
User Reference

Purchase Order v10x (ADF)

By CMiC

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Contents

PURCHASE ORDER – ADF.....	1
OVERVIEW – PURCHASE ORDER	1
MODULE INTERACTIONS	2
ENTER PURCHASE ORDER.....	5
OVERVIEW – ENTER PURCHASE ORDER	5
SELECTION CRITERIA – SECTION	6
PURCHASE ORDER – SECTION	7
<i>General – Tab.....</i>	7
<i>Defaults (PO Terms) – Tab.....</i>	13
<i>Instructions (Shipping) – Tab</i>	14
<i>Comments – Tab</i>	15
<i>Text Code Details (Additional Predefined Text) – Tab.....</i>	16
PURCHASE ORDER DETAIL – SECTION	16
<i>Line Item Details.....</i>	16
<i>Distribution Details.....</i>	19
<i>Purchase Order Contact Rules</i>	19
<i>Free-Form Items</i>	19
IMPORTING.....	21
GENERAL OVERVIEW	21
PO HEADER IMPORT	26
<i>PO Header Import Settings</i>	26
<i>PO Header Template.....</i>	26
<i>Blanket PO Header Import.....</i>	27
PO DETAIL IMPORT	29
<i>PO Detail Template.....</i>	29
<i>PO Detail Import</i>	30
IMPORTING PO RECEIPTS	34
<i>Warehouse Receipt Header Import (Shipment Receipt).....</i>	34
<i>Warehouse Receipt Details Import (Shipment Details Receipt)</i>	37
<i>Cost Receipt Header Import.....</i>	42
<i>Cost Receipt Details Import</i>	44
<i>Job Receipt Header Import</i>	48
<i>Job Receipt Details Import.....</i>	51
IMPORTING VOUCHER HEADER (ASSOCIATED TO PO).....	54
<i>Voucher Header Import.....</i>	54
USING RESERVED PO NUMBERS.....	61
DEFINING RESERVE GROUPS	61
GENERATING RESERVED PO NUMBERS	62
WORKING WITH BLANKET POS.....	65
BLANKET PURCHASE ORDER ENTRY	65
<i>Blanket Rules – Section</i>	65

<i>General – Tab</i>	65
<i>Defaults (for POs) – Tab</i>	67
<i>Instructions (Shipping) – Tab</i>	68
<i>Text (Code Details) – Tab</i>	69
<i>Reason (for Blanket PO) – Tab</i>	70
<i>Line Item Rules – Section</i>	70
PURCHASE ORDER ENTRY – BLANKET.....	73
PRINTING THE BLANKET AGREEMENT.....	75
PROCESSING PURCHASE ORDERS.....	76
PRINTING THE EDIT LIST FOR PURCHASE ORDERS.....	76
APPROVING OR UN-APPROVING PURCHASE ORDERS.....	78
<i>Approve PO</i>	78
<i>Unapprove PO</i>	79
POSTING PURCHASE ORDERS.....	80
PRINTING PURCHASE ORDERS.....	81
CHANGING COMPLIANCE STATUS.....	83
VOIDING A PURCHASE ORDER.....	85
CHANGE ORDERS.....	87
OVERVIEW OF PO CHANGE ORDERS.....	87
<i>Change Order Entry</i>	87
<i>Change Order – Section</i>	88
<i>Change Order Detail – Section</i>	88
<i>Change an Un-posted Change Order</i>	88
APPROVE AND UN-APPROVE CHANGE ORDERS.....	89
<i>Approve CO</i>	89
<i>Unapprove CO</i>	90
<i>Edit Listing for Change Orders</i>	90
<i>Print Original Purchase Order</i>	92
<i>Print Change Orders</i>	93
PURCHASE ORDER RECEIPTS.....	95
ENTER WAREHOUSE RECEIPT (WAREHOUSE RECEIVING).....	95
ENTER COST RECEIPT.....	96
<i>General – Tab</i>	97
<i>Shipment Details – Tab</i>	98
<i>Received Items - Section</i>	98
ENTER JOB RECEIPT.....	102
<i>General – Tab</i>	102
<i>Shipment Details – Tab</i>	103
PRINTING THE RECEIPT EDIT LISTING.....	103
POSTING RECEIPTS.....	104
QUERIES.....	107
OVERVIEW OF QUERIES.....	107
PO/CO APPROVAL QUERY.....	107
PO QUERY BY VENDOR.....	109
PO QUERY BY JOB.....	111
VENDOR BY INVENTORY ITEM QUERY.....	112
PO RECEIPT QUERY.....	113
<i>Receiving Ticket Information – Section</i>	114
<i>Invoice Information – Section</i>	116
REPORTS.....	117
REPORTING OVERVIEW.....	117

<i>Report's Common Output Parameters</i>	117
SCHEDULED RECEIPTS BY ITEM	118
SCHEDULED RECEIPTS BY VENDOR	119
VENDOR HISTORY REPORT	120
VENDOR HISTORY REPORT BY ITEM	121
DETAIL LISTING BY BUYER	122
DETAIL LISTING BY JOB	122
BLANKET PURCHASE ORDER STATUS LISTING	124
PURCHASE ORDER NUMBER LOG (RESERVE GROUPS)	125
UTILITIES	126
CLOSE/RE-OPEN PURCHASE ORDERS	126
ASSIGN POSTED VOUCHER TO PURCHASE ORDER	127
PRINT POSTING REPORTS	129
SETUP	131
SETUP CONSIDERATIONS & CHECKLIST	131
SYSTEM DATA – MODULE	132
<i>System Options - General Tab</i>	132
<i>Alerts</i>	132
<i>Location Codes</i>	133
<i>Security</i>	133
SET USER DEFAULTS	134
CONTROL – SCREEN	135
<i>PO Defaults – Tab</i>	135
<i>Receipts – Tab</i>	139
<i>Posting – Tab</i>	140
USER ID CROSS-REFERENCE	144
FOB MAINTENANCE	145
PURCHASE ORDER ROLES	146
ITEMS BY VENDOR	147
NON-STOCK ITEMS	148
SHIPPING METHODS	150
SHIPPING LINE CARRIERS	150
DOCUMENT PRINTING OPTIONS	151
COMPLIANCE (DEFAULTS SETUP)	153
OVERVIEW – VENDOR COMPLIANCE	153
INITIAL SETUP – MASTER SET OF COMPLIANCE CODES & SECURITY	153
HIERARCHICAL ASSIGNMENT OF COMPLIANCE CODES	153
COMPLIANCE CODES (MASTER) – SYSTEM LEVEL	155
COMPLIANCE GROUPS	157
COMPLIANCE SECURITY GROUPS (SYSTEM MODULE SCREEN)	158
INSURANCE/BONDING COMPANIES	159
VENDOR CLASS COMPLIANCE – SYSTEM LEVEL	159
VENDOR COMPLIANCE – SYSTEM LEVEL	160
VENDOR BY COMPANY COMPLIANCE – COMPANY LEVEL	164
VENDOR IN JOB'S STATE/PROVINCE TAX COMPLIANCE (SYSTEM MODULE)	169
SETTING UP APPROVERS	171
APPROVER RULES OVERVIEW	171
<i>Approval Levels</i>	172
<i>Approvers</i>	173
<i>Approval Groups</i>	174
<i>Assigning Approvers to Approval Groups</i>	174
<i>Assigning Members to Approval Groups</i>	175

<i>Setting Mandatory Approver Locations.....</i>	176
<i>Setting Mandatory Location Approval</i>	177
MAINTAIN BUSINESS PARTNERS – SCREEN.....	179
OVERVIEW – BUSINESS PARTNERS	179
BUSINESS PARTNER – TAB	180
<i>Update 1099 Code – Button.....</i>	183
<i>Contacts – Button.....</i>	183
<i>Vendor – Button.....</i>	186
<i>Customer – Button</i>	186
<i>Update Address – Button.....</i>	186
OM – TAB	186
CLASSIFICATION – TAB	187
MARKET SECTOR – TAB.....	188
CSI – TAB	188
ADDRESS – TAB.....	190
CLASSIFIERS – TAB.....	191
TERRITORY – TAB	191
BANK – TAB.....	192
COMPANY – TAB	193
COMPANY TYPE – TAB	194
CREATE BUSINESS PARTNER	194
<i>Ensure Business Partner Not Already Added</i>	194
CREATE BUSINESS PARTNER	195
<i>Ensure Business Partner Not Already Added</i>	195
<i>Create Business Partner – Form Mode.....</i>	196
<i>Create Business Partner – Table Mode.....</i>	196
CREATE CONTACT	197
CREATE INDEPENDENT CONTRACTOR.....	197
<i>1099-MISC FORM & California’s Independent Contractor Reporting</i>	198
CREATE VENDOR.....	198
<i>Before Creating Vendor</i>	198
<i>Create Vendor.....</i>	199
<i>Create Vendors for Multiple Companies.....</i>	199
UPDATE ADDRESS FOR VENDOR RECORDS	200
CREATE CUSTOMER.....	200
MAINTAIN VENDORS – SCREEN.....	201
OVERVIEW – VENDORS	201
VENDORS – TAB	202
<i>[Contacts] – Button.....</i>	204
<i>[Item List] – Button.....</i>	204
PURCHASES – TAB	205
ORDER ADDRESS – TAB	205
ACCOUNTING – TAB	206
BUSINESS PARTNER ADDRESS – TAB	209
EDITING VENDOR INFO CONSIDERATIONS.....	211
DELETE VENDOR	211
INACTIVATE VENDOR	211
VIEW SUPPLIED ITEMS	211
CREATE CONTACT FOR VENDOR	211
CONTACTS – SCREEN	212
OVERVIEW – CONTACTS	212
CONTACTS – SECTION.....	212
ADDRESS – TAB.....	213

CONTACT INFO – TAB	214
CLASSIFIERS – TAB.....	214
MEMBERSHIP – TAB.....	214
ATTACHMENTS – TAB.....	215
ADD NEW CONTACT	215
<i>Ensure Contact Has Not Already Been Added</i>	215
<i>Add Contact</i>	215
VIEW CONTACTS ASSOCIATED TO RECORD.....	216
CHANGE CONTACT’S COMPANY	218
VIEW CONTACT’S MOVEMENT HISTORY	218
MAKE CONTACT INACTIVE OR ACTIVE	219
ADDENDUM	219
POSTING PURCHASE ORDERS UPDATE RULES	219
INDEX	223

Purchase Order – ADF

Overview – Purchase Order

The Purchase Order module is fully integrated with the following CMiC Enterprise functionality:

- Financials
- Projects
- Project Management
- Requisitions
- Inventory
- Equipment Costing
- Materials Management
- Preventive Maintenance

By delivering financial control and project support, the Purchase Order module reduces errors and double entries.

Some of the features are:

- Committed Cost facility updates Projects
- Customizable Approval structure for Purchase Orders and Requisitions
- Employees can be set up and registered as Requestors, Buyers, PO Approvers, and Location Approvers to implement and enforce protocols for purchases; approvals can be by PO Amount, Purchase Group or Location
- Automatic or manual purchase order number assignment
- Compliance Codes can be set up to automatically prevent payments to vendors until compliance is certified (override feature available with security privilege)
- Purchase order numbering by user-defined mask made up of job, vendor, company, year, day and numeric code
- Reserve purchase order number for use by select personnel
- Manual or automatic receipt creation for purchase order items
- Automatic matching of PO to Receipts and Invoices at line item level
- Integrates with Inventory module to place items on order and increase on-hand quantity
- Supports the procurement of stock, non-stock or free-form items
- Purchases for Project, Equipment, Inventory, Preventive Maintenance Work Orders or administrative requirements within a single PO
- Supports creation of Blanket Purchase Orders with release procedure

Module Interactions

Requisitions

The Requisitions module can be used to generate purchase orders based on information acquired from approved requisitions. All information, including Text Codes, Free-Form Item Description and Reason for Requisition, will be transferred from the requisition to the purchase order. Only requisitions that have been approved can be generated into purchase orders. The purchase order will then be picked up in the purchase order module and processed from there. The purchase order will follow the approval and processing rules set up in the purchase order module.

Subcontract Management

The Purchase Order and Subcontract Management modules are both used for purchasing commitments but key differences exist between purchase orders and subcontracts. Subcontracts can only be written for a single job, or family of jobs (i.e. subjobs), whereas purchase orders can be used to purchase items and allocate costs to multiple jobs. Subcontracts are often used for legal purposes, when a more extensive agreement needs to be signed; whereas purchase orders are used for lower risk purchases. Purchase orders can indicate that materials are to be received on a job site, or into a warehouse and stored within the CMiC Inventory system. In addition, purchase orders can be used in cases when it is necessary to verify the receipt of materials before payment.

xProjects

Purchase Orders can be created in xProjects for bid items after bid packages are approved.

Accounts Payable

Purchase Order and Accounts Payable modules work hand in hand. Once Purchase Order materials are received and posted, the Purchase Order information will be forwarded to the Vendor's Purchase Order screen for payment selection. The distributions, terms, taxes and compliance information will be forwarded as entered on the Purchase Order to Accounts Payable.

Equipment Costing

Purchase Orders can be distributed directly to an 'E' line and associated with specific equipment, transaction codes and Categories. POs can be created by launching the PO Entry screen from the General tab of the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment*).

General Ledger

Purchase Orders can be distributed directly to a 'G' line and associated with a specific Department and Account.

Inventory

Inventory and Purchase Order modules directly impact each other. Purchase orders are issued for Inventory items and distributed to an 'I' line. All distributions can be flagged as Inv. Rec. That requires that the item be received into Inventory before being distributed to a Job, as an example. The Purchase Order module will directly affect the on-hand quantities of an Inventory item.

Job Costing

When issuing a Purchase Order with a 'J' distribution, a line item can be distributed to a Job, Cost Code and Category. When the Purchase Order is processed, a Committed Cost is recorded against the Job. When the Purchase Order is received, the Committed Cost then becomes an Actual Cost.

Preventive Maintenance

Purchase Orders can be distributed directly to a 'W' line and Work Order. Purchase Orders can be distributed directly to 'G', 'J' and 'E' type of Work Orders. POs can be created by launching the PO

Entry screen from the Equipment Maintenance screen (standard Treeview path: *Preventive Maintenance > Setup > Enter Equipment*) and the Create and Edit Work Orders screen (standard Treeview path: *Preventive Maintenance > Work Orders > Enter/Edit Work Orders*).

Enter Purchase Order

Overview – Enter Purchase Order

Pgm: POENTRYC – Purchase Order Entry; standard Treeview path: Purchase Order > Process > Enter Purchase Order

A Purchase Order (PO) is a formal request issued to a Vendor for the supply of goods or service. The cycle of processing Purchase Orders allows for the allocation of five different Distribution Types through the system:

- Direct General Ledger Allocation
- Job Cost Allocation
- Equipment Allocation
- Inventory Allocation
- Work Order Allocation

In conjunction with the distribution type, specification can be made as to whether item costs should directly be applied to the associated accounts for the Job/Equipment, or if the items need to be received in Inventory for further processing, prior to committing the costs against the specified Job or Equipment. This is possible as each item in a Purchase Order specifies the distribution allocation (DT code) and whether the items should be received in Inventory.

The distribution allocation, as well as, the receiving of the item prior to its allocation will affect the way in which that item will impact the various modules within the system throughout the various steps to process the Purchase Order.

The Purchase Order Maintenance screen allows for the manual entry of Purchase Orders, Blanket Purchase Orders and the maintenance of system-generated Purchase Orders. The system-generated Purchase Orders are created from information supplied by Requisitions (see the Requisition manual for more details) and by Quotations.

The first section of the screen, **Selection Criteria**, specifies the **Company**, **Status**, and **Reserve Group** for the Purchase Order.

The second section of the screen, **Purchase Order**, is comprised of tabs that contain the Purchase Order’s details, such as purchase order number, vendor, status, order and expected dates, buyer, shipping line, etc.

The bottom section of the screen, **Purchase Order Detail**, is the Line Item Detail, which defines the specific details and allocations such as material required, quantity, estimated unit cost, distribution, etc. This section has a horizontal scrollbar after the first 3 columns to scroll to the rightmost columns.

Users may control the use of specific Categories for Requisition entry by flagging the Categories as “Available in Procurement” via the Enter Category screen (standard Treeview path: *JC > Setup > Local Tables > Enter Category*).

Selection Criteria – Section

Company

Company code; defaults to user’s default Company.

Reserve Group

When the Purchase Order being entered is part of a Reserve Group, select the group from the LOV, otherwise leave this field blank.

Standard Treeview path to Reserve Groups maintenance screen: *PO > Setup > Local Tables > Reserve Groups*.

Status

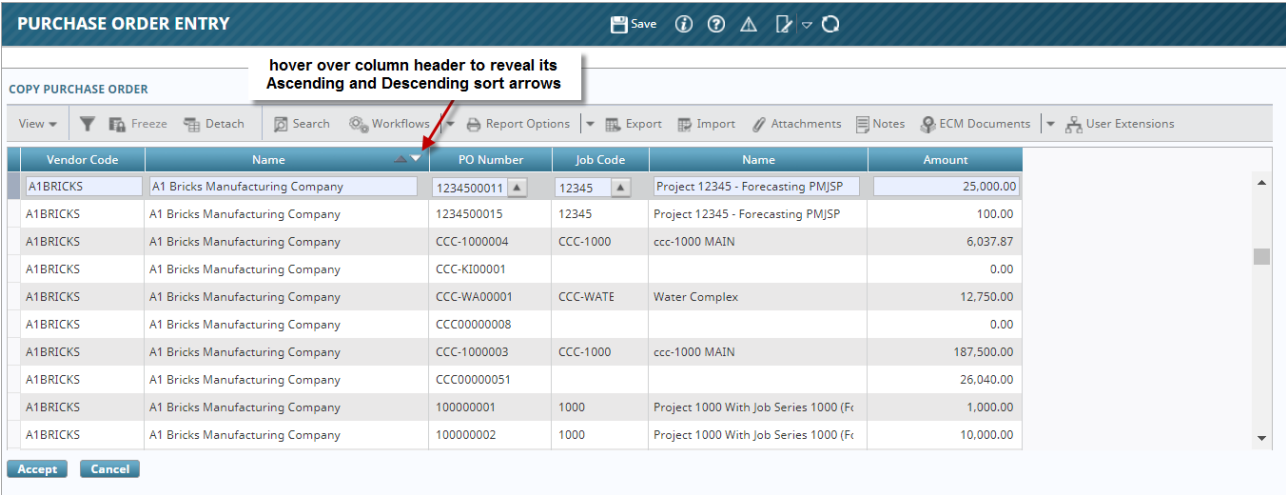
Compliance status of the Purchase Order; defaults to “**Not Approved**”; available purchase order Status codes are:

- **Not Approved**
- **Approved**
- **Processed**
- **Received**
- **Closed**
- **All**
- **Void**

The natural progression for a Purchase Order begins with a status of "**Not Approved**". The status is changed to "**Accepted/Received**" once the order is approved (authorized for purchase). When the order is processed, the status changes to "**Ordered**". Once all items on the order have been received, the **Status** changes to "**Released/Approved**".

NOTE: If the **Automatic PO Approval** box is checked in the Purchase Order Control File, the "**Not Approved**" status will switch automatically to the “**Approved Status**” as you process each new Purchase Order.

[Copy From] – Button



Sample of pop-up launched by [Copy From] button.

The [Copy From] button is used to create a new PO using a copy of an existing PO, and it’s available when the **Reserve Group** field is blank and the **Status** is set to “**Not Approved**”.

This button launches a pop-up displaying all existing Standard POs, regardless of their status. A column can be sorted by hovering over its column header to reveal its Ascending and Descending sorting arrows, and clicking one of them.

The user can select the required PO and press [**Accept**]. Only one PO can be selected.

If PO auto-numbering is set to OFF on the PO Control File, the system will show a pop-up to input the new PO number, which will be validated when the user clicks [**Accept**]. The new PO number must not be for an existing Blanket PO, Reserve PO or Standard PO.

If PO auto-numbering is ON, the next number in sequence will be automatically assigned by the system.

When [**Accept**] is used, the system will copy the information from the selected PO into both the **Purchase Order** and **Purchase Order Detail** sections of the Enter Purchase Order screen. All data is copied except Compliance information and the Approvers, and once edits have been made to the new PO, the system will generate these upon saving the PO.

Purchase Order – Section

General – Tab

Vendor

Enter or Select from the LOV the code for the Vendor to be assigned to this Purchase Order.

Normal Receiving – Radio Buttons

The option for Manual/Automatic receiving of Purchase Orders is defaulted in from the PO Control file, which users may override.

Purchase Order Total

Total for Purchase Order, according to details under the **Purchase Order Detail** section.

Contact Code

If a Contact has been associated to this Vendor via the Business Partner Maintenance screen, the Contact may be selected from the LOV.

Currency

This field defaults from the Vendor, but can be changed if required.

Type

Two types of POs: Standard, and Blanket Purchase Orders. The default is “**Standard**”, so this field must be changed to “**Blanket**” if a Blanket Purchase Order is being entered.

PO Number

Manually enter a Purchase Order number if Automatic Numbering was not set up in the PO Control File (standard Treeview path: *PO > Setup > Local Tables > Control*). If Automatic Numbering was set, then this field will be display-only, and the next consecutive PO number will appear once the Purchase Order is committed.

Reserve Groups require that a Purchase Order number be selected from the LOV. The LOV will display all Purchase Order numbers available for the group entered in the first section of the screen. The numbers may be selected out of sequence.

Blanket Purchase Order numbers were manually entered at the time of setting up the Blanket PO. An LOV will display the numbers available for the Vendor.

Release

This field works in conjunction with the **PO Number** field. It is used to specify which release of the Purchase Order this is.

Requester

Select from the LOV the user requesting the items being purchased.

Requesters are defined within the Purchase Order Roles maintenance screen (standard Treeview path: *PO > Setup > Local Tables > Purchase Order Roles*). For details, refer to the following section in this document: Purchase Order Roles.

If the **Undefined Requestors** box is checked in the PO Control File (standard Treeview path: *PO > Setup > Local Tables > Control*), the system will allow the entry of a Requestor that has not been defined as a valid User within

the Purchase Order module. An undefined Requestor will not have an Approver defined, and one will have to be manually selected.

Buyer

Select from the LOV the name of the Buyer. Only valid Buyers can be selected within this field. Buyers are set up via the User ID Cross-Reference and Purchase Order Roles maintenance screens.

Order Date

The system defaults the current date to represent the formal order date for the procurement of items.

Enter the actual date when the order was first issued. This is a reference date to determine how long a Purchase Order has been on file and to calculate the expected date the items will actually be received, based on the lead times associated with the items.

Routing Company

Enter/Select a Routing Company. This field is used by custom workflow for PO approval. This is not a mandatory field and may be left blank.

Routing Job

Enter/Select a Routing Job. This field may be populated with the job code, when selecting the routing company field. This is not a mandatory field and may be left blank.

Expected Date

Enter the date on which the merchandise is expected to be received. It may be the request date or a date set by the Vendor.

PO Comp-Job Code

These adjacent fields, the first for the Company Code and the second for the Job Code, can be used to limit the detail section to one Controlling Job and associated Sub-Jobs only. They represent the Company and Job that the costs from the PO will be charged against.

Both the Job Code and Company Code will default into the Purchase Order Detail section when a 'J' distribution type is selected.

Address

Vendor's address. The LOV will be populated with the addresses from **Business Partner Address** tab of the Maintain Vendors screen, and with addresses from the **Address** tab of the Maintain Business Partners screen (used to maintain Vendor's corresponding base Business Partner record).

Distribution Type

Select applicable distribution line from the dropdown list. The selection made here determines which remaining fields become enabled/disabled. The Distribution Type and any further fields that are entered will default into each new detail line of the PO, but can be changed if required.

NOTE: If a J-line is selected, the Job Code, Cost Code and Category for that job will default into each new detail line of the PO. If the Distribution type in that detail line remains a J-line, the Job Code, Cost Code and Category selections will be limited to the job selected in the PO entry section and its sub-jobs.

Job / Dept

Select applicable Job/Dept from the list of values.

Cost Code / Account

Select relevant Cost Code/Account from the list of values.

Category

Select relevant Category from the list of values.

[Retrieve Entire PO] – Button

The [Retrieve Entire PO] button populates PO details from a Blanket PO.

When a PO is being entered against an existing Blanket PO, enter the Blanket PO number in the PO Number field, select “Blanket” from the Type LOV, select the Distribution Type from the LOV, and click on **[Retrieve Entire PO]** button to retrieve details from the Blanket Purchase Order.

If the Blanket PO is using J-Line, then a J-Line must be used when creating the PO, otherwise the Blanket PO will not be retrieved.

In addition, the Blanket PO will not be retrieved if Quantity in the Blanket PO (for the line item) is empty and “Limited to Line Items Only” is checked in the Blanket Order Entry screen (standard Treeview path: *Purchase Order > Setup > Blanket Purchase Order*). Quantity must be specified in Blanket PO Detail because it compares Blanket PO Quantity against already released Quantity and populates PO Detail with outstanding quantities.

[Change Vendor] – Button

PURCHASE ORDER ENTRY

SELECT VENDOR

Old Vendor: A1BRICKS A1 Bricks Manufacturing Company

New Vendor: A1MARBLE A1MARBLE

Change Cancel

This button is enabled for unapproved/unprocessed Purchase Orders to allow users to change the Vendor assigned to the Purchase Order. After selecting the new Vendor and clicking **[Change]** in the pop-up, the PO will be updated with the new Vendor specific fields, such as Compliance, Terms, etc.

[Compliance] – Button

COMPLIANCE STATUS

Company: 10 CMIC Constuction Inc

Vendor: 01031006 TMM Mechanical SC Code: 10001.116 Job Code: 10001

As Of Date: 25-Jul-17

ACTIONS

Delete History Of Updates Copy Documents Add to Companies Add to PO's Add to Contracts Apply Changes Notes

SUBCONTRACT COMPLIANCE STATUS

Compl.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>	100%	100 % Complete	*	*		13-Nov-15	13-Nov-16	
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRIC	Electrical Certificate	*	*		13-Nov-15	13-Nov-16	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FINAL	Final	*	*		13-Nov-16	13-Nov-19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	INSURANCE	Certificate of Insurance on File	ZURIC	8734987131	Corporate C	01-Jan-16	30-Dec-19	10,000,000.0
<input type="checkbox"/>	<input type="checkbox"/>	LIEN-UNCOI	Unconditional Lien Waiver	*	*				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	W9	W9 Form Received	*	*	Corporate C			

☒ Date Sensitive
☐ Vendor Level
☐ SC Auto Assign
☐ PO Auto Assign

Remittance Description:

Insurance/Bonding Company Name: Non-applicable

View Note

Pgm: INSINFO – Compliance Status pop-up

This pop-up is also launched via the **[Compliance]** button on the Change Compliance Status screen (SCTABCOM), and it is also available in the AP and PO modules. What it displays and what functionality is available depends on where this pop-up was launched.

When launched from this screen (Enter Purchase Order), this pop-up displays the PO’s Compliance Codes at the PO Level, which default to Vouchers against the PO. The Compliance Codes displayed were automatically added to the PO

based on the defaults set up for the Vendor at the System, Company or Job (**Compliance** tab of Enter Job screen) Level, or they were manually added to this particular PO.

Since these compliance details are at the PO Level, the **[Add to Companies]**, **[Add to POs]**, and **[Add to Contracts]** buttons are disabled. The **[Apply Changes]** button is enabled, however, to allow changes to be propagated to existing Vouchers against the PO.

This pop-up can be used to:

- I. Add or delete default Compliance Codes to or from a PO. These default Compliance Codes default to any new Vouchers against the PO.
- II. Change the Compliance Status (compliant/non-compliant) of a PO's default Compliance Code, which becomes the code's default status. The Compliance Code and its default Compliance Status will default to any new RFPs/Vouchers against the PO. This is useful, for instance, if a Vendor fulfills a Compliance Code's requirement, and you want to set the Compliance Status of that Compliance Code to compliant, so that any new RFPs/Vouchers created against the Vendor's POs will have that Compliance Code's Compliance Status default to compliant.
- III. Also, once a Compliance Code's default status is changed, the **[Apply Changes]** button can be used to propagate the change to the existing RFPs/Vouchers against the PO, en masse.

Actions – Section

[Delete] – Button

Used to delete a selected Compliance Code.

[History Of Updates] – Button

Compl.	Date Compl.	Insurance/Bond/Company	Certificate Number	Certificate Location	Start Date	End Date	Amount	* Audit Date	* Audit User
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		06-Mar-15	DA
<input type="checkbox"/>	<input type="checkbox"/>	*	*		30-Jun-06	30-Jun-07		10-Oct-12	DA

Used to view the history of changes to a selected Compliance Code.

[Copy] – Button

Use the **[Copy]** button to copy the Compliance Code to a target Vendor.

[Documents] – Button

The Documents pop-up can be used to maintain reference details (doc number, date, description, and amount) about documents associated to the selected Compliance Code.

[Add To Companies] – Button

This button is disabled when this pop-up (Compliance Status) is launched from the Enter Purchase Order screen, as it is only enabled when the pop-up is launched for a Vendor at the System Level.

[Add to POs] – Button

This button is disabled when this pop-up (Compliance Status) is launched from the Enter Purchase Order screen, as it is only enabled when the pop-up is launched for a Vendor at the System or Company Level.

[Add to Contracts] – Button

This button is disabled when this pop-up (Compliance Status) is launched from the Enter Purchase Order screen, as it is only enabled when the pop-up is launched for a Vendor at the System or Company Level.

[Apply Changes] – Button

This button is enabled if the pop-up was launched at the System, Company, or Subcontract/PO Level.

At the PO Level, which this pop-up is at, this button is used to update the details of Compliance Codes assigned to the Voucher's associated to the PO. This is done by examining every Voucher associated to the PO, and if any of these Vouchers have the Compliance Code and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

At the PO Level, this button can also be used to change a Compliance Code's Compliance Status (**Compliance** checkbox) en masse for all Vouchers against a PO.

To change the Compliance Status (**Compliance** checkbox) of a Compliance Code assigned to a single Voucher, use the Adjust Voucher Status screen of the Accounts Payable module.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

[Notes] – Button

Used to view or add a note to the selected Compliance Code.

