ProStix Smartstore Training Manual - Purchasing & Receipting

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1 Introduction to Purchasing & Receipting

Controlling the flow of stock allows a business to take advantage of the savings associated with fostering a working relationship with creditors as well as maintaining a healthy gross profit.

Haphazard handling of the Purchasing and Receipting processes can result in an understatement or overstatement of the value of inventory, the consequences of which infiltrate right through a business.

For ProStix to work as designed, purchasing staff need to create purchase orders for the required goods from the appropriate supplier. The goods receiving clerk then receives the goods into stock as soon as they arrive - this adds the goods into the system and creates entries in the Goods Receipts file, awaiting the arrival of the invoice from the supplier.

When the supplier invoice arrives it needs to be checked against the entry in the Goods Receipt file. These invoices are processed through ProStix **Creditors Invoice Approval** where built in/defined controls will reconcile the receipt value to the invoiced value. (Note that invoices for non-stock non-receipted items (e.g office stationery supplies) are processed through **Accounts Payable - Transaction Processing** where there is **no reconciliation** between a stock receipt and the invoice.)

The Accounts Payable Clerk checks that the supplier invoice matches the goods that have been receipted into stock and that the invoice total matches what was receipted. Once the invoices have been added to the Invoice Batch, the batch is completed and posted to the correct general ledger accounts and the invoices are tagged to be paid.

All that now remains is that these invoices are selected, either direct debits are processed or **cheques are drawn** as payment to suppliers, **cheque numbers allocated** at the appropriate time and then, the bank account is reconciled.

While these are the processes that should be followed, there are always situations that occur to complicate procedures - purchase orders are created for the wrong supplier, supplier costs can vary when a purchase order is raised or when an invoice is processed, stock is incorrectly receipted, products need to be returned and credit notes need to be processed.

These complications can be handled smoothly and efficiently if the original transaction is correctly reversed and re-processed with enough detail provided to give a clear trail of the reasons why certain actions have been taken.

The Purchasing and Receipting module covers the procedures for:

- creating a purchase order
- modifying or deleting an existing purchase order
- order special products (usually to fill a customer order)
- receipt a purchase order
- process back orders for goods not received
- process a stock return or adjustment to the receipted
- process stock on consignment
- approve creditors invoices for payment
- enquire and report on purchase orders and stock receipts

The Purchasing & Receipting Module is broken into the following areas:

Purchase Order Processing to:

- create purchase orders or modify/delete existing orders
- download a purchase order that has been keyed into a PDE
- create and track branch stock transfers
- create purchase orders for a range of products i.e multi supplier order rather than a range of suppliers

Stock Re-Ordering will use existing stocking information and generate a suggested re-order report. Once this has been checked and adjusted, purchase orders can be generated and processed

Returns & Credit Requests is used to process stock returns or adjustments to pricing, requesting credit from a supplier for previously receipted stock, reversing the general ledger entry that was performed when the stock was receipted.

Purchase Order Reports will generate the following reports:

- Purchase Orders Outstanding
- Purchase Cost Exceptions
- Purchase Orders Below Minimum
- Purchasing Analysis
- Claims Summary Report
- Outstanding Claims Detail Report

Stock Receipting is used to locate current orders and

- show details of the order
- receipt some or all of the order
- close an order even if incomplete
- link an order with another purchase order
- link an order to a customer order
- detail delivery problems

Stock Receipt Reports - the following reports are available:

- Stock Received Report
- Stock Received Variance Report
- Stock Received for Customer Orders
- Stock Received No Creditors Invoice
- Invoice Approval Exception Report
- Goods in Transit Report
- Stock Received and Invoiced Report
- Stock Purchases Report
- Standard Cost Variation Report

Stock Receipt Enquiry is used to enquire and report on goods received for a specific purchase order

Creditors Invoice Approval - will process a creditors invoice i.e checking it against the stock receipt/s, accounting for any variation so that it can be prepared for payment. When goods are receipted, the value of the receipt sits in the Purchases Clearing Account (PCA) - when the invoice is approved, the value approved is transferred from the PCA to the Creditors Control account.

Future Stock Commitments - a report that summarises future dated transactions

dealing with stock.

Consignment Stock - a module that allows you to keep track of stock on consignment and then purchase it when a customer purchases it from you.

Import Purchasing allows for the purchase of goods in foreign currencies and the definition of shipping consignments, import charges & duties and costing worksheets.

2 PreRequisites

Before proceeding through this Purchasing & Receipting manual it is recommended that you have completed:

- **ProStix Basics - Character Mode (CHUI)**

Or

- **ProStix Basics - Graphical Mode (GUI)**

3   Purchasing

3.1   Standard Products

Goal:

In this lesson you will learn how to purchase standard products.

The process of ordering and receipting stock into your system starts with a purchase order being raised. The purchase order is simply a list of products and their quantities that you require from a supplier. Accurate costs and required dates should also be entered on the purchase order so that any ProStix forecasting is accurate.

Steps:

1.   From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Purchase Order Processing' - 'New Order'**.

2. Key the supplier number and branch number, <F3> (Search) is available if required.

   Copy Order: key 'yes' to copy from another order or return.

   Promotion: key the promotion to apply to the entire purchase order if appropriate. <F3> (Search) is available if required. Later on, when you are adding products to the order, if a product is not included in the nominated promotion, an error will be displayed and you will not be permitted to add that particular product.

   Source: key w=warehouse, d=direct or leave blank.

   Addresses: If there are a number of addresses for the supplier recorded against their account in ProStix, a list of these addresses will be displayed so you can select the branch upon which you are placing the order.

   Shipping Basis Code: key the shipping basis code, <F3> (Search) is available if required. It can be left blank; otherwise must be valid. A shipping basis can be of type Pick-Up or Delivery; the type will determine what data user can enter in this screen. When a Purchase Order is created for a Supplier with a default 'Shipping Basis' defined, the Shipping Details screen will default to the value entered against the supplier for the Branch the Purchase Order is being raised for. This value may be overridden by the user if required.

   Key the **date required** and **shipping instructions**. The date required is used to schedule your own delivery to customers and is taken into account when producing many reports associated with Purchase Ordering and Goods Receipting. This date is preserved as the Original Date Required, and can be viewed along with other Purchase Order details.

3. Key in, or use <F3> to search, for the **products** to be ordered along with the **quantities** required. On your product file, for a particular supplier, the pack qty to be purchased and also the minimum order quantity can be defined. When keying the particular product, you will then be warned if the quantity you are keying does not suit the quantities defined. By setting either the system flag 'InvForcMnQ' or 'InvForcPkQ' to 'yes', the applicable warning will then stop you from continuing.

4. While in this product entry screen, the <Up Arrow> can be used to view the header details such as address.

5. Ensure the **costs** are accurate, using <F8> to review and <F7> to make any necessary changes. Any product entered onto the purchase order where the supplier record for the product has a **zero cost**, and the system flag 'InvPOZeroC' is set to 'yes', will require the authorisation of a purchasing supervisor.

6. It is possible to create and receipt purchase orders with **negative quantities**. This enables the effective tracking of products that have been sent to other sites to have work done on them once customers have ordered them, e.g. send out a plain timber door (negative qty on order) and receive in a routed & stained door (positive qty on order). You can enter a negative quantity only if you have set the 'POAllowNeg' flag to 'yes'.

7. If there are any **volume discounts** associated with the supplier details for this product, the next available volume discount quantity will be displayed in the function bar in case you want to increase the quantity of the order to take advantage of this discount. If you process a volume discount, receipting will post the full value to the stock account with the volume discount posting as a purchases gain i.e income.

8. If more than one **UOM** has been set up for a product, e.g. a stock/sell UOM and a purchasing UOM, these will be displayed for you to select from. The nominated suppliers UOM will be at the top of the list. The quantity order must relate to the selected UOM e.g. if you selected bx, the quantity keyed must be a bx quantity.

9. **Comments** can be added to a product on a purchase order by pressing/clicking <F6> at any time and noting the line number after which you would like the comment to appear. Added comments will print at the specified position on a purchase order if:

   • you respond 'yes' to the 'Print' field in the comments box and

   • you respond 'yes' to the 'Print Comments' field when you select to send the purchase order to print.

   You can add a single comment to print in the order header by selecting the 'Update Header' option once you have exited from the order detail screen.

10. If any products entered onto the purchase order have **weight** defined, their weights will be accumulated and displayed at the bottom left of the screen. Pressing/clicking <F8> and then the <right-arrow> key will reveal the weight of each individual order line. If any items do not have weights defined, a footnote will appear indicating a possible weight discrepancy.

