

Chapter 5: Requisition-to-Invoice

Introduction

This section describes how to

- create and process requisition requests
- process purchase orders
- create and process invoices

Some key features of this section are

- Request for quotation (RfQ)
- Requisition
- Create Purchase Order from Requisition
- Purchase Order
- Material Receipt
- Invoice
- Matched Purchase Orders
- Matched Invoices

Working with Requisition-to-Invoice

This program gives you all the tools to create and keep track of vendor and customer requisition requests. You can create and follow purchase orders and invoices. (See Figure 5.1)

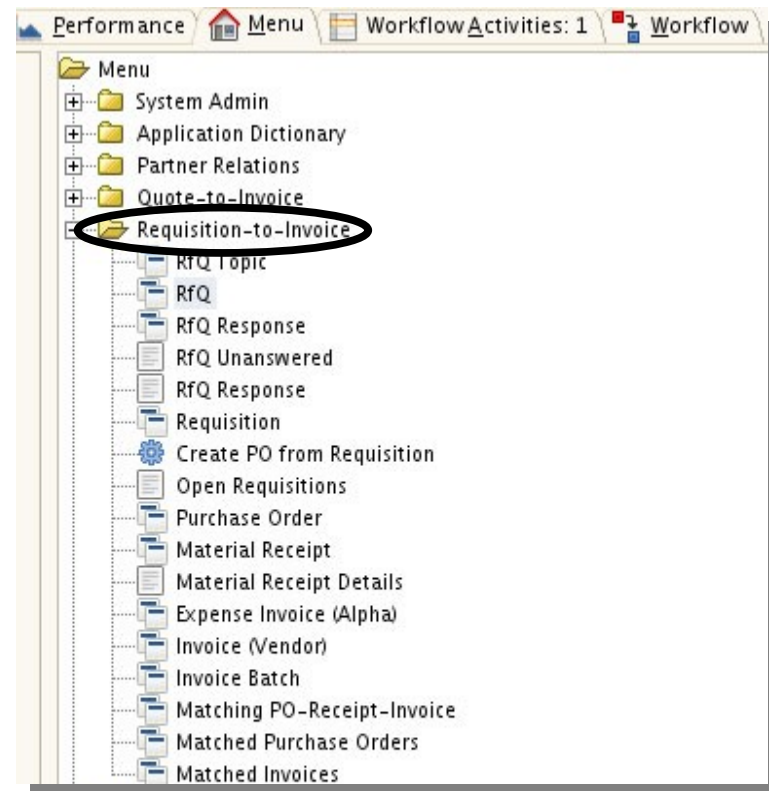



Figure 5.1 Click the **Requisition-to-Invoice** folder to see a list of tools.

Request for Quotation Topic

The first tool listed under the Requisition-to-Invoice folder is named **RfQ Topic**. This title stands for Request for Quotation Topic.

Use this section to

- Keep track of vendors or clients
- Specify which products you need and which vendor/client has them.
- Organize products you have or will request.
- Indicate who has responded to your request.

Click on the icon  to open a new dialog box. (See Figure 5.2)

On the left of the **RfQ Topic** dialog box you will see three tabs. (See Figure 5.3) Use each one to specify clients, products, and requests. Remember, you must fill out each tab before going on to the next.

For example: you must fill out the information in the **Topic** tab before you can go on to the **Subscriber** tab. To get to the **Restriction** tab you must have filled out both the **Topic** and **Subscriber** tabs before you can move on.

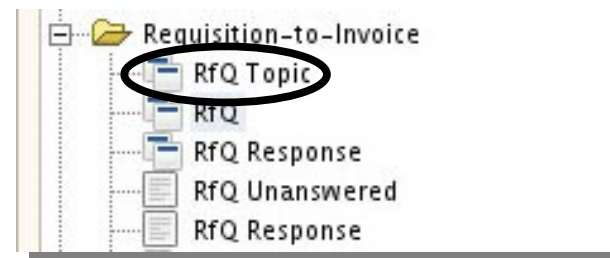


Figure 5.2 Click on the icon next to the words *RfQ Topic*.



Figure 5.3 Use the tabs on the left to navigate to each section.

Using RfQ Topic

Request for Quotation (RfQ) Topic is used to keep track of clients who may want to respond to requests.

Topic Tab

Add new client information by clicking the **New Record** button.



You can also create a new record by going through the **Edit** menu.

You can change information by clicking in each column and typing in the corrections.

Indicate if each request is **Active** or not by placing a check mark in the box provided.

Self-Service can be indicated in the same way.

Pick the **Print Format** by clicking in the column and choosing from the formats provided.



Figure 5.4 Click on the **Topic** tab to input client information.

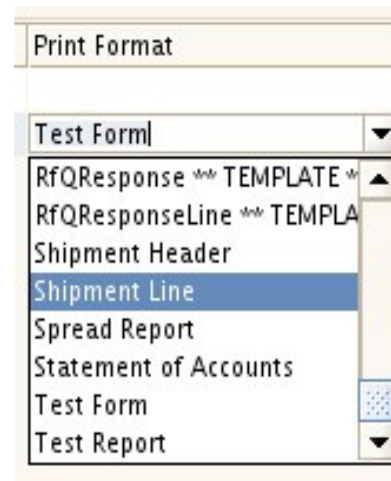



Figure 5.5 Use the drop down menu to pick the print format.


Subscriber Tab

Check subscriber information by clicking the **Subscriber Tab**.

Add a new subscriber by using the **New Record** button . Click to add information.

The **Client** column refers to the company you are doing business with. Indicate which store or department the request is going to by typing the name in the **Organization** column.

The **RfQ Topic** space shows what is being requested.

The **Business Partner** section indicates who you will transact with, such as a vendor or sales person. Be sure to put in their location as well. You can search for a specific partner by clicking on the icon provided. 

Keep track of who your **User/Contact** is within the organization. Indicate if the request is currently **Active** or not.

Show **Subscription** date and **Opt-Out** date. If there is an opt-out date that means the customer will no longer be receiving mail about the request.




Topic	Client	Organization	RfQ Topic	Business Partner
	GardenWorld	HQ	Garden Supplies	Tree Farm Inc.
	GardenWorld	HQ	Garden Supplies	Seed Farm Inc.



Partner Location	User/Contact	Active	Subscribe Date	Opt-out Date
Anywhere	Joe Sales	<input checked="" type="checkbox"/>		
Small Village	Henry Seed	<input checked="" type="checkbox"/>		

Figure 5.6 Click on the **Subscriber** tab to input information about clients and their organizations. This picture has been cut into two parts to fit all the information.

Business Partner Information Dialog Box



By pushing this  icon you bring up the business partner information dialog box. (See Figure 5.7)


Use one of the categories provided to find partner data. You only need one piece of information to start a search for the business partner.

Type in the specifically assigned key number, the contact name, name of the business, e-mail address, phone number, or ZIP code. Check the **Customers only** and **All/Any** boxes to limit your search.

The four buttons at the bottom left are respectively: **Requery**, **Find**, **Client History**, and **Print**. (See Figure 5.8)

Use these buttons to re-request information, to find a client, look at the client's history, and print out information for your personal files.

Depending on if you found and made the changes you wanted, press either the  or the check mark , when you are done.



Business Partner Information dialog box showing search criteria for '%Tree Farm Inc.%'.

Key		Contact	
Name	%Tree Farm Inc.%	E-Mail	
Key	Name	Contact	Credit available
Credit Used	Phone	ZIP	City
Open			



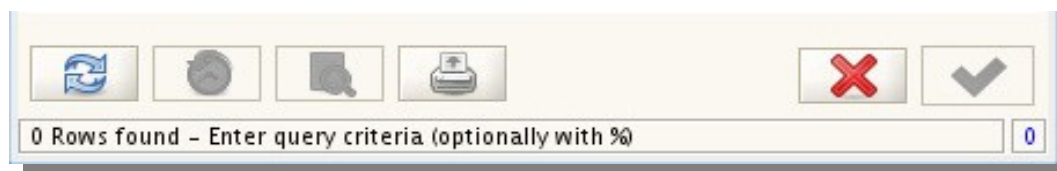
Business Partner Information dialog box showing search filters and table columns.

Phone: Customers only

ZIP: All / Any

Balance	Revenue	Address 1	Ship Address	Invoice Address
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Figure 5.7 The **Business Partner Information** dialog box provides customer information. The picture has been cut into two pieces to show you all the sections provided.



Business Partner Information dialog box showing search results and action buttons.

0 Rows found - Enter query criteria (optionally with %)

Buttons: Requery, Find, Client History, Print, Red X, Green Checkmark

Figure 5.8 Use these four buttons to requery, find, look at client history, and print.

Restriction Tab

This section indicates which products or categories a client has been asked to respond to. If nothing is entered in this tab, that means that the client has been asked to respond to all requests.

For example: If your company needs garden rakes and the vendor's company is a gardening supply store, you can use this section to request a bid on rakes from the vendor's company.




Figure 5.9 Click the **Restriction** tab to manage which clients are asked to respond to each category.

Check request restrictions by clicking the **Restriction Tab**. Create a new restriction by clicking on the **New Record** button.



Type in pertinent information under each column.

When you come to the **Product** column, click the product button  to bring up the **Product information** dialog box. (See Figure 5.10) This box's functions will be further explored on the next page.

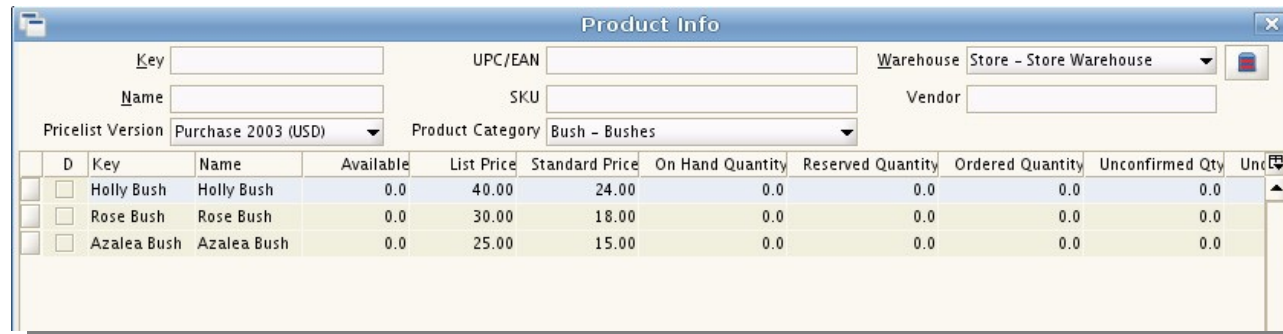


Figure 5.10 The product button opens the **Product Information** dialog box.

Product Information Dialog Box

Find a product by putting information into the different categories. (See Figure 5.11)



The dialog box titled "Product Info" contains several input fields: "Key", "UPC/EAN", "Warehouse" (set to "Store - Store Warehouse"), "Name", "SKU", "Vendor", "Pricelist Version" (set to "Purchase 2003 (USD)"), and "Product Category" (set to "Bush - Bushes").



Figure 5.11 Find a product by filling out each of the information boxes provided.




Items that match the criteria will appear in the space provided below. (See Figure 5.12) Information in these columns can not be changed. To change the information you must go into the file for each product and change the information there.

D	Key	Name	Available	List Price	Standard Price	On Hand Quantity
<input type="checkbox"/>	Holly Bush	Holly Bush	0.0	40.00	24.00	0.0
<input type="checkbox"/>	Rose Bush	Rose Bush	0.0	30.00	18.00	0.0
<input type="checkbox"/>	Azalea Bush	Azalea Bush	0.0	25.00	15.00	0.0

Figure 5.12 A product's information will appear in the space provided. Part of the picture has been cut off to conserve space.

