specified in numbers of days. A blank or zero lead time means that items from this supplier will **never** appear on the understock report.

Enter a minimum and a maximum figure for each item in inventory (plate BBBB Inventory Master, fields 11 and 12.) These figures need not be accurate as the user can refer to historical data and weighted factors to test what the minimum and maximum numbers should be.

For example, to recalculate minimum and maximum figures based on a two-month summer period the user could choose June and July: (i) specify the number of working days in an average month. As stated above, the supplier lead time has been entered on plate BJDB Supplier Update; (ii) specify the weighted factor. Initially these two values are set to 1. This field is a multiplicand (i.e., if the maximum figures are too high, specify, for example, 0.8 and the maximum figures will be lower than the whole number). When the figures are close to actual minimum and maximum quantity, revise the calculation and update the min/max figures. See the Recalculate Min/Max section (page 26) for more detail on the understanding and use of this feature.

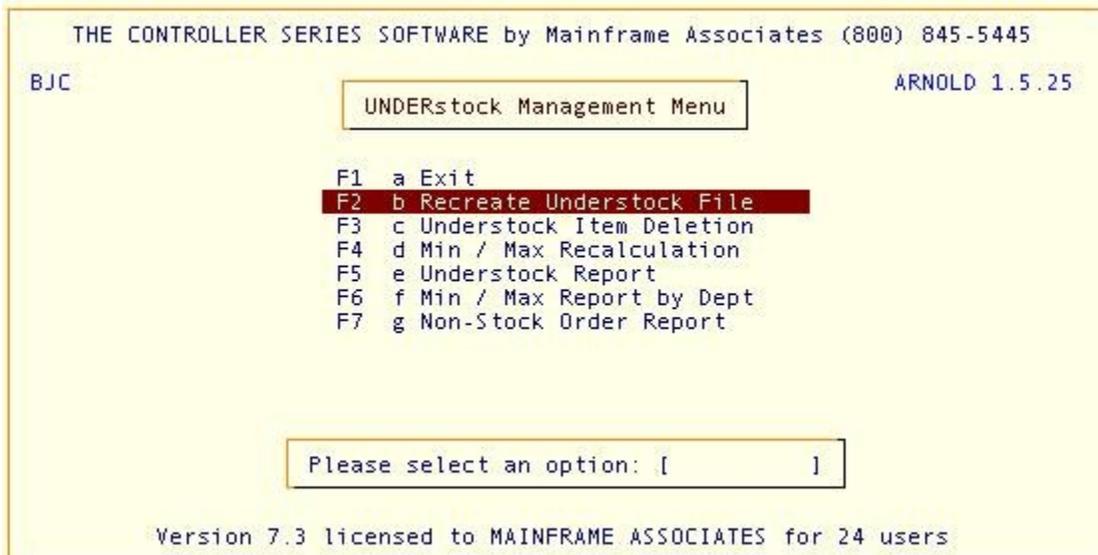
The **TRAIN** account can be used to create exercises using this understock feature without affecting actual inventory data. Place one or two items for a supplier in an understock position by selling them and then recreate the understock file on plate BJCB Understock Management Menu - Recreate Understock File. This process rebuilds those items in inventory that are in an understock position. Print some or all of the reports to see which ones suit the business' needs. Test the min/max recalculation by using the same department or item and the same historical data period, but by changing the minimum and maximum weighted factors. The TRAIN account is an effective method of testing various functions of **The Controller Series** before performing the process on the user's live data. Understock management relates to those items that are presently in an understock position. It includes clearing and recalculating the present understock file, individual item deletion and various reports related to understock.

The **Understock Management Menu** is located at plate letters **BJC** or user vocabulary reference **UNDER**. The two options available are 'Understock Maintenance' and 'Understock Reports'; they will be explained in this section.

## Understock Maintenance

Plate Letters: **BJC**

The **Understock Maintenance Menu** is located at plate letters **BJC**. The available options are 'Recreate Understock File', 'Understock Item Deletion', 'Min / Max Recalculation', and 'Understock Report'.



**Understock Maintenance Menu, BJC**

### Recreate Understock File

Plate Letters: **BJCB**

This option may be run at any time and as many times as desired. It clears the current understock file, and searches all of inventory for items that have a quantity less than the minimum specified in the inventory screen.