11. When finished entering products, press/click <F4> to end. Enter in the **freight** charge if applicable. If you add freight in error or need to change the $ value, you can go back into the Order Detail and change/delete the freight product that will now appear on the order. After you proceed past the supplier freight box, if the total of the order is below any pre-defined **Minimum Order** value and the supplier has a penalty charge pre-defined, a warning is displayed.

12. If you are using the future pricing module, the 'InvFPrice' flag is set to 'yes', and the delivery date for the Purchase Order being keyed is equal to or greater than your future price date, then the system will use the relevant future cost price.

   The cost is determined by using the following hierarchy:

   • If a future supplier cost exists – use it.

   • If no future supplier cost, use the current supplier cost.

   • If no supplier cost use any future branch cost.

   • If no branch cost use current branch cost.

   • If no branch cost use future standard.

- If no future standard use current standard.

Future promotions will also be considered if the delivery date on the Purchase Order falls within the duration of the promotion selected.

If future costs have been used on the future dated Purchase Order, the following message will be displayed when exiting the Order Details screen.

'Future Costs have been used on this order based on the delivery date at time of entry. Current delivery date is 99/99/99'.

13. When creating a purchase order, the system checks for excess stock at other branches if the flag 'InvExBrStk' is set to 'yes'. If the Stock Data information (at other branch/es) for the product has a mandatory Performance Category and there is excess stock at that branch, the user must create a Branch Transfer instead of a Purchase Order. Stock Performance Categories are setup in Miscellaneous Tables and marked as mandatory if Inter Brn = 'yes'.

Review:

You can now:

- Raise Purchase Orders for Standard Products.

3.2 Timber Tally

Goal:

In this lesson you will learn how to purchase Timber Tally products.

Goal:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Purchase Order Processing' - 'New Order'**.

2. Key the supplier number and branch number, <F3> (Search) is available if required. Complete the next fields as for **Standard Products**.

3. Key in, or use <F3> to search, for the *products* to be ordered along with the *quantities* required. When Timber Tally products (that have the tally flag set to 'yes' on the Product Master File) are selected, a Piece Tally Entry screen is displayed.

4. Key in the quantities and the lengths, e.g. 10 at 1.2, 20 at 2.4. The system will total these tallies when you press/click <F1> and are returned to the product entry screen.

5. If the product has the length validation flag set to 'yes' then you will only be warned if you key an invalid length into the piece tally entry screen.

6. Complete the rest of the purchase order as for **Standard Products**.

Review:

You can now:

• Raise Purchase Orders for Timber Tally Products.

3.3   Timber Packs

Goal:

In this lesson you will learn how to purchase Timber Packs.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Purchase Order Processing' - 'New Order'**.

2. Key the supplier number and branch number, <F3> (Search) is available if required. Complete the next fields as for **Standard Products**.

3. Key in, or use <F3> to search, for the *products* to be ordered along with the *quantities* required. When Timber Tally products (that have the tally flag set to 'yes' on the Product Master File) are selected, a Piece Tally Entry screen is displayed.

4. Press/Click <F8> (Packs). A new screen will open up to allow you to enter pack details:

    Production: key the production source for the pack, e.g. acm, hyne, as defined in miscellaneous tables, i.e. you can use <F3> to search.

    Pack Size: key the pack size.

    Unit Price: key the unit price.

    Line Price: key the line price.

    Comment: key any relevant comment.

    If you press/click <F8> on this screen you will be taken to the piece tally entry screen to key tallies.

    If your press/click<F1> on this screen you will be taken to the Pack tally entry screen. Key the pack tallies then press/click <F1>.

5. You are then returned to the product entry screen. The pack product has the comments 'PACKS' and the production listed below it, then the tallies.

6. Complete the rest of the purchase order as for **Standard Products**.

Review:

You can now:

• Raise Purchase Orders for Timber Packs.

3.4   Stock Re-Ordering

The Stock Re-Ordering Menu option allows you to automatically generate purchase orders for a variety of suppliers using a built-in stock re-order algorithm and certain stocking information that has been stored against products in Inventory Maintenance.

The Stock Re-Order process can be performed manually or, can be scheduled to run after hours.

This topic covers the following lessons:

Suggested Stock Re-Order

Timber Re-Order Report

Scheduled Stock Re-Ordering

Scheduled Warehouse Re-Ordering

3.4.1   Suggested Stock Re-Order

Goal:

In this lesson you will learn how to purchase products using the automatic Stock Re-Order process.

Stock Re-Order Report

The first step in the reorder process is to create a report that will detail products that can have purchase orders created for them according to the information that has been stored against the product.

The report can then be reviewed so that changes, if any, can be made to the purchase order that is generated in the second process - Stock Reorder.

Stock Re-Order can be performed for a supplier either for an individual branch or for many branches. This topic covers the first scenario - re-order for an individual branch.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock Re-Ordering' – 'Suggested Stock Re-Order'**.

2. The Stock Reorder Report can be generated for a specific supplier or, for a non-contiguous range of suppliers.

3. To produce a report only, key 'yes' in the first field of the Suggested Stock Re-Order option. If you have previously run the report and are happy with the results, key 'no' to generate a purchase order from the reorder quantities detailed on the report.

4. To run the report for a single supplier, either key the supplier code or use <F3> Search to find the correct code. Note that when the Re-Order is performed in the next process, this field can be left blank and re-ordering can be performed for all suppliers.

5. To run the report for a range of non-contiguous suppliers, press/click <F9> to display a list of all suppliers and then use your preferred search method to locate a supplier to include in the report. Press the <Space-Bar> to select this supplier - you will notice that an asterisk appears beside that supplier. Continue to select suppliers using this method.

6. If you select a supplier in error, move the cursor back to that supplier and press the <Space-Bar> again - the asterisk will be removed and the supplier deselected. You must select at least one supplier or an error will be displayed.

7. Once the supplier range has been selected, press/click <F1> to open up all of the other fields on the screen so that you can determine the range of products to include on the report.

    Reorder Cycle: key the reorder cycle, <F3> (Search) is available if required, or leave blank for all. These codes can be stored in the product's Stock Data area.

    From/To Product, Product Group, Location: these three areas will allow you to customise the report to only include products within these ranges.

    From/To Period: will default to the values (e.g. 3 months prior to this period) stored in the Company setting for Stock Re-Order (**'System Administration' - 'System Set-up' - 'Define Companies' - 'Company Maintenance' - 'Purchasing'**) but can be overridden to be any historical period range, e.g. the last 3 months or the next 3 months from last year. This date range is used in the calculation of Daily Sales Average.

8. Once the input criteria have been determined, press/click <F1> to display more criteria on the RHS of the screen. It is imperative that the selections made on this screen are consistent with those chosen when the report was generated or the information may not correlate:

    Zero Orders: include products on the report where the suggested reorder quantity is zero? Even if you exclude these products from the report, they will appear on the actual Stock Reorder screen.

    Include Daily Products: include products that have a re-order cycle set to 1 day?

    Sort Sequence: sort the report by product (P) or location (L)?

    Preferred Only: this field will open up if you nominate a single supplier. Do you only want to include products on the report where the nominated supplier is the Preferred Supplier? 'No' will include products for which the specified supplier may be an Alternate Supplier.

    Below Minimum: if 'no', consider all products in the specified range for re-ordering. If 'yes', consider only those products in the specified range where the Quantity Available is less than the Minimum Stock defined for the product.

    Non-Stocked Items: should items with the Stock Data - Product Type value equal to 1 be considered as well as stocked items i.e. type 0?

    Exclude Sales Promos: are sales of products on promotion to be included/excluded

from the calculation of Daily Sales Average?

Exclude Purch Promos: exclude current purchase orders with a promotion nominated from the on-order figure and stock receipts with a promotion nominated from the stock on hand figure. Note that turning this check on can add a significant delay, say 400%. Use with caution or, after hours.

Stock Source: W = warehouse and D = direct i.e. stock source values stored in the supplier details for a product. B is a third option that will ignore the stock source value from the supplier details.

Outside Window: ignore orders due outside product lead-time window.

Order Days: 60 = Check for orders placed in last 60 days, Zero for all.

9. The following information for each product will be included on the report:

UM: the stock/sell uom

Current Stock Information:

All Brn: stock on hand across all branches

O/H	stock on hand at the nominated branch for this branch
P/O	qty of this product already on purchase orders for this branch
C/O	qty of this product required for customer orders for this branch

Avail: stock on hand plus purchase order quantities minus customer order quantities for this branch

Max/Min: the levels defined for this product for this supplier at this branch

Sales Data:

0101-0301	the period during which sales at this branch were considered
YTD:	the year to date sales at this branch
Day	the daily sales average at this branch over the period

Re-Order Information:

UM:	the suppliers purchase uom
Pack:	the suppliers required inner pack quantity
Suggest:	the amount suggested for reorder
Actual:	blank – when printed, the amount to be ordered can be written in this spot

Stock Re-Order

Steps:

1. The actual Stock Re-Order is usually processed once the Stock Reorder Report has been manually reviewed. To produce the re-order, simply run the same option but, change the value of Report Only to 'no'.