Look for the product in other warehouses by expanding the box.

Press the expand  or contract  button to show or hide this portion of the box.

You can use the buttons at the bottom left of the dialog box to **Requery** information or use the **History Records** button  to check on the price history for the product. Use the **Zoom** button  to bring information closer and press the **Print** button  to create a hard copy. (See Figure 5.13)




The dialog box titled "Item Availability in other Warehouses" shows a table with columns: Warehouse, Description, Substitute, Related Product, Available to Promise, Available, On Hand Quantity, and Reserved Quantity. The data shows 10.0 units available and on hand at HQ Warehouse, with 0.0 reserved.

Warehouse	Description	Substitute	Related Product	Available to Promise	Available	On Hand Quantity	Reserved Quantity
HQ Warehouse					10.0	10.0	0.0
Σ					10.0	10.0	0.0

At the bottom, there are buttons for Requery, History Records, Zoom, and Print. A status bar indicates "3 Rows found - Enter query criteria (optionally with %)".

Figure 5.13 The bottom section shows availability in alternate warehouses. Use the bottoms at the bottom to requery, look at history records, zoom, and print.

The **Product Attributes** button  to the right of the Warehouse drop down menu opens a **Product Attribute Information** dialog box.

This box allows you to choose the attributes of the product you will be sending to the client.

Specify color and size. Also use a description to ensure you are sending the right thing or explain to the recipients exactly what they are getting.

The **Use Factor** drop down menu gives you the option of telling the customer if the product is new, slightly used, or used.

The drop down menu at the bottom left helps you specify when the requested product arrived. (See Figure 5.15)

If the space circled on the right shows the words **Guarantee Date <** that means the product arrived after the date specified in the spot to the right. **Guarantee Date >** means it arrived before the date indicated.

Guarantee Date = means that the product arrived on the exact date provided by the vendor/client.



Figure 5.14 The **Product Attribute Information** dialog box allows you choose the attributes of the product.



Figure 5.15 Select if the product will reach its destination at, before, or after the guarantee date.


The bottom right space is reserved for the actual guarantee date. Clicking on the calendar button  opens the **Guarantee Date** dialog box. Use it to pick when the product should arrive. (See Figure 5.16)



Figure 5.16 Use the **Guarantee Date** dialog box to specify when the product will arrive.

The same graphic  at the bottom right of the **Product Information** box opens a **Product Information InstanceStore** dialog box that shows the data pertinent to the product you highlighted. (See Figure 5.17)


Selecting the product and clicking the check mark button  puts the selected product into the **Product** column on the **Restriction** tab. (Refer back to Figure 5.9)



Figure 5.17 The **Product Information InstanceStore** dialog box shows you the attributes of the selected product.

Practice setting up a restriction for a product request for quotation by following the example provided on the next page.

Use the example as a base to try new ideas on your own until you feel comfortable with the procedure.



Example: Fill out a Request for Quotation Topic

Start on the **Topic** tab.

Create a new topic by clicking on the **New Record** button.




Make sure the **Active** box is checked before trying to change information.

Keep GardenWorld as the client and change these columns to the following information:

- Organization—Store
- Name—Landscaping Pros
- Description—bushes and shrubs

Make sure your new record is highlighted and click the **Subscriber** tab.

The first three columns should show GardenWorld, Store, and Landscaping Pros respectively.

Under the column marked Business Partner, click the icon  to go to the dialog box. Refer to Figure 5.7 if you do not remember what it looks like.

In the space labeled **Name** type in "garden" and click the requery button. 

Select the **client** GardenUser BP. The **partner location** should be Old York and the **contact** should show up as GardenUser. **Subscribe** and **Op-out Date** should be clear and the **Active** box should be checked.

Continue on to the **Restriction** tab.

The first three columns should show respectively:

- Client—GardenWorld
- Organization—Store
- RfQ Subscriber—Landscaping Pros_GardenUser BP

Click the **Product** button . Change **Product Category** to bushes. Select Rose Bush and confirm. 

In the next column change the **Product Category** to Bushes. Finish by typing "3 white tea sized rose bushes" into the **Description** column.

Request for Quotation

Open the **RfQ** dialog box by clicking on the icon



Use this section to record client/vendor and product information.

Features of this program are used to record:

- Client
 - name
 - organization
 - comments
 - representative
- Product description
- Work performed
 - started
 - ended
- Quantity and price information

Use the tabs on the left to navigate between the three sections. (See Figure 5.19)

These sections are used to fill out RfQ client information, products, and quantity requested. Always complete each tab before going on to the next.

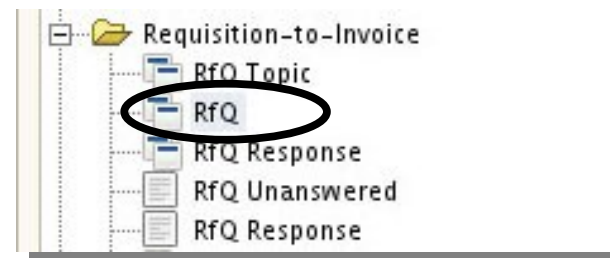


Figure 5.18 Click on the icon next to the words RfQ.

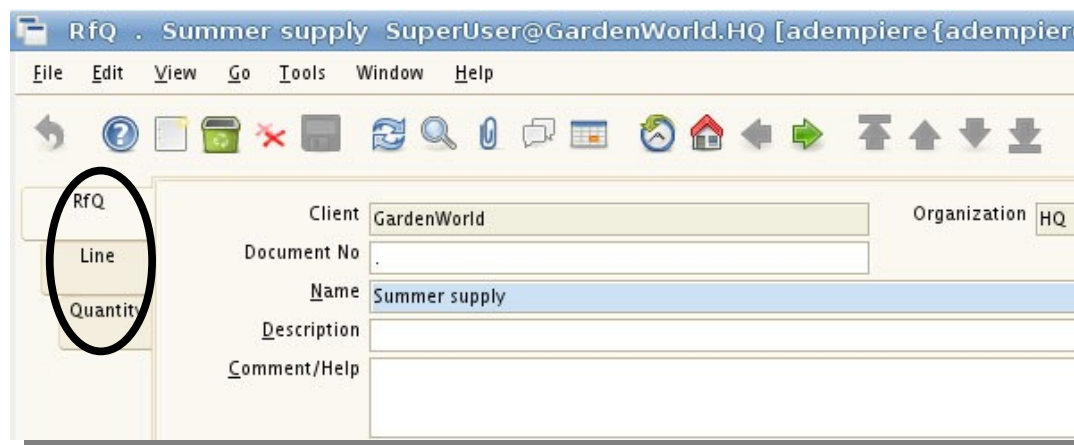



Figure 5.19 Use the tabs on the left to navigate to each section.

Using RfQ

Request-for-Quotation (RfQ) is used to record information about clients and requested products.

RfQ Tab

Use the New Record icon  to add a new client.

Use the spaces provided to type in information about the client.

Provide the client's name, organization, a document number—based on your company's own labeling system, provide the name of a product with its description and other helpful comments you may have.

Choose the **Sales Representative**, **RfQ Topic**, **RfQ Type** and the **Currency** used by selecting from a list of choices provided by the drop down menu.

The explanation of Figure 5.21 continues on the next page.



Figure 5.20 Use the RfQ tab to input client and product information.

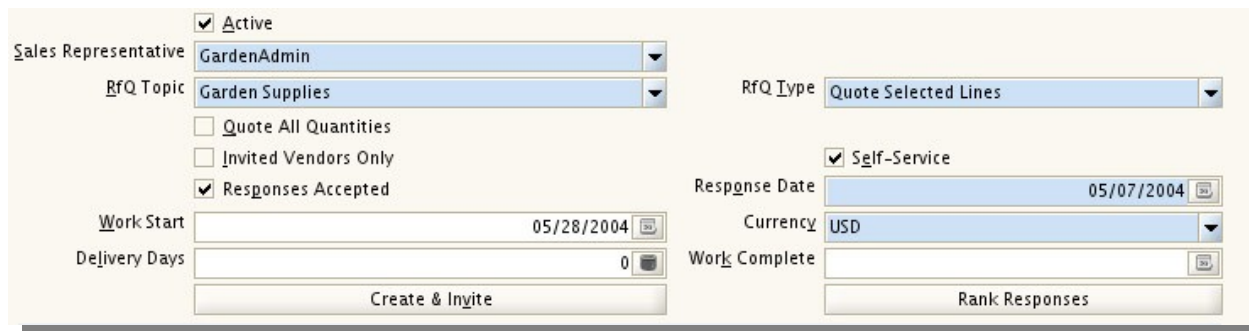



Figure 5.21 Use the second part of the RfQ tab to fill out information related to the requested product.

Check the different boxes to expand or reduce the categories this record will be included in.

To fill out the response, work start, and work complete dates you can type them in manually or select them using the calendar button.  (See Figure 5.22)


In the **Delivery Days** slot you can use the calculator button  to figure out how many how many days it would take. (See Figure 5.23)



Figure 5.22 Use the Guarantee Date dialog box to specify when the product will arrive.



Figure 5.23 Use the calculator to work necessary equations.

Click the **Create & Invite** button to bring up the dialog box shown in Figure 5.24.



Use this box to create RfQ responses and send e-mail invitations to remind vendors to respond to the request-for-quotation.

Remember to check the **Send RfQ Invitation to Vendors** box on the left. Without it the program will not send the e-mail invitation.



Figure 5.24 Use the **Create & Invite** dialog box to create RfQ responses and invite vendors to respond.

Use the **Rank Responses** button to order the RfQs into groups according the quantity of responses it receives.

Use the open/close button   to expand or contract the **Business Partner** box. (See Figure 5.25)

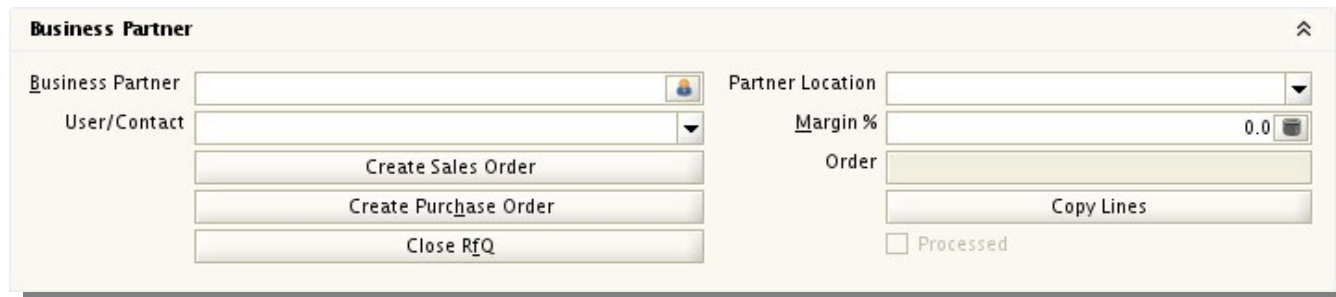



Figure 5.25 Use the third section of the **RfQ** tab to fill out **Business Partner** information.

Use the business partner icon  to open the **Business Partner Information** Dialog box. Use this box to find an existing client.

Look at Figure 5.7 with the accompanying explanation to review how to use the dialog box.

Use the calculator button  to figure out the **Margin %** of products offered by this partner.

Push the **Create Sales Order** button and select a document type from the drop down menu.