You may choose to include/exclude items where MIN = 0. You may choose to include/exclude items' committed quantity (from orders) from QOH. You may choose to include/exclude item's suspended quantity from QOH). You may choose to use the Best Buy amount as the package quantity. Each of these options can be toggled using F4 to F7.

Press F10 Process to begin the understock process.

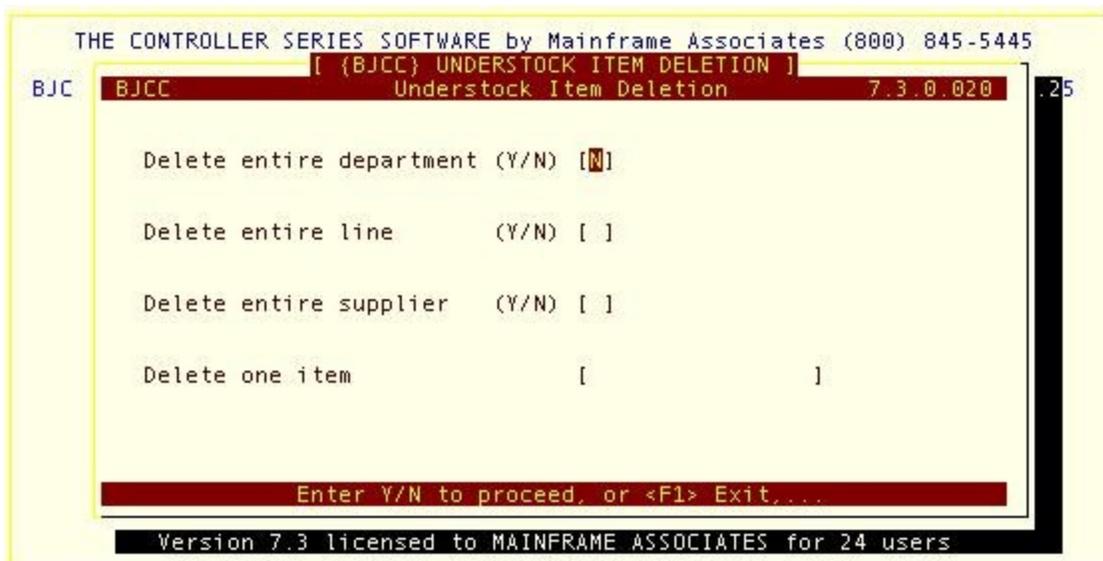
**Note:** If there has been a change to the minimum quantities on hand in the main Inventory screen, this option should be run before creating purchase orders from understock. In general,

if the F6 Understock load option is to be used in the Purchase Order screen, this process should be done immediately prior to creating the PO.

## Understock Item Deletion

Plate Letters: **BJCC**

The understock item deletion allows you to delete a department, line, supplier or a single item currently listed on the understock report. Use this option to delete items that you do not want loaded into your purchase order system as understock. Answering Y to any of the prompts results in a prompt for a particular department, line, or supplier to delete from the understock file.



### Understock Item Deletion, BJCC

**Note:** If an item is deleted from the understock file **this does not** delete it from the main inventory file. If items are inadvertently deleted from understock, option BJCB - Clear and Recalc Understock will return all items to the understock file.

## Min/Max Recalculation

Plate Letters: **BJCD**

### Overview

The process of determining minimum and maximum inventory quantities can be automated by this function. A minimum quantity is the least amount of inventory on hand at any time; the maximum quantity is the greatest amount of inventory available for sale. Use historical data to assist in setting these figures.

In general, the process determines the average number of units sold per day, based on historical sales for the period selected and the number of work days in a month. Then, based on the vendor's lead time (the time between placing an order and having it delivered), the minimum required is calculated (the average sold per day times the lead time in days - this is the **required minimum**). The maximum is just double the minimum, and both values are rounded to the nearest integer.

For example, if a particular item sells, on the average, one unit per day, and the lead time is five days, then the minimum would be 5 and the maximum 10. Why? Well, the order is placed when stock has reached the minimum (in this case, 5). The understock ordering is done up to the maximum, so 5 will be ordered. In the five days it takes to deliver the order, another 5 will be sold and the store will be out of stock. The order comes in, and there are again 5 on the shelf - and it is time to order again.