2. The reorder process can be performed for all suppliers by leaving the supplier field blank. Note that this can be time-consuming task and is best performed after-hours. A warning will be issued if the supplier field is left blank.

3. The input screens that follow contain the same fields that were keyed when the reorder report was generated. The only difference is that the field 'Zero Orders' is protected on the right-hand screen - zero quantities will appear on the stock re-order to check and review the decision not to order any of these products.

4. These fields are all explained in the previous section. If you are creating the re-order based on a previously run report, it is important that the input criteria match those selected when the report was run.

5. If any products in the range do not have a Preferred Supplier defined, the following warning will be displayed:

   'Products require a preferred supplier to suggest a re-order quantity. About to list products which were found to have no preferred supplier.

6. These products will not be included in the re-order so, a list of the products will then be displayed to screen.

7. The suggested reorder quantities for products that fall within the selected criteria will then be displayed to the screen. Note the functions available:

8. **Delete** - move the cursor to the required product and press/click <F5> to delete the product from the re-order.

9. **Add** - will open up a line so that you can key a product number and the supplier against whom a purchase order will be created.

10. **Change** - move the cursor to the required product and press/click <F7> to open up the Supplier and the Order fields so that changes can be made.

11. **Info** - move the cursor to the required product and press/click <F8> to display products information on the LHS of the screen and the Stock Enquiry options on the RHS of the screen.

12. **P/Order** - once the correct order levels have been determined, press/click <F9> to create purchase orders for all of the suppliers for all of the products for all of the quantities displayed to screen.

13. If you press/click <F1> on any of the entries, the order header and order options will be displayed.

14. The order can be viewed and any changes made to the order by selecting the first option, Order Details.

Review:

You can now:

• Purchase products using the automatic Stock Re-order process.

3.4.2   Timber Re-Order Report

Goal:

In this lesson you will learn how to print a Timber Re-Order Report.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock**

Re-Ordering' - 'Timber Re-Order Report'**.

2. When you select this option, you are presented with the following selection criteria:

Branch: key the Branch code, <F3> (Search) is available if required.

From/To Product No: key the product number range, <F3> (Search) is available if required.

Pack Pieces Only: key 'yes' for Pack Pieces on Hand, or 'no' for Loose Pieces on Hand.

Review:

You can now:

• Print a Timber Re-Order Report.

3.4.3   Scheduled Re-Ordering

Goal:

In this lesson you will learn how to setup Stock Re-Ordering parameters for background processing.

The scheduled re-order tasks process both externally and centrally ordered products and produces the resultant order into the Multi Supplier Purchase Order areas of the software as well as producing the associated re-order reports if so requested.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock Re-Ordering' - 'Scheduled Stock Re-Ordering'**.

2. When this option is selected, a screen will appear which lists all the defined re-order Tasks. Press/Click <F6> to add a new task. If no re-order tasks exist, you will be placed in add mode enabling you to define a new re-order task. You will be prompted for a **Task Id** and **Description**, then be prompted for the following:

Branch Range: The branch range being processed by this re-order task.

Re-Order Cycle Code: The group of items being processed by this re-order task. Use <F3> to search or leave blank for all.

Period Range: Key the range to be used for calculating average daily sales - defaults to the last three months.

Exclude Sales Promos: Key 'yes' to exclude promotional sales from the outstanding customer orders quantity.

Exclude Purchase Promos: Key 'yes' to exclude promotional purchase orders from the purchase order component of the availability calculation.

Below Minimum: Key 'yes' to only re-order where the availability is below their minimum stock level.

Outside Window: Key 'yes' to consider orders due outside the product lead-time window.

Print Output: Key 'yes' to print a report for each branch at the branch.

Specific Print Queue: Key the name of the printer you wish the report to print on.

Include Daily Products: A group of items could be assigned the re-order cycle code that represents products that are ordered on a daily basis. Should those products be included in this re-order task?

Sort by Supplier/Loc'n: Key 'yes' to sort the report by Supplier and Location.

3. Once the re-order parameters are completed, you will be prompted to define the scheduling parameters.

4. When scheduling is complete, the re-order task has been fully defined and you will be returned to the list of tasks with the completed task having a status of 'disabled'. You then need to toggle the status to 'current' if you wish it to be enabled.

F5 Delete

The <F5> (Delete) function allows you to delete the selected re-order task.

F7 Change

The <F7> (Change) function allows you to update the re-order task. When <F7> (Change) is selected, you can change the re-order description, ordering parameters or scheduling parameters.

F8 Status

The <F8> (Status) function allows you to toggle the task status between 'disabled' & 'current'. Any disabled re-order tasks will not be passed from the Task Scheduler to the Job Processor.

F12 Schedule

The <F12> (Schedule) function allows you to update the task schedule.

Reviewing Suggested Orders

CPF Products

The suggested order quantities for centrally ordered products can be reviewed and processed within the CPF Requisition Maintenance program.

Externally Ordered Products

Any suggested orders for externally ordered products are loaded into the appropriate branch list within the Multi-Supplier Order option of purchase order processing.

Review:

You can now:

• Setup Stock Re-Ordering parameters for background processing.

3.4.4   **Scheduled Warehouse Re-Ordering**

Goal:

In this lesson you will learn how to setup Warehouse Stock Re-Ordering parameters for background processing.

The Scheduled Warehouse Re-Ordering module allows you to set up Stock Re-Ordering parameters for background processing.

The reorder process considers the stock availability and sales of the individual branches that the nominated warehouse services, the lead time and stock min/max values are to come from the central warehouse branch **stock data**.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock Re-Ordering' - 'Scheduled Warehouse Re-Ordering'**.

2. When this option is selected, a screen will appear which lists all the defined warehouse re-order Tasks. Press/Click <F6> to add a new task. If no re-order tasks exist, you will be placed in add mode enabling you to define a new re-order task. You will be prompted for a *Task Id* and *Description*, then be prompted for the following:

   Warehouse Branch: The warehouse branch being processed by this re-order task.

   Re-Order Cycle Code: The group of items being processed by this re-order task. Use <F3> to search or leave blank for all.

   Period Range: Key the range to be used for calculating average daily sales - defaults to the last three months.

   Exclude Sales Promos: Key 'yes' to exclude promotional sales from the outstanding customer orders quantity.

   Exclude Purchase Promos: Key 'yes' to exclude promotional purchase orders from the purchase order component of the availability calculation.

   Below Minimum: Key 'yes' to only re-order where the availability is below their minimum stock level.

   Outside Window: Key 'yes' to consider orders due outside the product lead-time window.

   Specific Print Queue: Key the name of the printer you wish the report to print on.

   Include Daily Products: A group of items could be assigned the re-order cycle code that represents products that are ordered on a daily basis. Should those products be included in this re-order task?

   Sort by Supplier: Key 'yes' to sort the report by Supplier and Location.

3. Once the re-order parameters are completed, you will be prompted to define the scheduling parameters.

4. When scheduling is complete, the re-order task has been fully defined and you will be returned to the list of tasks with the completed task having a status of 'disabled'. You then need to toggle the status to 'current' if you wish it to be enabled.

F5 Delete

The <F5> (Delete) function allows you to delete the selected re-order task.

F7 Change

The <F7> (Change) function allows you to update the re-order task. When <F7> (Change) is selected, you can change the re-order description, ordering parameters or scheduling parameters.

F8 Status

The <F8> (Status) function allows you to toggle the task status between 'disabled' & 'current'. Any disabled re-order tasks will not be passed from the Task Scheduler to the Job Processor.

F12 Schedule

The <F12> (Schedule) function key allows you to update the task schedule.

Review:

You can now:

- Setup Warehouse Stock Re-Ordering parameters for background processing.

3.4.5   **Stock Re-Order Algorithm/Data Setup**

Goal:

In this lesson you will learn about the Stock Re-Order Algorithm.

The reorder algorithm is a mathematical equation that looks at stocking levels for a product and calculates a suggested reorder quantity at a certain point in time so that required stocking levels are maintained.

Certain mandatory product information is used in the stock reorder algorithm to determine a suggester reorder quantity. This mandatory information is stored in two of the Product Maintenance options for a product – **Stock Data** and **Suppliers**.