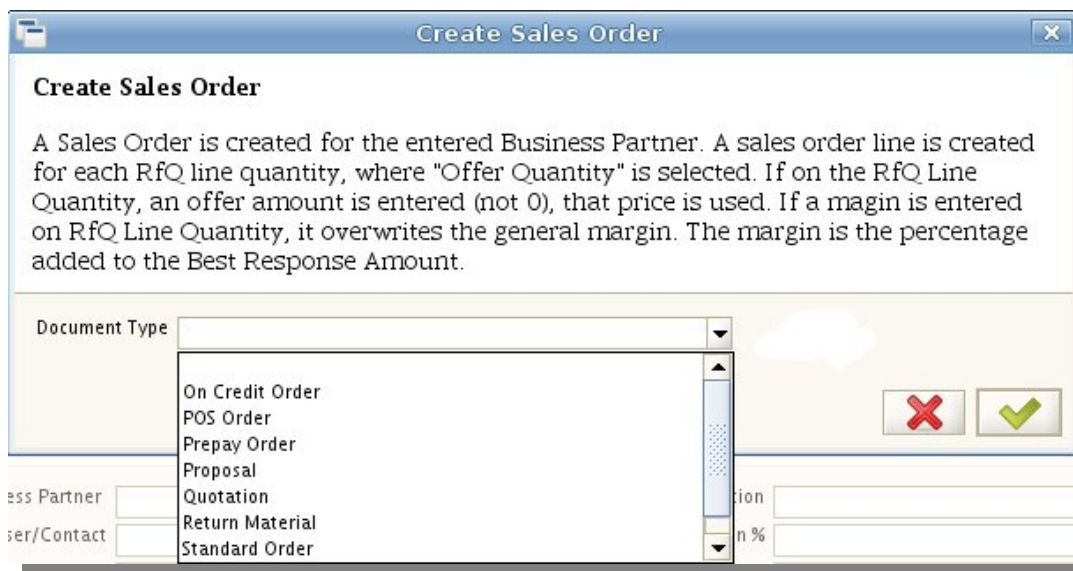



Figure 5.25 Use the third section of the **RfQ** tab to fill out **Business Partner** information.

To create a **Purchase Order** push the button and select the document type.

You can copy lines from another RfQ by using the **Copy Lines** button. When the dialog box comes up, push the button to the left.  An **Info RfQ** box will appear, use this to pick an RfQ.

Close the RfQ using the **Close RfQ** button to save all your information.

Line Tab

Click on the tab on the **Line** tab, on the far left.

Make sure the client, organization, and RfQ information is correct.

You can use the calculator and calendar buttons where shown.

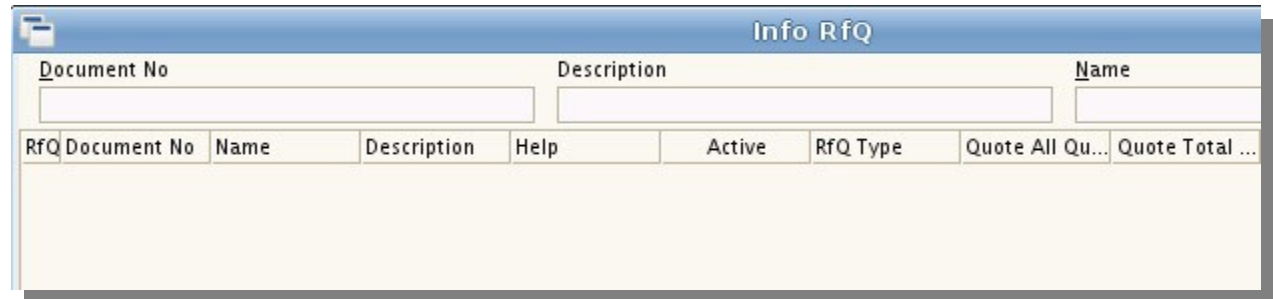


Figure 5.26 Use the Info RfQ box to pick an RfQ to pick a file to use.

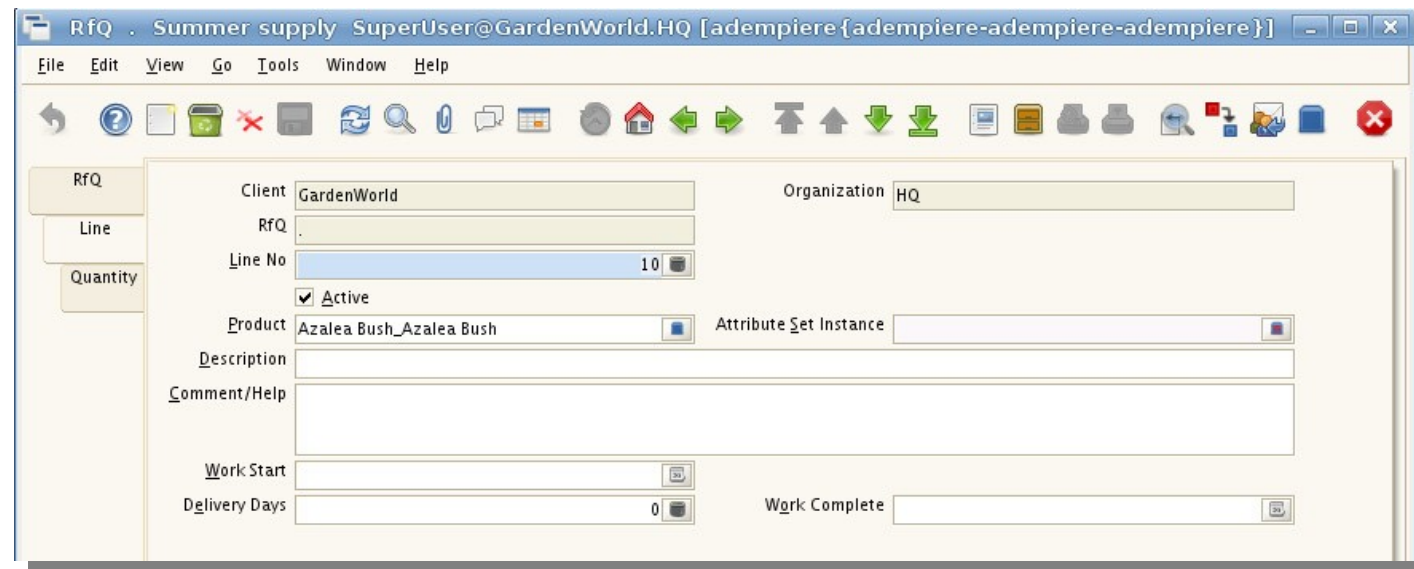


Figure 5.27 Fill out the Line tab to specify product information.

Use the **Product Info**



and **Product**

Attribute Info




buttons to select information from a specific client. (See Figures 5.11-5.14)

Quantity Tab

The Quantity Tab is used to show how many at how much something is available.



Figure 5.28 The **Quantity** tab shows quantities and prices.

Use the calculator buttons  to input numbers and figure out necessary equations.


The heading **UOM** stands for Unit of Measure. This section indicates a measure of time. For example, you can indicate that you want the product sent to you every day, every week, ect.

To bring up the **Margin %** and **Offer Amount** space by checking the **RfQ Quantity**, **Purchase Quantity**, and **Offer Quantity** boxes.



Figure 5.29 Use the **UOM** drop down menu to select how often you would like a product.

Request for Quotation Response

Open the **RfQ Response** dialog box by clicking on the icon  next to the title. (See Figure 5.30)

This section is particularly useful because it allows you to see several responses by multiple vendors at the same time. You will be able to use it to compare prices and quantities against each others to select the best deal for your company.

Use this section to record

- Responding business partner information
- Proposed price and work schedule.
- Rank among other responders

The three tabs on the left will allow you to provide increasingly specific information for each response.

Make sure as many columns are filled out as possible. This will help specify vendor's responses as the same vendor may respond to more then one request.

Remember that the RfQ column must be filled in before you can go on to the following sections.

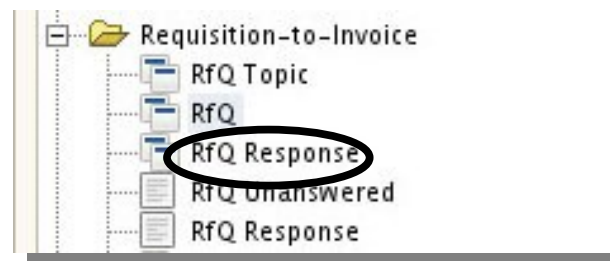


Figure 5.30 Click on the icon next to the words **RfQ Response**.




Figure 5.31 Click on the icon next to the words **RfQ Response**.

Using RfQ Response

Request-for-Quotation (RfQ) Response is used to record which business partners responded to a request and their bids on a specific request.


Response Tab

Use the New Record icon  to add a new business partner's response.

Fill out the client and organization who responded to the request.

State what they were responding to in the **RfQ** column, the name of the product in the **Name** column, the product's description and any other comments/help you may want to add.

Check if the file is **Active** or not.

Use the **Business Partner** button  to find the specific client and add their information. See Figure 5.7 for a review on how to use this dialog box.

Use the drop down menus to select the **Partner Location** and **User/Contact**.

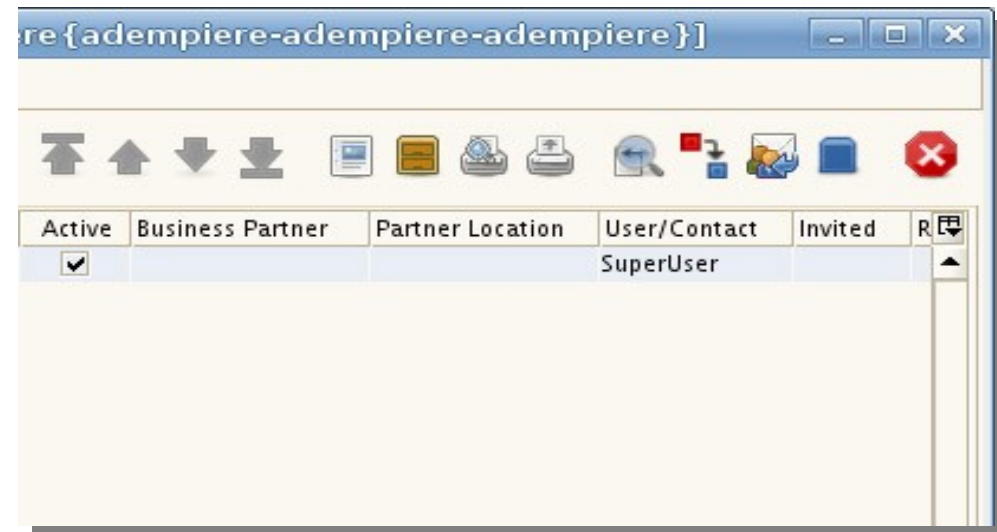
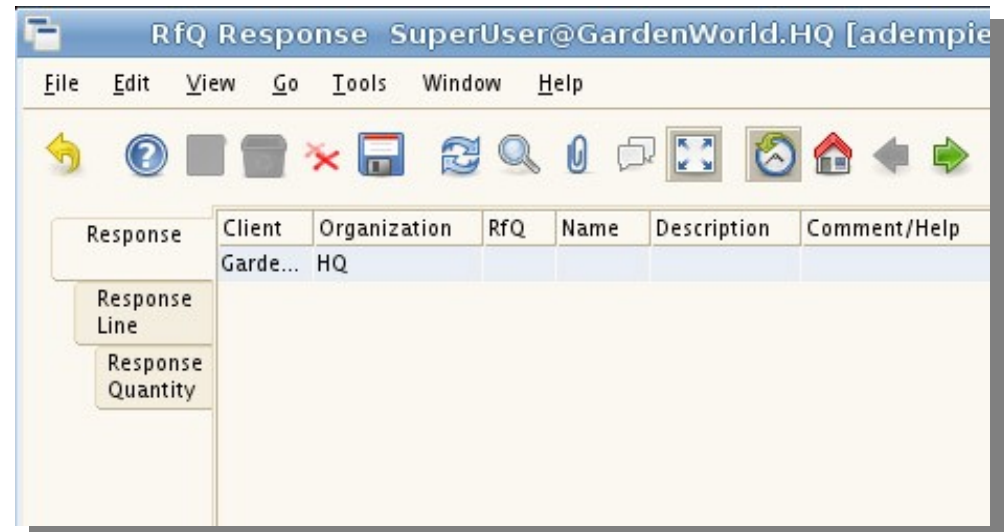


Figure 5.32 The **Request** Tab is used to show which clients responded to a request. This picture has been cut into two parts to show the information more clearly.