[Approvers] – Button

The screenshot shows the 'PURCHASE ORDER ENTRY' window with a 'Total' of 25,000.00. Below this is the 'APPROVERS' pop-up window. It has a toolbar with buttons for View, Freeze, Detach, Search, Workflows, Report Options, Export, ECM Documents, and User Extensions. The main area is a table with the following data:

Level	Limit	Description	User ID	Approver Name
1	1,000.00	Max \$1000	RAVI	RAVI
2	10,000.00	Max \$10,000	DAVID	DAVID
3	999,999,999.00	Max \$999,999,999	QATESTV10X	QATESTV10X

A 'Close' button is located at the bottom left of the pop-up window.

Sample of pop-up launched by [Approvers] button.

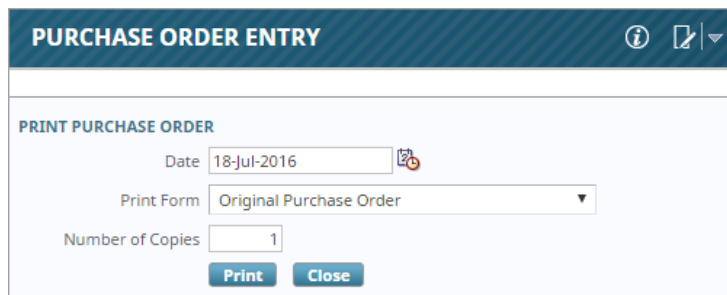
Press the **[Approvers]** button to invoke Approvers pop-up window to view or assign individual(s) authorized to approve the specified Purchase Order.

Where you have defined default Location Approvers within the Location Maintenance screen, the system will default the Location Approvers for the line items specified within the detail section of this Purchase Order.

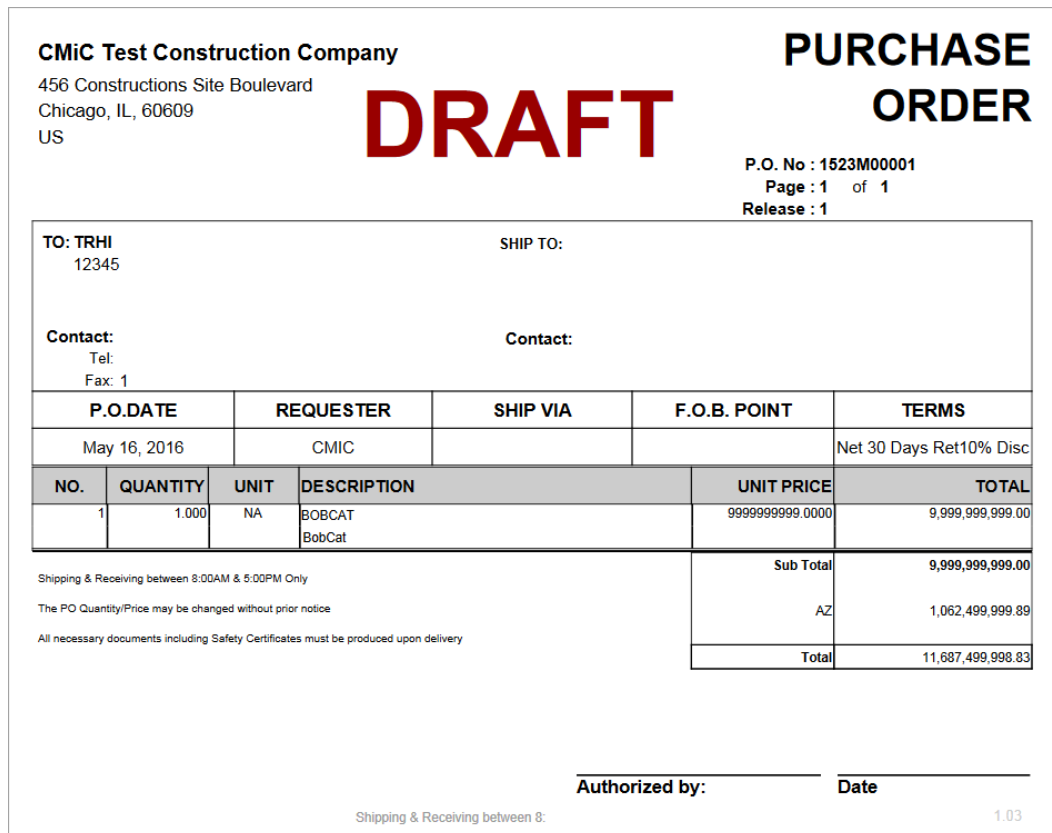
If you are using the Automatic Approvers functionality, the Approvers for a PO are automatically set up.

NOTE: This pop-up should only be accessed after the detail lines of the PO have been entered. If accessed prior to entering amounts for the detail lines, there will be no Approvers declared as Approvers are linked to dollar values.

[Print] – Button



This button is used to print the PO's details with an **Authorized by** line for a signature, and a **Date** line for a date. If the PO's status is "**Not Approved**", the printed PO will have the word "**DRAFT**" printed on it in big, red, capital letters, as shown below:



[Post] – Button

This button launches the pop-up to post an approved PO as a Committed Cost.

Once the items of a PO are received and processed, a Voucher is created for the PO in the Accounts Payable module.

Note: Vouchers created via purchase orders will only take the terms of the purchase order if the option "Use PO Term" is checked off on the AP control file (standard Treeview path: *Accounts Payable > Setup > Local Tables > Control File Options – Other tab*).

[Populate Summary] – Button

The [Populate Summary] button is used to view Purchase Order Details in a PO that was originally created in Forms, but is being opened in ADF and the PO details are not displaying.

When a PO is created in Forms, PO details are saved in a table labeled 'PODETAIL'. When a PO is created in ADF, PO details are saved in a table labeled 'POSUMMARY'. If a PO that was created in Forms is later opened in ADF, the PO details may be missing because the program will be looking for the PO details in 'PODETAIL'. Clicking on the [Populate Summary] button will populate the details from 'PODETAIL' to 'POSUMMARY'.

[View Requisition] – Button

REQUISITIONS ENTRY Table Mode

SELECTION CRITERIA

* Company: IH2T (IH2T US Company) * Status: Not Approved

REQUISITION HEADER

Search Workflows Report Options Attachments Notes ECM Documents User Extensions

General Reason Text Code Details

* Requisition: RQ000035 * Requester: IRINA2 (Olana Blum)

Date: 20/Jan/2017 Buyer: IRINA2 (Olana Blum)

* Required Date: 20/Jan/2017 Warehouse: MAIN Approver

REQUISITION DETAILS

View Freeze Detach Search Workflows Report Options Export Attachments Notes ECM Documents User Extensions

* Line	Item Type	Class	* Item	* Name	Type	* WM	Quantity	Item Price	DT	* Comp	* Job/Dept	* Cost Code/Compon/Acc
1	Free-Form		FREE1	free1		NA	12.000	125.9900	G	IH2T	00	5000.100
2	Non-Stock		IHNON-STOCK02	IHNON-STOCK02		NA	390.000	25.3300	G	IH2T	00	5000.100
3	Inventory	1000	ITEM100.2	ITEM100.2	01	NA	479.000	0.0000	G	IH2T	00	5000.100

On Hand PO Number: PO000133 View PO

Sample of pop-up launched by [View Requisition] button.

The Requisitions module can be used to automatically generate purchase orders based on information acquired from approved requisitions. Only requisitions that have been approved can be generated into purchase orders. The purchase order will then be picked up in the purchase order module and processed from there.

Clicking on the [View Requisition] button from the PO Entry screen will open a pop-up window displaying the corresponding requisition from which the PO was created.

NOTE: One or more POs can be created from one requisition. For example, a requisition could contain orders for two items from two different vendors. In this case, two POs would be created from one requisition number.

Defaults (PO Terms) – Tab

PURCHASE ORDER ENTRY Table Mode Save

Enter Purchase Order Print Edit List

SELECTION CRITERIA

* Company: CCC (CMIC Test Construction Company) * Status: Not Approved

Reserve Group Copy From

PURCHASE ORDER

Search Insert Delete Previous Next Workflows Report Options Import Attachments Notes ECM Documents User Extensions

General Defaults Instructions Comments Text Code Details

Vendor Term Code: NET30 (Net 30 Days Ret10% Disc 2%)

Days Until Due: 30

Days For Discount: 5

Term Percent: 2

Suspense Department

Orig. Amt From Bid Package Compliant Pay When Paid Days: 5

PURCHASE ORDER DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents

Pgm: POENTRYC – Purchase Order Entry – Defaults (Terms of Sale) Tab

The system defaults the Vendor discount terms defined in the Vendor Master file for the specified Vendor. Click the **Defaults** tab to access the PO Terms details.

If the defaulted terms are not those to be used for this particular Purchase Order, select from the LOV a valid code. Depending on the AP Control setting 'Use PO Terms' (standard Treeview path: *Accounts Payable > Setup > Local Tables > Control File Options – Other tab*), the terms entered here will default to the accounts payable voucher when the purchase order is selected for payment. The term denotes the standard payment conditions applied to invoices. For

example, Cash on Delivery, Net due in 30 days, etc. The terms rules are displayed in the ‘Days Until Due’, ‘Days For Discount’, and ‘Term Percent’ fields.

Suspense Department

You may also override the department code as entered on the PO Control for the suspense department and account.

Original Amount From Bid Package

This is used by the PM application where purchase order is created using the PM Bid package applications.

Compliant – Checkbox

Indicates if PO is compliant with its Compliance Codes.

Pay When Paid – Checkbox

This field is defaulted from the PO Control file, which users may override.

Check the box to indicate that the payment must be held until the owner payment is made.

Days

The Days field contains the value of Days to be used in conjunction with the **Pay When Paid** functionality.

This value represents the number of days to add from the Receipt of the customer payment before making the PO payable.

Enter zero to have Pay When Paid payables due immediately on payment receipt from the customer.

Instructions (Shipping) – Tab

PURCHASE ORDER ENTRY Table Mode Save ? ? ? ? ? ? ? ?

Enter Purchase Order Print Edit List

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company * Status Not Approved

Reserve Group Copy From

PURCHASE ORDER

Search Insert Delete Previous Next Workflows Report Options Import Attachments Notes ECM Documents User Extensions

General Defaults Instructions Comments Text Code Details

Bill To Address CCC1 CCC1 Address 456 Constructions Si IL 60609

Ship To Company CCC CMIC Test Construction Company

Ship To Address CCC1 CCC1 Address 456 Constructions Si IL Chicago 60609

Shipping Line CNT CN Trucking

Shipping Method TRUCK Trucking Services

FOB Location 01 Destination

Shipping 1 100 2 200 3 300 4 5

Instructions Enter through North gate.

PURCHASE ORDER DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents

Pgm: POENTRYC – Purchase Order Entry – Instructions (Shipping) Tab

Bill and Ship To Address (Code)

If address codes have been entered on the purchase order control in the ‘Default Bill To’ and ‘Default Ship to’ fields, the code will default into each field (standard Treeview path: *PO > Setup > Local Tables > Control – PO Defaults tab*). If these fields have been left as null on the control, there is no default but a billing address can be selected from the LOV.

If the ‘Ship To Address Code From Job’ box is flagged on the purchase order control, the ‘Ship To Address’ will default from the location address entered on the job.

Enter the code for the shipping address of the items defined on this Purchase Order. The name, first address line and postal/zip code for the address displays in the adjacent fields, if found. The code entered within this field will default to the individual line items on the purchase order, but can be changed on a line-by-line basis.

Shipping Line (Carrier Code)

Enter the code for the carrier to be used to transport the items for this purchase order, if applicable.

If entering a blanket purchase order, this information may have been entered on the blanket default pop-up. In that case, the shipping code will default into this field.

Shipping Method (Code)

Enter the code for the mode of transportation to be used (motor, rail, air, etc.) for this purchase order, if applicable.

FOB Location (Freight On Board Code)

The FOB Location code represents the physical point of delivery where the liability for loss or damage to the goods delivered transfers from the supplier to the purchaser.

Enter/Select a valid code for the FOB location for this purchase order. The descriptive name of the FOB code displays in the adjacent field.

When an FOB location has been entered in the default screen of a blanket purchase order, the information will default the location into this field.

Shipping Text Reference Code 1

Enter/Select from the LOV the first Text Reference Code to be printed at the bottom of the purchase order. Only the Text Reference codes associated with the Shipping Text Type code defined in the Control file can be selected (standard Treeview path: *PO > Setup > Local Tables > Control – PO Defaults tab*).

Shipping Text Reference Code 2 - 5

Enter the second, third, fourth and fifth Shipping Text Reference Code to be printed in the sequence recorded at the bottom of the purchase order which describes extra shipping instructions. Only the Text Reference codes associated with the Shipping Text Type code defined in the Control file can be entered.

Instructions (Shipping)

Enter the descriptive text describing distinct shipping instructions for the purchase order. The descriptive text will print at the bottom of purchase order in the sequence recorded. The instruction can consist of a maximum of sixty (60) alphanumeric characters in length.

Comments – Tab

The screenshot displays the 'PURCHASE ORDER ENTRY' window in 'Table Mode'. The interface includes a top navigation bar with 'Enter Purchase Order' and 'Print Edit List' buttons. Below this is the 'SELECTION CRITERIA' section with fields for '* Company' (set to 'CCC'), '* Status' (set to 'Not Approved'), and 'Reserve Group'. A 'Copy From' button is also present. The main area is titled 'PURCHASE ORDER' and contains a tabbed interface with 'General', 'Defaults', 'Instructions', 'Comments', and 'Text Code Details'. The 'Comments' tab is active, showing a large text area for 'Requisition Reason' and a smaller one for 'Comment'. At the bottom, the 'PURCHASE ORDER DETAIL' section is visible, featuring a toolbar with various actions like 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Insert', 'Insert Multiple', 'Delete', 'Workflows', 'Report Options', 'Export', 'Import', and 'ECM Documents'.

Pgm: POENTRYC – Purchase Order Entry – Comments Tab

Enter any subsequent instructions and/or messages. Space for additional comments is provided so that specific instructions to the Vendor can be communicated without setting up Text Reference Codes for them. The comments will print at the bottom of purchase order in the sequence recorded.

Text Code Details (Additional Predefined Text) – Tab

PURCHASE ORDER ENTRY

Table Mode

Save ⓘ ? ⚠ ↻

Enter Purchase Order

Print Edit List

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company * Status Not Approved

Reserve Group

Copy From

PURCHASE ORDER

Search Insert Delete Previous Next Workflows Report Options Import Attachments Notes ECM Documents User Extensions

General Defaults Instructions Comments Text Code Details

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

* Text Code	Description
100	Shipping & Receiving between 8:00AM & 5:00PM Only
200	The PO Quantity/Price may be changed without prior notik
300	All necessary documents including Safety Certificates mus

PURCHASE ORDER DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents

Pgm: POENTRYC – Purchase Order Entry – Text Code Details Tab

Press the Text Code Details tab to access the Text Codes window and assign Text codes for the specified Purchase Order. Only the Text Reference codes associated with the Text Type code defined in the Control file can be entered.

Purchase Order Detail – Section

Line Item Details

Use this block to define the specific details and allocations such as material required, quantity and distribution. This block has a sliding screen containing additional columns to the right of the Extended field.

Depending on the Distribution Type selected in the first section of the PO, some of the fields (e.g. Job/Dept/Equip/WO, Cost Code/Acc/Compon/WI, and Cat/Tran Code/Exp) will default into each new detail line of the PO, but can be changed if required. If a Job Code was entered in the PO entry section, you will only be able to enter jobs that are related to this Job Code in the PO detail lines.

Item Type

Select the item type from the drop-down list. The available options are ‘Free-Form’, ‘Inventory’, and ‘Non-Stock’.

Item Code and Name

An Item Code is required for all purchase order detail lines as follows:

When ‘Inventory’ item type has been selected, an LOV is available listing the inventory items to be selected by the user.

When ‘Non-Stock’ item type has been selected, an LOV is available listing the Non-Stock items to be selected by the user.

Free-Form Items can be manually defined and entered by the user.

Item Type Code & Inventory Location

Only inventory items require an item type code and inventory location. Select from the LOV the item type and inventory location.

When entering a non-stock item or free-form item, these fields will be disabled.

While in the inventory location field, the item can be assigned to a new location by accessing the LOV and selecting a location the inventory does not show as assigned. Press the **[Assign Location]** button. You will get a message that the item will be assigned to location XXXX.

WM (Weight Measurement)

Select weight measurement from the LOV.

Quantity

Enter the quantity for the specified Item to be purchased.

Expected Price

The system will display the price of the item as the default for the specified item. For an inventory item, the price will default from the inventory items 'Market Price' on the specified location when there is no 'Item Last Cost' value available, otherwise 'Item Last Cost' value will be defaulted. For a non-stock item, the price will default from the non-stock item file. The price can be changed according to the purchaser's agreement with the vendor.

When entering a blanket purchase order, the price will have defaulted from the 'blanket purchase order entry screen' (standard Treeview path: *PO > Setup > Blanket Purchase Orders*). The price may only be changed to equal to or less than the amount allowed on the blanket entry.

Extended (Price)

The Extended price (Quantity x Expected Price) will automatically display here if the Expected Price is entered. If the Expected Price is not entered, you can enter the Extended price and the Expected Price will automatically display for that item.

'Dist' (Distribution Type (DT) Code)

Enter '**G**' if the charges for this purchase order line should distribute directly to a G/L account.

Enter '**J**' if the charges for this purchase order line should distribute to a Job Element.

When entering a '**J**' line, the **[Create CostCode/Cat]** button can be accessed by those with the privilege and a cost code or category can be created 'on the fly'.

Enter an '**E**' if the charges for this purchase order line should distribute to an Equipment Element.

Enter an '**I**' if the charges for this purchase order line should update the Inventory.

Enter '**M**' if the charges for this purchase order line should be allocated to multiple accounts.

When entering an '**M**' line, the **[Allocation]** button can be used for entering multiple distributions, additional shipping information, and line comments.

Enter '**W**' if the charges for this purchase order line should update a work order in preventive maintenance. The work order can be an E, J or G type.

When entering a '**W**' line, the **[W Line Detail]** button can be accessed for reporting of further information.

The headings and fields in this block will change according to the Distribution code entered.

'Inv Rec' – Checkbox

The 'Inv Rec' checkbox is only used when a 'J', 'E' or an 'I' has been specified in the previous field on a line detail. The flag tells the system if the item(s) on this line are to be received into inventory prior to them going to the specified job or equipment. The system will automatically default a check into the box when an 'I' Distribution type code has been selected in the previous field.

NOTE: This feature would be used when a markup to the price is required before going to the job or equipment. Only through a receipt and then issue through inventory can the markup be added to the cost.

Tax Codes 1, 2 and 3 and Taxable – Checkboxes

Select the applicable taxes from the LOV for each tax field. All fields can be left blank or some fields entered and others null. If the tax is to be identified in the system, but not actually taxed, uncheck the Taxable Flag for that particular tax code and the rate will be zero. Some taxes may default with the inventory item or from PO Control.

The tax amount will show in the tax amount field and will be added to the line total.

Tax Amount

The total tax amounts entered for Tax 1, 2 and 3 fields will automatically be displayed here.

Line Total

The total line amount including total tax amounts entered will automatically display here.

[Allocation] – Button

WM	Ord Qty	Exptd Price Amt	Dist	Inv Rec	Comp	Job / Dept / Eqp / WO	Cost Code / Account / Compon / WT	Category / Tran Code / Exp	Shipping Dept	Shipping Loc	Text Code 1	Text Code 2
EA	20.000	120.0000	Standard CMIC	CCC		1000	02 41 16.13	4000	100020	CHICA	100	200
EA	20.000	120.0000	Standard CMIC	CCC		1002	02.02A.0241C	CFB	100030	DETRO	100	200

Pgm: POENTRYC– Purchase Order Entry – Allocation pop-up

The [Allocation] button becomes enabled when 'M' (Multi Distribution) is selected for **Distribution Type** when entering a detail line in the PO. This function is used when you would like to distribute the cost of one item to multiple accounts. This pop-up window uses a scrollbar to access additional columns including Shipping Department, Shipping Location, Text Codes and Line Comments.

Shipping Department

The shipping department may be entered, if necessary on a line-by-line basis.

Shipping Location

The shipping Location Code may be entered on a line-by-line basis as well. This is useful, when a particular item is to be shipped to a different location than that specified in the 'Instructions' pop-up at header level. When a PO Document is printed, the Shipping location for line items will be printed, if available.

Text Codes 1, 2 and 3

Text codes may be entered, if necessary on a line-by-line basis. Only the Text Reference codes associated with the Text Type code defined in the Control file can be entered.

Line Comment

If there is a unique comment required for this line, it may be entered here.

[TAC] – Button

Transaction Allocation Codes (TACs) are associated to a Chart Code, and they provide a supplementary method to track and summarize dispositions posted to the various accounts in the General Ledger. If TAC codes are defined for the Chart and Company, use this button to access a pop-up window where you can assign/modify default TAC values.

For further details, please refer to the section on Transaction Allocation Codes in the General Ledger User Reference Manual.

[WBS] – Button

All Transaction Entry programs that allow 'J' Type transactions will validate data to ensure that all 'required' WBS Codes are assigned with valid WBS Value codes whenever a 'J' type transaction line is entered.

Use the [WBS] button to access the WBS (Work Breakdown Structures) pop-up window. WBS Codes can be defined at the Job level, or at the Cost Code (Phase) level.

Please refer to the Job Cost User Reference Manual for further clarification on Work Breakdown Structure (WBS) Codes and WBS Value codes.

Distribution Details

When using a 'G' distribution

Enter the department and account code to be affected by this distribution. If the Item is a Non-Stock Item, the GL account will default from the Non-Stock Item definition.

When using a 'J' distribution

Enter/Select from the LOV the job code, cost code and category combination that will have the cost applied against this disposition.

Enter the Category Code

Enter the category code for which you wish to apply the cost against this disposition. The categories must be set as 'Available in Procurement' in Job Costing > Setup > Local Tables > Enter Category.

When using an 'E' distribution

Select from the LOV the equipment, category and transaction code that will have the cost applied against this disposition.

Only equipment items with a 'Commission Date' on or after the purchase order transaction date can be entered.

At posting, the department will default from the equipment's Home Location as entered on the Equipment Maintenance screen (standard Treeview path: *Equipment Costing > Setup > Enter Equipment*). The General Ledger account associated with this equipment item is derived from the transaction code.

When using an 'I' distribution

All relevant posting information will come from the inventory item.

When using a 'M' distribution

Use the [Allocation] button to distribute the cost of one item to multiple accounts.

When using a 'W' distribution

Select from the LOV a work order number, a work item number and an expense code.

Purchase Order Contact Rules

If the Contact is specified in the Purchase Order, then that Contact Name will appear on the Purchase and Change Orders.

If the Contact Code is NOT specified, and the Address Code is specified, then the Contact from that Address Code will be displayed.

If neither the Contact nor Address codes are specified, then the Contact will be shown as entered in the Business Partner setup.

Free-Form Items

Free-Form Items are 'one-time' items that will only be tracked for the purposes of this order and will not be tracked within the Inventory or Purchase Order application.

In the Details section of the PO, enter a user-defined item code that can represent the free-form item. The item description allows for 3000 characters. The user has the option of entering the description directly on the item description line or accessing the Free-Form pop-up by pressing the [Free Form] button. The Free-Form Item pop-up window provides the ability to record descriptive text for merchandise ordered from a Vendor on a one-time basis.

Importing

General Overview

The import function is used to import header and detail information into Purchase Orders, Warehouse Receipts, Cost Receipts and Job Receipts. It can also be used to import header information into vouchers associated to POs.

The **[Import]** button is located on the Block Toolbar of the header section and detail section of the screen.

The screenshot displays the 'PURCHASE ORDER ENTRY' application window. The top section, 'PURCHASE ORDER', contains a 'Block Toolbar' with various icons. The 'Import' icon, represented by a document with an upward arrow, is highlighted with a red box and a callout that reads 'Used to import data into Header'. Below this is the 'PURCHASE ORDER DETAIL' section, which also features a 'Block Toolbar'. The 'Import' icon is again highlighted with a red box and a callout that reads 'Used to import data into Details'. The main area of the screen is divided into two tabs: 'General' and 'Details'. The 'General' tab is active, showing fields for Vendor, Contact Code, Currency, PO Number, Requester, Buyer, Order Date, Expected Date, PO Comp-Job Code, Distribution Type, Job / Dept, Cost Code / Account, Category, and Address. The 'Details' tab is also visible, showing a table with columns for Item Type, Item, Name, Type, Inventory Location, WM, Quantity, Expected Price, and Extended. The table currently shows 'No rows yet'.

[Import] button located on the Block Toolbar.

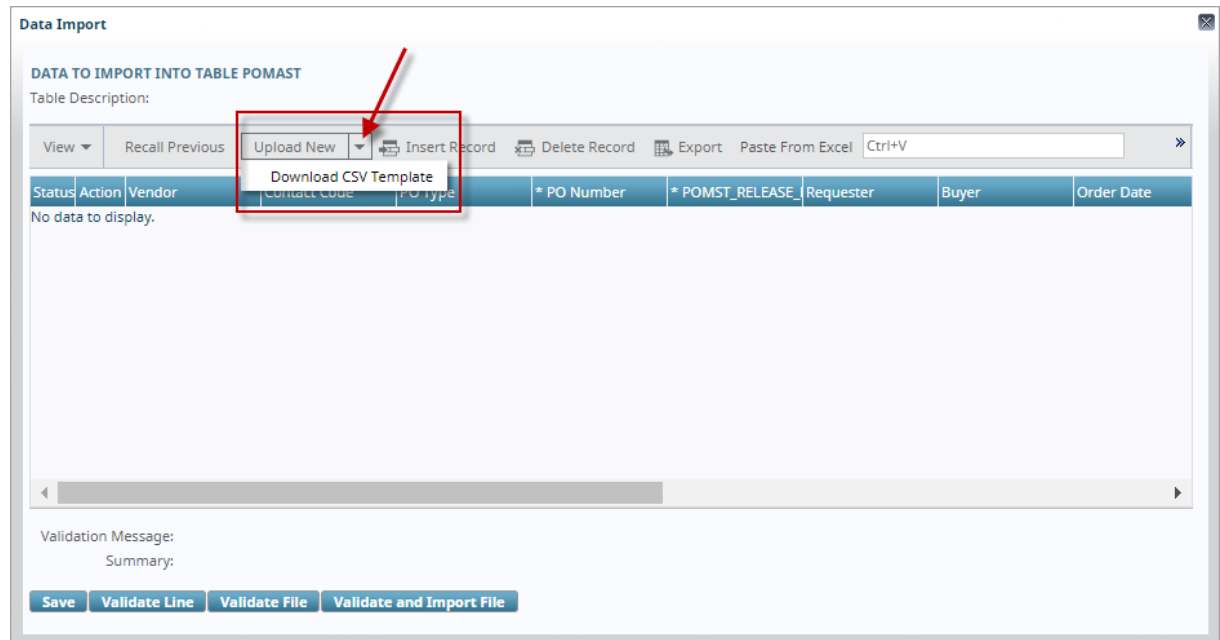
The **[Import]** button allows you to import records from a CSV (Comma Separated Values) spreadsheet file. Users can download a CSV template file and use that template to enter data as required. Records can then be uploaded, validated and imported into the Header section or the Detail section of the screen.

NOTE: The location of the **[Import]** button on the Block Toolbar determines whether you are working with header or detail information. Use the **[Import]** button on the Header Block Toolbar to upload header records or access the header .csv template. Use the **[Import]** button on the Details Block Toolbar to upload detail records or access the details .csv template.

Downloading CSV Templates

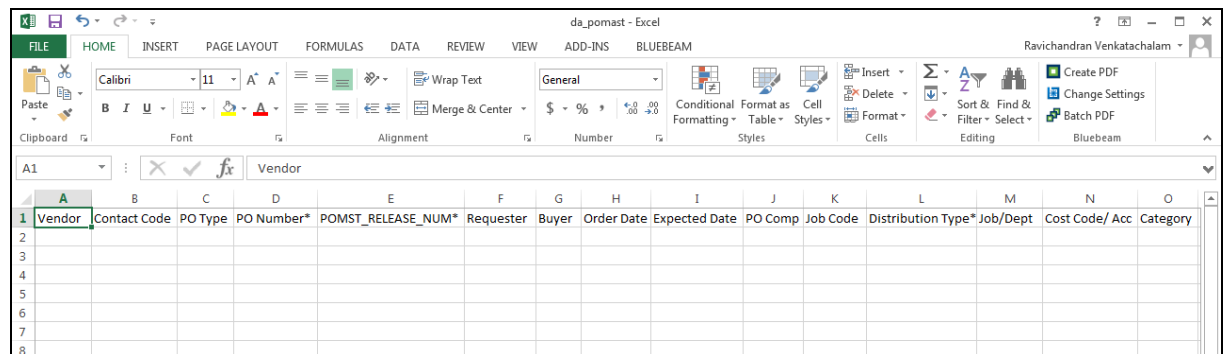
Click on the **[Import]** button to open the **Data Import** pop-up window. The **Data Import** pop-up window is used to download templates as well as upload files.

To download a .csv template, click on the Down Arrow next to the **[Upload New]** button and select 'Download CSV Template' from the drop-down menu.

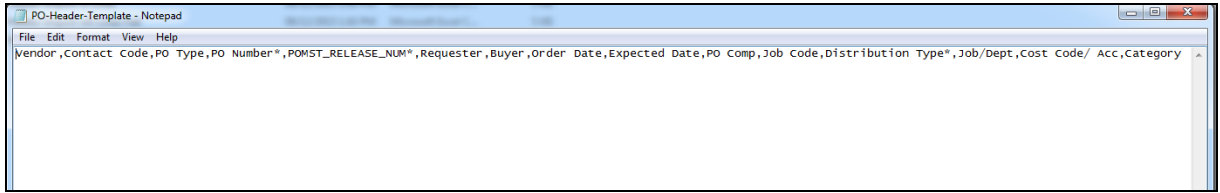


Data Import Pop-up – Download CSV Template.