Stock requirements for system-generated stock re-ordering are calculated using the following formula:

Quantity Available: Stock on Hand **plus** Outstanding Purchase Orders **minus** Outstanding Customer Orders

Suggested Order Quantity: Average Daily Sales (promotions can be excluded) **multiplied by** Lead Time in days **minus** Quantity Available **plus** Minimum Stock

If the Suggested Order Qty < Min Stock and Qty Available > 0, Then Suggested Order Qty = Min Stock – Qty Available.
If the Suggested Order Qty < Min Stock and Qty Available < 0, Then Suggested Order Qty = Min Stock.

The Suggested Order Quantity is rounded up to the relevant increment of the supplier

Pack Size unless the flag 'InvOrdPack' = 'yes' and the product is a slow mover, i.e. sales for the previous six months are less than the supplier Pack Size. In this case, there will be no rounding, so the Suggested Order Quantity will be for a broken pack size, usually without any quantity break reduction in cost.

Then, if the Suggested Order Quantity is less than the supplier Minimum Order Quantity, it is rounded up to the supplier Minimum Order Quantity unless the product is a slow mover (refer above).

Then, if the Suggested Order Quantity exceeds the Maximum Stock, it is rounded down to or below the Maximum Stock by increments of the Pack Size. (unless Maximum Stock = 0 in which case – no change).

If the Suggested Order Qty < 0 set it to 0.

Once the re-order quantity has been calculated, it is then checked against the max stock value set at the branch product level. If the calculated re-order quantity + stock available is greater than the max then the re-order value is re-calculated as quantity max – quantity available.

Flags applicable to this feature:

- **InvStkMin**   Default for the Below Minimum field

- **InvOrdPack** For slow moving products, i.e. sales for the previous six months are less than the Supplier Pack Size, the stock re-order algorithm will round up to the nearest multiple of the supplier's pack quantity.

Product Details

The reorder algorithm is a mathematical equation that looks at stocking levels for a product and calculates a suggested reorder quantity at a certain point in time so that required stocking levels are maintained.

Certain mandatory product information is used in the stock reorder algorithm to determine a suggester reorder quantity.

These suggested quantities can be reviewed and modified before a purchase order is generated. Supplier information stored against a product is taken into consideration when this purchase order is generated e.g the supplier's minimum order quantity.

So, the mandatory information is stored in two of the Product Maintenance options for a product – Stock Data and Suppliers.

Stock Data

Certain fields in the Stock Data option are mandatory to the working of the stock reorder algorithm and for the creation of a purchase order:

Location Code: in the future, this code will print on the Stock Reorder Report so that the product can be physically checked if required.

Min Stock: what is the minimum level of stock that is required on hand at any one time? The reorder process uses this value in three areas – firstly, the reorder process will prompt the user whether products with stock on hand Below Min are to be considered – this is the value the reorder process is referring to. Secondly, this value is used as part of the Quantity Available calculation. Thirdly, it is used when calculating

the Suggested Order Quantity

Max Stock: what is an acceptable maximum stock level of this product? If the Suggested Order Quantity exceeds the this value, it is rounded down to or below the Maximum Stock by increments of the Pack Size

Lead Time: how long between generating the stock reorder and the delivery date of the <u>next</u> order (not this order). Why - if stock is ordered weekly and the time between ordering and delivery is 3 days, the stock on the purchase order will not be on the shelves for 10 days. However, during the next 10 days, this stock will become depleted. This figure is used in calculating the Suggested Order Quantity.

Product Type: the reorder process will prompt the user whether Non-Stocked items are to be considered in the process. A product with a type of 1 is a non-stocked item.

Threshold: this value is used to determine the excess stock calculation required by the flag 'InvExBrStk', i.e. before an order is placed, all other branches within this state are checked for excess stock.

Branch Supplier: purchase orders generated during the stock reorder process for this product, for this branch, will be generated for this supplier. If the nominated supplier is not an existing preferred/alternate supplier for the product, it will be created as an alternate supplier and pricing details should be keyed so that the correct information can be used in the generation of the purchase order.

Performance Cat: used in conjunction with excess stock calculation and the 'InvExBrStk' flag. When performance categories are set up in **'System Administration' - 'Configuration' - 'Miscellaneous Tables'**, each category has a yes/no entry in the 'Inter Brn' column to indicate whether it must be transferred to other branches when in excess.

Supplier Details

While there is a large amount of supplier detail that can be stored against products for the preferred and any number of alternate suppliers, certain pieces of information are mandatory in the stock reorder process.

Supplier details are keyed via the **'Suppliers'** option within **'Product Maintenance'**.

Inner Pack Qty: the Suggested Order Quantity is rounded up to the relevant increment of this inner pack quantity when the automatic purchase order is generated from the reorder process. This is generally the conversion factor between the Stock/Sell UOM and the Purchasing UOM.

Minimum Order: if the Suggested Order Quantity is less than this supplier minimum, the order quantity is rounded up to this minimum order quantity unless the product is a slow mover.

Stock Source: applicable for the buying groups where this supplier's product is ordered/sent either from a warehouse (W) e.g Mitre 10 or directly (D) from the supplier e.g. Ryobi. The reorder process will allow either W's or D's only to be included in the reorder or both.

Scheduled Task for Stock Reordering:

The following details refer to the scheduled task:

The reorder algorithm is a mathematical equation that looks at stocking levels for a product and calculates a **suggested reorder quantity** at a certain point in time so

that required stocking levels are maintained.

Certain mandatory product information is used in the stock reorder algorithm to determine a suggester reorder quantity. This mandatory information is stored in two of the Product Maintenance options for a product – **Stock Data** and **Suppliers**.

For the Report

The **minimum** and **maximum** values at the branch are not changed by the Scheduled Stock Reordering task. The minimum and maximum used is the one available in Product Maintenance - Stock Data for the branch you are reordering for at the time the task runs. If you wish this to use the old values make sure the task runs and finishes before the Stock Forecasting task. To use the latest figures schedule these two tasks so that the Stock Forecasting will have updated the max and min values before the Stock Re-ordering task starts.

Bypass the product if no stock, no orders and not sold for 6 months when not using the system flag 'InvStkAct'.

Reorder quantity is calculated by:

Anything in **Bold** is a value stored in ProStix.
Anything underlined is calculated within this program.

The available quantity is calculated as per Stock Enquiry availability; Stock On Hand – Customer Orders + Purchase Orders – Deferred Sales.

Calculate the number of days = the difference between the **To Date** and **From Date**. Calculate the number of months = Divide the difference number of days by 30 to work out the months.

If the number of months is zero use the company field **Stock Re-order**.

Calculate the total sales for the number of months using the month in the **From Date** as the starting month.

If **promotions are excluded** the product invoice lines with promotions for the branch are removed from the current sales total.

If **purchase promotions are excluded** the product purchase lines with promotions for the branch are removed from the available quantity and the purchase order quantity.

Daily Average sales are calculated by dividing the total sales by the number of days. If the **To Date** is the current system date then the total sales are divided by the number of months less 1 multiplied by 30 plus the number of days into the current month.

Lead time will be from the stock data for the **branch lead time** or **stock requisition default lead time** if a CDF order will also add in any **CDF lead time**.

The reorder quantity is the lead time multiplied by the average daily sales less the available quantity plus the **branch product minimum stock quantity**.

Where the reorder quantity is less than the **branch minimum** then the reorder is changed

to the **stock minimum** less the available quantity.

Where the available quantity is negative the **branch minimum** is used plus the available quantity.

The reorder quantity is increased to be a pack quantity size.

The reorder quantity is then rounded down to the **maximum quantity** if the branch has a maximum level and the reorder quantity plus the available quantity is greater than the **maximum quantity** by subtracting the available quantity from the **maximum quantity**.

Where this value is negative the reorder value becomes 0.

Stock Re-Order Matrix

This describes the setup and background operation of the Stock Reorder Algorithm using the Stock Reorder Matrix.

In order to use this function instead of the existing stock reorder algorithm, the 'InvStkMtx' flag must be on. This determines 'Use stock re-order matrix when ordering stock'.

STOCK ORDERING OVERVIEW

Note: This example is based upon the Stock reorder number of months being 3 months. This is keyed into the company setup.

- A six-month sale figure is determined from the sales of the item over the past three months added to the projected sales over the next three months (taken from the corresponding period the previous year, which allows for factors such as seasonal variance to be factored in):

- The six-month sale figure is divided by twenty-six (26) weeks to obtain the mean weekly sales rate.

Note: These breakdowns of the percentage ratings are only an example, the user can designate whatever percentages they want.

Based on the sales performance over the defined six-month period, the stock lines are assigned 'stock rankings' as follows:

- Lines corresponding to the top twenty (20) percent of sales by department and by quantity (units).

- Lines corresponding to the intermediate sixty (60) percent of sales by department and by quantity (units).