The date the client was invited will appear in the **Invited** column.

Push the calendar button to put in the **response date, work start, and work complete** dates.

If your company is going to do the work or pick up a product personally, check the **Self-Service** box.

Select the currency from the drop down menu.

Use the calculator to input the **Price, Delivery Days, and Ranking**.

The rank number indicates where the bid falls among the other responses received from other business partners.

Click in the column under **Invite & Remind** to send a message to the client about the request.

Decide if you want to order from this person and put it in under the **Order** column.

Input if you completed a check on this, check the **Complete** and **Processed** boxes when done.

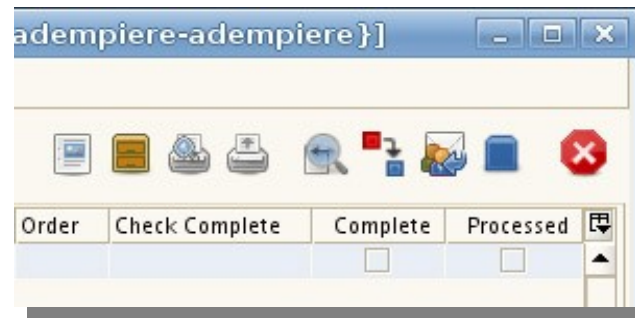
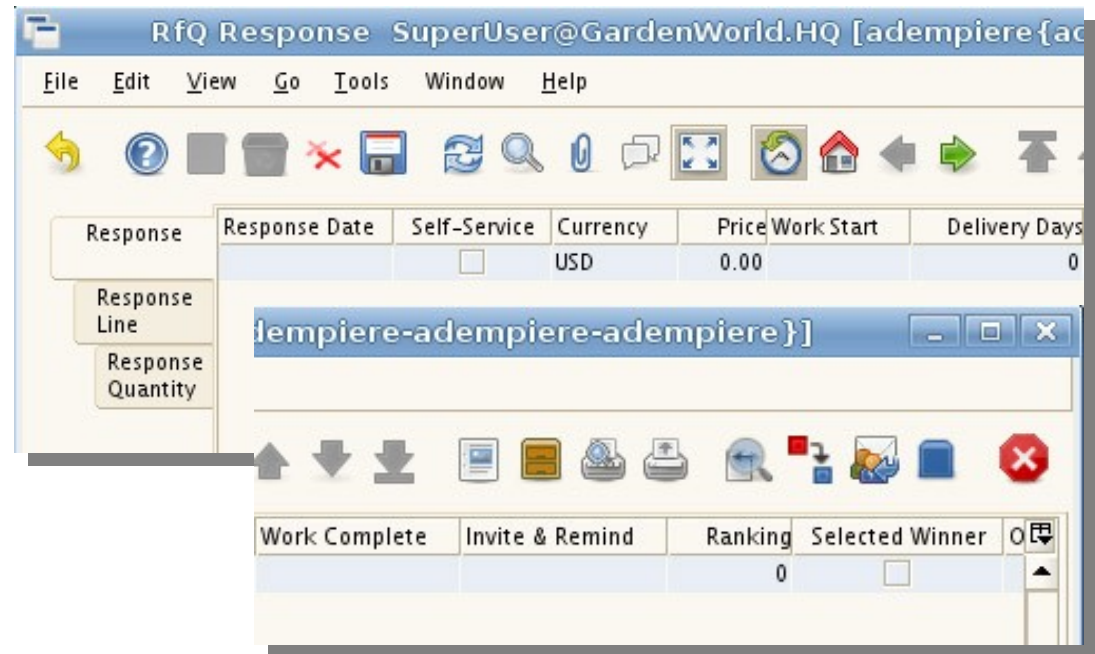


Figure 5.33 This figure shows the second part of the **Response** tab. The picture has been cut into parts to show the full information.

Response Line Tab

The **Response Line** tab is used to record client and work order information.

The **Client** and **Organization** slots should already be filled out.

The **RfQ Line** and **RfQ Response** are used for ...

If the **Active** box is not checked that means the client is no longer receiving requests.

Make sure the **Work Start**, **Delivery Days**, and **Work Complete** dates are filled out correctly.

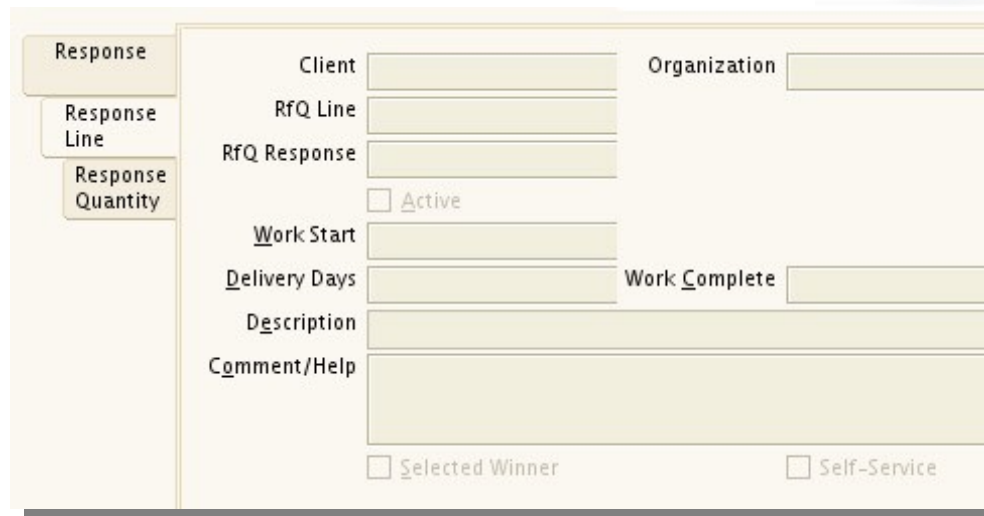
Response Quantity Tab

Verify the client and organization information.

The **RfQ Response Line** and **Line Quantity** show...

Check the **Price** and **Ranking** for accuracy.

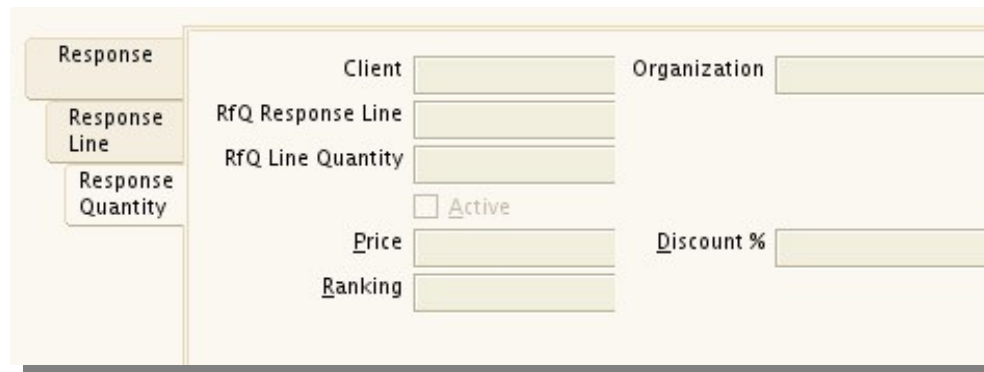
Calculate the **Discount %** and make sure the number in the provided spot matches.



The screenshot shows the 'Response Line' tab selected in the left-hand menu. The main area contains the following fields:

- Client** and **Organization** (text input fields)
- RfQ Line** (text input field)
- RfQ Response** (text input field)
- Active** (checkbox)
- Work Start** (text input field)
- Delivery Days** (text input field)
- Work Complete** (text input field)
- Description** (text input field)
- Comment/Help** (text area)
- Selected Winner** (checkbox)
- Self-Service** (checkbox)

Figure 5.34 The **Response Line** tab shows client and work information.





The screenshot shows the 'Response Quantity' tab selected in the left-hand menu. The main area contains the following fields:

- Client** and **Organization** (text input fields)
- RfQ Response Line** (text input field)
- RfQ Line Quantity** (text input field)
- Active** (checkbox)
- Price** (text input field)
- Discount %** (text input field)
- Ranking** (text input field)

Figure 5.35 The **Response Quantity** tab shows client and pricing information.

Request for Quotation Unanswered

Open the **RfQ Unanswered** dialog box by clicking on the icon  next to the title. (See Figure 5.36)

This program is different from the previous ones with this icon  because it is used to compile information from many different entries to create a printable report.

Use this report generator to compile a list of requests that have gone unanswered from a specific topic or general request.

Using RfQ Unanswered

Request-for-Quotation (RfQ) Unanswered is used to search through a topic or general request and compile all the RfQs that went unanswered. The dialog box, shown in Figure 5.37, is used to specify the type of information you are looking for and compile it.

An explanation on how to use this box will be provided on the next page.

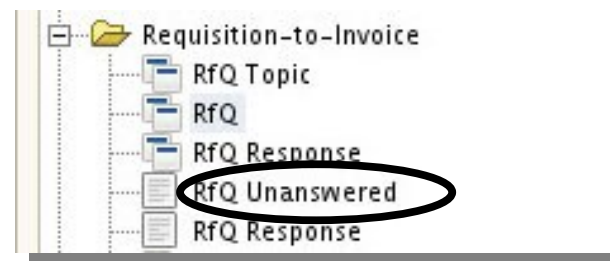


Figure 5.36 Click on the icon next to the words **RfQ Unanswered**.

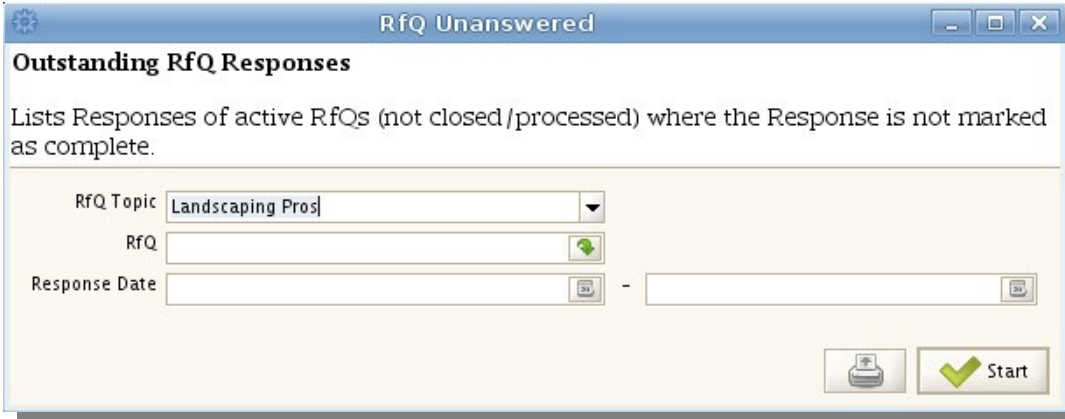





Figure 5.37 Use the **RfQ Unanswered** dialog box to specify and compile unanswered requests.