Open the .csv file either in a spreadsheet (e.g. MS Excel) or in a text editor (e.g. Notepad) and enter data as required. Remove any asterisks (*) that may indicate a 'Required' field as per the CMiC database column definitions. Also ensure that the text template is NOT altered in any other manner, other than removing the asterisks (*).



Sample of .csv template file in spreadsheet (MS Excel).



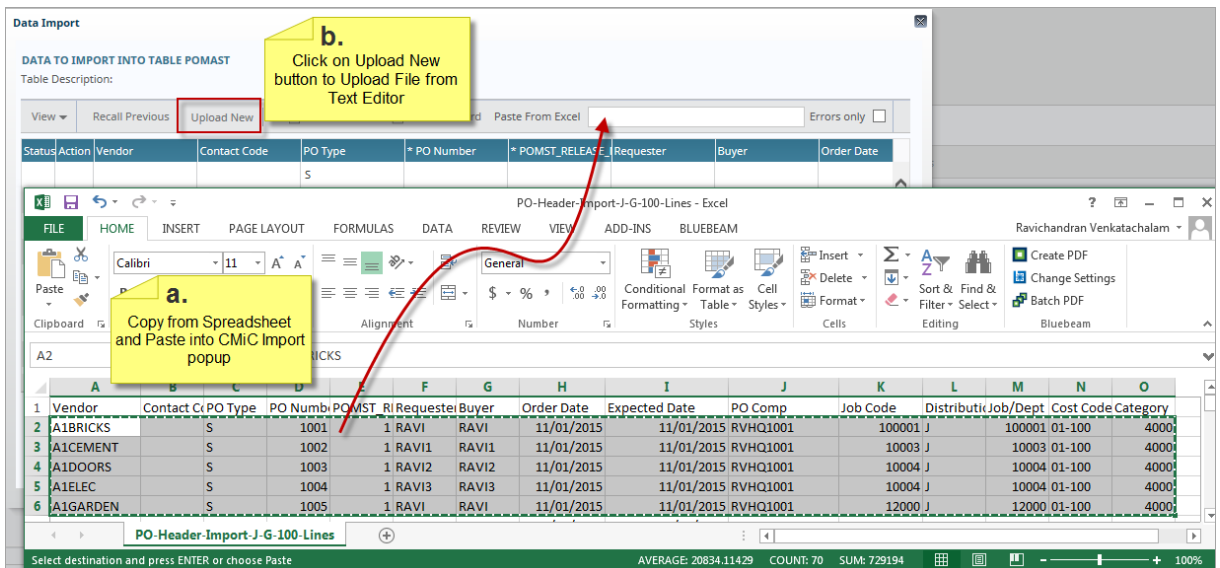
Sample of .csv template file in text editor (Notepad).

Uploading CSV Files

Users can upload data from a .csv file into CMiC tables in one of two ways.

Users must first click on the [**Import**] button on the Header or Detail Block Toolbar of the screen to open the **Data Import** pop-up window.

- Paste From Excel** – Directly copy the records (exclude the header) from a spreadsheet application, such as MS Excel, and paste into the **Paste From Excel** field in the **Data Import** pop-up window.
- [Upload New]** – Click on the [**Upload New**] button on the **Data Import** window. The **Upload New File** pop-up window will open, allowing you to navigate to the directory that contains the .csv file you would like to upload. Choose your file and click on the [**Upload**] button. The .csv file must contain the header record as well (for the system to correctly parse the data).



Data Import pop-up window showing two ways to upload .csv files.

Validating and Importing Files

Once the file is uploaded, users must validate the file and import. If the file is NOT validated and imported, the data will NOT be saved to the CMiC tables.

Data Import

DATA TO IMPORT INTO TABLE POMAST

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	Vendor	Contact Code	PO Type	* PO Number	* POMST_RELEASE	Requester	Buyer	Order Date
		A1BRICKS		S	1001	1	RAVI	RAVI	11/01/2015
		A1CEMENT		S	1002	1	RAVI1	RAVI1	11/01/2015
		A1DOORS		S	1003	1	RAVI2	RAVI2	11/01/2015
		A1ELEC		S	1004	1	RAVI3	RAVI3	11/01/2015
		A1GARDEN		S	1005	1	RAVI	RAVI	11/01/2015
		A1HVAC		S	1006	1	RAVI1	RAVI1	11/01/2015
		A1PAPERS		S	1007	1	RAVI2	RAVI2	11/01/2015
		A1ROOF		S	1008	1	RAVI3	RAVI3	11/01/2015

Validation Message:
Summary:

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying records ready to be validated and imported.

[Save] – Button

Commits any changes made to the imported records.

[Validate Line] – Button

Data Import

DATA TO IMPORT INTO TABLE POMAST

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	Vendor	Contact Code	PO Type	* PO Number	* POMST_RELEASE	Requester	Buyer	Order Date
●	Insert	A1BRICKS		S	1001	1	RAVI	RAVI	11/01/2015
		A1CEMENT		S	1002	1	RAVI1	RAVI1	11/01/2015
		A1DOORS		S	1003	1	RAVI2	RAVI2	11/01/2015
		A1ELEC		S	1004	1	RAVI3	RAVI3	11/01/2015
		A1GARDEN		S	1005	1	RAVI	RAVI	11/01/2015
		A1HVAC		S	1006	1	RAVI1	RAVI1	11/01/2015
		A1PAPERS		S	1007	1	RAVI2	RAVI2	11/01/2015
		A1ROOF		S	1008	1	RAVI3	RAVI3	11/01/2015

Validation Message: This Line is Valid
Summary: Single Line Validation Complete
1 of 50 lines are valid

Single Line Validation

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

When a record is selected, use the **[Validate Line]** button to validate a specific line and make corrections, if required.

[Validate File] – Button

Data Import

DATA TO IMPORT INTO TABLE POMAST

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	Vendor	Contact Code	PO Type	* PO Number	* POMST_RELEASE	Requester	Buyer	Order Date
●	Insert	A1BRICKS		S	1001	1	RAVI	RAVI	11/01/2015
●	Insert	A1CEMENT		S	1002	1	RAVI1	RAVI1	11/01/2015
●	Insert	A1DOORS		S	1003	1	RAVI2	RAVI2	11/01/2015
●	Insert	A1ELEC		S	1004	1	RAVI3	RAVI3	11/01/2015
●	Insert	A1GARDEN		S	1005	1	RAVI	RAVI	11/01/2015
●	Insert	A1HVAC		S	1006	1	RAVI1	RAVI1	11/01/2015
●	Insert	A1PAPERS		S	1007	1	RAVI2	RAVI2	11/01/2015
●	Insert	A1ROOF		S	1008	1	RAVI3	RAVI3	11/01/2015

Validation Message: This Line is Valid
Summary: Validation Complete
50 of 50 lines are valid

Validate File
All records are validated and errors reported if any.

Save Validate Line **Validate File** Validate and Import File

Use the **[Validate File]** button to validate all the records in a file.

[Validate and Import File] – Button

Data Import

DATA TO IMPORT INTO TABLE POMAST

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	Vendor	Contact Code	PO Type	* PO Number	* POMST_RELEASE	Requester	Buyer	Order Date
●	Insert	ABSCONIT		S	1043	1	RAVI1	RAVI1	11/01/2015
●	Insert	A1BRICKS		S	1044	1	RAVI2	RAVI2	11/01/2015
●	Insert	SUBTRADE		S	1045	1	RAVI3	RAVI3	11/01/2015
●	Insert	UNITED		S	1046	1	RAVI	RAVI	11/01/2015
●	Insert	UNITED01		S	1047	1	RAVI1	RAVI1	11/01/2015
●	Insert	ZEMP0001		S	1048	1	RAVI2	RAVI2	11/01/2015
●	Insert	ZEMP0047		S	1049	1	RAVI3	RAVI3	11/01/2015
●	Insert	ZZ-WHMT		S	1050	1	RAVI	RAVI	11/01/2015

Validation Message: This Line is Valid
Summary: Validation and (All or Nothing) Import Complete
50 of 50 lines are valid

Import into CMiC successful

Save Validate Line Validate File **Validate and Import File**

Once data is validated, use the **[Validate and Import File]** button to import data into the CMiC tables.

PO Header Import

PO Header Import Settings

The PO Header Import works with the following settings:

1. Auto Number – OFF (N)
Users must provide valid unique PO Numbers in the import file.
2. Auto Number – ON (Y)
When using Auto Number, the system will ignore the PO numbers coming in from the import file and upon validation and successful import into CMiC table, the auto numbering sequence will be applied against each of the records imported. Users must be aware that there may be a mask exclusive to Job type POs as well. The system will apply the standard mask to all POs except for 'J' types, where job PO mask will be applied.
3. Blanket POs are also supported by the Header Import program. The PO Type must be set as 'B'.
4. Users must ensure that the distribution type defined in the PO Header matches the PO Detail imported later. The system will NOT validate if the distribution in the header does NOT match the PO details. Any corrections must be performed by completely deleting the header file from the system, which may include the details as well, and then the header may be re-imported.

PO Header Template

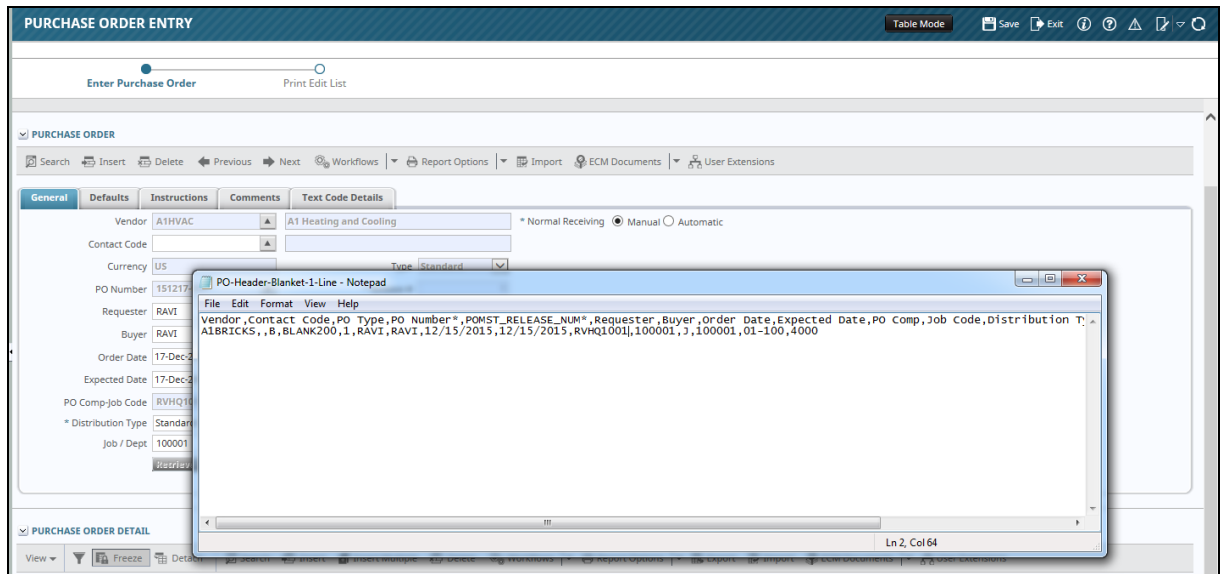
Column Name	Description	Required	Type	Length
Vendor	Vendor Code. This must be a valid CMiC Vendor Code.	Yes	Char	8
Contact Code	Contact Code if any, for the Vendor. This must be a valid CMiC Contact Code associated with the Vendor.	No	Char	10
PO Type	The type of the Purchase Order 'S' for Standard PO 'B' for Blanket PO	Yes	Char	1
PO Number	A valid unique PO Number for the Company. When using 'Auto Number' for POs, system will ignore/ overwrite the column values and use auto numbering sequence. Auto Numbering sequence may also vary for Job POs or regular POs if defined in AP Control. When NOT using Auto-Number, users must enter valid unique PO Numbers for each of the records.	Yes	Char	11
POMST_RELEASE_NUM	PO Release Number. Normal starting release number is 1 for all POs.	Yes	Char	11
Requester	A valid Requester defined in PO application	No	Char	30
Buyer	A Valid Buyer defined in PO application	No	Char	30
Order Date	PO order Date (DD/MM/YYYY)	No	Date	10
Expected Date	Expected Date (DD/MM/YYYY)	No	Date	10
PO Comp	Purchase Order Company Code. A Valid CMiC Company Code must be entered.	Yes	Char	8

Column Name	Description	Required	Type	Length
Job Code	A Valid CMiC Job Code may be entered, if this is a Job PO. If NOT job PO or multiple distribution PO, then may be left as Null.	No	Char	10
Distribution Type	A Valid Distribution Type is required. G – General ledger J- Job I – Inventory E – Equipment W – Work Order M – Multiple Distribution	Yes	Char	1
Job/Dept	Enter a Valid Value as per the Distribution Type Selected: G - Department Code J - Job Code E - Equipment W – Work Order *For I & M distribution this field is NOT enterable	*Yes	Char	16
Cost Code/ Acc	Enter Valid Value as per the distribution Type Selected: G – Account Code J – Cost Code E – Category Code W – Task / Work Item Code *For I & M distribution this field is NOT enterable	*Yes	Char	16
Category	Enter Valid Value as per the distribution Type Selected: J – Category Code E – Transaction Code W – Expense Code *For G, I & M distribution this field is NOT enterable	*Yes	Char	16

Blanket PO Header Import

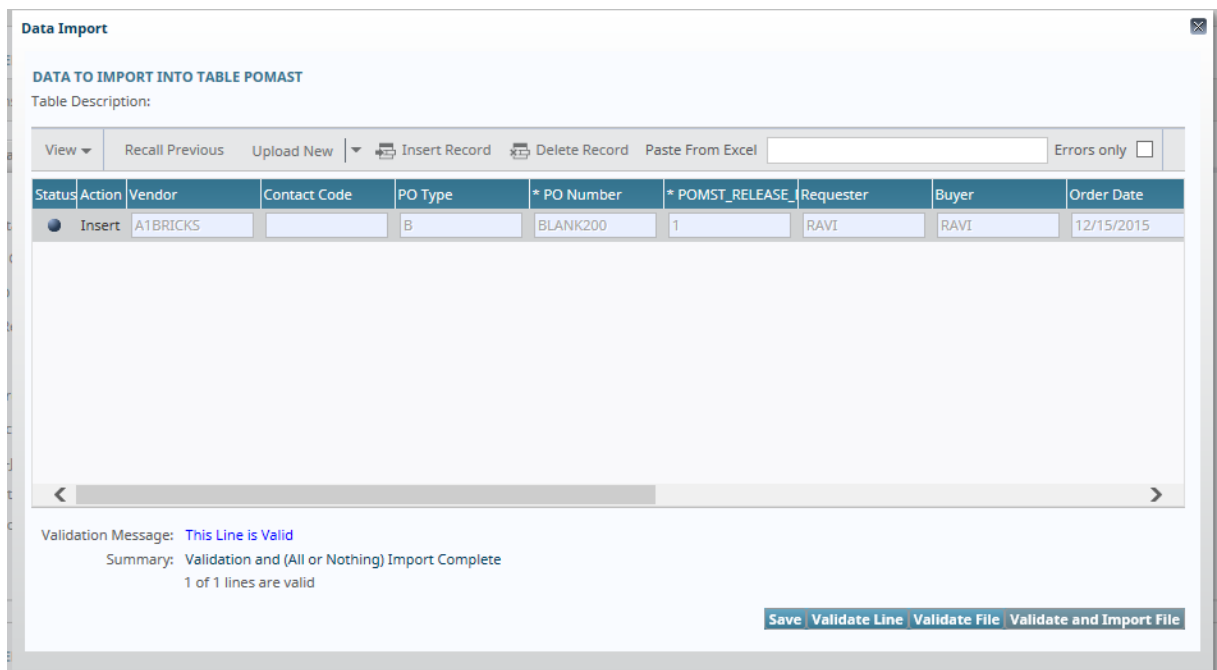
Blanket POs are also supported by the Header Import program. The PO Type must be set as 'B'.

The user would import a .csv file containing PO Header Blanket data, such as the example shown below in Notepad.



Example of .csv file in Notepad containing Blanket PO Header record.

Data would be uploaded into the **Data Import** pop-up window and validated.



Data Import pop-up containing validated line from an imported .csv file for a Blanket PO Header.

Once the data is validated and the file imported, the Blanket PO Header can be opened in the PO Entry screen.

PURCHASE ORDER ENTRY Table Mode Save Exit

Query Returned 1 Row

[Enter Purchase Order](#) [Print Edit List](#)

SELECTION CRITERIA

* Company: RVHQ1001 RVHQ1001 Long Company Code Nam * Status: Not Approved Copy From

Reserve Group:

PURCHASE ORDER

[Search](#) [Insert](#) [Delete](#) [Previous](#) [Next](#) [Workflows](#) [Report Options](#) [Import](#) [ECM Documents](#) [User Extensions](#)

General **Defaults** **Instructions** **Comments** **Text Code Details**

Vendor: A1BRICKS A1 Bricks Manufacturing Company * Normal Receiving ☒ Manual ☐ Automatic

Contact Code:

Currency: US Type: Blanket

PO Number: BLANK200 * Release #: 1

Requester: RAVI RAVI

Buyer: RAVI RAVI

Order Date: 12-Mar-2016 Routing Company:

Expected Date: 12-Mar-2016 Routing Job:

PO Comp-Job Code: RVHQ1001 100001 Address: BR1 A1BRICKS INTERNATIONAL

* Distribution Type: Standard CMIC J-line

Job / Dept: 100001 Cost Code / Account: 01-100 Category: 4000

[Retrieve Entire PO](#) [Change Vendor](#) [Compliance](#) [Approvers](#) [Print](#) [Post](#)

Blanket PO Header (created from imported data) displayed in the PO Entry screen.

PO Detail Import

The PO Detail Import works for all distribution Types in the header and multiple detail lines may be imported and validated at once. The Purchase Order Line Items may contain one or all three types of items such as Inventory, Non-Stock & Free-Form items.

Users must ensure that their detail distributions match the PO header distribution. If they don't match, it may cause data issues. To resolve any data issues, delete the entire PO header along with the details. Next, re-import the header and then the details. Deleting the details only and then trying to re-import after corrections will NOT work as there may be many other child tables that may hold the data.

PO Detail Template

Column Name	Description	Required	Type	Length
Item Type	Item Type may be one of the following: I - Inventory Items N - Non-Stock Items F - Free-Form Items	Yes	Char	1
Item	A valid Item Code is required. Enter an inventory item or Non-Stock Item from a company, or a free-form item as required.	Yes	Char	16
Item Name	Item Name must be entered	Yes	Char	30
Type	*Required for Inventory Items Only. Enter a valid item type for the item selected.	*Yes	Char	2
Location	*Required when using Inventory Items Only. Enter a valid Inventory location from a company.	*Yes	Char	7
WM	Weight Measure Code of the Purchase Item	Yes	Char	2

Column Name	Description	Required	Type	Length
Quantity	Enter a valid number to represent the quantity of purchase.	Yes	Number	12,3
Expected Price	Item Unit Price	Yes	Number	13,4
Dist	Enter a valid distribution type as Referred to the PO Header Distribution Type G – General ledger J – Job I – Inventory E – Equipment W – Work Order	Yes	Char	1
Job/Dept	Enter a valid code as follows: Enter a Valid Value as per the Distribution Type Selected: G - Department Code J - Job Code E - Equipment W – Work Order	Yes	Char	16
Cost Code/ Acc	Enter Valid Value as per the distribution Type Selected: G – Account Code J – Cost Code E – Category Code W – Task / Work Item Code	No	Char	10
Category	A Valid value must be entered. Enter Valid Value as per the distribution Type Selected: J – Category Code E – Transaction Code W – Expense Code *For G & I distribution, this field is NOT enterable	Yes	Char	16

PO Detail Import

This section provides an example of importing PO Details.

The following screenshot shows an example of a PO Detail .csv file in Excel.

PO-Detail-Import-Job100001-I-NN-FF-15-Lines - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Item Type	Item*	Item Name	Type	Location	WM	Quantity	Expected	Dist	Job/Dept	Cost Code	Category	
2	N	NON-STOCK	NON-STOCK1			EA	500	30	J	100001	01-100	4000	
3	N	NON-STOCK	NON-STOCK2			EA	200	12.75	J	100001	01-100	4000	
4	N	NON-STOCK	NON-STOCK3			EA	175	3.3333	J	100001	01-100	4000	
5	N	NON-STOCK	NON-STOCK4			EA	325	5.5	J	100001	01-100	4000	
6	N	NON-STOCK	NON-STOCK5			EA	400	2.25	J	100001	01-100	4000	
7	N	NON-STOCK	NON-STOCK6			EA	700	10	J	100001	01-100	4000	
8	F	FREE1	FREE1			EA	375	4.6666	J	100001	01-100	4000	
9	F	FREE2	FREE2			EA	200	2.5	J	100001	01-100	4000	
10	F	FREE3	FREE3			EA	75	3.65	J	100001	01-100	4000	
11	F	FREE4	FREE4			EA	125	1.25	J	100001	01-100	4000	
12	F	FREE5	FREE5			EA	500	1.99	J	100001	01-100	4000	
13	F	FREE6	FREE6			EA	400	7.23	J	100001	01-100	4000	
14	F	FREE7	FREE7			EA	300	6.5	J	100001	01-100	4000	
15	I	BRICK1	BRICK1 Re		1 MAIN	EA	1000	9.9999	J	100001	01-100	4000	
16	I	BRICK12C	BRICK12C		1 MAIN	EA	1000	12.8888	J	100001	01-100	4000	
17													

PO-Detail-Import-Job100001-I-NN

READY AVERAGE: 25264.62111 COUNT: 154 SUM: 1566406.509 100%

Example of .csv file in Excel containing PO Detail records.

Directly copy the records (exclude the header) from MS Excel and paste into the **Paste From Excel** field in the **Data Import** pop-up window.

PURCHASE ORDER ENTRY

Enter Purchase Order Print Edit List

SELECTION CRITERIA

* Company Reserve Group

PURCHASE ORDER

General Defa

Cont

PO

Ri

Or

Expe

PO Comp

* Distribut

Jo

Data Import

DATA TO IMPORT INTO TABLE POSUMMARY

Table Description:

View Recall Previous Upload New Insert Record Delete Record Paste From Excel Errors only

Status	Action	Item Type	* Item	Item Name	Type	Location	WM	Quantity	Expected Price
	I						bx		
	I						bx		
	I						bx		
	I						bx		
	I						bx		
	I						bx		
	I						bx		
	I						bx		

Validation Message: Summary:

Save Validate Line Validate File Validate and Import File

Retrieve Entire PO Change Vendor Compliance Approvers Print Post

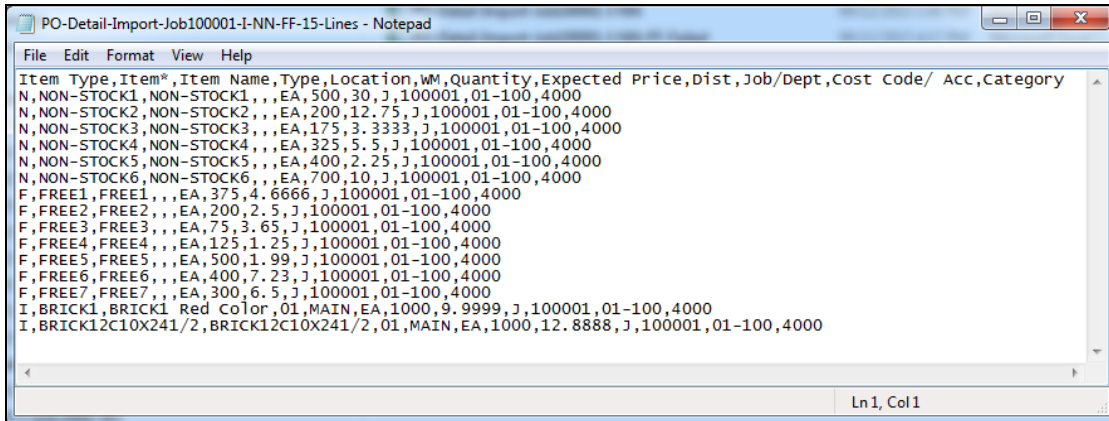
PURCHASE ORDER DETAIL

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Ex

Item Type	* Item	Name	Type	Inventory Location	WM	Quantity	Expected Price	Extended	Dist	Inv Rec
No rows yet.										

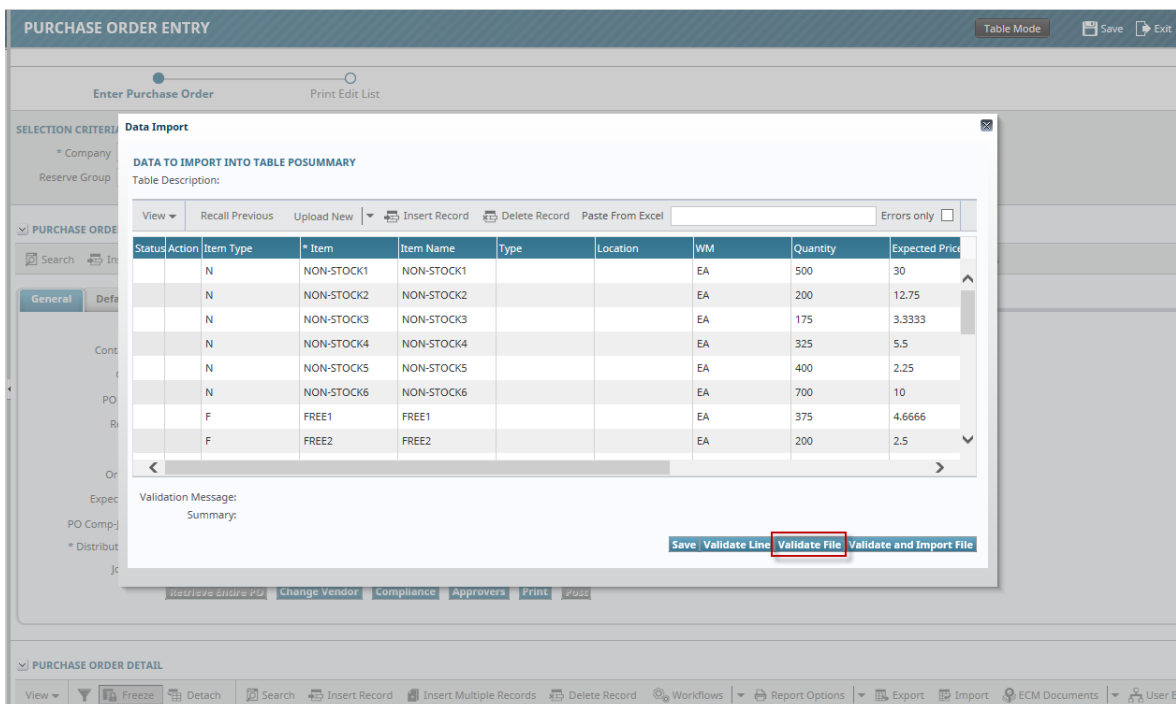
Copying and pasting data from Excel file into **Paste From Excel** field in the **Data Import** pop-up window.

The alternative is to upload the PO Detail .csv file, which was created in a text editor (e.g. Notepad). Click on the **[Upload New]** button on the **Data Import** pop-up window. The **Upload New File** pop-up window will open, allowing you to navigate to the directory that contains the .csv file you would like to upload. Choose your file and click on the **[Upload]** button. The .csv file must contain the header record as well (for the system to correctly parse the data).



Sample of .csv file in Notepad containing PO Detail records.

In both cases, Excel spreadsheet or Notepad text file, data will be uploaded to the **Data Import** pop-up window and will require validation.



Data Import pop-up displaying PO Detail records ready to be validated.

Once validated, the data will need to be imported using the **[Validate and Import File]** button.

PURCHASE ORDER ENTRY

Table Mode Save Exit

Enter Purchase Order

Print Edit List

SELECTION CRITERIA

* Company

Reserve Group

PURCHASE ORDER

Search Insert

General Default

Content

PO

Re

Or

Expect

PO Comp

* Distribut

JK

Data Import

DATA TO IMPORT INTO TABLE POSUMMARY

Table Description:

View Recall Previous Upload New Insert Record Delete Record Paste From Excel Errors only

Status	Action	Item Type	* Item	Item Name	Type	Location	WM	Quantity	Expected Price
●	Insert	II	NON-STOCK1	NON-STOCK1			EA	200	30
●	Insert	II	NON-STOCK2	NON-STOCK2			EA	200	12.75
●	Insert	II	NON-STOCK3	NON-STOCK3			EA	175	3.3333
●	Insert	II	NON-STOCK4	NON-STOCK4			EA	325	5.5
●	Insert	II	NON-STOCK5	NON-STOCK5			EA	400	2.25
●	Insert	II	NON-STOCK6	NON-STOCK6			EA	700	19
●	Insert	F	FREE1	FREE1			EA	375	4.6666
●	Insert	F	FREE2	FREE2			EA	200	2.5

Validation Message: This Line is Valid

Summary: Validation and (All or Nothing) Import Complete

15 of 15 lines are valid

Save Validate Line Validate File

Validate and Import File

PURCHASE ORDER DETAIL

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User B

Data Import pop-up displaying validated and imported PO Detail records.