Setting the minimum and maximum as described above is an example of 'just-in-time' ordering, popular in production factories. However, a retail outlet cannot assume that an average quantity of an item will be sold each day - some days will have none, while other days will sell many. In order to avoid the unpleasant experience of having none on the shelf and customers requesting an item, the minimums and maximums calculated here can be adjusted to take such a scenario into account. To do this, adjust the weighting factors upwards from the default of 1.

### How to Use this Section

To set minimum and maximum quantities, the user provides historical information for the system to use in its calculations. This is done at plate BJCD Min/Max Recalculation. Follow the prompts as described.

BJCD	Min / Max Recalculation	7.3.8
Starting date	[0505]	
Ending date	[0604]	
Average work days per month	[30]	
Fixed Lead Time	[* ]	
Minimum weighted factor	[1.00]	
Maximum weighted factor	[1.00]	
By 'D'ept, 'L'ine, 'I'tem, 'S'upplier, 'A'll [A]		
Include months with zero sales in daily calculations Y/N [Y]		
Report items NOT Sold Y/N [N]		
Update Min/Max Values Y/N [N]		
Change Min/Max for items NOT Sold to 0 Y/N [N]		
Enter 'Y'ear and 'M'onth as 'YYMM' (e.g.0604)...		
Reset		
F1	F2	F3
F4	F5	F6
F7	F8	F9
F10		Process
Exit		

**Min / Max Recalculation, BJCD**

**Starting/Ending Dates:** The first variables are the historical periods to use. These are the previous periods of selling activity that can be used as a model. For example, to determine min/max figures for a summer period, the user may refer to the previous summer's historical data.

**Avg. Working Days/Month:** Specify the average number of working days your business operates.

**Fixed Lead Time:** User can specify a fixed lead time, or else use that defined for the individual supplier.

**Min/Max Weighted Factors:** The minimum and maximum weighted factors are used to modify the final figures calculated by the system. The default setting for both of these figures is 1. Setting the Minimum factor will multiply the calculated required minimum (see above) by the minimum factor. This gives a weighted minimum. Setting the Maximum factor will multiply the required minimum by the maximum factor, and then add the weighted minimum to this result.

For example, if the minimum required is 5 and the min/max factors are both set to 1, the minimum quantity will be set to 5, and the maximum to 10. If the min factor is set to 2 and the max factor set to 8, then the minimum quantity will be set to 10, and the maximum quantity will be set to 50.

Note: these numbers may not be exact, as the calculated values are rounded to the nearest integer.

Suggested values for the min/max weighting factors are 1.3 and 1, respectively. This would take into account the random nature of customer sales, while still preserving the average daily sales.

**Dept/Line/Item/Supplier/All:**

Specify whether to recalculate by department, line, item number, supplier, or the entire inventory. Selection of Department, Line, Item, or Supplier allows the user to select one or a range.

The system then prompts to update the min/max values, but until the user is satisfied with the resulting values based on the recalculation exercise(s), it is recommended that the user **does not update the inventory files**. When the user arrives at suitable minimum/maximum figures, they can rerun the calculation and update the resulting values.

Note: It is possible that for the selected period, items can be selected for which there are no sales. It is useful to review which items have no sales and might be including in the min/max update (which would set their min/max values to zero, which means that they might never be seen in understock determinations). Two options above are included to all the user to control what happens for these items. First, these items can be included or excluded from reporting. Second, items with no sales can have their min/max values set to zero, but need not. By default, inventory is **not** updated for items with no sales.

This option allows numerous minimum/maximum exercises depending upon the historical data input.

The report headings include the following: Item #, Description, UOM, Total Sold, Daily Avg, Current Min Stock, Current Max Stock, QOH, Calculated Min Stock and Calculated Max Stock.

## Understock Report

Plate Letters: **BJCE**

The **Understock Report** is located at plate letters **BJCE**. This report can be filtered as required - by supplier, department, and/or line code. The user can choose to include committed and/or suspended quantities in this report.

```

BJCE      Understock Report by Supplier, Department, Linecod  7.3.0.010

Store      [001]      Store 1 - General Materials
Starting Supplier [*  ]      All Suppliers
Ending Supplier  [    ]
Department List  [*  ]      All Departments
Starting Line    [*  ]      All Line Codes
Ending Line      [    ]

Include Committed [N]
Include Suspended [N]

Enter store number, '*' for all, 'T' for consolidated totals only,...

F1  F2  F3  F4  F5  F6  F7  F8  F9  F10
Exit                               Lookup Process
  
```

**Understock Report, BJCE**

## Min/Max Report by Dept

Plate Letters: **BJCF**

This produces a report sorted by Item number or Description by three-month increments. The report headings include: Item Number, Item Description, 1st Qtr, 2nd Qtr, 3rd Qtr, 4th Qtr, YTD Sold, Min Qty, and Max Qty.