You can fill out all three lines of information to narrow your search but only one is necessary to compile a report.


Click on the drop down menu next to the title **RfQ Topic** to chose from active topics.

Pushing the find file button  will open the **Info RfQ** dialog box. (See Figure 5.38) Use this box to find a specific RfQ document.

You can search by document number, description, and/or name. Click the requery  button to start your search. Pick one from the list when it comes up and click on the check mark button  to select it.

The screen will go back to the RfQ Unanswered dialog box.

Specify response date by using the calender buttons  provided.

When you click the start button  Figure 5.39 will appear with the requested information.

You may now print out the report.

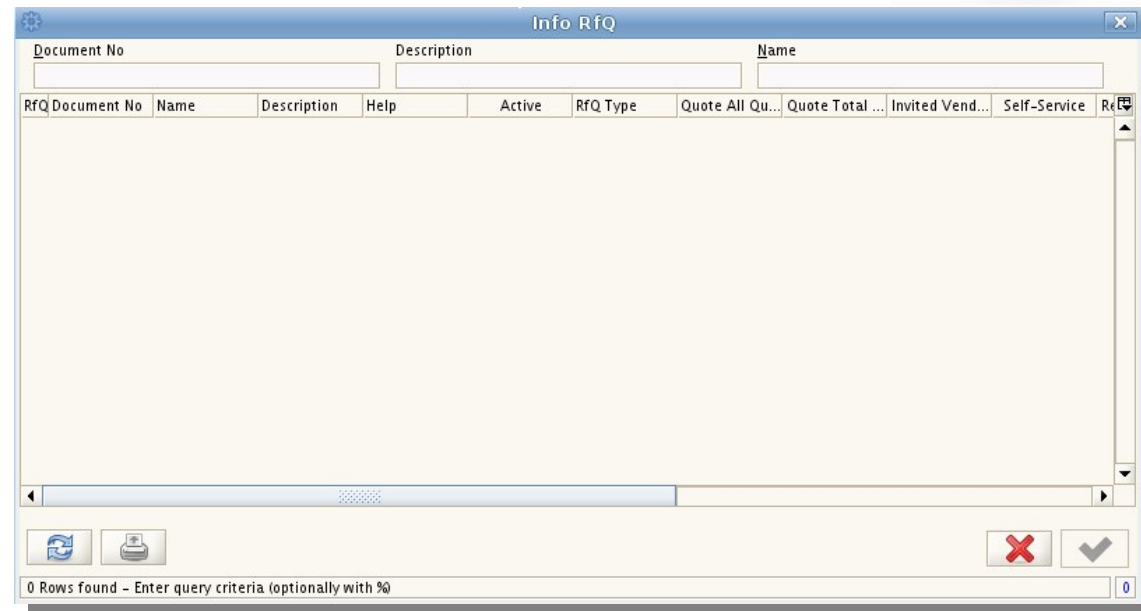


Figure 5.38 The **Info RfQ** dialog box is used to find a specific RfQ document.

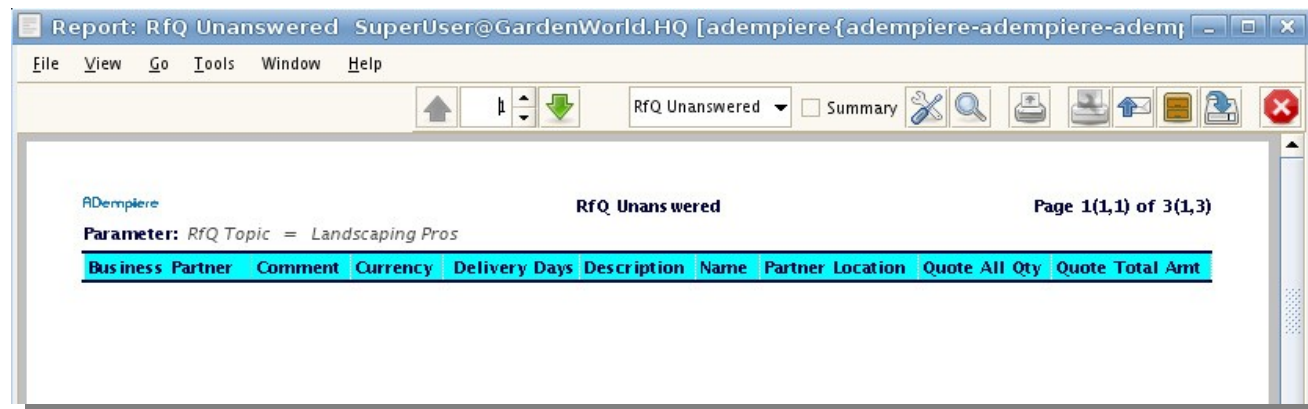



Figure 5.39 This report shows all the responses to a specified RfQ.

Request for Quotation Response: Report

This section is called RfQ Response like a previous program but this one is designed to create and print out reports on responses to RfQs.

Open this program by clicking on the icon  next to the title. (See Figure 5.40)

Use this report generator to create a print out of responses to active RfQs.




Figure 5.40 Click on the report icon next to the words **RfQ Response**.

Using RfQ Response

Request-for-Quotation Response is used to find and compile a list of vendors and their responses to active RfQs.

Use the dialog box shown in Figure 5.41 to specify the documents required to compile your report.

Select the **RfQ Topic** from the drop down menu and open the **Info RfQ** dialog box using the find file button . To remember how to use this dialog box see Figure 5.38 and its accompanying explanation.

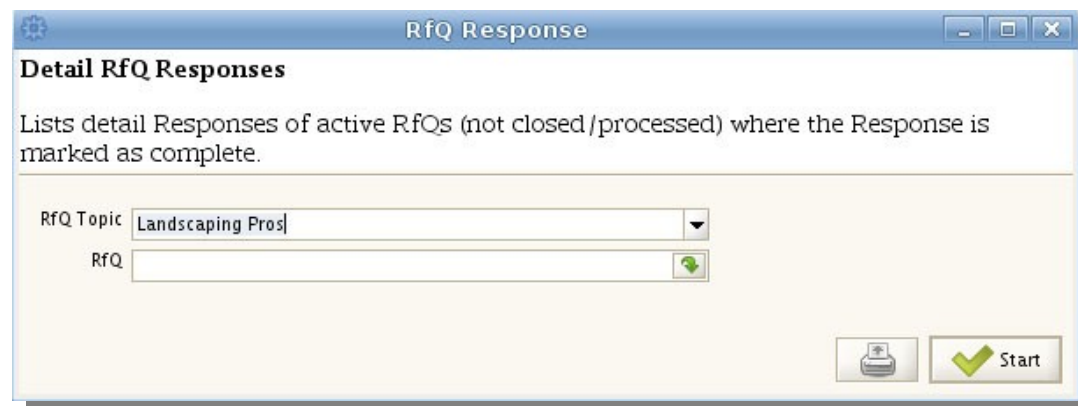



Figure 5.41 Use the **RfQ Response** dialog box to specify and compile responses to requests.



Click the start button . A report, like the one shown in Figure 5.42, will appear.

Verify the information you want is present in the report shown.

If you would like to do anything special to this report you can manipulate it using the buttons on the upper right hand side of the report.

Use the arrows to navigate up and down a page or to a whole new one.

The box that says RfQ Response currently can be changed to another type of report or a clean page by pushing the drop down menu and choosing from the options given.

Create a summary of the information shown by checking the **Summary** box.

The working buttons are shown on the figure's lower piece. These are respectively; customize report, look up record, print, page set up, send mail, archived documents and reports, export, and exit.

Use these buttons to manipulate to report the way you want it to look.

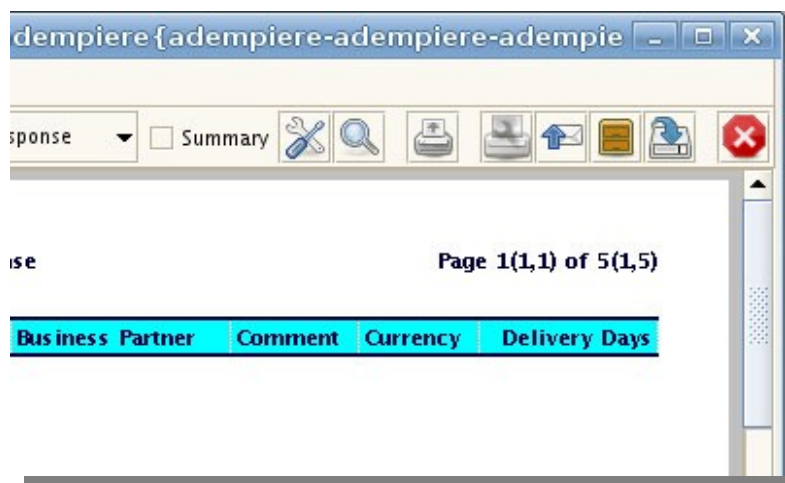
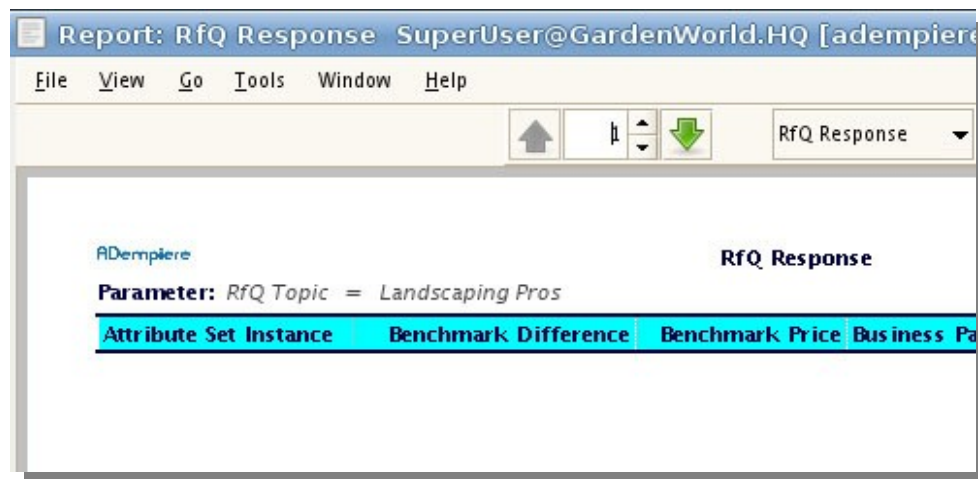



Figure 5.42 The RfQ Response report shows what responses have been made to a specific request. This picture has been cut into pieces to better show the relevant parts.

Requisition

Open the **Requisition** dialog box by clicking on the icon  next to the title. (See Figure 5.43)

This program is used to create and keep track of requisition requests.

Use this section to record

- Product description
- Location
- Vendor
- Price

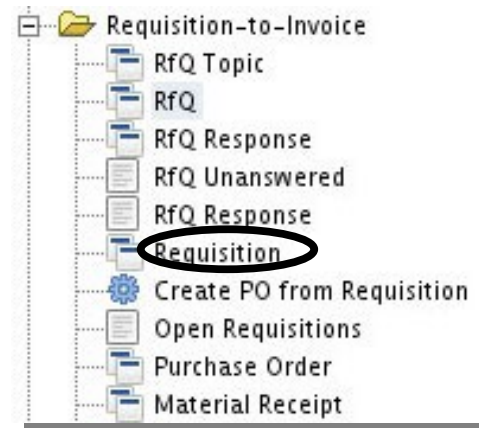


Figure 5.43 Click on the icon next to the title **Requisition**.