Importing PO Receipts

Warehouse Receipt Header Import (Shipment Receipt)

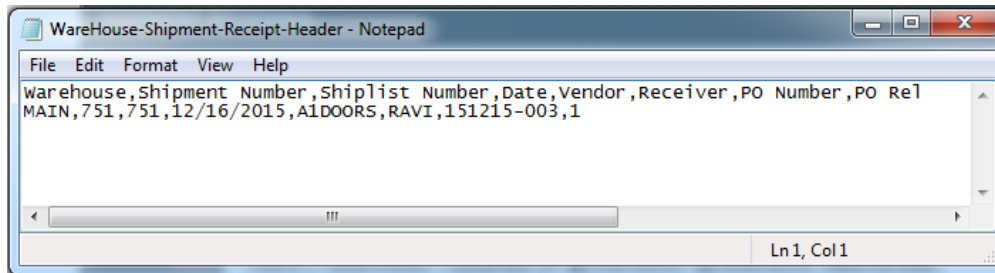
Pgm: POSHPREC– Warehouse Receipt Entry – Import button; standard Treeview path: PO > Receipt > Enter Warehouse Receipt

Warehouse Receipt Header Import Template

Column Name	Description	Required	Type	Length
Warehouse	Warehouse Code must be a valid code maintained in PO application	Yes	Char	7
Shipment Number	Shipment Number	Yes	Char	10
Ship list Number	Ship list Number	Yes	Char	10
Date	Receipt Date (DD/MM/YYYY)	Yes	Date	10
Vendor	Vendor Code as found on the Purchase Order and must be a valid Vendor Code	Yes	Char	8
Receiver	Receiver Code must be valid and defined in CMiC Purchase Order System	Yes	Char	30
PO Number	Purchase Order Number	Yes	Char	11
PO Rel	PO Release Number	Yes	Number	11

Warehouse Receipt Header Import

Use the **[Import]** button on Block Toolbar of the Header section of the Enter Warehouse Receipt screen to upload the Warehouse Receipt Header .csv file.

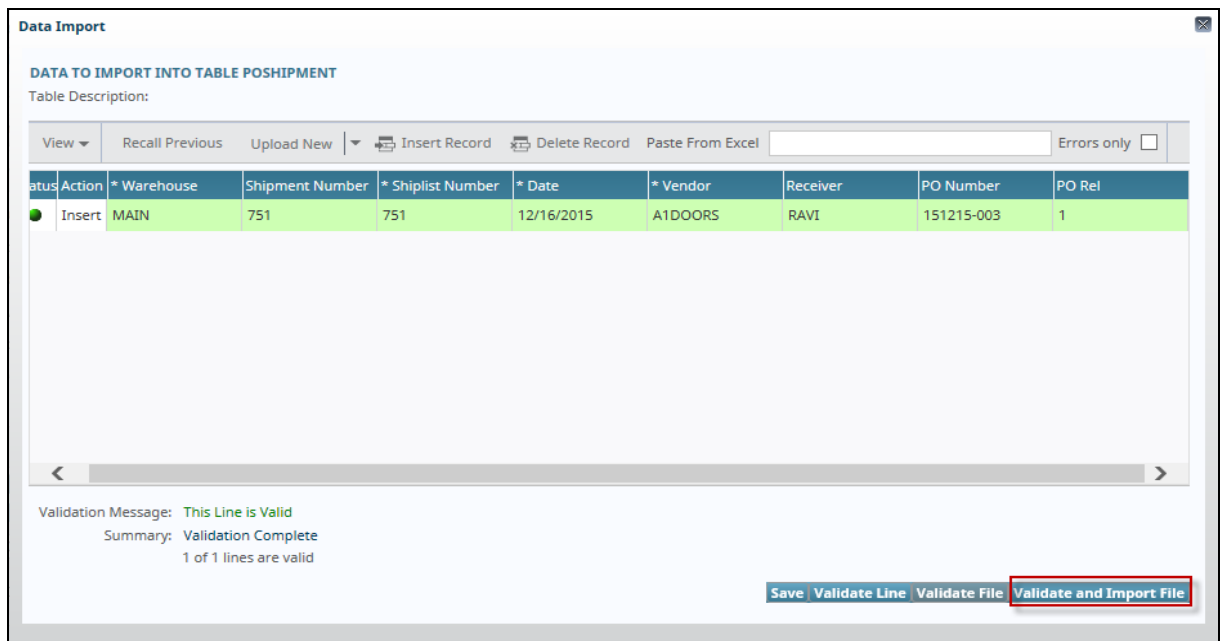


Example of Warehouse Shipment Receipt Header .csv file in Notepad.

Click on the **[Upload New]** button on the **Data Import** pop-up window. The **Upload New File** pop-up window will open, allowing you to navigate to the directory that contains the .csv file you would like to upload. Choose your file and click on the **[Upload]** button. The .csv file must contain the header record as well (for the system to correctly parse the data).

The alternative is to directly copy the records (exclude the header) from MS Excel and paste into the **Paste From Excel** field in the **Data Import** pop-up window.

In both cases, Notepad text file or Excel spreadsheet, data would be uploaded to the **Data Import** pop-up window and would require validation.



Data Import pop-up displaying validated Warehouse Shipment Receipt Header record.

Once validated, the data would need to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMENT

Table Description:

View	Recall Previous	Upload New	Insert Record	Delete Record	Paste From Excel	Errors only			
Status	Action	* Warehouse	Shipment Number	* Shiplist Number	* Date	* Vendor	Receiver	PO Number	PO Rel
●	Insert	MAIN	751	751	12/16/2015	A1DOORS	RAVI	151215-003	1

Validation Message: [This Line is Valid](#)

Summary: Validation and (All or Nothing) Import Complete

1 of 1 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated and imported Warehouse Shipment Receipt Header record.

Once the file is validated and imported, the Warehouse Receipt Header can be displayed in the Warehouse Entry Receipt screen.

SHIPMENT RECEIVING

Table Mode [Save](#) [Exit](#)

Enter Warehouse Receipt Print Edit List Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General Shipment Details

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 751 * Shiplist Number 751 * Date 12-Apr-2016

* Vendor A1DOORS A1DOORS - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 [Retrieve Entire PO](#) [Receive Entire PO](#)

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity
No rows yet.											

Cost Code Name Qty on hand Qty on reserve

Item Class Dist

[Serial Number](#) [Change Orders](#) [Assign Location](#) [PO Detail](#)

Warehouse Receipt Header (created from imported data) displayed in the Warehouse Entry Receipt screen.

Warehouse Receipt Details Import (Shipment Details Receipt)

SHIPMENT RECEIVING Table Mode Save Exit

Enter Warehouse Receipt Print Edit List Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General **Shipment Details**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 751 * Shiplist Number 751 * Date 12-Apr-2016

* Vendor A1DOORS A1DOORS' - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity
No rows yet.											

Cost Code Name
Item Class Dist

Serial Number Change Orders Assign Location PO Detail

Qty on hand Qty on reserve

Pgm: POSHPREC– Warehouse Receipt Entry – Import button; standard Treeview path: PO > Receipt > Enter Warehouse Receipt

All the 'PO Details Imports' require the file to be created correctly in order to get the desired receipt details. Each and every PO detail line has a line number. The Purchase Order printout will contain this PO line number which may be used for reference.

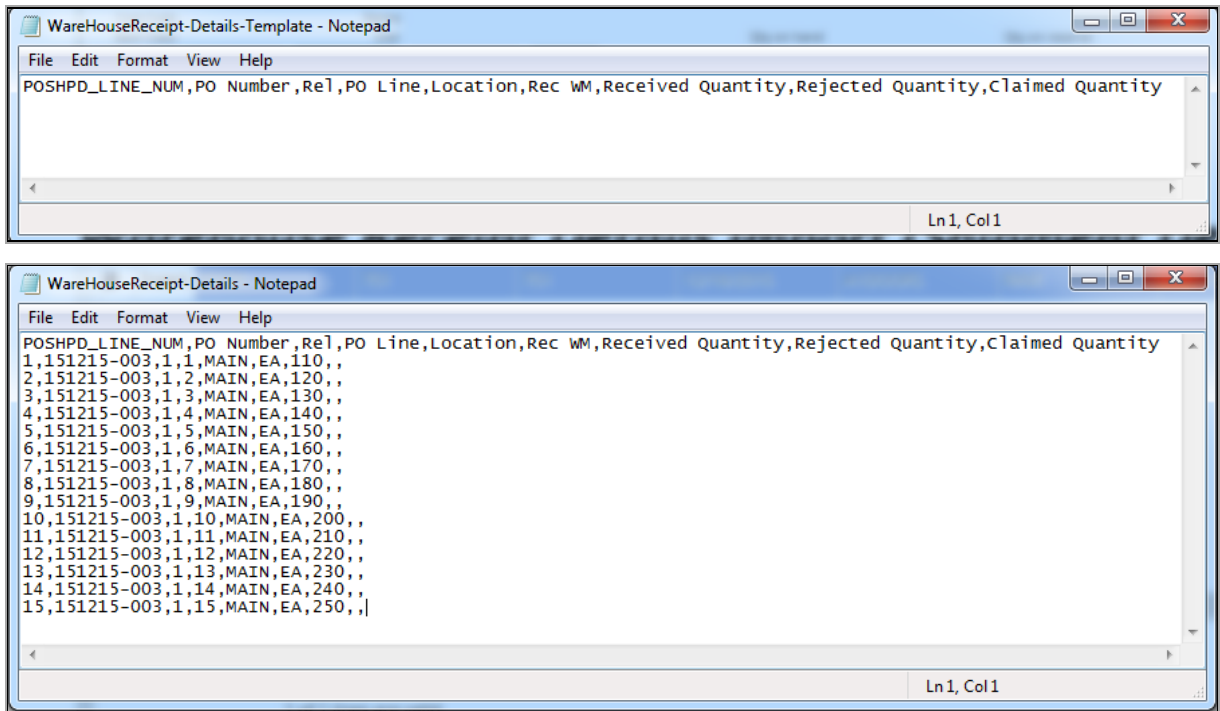
When receiving an item, the PO Line number must be correctly identified and used. If NOT, the system will receive an item that may NOT be intended to be received by the users.

Warehouse Receipt Details Import Template

Column Name	Description	Required	Type	Length
POSHPD_LINE_NUM	Warehouse Code must be a valid code maintained in PO application	Yes	Number	
PO Number	Purchase Order Number matching the Receipt Header	Yes	Char	11
Rel	PO Release Number matching the Receipt Header	Yes	Number	11
PO Line	Purchase Order Line Number	Yes	Number	
Location	Warehouse Code must be a valid code maintained in PO application	Yes	Char	7
Rec WM	Weight Measure Code must be a valid CMiC Weight Measure code defined in global tables	Yes	Char	2
Received Quantity	Received Quantity	Yes	Char	12,3
Rejected Quantity	Rejected Quantity, if any	No	Number	12,3
Claimed Quantity	Claimed Quantity, if any	No	Char	12,3

Warehouse Receipt Details Import

Use the [**Import**] button on Block Toolbar of the Details section of the Enter Warehouse Receipt screen to upload the Warehouse Receipt Details .csv file.



Example of Warehouse Shipment Receipt Details .csv template and updated file in Notepad.

Click on the [**Upload New**] button on the **Data Import** pop-up window. The **Upload New File** pop-up window will open, allowing you to navigate to the directory that contains the .csv file you would like to upload. Choose your file and click on the [**Upload**] button. The .csv file must contain the header record as well (for the system to correctly parse the data).

The alternative is to directly copy the records (exclude the header) from MS Excel and paste into the **Paste From Excel** field in the **Data Import** pop-up window.

In both cases, Notepad text file or Excel spreadsheet, data would be uploaded to the **Data Import** pop-up window and would require validation.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* POSHPD_LINE_NU	PO Number	Rel	PO Line	Location	Rec WM	Received Quantity	Rejected Quar
		1	151215-003	1	1	MAIN	EA	110	
		2	151215-003	1	2	MAIN	EA	120	
		3	151215-003	1	3	MAIN	EA	130	
		4	151215-003	1	4	MAIN	EA	140	
		5	151215-003	1	5	MAIN	EA	150	
		6	151215-003	1	6	MAIN	EA	160	
		7	151215-003	1	7	MAIN	EA	170	
		8	151215-003	1	8	MAIN	EA	180	

Validation Message:
Summary:

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying Warehouse Shipment Receipt Details records ready to be validated.

Once validated, the data would need to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* POSHPD_LINE_NU	PO Number	Rel	PO Line	Location	Rec WM	Received Quantity	Rejected Quar
●	Insert	1	151215-003	1	1	MAIN	EA	110	
●	Insert	2	151215-003	1	2	MAIN	EA	120	
●	Insert	3	151215-003	1	3	MAIN	EA	130	
●	Insert	4	151215-003	1	4	MAIN	EA	140	
●	Insert	5	151215-003	1	5	MAIN	EA	150	
●	Insert	6	151215-003	1	6	MAIN	EA	160	
●	Insert	7	151215-003	1	7	MAIN	EA	170	
●	Insert	8	151215-003	1	8	MAIN	EA	180	

Validation Message: **This Line is Valid**
Summary: **Validation Complete**
15 of 15 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated Warehouse Shipment Receipt Details records ready to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET

Table Description:

Status	Action	* POSHPD_LINE_NU	PO Number	Rel	PO Line	Location	Rec WM	Received Quantity	Rejected Quar
●	Insert	1	151215-003	1	1	MAIN	EA	110	
●	Insert	2	151215-003	1	2	MAIN	EA	120	
●	Insert	3	151215-003	1	3	MAIN	EA	130	
●	Insert	4	151215-003	1	4	MAIN	EA	140	
●	Insert	5	151215-003	1	5	MAIN	EA	150	
●	Insert	6	151215-003	1	6	MAIN	EA	160	
●	Insert	7	151215-003	1	7	MAIN	EA	170	
●	Insert	8	151215-003	1	8	MAIN	EA	180	

Validation Message: [This Line is Valid](#)

Summary: Validation and (All or Nothing) Import Complete
15 of 15 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated and imported Warehouse Shipment Receipt Details records.

Once the file is validated and imported, the Warehouse Receipt Details can be displayed in the Warehouse Entry Receipt screen.

SHIPMENT RECEIVING Table Mode Save Exit

Enter Warehouse Receipt Print Edit List Post

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse: **MAIN** MAIN WAREHOUSE

Shipment Number: **751** * Shiplist Number: **751** * Date: **12-Apr-2016**

* Vendor: **A1DOORS** A1DOORS - 'Company RRR'

Receiver: **RAVI** RAVI

Purchase Order: **151215-003** 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity
1	151215-003	1	1	NON-STOCK1	NON-STOCK1		MAIN	EA	110.000		
2	151215-003	1	2	NON-STOCK2	NON-STOCK2		MAIN	EA	120.000		
3	151215-003	1	3	NON-STOCK3	NON-STOCK3		MAIN	EA	130.000		
4	151215-003	1	4	NON-STOCK4	NON-STOCK4		MAIN	EA	140.000		
5	151215-003	1	5	NON-STOCK5	NON-STOCK5		MAIN	EA	150.000		
6	151215-003	1	6	NON-STOCK6	NON-STOCK6		MAIN	EA	160.000		
7	151215-003	1	7	FREE1	FREE1		MAIN	EA	170.000		
8	151215-003	1	8	FREE2	FREE2		MAIN	EA	180.000		
9	151215-003	1	9	FREE3	FREE3		MAIN	EA	190.000		
10	151215-003	1	10	FREE4	FREE4		MAIN	EA	200.000		

Warehouse Receipt Details (created from imported data) displayed in the Warehouse Entry Receipt screen.

The following is an example of the Receipt Edit Listing report displaying the PO items received.

RVHQ1001 - RVHQ1001 Long Company Code Nam

PURCHASE ORDER - RECEIPT EDIT LISTING

Page: 1 of 2

Date: 16-Dec-2015

Time: 10:46 AM EST

PO Number	Ln	Rel	Line	Item	Type	Location	Rec WM	Received Qty	Rejected Qty	Claimed Qty	Inv Curr	Inv WM	Price	Invoiced Qty	Tax Codes
Warehouse: MAIN - MAIN WAREHOUSE															
Vendor: A1DOORS - A1DOORS' - 'Company RRR'															
151215-003	Shipping #		751		Shipping List # 751										
	1	1	1	NON-STOCK1 NON-STOCK1		MAIN	EA	110.000	0.000	0.000	US	EA	30.0000	110.000	
	2	1	2	NON-STOCK2 NON-STOCK2		MAIN	EA	120.000	0.000	0.000	US	EA	12.7500	120.000	
	3	1	3	NON-STOCK3 NON-STOCK3		MAIN	EA	130.000	0.000	0.000	US	EA	3.3333	130.000	
	4	1	4	NON-STOCK4 NON-STOCK4		MAIN	EA	140.000	0.000	0.000	US	EA	5.5000	140.000	
	5	1	5	NON-STOCK5 NON-STOCK5		MAIN	EA	150.000	0.000	0.000	US	EA	2.2500	150.000	
	6	1	6	NON-STOCK6 NON-STOCK6		MAIN	EA	160.000	0.000	0.000	US	EA	10.0000	160.000	
	7	1	7	FREE1 FREE1		MAIN	EA	170.000	0.000	0.000	US	EA	4.6666	170.000	
	8	1	8	FREE2 FREE2		MAIN	EA	180.000	0.000	0.000	US	EA	2.5000	180.000	
	9	1	9	FREE3 FREE3		MAIN	EA	190.000	0.000	0.000	US	EA	3.6500	190.000	

Example of Receipt Edit Listing Report.

Cost Receipt Header Import

SHIPMENT COST RECEIVING Table Mode Save Exit

Enter Cost Receipt Print Edit List Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General **Shipment Details**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options **Import** ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 752 * Ship list Number 752 * Date 16-Dec-2015

* Vendor A1DOORS A1DOORS' - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Inv Curr	Inv WM
No rows yet.													

Cost Code Name Total Invoiced Amount Dist Qty on hand Qty on reserve

Item Class

Serial Number Change Orders Taxes Assign Location PO Detail

Pgm: POINVREC– Cost Receipt Entry – Import button; standard Treeview path: PO > Receipt > Cost Receipt

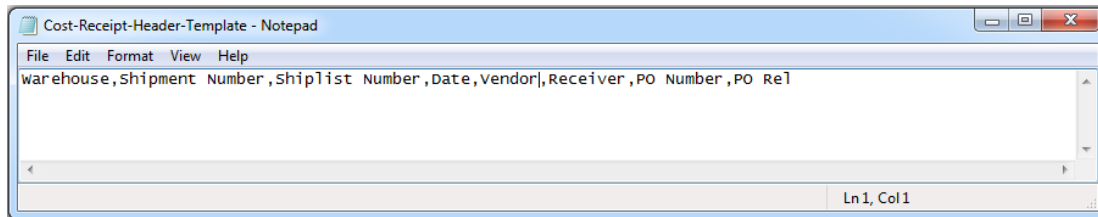
Cost Receipt Header Import Template

Column Name	Description	Required	Type	Length
Warehouse	Warehouse Code must be a valid code maintained in PO application	Yes	Char	7
Shipment Number	Shipment Number	Yes	Char	10
Ship list Number	Ship list Number	Yes	Char	10
Date	Receipt Date (DD/MM/YYYY)	Yes	Date	10
Vendor	Vendor Code as found on the Purchase Order and must be a valid Vendor Code	Yes	Char	8
Receiver	Receiver Code must be valid and defined in CMiC Purchase Order System	Yes	Char	30
PO Number	Purchase Order Number	Yes	Char	11
PO Rel	PO Release Number	Yes	Number	11

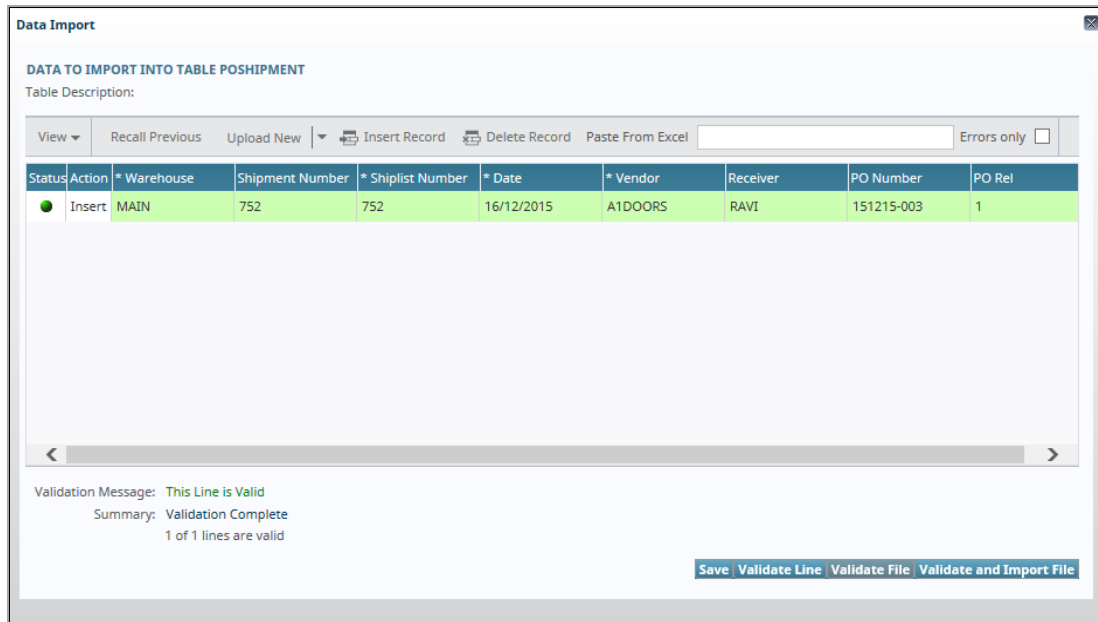
Cost Receipt Header Import

Use the [**Import**] button on Block Toolbar of the Header section of the Enter Cost Receipt screen to upload the Cost Receipt Header .csv file.

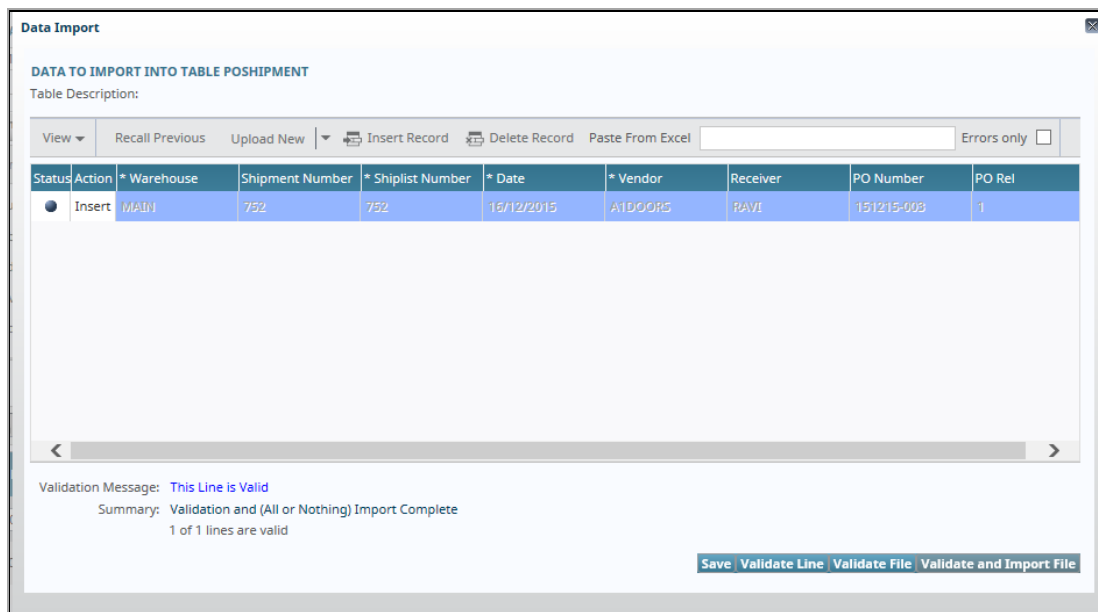
Follow the same steps as those described in Warehouse Receipt Header Import to upload, validate and import your records. The following screenshots will visually guide you through the process.



Example of Cost Receipt Header .csv template in Notepad.



Data Import pop-up displaying validated Cost Receipt Header record ready to be imported.



Data Import pop-up displaying validated and imported Cost Receipt Header record.

SHIPMENT COST RECEIVING Table Mode Save Exit

Enter Cost Receipt Print Edit List Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General **Shipment Details**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 752 * Shiplist Number 752 * Date 16-Dec-2015

* Vendor A1DOORS A1DOORS' - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Inv Curr	Inv WM
No rows yet.													

Cost Code Name Total Invoiced Amount Qty on hand Qty on reserve

Item Class Dist

Serial Number Change Orders Taxes Assign Location PO Detail

Cost Receipt Header (created from imported data) displayed in the Enter Cost Receipt (Shipment Cost Receiving) screen.

Cost Receipt Details Import

SHIPMENT COST RECEIVING Table Mode Save Exit

Enter Cost Receipt Print Edit List Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General **Shipment Details**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 752 * Shiplist Number 752 * Date 16-Dec-2015

* Vendor A1DOORS A1DOORS' - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export **Import** ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Inv Curr	Inv WM
No rows yet.													

Cost Code Name Total Invoiced Amount Qty on hand Qty on reserve

Item Class Dist

Serial Number Change Orders Taxes Assign Location PO Detail

Pgm: POINVREC– Cost Receipt Entry – Import button; standard Treeview path: PO > Receipt > Cost Receipt

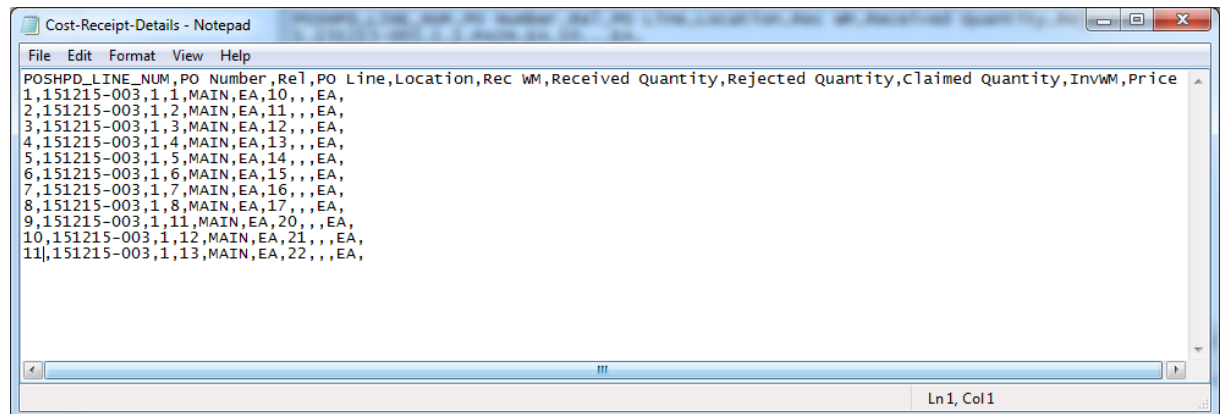
Cost Receipt Details Import Template

Column Name	Description	Required	Type	Length
POSHPD_LINE_NUM	Warehouse Code must be a valid code maintained in PO application	Yes	Number	
PO Number	Purchase Order Number matching the Receipt Header	Yes	Char	11
Rel	PO Release Number matching the Receipt Header	Yes	Number	11
PO Line	Purchase Order Line Number	Yes	Number	
Location	Warehouse Code must be a valid code maintained in PO application	Yes	Char	7
Rec WM	Weight Measure Code must be a valid CMiC Weight Measure code defined in global tables	Yes	Char	2
Received Quantity	Received Quantity	Yes	Char	12,3
Rejected Quantity	Rejected Quantity, if any	No	Number	12,3
Claimed Quantity	Claimed Quantity, if any	No	Char	12,3
InvWM	Invoice WM of the line item	No	Char	2
Price	Item Price Override, if required	No	Number	13,4

Cost Receipt Details Import

Use the [**Import**] button on Block Toolbar of the Details section of the Enter Cost Receipt screen to upload the Cost Receipt Details .csv file.

Follow the same steps as those described in Warehouse Receipt Details Import to upload, validate and import your records. The following screenshots will visually guide you through the process.



Sample of Cost Receipt Details .csv file in Notepad containing records ready to be uploaded.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET_CST
 Table Description: <<da.poshipmdet>> PO - Purchase Order Receiving Details

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* POSHPD_LINE_NUM	PO Number	Rel	PO Line	Location	Rec WM	Received Quantity	Rejected Quar
●	Insert	1	151215-003	1	1	MAIN	EA	10	
●	Insert	2	151215-003	1	2	MAIN	EA	11	
●	Insert	3	151215-003	1	3	MAIN	EA	12	
●	Insert	4	151215-003	1	4	MAIN	EA	13	
●	Insert	5	151215-003	1	5	MAIN	EA	14	
●	Insert	6	151215-003	1	6	MAIN	EA	15	
●	Insert	7	151215-003	1	7	MAIN	EA	16	
●	Insert	8	151215-003	1	8	MAIN	EA	17	

Validation Message: **This Line is Valid**
 Summary: **Validation Complete**
 11 of 11 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated Cost Receipt Details records ready to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET_CST
 Table Description: <<da.poshipmdet>> PO - Purchase Order Receiving Details

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* POSHPD_LINE_NUM	PO Number	Rel	PO Line	Location	Rec WM	Received Quantity	Rejected Quar
●	Insert	1	151215-003	1	1	MAIN	EA	10	
●	Insert	2	151215-003	1	2	MAIN	EA	11	
●	Insert	3	151215-003	1	3	MAIN	EA	12	
●	Insert	4	151215-003	1	4	MAIN	EA	13	
●	Insert	5	151215-003	1	5	MAIN	EA	14	
●	Insert	6	151215-003	1	6	MAIN	EA	15	
●	Insert	7	151215-003	1	7	MAIN	EA	16	
●	Insert	8	151215-003	1	8	MAIN	EA	17	

Validation Message: **This Line is Valid**
 Summary: **Validation and (All or Nothing) Import Complete**
 11 of 11 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated and imported Cost Receipt Details records.