## Non-Stock Order Report

Plate Letters: **BJCG**

Produces a report that lists items for a specific supplier from existing sales orders that are not on order. There are two report formats, sorted by customer, or sorted only by item number. The report headings for the customer sort report include: Customer#, Customer Name, Order#,

Order Date, Item#, Item Description, Quantity Requested, and Location. The report headings for the item sort report include: Item#, Item Description, Order#, Order Date, Quantity Requested, and Location.

## Supplier Management

The **Supplier Management Menu** is located at plate letters **BJD** or use vocabulary reference **SUP**. The menu lists the various options available for adding and maintaining suppliers and to manage and review inventory by supplier.

```

THE CONTROLLER SERIES SOFTWARE by Mainframe Associates (800) 845-5445
BJD                                     ARNOLD 1.5.25
                                     SUPplier Management Menu

F1 a Exit                               sF1 k Supplier's Inventory List
F2 b SUPplier Maintenance                sF2 l Items ON ORDER Report
F3 c Supplier Directory - Long           sF3 m Supplier's List by Xref No.
F4 d Supplier Directory - Short          sF4 n Supplier Price List by Item
F5 e Supplier Buyers Report              sF5 o Supplier's Best Cost Report
F6 f SUPplier INventory Screen            sF6 p Supplier's List-Xref by Dept
F7 g Purchase Report by $ Volume         sF7 q Supplier's List-Xref by Line
F8 h Cost Comparison by Dept/Line        sF8 r Change Vendor Code
F9 i Supplier Cost - All Items           sF9 s Inventory by Vendloc Report
F10 j Supplier Analysis Report           sF10 t Highest Volume Supplier

Please select an option: [      ]

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```

**Supplier Management Menu, BJD or SUP**

## Supplier Update

Plate Letters: **BJDB**

Vocabulary Reference: **SUPP**

Adds, deletes, changes, or inquires about suppliers. Supplier information is used throughout the system whenever the supplier code is requested. This screen is also found at BFGF.

When Supplier Update is selected the following screen is displayed:





BJDB		Supplier Maintenance		7.3.15.001	
Supplier [ ]					
1. Name	[ ]				
2. Street	[ ]				
3. City	[ ]	Prov.	[ ]		
4. Postal	[ ]			5. Bill-To-Supplier	[ ]
6. Main Phone Number	[ ]			Received MTD	:
7. Alt. Phone Number	[ ]			Received YTD	:
8. FAX Phone Number	[ ]			Recv'd Last YTD	:
12. Email	[ ]				
13. Sales Rep.	[ ]			17. Supplier Class	[ ]
14. Second Contact	[ ]			18. Lead Time	[ ]
15. Acct. Number	[ ]			19. Cal. Lead Time	[ ]
16. GST Number	[ ]			20. Min. Order	[ ]
Enter a Supplier Code, <F2> for New, <F9> Lookup, or <F1> Exit,...					
		Multipl		Util	
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10		
Exit	Create				Lookup

**Supplier Entry and Edit, BJDB or SUPP**

- Supplier:** Enter a unique six-character code that identifies the supplier. If the supplier currently exists in the system, the supplier's information is displayed. To invoke a lookup, press F9 and a pop up window appears that prompts the user to enter the first few characters of the supplier's name. Use the up/down arrow keys to highlight the appropriate supplier and press ↵ to select.
- 1) Name:** This name is used with the supplier code to provide supplier lookups throughout *The Controller Series*. Up to 63 lower case, capital letters and spaces may be used.