Using Requisition

Requisition is used to create requests for specific products and where they can be found. Navigate the tabs on the left to input the necessary information.


Requisition Tab

You can push the **New Record** icon to add a new requisition order.



Figure 5.44 Navigate the **Requisition** section to record necessary product information.


Use the drop down menus provided to select the correct information for each line.

Push the calendar buttons  to select the correct dates in the **Date Required** and **Document Date** spots.

Check the box marked **Approved** if the record has been examined and approved.

In the **Document Status** line state if the record is invalid or valid.

When you want to close the record because it is no longer needed, check the **Processed** box.

After you are done filling everything out, click on the **Complete** button. A **Document Action** dialog box will open up. (See Figure 5.46) Use this box to select the document action using the drop down menu and then push the check mark button .

Requisition Line Tab

This tab is used to record product specifications, such as quantity and price.

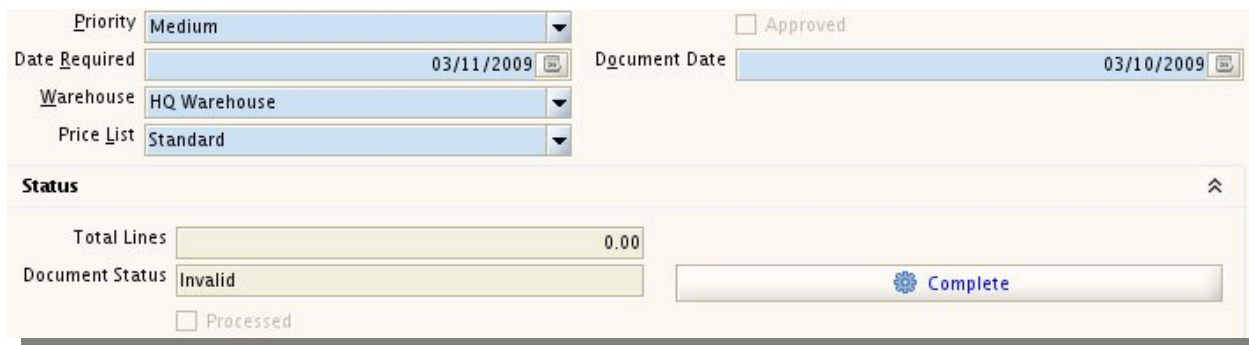




Figure 5.45 This graphic is a continuation of the **Requisition** tab shown in Figure 5.44.



Figure 5.46 The Document Action dialog box give you the option to complete a record.

Use the drop down menus and calculator buttons  to record the necessary information.

Next to the **Product** line, push the **Product Information** button  and chose the one you wish to requisition. If you need to remember how to navigate this dialog box, see Figure 5.11 and its accompanying explanation.

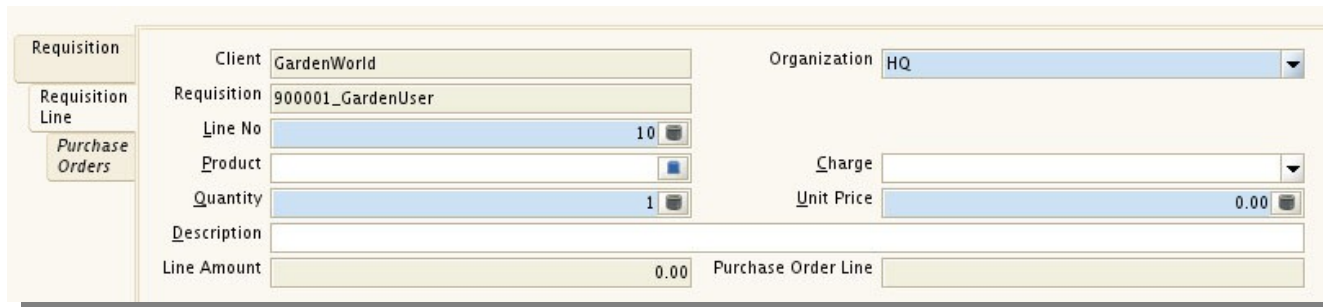


Figure 5.47 Use **Requisition Line** to record product specifications.


Purchase Orders Tab

Click on the **Purchase Orders** tab to look at the requisition information. Most, if not all of the lines should already be filled out.

Make sure everything is correct and change anything that needs to be.



Figure 5.48 **Purchase Orders** shows requisition information.

Next to the **Attribute Set Instance** line you can push the **Product Attribute Information** button  and use the dialog box to specify essential attributes.

Create Purchase Order from Requisition

Click on the icon  to open the **Create Purchase Order from Requisition** dialog box. (See Figure 5.49)

This program is used to create and archive purchase orders using a requisition request.

Using Create PO from Requisition

Use this section to create purchase orders and archive them for use.

When you click on the icon  the **Create Purchase Order from Requisition** will come up. (See Figure 5.50)

Use the drop down menus to find specific information to narrow the purchase order.

In the spots marked **Document Date** and **Date Required** use the calendar buttons to select the correct dates.

Choose the level of urgency using the menu next to the title **Priority**.

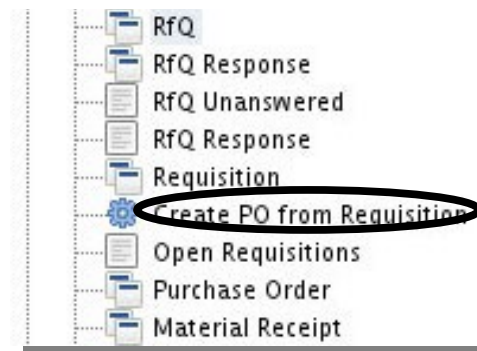


Figure 5.49 Click on the icon next to the title **Create PO from Requisition**.




Figure 5.50 Use the **Create Purchase Orders from Requisition** dialog box to create orders for specific products. The bottom has been cut off to conserve space.

When you come to the **User/Contact** line, push the open file button to open the **Info User/Contact** dialog box. (See Figure 5.51)




Info User/Contact									
Name		EMail User ID		Verification Info			Fax		
U... Name	Key	Description	Comments	Active	EMail	UserPIN	Title	Birthday	

Figure 5.51 The **Info User/Contact** dialog box is used to find a specific contact related to a client.



Find a contact by entering the name, e-mail ID, verification information, and/or fax number.

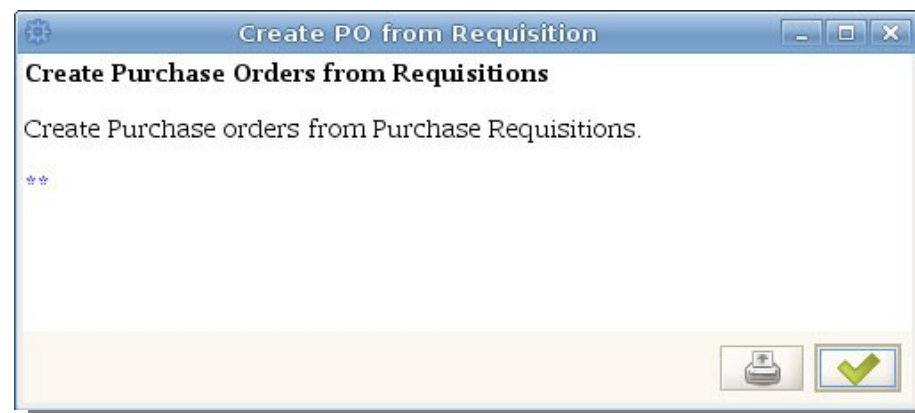
Click the requery button  to search for the contact.

When you find the contact click the check mark button and the contact will be entered into the **User/Contact** spot provided.

In the **Product** spot click the **Product Info** button . See Figure 5.11 with its explanation if you need a reminder on how to use it.

After everything else in filled in, you have the option of checking the box marked **Consolidate to one Document**.

When you are done click the start button . Figure 5.52 will come up. Click the check mark  or chose to print the information.



Create PO from Requisition

Create Purchase Orders from Requisitions

Create Purchase orders from Purchase Requisitions.

**

Figure 5.52 Use the check mark to complete the creation process or use the print button to create a hard copy of the information.

Open Requisitions

Click on the icon  to open the **Open Requisitions** dialog box.

Use this program to create a printable composite of active requisition requests. Provide as much information as possible to narrow the search.

Using Open Requisitions

Open Requisitions is used to find, compile, and print out a document that shows which requisition requests under each type are currently open.

For example: you can search under a product like bushes and compile a list of requisition orders focused on that product.

The drop down menu will provide you a list of warehouses you can pick from. You will be able to see if a specific warehouse has received and processed its requisition requests.


Push the open file button  to open the **Info User/Contact** dialog box. The box is shown on the next page. (See Figure 5.55)



Figure 5.53 Click on the icon next to the title **Open Requisitions**.



Figure 5.54 The *Open Requisitions* dialog box gives you the ability to find and compile a list of requisitions currently open.

Use the **Info User/Contact** dialog box to find and select a person within a client organization that you have contact with about a product.



When you find the contact you are looking for highlight it by clicking on the name and press the check mark button  to have the name appear in the **User/Contact** line on the **Open Requisitions** dialog box.



Figure 5.55 Use the **Info User/Contact** dialog box to find a specific client contact.


In the **Product** line push the **Product Information** button to open the dialog box. Refer to Figure 5.11 and its accompanying explanation for instructions on how to use this dialog box.

If you have the **Date Required**, use the calendar buttons  to put in that information.

Push the start button  to generate the **Open Requisitions Report**.



Figure 5.56 Check the **Open Requisitions Report** for any anomalies or necessary information.

Use this report to check on the status of a requisition. Print it out by pressing the **Print** button .

Purchase Order

Click on the icon  to open the **Purchase Order** section of **Requisition-to-Invoice**.

Use this program to

- create a purchase order
- describe delivery requirements
- set up an invoice
- describe the references and status of the shipment
- define quantities
- show prices



Figure 5.57 Click on the icon next to the title **Purchase Order**.

This program also shows product information in relation to each other so you can compare prices and quantities.

Using Purchase Order

The **Purchase Order** program is used to create and process orders for necessary products.

An explanation of this section is on the next page.