- Lines corresponding to the bottom twenty (20) percent of sales by department   and by quantity (units).

Matrix Stock Performance Categories

These percentages are set up as follows:

'System Administration' – 'Configuration' – 'Miscellaneous Tables' - 'Matrix Stock Performance Categories'.

The table has the following fields:

- Code
- Description
- Ranking %

Re-order Cycle codes

These will also need to be set up as follows.

'System Administration' – 'Configuration' – 'Miscellaneous Tables' - 'Re-Order Cycle Codes'.

The table has the following fields:

- Code
- Description
- Days
- Batch Day

These cycle codes must then be set up against each product using **'Product Maintenance'**.

Note: The following figures are only an example.

Based on the frequency with which stock lines are ordered from a particular supplier, the stock lines are assigned an 'order cycle' as follows:

1: Items ordered on a weekly basis.

2-3: Items ordered according to a two-week cycle; '2' denoting the first week and '3' the second week of the cycle.

4-6: Items ordered according to a three-week cycle; '4' denoting the first week, '5' the intermediate week and '6' the final week of the cycle.

Reorder Matrix Codes

These must also be set up as follows.

'System Administration' – 'Configuration' – 'Miscellaneous Tables' - 'Re-Order Matrix Codes'.

The table has the following fields:

- Code
- Description
- Days

These are determined by combining the Matrix Stock Performance Categories with the Re-order Cycle Codes to form the Reorder Matrix Code.

Note: This is set up by the ideal number of days.

The ideal number of days stock to retain within the store is determined according to the stock ranking and the order cycle, as set out in the following matrix:

	1-------	2-------	3-------	4-------	5-------	6-------
A:	42	63	63	70	70	70
B:	28	42	42	49	49	49
C:	21	35	35	49	49	49

For example, a line with a stock ranking of 'B' and an order cycle of '4' would be ideally stocked for 49 days (seven weeks), as taken from the corresponding entry in the week holding matrix.

- A 'model stock' figure for the item is determined by multiplying the mean daily sales figure by the ideal number of days stock to retain within the store.

- On performing a check of the stock balances, if the stock in balance is less than the model stock figure, the number of items required to bring the balance up to the model stock is determined and the purchase order generated accordingly.

The stock re-order option to use to generate suggested purchase orders is through **'Purchasing and Receipting' – 'Stock Reordering'** (Stock Order option).

Goal:

You can now:

- Understand the Stock Re-Ordering Algorithm and the data setup for automatic Stock Re-Ordering.

3.5   Returns & Credit Requests

This topic covers the following lessons:

Overview: gives you important background information about doing Returns and Credit Requests.

New Return: allows you to generate a new stock return/credit request for receipted goods that are either returned to the supplier or a claim against a receipt where the supplier cost varied from the cost on the original purchase order.

Current Returns: lists all current stock returns/credit requests in numerical sequence

Find By Supplier: allows you to nominate the supplier against whom stock returns/credit requests have been processed. Once the supplier has been selected, a list of all unposted stock returns/credit requests will be displayed

Find By Order Number: allows you to key the stock returns/credit request to view or maintain the stock returns/credit request. The <F3> Search is not available as it is assumed that you knows the reference number

Stock Receipting: takes you user into the Stock Receipting module.

Credit Claims: lists all credit claims that have not been processed through Creditors Invoice Approval.

3.5.1   Overview

This option allows you to process stock returns and credit requests for previously receipted stock.

When goods are receipted to stock, the General Ledger movement between the Stock and Purchase Clearing accounts will reflect the value of goods receipted. This value is determined by the cost of the products on the purchase order multiplied by the quantity received. Stock on hand in the inventory file will also be adjusted to reflect this inward movement of goods.

If some of these goods are to be returned to a supplier or if the cost on the supplier's documentation differs from that on the purchase order, a Return/Credit Request must be raised to reverse the affect of the receipt of these goods on the Stock and Purchase Clearing accounts.

The Return/Credit Request is sent to the supplier who, in turn will issue you with a Credit Note. The Credit Note will be processed through CIA depending upon your internal procedures i.e. as soon as the Return/Request is processed or when the Credit Note is received from the supplier.

ALL STOCK RECEIVED MUST BE RECEIPTED TO STOCK:

• even if it was not ordered,
• even if it arrives damaged and is to be returned to the supplier,
• even if it is the wrong colour and is to be returned to the supplier,

so that every transaction with a supplier can be audited.

3.5.2   New Return

Goal:

In this lesson you will learn how to create a new return for receipted goods to be sent back to a supplier or to process a credit for discrepancies between the supplier cost and the purchase order cost of receipted products.

Steps:

1. From the **'Main Menu'** take options - **'Purchasing & Receipting' - 'Returns & Credit Requests' - 'New Return'**.

    Order No.: this is generated by the system and will be in the same sequence as purchase orders. For security and auditing purposes, it is not advisable to change the default number.

    Supplier No.: key the ProStix supplier code. <F3> (Search) is available if required.

    Reason For Claim: a list of reasons why the claim is being processed will then be displayed.

    Note that some reasons have the word **RETURN** beside them. This has very definite implications in ProStix - when a claim is processed with one of these reasons, it is implied that **products will be returned to the supplier** and stock on hand will be updated when the return is **Applied to Stock**.

    If the Reason Code does not include the word **RETURN**, it is assumed that you are processing an **Allowance**, i.e. changing the amount owing to the supplier because of an overcharge. There is no stock movement i.e. stock on hand will not be updated when the return is **Applied to Stock.**   The General Ledger movement will adjust the Purchases Clearing Account to which the original receipt was posted with the other side of the entry going to the Purchase Order Variance account.

    Both a **Return** and an **Allowance** reverse the General Ledger movement that occurred when the costs being credited were processed through Stock Receipting - the $ amount that was added to the Stock Account for these goods is reversed and the $ amount that was credited to the Purchases Clearing Account is reversed.

    Hint - if a creditors invoice includes an under/overcharge, approve the invoice for the amount shown and then raise a Return/Credit Request for the **difference** selecting an 'allowance' reason for claim. Make sure the Return is processed through Creditors Invoice Approval as a Credit Note to complete the reversal of all General Ledger movements

2. If the selected supplier has a number of **Branch Addresses** in ProStix, these addresses will be displayed for selection. You can change any of the address details after selection, or press/click <F1> to accept.

3. The **Shipping Details** screen will then display, indicating where the returned products and/or request is to be sent:

    Instruction: key a brief message if there any special instructions about the return

of the goods specified in the claim. These instructions will print on the return.

Deliver To: displays the information held in the supplier file. Either accept or key the name of the place that the goods and/or claim are to be sent.

Address: defaults to the information held in the supplier file. Either accept or key the address to which goods and/or claim are to be sent.

Returned By: defaults to the user-id of the person logged onto the screen but can be overridden if required. If this field is changed, the password for the new user must be provided.

Original P/O: you must link this return to the original stock receipt. Key the receipted purchase order number. <F3> will list all receipted purchase orders for the nominated supplier. If more than one receipt has been processed for the same order, a list of the processed receipts will be displayed for you to select from.

Entire P/O: are you returning/crediting all products from the original purchase order? Hint - if you say 'yes', you can always use <F8> (Review) and then <F5> (Delete)/<F7> (Change) to change details when you progress into the claim.

Comments: key any comments that you wish to make about this return. These comments will print if you say 'yes' to **Print Comments** when you are printing/faxing the claim.

4. For every stock return/credit raised, an associated **Credit Claim** can be generated so that the value of the return/credit request is deducted from the supplier account in advance of the supplier processing and forwarding a credit note. The next screen will display information either generated by the system or keyed in previous screens and then prompt for the details required to generate the Credit Claim:

Claim Number: is generated by the system and cannot be changed.

Claim Date: defaults to the current date.

Receipt Number: displays the original P/O nominated in Shipping Details.

Receipt Date: displays the receipted date for the original P/O.

Supplier Invoice Number: displays the supplier invoice number of the original P/O when that purchase order was applied to stock.

Creditor: if the supplier has a creditor defined against their account in ProStix, this 'supplier number' will be displayed. Otherwise, the supplier against whom the original purchase order was generated will be displayed.

5. The following information is keyed by the user - the most important field is the first field Credit AP Immediately - all other fields are 'information only'. If any details are unknown when raising the claim, you can maintain the claim through **'Purchasing & Receipting' - 'Returns & Credit Requests' - 'Credit Claims'** at a later stage.

Credit AP Immediately:

YES - the claim will generate a credit in the supplier's account when the claim is released, i.e. create and post an Accounts Payable batch with the batch post printing to a text file - this posting immediately reduces the amount owing to the supplier. The claim can be tracked and is completed via Creditors Invoice Approval when the credit note is received from the supplier.