SHIPMENT COST RECEIVING

Table Mode Save Exit

Query Returned 1 Row

Enter Cost Receipt

Print Edit List

Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

General

Shipment Details

Search

Insert Record

Delete Record

Previous Record

Next Record

Workflows

Report Options

Import

ECM Documents

User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Shipment Number 752 * Shiplist Number 752 * Date 16-Dec-2015

* Vendor A1DOORS A1DOORS - 'Company RRR'

Receiver RAVI RAVI

Purchase Order 151215-003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View

Freeze

Detach

Search

Insert Record

Insert Multiple Records

Delete Record

Workflows

Report Options

Export

Import

ECM Documents

User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Inv Curr	Inv WM
1	151215-003	1	1	NON-STOCK1	NON-STOCK1		MAIN	EA	10,000			US	EA
2	151215-003	1	2	NON-STOCK2	NON-STOCK2		MAIN	EA	11,000			US	EA
3	151215-003	1	3	NON-STOCK3	NON-STOCK3		MAIN	EA	12,000			US	EA
4	151215-003	1	4	NON-STOCK4	NON-STOCK4		MAIN	EA	13,000			US	EA
5	151215-003	1	5	NON-STOCK5	NON-STOCK5		MAIN	EA	14,000			US	EA
6	151215-003	1	6	NON-STOCK6	NON-STOCK6		MAIN	EA	15,000			US	EA
7	151215-003	1	7	FREE1	FREE1		MAIN	EA	16,000			US	EA
8	151215-003	1	8	FREE2	FREE2		MAIN	EA	17,000			US	EA

Cost Receipt Details (created from imported data) displayed in the Enter Cost Receipt (Shipment Cost Receiving) screen.

Job Receipt Header Import

JOB SHIPMENT RECEIVING [Table Mode] [Save] [Info] [Help] [Print] [Refresh]

Enter Job Receipt | Print Edit List | Post

SELECTION CRITERIA

* Company: CCC | CMIC Test Construction Company

* Batch: 45493 | MISTY 2017-09-27 RC [Create Batch]

General | Shipment Details

Search | Insert | Delete | Previous | Next | Workflows | Report Options | **Import** | ECM Documents | User Extensions

* Warehouse: |

* Receiver: |

* Vendor: |

* Purchase Order: | [Copy] [Retrieve Entire PO]

RECEIVED ITEMS

View | Filter | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | Import | ECM Documents

* Line	PO Number	Rel	PO Line	Item	Item Name	* Shipment Number	* Shiplist Number	Date Received	Rec WM
No rows yet.									

Cost Code | Name | Qty on hand | Qty on reserve

Item Class | Dist |

[Serial Number] [Change Orders] [Assign Location] [PO Detail]

Pgm: POJOBREC– Job Receipt Entry – Import button; standard Treeview path: PO > Receipt > Enter Job Receipt

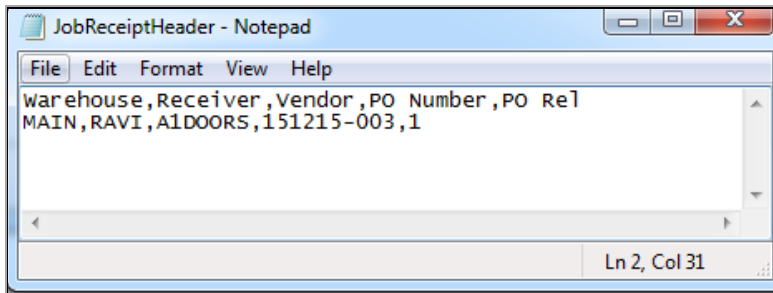
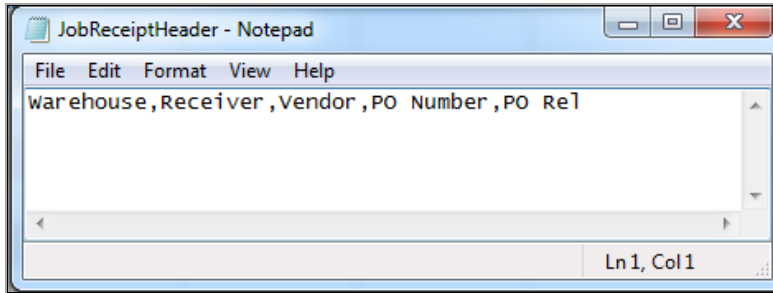
Job Receipt Header Import Template

Column Name	Description	Required	Type	Length
Warehouse	Warehouse Code must be a valid code maintained in PO application	Yes	Char	7
Receiver	Receiver Code must be valid and defined in CMiC Purchase Order System	Yes	Char	30
Vendor	Vendor Code as found on the Purchase Order and must be a valid Vendor Code	Yes	Char	8
PO Number	Purchase Order Number	Yes	Char	11
PO Rel	PO Release Number	Yes	Number	11

Job Receipt Header Import – Example

Use the [**Import**] button on Block Toolbar of the Header section of the Enter Job Receipt screen to upload the Job Receipt Header .csv file.

Follow the same steps as those described in Warehouse Receipt Header Import to upload, validate and import your records. The following screenshots will visually guide you through the process.



Example of .csv Job Receipt Header template and updated file in Notepad.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMENT

Table Description:

View ▾ Recall Previous Upload New ▾ Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* Warehouse	Receiver	* Vendor	PO Number	PO Rel
●	Insert	MAIN	RAVI	A1DOORS	151215-003	1

Validation Message: This Line is Valid

Summary: Validation Complete

1 of 1 lines are valid

[Save](#) [Validate Line](#) [Validate File](#) [Validate and Import File](#)

Data Import pop-up displaying validated Job Receipt Header record ready to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMENT

Table Description:

View

Recall Previous

Upload New

Insert Record

Delete Record

Paste From Excel

Errors only

Status	Action	* Warehouse	Receiver	* Vendor	PO Number	PO Rel
	Insert	MAIN	RAVI	A1DOORS	151215-003	1

Validation Message: This Line is Valid

Summary: Validation and (All or Nothing) Import Complete

1 of 1 lines are valid

Save

Validate Line

Validate File

Validate and Import File

Data Import pop-up displaying validated and imported Job Receipt Header record.

JOB SHIPMENT RECEIVING

Table Mode Save Exit

Enter Job Receipt

Print Edit List

Post

SELECTION CRITERIA

* Company RVHQ1001 RVHQ1001 Long Company Code Nam

* Batch 30930

Create Batch

General Shipment Details

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

* Warehouse MAIN MAIN WAREHOUSE

Receiver RAVI RAVI

* Vendor A1DOORS A1DOORS - 'Company RRR'

Purchase Order 151215-003 1 Copy Retrieve Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Shipment Number	Shiplist Number	Date Received	Rec WM	Received Quantity	Rejected Quantity
--------	-----------	-----	---------	------	-----------	-----------------	-----------------	---------------	--------	-------------------	-------------------

No rows yet.

Cost Code

Name

Dist

Qty on hand

Qty on reserve

Serial Number

Change Orders

Assign Location

PO Detail

Job Receipt Header (created from imported data) displayed in the Enter Job Receipt (Job Shipment Receiving) screen.

Job Receipt Details Import

JOB SHIPMENT RECEIVING [Table Mode] [Save] [Exit]

Enter Job Receipt Print Edit List Post

SELECTION CRITERIA

* Company: RVHQ1001 [▼] RVHQ1001 Long Company Code Nam
 * Batch: 30930 [▼] [Create Batch]

General Shipment Details

[Search] [Insert Record] [Delete Record] [Previous Record] [Next Record] [Workflows] [Report Options] [Import] [ECM Documents] [User Extensions]

* Warehouse: MAIN [▼] MAIN WAREHOUSE
 Receiver: RAVI [▼] RAVI
 * Vendor: A1DOORS [▼] A1DOORS - 'Company RRR'
 Purchase Order: 151215-003 [▼] 1 [▼] [Copy] [Retrieve Entire PO]

RECEIVED ITEMS

[View] [Filter] [Freeze] [Detach] [Search] [Insert Record] [Insert Multiple Records] [Delete Record] [Workflows] [Report Options] [Export] [Import] [ECM Documents] [User Extensions]

* Line	PO Number	Rel	PO Line	Item	Item Name	Shipment Number	Shiplist Number	Date Received	Rec WM	Received Quantity	Rejected Quantity
No rows yet.											

Cost Code Name Qty on hand Qty on reserve
 Item Class Dist

[Serial Number] [Change Orders] [Assign Location] [PO Detail]

Pgm: POJOBREC– Job Receipt Entry – Import button; standard Treeview path: PO > Receipt > Enter Job Receipt

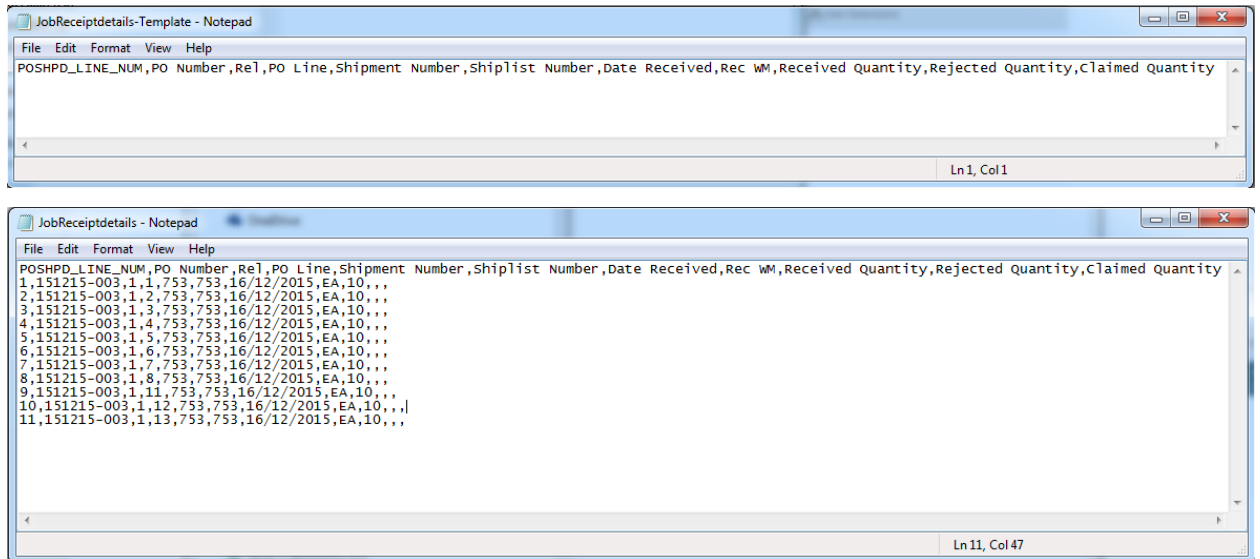
Job Receipt Details Import Template

Column Name	Description	Required	Type	Length
POSHPD_LINE_NUM	Warehouse Code must be a valid code maintained in PO application	Yes	Number	
PO Number	Purchase Order Number matching the Receipt Header	Yes	Char	11
Rel	PO Release Number matching the Receipt Header	Yes	Number	11
PO Line	Purchase Order Line Number	Yes	Number	
Shipment Number	Shipment Number	Yes	Char	10
Ship list Number	Ship list Number	Yes	Char	10
Date Received	Date of Receipt (DD/MM/YYYY)	Yes	Date	10
Rec WM	Weight Measure Code must be a valid CMiC Weight Measure code defined in global tables	Yes	Char	2
Received Quantity	Received Quantity	Yes	Char	12,3
Rejected Quantity	Rejected Quantity, if any	No	Number	12,3
Claimed Quantity	Claimed Quantity, if any	No	Char	12,3

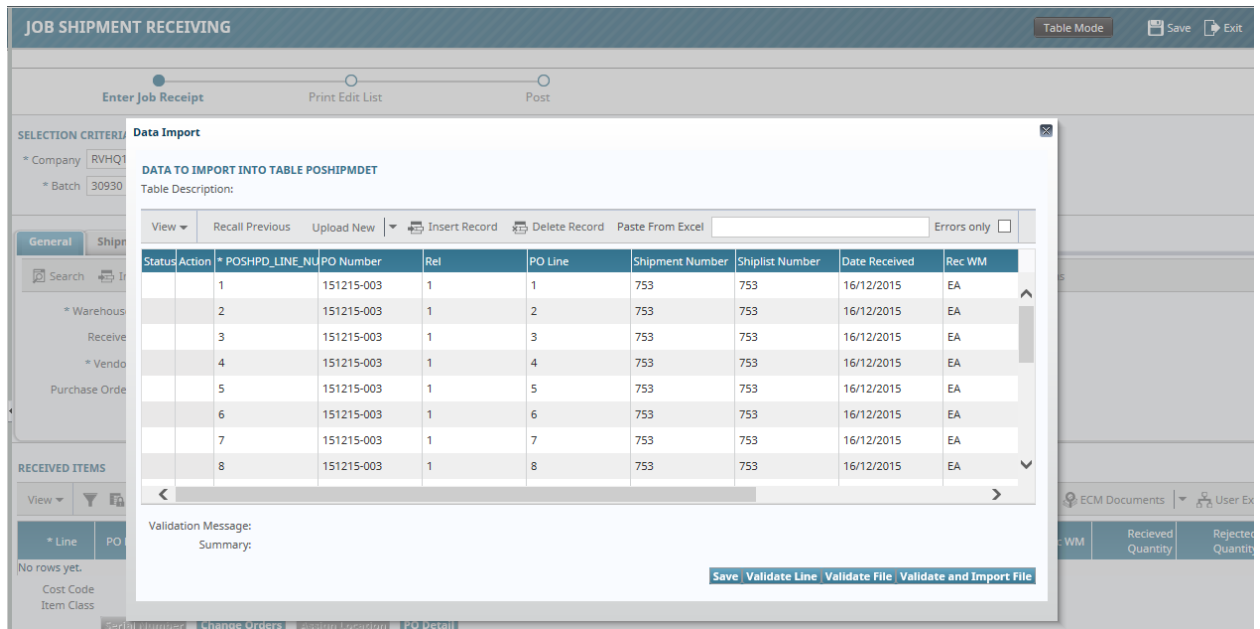
Job Receipt Details Import

Use the [**Import**] button on Block Toolbar of the Details section of the Enter Job Receipt screen to upload the Job Receipt Detail .csv file.

Follow the same steps as those described in Warehouse Receipt Detail Import to upload, validate and import your records. The following screenshots will visually guide you through the process.



Example of Job Receipt Detail template and updated file in Notepad.



Data Import pop-up displaying Job Receipt Details records ready to be validated.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET

Table Description:

View

Recall Previous

Upload New

Insert Record

Delete Record

Paste From Excel

Errors only

Status	Action	* POSHPD_LINE_NU	PO Number	Rel	PO Line	Shipment Number	Shiplist Number	Date Received	Rec WM
	Insert	1	151215-003	1	1	753	753	16/12/2015	EA
	Insert	2	151215-003	1	2	753	753	16/12/2015	EA
	Insert	3	151215-003	1	3	753	753	16/12/2015	EA
	Insert	4	151215-003	1	4	753	753	16/12/2015	EA
	Insert	5	151215-003	1	5	753	753	16/12/2015	EA
	Insert	6	151215-003	1	6	753	753	16/12/2015	EA
	Insert	7	151215-003	1	7	753	753	16/12/2015	EA
	Insert	8	151215-003	1	8	753	753	16/12/2015	EA

Validation Message: This Line is Valid

Summary: Validation Complete

11 of 11 lines are valid

Save

Validate Line

Validate File

Validate and Import File

Data Import pop-up displaying validated Job Receipt Details records ready to be imported.

Data Import

DATA TO IMPORT INTO TABLE POSHIPMDET

Table Description:

View

Recall Previous

Upload New

Insert Record

Delete Record

Paste From Excel

Errors only

Status	Action	* POSHPD_LINE_NU	PO Number	Rel	PO Line	Shipment Number	Shiplist Number	Date Received	Rec WM
	Insert	1	151215-003	1	1	753	753	16/12/2015	EA
	Insert	2	151215-003	1	2	753	753	16/12/2015	EA
	Insert	3	151215-003	1	3	753	753	16/12/2015	EA
	Insert	4	151215-003	1	4	753	753	16/12/2015	EA
	Insert	5	151215-003	1	5	753	753	16/12/2015	EA
	Insert	6	151215-003	1	6	753	753	16/12/2015	EA
	Insert	7	151215-003	1	7	753	753	16/12/2015	EA
	Insert	8	151215-003	1	8	753	753	16/12/2015	EA

Validation Message: This Line is Valid

Summary: Validation and (All or Nothing) Import Complete

11 of 11 lines are valid

Save

Validate Line

Validate File

Validate and Import File

Data Import pop-up displaying validated and imported Job Receipt Details records.

Importing Voucher Header (associated to PO)

Voucher Header Import

ENTER VOUCHER

Enter A Valid Vendor Code

Enter Invoices | Print Edit List | Post Invoices

SELECTION CRITERIA

* Company CCC CMiC Test Construction Company

* Batch 44521 MISTY 2017-08-02 V Create Batch

Voucher Detail | Defaults | Joint Payee

Search | Insert | Delete | Previous | Next | Workflows | Report Options | Import | Attachments | Notes | ECM Documents | User Extensions

* Vendor Address One Time Vendor Flag

Pgm: VOUCHENT– Enter Voucher – Import button; standard Treeview path: Accounts Payable > Voucher > Enter Vouchers

The Accounts Payable Voucher Entry program allows for the matching of vendor invoices, entered as Vouchers in the system, to Purchase Orders processed and received within the system. When entering a voucher that is associated to a PO, the header information can be imported using the Header Import program but PO Details must be manually populated using the **[PO Selection]** button.

Voucher Header Import Template

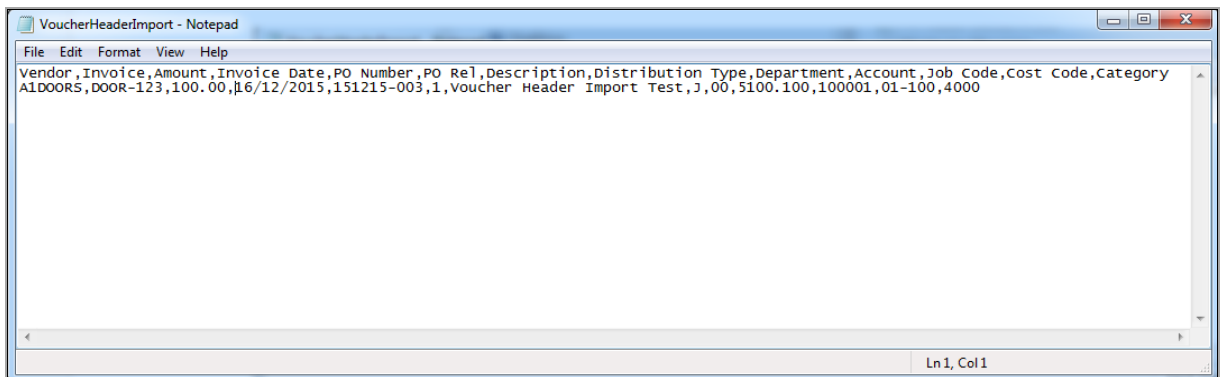
Column Name	Description	Required	Type	Length
Vendor	Vendor Code. This must be a valid CMiC Vendor Code	Yes	Char	8
Invoice	Invoice Number. This must be a unique Number per Vendor.	Yes	Char	20
Amount	Invoice Amount	Yes	Number	11,2
Invoice Date	Date of the Invoice (DD/MM/YYYY)	Yes	Date	10
PO Number	A valid PO Number with posted receipts.	Yes	Char	11
PO Rel	PO Release Number. Normal starting release number is 1 for all POs.	Yes	Char	11
Description	Description of the Invoice. * Required when AP Control > Voucher > Mandatory Voucher Description flag is set as 'Y'	*No	Char	60
Distribution Type	A Valid Distribution Type is required. G – General ledger J – Job M – Multiple Distribution	Yes	Char	1
Department	Enter a Valid Department Code when using 'G' distribution only. *NOT required for 'J' or 'M' distribution	*Yes	Char	16
Account	Enter a Valid Account Code when using 'G' distribution only. *NOT required for 'J' or 'M' distribution	*Yes	Char	16

Column Name	Description	Required	Type	Length
Job Code	A Valid CMiC Job Code must be entered, if creating a 'J' distribution. *NOT required for 'G' or 'M' distribution	*Yes	Char	8
Cost Code	A Valid Cost Code must be entered, when the distribution type is 'J' and the Job field is populated. *NOT required for 'G' or 'M' distribution	*Yes	Char	16
Category	A Valid Category Code must be entered, when the distribution type is 'J' and the Job / Cost Code fields are populated. *NOT required for 'G' or 'M' distribution	*Yes	Char	16

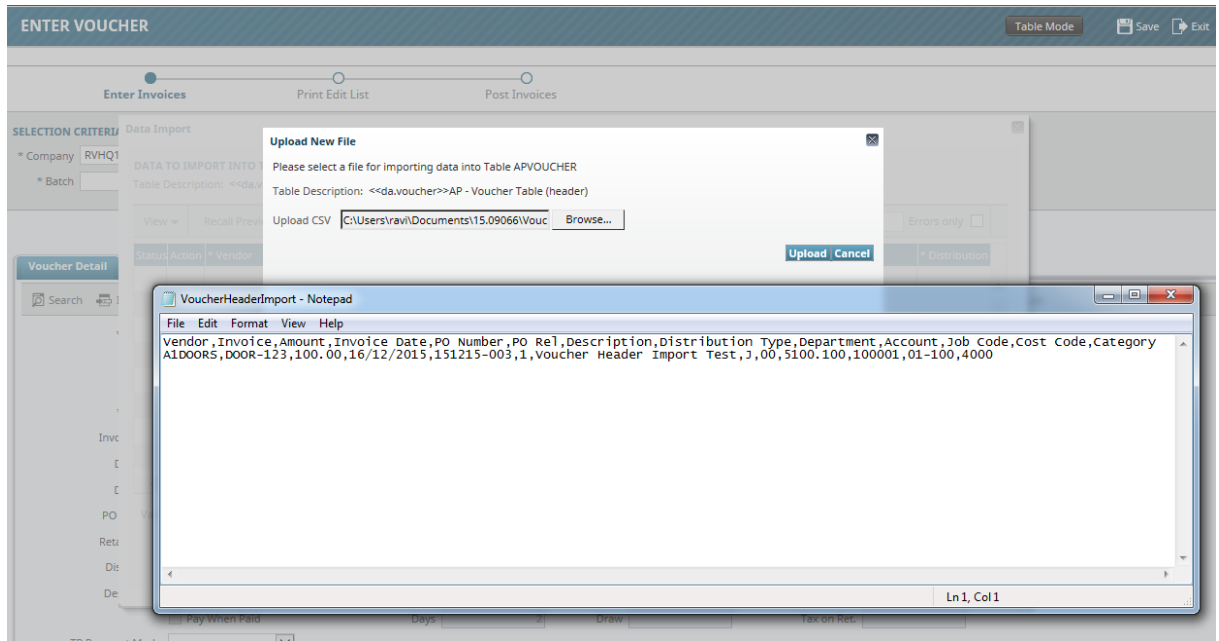
Voucher Header Import

Use the **[Import]** button on the Block Toolbar of the Enter Voucher screen to upload the Voucher Header .csv file.

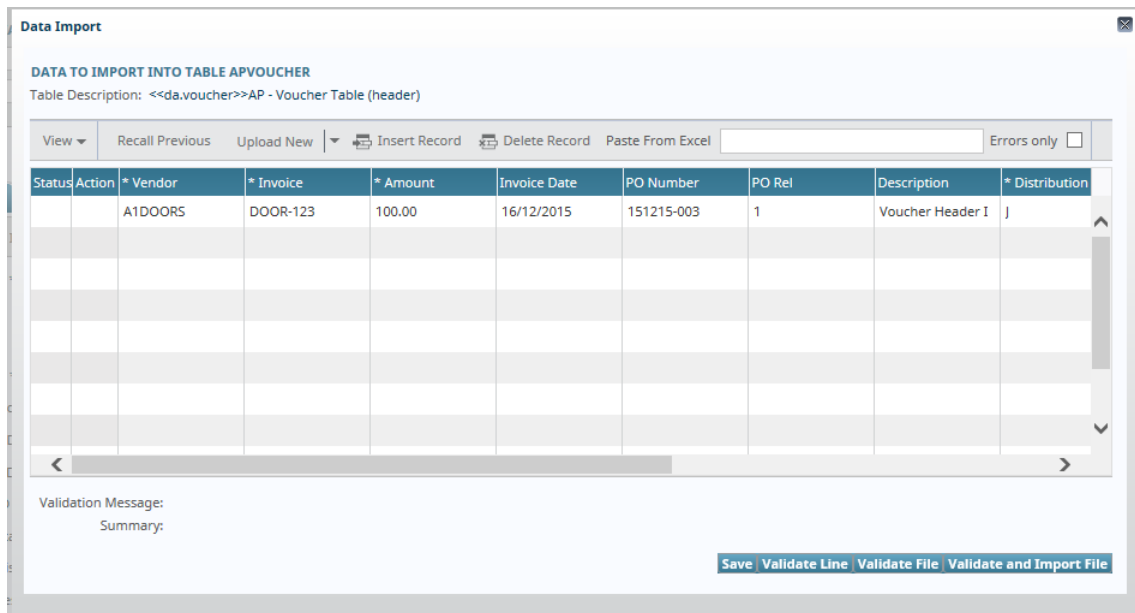
Follow the same steps as those described in Warehouse Receipt Header Import to upload, validate and import your records. The following screenshots will visually guide you through the process.



Example of Voucher Header .csv file in Notepad.



Example of uploading the .csv file using the [Upload New] button on the **Data Import** pop-up window.



Data Import pop-up displaying uploaded *Voucher Header* record ready to be validated.

ENTER VOUCHER Table Mode Save Exit

Enter Invoices Print Edit List Post Invoices

SELECTION CRITERIA
 * Company RVHQ
 * Batch

Data Import

DATA TO IMPORT INTO TABLE APVOUCHER
 Table Description: <<da.voucher>>AP - Voucher Table (header)

View Recall Previous Upload New Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* Vendor	* Invoice	* Amount	Invoice Date	PO Number	PO Rel	Description	* Distribution Type
●	Insert	A1DOORS	DOOR-123	100.00	16/12/2015	151215-003	1	Voucher Header 1	J

Validation Message: This Line is Valid
 Summary: Validation Complete
 1 of 1 lines are valid

Save Validate Line Validate File Validate and Import File

Data Import pop-up displaying validated Voucher Header record ready to be imported.

ENTER VOUCHER Table Mode Save Exit

Enter Invoices Print Edit List Post Invoices

SELECTION CRITERIA
 * Company RVHQ
 * Batch

Data Import

DATA TO IMPORT INTO TABLE APVOUCHER
 Table Description: <<da.voucher>>AP - Voucher Table (header)

View Recall Previous Upload New Insert Record Delete Record Paste From Excel Errors only ☐

Status	Action	* Vendor	* Invoice	* Amount	Invoice Date	PO Number	PO Rel	Description	* Distribution Type
●	Insert	A1DOORS	DOOR-123	100.00	16/12/2015	151215-003	1	Voucher Header 1	J

Validation Message: This Line is Valid
 Summary: Validation and (All or Nothing) Import Complete
 1 of 1 lines are valid

Save Validate Line Validate File Validate and Import File

TP Payment Mode Job Distribution Department 00 Account 5100.100 Job Code 100001 Cost Code 01-100 Category 4000

Compliance Address Release Retain. PO Selection Registration Re-Calc Distribution Save and New

Data Import pop-up displaying imported Voucher Header record.

ENTER VOUCHER Table Mode Save Exit

Enter Invoices Print Edit List Post Invoices

SELECTION CRITERIA

* Company RVHQ1001 Long Company Code Nam

* Batch

Voucher Detail **Defaults** **Joint Payee**

* Vendor A1DOORS' - 'Company RRR'

Address One Time Vendor Flag

Series AP1 Invoice Series

* Invoice * Voucher Num * Amount

Invoice Date Expense Dept Retainage

Due Date PO Selected ☒ Tax1

Disc Date EFT Flag ☒ Taxes

PO Number Release Gross Due

Retainage % Discount

Discount % Net

Description

☒ Pay When Paid Draw

TP Payment Mode

* Distribution Type Department Account

Job Code Cost Code Category

Voucher Header (created from imported data) displayed in the Enter Voucher screen.

Voucher headers may be imported for POs, but from this point forward, users must use the **[PO Selection]** button on the Enter Voucher screen to populate the PO receipt Details and then manually enter the **Invoice Amount** for selected lines. This must be performed manually and no import is possible.

PO DETAIL INVOICE SELECT LIST Save Exit ? ▲ ▼ ↺ ↻

SELECTION CRITERIA

Company RVHQ1001 Long Company Code Nam

Vendor A1DOORS' - 'Company RRR'

Invoice Invoice Amt.

Discount % Taxes Incl. ☒ Disc. Amt.

INVOICE DETAILS

Sel	Cls	* PO Number	* Rel #	Line	Item	PO Amount	Rec Qty	Invoice Amount	Inv Tax1 Amt	Inv Tax2 Amt	Inv Tax3 Amt	WM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151215-003	1	1	NON-STOCK1	3,300.00	110	90.00				EA
<input type="checkbox"/>	<input type="checkbox"/>	151215-003	1	2	NON-STOCK2	1,530.00	120					EA
<input type="checkbox"/>	<input type="checkbox"/>	151215-003	1	3	NON-STOCK3	433.33	130					EA
<input type="checkbox"/>	<input type="checkbox"/>	151215-003	1	4	NON-STOCK4	770.00	140					EA
<input type="checkbox"/>	<input type="checkbox"/>	151215-003	1	5	NON-STOCK5	337.50	150					EA

Rec. Date Dist. Type

Shipment # Dpt/Job/Eqp PO Tax1 Amt ☒ Claimed Qty

Ship Line # Acc/Phs/ECat PO Tax2 Amt ☒ Rejected Qty

Location Cat/Tran PO Tax3 Amt ☒ Unit Cost

VARIANCE ALLOWANCE

Line Total Selected

Invoice Total From PO Inv Variance

% of Invoice

Pgm: APPPOPICK – PO Detail Invoice Select List; standard Treeview path: Accounts Payable > Voucher > Enter Vouchers – **[PO Selection]** button pop-up

Once all the details have been entered in the **PO Detail Invoice Select List** screen, use the **[Create Voucher]** button to create the voucher distribution.