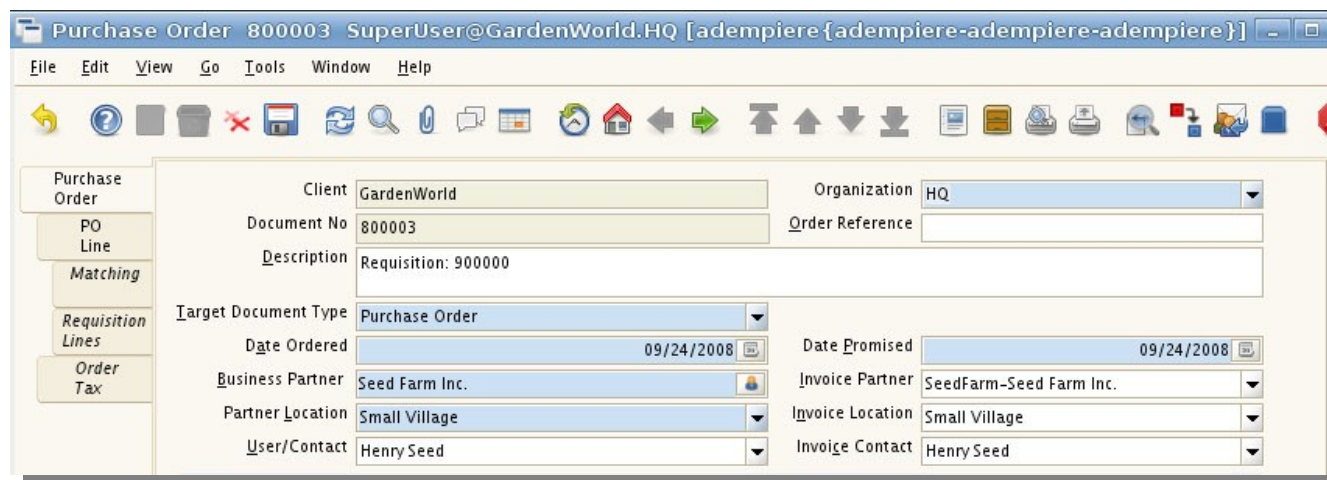
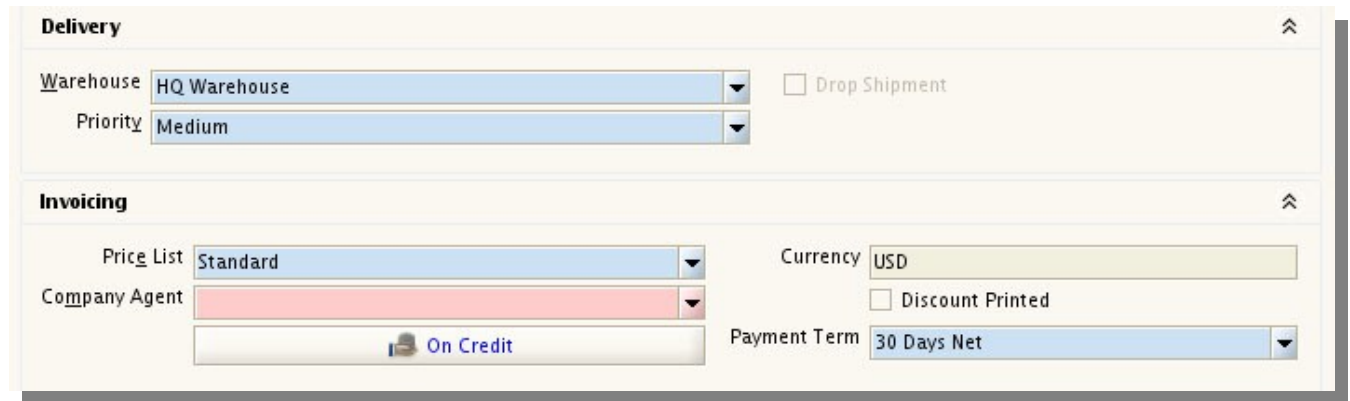


Figure 5.58 Use the **Purchase Order** program box to create and process orders. This picture has been cut into pieces to better show all the information.


Decide the client and organization you will be buying from. Assign a **Document Number** to the file and add any description that will help your company to reference this document.

Fill out all pertinent information in the correct lines by using drop down menus and calendar buttons where provided.



The screenshot shows the middle section of the Purchase Order program box, divided into two main sections: Delivery and Invoicing. The Delivery section includes a Warehouse dropdown menu set to 'HQ Warehouse', a Priority dropdown menu set to 'Medium', and a 'Drop Shipment' checkbox which is currently unchecked. The Invoicing section includes a Price List dropdown menu set to 'Standard', a Currency dropdown menu set to 'USD', a Company Agent dropdown menu (highlighted in red), a 'Discount Printed' checkbox which is unchecked, and a Payment Term dropdown menu set to '30 Days Net'. Below the Company Agent dropdown menu, there is a button labeled 'On Credit' with a small icon of a person.

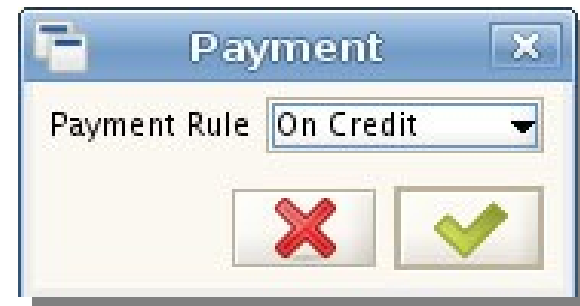
Figure 5.59 Select delivery and invoicing parameters using the middle section of the **Purchase Order** program box.

Use the **Business Partner Info**  button to find and select the correct client. See Figure 5.7 and its explanation if you need to remember how to use this dialog box.

In the **Delivery** section, check the **Drop Shipment** box if the product is no longer needed and does not need to be shipped.

The **Discount Printed** box in the **Invoicing** section indicates that any discounts that were given will appear on the invoice.

Click on the **On Create** button to chose the payment type. On the **Payment** dialog box, use the menu to select the payment rule.




The screenshot shows the Payment dialog box. It has a title bar with the word 'Payment' and a close button (X). The main area contains a 'Payment Rule' dropdown menu set to 'On Credit'. Below the dropdown menu, there are two buttons: a red 'X' button and a green checkmark button.


Figure 5.60 Click on the **On Credit** button to bring up the **Payment** dialog box.

Under the **Status** section of this program you will find a button marked **Copy Lines**. You can use this button to find and copy the information from another file. This way you won't have to type in the same information constantly.

Push the **Copy Lines** button to bring up the **Copy Lines** dialog box. (See Figure 5.61)

Click on the open file button , this will open the **Order Info** dialog box. (See Figure 5.62) Use this box to find and select lines from another file to appear in the lines of your new purchase order.

When you have put in all the information you have look over your document to make sure all the necessary lines are filled in. Required lines will be shown in pink until the correct information has been selected for that line.

Push the button **Prepare** to finish your document. A dialog box giving you an option of things to do to your document will come up. Leave the menu showing **Prepare** and hit the check mark button  and move on to the next section.

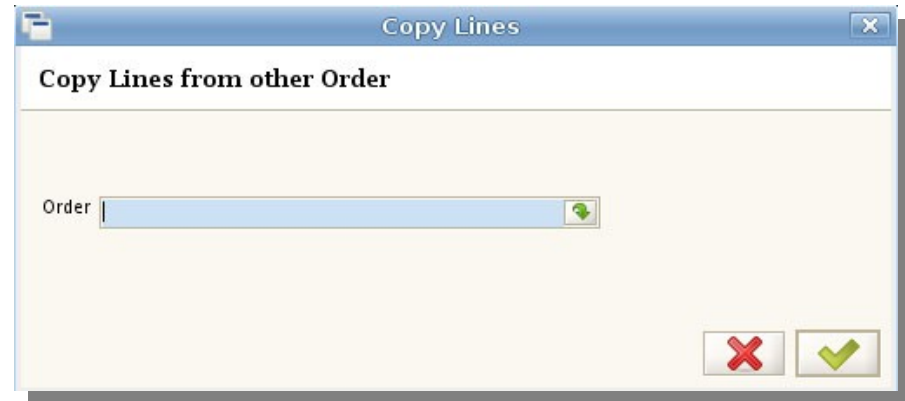


Figure 5.61 Click on the **Copy Lines** button to bring up the dialog box.



Figure 5.62 Use the **Order Info** box to find and select a previous record to use in your new document.



Figure 5.63 Click on the **Prepare** button to finish your new record.

On the **PO Line** tab, most of the line should already be filled in. They were filled out automatically when you used the **Prepare** button.

For this tab, verify the present information and add anything extra. Use the drop down menus, calculator buttons and calendar buttons when necessary.

Figure 5.64 Select delivery and invoicing parameters using the middle section of the **Purchase Order** program box.

Make sure all sections are present by opening them using the open and close buttons.


Use the **Product Info** and **Product Attribute** buttons to find and select the information that pertains to this purchase order.

Purchase Order	Client	Organization	Purchase Order Line	Document No	Transaction Date	Receipt Line	Invoice Line	Quantity	Product	Attribute Set I
PO Line	Client	Organization	Requisition	Line No	Description	Product	Quantity	Unit Price	Line Amount	
	GardenWorld	HQ	900000_GardenAdmin	10	Hoe_Hoe 4 ft		1	13.50	13.50	
Matching	Client	Organization	Tax	Purchase Order	Tax Amount	Tax base Amount	Price includes Tax			
	GardenWorld	HQ	Standard	800003_2008-09-24 00:00:00	0.00	13.50	<input type="checkbox"/>			

Figure 5.65 The last three tabs of the **Purchase Orders** document have been cut and stacked to show type of information available in each one while conserving space.

The next three tabs, shown in Figure 5.65, will be filled out automatically. Use these tabs to compare and verify information and to figure out tax amounts for future use.

Material Receipt

Open the Material Receipt program by clicking on the icon  next to the title.

Use this program to

- create receipts
- copy data from PO or Vendor Invoice
- generate an invoice for the receipt
- create a confirmation slip for the vendor
- record quantities
- find a material in a specific warehouse
- view confirmations, matched POs, and matched invoices

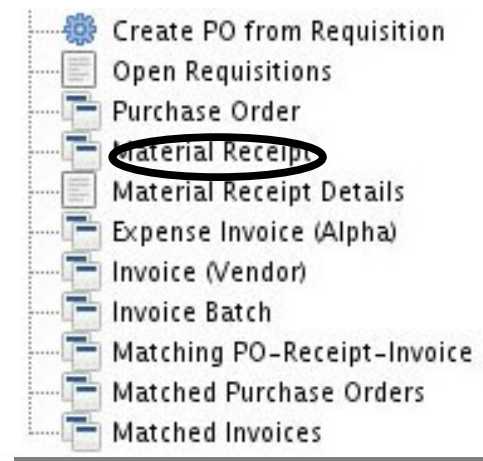
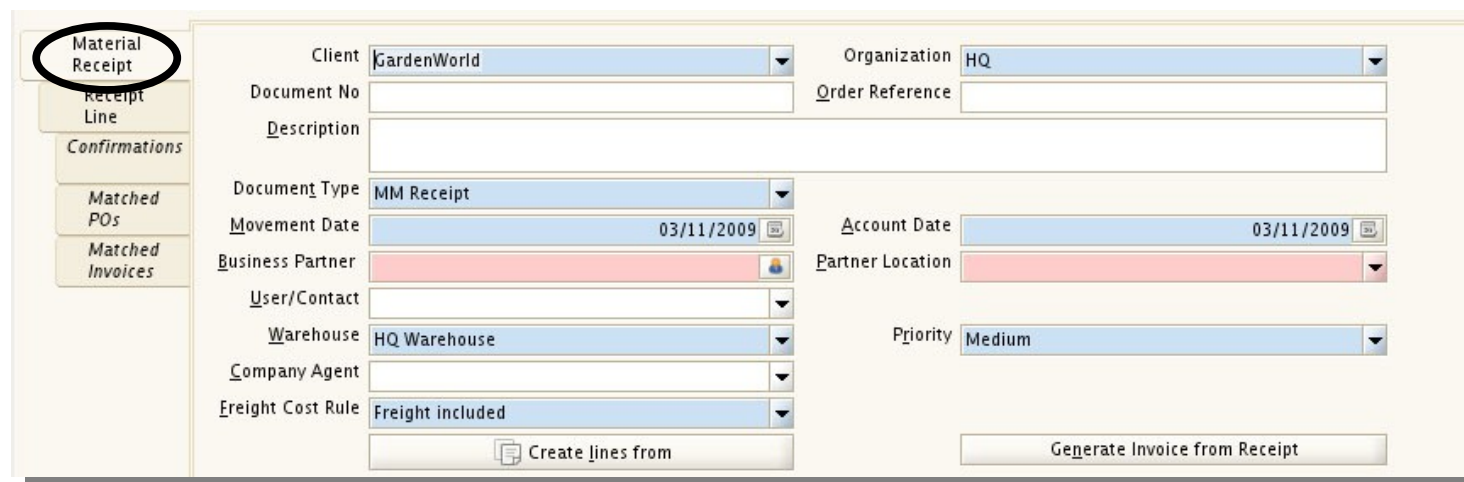


Figure 5.68 Click on the icon next to the title **Material Receipt** to start the program.