NO - the claim will be made ready for Creditors Invoice Approval. The claim can be tracked but can only be completed via CIA.

Supplier Contact: reference only and may be printed on the claim.

Approval Number: the supplier approval number to recognise that a claim has been raised - reference only and may be printed on the claim.

Carrier Used: reference only and may be printed on the claim.

Consignment Note: reference only and may be printed on the claim.

Comments: reference only and may be printed on the claim.

6. On completion of the New Claim For Supplier screen, the user will move onto the **Product Details** screen:

   - if 'Entire P/O' was set to 'yes', all receipted products on the original purchase order will be displayed.

   - if 'Entire P/O' was set to 'no', no products will be displayed. Either key the product or use <F7> (P/Order) to display all receipted products from the original purchase order, move the cursor to the required product and press/click <F1> to add that product. The following information will be required if you have not linked the product number with the original receipt:

     Quantity: key the quantity associated with the unit of measure for which credit is required.

     Cost: defaults to the cost price from the product or supplier file but may be over-ridden.

     U.M: refers to the purchasing unit of measure. If an alternate unit of measure is applicable, you will have the option later to change.

     Description: defaults to the description for the returned product.

     Total: extended cost for this line of the return/credit claim. The total will be calculated automatically and may not be over-ridden.

7. If you key a product that was not receipted on the original purchase order or a quantity greater that the receipted quantity, the following **warning** will be displayed:
   'You are crediting an item not on the original order'.

8. If you key a product that has been returned/credited previously, the following **warning** will be displayed:
   'Warning - previously credited - Ref Credit Note 9999999'.

9. In both cases, care should be taken if a warning is issued because you will be permitted to proceed.

10. **To process an Allowance (Value Claim), set the cost field to the amount per unit that you are claiming a credit for.**

11. Once all the product details have been keyed, use <F8> (Review) and then <F7> to change the quantity, cost, etc. or <F5> to delete the selected line.

12. From within Review Mode, press/click <F4> to return to Add Mode. From within Add Mode, either add more products or press/click <F4> again to exit from the Product Details screen and display **options** available for this return/credit.

Goal:

You can now:

- Create a new return for receipted goods to be sent back to a supplier or to process a credit for discrepancies between the supplier cost and the purchase order cost of receipted products.

1.3.5.2.1 Options

Once you have keyed the product details for the **return/credit** and pressed/clicked <F4>, the Return/Credit Request Header will be displayed on the LHS of the screen and a list of OPTIONS will be displayed on the RHS of the screen:

Claim Details

Select this option to take you back to the product entry screen to make any changes to the claim.

Update Header

Select this option to change any of the return header details.

Shipping Data

This option will allow you to change the delivery name and address.

Supplier Data

This option will display the name, address and other basic contact details for the supplier of the original order. If the supplier has multiple addresses, you can use <F9> from within this option to select a different address to send the return/credit to.

Print Return

Select this option if you want to print a copy of the selected return/credit. Make changes to the defaults if necessary:

Show Prices: key 'yes' if you wish to print prices on the return/credit claim.

Send by Fax?: keying 'yes' will create a fax record in the path name that has been specified for the device you are using. If 'no', a print options box will appear once you have exited from this menu.

Print All Comments: key 'yes' and the product comments will be printed regardless of the 'Print Comment Yes/No' flag on the product within the credit request. If 'no' only those comments that have been flagged will print.

You will then be prompted with your printing/viewing options.

Confirm Order

The 'Confirmed' field is displayed in the return/credit header. This option will set the value to 'yes' to indicate that the supplier accepts the return/credit with its pricing, terms etc. Once a return has been confirmed, order details cannot be changed unless you go back into the Update Header option and change the value back to 'no'.

Release Claim

By selecting this option, the stock and/or general ledger movement that occurred when the goods were receipted is reversed.

Note: Allowance (value only) credit requests should be released as soon as they are raised whereas stock returns should be released when the supplier's truck takes away the stock.

This option will allow you to update the stock return information which has been entered for the selected return/credit claim, reducing stock values. Stock levels will only be changed if the return reason is not an allowance.

Steps:

1. If you select the option and the Order Printed/Faxed/Sent flags are still 'no', the following warning will be displayed:
   'This order has not yet been printed, faxed or sent electronically'.

2. If 'Credit AP Immediately' was set to 'yes' when generating the claim, an additional message *'Accounts Payable will be updated immediately'* will appear at the top of the screen. The data entry fields are as follows:

   Processed by: defaults to the user-id but may be over-ridden if required.

   Stock Receipt Report?: do you want to print details all the stock returned on this return/credit claim. It may then be used to verify that the stock return details have been keyed correctly. If you choose to print the report, a print options screen will appear.

   G/L Posting Summary: do you want to print the general ledger movement that occurs when the claim is released?

   Print Claim?: do you want to print the claim to send to the supplier?

Stock Received

This option will display any stock which has been returned to the supplier.

Receipt Labels

Not applicable for returns/credit requests.

Stock Requisitions

Not applicable for returns/credit requests.

Customer Orders

Not applicable for returns/credit requests.

Stock Enquiry

This option loads the **Stock Enquiry** program.

Import Conf

This option imports confirmations from a data file.

Order Number: key the purchase order number to confirm or <F3> to search. Defaults to the claim currently selected.

Location ID: key the input location to process the file from or <F3> to search.

Import Filename: key the import filename or <F3> to search.

Archive?: key 'yes' to move the processed file to the location archive directory.

Format ID: key the format ID for the import format or <F3> to search. This format was created in EPC format definition.

Report Only: key 'yes' if you just want a report.

Shipping Consignment

Not applicable for returns/credit requests.

Next/Previous Order

Both of these options will toggle between the next/previous return/claim for this supplier.

Delete Claim

This option will allow you to delete the return/claim as long as you have not released it. You will be required to press/click <F5> to confirm or **<F4>** to back out of the deletion. There is no 'undo', so take care before deleting.

3.5.3   Finding Returns & Credit Requests

From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Returns & Credit Requests'**.

Current Returns

This option displays all the open or unreleased returns.

<F8> Sort

This function key gives you the ability to change the sort sequence of the records displayed. Pressing this function key will toggle the browser to display records in either ascending or descending order sequence.

Select the return you wish to work with. The **Return & Credit Request Header & Options** screen will appear.

Find by Supplier

This option enables you find a particular **Return/Credit Request** by Supplier and then make any necessary adjustments or enquiries as listed in the **Header and**

Options screen.

The next screen lists suppliers for you to choose from.

A list of all the current open or incomplete Returns/Credit Requests for the selected Supplier and branch will appear on the next screen. Select the required Return/Credit.

The **Return & Credit Request Header & Options** screen will then appear.

Find by Order No.

This option enables you find a particular **Return/Credit Request** by Return Number and then make any necessary adjustments or enquiries as listed in the **Header and Options** screen.

The next screen prompts you to key the purchase order number.

The **Return & Credit Request Header & Options** screen will then appear.

3.5.4   Credit Claims

The Credit Claims option displays the details and status of a claim for supplier credit.

You will be prompted to select either the supplier and/or the claim number. <F3> Search is available on both of these fields.

If a supplier is entered without entering a specific claim number, a list of all unposted claims for that supplier will be displayed.

If you press/click <F9> (Inc Posted), all posted claims, i.e. those processed through Creditors Invoice Approval will be included in the display. This key is used to toggle between displaying posted and unposted claims.

Claim Date: the date the claim was created.

Claimed Against: displays the original purchase order number that the claim was raised against.

Claim Transaction: displays the return order number raised as a result of the claim.

Status: there are four different status types:

- New: claim not released to Stock or A/P, so 'Credit AP Immediately' = yes/no.
- Rel-Stk: claim released to stock, so 'Credit AP Immediately' = no
- Rel-AP: claim released to Accounts Payable, so 'Credit AP Immediately' = 'yes'.
- Posted: processed through Creditors Invoice Approval.

Once a claim is selected the Claim Header screen will be displayed with the following three options:

Claim Detail

This option allows you to view the products that have been entered on the return.

Claim Header

This option allows you to update the Supplier Contact, Approval Number, Carrier Used, Consignment Note and Comments for any unposted Credit Claims.

Print

You may select to print the Credit Claim at any stage via this option.

4   Receipting

This topic covers the following lessons:

Standard Products

Timber Tally

Timber Packs

Receipting Linked Sales Orders

Overview:

Once a supplier has received your purchase order, the goods usually arrive at the requested destination with accompanying documentation such as a delivery docket and/or an invoice, priced or not priced.