- 2) Street:** Any combination of letters, numbers or other symbols may be used for a 63-character street address.
- 3) City:** 30 characters are provided for city and province. Punctuation may be used. Flag #228 sets the default values for city, province, and area code.
- 4) Postal:** 10 characters are provided for the postal/zip code. Enter a Canadian postal code as V9T3M4. The system formats the code to display V9T 3M4. American zip codes are in the format of nnnnn-xxxx .
- 6-8) Phone Numbers:** Enter the supplier's telephone numbers. If a 7-digit number is entered the system precedes it with the default area code from Flag #228. If 10 digits are entered, the first 3 are treated as the area code. International (outside North America) numbers are entered starting with 011.

- 9) Received MTD:** Updates when a receiving is done. Enter the total amount received for the current month. A default of zero is used when no numeric input is made. Entry in this field is only allowed when setting up a new account. As more items are received from this supplier in the current month the value is added to this field. The field is set to zero when a period end (EOM) routine is run.
- 10) Received YTD:** System updates with end-of-month figure. Enter the total amount received for the current year. A default of zero is used when no numeric input is made. Entries in this field are allowed only when setting up a new account. As more items are received from this supplier in the current year, the value is added to this field. The field is set to zero when a year-end routine is run.
- 11) Recv'd Last Year:** Provides a system end-of-year figure. Enter the total amount received for the previous year. A default of zero is used when no numeric input is made. Entry in this field is only allowed when setting up a new account. The field is set to the closing year total when a year end routine is run.
- 12) E-mail:** Enter the e-mail to use for this supplier.
- 13) Sales Rep:** Enter the name of the supplier's representative.
- 14) Second Contact:** Enter a secondary / alternate contact name for this supplier.
- 15) Acct Number:** This is a reference field that contains the user's account number with this supplier.
- 16) GST Number:** This is a reference field that contains the supplier's GST number.
- 17) Supplier Class:** Enter the supplier's class code in the form '##-A-###' where '#' is any digit and 'A' is any letter. The system default of 00-Z-000 is used when no input data is entered. Only in exceptional circumstances is anything besides the system default used.
- 18) Lead Time:** Enter lead-time in days (i.e., 7 = 7 days). The amount of time this supplier requires to deliver an order. The system default is 0. If left at zero, goods from this supplier will never appear on under-stock reports.
- 19) Cal Lead Time:** If you wish the system to calculate lead time based on the date of PO and the actual date of receiving, type 'Y'.
- 20) Min. Order:** If the supplier has a minimum order accepted, enter the value here.

The following functions keys are active when in the Modify Field prompt.

- F4 - Delete:** To delete a supplier. Before deleting a supplier, you must change all inventory items referencing this supplier to an alternate supplier code. Also, the MDT and YTD values must be zero.

**F6 - Acct:**