Using Material Receipt

The **Material Receipt** section is designed to create and archive receipts for a material that has been ordered.

An explanation on how to use this section is provided on the next page.




The screenshot shows the 'Material Receipt' program interface. On the left, a vertical navigation pane has 'Material Receipt' selected and circled in black. Below it are 'Receipt Line', 'Confirmations', 'Matched POs', and 'Matched Invoices'. The main area contains several fields and dropdown menus: 'Client' (GardenWorld), 'Organization' (HQ), 'Document No', 'Order Reference', 'Description', 'Document Type' (MM Receipt), 'Movement Date' (03/11/2009), 'Account Date' (03/11/2009), 'Business Partner', 'Partner Location', 'User/Contact', 'Warehouse' (HQ Warehouse), 'Priority' (Medium), 'Company Agent', and 'Freight Cost Rule' (Freight included). At the bottom, there are two buttons: 'Create lines from' and 'Generate Invoice from Receipt'.


Figure 5.69 Use the **Material Receipt** tab to create and archive receipts for received or shipped materials. Part of the picture is missing to conserve space.

Material Receipt Tab

Use drop down menus to define spaces such as client and organization.

Type in manually any other information you feel is important to include. Be sure to fill out any space shown in pink. If you don't, you can't move on to other sections.

Push the calendar buttons  to select the movement and account dates.

Define the **Business Partner** by using the **Business Partner Info** button . See Figure 5.7 for a reminder on how to use this dialog box.

Find and copy lines from a **Purchase Order** (PO) or **Vendor Invoice** by pushing the **Create Lines from** button. This will open **Receipt .. Create lines** from dialog box. (See Figure 5.70)


You can chose to create an invoice for the vendor by pushing the **Generate Invoice from Receipt** button. Select the price list type and create an **Invoice Document No.** Push the check mark when you are done .



Figure 5.70 Find a purchase order or invoice you want to copy lines from using the **Receipt .. Create lines from** dialog box. Part of the picture is missing to conserve space.

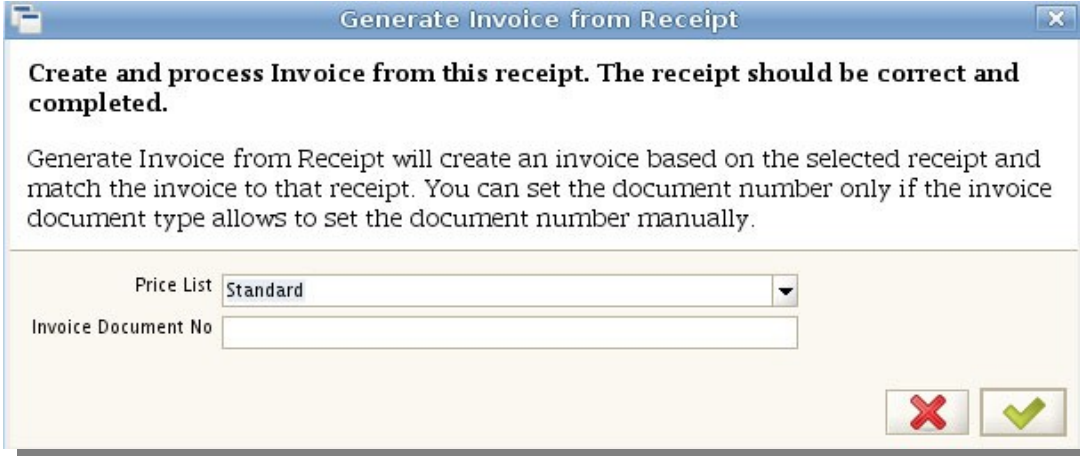


Figure 5.71 Use this dialog box to generate and invoice from the receipt you are working on.



To create a confirmation for the documents you are working on, push the **Create Confirmation** button. This will cause the Create Confirmation dialog box to appear. (See Figure 5.72) Use the drop down menu provided to select the type of confirmation you want.

Check the box labeled **In Transit** if you have not yet received the product but it has been confirmed as being shipped.

The **In Dispute** box is checked when the document's status is uncertain. You can use **Requests** to track the details.

When you are done with this section push the **Complete** button. The **Document Action** dialog box will appear. Use the drop down menu to choose what you want to happen to the document.

Receipt Line Tab

The **Receipt Line** tab is used to find and document the product. Some information should already be filled out. (See Figure 5.74)

Use drop down menus to select the appropriate information for each slot.

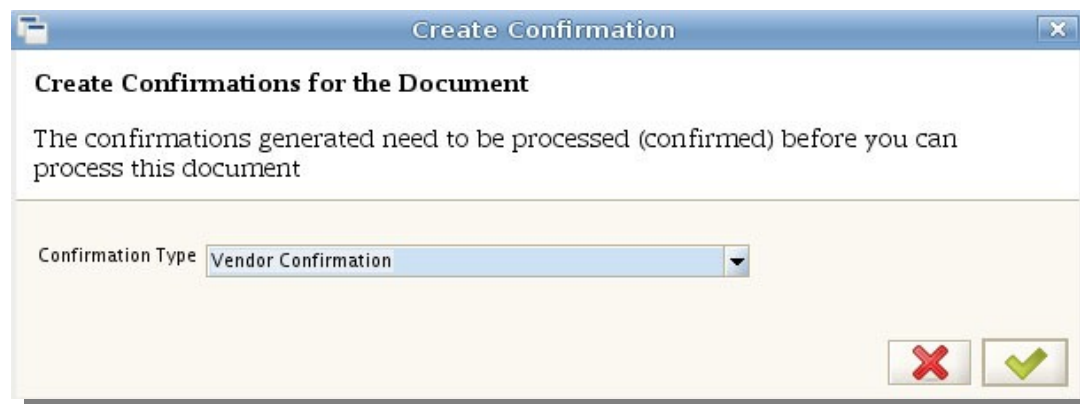



Figure 5.72 Chose what type pf confirmation you want to create with the **Create Confirmation** dialog box.




Figure 5.73 Finish the Material Receipt tab by selecting the **Document Action** "complete".

Put in Line Number and Quantity information using the calculator buttons .

The **Product Info**  and **Product Attribute Info**  buttons will

help you find and select necessary data. See Figures 5.11-5.15 with its accompanying explanation if you need to review how to use these dialog boxes.

Find a specific product in a warehouse by pushing the **Locator** button  and using the dialog box to search for it. (See Figure 5.75)

The drop down menu at the top of the dialog box tells the locator where to look. This locator is set to look only in the HQ Warehouse. Type in the Aisle, Bin, and Level to specify where the product can be found.

To create a completely new record, check the **Create New Record** box. All the information will be cleared and you can start from scratch.



Figure 5.74 Use the Receipt Line tab to find and document a product. Part of this picture is missing to focus on the important aspects.



Figure 5.75 The **Locator** is used to find a product in a specific spot.

When you are done with the **Locator** dialog box, press the check mark button and the data will be entered into the record. Check the **Locator** slot on the **Receipt Line** tab to confirm that the information is correct.

The last three tabs in this section should be mostly filled already. They were filled out automatically when you entered data in the **Material Receipt** and **Receipt Line** tabs.



Figure 5.76 The last three tabs have been cut and spliced together to conserve space and show they are set up the same way.

Data on the **Confirmation** tab was created when you pushed the **Create Confirmation** button on the **Material Receipt** tab.

Matched POs shows the **Purchase Order** lines that match to the **Material Receipt** lines.

The **Matched Invoices** tab shows the **Invoice** lines that match to the **Material Receipt** lines.



Material Receipt Details


Open the Material Receipt Details program by clicking on the icon  next to the title.

Use this program to create a printable report that shows those products that have been received and have receipts. This print out will tell you who sent the product, where you can find it and when it was sent/received.

Using Material Receipt Details

The **Material Receipt Details** report is designed to create a printable report showing information on products your company has received.

Use the drop down menus, **Business Partner Info**  button, and calendar buttons  to specify the parameters of the product detailed in the receipt.

Press the start button  to see the report. (See Figure 5.76) Print the report if you are satisfied with the form.

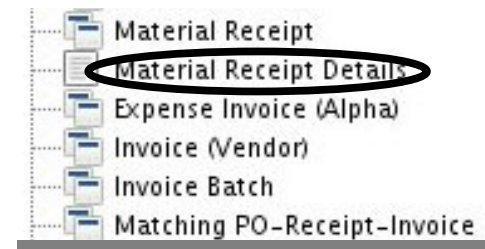


Figure 5.77 Click on the icon next to the title **Material Receipt Details** to start create a report.

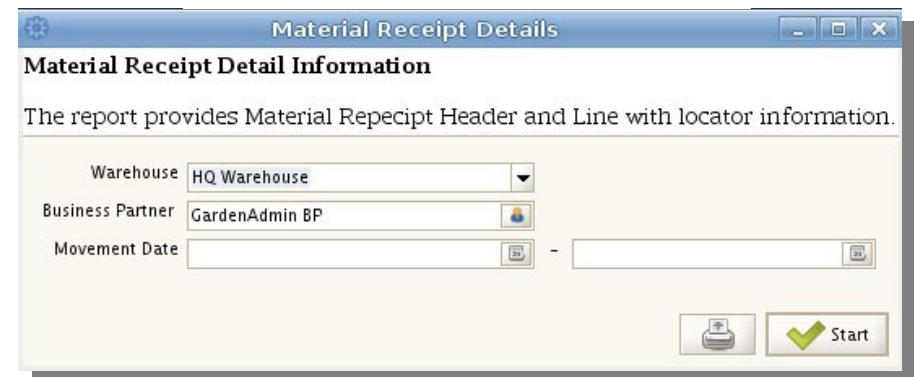


Figure 5.78 Use the Material Receipt Details dialog box to create a printable report.

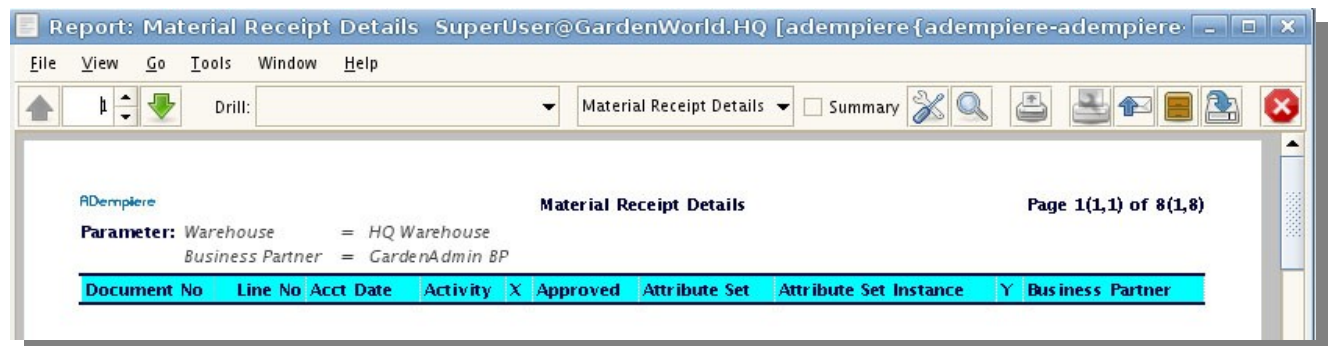


Figure 5.76 Look at the printable report and use it if it is satisfactory.