The number, colour, size and cost of the goods need to match up with the original purchase order and the receipt of the order needs to be recorded in ProStix so the value of your inventory file can be updated and any variation, gain or loss from what you expected can be investigated.

General Ledger movement between Stock and a Clearing account happens when goods are receipted, i.e. the **Receipt To Stock** screen has been completed.

From the **'Main Menu'** select options - **'Purchasing & Receipting'** - **'Stock Receipting'**. The Stock Receipting option of ProStix allows you to:

- display details of the original purchase order
- receipt some or all of the products on the purchase order
- change details of a stock receipt as long as the receipt has not been applied to stock
- close a purchase order so that it cannot be receipted
- view a linked customer order
- record details of any delivery problems
- process the return of goods to a supplier and claim a credit

Finding the Purchase Order

Current Orders

When you select this option, a numerical list of all unreceipted purchase orders will display with the following information:

- the date that the order was created.
- whether or not the purchase order has been confirmed. Note that confirmed orders cannot be amended.
- the supplier name.
- the type of order i.e purchase order or a stock return.
- whether or not the purchase order has been sent, printed or faxed - if you are about to receipt an order that has not been sent to the supplier, how does the supplier know what to supply?

- if the purchase order is linked to a sales order, the corresponding sales order number is displayed.

<F8> Sort

This function gives you the ability to change the sort sequence of the records displayed. Pressing this function key toggles the browser to display records in either ascending or descending order sequence.

Find By Supplier

When this option is selected, a list of all suppliers is displayed. Once the supplier has been found, the purchase orders raised for that supplier are listed in numerical order. The <F8> Sort function (explained above) is also available for this option

Find By Order Number

When this option is selected, it is assumed that you know the purchase order number - a box is displayed so you can key the number and locate the order without having to search through a numerical list.

Returns/Credit Requests

This option takes you to **Returns & Credit Requests**.

Checking the Purchase Order

Once you have located the purchase order, the system checks whether the order has been sent to the supplier. If the order has not been sent electronically, printed or faxed, the following warning will be displayed:

'This order has not yet been printed, faxed or sent electronically'.

At this point, you should check the correct purchase order number has been selected as this message indicates that the supplier has not been notified of the purchase order.

You can proceed past this warning by pressing/clicking <F1>.

Receipt Options

A list of Receipt Options is then displayed on the RHS of the screen and the Stock Receipt Header displayed on the LHS of the screen, with any comments or special instructions that were keyed when the purchase order was created or modified:

- **Receipt Details** - allows you to receipt some or all of the products on the purchase order by keying the quantity received. Stock will not be updated unless the **Receive to Stock** details have been completed.

- **Details from Scanner** - allows you to receipt some or all of the products on the purchase order by scanning the products into ProStix. Stock will not be updated unless the **Receive to Stock** details have been completed.

- **Update Stock** - displays the **Receive To Stock** so the stock file and the General Ledger can be updated.

Update Bar Codes

This option allows you to maintain the supplier barcode for products on the current purchase order.

Steps:

1. Products that are on the selected order will be displayed.

2. If you press/click <Enter> on a product, the next screen will allow you to scan or key a barcode for that product.

3. This will effectively update the supplier barcode for that product. If the product does not have a record for this particular supplier, the following message will be displayed:

   'No Item/Supplier record available'.

Open/Close Order

This option is used to close an order that has a status of 'Open' so no further purchase order processes or stock receipting can be performed on that order.

Once this status is changed, this purchase order will not display on the list of Current Orders from within Purchase Order Processing or Stock Receipting. To view any receipted quantities, use the Stock Receipt Enquiry.

However, if you need to re-open the order within Stock Receipting, you can select **Find By Number** and key the number.

Show Linked Receipts

If the current order has been partially receipted, this option will display details of that receipt including the date that the receipt was processed, the docket or invoice reference and any $ value that may have been keyed into the Receive To Stock screen.

No quantities will be displayed. You need to go back into the Receipt Details to obtain this information.

Linked Customer Orders

When you first go into the stock receipting option for an order, if there are any linked customer orders for this purchase order, there will be a message in the lower left hand corner of the screen:

There are 'Linked Customer Orders'.

So, some or all of the products being receipted may need to be put aside and the sales department made aware of their arrival so that the sales cycle can be completed.

Select this option to display customer orders linked to this purchase order:

By moving the cursor to a particular line on this enquiry screen, you can press/click <Enter> to drill down on the customer order.

Import Details

If the stock receipt has been scanned into a PDE device, this option will download that file into ProStix so that the receipt can be completed.

Steps:

1. When you first select this option you will be presented with a screen prompting you to connect the PDE.

2. Connect the PDE device and download the file into a pre-defined location, ready to import into ProStix.

3. Press any key to continue.

4. The pre-defined path will be displayed. Press/click <F1> to commence the download.

5. When complete, you will need to go back to the Receipt Details option firstly to check that the data looks as though it has imported correctly and, secondly to update stock.

Creditor

This option will change the type of order to a direct order which means the goods will be shipped directly from the supplier rather than the warehouse.

'Question - Specifying a Creditor on this Order will change it from a Standard to a Direct Order. Are you sure you want to continue?

If you continue, you can key another valid ProStix supplier number into the Creditor field on the left hand side of the screen. The goods will be sourced from the supplier from whom the purchase order was sent but the invoice will be approved for the supplier keyed into the creditor field.

Receipting, Credits, CIA G/L Movements

NON STANDARD COSTING ENVIRONMENT (InvStdCst = No):

Product has a std cost of $1 and a supplier cost of $0.75

Stock Receipt:

Account	Account Name	Narrative	Pd	Amount	Tp
0001142	Stock	Stock Receipting 21/	02	0.75	in
0001143	PCA	Stock Receipting 21/	02	0.75-	in

Stock Return – Credit A/P Immediately – emulates the GL movement as if CIA is also being processed

Account	Account Name	Narrative	Pd	Amount	Tp
0000001142	Stock	Stock Receipting 21/	02	0.75-	in
0000001143	PCA	Stock Receipting 21/	02	0.75	in
0000001143	PCA	Claim No. 95000185	02	0.75-	ci
0000001510	Trade Credit	Creditor Invoices Ba	02	0.83	ci
0000001602	GST Purchase	Creditor Invoices Ba	02	0.08-	ci

CIA for that Stock Return (you would normally be processing the original stock receipt with this return in same batch but, I'm not) – reverses previous emulation and then redoes:

```
Account Account Name       Narrative          Pd          Amount Tp
─────── ───────────────    ──────────────     ──  ──────────────── ──
0001510 Trade Credit       Creditor Invoices Ba 02           0.83- ci
0001602 GST Purchase       Creditor Invoices Ba 02           0.08  ci
0001143 PCA                Claim No. 95000185 02            0.75  ci
0001510 Trade Credit       Creditor Invoices Ba 01           0.83  ci
0003098 Purchase Gains/Los Claim No: 95000185 01            0.25  ci
0001142 Stock              Claim No: 95000185 01            0.25- ci
0001602 GST Purchase       Creditor Invoices Ba 01           0.08- ci
0001143 PCA                Claim No: 95000185 01            0.75- ci
```

4.1 Standard Products

Goal:

In this lesson you will learn how to receipt stock for standard products into your system.

The stock receipting process is simply the verification of products and quantities received and ensuring those products/quantities are accurately recorded in ProStix.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock Receipting'**.

2. Find the order you should be receiving.

3. Check for any **'Linked Sales Orders'** by selecting the appropriate option.

4. Select the **'Receipt Details'** option to complete the received quantities.

5. Ensure the quantities are accurate, using <F6> to view any exceptions.

6. When finished entering product received quantities, press/click <F4> to end.

7. Complete the **'Receive to Stock'** window and select the output destination for any printouts that may be produced.

Review:

You can now:

• Receipt stock for standard products into your system.

4.1.1 Receipt Details

Goal:

In this lesson you will learn how to process the details of receipting stock for standard products into your system.

Steps:

'Receipt Details' is used to receipt the order. When the option is selected, details of the order are displayed as follows:

• the product number and the first line of the product description for all products on the purchase order.

• the purchasing unit of measure - this value can have a huge impact in stock levels/pricing and should be **checked carefully** – for example, if an EA appears on the purchase order and the supplier sent a PK (pack of 5 eaches), the quantity received is 5, not 1.

• the quantity ordered.

- the quantity received to date - this quantity will have already been 'applied to stock'.

- any value received but <u>not</u> applied to stock, i.e. the 'Received This Delivery' column. Normally this value will be zero and you key the receipted quantity. When applied to stock, the value is accumulated into the 'Received To Date' column.