Using Reserved PO Numbers

Defining Reserve Groups

RESERVE GROUPS

Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

RESERVE GROUPS

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Code	Group Name	Job	Job Name	PO Number Mask
KHALID	Khalid			
PM	Project Managers	1002	1002	PO***
SITE	Site Managers			

RESERVE PO GROUP USERS

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* User ID	Name
DAVID	DAVID
OLESIA	OLESIA
QATESTV10X	QATESTV10X
RAVI	RAVI

Pgm: PORESGR – Create Reserve Groups screen; standard Treeview path: Purchase Order > Setup > Local Tables> Reserve Groups

The Reserve Groups screen is used to create user-defined groups to reserve purchase order numbers.

This feature will be most useful to field personnel who may be required to issue hand-written purchase orders that will be entered into the system at a later time. Using reserve groups, the purchase order number can be ‘reserved’ by the group and input at a later time without losing the integrity of the numbering system.

As well, users are assigned to each ‘Reserve Group’, restricting unauthorized users from using the incorrect reserved purchase order numbers.

Reserve Group Code

Enter a reserve group code. The reserve code can consist of a maximum of 8 alphanumeric characters.

Reserve Group Name

Enter the description for the reserve group. The description can be up to 60 alphanumeric characters in length.

Job

Enter Job Code assigned to particular Reserve Group, if applicable.

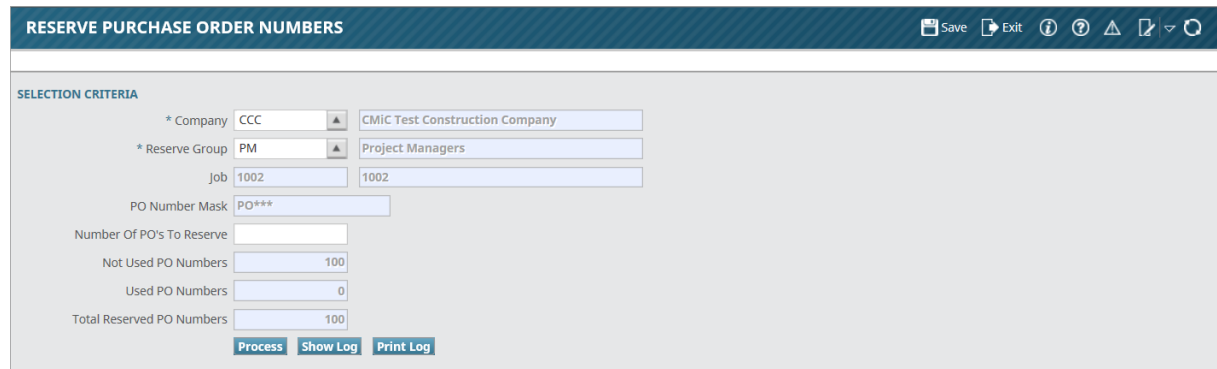
PO Number Mask

PO Number Format mask to be used to get the next PO Number.

Reserve PO Group Users

Assign users by selecting from the LOV user list.

Generating Reserved PO Numbers



Pgm: PORESGRN – Reserve Purchase Orders screen; standard Treeview path: Purchase Order > Process > Reserve PO Numbers

The Reserve Purchase Order Numbers screen is used to generate and reserve the Purchase Order numbers for the Reserve Groups. The reserve groups were created within the 'Reserve Group Maintenance' screen. When the purchase order numbers are generated and reserved, they are saved along with a status for the reserve group indicated. The status of the reserved purchase order numbers will indicate whether or not the reserved number has been used and an actual purchase order has been created for that number. By assigning the reserved purchase order numbers to a Reserve Group, only users belonging to the group will be able to access that reserved purchase order number.

Once the purchase order administrator enters the company code, reserve group and number of purchase orders to reserve, the system will look for the last purchase order number created and place the next available numbers on reserve.

A reserved purchase order report is available for distribution to field personnel. The report will advise of purchase order numbers available and has allotted space for manual recording to be entered in the system at a later time.

Reserve Group

Select the Reserve group code from the LOV. Group names were set up in local tables.

Number of POs to Reserve

Enter the number of Purchase Order numbers allowed for this reserve group. A maximum of 100 purchase order numbers can be reserved at any one time.

[Process] – Button

Press the [Process] button to begin the generation of the reserve numbers.

[Show Log] – Button

The [Show Log] button not only shows the purchase order numbers assigned to the reserve group but will display the Used flag for a quick reference of the available purchase orders remaining.

[Print Log] – Button

The Print Log will consist of the following columns: PO #, Vendor, Buyer, Item Description, PO Amount, Job, Cost Code, Category, and Approval Signature. All columns except 'PO #' will be blank for those Purchase Order Numbers that have not been used. Reserved Purchase Order numbers that have been used will display the relevant information within the columns provided.

The **[Print Log]** option from this screen will print all Reserved Purchase Order numbers for the specified Reserve group. To limit the report to specific numbers, or only used or unused numbers, go to the Report Menu and print the Purchase Order Number Log Report (standard Treeview path: *Purchase Order > Reports > Purchase Order Number Log*).

Working with Blanket POs

Blanket Purchase Order Entry

BLANKET ORDER ENTRY Table Mode Save Exit ? ? ? ? ? ? ? ?

Maximum Release Amount

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

* Vendor A1MASONS A1 Masons

BLANKET RULES

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

General Default Instructions Text Reason

* Blanket Number A1M-BPO-777 A1MASONS Blanket PO 777

Total Amount 50,000.00 Total Amount is Blanket Limit

Expiry Date 12/31/2017 Limited to Line Items Only

Maximum Release Amount 50,000.00

LINE ITEM RULES

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

Line	Item Type	Item	Name	Type	Storage Location	Quantity	Price	Amount	Max	Expires	Maxim
1	Inventory	BLOCK1	Cement Block 1	01	MAIN	100.00	3.0000	300.00	Y	12/31/2017	
2	Inventory	BRICK2	Brick 9"x4"x3"	01	WHSE-1	50.00	1.5000	75.00	Y	12/31/2017	

Total Approved Amount Approved Amt Qty

Pgm: POBLENTPC – Blank Purchase Order Entry – General Tab; standard Treeview path: Purchase Order > Setup > Blanket Purchase Order

Blanket Purchase Orders are used in situations where there has been an agreement between a company and a vendor, for the vendor to supply the company with specific products at a special price for a specific period of time. Unlike a standard purchase order, the blanket purchase order does not close after it has been used. Once created, all purchases for the products specified on the blanket order will reference the same purchase order number until the agreement expires.

Blanket Rules – Section

The Blanket Rules block contains the fields, which set the rules for the blanket order being created.

General – Tab

Blanket Number (Code)

The ‘Blanket Number’ code is a unique code to both the company and vendor.

- The blanket purchase order code can consist of a maximum of 11 alphanumeric characters.
- All lowercase letters will be changed to uppercase.

Blanket Name

Enter a descriptive name to identify the blanket purchase order being entered. The blanket purchase order name can consist of a maximum 30 alphanumeric characters

Total Amount

If a total figure is known enter it in this field, however, if there is no limit, enter the total amount of '0'.

- If the amount entered is "0", then the field "Total Amount is Blanket Limit" will become inaccessible.

Total Amount is Blanket Limit – Checkbox

Check this box when the approval process is to check that the total of all line items on existing orders do not exceed the Total Amount specified.

- If the user has entered '0' in the Total Amount this checkbox will not be available.
- Leave this box blank if the Total Amount field will be used for reference purposes only.
- The system will leave this field blank as a default.

Expiry Date

Enter the expiry date of the blanket purchase order. This date must be later than the system date.

The expiry date will be used when determining if the blanket purchase order is open for entry. When selecting a blanket purchase order number within Purchase Order Entry, the system will validate the expiry date against the system date to determine whether the Blanket Purchase Order is valid for entry.

Limited to Line Items Only – Checkbox

Check the "Limited to Line Items Only" box when no additional items may be added to the order when entering a purchase order. This will limit the order to the items entered on the blanket purchase order.

Unchecked additional items may be added at purchase order entry.

The system will check this box as a default.

Maximum Release Amount

Where a 'Maximum Release Amount' has been entered, purchase order entry will validate that each line item entered against this blanket purchase order does not exceed the maximum amount entered in this field for any single release.

When individual line items do not require validation against the amount released on orders entered against this Blanket Purchase Order leave this field blank.

Defaults (for POs) – Tab

The screenshot shows the 'BLANKET ORDER ENTRY' application window. At the top, there's a title bar with 'Table Mode' and icons for Save, Exit, Help, and other functions. Below the title bar, the 'Currency Code' field is visible. The 'SELECTION CRITERIA' section includes dropdowns for '* Company' (set to CCC, showing 'CMIC Test Construction Company') and '* Vendor' (set to A1MASON, showing 'A1 Masons'). The 'BLANKET RULES' section has a toolbar with Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. Below the toolbar, there are tabs for General, Default (selected), Instructions, Text, and Reason. The 'Default' tab contains several fields: '* Currency' (US, showing 'US Dollars'), 'Department' (00), 'Account' (1000.100), 'Order Date' (empty), 'Expected Date' (empty), 'Terms' (NET0, showing 'Net 30 Days Ret 0% D'), 'Buyer' (MISTY, showing 'MISTY RETCHFORD'), and 'Requester' (MISTY, showing 'MISTY RETCHFORD'). To the right of the 'Terms' field are three small input fields: 'Due' (30), 'Disc' (0), and 'Pct' (0).

Pgm: POBLENTPC – Blank Purchase Order Entry – Default Tab; standard Treeview path: Purchase Order > Setup > Blanket Purchase Order

To forward a specific default to the purchase order entry screen, choose the Defaults tab from the Blanket Rules block on the Blanket PO Screen. Enter the Defaults for POs created through this blanket.

Currency

This field defaults from the Vendor, but can be changed if required.

Department / Account

Enter the suspense department and account.

Order Date

This is a reference date to determine how long a Purchase Order has been on file and to calculate the expected date the items will actually be received, based on the lead times associated with the items.

Expected Date

Enter the date on which the merchandise is expected to be received. It may be the request date or a date set by the Vendor.

Terms

Select from the LOV a valid Vendor Term Code. Depending on the AP Control setting 'Use PO Terms', the terms entered here will default to the accounts payable voucher when purchase order is selected for payment. The term denotes the standard payment conditions applied to invoices. For example, Cash on Delivery, Net due in 30 days, etc. The terms rules are displayed in the 'Days Until Due', 'Days For Discount', and 'Term Percent' fields.

Buyer

Select from the LOV the name of the Buyer. Only valid Buyers can be selected within this field. Buyers are set up via the User ID Cross-Reference and Purchase Order Roles maintenance screens.

Requester

Select from the LOV the user requesting the items being purchased.

Requesters are defined within the Purchase Order Roles maintenance screen (standard Treeview path: *PO > Setup > Local Tables > Purchase Order Roles*). For details, refer to the following subsection of this document: Purchase Order Roles.

If the **Undefined Requestors** box is checked in the PO Control File (standard Treeview path: *PO > Setup > Local Tables > Control*), the system will allow the entry of a Requestor that has not been defined as a valid User within the Purchase Order module. An undefined Requestor will not have an Approver defined, and one will have to be manually selected.

Instructions (Shipping) – Tab

BLANKET ORDER ENTRY Table Mode Save Exit ? ? ? ? ? ? ? ?

Shipping Instructions

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

* Vendor A1MASONS A1 Masons

BLANKET RULES

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

General Default Instructions Text Reason

Ship To Address CCC1 CCC1 Address

Shipping Line CNR CN Rail

Shipping Method RAIL Railway Services

FOB Location 02 Union Pacific Rail Terminal

SHIPPING TEXT CODES

Shipping 1 100 2 200 3 300 4 5

Instructions Enter through the North gate.

Comment

Pgm: POBLENTC – Blank Purchase Order Entry – Instructions Tab; standard Treeview path: Purchase Order > Setup > Blanket Purchase Order

Ship To Address (Code)

If an address code has been entered on the purchase order control in the 'Default Ship to' field, the code will default into this field (standard Treeview path: *PO > Setup > Local Tables > Control – PO Defaults tab*).

If the 'Ship To Address Code From Job' box is flagged on the purchase order control, the 'Ship To Address' will default from the location address entered on the job.

Enter the code for the shipping address of the items defined on the Blanket PO. The name, first address line and postal/zip code for the address displays in the adjacent field, if found.

Shipping Line (Carrier Code)

Enter the code for the carrier to be used to transport the items for the Blanket PO, if applicable.

The shipping code entered here will default to the PO.

Shipping Method (Code)

Enter the code for the mode of transportation to be used (motor, rail, air, etc.) for the Blanket PO, if applicable.

The shipping code entered here will default to the PO.

FOB Location (Freight On Board Location Code)

The FOB Location code represents the physical point of delivery where the liability for loss or damage to the goods delivered transfers from the supplier to the purchaser.

Enter/Select a valid code for the FOB location for the Blanket PO. The descriptive name of the FOB code displays in the adjacent field.

The FOB location entered here will default to the PO.

Shipping Text Reference Code 1

Enter/Select from the LOV the first Text Reference Code to be printed at the bottom of the PO. Only the Text Reference codes associated with the Shipping Text Type code defined in the Control file can be selected (standard Treeview path: *PO > Setup > Local Tables > Control – PO Defaults tab*).

Shipping Text Reference Code 2 - 5

Enter the second, third, fourth and fifth Shipping Text Reference Code to be printed in the sequence recorded at the bottom of the PO which describes extra shipping instructions. Only the Text Reference codes associated with the Shipping Text Type code defined in the Control file can be entered.

Instructions (Shipping)

Enter text describing distinct shipping instructions for the Blanket PO. The descriptive text will print at the bottom of the PO in the sequence recorded. The instruction can consist of a maximum of sixty (60) alphanumeric characters in length.

Comments

Enter any additional comments about the Blanket PO. These comments will not appear on the PO.

Text (Code Details) – Tab

The screenshot shows the 'BLANKET ORDER ENTRY' window with the 'Text' tab selected. The interface includes a header bar with 'Table Mode' and various utility icons. Below the header, there are sections for 'SELECTION CRITERIA' (Company: CCC, Vendor: A1MASONS) and 'BLANKET RULES'. The 'Text' tab is active, displaying a table with two columns: 'Text Code' and 'Description'. The table contains one entry: Text Code '100' and Description 'Shipping & Receiving between 8:00AM & 5:00PM Only'. The table has a toolbar with options like View, Filter, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, and Export.

Pgm: POBLENTPC – Blank Purchase Order Entry – Text Tab; standard Treeview path: Purchase Order > Setup > Blanket Purchase Order

This field is needed only if the text code for this line item should be different than the one entered on the Purchase Order header.

Enter or select from the LOV one or more text codes, to set instructions or messaging for the line item.

WARNING: Only those text codes associated with the shipping instruction text type entered on the purchase order control file will be available for use.

Reason (for Blanket PO) – Tab

The screenshot shows the 'BLANKET ORDER ENTRY' window with the 'Reason' tab selected. The window has a title bar with 'Table Mode' and icons for Save, Exit, Help, and other functions. Below the title bar is a 'Reason Description' field. The 'SELECTION CRITERIA' section contains two dropdown menus: '* Company' with 'CCC' selected (showing 'CMIC Test Construction Company') and '* Vendor' with 'A1MASONS' selected (showing 'A1 Masons'). The 'BLANKET RULES' section has a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions. Below the toolbar are tabs for General, Default, Instructions, Text, and Reason. The Reason tab is active, showing a text area with the content: 'This blanket order was created for job 1002.'

Pgm: POBLENTPC – Blank Purchase Order Entry – Reason Tab; standard Treeview path: Purchase Order > Setup > Blanket Purchase Order

When an explanation is required for the existence of a blanket purchase order, enter the Reason for the Blanket PO.

Line Item Rules – Section

The detail block is used to associate the item type, item, quantity, weight measure, distribution types and price maximum with the blanket purchase order.

Line

PO detail line number. This number is automatically generated.

Item Type

This code can represent an Inventory Item, Non-Stock Item or Free-Form Item.

Inventory Items apply to merchandise ordered from a Vendor or manufactured in-house, which will be tracked within the Inventory application. An LOV is available for item selection – Item Code List. The List also includes class codes.

Non-Stock Items apply to merchandise ordered from a Vendor or manufactured in-house which will not be tracked within the Inventory application. A LOV is available for item selection. The LOV will show non-stock items set up in the non-stock items screen on the purchase order set up menu.

A Free-Form Item is merchandise that is being purchased on a one time only basis. Users will manually enter a user-defined code in the Item Code and Name fields. The item name description allows for 2000 characters.

Item Type Code

Item type codes are for inventory items only and have been set up in the inventory module.

Select from the LOV the Item Type code. The Item Type is used in conjunction with the Inventory Item to identify the inventory value and posting controls to be used during the inventory processing.

Storage Location

This field is required for inventory items only. The Storage location is set up in the inventory module and assigned to the item via Item Detail in the inventory module. This field will not be entered for either non-stock or free-form items.

Select the Storage Location from the LOV – Storage Location List.

Quantity and WM

Enter the quantity for the specified Item to be purchased along with its weight measurement.

Price

(Optional) Enter the price per unit (based on the weight measure code) for the line item being defined. If the item is a Non-stock item the price will default from the Non-stock table.

Amount (Total)

(Optional) Enter the total amount of the blanket purchase order for this line item.

If both price and quantity have been entered for this line item, then the total amount will automatically display as the price multiplied by the quantity, and will not be available for editing.

'Max' (Maximum Flag)

Enter a "Y" in this field if you want purchase order entry to validate that when this item is selected, the quantity ordered does not exceed the quantity entered here. The maximum flag is for the line item only and will have to be set for each line entered.

Enter an "N" in this field if it is not required for purchase order entry to validate the quantity ordered against this line item.

Expires (Expiry Date)

(Optional) If an expiry date has been entered in the 'Blanket Rules' block it will default into this field. The defaulted date can now be deleted or changed on a line by line entry. If the date is being changed it *must be later than the system date*.

If no expiry date was entered in the 'Blanket Rules' block, the field will return as null. It may be left as such or a date may be added on a line by line entry.

Maximum Release

Enter maximum release.

'DT' (Distribution Type (DT) Code)

Enter "G" if the charges for this purchase order should distribute directly to a G/L account.

Enter "J" if the charges for this purchase order should distribute to a Job Element.

Enter an "E" if the charges for this purchase order should distribute to an Equipment Element.

Enter an 'I' if the charges for this purchase order should update the Inventory.

The other headings and fields in this block will change according to the Distribution code you enter.

For a 'G' distribution

Enter the department and account code to be affected by this distribution.

For a 'J' distribution

The department will default from the accounts as entered on the Job Maintenance screen. The General Ledger account associated with this Job is derived from either the Job or the Category code.

Enter the Job/Cost Code and Category combination required.

For an 'E' distribution

The department will default from the equipment's Home Location as entered on the Equipment Maintenance screen. The General Ledger account associated with this equipment item is derived from the transaction code.

Enter the equipment, category and transaction code as required.

WARNING: Only Equipment Items with a commission date on or after the transaction date of entering the blanket purchase order will be available.

When using an 'I' distribution

The cursor will skip directly to the ship code field, as all relevant posting information will come from the inventory item itself.

Enter/Select the Location Code where location codes are being used to record a different shipping address for a specific line.

Enter the Tax Code 1 / Tax Code 2 / Tax Code 3

The tax codes will have defaulted from the inventory item or vendor. Tax 1, 2 or 3 can be left as per the default or changed on a line-by-line entry.

Text Codes

Enter the Text Reference code 1, 2 and 3 to supply an instruction and/or message pertaining to the specified Item. Only those Text Codes which apply to the Shipping Instruction Text Type entered on the Purchase Order Control File will be made available in this field.

This field is needed only if the text code for this line item should be different than the one entered on the Purchase Order header.

Description (Line Description)

Where a specific description for the line item is required, a description field has been supplied. The description field may consist of a maximum of 60 characters.

WARNING: If the item is a free-form item, and the free-form description has a carriage return preceding the actual description text, it may generate an error during purchase order processing.

NOTE: Blanket PO Entry does NOT allow 'W' type distributions, as there may not be a business requirement of a blanket PO for a preventive maintenance work order. Use the PO Entry screen which allows 'W' type distributions.

Purchase Order Entry – Blanket

Pgm: POENTRYC – Purchase Order Entry - Blanket; standard Treeview path: Purchase Order > Process > Enter Purchase Order

Orders entered against Blanket Purchase Orders are entered within the Purchase Order Entry Screen. Unlike standard purchase orders, blanket purchase orders do not close after they have been used. Once a Blanket Purchase Order has been created within the Blanket Order Entry screen, all purchases for the products specified on the blanket order can reference the same purchase order number until the agreement expires or the order maximums have been matched. Their release number distinguishes orders entered against blanket purchase orders.

Blanket Purchase Orders are entered in exactly the same manner as a Regular Purchase Order except:

- The purchase order type must be changed to 'Blanket', and the user will then select the required blanket number from the LOV available on the PO number field.

- Any of the default data entered on the Blanket PO will default into Blanket Release being created.

- Depending on the Blanket Rules, the detail block may be limited to specific items and quantities.

- When the item code is entered, the price and distribution will default to the line.

Printing the Blanket Agreement

PRINT BLANKET AGREEMENT

SELECTION CRITERIA

* Company: CCC (CMiC Test Construction Company)

BLANKET ORDERS

Starting Vendor Code: A1BRICKS (A1 Bricks Manufacturing Company)

Ending Vendor Code: ZZ-EANDL (E and L Tool Rental)

Starting Blanket Number:

Ending Blanket Number:

Number of Copies: 1

Print

Pgm: PO720 – Print Purchase Order Blanket Agreement; standard Treeview path: Purchase Order > Process > Print Blanket Agreement

This option will print a Blanket Agreement outlining all the rules and items on each Blanket Purchase Order. This does not print the details of a Purchase Order created against a Blanket PO.

Starting/Ending Vendor

To restrict the documents being printed to only one or a specific range of vendors then enter the vendor codes in these fields. If this is not necessary, leave these fields blank.

Starting/Ending Blanket Number

To print for a specific range of Blanket POs or only for one Blanket, enter the Blanket Number(s) in these two fields.

Number of Copies

This field will default to the number of copies previously determined in the Document Setup Screen of the local tables. If this was not set up, the default here will be 1.

If you have set up 4 copies in the Document Setup screen and change this value to 2, only the first 2 copies of the 4 will print. It is not possible to only print copy number 3, you must print 1 through 3.

Click the **[Print]** button to begin printing.

PURCHASE AGREEMENT

R.V.Head Quarters Company, LLC

100, Head Quarter Street, 700, Floor
Atlanta, GA, 65487
US
Tel : 416 234-4545
Fax: 416 222-6789

Agreement : ROOF1001

Page : 1 of 1

Total Amount : 94,500.00

Expiry Date : 31/12/2011

Max Release Amt :

Limited to Total Amount
Limited to Line Items Only

TO: A1 Roofing
4326 Hunt Street Suite 500
Chicago IL 60601
USA

SHIP TO:

Contact: George Tsakis
Tel: 323-456-2341
Fax: 323-456-2340

Contact:

P.O.DATE		REQUESTER		SHIP VIA		F.O.B. POINT		TERMS	
NO.	QUANTITY	UNIT	DESCRIPTION				UNIT PRICE	TOTAL	
1	20000.000	NA	BRICK1				4.5000	90,000.00	

Comments:

Shipping and Receiving strictly between 8:00 AM to 8:00 PM Only
Shipping must be accompanied by valid documents
All shipments must be certified for hazardous and contaminant free

Authorized by : _____ Date _____

1.02

Processing Purchase Orders

Printing the Edit List for Purchase Orders

PURCHASE ORDER EDIT LISTING

Enter Purchase Order **Print Edit List**

PRINTING OPTIONS

Company: CC CMIC Construction

Starting Vendor Code: A1SUPP A1SUPPLIER

Ending Vendor Code: A1SUPP A1SUPPLIER

Starting PO Number: PO200800001

Ending PO Number: PO200800001

Starting Release: 1

Ending Release: 1

Status: All

Type: Both

Order: Status **Print**

Pgm: PO350 – Purchase Order Edit List

The Purchase Order Edit Listing is a report. This listing is the confirmation sheet for the details specific to the selection criteria. To avoid errors, this listing should be printed and the details verified before approving and printing the Purchase Order(s).

The Purchase Order Edit Listing may be generated for one Company and Department at a time. However, a single Vendor or range of Vendors and a single or range of Purchase Order Numbers may be selected to meet individual requirements.

Company

Company code; defaults to user's default Company.

Starting Vendor Code

Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.

Ending Vendor Code

Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.

Starting PO Number

Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.

Ending PO Number

Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.

Starting Release

Optional; if left blank, taken to be first PO Release number. Normal starting release number is 1 for all POs.

Ending Release

Optional; if left blank, taken to be last PO Release number.

Status

By default, this field is set to 'All'. If the status 'All' is specified, all PO numbers will be included in the report. You can limit the status of the PO numbers listed in the report by changing the field as follows: Approved, Closed, Not Approved, Processed, Received and Void.

Type

By default, this field is set to 'Both'. If the type 'Both' is specified, Standard and Blanket POs will be included in the report. You can limit the type of POs listed in the report by changing the field to "Standard" or "Blanket".

Order

Select from the drop-down list the order in which Purchase Order Edit Listing will report. A selection criterion is Status, Type and PO Number.

Approving or Un-approving Purchase Orders

Approve PO

PURCHASE ORDER RELEASE

Save ? ? ? ? ? ?

Approve Purchase Order Unapprove Purchase Order

COMPANY CODE
Company CCC CMIC Test Construction Company

APPROVER ID
* Access Code

SELECT PURCHASE ORDERS

View ? Freeze Detach Search Workflows ? Report Options ? Export Import Attachments Notes ECM Documents ? User Extensions

Vendor Code	Buyer Code	Chg Code	Changed	PO Number	Release Num	Amount	Print	Approve
A1MASON	MISTY	ORIGINAL	CCC00000107	1	787.50			

Vendor Name A1 Masons Details Released PO Preview Approve

APPROVERS

View ? Freeze Detach Search Workflows ? Report Options ? Export ECM Documents ? User Extensions

Level	Description	Limit	Name	Date	Approved
1	Max \$1000	1,000	MISTY RETCHFORD		

Pgm: POREL – Approve Purchase Order; standard Treeview path: Purchase Order > Process > Approve Unapprove Purchase Order

The approval of purchase orders can be set to be automatic on the purchase order control (standard Treeview path: Purchase Order > Setup > Local Tables > Control). In that case, manual approval is not required. However, many companies prefer to approve the purchase orders manually and will use this screen.

Appearing in the approval and un-approval screens are those purchase orders that have been created to be manually approved.

An approver will need to have an access code to view POs within the approve or unapprove purchase order screens. The screen, shown above, is comprised of three sections: **Approver ID**, **Select Purchase Orders** and **Approvers**.

Approver ID (Access Code)

Enter the access code associated with the approver whose purchase orders are to be approved. For security reasons, this field displays dots instead of characters.

Select Purchase Orders

The Purchase Order block lists all purchase orders that require approval from the approver(s) indicated by the approver ID in the previous block.

The Purchase Order block displays standard information pertaining to the Purchase Order such as Vendor, Buyer Code, Change Code, Purchase Order Number, Purchase Order Date, Total Purchase Order, Release Number, Status, etc.

To view the purchase order screen and see the full details of a purchase order, place the cursor on the purchase order line and press **[Details]** button.

To view released purchase orders for a vendor, place the cursor on the vendor line and press [**Released PO**].

To preview a purchase order, click the Print checkbox beside the purchase order to be viewed and press [**Preview**] button. A draft of the purchase order, as it will be printed, will be available to be previewed and printed.

To approve a purchase order, click the approve checkbox beside the purchase order(s) to be approved and press the [**Approve**] button. Once approval has occurred, the checkbox beside the approver's name will activate.

Approvers

This is a query-only block where the user can view:

If the purchase order is approved.

If there is more than one approver.

If one approver approved the purchase order and the order is waiting for a second or third approver from a different approval level.

Unapprove PO

The Unapprove Purchase Order screen works in exactly the same way as the Approve Purchase Order screen, but the user can only unapprove a PO. Viewing the details is not available.

UNAPPROVE PURCHASE ORDER

Approve Purchase Order **Unapprove Purchase Order**

SELECTION CRITERIA

Company Access Code

APPROVED P.O.

Vendor Code	Buyer Code	Chg Code	Changed	PO Number	Release Num	Amount	Sel
A1MASON	MISTY	O	ORIGINAL	CCC00000107	1	787.50	<input type="checkbox"/>

Vendor Name **Unapprove**

APPROVERS

Level	Description	Limit	Name	Date	Approved
1	Max \$1000	1,000	MISTY RETCHFORD	10/06/2017	<input type="checkbox"/>

Pgm: POUNREL – Unapprove Purchase Order; standard Treeview path: Purchase Order > Process > Approve Unapprove Purchase Order

Posting Purchase Orders

Set	Vendor	Name	PO Number	Release	Amount	Buyer	Buy Name
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	1234500008	1	11,687.50	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	1234500009	1	7,450.78	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	1234500013	1	11,698.00	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	1234500016	1	0.00		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	256	1	0.00	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	33333333	1	0.00		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	654	1	10.52		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	980989898	1	0.00		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC-1000006	1	6,937.87	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000044	1	9,826.10	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000047	1	0.00		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000066	1	40.00	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000067	1	379.84	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000071	1	640.00	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000080	1	12,000.00	RAVI	RAVI

Pgm: POPSTORC – Purchase Order Processing; standard Treeview path: Purchase Order > Process > Process PO

The Process Purchase Order screen is used to post the committed cost of approved purchase orders. Purchase orders cannot be posted until they have been approved. Once processed, they can be changed, voided, received and posted for actual cost. If automatic posting is set on the purchase order control, the processing will post first the committed cost and then the actual cost for free-form and non-stock items depending on the PO control setting from the processing screen.

Once a PO has been processed, the only way to change it is via a Change Order or the PO can be voided and re-created under a new number.

PO Posting Date

The system displays the current date as the default. Enter the posting date of the purchase order(s).

Preview Posting – Checkbox

To view the posting reports without actually performing a final posting, check the Preview Posting checkbox.