```

[ Accounting Information Entry ]
1. Discount          [ 2.00 ]          Purchases MTD :      0.00
2. Pmt Terms        [10 DAYS          ]          Purchases YTD : 477689.06
3. Net Terms        [10 ]              Discount YTD :
4. Payment Funds    [CDN$]
5. Disc. Terms      [10]              9. G/L Expense Acct[5004-000]
6. Last Pmt Date    [03/29/2006]         10. A/P Control Acct[2000-000]
7. Cheque Number    [C001180]
8. Last Pmt Amount  [5885.00 ]

Enter a Discount Percentage...
    
```

**SUPP, F6 Account Information**

- 1. Discount:** Enter the discount percentage you receive from this supplier.
- 2. Pmt Terms:** Enter the payment terms for this supplier (i.e., Net 2% 10 days).
- 3. Net Terms:** Enter the net terms for the discount. The allowed input here varies depending on how the accounting flags are set. If using **The Controller Series** accounting, enter the number of days, or the day of the month (M15 = 15<sup>th</sup> of the month). Otherwise, enter the number of days.
- 4. Payment Funds:** A window pops up to select the payment funds for this supplier. The payment codes are setup in BHBB – F9, Note: in many places, the software makes the assumption that payment code 1 is Canada and payment code 2 is USA. DO NOT SWITCH THESE AROUND!
- 5. Discount Terms:** Enter the number of days between the invoice date and the discount due date.
- 6. Last Pmt Date:** Date last payment to this supplier was made.
- 7. Cheque Number:** Cheque number of this payment.
- 8. Last Pmt Amount:** Amount of last payment. These last three fields are updated when payments are posted using (BHBF-Post or BHBG-Post options).
- 9. G/L Expense Acct:** When using **The Controller Series** A/P payment module, this is the default G/L expense account used when entering the supplier invoices.
- 10. A/P Control Acct:** When using **The Controller Series** A/P payment module, this is the default A/P control account used when entering the supplier invoices.
- Purchases MTD:** Total purchases this month from this supplier.
- Purchases YTD:** Total purchases this year from this supplier.
- Discount YTD:** Total discounts from this supplier this year.

**F7 – ChqInfo:**

This will open a window displaying all of the cheques and payments made to this supplier that have not yet been moved into history. Select one of the payments and press ↵. This will open a second window showing the detail of the invoices on this payment. This display is also available from the A/P Trial Balance report (BHBJ or TRIALBAL on the menu).

**F8 – Memo:**

Create and maintain a memo for this supplier.

**sF6 – EDI:**

Setup screen for the EDI (Electronic Data Interface) for this supplier. With the appropriate software, this allows the user to submit purchase orders directly to the supplier via the Internet.

**sF7 – Multipl:**

Enter the multiplier used when assigning a list price based on the cost. For example, 1.4 would set the list price 40% higher than the landed cost.

**sF8 – Notes:**

Create and maintain a note for this supplier. This is limited to 5 lines.

**sF9 – Contact:**

If Flag 211 = Y, allows the user to see summary information from the Call Management module (IB) for this supplier.

## Supplier Directory – Long

Plate Letters: **BJDC**

Provides the user with a complete address and telephone directory of all suppliers. The report includes the following information: Supplier Name, Address, City, Postal/Zip Code, Contact, Code, Acct No., Phone, Alt. Phone, Fax Number.

## Supplier Directory – Short

Plate Letters: **BJDD**

Produces a short directory listing of **all** suppliers. The report headings include the following: Supplier Name, Phone, Fax Number, Sales Rep, Second Contact, and Vendor#.



**Supp #:** The full name and telephone number of the supplier is displayed. This is assigned under the Supplier Management Menu, option BJDB - Add or Delete Supplier Codes.

**Supp Item #:** The supplier Item Number defaults to the user's in-house Item Number if the ↵ key is pressed.

**Note:** If the user enters a number that is already in inventory the system returns the message ITEM NUMBER USED. Similarly, if the user attempts to use a previously used barcode number or supplier number the system returns the appropriate error message.

**Rec/Qte:** This field is updated each time an item is received from this supplier. In addition, the user has the option of overriding the date with the date of the last price quotation from this supplier. This can be an efficient feature when the user is shopping for best prices from various suppliers of the same Item Number.

**Note:** The date field may be entered with/without slashes.

**Cost:** This field is updated each time the item is received from this supplier. In addition, the user has the option of overriding the cost with the most current quote from the supplier. This can be an efficient feature when the user is shopping for best prices from various suppliers of the same Item Number.

With the cursor in the Supp # field, the following options are available:

**F1** Clears the screen and returns the cursor to the Item Number field for selection of another item or exiting the program.

**F2** Lists recent receiving orders for this item. Same screen as seen in the Inventory, Purchase, and Receiving screens.

**F4** Delete the supplier from this Item Number. This can only be done if the supplier is not the primary supplier of this item.

**F7** Create a new supplier.

**F8** Flag this supplier as the primary supplier for this item in inventory. Future occurrences of understock will cause this Item Number to be fed into any purchase orders prepared for this supplier.

**Note:** When a supplier is flagged as primary, the supplier number is displayed in the upper portion of the screen opposite Primary.

**F9** Causes a lookup window to be displayed at the center of the screen for easy selection of a supplier number.

**F10** Save the changes.

In addition to the fields explained above, this screen displays the current average unit cost and the unit of measure. Both are shown against the base unit of measure.