The following options are available:

- **<F4> (Exit)** will return you to the options screen. If you have changed any of the 'Received This Delivery' details before exiting, you will be prompted to 'Receive To Stock'. If you have changed this value in error, you will need to go back into the detail screen and use <F7> to change any incorrect entry back to zero.

- **<F5> (Exceptions)** will display any product where the 'Received To Date' quantity does not equal the 'Ordered' quantity. Very handy if you have a large purchase order that has been partially received. From within the exception screen, you can use <F7> to receipt the balance, <F8> to view the purchase order or <F9> to print the exceptions.

- **<F6> (View)** will display the unit cost, the extended cost on the purchase order and all four lines of the product description for the selected product.

- **<F7> (Change) is used to receipt the current line.** For non-timber products, the 'Received This Delivery' field will open and allow you record the quantity received for the selected product. This is a method of partially receipting an order (back-order).

- **<F8> (Rec All) is used to receipt the balance of the entire order.** This has the effect of clearing the quantity in the 'Outstanding' column into the 'Received This Delivery' column for **every** product on the order. It allows you to receipt all the outstanding goods on the order in one keystroke. Notice that after you use this key, the description of the <F8> function key changes to **F8 UnRec All**. So, if you have pressed this key in error, you simply press/click <F8> again to undo the previous keystroke.

- **<F9> (Cost)** allows you to view or maintain the purchase order cost or any future pricing of the product:

  Change PO Cost - opens up the Unit Cost field for the selected product. Note that, if the cost on the purchase order was derived from the inventory file, i.e. the standard cost and you change this, there will be General Ledger implications when stock is updated from this stock receipt, i.e. gain or loss.

  Update Future Pricing - a new supplier price may be indicated on the invoice. This option can be used to change the standard cost of the product on the fly (if you have the appropriate security). This runs the same program as the Future Pricing module in Product Maintenance, i.e. any future prices must be applied before they become effective, whereas a future price dated with the current date will automatically apply immediately.

  Show Receipted Costs - displays the unit cost and the line cost for any product receipted on this purchase order. This is a display function and no maintenance can be performed.

After you have keyed the quantity received, press/click <F1> to save the 'Received This Del' value and continue to select products to receipt.

Once all products have been receipted, press/click <F4> to display the **'Receive To Stock'** screen and complete the transaction (see 'Completing the Receipt Process' below).

Quantities Greater than Outstanding

Note that the system **will** allow you key a quantity that is greater than the outstanding amount - it is not unreasonable that a supplier send more than ordered. It is best to receipt the entire quantity and then process a **Return/Credit Request** for the oversupply if any of the goods are being returned.

Negative Quantities

You can enter a negative value only if you have set the 'POAllowNeg' flag set to 'yes' and the order line has a negative ordered quantity.

Completing the Receipt Process

Once the receipted quantities have been recorded, press/click <F4> (Exit) to complete the receipt to stock. If any receipted products are flagged as lot controlled, the **Received Stock Lot Control** window will prompt for their Lot numbers. For details refer to the topic in the User Manual 'Receiving Lot Controlled Products'.

Otherwise, the **'Receive To Stock'** screen allows you to complete the receipt, update the stock on hand figures for all products receipted and invoke a General Ledger movement between the **stock account, any gain/loss accounts and the purchase clearing account**.

For more information on these fields, refer to the section on **Updating Stock**.

If you <F4> from this screen without completing the details, nothing will be receipted and the values will remain in the 'Received This Del' column, waiting to be applied to stock. This can be done at a later time by selecting the option **'Update Stock'** from within the purchase order options.

Review:

You can now:

• Process the details of receipting stock for standard products into your system.

4.1.2   **Update Stock**

Goal:

In this lesson you will learn how to update stock for receipting of standard products into your system.

This option displays the 'Receive To Stock' screen so the Stock file and the General Ledger can be updated.

Steps:

1. Once all products to be receipted this delivery have been scanned or keyed, the **Receive To Stock** screen will be displayed so that the new quantity can be added to the inventory file and any purchasing gain/loss can be calculated and recorded in the General Ledger:

   Processed By: defaults to the user logged on but can be overridden if required.

   Docket/Invoice No: refers to any reference number on the supplier documentation that accompanied the goods, e.g. delivery docket, invoice. Some sort of reference number MUST be keyed.

   Docket/Inv Amt: this is not a mandatory field and is generally left blank. Any value keyed into this field will be displayed in the 'Invoice $ Amount' field when the receipt is processed through Creditors Invoice Approval. This amount **MUST NOT INCLUDE GST**. If it is company policy to allow receipting staff to key a value into this field, the user processing the invoice must be diligent in double-checking that the value is correct.

   Accept Backorders: Do you want to leave this order open for any backordered stock to come in at a later date. This will determine the value of the ***Status*** field in the order header. When set to 'yes', will allow the order to be accessed, modified and further receipting of back-ordered stock. When set to 'no', the order is closed, can no longer be accessed and no further receipting of outstanding stock, i.e. you cannot back-order.

   PDE Receipt: were the goods receipted by scanning? If this receipt has been recorded on a Portable Data Entry device, the system can download the details from the portable device.

   Shelf Labels: do you want to print shelf labels for the quantity of goods receipted?

   Product Labels: do you want to print product labels for the quantity of goods receipted?

   Receipt Labels: do you want to print receipt labels? The quantity of receipt labels printed is stored in the 'Pack Qty for Labels' field in 'Product Maintenance' - 'Stock Data' by branch. If this field is zero, one label is printed if you answer 'yes' to this prompt. The default for this field can be set using the System Tailoring Flag 'InvRcptLab'. The format of the NuVu output is controlled by the Tailoring Integers 'NvuRctLblD' (the number of job labels down - per column) and 'NvuRctLblW' (the number of job labels wide - per row).

   Stock Receipts Report: do you want to print a Stock Receipt Report? The default value is 'yes', but this can be overridden if required.

   GL Posting Summary: the default is to print this summary but can be overridden if required. If there is some doubt about the pricing on the order, it is handy to have this report to fall back on.

   Date Received: will default to the current date and cannot be changed.

2. To **exit without updating stock**, press/click **<F4>**. This screen can be accessed at a later time through this option – the goods will not have been receipted and the stock will not have been updated.

3. To **exit and update stock**, press/click **<F1>** and the following occurs:

   • **Stock On Hand** is increased by the quantity received
   • **Value of Stock** is increased (i.e. Stock Account is debited) with the cost x quantity received.

• The **Purchases Clearing Account** is credited with the cost x quantity received.

Review:

You can now:

• Update stock for receipting of standard products into your system.

4.2   Timber Tally

Goal:

In this lesson you will learn how to receipt timber products into your system.

Steps:

1. Process the stock receipt as for **Standard Products**.

2. If you <F7> (Change) on a **timber product**, a screen will allow you to receipt length by length. Say 'no' to the question 'Receive as Pack Stock'.

3. The value in the 'Order' column is the number of lengths of the selected line. You can partially receipt that length using <F7> (Change).

4. Alternatively, you can receipt the full value of every length using <F8> (Receipt All). Once you have receipted all lengths for this product, press/click <F1> and then press/click <F4> to return to the **'Receipt Details By Order'** Line screen.

Review:

You can now:

• Receipt timber products into your system.

4.3   Timber Packs

Goal:

In this lesson you will learn how to receipt timber packs into your system.

Steps:

1. Process the stock receipt as for **Standard Products**.

2. If you <F7> (Change) on a **timber product**, a screen will allow you to receipt length by length. Say 'yes' to the question 'Receive as Pack Stock'.

3. You are then prompted to key the pack number, pack marks and production, then receive the stock by length. Multiple packs can be received.

4. When you have completed keying the details of the 'Packs Received This delivery' screen, then press/click <F9> (Finished). If there is a variation from the quantity ordered you will be issued with a warning.

5. You can then choose another order line to receive.

Review:

You can now:

• Receipt timber packs into your system.

4.4   Receipting Linked Sales Orders

Goal:

In this lesson you will learn about receipting linked sales orders.

When you first go into the stock receipting option for an order, if there are any linked customer orders for this purchase order, there will be a message in the lower left hand corner of the screen:

'There are Linked Customer Orders'

So, some or all of the products being receipted may need to be put aside and the sales department made aware of their arrival so that the sales cycle can be completed.

Steps:

1. From the **'Main Menu'** select options - **'Purchasing & Receipting' - 'Stock Receipting' - [select a P/O] - 'Linked Customer Orders'**.

2. The system will display:

   • Order number
   • Customer
   • Product number
   • Quantity
   • Unit of measure
   • Description

3. By moving the cursor to a particular line on this enquiry screen, you can press <Enter> to drill down to the customer order.

Review:

You can now:

• Receipt linked sales orders into your system.

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