Print Reports Immediately – Checkbox

Check the Print Reports Immediately checkbox to view the posting reports immediately after the process completion. Many times, there will be no report to print. It is only if there is a commitment to a job line or posting for a non-stock or free-form item that you will receive a report.

Sort By – Radio Buttons

Select the way in which you wish to sort the Purchase Orders. The system allows you to sort by Vendor or by PO Number.

Purchase Order Details

The purchase order detail area displays purchase orders that have been approved and are ready for processing.

Click the 'Sel' checkbox beside the Purchase Order(s) that are to be posted.

[Process] – Button

Click the [Process] button to begin posting the selected Purchase Order(s).

Printing Purchase Orders

Sel	Vendor	Name	* PO Number	* Rel	Amount	Buyer	Name
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	14-00000019	1	40950.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	JP000004	1	249375.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	PO000003	1	10.50	RAVI	RAVI
<input type="checkbox"/>	A1GARDEN	A1GARDEN	JP000005	1	46741.50	RAVI	RAVI
<input type="checkbox"/>	A1GARDEN	A1GARDEN	JP000008	1	15580.50	RAVI	RAVI
<input type="checkbox"/>	A1GARDEN	A1GARDEN	JP000010	1	10500.00	RAVI	RAVI
<input type="checkbox"/>	A1ROOF	A1 Roofing	ROOF1001	1	8268.75	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	11-00000001	1	13650.00	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	11-00000002	1	525.00	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	11-00000004	1	656.25	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	14-00000005	1	136.50	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	JP000002	1	750.00	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	JP000006	1	13000.00	RAVI	RAVI
<input type="checkbox"/>	A1SUPPLY	A1SUPPLY NAME	JP000007	1	39000.00	RAVI	RAVI
<input type="checkbox"/>	A1WINDOW	A1 WINDOW NAME FOR COMPANY RV	PO-00000002	1	525.00	RAVI	RAVI
<input type="checkbox"/>	A1WINDOW	A1 WINDOW NAME FOR COMPANY RV	PO-00000003	1	525.00	RAVI	RAVI

Pgm: POREPRT – Print Purchase Orders; standard Treeview path: Purchase Order > Process > Print Purchase Order

The Print Purchase Order screen will allow for the printing of one or more copies of purchase orders whether processed or unprocessed, approved or un-approved. The number of copies will depend on the Document Printing Options set up previously in local tables (standard Treeview path: Purchase Order > Setup > Local Tables > Document Printing Options).

Purchase Order Date

Enter the date, which will appear on the Purchase Orders selected for printing.

Unprocessed PO – Checkbox

Check the Unprocessed PO checkbox to limit the selection of Purchase Orders to Purchase Orders that have not yet been processed (posted).

Leave this checkbox blank to limit the selection of Purchase Orders to Purchase Orders that have already been processed.

Sort By – Radio Buttons

Select the way in which you wish to sort the Purchase Orders. You can sort by Vendor or by PO Number.

Un-Printed Purchase Orders Only – Checkbox

Check the Un-Printed Purchase Order Only box to limit the selection of Purchase Orders to Purchase Orders that have not been printed.

Leave this checkbox blank to limit the selection of Purchase Orders to Purchase Orders that have been printed.

Include Closed Purchase Orders – Checkbox

To re-print a closed PO, click the checkbox to display both open and closed POs.

PO Print Form

The Print Form will default from the setting on Purchase Order control but can be changed at this time.

Number of Copies

This field will default to the number of copies set up previously on the Document Printing Options in local tables (standard Treeview path: *Purchase Order > Setup > Local Tables > Document Printing Options*). If this was not set up, then the default here will be 1. If you wish to change the number of copies you may.

If you have set up 4 copies in the Document Printing Options setup screen, and change this value to 2, only the first 2 copies of the 4 will print. It is not possible to only print copy number 3, you must print 1 through 3.

Print Quantities and Amounts

This option is not available under the standard version of the product.

Purchase Orders

This section displays all purchase orders available for printing.

Click the 'Sel' box(es) to select the POs you wish to print.

[Print] – Button

Click the **[Print]** button to begin printing.

Changing Compliance Status

UPDATE COMPLIANCE STATUS

SaveExitHelpInfoWarningPrintRefresh

SELECTION CRITERIA

* CompanyCCC▲CMIC Test Construction Company

Vendor▲

* As of Date10/06/2017📅☒ Display Only Vendors with Purchase Orders

VENDOR SUMMARY

View▼Filter FreezeDetachSearchWorkflowsReport OptionsExportECM DocumentsUser Extensions

Vendor	PO Amount	Received Amount	Invoiced Amount	Outstanding PO Amount
1-URBAN	5,189.25	0.00	0.00	5,189.25
1000-230	817.47	0.00	0.00	817.47
12536	36.32	0.00	0.00	36.32
1TIME	3,744.89	250.57	0.00	3,744.89
A1BRICKS	604,491.64	60,307.82	18,344.57	586,147.07
A1CEMENT	50,026.08	428.52	0.00	50,026.08
A1DOORS	357,130.00	214,556.75	3,323.50	353,806.50
A1ELEC	80,573.75	-9,988,727.50	105.00	80,468.75
A1FLOOR	129,046.76	248,211.34	0.00	129,046.76
A1GARDEN	16,714.40	0.00	0.00	16,714.40
A1HVAC	0.00	0.00	0.00	0.00
A1MARBLE	108,223.65	0.00	0.00	108,223.65

VendorA1 Bricks Manufacturing CompanyCompliancePurchase Orders

Pgm: POCHGCOM – Change Compliance Status; standard Treeview path: Purchase Order > Process > Change Compliance Status

This screen is applicable if Compliance Codes are used with Purchase Orders. It is used to view all the outstanding POs by Vendors, and to select a PO to update its compliance status via the **[Compliance]** button's pop-up.

Company

Select a Company by which entries will be filtered.

Vendor

Select a Vendor by which entries will be filtered, or leave this field blank to not filter entries by a Vendor.

As of Date

Enter the date you want to view compliance as of. The system defaults the system date to this field.

Display Only Vendors with Purchase Orders – Checkbox

This checkbox is defaulted as checked so that only Vendors with Purchase Orders will be displayed and available for update. If you want to see all Vendors, uncheck this box.

[Compliance] – Button

Compliance Codes may be updated at the Vendor Summary (Vendor level) or for each unique Purchase Order for the Vendor.

If you wish to update the Compliance Codes at the Vendor Level, use the [**Compliance**] button to display all Compliance Codes associated with the Vendor.

[Purchase Order] – Button

Selecting a Vendor from the Vendor Summary and clicking on the [**Purchase Order**] button will display all the outstanding POs for that Vendor. Users can then select a PO to update its compliance status using the [**Compliance**] button.

UPDATE COMPLIANCE STATUS

Save

SELECTION CRITERIA

Company

CCC

CMIC Test Construction Company

VENDOR SUMMARY

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Vendor	PO Amount	Received Amount	Invoiced Amount	Outstanding Amount
A1MASONS	15,416.31	850.50	0.00	15,416.31

PURCHASE ORDERS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

PO Number	Rel #	PO Date	PO Amount	Received Amount	Invoiced Amount	Outstanding PO Amount
CCC00000097	1	10/04/2017	584.38	0.00	0.00	584.38
CCC00000103	1	10/04/2017	496.44	0.00	0.00	496.44
CCC00000104	1	10/04/2017	13,485.00	0.00	0.00	13,485.00
CCC00000107	1	10/10/2017	850.50	850.50	0.00	850.50

Compliant

Vendor

A1 Masons

Close

Vouchers

Compliance

Pgm: POCHGCOM – Change Compliance Status – [Purchase Orders] button

You may change the compliance of any of the codes displayed here or add a new Compliance Code. If you want to apply the changes to existing documents, the Purchase Order and matched Vouchers press the [**Apply Changes**] button. If you added a new compliance code and want to add it to all open Purchase Orders for this Vendor, use the [**Add to PO's**] button.

For more information, please refer to Compliance section in this guide.

Voiding a Purchase Order

VOID PURCHASE ORDER

Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company: CCC CMIC Test Construction Company Void Date: 10/06/2017

☐ Preview Posting ☐ Print Reports Immediately

PURCHASE ORDERS

View Freeze Detach Search Workflows Report Options Export Import Attachments Notes ECM Documents User Extensions

Select	Vendor	Name	PO Number	* Release	Amount	Chg Code	Changed	Buyer	Name
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	BRICK101	1	1,168.75	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000053	1	0.00	O	ORIGINAL	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000068	1	873.64	O	ORIGINAL	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000069	1	830.76	O	ORIGINAL	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC-1000006	1	6,037.87	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000034	1	616.00	O	ORIGINAL		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000044	1	9,826.10	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000047	1	0.00	O	ORIGINAL		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000066	1	40.00	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000067	1	379.84	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000071	1	640.00	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000080	1	12,000.00	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000081	1	12,856.25	O	ORIGINAL	RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000088	1	0.00	O	ORIGINAL		
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	CCC00000089	1	52.50	O	ORIGINAL		

Process

Pgm: POPSTVOC – Purchase Order Voiding; standard Treeview path: Purchase Order > Process > Void Purchase Order

The Void Purchase Order screen is used to cancel Purchase Orders. Only processed and not received Purchase Orders can be canceled. Once voided, the Purchase Orders cannot be recalled when processing purchase order receipts.

A Voided Purchase Order Listing is automatically printed every time the void program is run. For each purchase order voided, the report shows the Company name, Department name, Purchase Order Number, Vendor name, Order Date, Change/Original Status, Item, Quantity, Price and Extended Price. Also, if the Purchase Order was distributed to a job, the commitments will be voided on a Job Cost Posting Report.

Void Date

The system displays the current date as the default. Enter the date on which the void should be posted.

Preview Posting – Checkbox

To view the posting reports without actually posting, check the Preview Posting checkbox and then click on the [Process] button.

Print Reports Immediately – Checkbox

Check the 'Print the Reports Immediately' box to print the Posting Report directly after the voiding process is finished.

Leave this field blank if you wish to print the posting reports at a later time using the Print Posting Reports option off the Utility Menu (standard Treeview path: Purchase Order > Utilities > Print Posting Reports).

Select – Checkbox(s) (Select the Purchase Orders to Void)

Use this section to select the posted Purchase Order(s) to be voided.

Execute a general query or execute a specific query on one or more of the fields contained in the table. When a match occurs, the system retrieves the first document record and displays the information on the screen. Check the Selection box beside the purchase order to be voided.

[Process] – Button

Press the **[Process]** button to begin posting.

Change Orders

Overview of PO Change Orders

Changes to Purchase Orders are entered against Purchase Orders through the Change Orders Menu. Any change to the original purchase order can then be tracked independently allowing for the change to run through the proper approval process.

Change Order Entry

Pgm: POCOENT – Enter Change Order Screen; standard Treeview path: Purchase Order > Change Orders > Enter Change Order

Change Orders are entered into the Change Order Maintenance screen by calling up existing purchase orders and modifying or adding to the detail.

Status (Code)

When entering a new change order, disregard the status option. When searching an existing change order, the status code applies to the querying of change orders within this screen.

Change orders can be limited to the screen through their status. The system provides for the following status selections: Not Approved, Approved and Processed.

Select the status that represents the type of change order(s) to be viewed on this screen.

Change Order – Section

PO Number

Enter/select from the LOV the Purchase Order number.

Once the purchase order number has been selected, the information in the purchase order header will default to the Change Order block. Change any of the information in this block as it applies to the change order being entered.

Purchase Order Total

Displays the Original PO Amount. This field is display only and cannot be modified.

[Populate Details] – Button

Click on **[Populate Details]** button to display detail lines from the original Purchase Order, with the quantity fields displaying an amount of zero.

Change Order Detail – Section

Modify the quantity of an existing purchase order detail line

To change an original detail line, enter a positive value to increase the 'Ordered Quantity' or a negative value to decrease the 'Ordered Quantity' from the original detail line.

- A negative value must be equal to or less than the number originally entered on the purchase order.
- If both the quantity and amount are changed, the total for the extended amount will display in 'Extended' column in the Change Order Detail block.

All other information can be modified from the original detail line.

Add an additional detail line to the original purchase order

When adding additional information new to the order, move to the next available line and enter the change order detail following the same rules as when entering a purchase order.

Change an Un-posted Change Order

Select the status of the un-posted change order in the first block.

WARNING: When using 'Automatic PO Approval' change orders will be automatically approved as they are entered. The change order will be considered approved.

Select the change order number to be edited.

Approve and Un-approve Change Orders

Approve CO

APPROVE CHANGE ORDERS

Approve Change Orders Unapprove Change Orders

SELECTION CRITERIA

Company CCC CMIC Test Construction Company

APPROVER ID

* Access Code *****

SELECT PURCHASE ORDERS

View Filter Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Vendor Code	Buyer Code	Chg Code	Changed	CO Number	PO Number	Release Num	Amount	Select
A1MASON	MISTY	O	ORIGINAL	1	CCC00000107	1	78.75	<input type="checkbox"/>

Vendor Name A1 Masons Details Released CO Approve

APPROVERS

View Filter Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Level	Description	Limit	Name	Date	Approved
1	Max \$1000	1,000	MISTY RETCHFORD		<input type="checkbox"/>

Pgm: POCOAPRV – Change Order Approval; standard Treeview path: Purchase Order > Change Orders > Approve Unapprove Change Order

The approval of change orders will follow the same rules as purchase orders in including automatic approval. When automatic approval is set, a manual approval is not required. However, many companies prefer to approve the changes to the purchase orders manually and will use this screen.

An approver will need to have an access code to view the approve or unapprove change order screen.

Approver ID (Access Code)

Enter the access code associated with the approver whose purchase/change orders are to be approved. For security reasons the code field will display as ‘*’s.

Select Purchase Orders (Change Orders)

In this section, the system will display all change orders that require approval from the approver(s) indicated by the approver ID in the previous section.

This section displays standard information pertaining to the Change Order such as Vendor, Buyer Code, Change Code, Change Order Number, Change Order Date, Total Change Order, Release Number, Status, etc.

To view the change order screen and see the full details of a change order, place the cursor on the change order line and click on the **[Details]** button.

To view released change orders for a vendor, place the cursor on the vendor line and click on **[Released CO]**.

To approve a change order, click the ‘Select’ checkbox beside the change order(s) to be approved and click on the **[Approve]** button.

Approvers

This is a query only section for the user to view:

Who the approvers are.

If the change order is approved.

If there are more than one approvers.

If one approver approved the change order and the order is waiting for a second or third approver from a different approval level.

Unapprove CO

UNAPPROVE CHANGE ORDER

Approve Change Orders **Unapprove Change Orders**

SELECTION CRITERIA

Company: CCC Access Code: ***** CMIC Test Construction Company

APPROVED CO

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Vendor Code	Buyer Code	Chg Code	Changed	CO Number	PO Number	Release Num	Amount	Select
A1MASON	MISTY	ORIGINAL	1	CCC00000107	1			<input type="checkbox"/>

Vendor Name: A1 Masons **Unapprove**

APPROVERS

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Level	Description	Limit	Name	Date	Approved
1	Max \$1000	1,000	MISTY RETCHFORD	10/06/2017	<input checked="" type="checkbox"/>

Pgm: POCOUNAP – Change Order Unapproval; standard Treeview path: Purchase Order > Change Orders > Approve Unapprove Change Order

The Unapprove Change Order screen works the same way as the Approve Change Order screen, but the user can only unapprove a CO. Viewing the details is not available.

Edit Listing for Change Orders

CHANGE ORDER LISTING

SELECTION CRITERIA

* Company: CC CMIC Construction

Starting PO Number: POCC-A00001

Ending PO Number: POCC-A00001

Starting Release:

Ending Release:

Status: Not Approved

Type: Standard

Order: PO Number

☒ Last Change Order Only

Print

Pgm: PO710 – Change Order Listing; standard Treeview path: Purchase Order > Change Orders > Change Order Listing

Use this screen to select the change orders to be printed on the edit listing.

Starting PO Number

Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.

Ending PO Number

Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.

Starting Release

Optional; if left blank, taken to be first PO Release number. Normal starting release number is 1 for all POs.

Ending Release

Optional; if left blank, taken to be last PO Release number.

Status

By default, this field is set to 'Not Approved'. If the status 'Not Approved' is specified, only POs with the status 'Not Approved' will be included in the report. You can limit the status of the PO numbers listed in the report by changing the field as follows: All, Approved, Closed, Not Approved, Processed, Received and Void.

Type

By default, this field is set to 'Standard'. If the type 'Standard' is specified, only Standard POs will be included in the report. You can limit the type of POs listed in the report by changing the field to 'Both' or 'Blanket'. 'Both' will include Standard and Blanket POs in the report, and 'Blanket' will only include Blanket POs in the report.

Order

By default, this field is set to 'PO Number'. Select from the drop-down list the order in which Change Order Edit Listing will report. A selection criterion is Status, Type and PO Number.

Last Change Order Only – Checkbox

Check the 'Last Change Order Only' checkbox to print the last change order on the Purchase Order(s) selected for print. The system default is to have this box checked.

Leave this checkbox blank to print all change orders listed on the purchase order(s) selected.

Print Original Purchase Order

PURCHASE ORDER PRINTING Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company x Number of Copies

☒ Print Quantities and Amounts Sort By ☒ Vendor ☐ PO Number

PURCHASE ORDERS

View

Sel	Vendor	Name	PO Number	Release #	Amount	Buyer	Name
<input type="checkbox"/>	A1BRICKS	A1BRICKS-Long Name Accessed A	15-00000002	1	126,000.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	11-00000003	1	7,875.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	11-00000006	1	57,500.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	13-00000001	1	1,365.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	13-00000002	1	26.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	13-00000003	1	26.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	13-00000004	1	130.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	14-00000004	1	130.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	14-00000009	1	136.50	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	14-00000019	1	40,950.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	JP000001	1	118,125.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	JP000003	1	5,250.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	JP000004	1	249,375.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	JP000009	1	1,300.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	PO000001	1	5,000.00	RAVI	RAVI
<input type="checkbox"/>	A1DOORS	A1DOORS INC-NAME	PO000003	1	10.50	RAVI	RAVI
<input type="checkbox"/>	A1GARDEN	A1GARDEN	14-00000018	1	13,000.00	RAVI	RAVI
<input type="checkbox"/>	A1GARDEN	A1GARDEN	JP000005	1	46,741.50	RAVI	RAVI

Pgm: POORPRT – Print Original Purchase Order; standard Treeview path: Purchase Order > Change Orders > Print Original PO

The Print Original Purchase Order screen will print the Purchase Order as it was first processed before any change orders had been applied.

Number of Copies

This field will default to the number of copies set up previously on the Document Printing Options in local tables (standard Treeview path: *Purchase Order > Setup > Local Tables > Document Printing Options*). If this was not set up, then the default here will be 1. If you wish to change the number of copies you may.

If you have set up 4 copies in the Document Printing Options setup screen, and change this value to 2, only the first 2 copies of the 4 will print. It is not possible to only print copy number 3, you must print 1 through 3.

Print Quantities and Amounts – Checkbox

This option is not available under the standard version of the product.

Sort By – Radio Buttons

Select the way in which you wish to sort the Purchase Orders. You can sort by Vendor or by PO Number.

Purchase Orders – Section

This section displays all purchase orders available for printing.

Click the 'Sel' box(es) to select the POs you wish to print.

[Print] - Button

Click the **[Print]** button to begin printing.

Print Change Orders

CHANGE ORDER PRINTING

Save

Exit

SELECTION CRITERIA

* Company

CCC

CMIC Test Construction Company

* Number of Copies

1

☐ Unprocessed Change PO

☒ Print Quantities and Amounts

Purchase Order Date

10/10/2017

CHANGE ORDERS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Sel	Vendor	Name	PO Number	Release #	CO Number	Change Amount	Buyer	Name
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	CCC00000055	1	5	1,050.00	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	CCC00000055	1	4	-1,050.00	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	CCC00000055	1	3	-1,000.00	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	CCC00000055	1	2	1,000.00	RAJNEESH	RAJNEESH
<input type="checkbox"/>	A1MECH	A1 Mechanical Services	CCC00000055	1	1	-1,000.00	RAJNEESH	RAJNEESH

Print

Pgm: POCOPRT – Print Change Order; standard Treeview path: Purchase Order > Change Orders > Print Change Order

The Print Change Order screen will print a Purchase Order Change Order document, which shows only the specific change order number details, for both processed and un-processed change orders.

Number of Copies

This field will default to the number of copies set up previously on the Document Printing Options in local tables (standard Treeview path: *Purchase Order > Setup > Local Tables > Document Printing Options*). If this was not set up, then the default here will be 1. If you wish to change the number of copies you may.

Unprocessed Change PO – Checkbox

Check the ‘Unprocessed Change PO’ box to limit the selection of Purchase Orders in the next block to Change Orders that have not yet been processed.

Leave this box blank to limit the selection of Purchase Orders in the next block to Change Orders that have already been processed.

Print Quantities and Amounts – Checkbox

This option is not available under the standard version of the product.

Purchase Order Date

Enter the date to appear on the Purchase Change Order selected for printing. The system displays the current date as the default.

Change Orders

Use this block to select the approved Purchase Order(s) to be printed

Execute a general query or execute a specific query on one or more of the fields contained in the block. When a match occurs, the system retrieves the first record and displays the information on the screen. Check the ‘Sel’ box beside the purchase order(s) to be printed and press **[Print]**.

Purchase Order Receipts

Enter Warehouse Receipt (Warehouse Receiving)

SHIPMENT RECEIVING Table Mode Save Exit ? ? ? ? ?

Enter Warehouse Receipt Print Edit List Post

SELECTION CRITERIA

* Company CC CMIC Construction

General Shipment Details

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Warehouse MAIN Main Warehouse

Shipment Number 8756 * Shiplist Number 8756 * Date 28-May-15

* Vendor A1DOOR A1DOOR

Receiver RAPID RAPID

Purchase Order PO000003 1 Retrieve Entire PO Receive Entire PO

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM User Extensions

* Line	PO Number	Rel	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity
	PO000003	1	1	ICE_SALT				LB	150	0	150

Cost Code 01-100 Name Blue Prints

Item Class Dist

Qty on hand Qty on reserve

Get Item Variance Change Orders Posting Location PO Detail

Pgm: POSHPREC – Warehouse Receiving; standard Treeview path: Purchase Order > Receipt > Enter Warehouse Receipt

The Enter Warehouse Receipt screen is used primarily for entering and maintaining the arrival of incoming items by personnel who do not have pricing privileges.

The Enter Warehouse Receipt screen is similar to the Shipment Cost Receiving screen, except that the price per unit of the items on the Purchase Order cannot be viewed or modified. Once an incoming shipment has been entered using the Cost Receipt screen, they may be posted directly or retrieved into the Cost Receiving screen for price editing.

Warehouse receipts use the Receipt Variance PO control, Verify Receipt Quantity.

For details about the Enter Warehouse Receipt screen, please refer to the instructions for the Shipment Cost Receiving screen.

NOTE: A privilege is required to override quantity variance.

Optional Fields (Order Quantity, Order WM, Received To-Date Quantity)

Using the Lite Editor, the following display-only fields can be added to the Enter Warehouse Receipt screen: **Order Quantity**, **Order WM**, and **Receive To-Date Quantity**.

By default, these fields are not visible. To utilize them, the Lite Editor is used to make them visible. For details about the Lite Editor tool, please refer to the Lite Editor guide (*V10xTOOLS ADF - Lite Editor.pdf*).

The following screenshot shows an example of the screen with the 3 fields made visible.

SHIPMENT RECEIVING Table Mode Save Exit ? ⚠ 🔍 🔄

Enter Warehouse Receipt Print Edit List Post

SELECTION CRITERIA

* Company

General **Shipment Details**

Search Insert Delete Previous Next Workflows Report Options Import ECM Documents User Extensions

* Warehouse

Shipment Number * Shiplist Number * Date

* Vendor

Receiver

Purchase Order [Retrieve Entire PO](#) [Receive Entire PO](#)

RECEIVED ITEMS

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export Import ECM Documents User Extensions

* Line	PO Number	Ref	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Order Quantity	Order WM	Received To Date Quantity
1	JP000011	1	1	JHNEW02	JHNEW02	01	MAIN	EA				29.000	EA	25.000
2	JP000011	1	2	JHPREE34	JHPREE34			LS				55.000	LS	14.000
3	JP000011	1	3	JHNON-STOC	JHNON-STOCK03			NA				199.000	NA	7.000

Cost Code Name

Item Class Dist

Qty on hand Qty on reserve

[Serial Number](#) [Change Orders](#) [Assign Location](#) [PO Detail](#)

Pgm: POSHPREC – Warehouse Receiving screen with 3 optional fields made visible using Lite Editor.

Enter Cost Receipt

SHIPMENT COST RECEIVING Table Mode Save Exit ? ⚠ 🔍 🔄

Enter Cost Receipt Print Edit List Post

SELECTION CRITERIA

* Company

General **Shipment Details**

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Warehouse

Shipment Number * Shiplist Number * Date

* Vendor

Receiver

Purchase Order [Retrieve Entire PO](#) [Receive Entire PO](#)

RECEIVED ITEMS

View Freeze Detach Search Insert Record Insert Multiple Records Delete Record Workflows Report Options Export Import ECM User Extensions

* Line	PO Number	Ref	PO Line	Item	Item Name	Type	Location	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity	Inv Curr	Inv WM	Pr
1	PO000003	1	1	ICE_SALT	ICE SALT			LB	25.000	5.000	25.000	US	LE	

Cost Code Name Total Invoiced Amount

Item Class Dist

Qty on hand Qty on reserve

[Serial Number](#) [Change Orders](#) [Taxes](#) [Assign Location](#) [PO Detail](#)

Pgm: POINVREC – Shipment Cost Receiving; standard Treeview path: Purchase Order > Receipt > Cost Receipt

After purchase orders have been entered, edited, approved, and printed, the Purchase Order Receipt Menu is used to update the purchase order items as they are received.

The expeditious receipt, identification and general inspection of incoming materials is critical before the receiving is posted against the purchase order. The quantity entered in this program is the quantity that was received in good condition and that you are willing to pay for. When unloading and checking the shipments against the carrier's manifest (freight bill), ensure the full consignment has been delivered and no external damage is found. Any discrepancies between your count and the freight bill should be clearly identified on the carrier's manifest. All external damages should be relayed to the carrier's representative and clearly written on

the carrier's manifest. When unpacking and inspecting the shipment, the material received should be checked against the vendor's packing slip/invoice and the company's purchase order to verify that the correct items and quantities have been shipped and no internal damage was incurred during shipment. Failure to do so relieves the carrier of all liability after accepting the shipment.

The Cost and Warehouse Receipts are the only documents the company possesses which detail the material it has actually received. These documents are used as the basis for invoice payment. During the posting process, the system automatically updates across all applications directly to jobs, equipment or intermediary cost accounts. It also updates the inventory master files, average costs and adjusts the on-order and back-ordered quantities appropriately.

If the Automatic Receipt functionality has been enabled via the Purchase Order Control File, the receipt was created when the purchase order was processed and a manual receipt is not necessary (standard Treeview path: *Purchase Order > Setup > Local Tables > Control – Posting tab*).

General – Tab

Warehouse

If the warehouse default was entered in the setup menu then it will default here. If there is no default, select a warehouse from the LOV. If the Inventory system is not being used, then this field will not be available. If inventory is being utilized, a warehouse must be entered even if the PO being received is not destined for the Inventory system.

Shipment Number

Enter a company-defined internal shipment number for the goods that you are receiving.

If the warning option was selected on the purchase order control, the user will get a warning message should the same shipment number be entered more than once.

Ship List Number

Enter the Ship List Number as it appears on the freight bill. The entry of a Ship List number allows for the entry of single or multiple Purchase Orders against a specific Ship List (freight bill).

Date (Receipt Date)

Enter the actual date the shipment was received. The system will default the current system date into this field.

Vendor (Code)

Enter the code for the purchase order vendor.

Receiver (User ID)

Select from the LOV the name of the warehouse receiver.

The Receiver must have already been set up using the Purchase Order Roles Maintenance screen (standard Treeview path: *Purchase Order > Setup > Local Tables > Purchase Order Roles*).

Purchase Order and Release Number

Select the Purchase Order number from the LOV that will be receiving the items on this ship list/freight bill. When entering a Purchase Order number into this field, the [**Receive Entire PO**] may be used to automatically retrieve all the line items associated with this Purchase Order into the Received Items block.

When receiving the entire details of more than one Purchase Order on this Ship List/freight bill, return to the Purchase Order field in the shipment block, select another Purchase Order and retrieve the entire Purchase Order into the Received Items block. The system will add the new line items to the ones that have already been retrieved.

Leave the Purchase Order field blank when entering selected line items from various Purchase Orders. In this case, merely enter the desired Purchase Order number on a line-by-line basis directly into the Received Items block.

Shipment Details – Tab

Shipping Method (Code)

Enter the code for the shipping method used (motor, rail, air, etc.) for this purchase order, if applicable.

Shipping Line (Carrier Code)

Enter the code for the carrier used to transport the items for this purchase order, if applicable.

Transport Mode

Enter the code for mode of transportation used, if applicable.

Mode Number

Enter the number for transport mode used, if applicable.

Transport Document

Enter details about transport documents, if applicable.

Remarks

Enter any additional shipping comments, if applicable.

Received Items - Section

The detail section of this screen is where the specific details and allocations such as item type, item, quantity received, location, and remaining quantity are entered.

The system defaults the Line, Department Code, Item Type, Item Code, Weight/Measure, and Location Code from the detail lines of the specified Purchase Order. The Receipt Date defaults from the Receipt Date on the Purchase Order Receipt Header block. Lastly, the Close Line field is set by the operator/the system and Remaining Quantity field calculated by the system depending on the value entered in the Quantity Received field.

PO and PO Release Number

Enter the PO and PO Release number for the line item you are receiving.

A List of Values is available on this field displaying the PO and PO release number.

If you have entered a Purchase Order number into the Shipment header and received the entire PO, then this field will default with each line item defined for the specified Purchase Order.