## Purchase Report by \$ Volume

Plate Letters: **BJDG**

Displays supplier purchase totals sorted by supplier or by total YTD purchases. The user enters the minimum YTD cost to report (i.e., if 0.00 is entered, all suppliers are reported; if 2456.00 is entered, then only suppliers with YTD purchases equal to or greater than the value entered are reported).

The report headings include the following: Supplier Name, Supplier, MTD Purchases, YTD Purchases, Purchases Last Year, YTD Discount Total, Currency Code.

## Cost Comparison by Dept/Line

Plate Letters: **BJDH**

Prints a report that compares quoted costs and average cost by a department and/or a line. This data is read from entries made to the Supplier Inventory Screen. The user enters the department or line, or selects ALL if that option is to be unspecified. For example, a report on Department 8 would be done by selecting 8 for department and ALL for line.

The report lists all suppliers for a specific Item Number within the selected line. Report headings include: Supplier, Xref #, Quoted Cost, Quoted Date, Avg Cost, Difference, Primary Supplier.

This report can be used to make decisions on primary suppliers for a particular product.

## Supplier Cost - All Items

Plate Letters: **BJDI**

Similar to the Cost Comparison by Line, this option reports on item cost by a supplier grouped by department. A single or all departments may be selected.

The report headings include: Description, Item #, Xref #, Avg Cost, Last Cost, Supplier Cost, Quote Date.

## Supplier Analysis Report

Plate Letters: **BJDJ**

This is a sales/cost comparison report for all items sorted by their primary supplier. User can choose a single or a range of suppliers, a date range to analyze, and report in summary (totals for the supplier) or in detail (each item listed separately). Report headings include: Supplier, Item#, Qty Sold, \$ Sales, \$ Cost, Profit, Margin.

## Supplier's Inventory List

Plate Letters: **BJDK**

Prints an inventory list by a selected supplier or range of suppliers. Enter the starting and ending supplier numbers, and which variation of the report (1 = Quantities, 2 = Cost and List Price, 3 = List Price). The report headings include the following: Item #, Xref #, Description, UOM, QOH, QOO, Min Qty, Max Qty, Last Cost. Variations 2 and 3 show extra columns, requiring some of the quantity columns to be removed.

## Items On Order Report

Plate Letters: **BJDL**

Vocabulary Reference: **ONORDER**

Prints a report of all items that are presently on order by store, a supplier or all suppliers, and by a department or all departments. The report headings include the following: Item #, Description, Prime Supp No, Reorder Level, QOH, Min Qty, Max Qty, QOO.

## Supplier's List by Xref No.

Plate Letters: **BJDM**

Prints an inventory report, by supplier, of all items available from that supplier. Report includes avg cost and last cost. The report headings include the following: Xref #, Description, Item #, QOH, Avg Cost, Last Cost, List Price, Margin.

## Supplier Price List by Item

Plate Letters: **BJDN**

Prints a report, by description, of all items for a given supplier. The report headings include the following: Description, Item #, Item Xref#, UOM, List Price, Last Cost.

## Supplier's Best Cost Report

Plate Letters: **BJDO**

Prints a report of the best supplier cost for an inventory item other than for the selected supplier. User can select a the departments to include in the report, a cutoff date for last received, and a minimum cost cutoff. The routine will produce a report with an option of updating the primary supplier to the supplier with the best cost. The report headings include the following: Item #, Description, Primary Supplier, Primary Cost, Best Cost Supplier, Best Cost.

## Supplier's List-Xref by Dept

Plate Letters: **BJDP**

Prints a report of inventory items by Description with price for a given supplier and a given department. The report headings include the following: Description, Item #, Last Cost, List Price, UOM.

## Supplier's List-Xref by Line

Plate Letters: **BJDQ**

Prints a report of inventory items by Xref # with price for a given supplier and a given range of line codes. The report headings include the following: Xref #, Description, Item #, QOH, List Price, and Last Cost.

## Change Vendor Code

Plate Letters: **BJDR**

This utility changes all items in inventory with one vendor name to another vendor. It is suggested that you recreate the vendor x-ref file before running this utility. It does not currently merge vendors.

## Inventory By Vendloc Report

Plate Letters: **BJDS**

This is an item location report. It will only produce results if inventory is setup and maintained with Flag 415 = Y and Flag 431 = Y. In all other cases, this report will remain blank. The report headings are: Item #, Description, Supplier, QOH, QOO, and date Code.

## Highest Volume Supplier

Plate Letters: **BJDT**

This is a annual comparison report on the highest purchasing activity by supplier, based on A/P invoices, not on receivings. If the A/P Invoice module is not used, this report will remain blank. The user selects current vs last year, or last year vs year previous. The report headings are: Supplier Name, City and Province/State, Year 1 A/P Invoices and Payments, Year 2 A/P Invoices and Payments. The report is in descending order sorted by the Year 1 A/P Invoices. The fiscal year is determined by the setting of Flag 53 Last Month of the Fiscal Year.