PO Line Number

If the lines have not defaulted from **[Receive Entire PO]** button, enter the line number of the item being received. The line number is the actual line number on the purchase/change order. Once entered, the associated item code, item type and item location will default from the Purchase Order.

Item Code

The system defaults the code for the Item associated with the specified Purchase Order.

Item Type

The system defaults the code for the Item Type of the Inventory Item.

Item Location

The system defaults the Item Location Code from the purchase/change order.

If receiving this item directly into the Job Costing or Equipment applications (Inv. Rec. Flag was not active on the purchase order), the system will clear the location default when moving past the location field.

Rec WM

Enter the code that represents the unit of measure in which this item will be received. The system will default the weight measure as specified on the Purchase Order.

Received Quantity

Enter the number of units actually received in satisfactory condition and for which payment will be authorized. This will normally be a number less than or equal to the actual ordered quantity (indicated in the PO Detail pop-up).

Rejected Quantity

Enter the number of units that have been rejected. Rejected units are differentiated from Claimed units in that the Vendor has agreed to replace these items at the Vendor's expense.

Claimed Quantity

Enter the units of this that are in dispute. These are units of the item that have been rejected and for which the supplier does not accept responsibility. If a number is entered in this field, when the receipts are posted the system will generate a General Ledger disposition using the account set aside for Insurance Claims on the control file in the Accounts Payable for the specified Company.

Invoice Currency

The currency will default from the Vendor.

Invoice WM

Enter the code that represents the unit of measure in which this item will be invoiced. The system will default the weight measure as specified on the Purchase Order.

Price (Per Unit)

The system defaults the price per unit from the purchase order/ change order. If the amount is changed, the PO control will be checked for the allowed variance. If this is exceeded, you will require a privilege to proceed.

Total

Invoice Amount excluding taxes.

Invoiced Quantity

The system automatically calculates the units to be paid to the Vendor upon receipt of an invoice. If the quantity is exceeded, the PO control will be checked for the allowed variance. If variance is being used, you will require a privilege to proceed.

Rejected/Claimed Units

Rejected units are differentiated from Claimed units in that the Vendor has agreed to replace these items at the Vendor's expense.

WARNING: DO NOT enter any units that were back-ordered in this field. Quantities not shipped because of a back-order or Vendor error will be tracked automatically since the purchase order received, claimed, and rejected quantity will not add up to the total ordered quantity.

Tax Codes

Verify / Modify the tax code for the first, second, and third level of taxes applicable to this line item purchase.

A special note on the Qty on Hand and Qty on Reserve fields

The Quantity on Hand and Quantity on Reserve fields are used to keep track of the inventory quantities received, as they will impact the actual physical inventory. For this reason, the Quantity on Hand amount will only be shown and updated by the entry of the quantity on the line being committed when the Inventory receipt is posted. As well, the Quantity on Reserve figure will display when these items will subsequently be issued to a Job or a piece of Equipment.

It is important to note that these quantities are the actual on-line physical quantities as entered into the receipt screens. The system will update these amounts as the inventory items are entered and committed. Only the 'book' quantities will be updated during the posting process.

[PO Detail] – Button

The screenshot displays the 'SHIPMENT COST RECEIVING' interface. At the top, there is a header bar with the title and several icons (Save, Print, etc.). Below the header, the form is organized into several sections. The top section contains fields for 'Order Number' (PO000003), 'Rel' (1), 'Line' (1), 'Status' (O), and 'Item Code' (ICE_SALT). Below this, there are fields for 'Item Class', 'Expected Date' (01-Jan-07), 'Item Type', 'Order Currency' (US), 'Location', 'Expected Price' (0.5000), and 'Actual Price' (0.5000). The 'Ordered' section shows '2,000,000' with a unit of 'WM' and 'LB'. The 'To Date' section includes 'Received' (25,000 LB), 'Claimed' (25,000 LB), 'Rejected' (5,000 LB), 'Invoiced' (50,000 LB), and 'Allocated' (0,000 LB). The 'Job' section shows 'CC-AR1'. The 'Cost Code' is '01-100', 'Category' is '1300', 'Equipment' is blank, 'Eqp Category' is blank, 'Tran Code' is blank, and 'Dept' is '00'. At the bottom, there is a 'Close Reason' field and a 'Close' button.

Pgm: POINVREC – Shipment Cost Receipt – PO Detail Button

The [PO Detail] button displays the details of the line item as specified on the Purchase Order. Information on this screen includes the item detail, the pricing, the order quantity as well as the details on the received, claimed, rejected, invoiced and allocated quantities.

It is important to note that these quantities are the actual on-line physical quantities as entered into the receipt screens. The system will update these amounts as they are entered and commit each new received item. Only the ‘book’ quantities in the inventory module will be updated during the posting process.

Most of the fields in this screen are for display purposes only. The following fields can be modified:

Closed and Closed Reason Fields

The “Closed?” checkbox is only used for the MANUAL conditional closing of a Purchase Order line. In conjunction with the checkbox, the user will also need to select a specific reason for closing which can currently be one of the following: Not Available, Short Shipment or Substitution.

Check this box if the line is to be closed regardless of the quantities received. An *Item* cannot be opened after it has been closed.

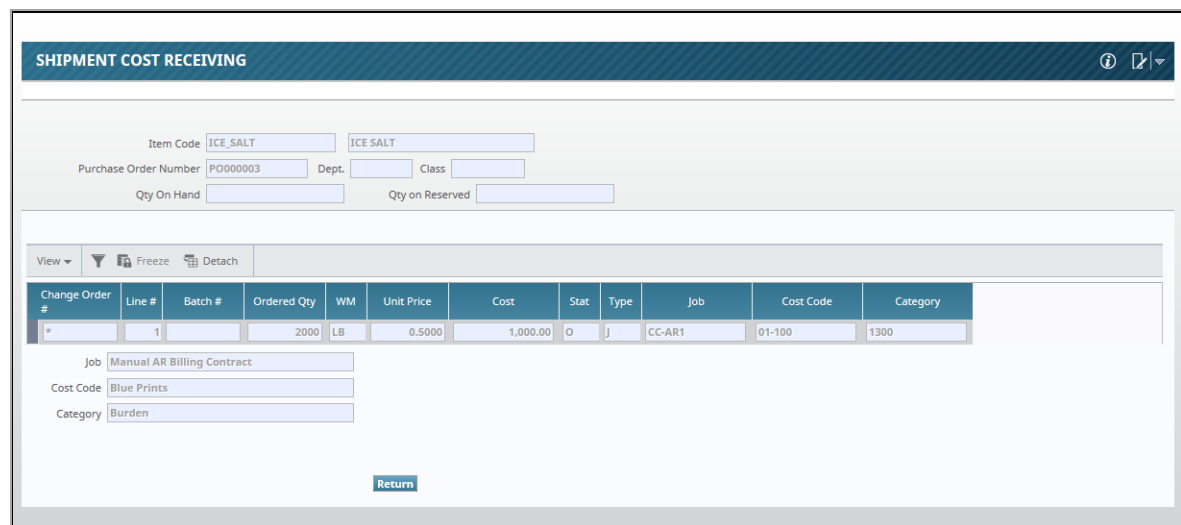
[Serial Number] – Button

If an item being received is a serialized Inventory Item, the [Serial Number] button will become enabled to allow you to enter the serial number. Serialized items are items where each instance of the item must be identified individually. An item flagged as ‘serialized’ will require the specification of a serial number during the receipt, issuance, transfer, write-off or physical count of that item.

Serialized items are set up in the Inventory module by checking the ‘Serialized’ checkbox on the Item Master screen (standard Treeview path: *Inventory > Setup > Local Tables < Item Master*), and by checking the ‘Serialized Flag’ checkbox on the Item Detail screen (standard Treeview path: *Inventory > Setup > Item Detail – Item Header* tab).

NOTE: You will not be able to post a PO receipt if serial numbers are missing for a serialized item.

[Change Orders] – Button



The screenshot shows the 'SHIPMENT COST RECEIVING' screen. At the top, there's a header bar with the title and some icons. Below the header, there are input fields for 'Item Code' (ICE_SALT), 'Purchase Order Number' (PO000003), 'Dept.', 'Class', 'Qty On Hand', and 'Qty on Reserved'. Below these fields, there's a table with columns: Change Order #, Line #, Batch #, Ordered Qty, WM, Unit Price, Cost, Stat, Type, Job, Cost Code, and Category. The table has one row with values: *, 1, , 2000, LB, 0.5000, 1,000.00, O, J, CC-AR1, 01-100, 1300. Below the table, there are input fields for 'Job' (Manual AR Billing Contract), 'Cost Code' (Blue Prints), and 'Category' (Burden). At the bottom, there is a 'Return' button.

Pgm: POINVREC – Shipment Cost Receipt – Change Order Detail

The [Change Orders] button opens a pop-up window which displays the breakdown of the line item where the item quantity is made up of an original purchase order and related change orders. Information in this pop-up window includes the item detail, the change order # (where applicable) or the code ‘*’ (Original) where the line represents the original purchase order, the order quantity, the unit price and the cost.

[Taxes] – Button

Code	Taxable	Tax Name	Total	
Tax 1 01	<input checked="" type="checkbox"/>	Illinois State Tax	5	4.13
Tax 2 02	<input checked="" type="checkbox"/>	Federal Tax	7	5.78
Tax 3	<input checked="" type="checkbox"/>			0.00
Total Invoiced Amount				88.28

The [Taxes] button opens a pop-up window which displays the summary of taxes on the line item, including the total invoiced amount for the line, the tax code applicable to the Tax fields, as well as the calculated tax amount for that line.

Enter Job Receipt

* Line	PO Number	Rel	PO Line	Item	Item Name	* Shipment Number	* Shipment Number	Date Received	Rec WM	Received Quantity	Rejected Quantity	Claimed Quantity
1	1002000	1	1	BRICK2	Brick 9"x4"x3"	1002	1002	10/11/2017	EA	500		

Pgm: POJOBREC – Job Shipment Receiving; standard Treeview path: Purchase Order > Receipt > Enter Job Receipt

The Job receipt option allows the user to Create a Batch so that multiple Receipts can be processed as a single Receipt in posting. The user either selects a previously created batch from the LOV or creates a new batch and gives it a descriptive name.

General – Tab

This section is for the Warehouse Location, Vendor, Receiver and Purchase Order selection. Similar to the Cost Receipt, there is a [Retrieve Entire PO] button allowing pre-population of all lines in the Received Items section. Once all the items and quantities are specified for that Purchase Order, inserting a new record in this section allows addition to the 'Batch Receipt' of more Purchase Orders.

The [Copy] button is available once any Purchase Order has been added to the batch and allows the Received Items detail of one Purchase Order to be copied to another Purchase Order in the same batch. All information on this screen must be entered. The vendor and purchase order must be the vendor and purchase order from which the information is being copied. The vendor and purchase order to which the information is to be copied to must be specified on the main screen 'Shipment' block. Clicking the [Accept] button will copy the details to

the desired vendor purchase order. Clicking the [**Cancel**] button will simply return the user to the header on the main screen.

LOVs are available on all three fields. All items are validated.

NOTE: If the shipment information is missing on a detail line where the quantity information has been entered, the line will be treated as an incomplete line and will be deleted when the screen is being exited.

Shipment Details – Tab

This section is for entering shipment details. Similar to the Cost Receipt, it includes fields for Shipment Method, Shipping Line, Transport Mode, Transport Mode Number, Transport Document and Remarks.

Printing the Receipt Edit Listing

Pgm: PO400 – Purchase Order Receipt Edit Listing; standard Treeview path: Purchase Order > Receipt > Receipt Edit List

Use this screen to select the purchase order receipts to be printed on the receipt edit listing. For each company, you can select a shipment number and a range of purchase orders. Click the [**Print**] button to activate the report.

Company

Company code; defaults to user's default Company.

Warehouse

Select a warehouse from the LOV.

Shipment Type – Radio Buttons

Select which Shipment Types to be included in the report. Options are 'Open', 'Closed' or 'Both'. The default is 'Open'.

Shipment Number

Select a shipment number from the LOV.

Starting Vendor Code

Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.

Ending Vendor Code

Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.

From Receiver

Optional; if left blank, taken to be first receiver, by code. Specifies which receiver to start with, by Receiver Code.

To Receiver

Optional; if left blank, taken to be last receiver, by code. Specifies which receiver to end with, by Receiver Code.

Starting PO Number

Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.

Ending PO Number

Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.

Transaction Type – Radio Buttons

Select which Transaction Type to be included in the report. Options are ‘Unposted’ and ‘Posted’. The default is ‘Unposted’. If you would like to print an edit listing for posted receipts, select ‘Posted’.

[Print] – Button

Click the **[Print]** button to print the report.

Posting Receipts

The screenshot shows the 'PO POST RECEIPTS' screen with a progress bar at the top indicating three steps: 'Enter Job Receipt', 'Print Edit List', and 'Post', with the 'Post' step currently active. Below the progress bar, the 'SELECTION CRITERIA' section includes fields for 'Company' (CC), 'Batch Number' (10420), and 'Post Date' (28-May-15). It also features a 'Journal' dropdown set to 'AP' and two checkboxes: 'Preview Posting' and 'Print Reports Immediately'. The 'PURCHASE RECEIPTS' section contains a toolbar with icons for 'View', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', 'ECM', and 'User Extensions'. Below the toolbar is a table with the following data:

Shipment Number	Vendor	Vendor Name	PO Number	Rel#	Receiver	Set
	A1DOOR	A1DOOR	PO000003	1	RAFID	

A 'Process' button is located at the bottom left of the screen.

Pgm: POPSTRCC – PO Post Receipts; standard Treeview path: Purchase Order > Receipt > Post Receipts

When ‘Automatic’ receipt is checked for **Normal Receiving** on the PO Entry screen when creating a PO, manual receipt posting is not required. However, if ‘Manual’ receipt is selected, users will have to post receipts manually and will use this screen.

The Post Receipts screen handles posting of Warehouse, Cost and Job Receipts that have been entered. Check the 'Sel' checkbox beside the receipt(s) you would like to post and click on the **[Process]** button to post the receipt(s).

NOTE: The Post Receipts report will normally only be printed when using inventory items. If using non-stock or free-form items, then the PO Control file must have the post to GL/JC options checked (standard Treeview path: *Purchase Order > Setup > Local Tables > Control – Posting tab*). Ensure that both options are checked for each item type, otherwise the report will not print.

Batch Number

The Batch Number is only relative to Job Receipts where a batch has been created, and may be left blank for posting Warehouse or Cost Receipts.

Post Date

The system will default the current system date into this field. Change the posting date, if required.

Journal

Select journal from the LOV.

Preview Posting – Checkbox

Select 'Preview Posting' checkbox and click on the **[Process]** button to preview the posting report(s) before posting the receipts.

Print Reports Immediately – Checkbox

Select 'Print Reports Immediately' checkbox to print the posting report(s) immediately on posting.

Purchase Receipts

This section displays all receipts available for posting.

Click the 'Sel' box(es) to select the receipts you wish to post.

Queries

Overview of Queries

Purchase order queries give a historical view of the purchasing from vendors, for jobs, inventory, equipment and work order maintenance, purchase order number tracking, and purchase order approvals.

PO/CO Approval Query

Vendor Code	PO Number	Release	Change Number	Approval Level	Approver	Approved Date	Amount of Change	Total PO Approved
A1BRICKS	15-00000001	1	0	1		13012015	68,250.00	68,250.00
A1BRICKS	15-00000002	1	0	1		13012015	126,000.00	126,000.00
A1SUPPLY	JP000012	1	0	1		11052015	13,650.00	13,650.00

Pgm: POCOAPRVQRY – PC/CO Approval Detail Query; standard Treeview path: Purchase Order > Queries > PO/CO Approval Detail Query

The PO/CO Approval Query is used to examine the progress of the approval status and the change and cumulative amounts of the same. This screen is comprised of two sections: Selection Criteria (which includes query parameters) and PO/CO Approval Details.

Company (Code)

Defaulted from User Default logon company setup or enter or select a valid company code from the list.

Approved Start Date

Start date of the GL Year defaulted, may be overridden, if needed.

Approved End Date

System date defaulted, may be overridden, if needed.

Vendor From/To

Select the Vendor from the list or leave as '*' to include all.

PO Number From/To

Select the PO Number or leave as '*' to include all.

Release Number From/To

Select the Release Number or leave as '*' to include all.

Type

Select the Purchase Order Type (Standard, Blanket or Both) from the available list. Default is 'Standard'.

Order (Sort Order)

Select the sort order as PO Number, Vendor or Approver. Default is 'PO Number'.

Last Change Only – Checkbox

Check, if the query needs to display only the lines for latest change orders.

PO/CO Approval Details

This section contains columns for Vendor, PO Number, Release Number, Change Number, Approval Level, Approver and Approver Date. It also contains columns for 'Amount of Change' and 'Total PO Approved', described below.

The screen displays only approved PO/CO detail lines. For example, if there is a Purchase order with 3 levels of approvers and only one has approved, then only one line will be displayed. If all three approvers have already approved, then the screen would display 3 lines for the same PO/CO.

The 'Amount of change' column displays the amounts as given below.

1. Original Purchase order with change number '0': Displays the cumulative sum of purchase order and all the change order amounts.
2. Change Orders with change numbers '1, 2 ...' Displays the amounts applicable to the specific change order only.

NOTE: The 'Total PO Approved' column displays the cumulative total of the purchase order and all the change orders.

The Blanket Purchase Order details may have release numbers as well.

The Amount of change column displays the amounts as follows:

1. For Release 1 Change 0: Sum of original PO & Change Order amounts specific to the release number only.
2. For Release 1 Change 1: Amount Specific to this change Order Only.

NOTE: The Total PO Approved column displays the cumulative amount of all the releases and changes.

PO Query by Vendor

PURCHASE ORDER QUERY BY VENDOR

Save

Exit

SELECTION CRITERIA

Company

CCC

CMiC Test Construction Company

☐ Include Closed PO

☐ Include Voided PO

VENDORS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Vendor	Name	Class	Pref	Buyer
A1BRICKS	A1 Bricks Manufacturing Company	TRKR	A	
A1CEMENT	A1 CEMENT INDUSTRIES.	TRKR		
A1DOORS	A1DOORS' - 'Company RRR'	TRKR	A	
A1ELEC	A1ELECTRIC Company	CONC	A	QATESTV10X
A1FLOOR	A1 FLOOR MAKER	TRKR		

OUTSTANDING ITEMS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Class	Item	Location	Type	Ordered	Outstanding	WM	Outstanding Amt
1000	BRICK1	MAIN	01	11,802.76	11,708.00	EA	76,544.44
1000	BRICK2	MAIN	01	2,000.00	1,500.00	EA	4,000.00
1000	BRICK3	MAIN	01	1,002.00	876.00	EA	8,760.00
1000	BRICK4	MAIN	01	2,001.00	1,741.00	EA	12,360.00
1000	BRICK4		01	3,000.00	1,000.00	EA	1,800.00
1000	BRICK5	MAIN	01	5.00	5.00	EA	50.00
1000	BRICK5		01	8,000.00	5,000.00	EA	9,750.00
1000	BRICK88	MAIN	01	3.00	3.00	EA	9.00
2000	BLOCK1	MAIN	01	3,250.00	2,800.00	EA	6,200.00
2000	BLOCK1		01	1,600.00	800.00	EA	3,680.00

Detail

Pgm: POVQRYC – Purchase Order Query By Vendor; standard Treeview path: Purchase Order > Queries > Purchase Order Query by Vendor

The Purchase Order Query By Vendor is used to examine the outstanding purchase orders and the related Inventory and Non-Stock Items associated with a Vendor.

This screen is divided into three sections: Selection Criteria, Vendors, and Outstanding Items. All information appearing on this screen is specific to the Company specified in the default setup. The Vendor section displays the Vendor(s) selected for this query. The Outstanding Items section displays the Inventory and Non-Stock Items associated with the specified Vendor. The **[Detail]** button at the bottom of the screen opens a pop-up window which displays the Purchase Orders for the Vendor and Item selected.

Include Closed POs – Checkbox

Click the checkbox to display both open and closed POs in the query.

Include Voided POs – Checkbox

Click the checkbox to include voided POs in the query.

Vendors

Use this section to select the Vendors to be associated with the orders to be reviewed. The vendors are arranged in alphabetical order.

Outstanding Items

This section lists the Inventory and Non-Stock Items associated with the specified Vendor.

If the list of Items is too long, execute a specific search on one or more of the following selection criteria: Item class, Item Type Code, Item, Ordered Quantity, Weight/Measure Code, and Outstanding Amount.

[Detail] – Button

PURCHASE ORDER QUERY BY VENDOR

Save

PURCHASE ORDER DETAIL

Company

CCC

CMIC Test Construction Company

Vendor

A1BRICKS

A1 Bricks Manufacturing Company

Class

1000

Item

BRICK1

Type

01

Location

MAIN

Ordered

11,802.76

Outstanding

11,708.00

WM

EA

Outstand.Amt

76,544.44

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

PO Number	Release	Expected	Received	Ordered	Outstanding	WM	Stat	Outstand.Amt
10000100001	1	11/03/2015	11/03/2015	100.00	25.00	EA	A	250.00
1234500008	1			1,000.00	1,000.00	EA	R	10,000.00
1234500009	1			500.00	500.00	EA	R	6,375.00
1234500013	1			1,000.00	1,000.00	EA	R	10,000.00
15044300003	1	06/30/2015		1,000.00	1,000.00	EA	O	10,000.00
BRICK100	1			100.00	100.00	EA	O	1,000.00
BRICK101	1			100.00	100.00	EA	O	1,000.00
CCC-1000006	1			907.76	907.76	EA	R	6,037.87
CCC00000034	1			55.00	55.00	EA	O	550.00
CCC00000044	1			15.00	15.00	EA	R	8,280.00
CCC00000047	1	09/28/2015		500.00	500.00	EA	R	0.00
CCC00000065	1	11/24/2015	11/24/2015	25.00	5.00	EA	A	50.00
CCC00000080	1	04/25/2016		1,000.00	1,000.00	EA	R	12,000.00
CCC00000081	1			1,000.00	1,000.00	EA	R	11,000.00
CCC00000082	1			1,000.00	1,000.00	EA	N	0.00

Close

The **[Detail]** button displays the Purchase Orders associated with the Inventory or Non-Stock Item for the selected Vendor.

If the list of Purchase Orders is too long, execute a specific search on one or more of the following selection criteria: Expected Receipt Date, Received Date, and Ordered Quantity.

PO Query By Job

PURCHASE ORDER QUERY BY JOB

Save

Exit

SELECTION CRITERIA

* Company

ZZ

CMIC Construction Inc.

Job

Item Code

☐ Include Closed POs
 ☐ Include Voided POs

Query

DETAIL

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Job	Cost Code	Category	Vendor Code	Vendor Name	Quantity Ordered	Quantity Received	Outstanding Quantity	WM	Ordered Amount	Rec
00-DUPLI	01-100	2000	100101	Z Company	2.00	2.00	0.00	GL	100.000	
0941287	01-100	2000	A1METAL	A1METAL	100.00	0.00	100.00	NA	1,000.000	
0941287	01-101	2000	A1METAL	A1METAL	200.00	0.00	200.00	GL	50,000.000	
0941287	01-102	2000	A1METAL	A1METAL	105.00	0.00	105.00	NA	2,100.000	
35317	01-100	2000	SPVEND2	SP Vendor Two	10.00	10.00	0.00	EA	1,000.000	
QAJOB	02-200	4000	ABSCONT	ABS Contractors Ltd	5.00	0.00	5.00	GL	250.000	
ZZ-ANDY	01-101	2000	ABSCONT	ABS Contractors Ltd	5.00	5.00	0.00	GL	250.000	
ZZ-WMT	02-300	4000	ZZ-ACME	ZZ-Acme Supply	15.00	0.00	15.00	EA	150.000	
					442.00	17.00	425.00		54,850.000	

Job

ZZ Walmart

Cost Code

Site Cleanup

Category

Materials

Pgm: POJQRYC – Purchase Order Query by Job; standard Treeview path: Purchase Order > Queries > Purchase Order Query by Job

The Purchase Order Query by Job is used to examine all purchase orders for a specific job or multiple jobs. In the first section, a job code can be specified and checkboxes have been added to allow the user to view closed and voided purchase orders. When a specific job code is not entered, all jobs will be displayed for the query. Click on the [Query] button to display the results of the query.

Job

Enter a specific job code or leave empty to display all jobs in the query.

Item Code

Enter a specific item code or leave empty to display all items in the query.

Include Closed POs – Checkbox

Click the checkbox to display both open and closed POs in the query.

Include Voided POs – Checkbox

Click the checkbox to include voided POs in the query.

Vendor by Inventory Item Query

VENDOR BY INVENTORY ITEM QUERY

Save

Exit

SELECTION CRITERIA

* Company

CCC

CMiC Test Construction Company

Include Closed PO

ITEMS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Class	Item	Name	Type
1000	BRICK4	Brick 9"x4"x3"	01
1000	BRICK5	Brick 9"x4"x3"	01
1000	BRICK6	BRICK6	01
1000	BRICK88	B88	01
1000	BRICK901	B901	01

VENDORS

View

Freeze

Detach

Search

Workflows

Report Options

Export

ECM Documents

User Extensions

Vendor	Name	Ordered	Outstanding	WM	Outstanding Amount
A1BRICKS	A1 Bricks Manufacturing Company	5,001.00	2,741.00	EA	14,160.00
A1HVAC	A1 Heating and Cooling	600.00	600.00	EA	0.00
A1MARBLE	A1MARBLE	33.00	33.00	EA	511.77
A1MECH	A1 Mechanical Services	100.00	100.00	EA	1,000.00

PO Detail

Pgm: *POCIQRY – Vendor by Inventory Item Query*; standard Treeview path: *Purchase Order > Queries > Purchase Order Query by Job*

The Vendor by Inventory Item Query is used to examine the Inventory Items associated with specific Purchase Orders.

The screen is divided into three sections: Selection Criteria, Items, and Vendors. All information appearing on this screen is specific to the Company specified in the default setup.

The Items section displays the Item(s) selected for this query. The Vendors section displays the Vendor(s) associated with the specified Item. The **[PO Detail]** button at the bottom of the screen opens a pop-up window which displays the Purchase Orders for the Item and Vendor selected.

Include Closed POs – Checkbox

Click the checkbox to display both open and closed POs in the query.

Items

This section lists the Inventory and Non-Stock Items associated with the specified Vendor.

Vendors

Use this section to select the Vendors to be associated with the orders to be reviewed. The vendors are arranged in alphabetical order.

[PO Detail] – Button

VENDOR BY INVENTORY ITEM QUERY Save ⓘ ? ⚠ 📄 ↻

PO HEADER
Company CMIC Test Construction Company
Vendor A1 Bricks Manufacturing Company
Dept Item Type
Ordered Outstanding WM Outstanding Amt

PO DETAIL
View ▾ 🔍 Freeze 📄 Detach 📄 Search ⚙ Workflows ▾ 📄 Report Options ▾ 📄 Export 📄 ECM Documents ▾ ➤

PO Number	Expected	Received	Ordered	Outstanding	Outstanding Amt
0990099			2,000.00	0.00	0.00
1234500011		05/17/2016	1,000.00	740.00	11,100.00
1234500013			1.00	1.00	10.00
CCC00000095			1,000.00	1,000.00	1,800.00
MDRPO-001	09/15/2017		1,000.00	1,000.00	1,250.00

Close

The **[PO Detail]** button displays the Purchase Orders associated with the Inventory or Non-Stock Item for the selected Vendor.

If the list of Purchase Orders is too long, execute a specific search on one or more of the following selection criteria: Expected Receipt Date, Received Date, and Ordered Quantity.

PO Receipt Query

RECEIPT QUERY Exit ⓘ ? ⚠ 📄 ↻

SELECTION CRITERIA
* Company CMIC Test Construction Company Warehouse
Item Class
Item Code
From To ☐ Show Closed Receipt

RECEIVING TICKET INFORMATION
View ▾ 🔍 Freeze 📄 Detach 📄 Search ⚙ Workflows ▾ 📄 Report Options ▾ 📄 Export 📄 ECM Documents ▾ 📄 User Extensions

Vendor	Name	PO Number	Ship List#	Shipment#	Batch Number	Job/Dept	Cost Code/Account	Category	Quantity Received	WM	Price	Amount	Post Date
ACCESSEN	Access Engineering	2013-ACCENG	100	100	12824	CCC-1000	02 41 16.13	4000	1000	EA	5	5,000.00	08/20/2013
ACCESSEN	Access Engineering	CCC00000004	6352	5263	15875	00	5000.100		100	EA	10	1,000.00	01/08/2014
ACCESSEN	Access Engineering	JP000006	102	102	12818				10	EA	7.75	87.39	08/20/2013
ACCESSEN	Access Engineering	JP000006	101	101	12818				100	EA	12.75	1,437.56	08/20/2013

PO History **PO Approval**

INVOICE INFORMATION
View ▾ 🔍 Freeze 📄 Detach 📄 Search ⚙ Workflows ▾ 📄 Report Options ▾ 📄 Export 📄 ECM Documents ▾ 📄 User Extensions

Invoice	Amount	Post Date	Batch Number	Outstanding Amount
CCC-1000-3	2,818.75	08/20/2013	12829	2,568.75
INV-10001	1,000.00	08/20/2013	12825	1,000.00
	3,818.75			3,568.75

Pgm: CIPORCTQ – PO Receipt Query; standard Treeview path: Purchase Order > Queries > Receipt Query

Using PO Receipt Query allows you to use the inventory criteria to view the associated purchase information and AP invoice entered against the purchase order receipt.

The Selection Criteria consists of Company, Warehouse and Item Class fields, as well as From Date and To Date fields. Any of these field may be left blank to include all.

Warehouse

Select a specific warehouse in which the PO was received or leave empty to display all.

Item Class

Enter a specific item class or leave empty to display all.

Item Code

Enter a specific item code or leave empty to display all.

From (Date)

Specifies which receipt date to start from.

To (Date)

Specifies which receipt date to end with.

Show Closed Receipt – Checkbox

This checkbox is used to include closed receipts in the query. If checkbox is checked, then all receipts are displayed in the Receiving Ticket Information section. If the checkbox is not checked, all receipts with partial or no invoices assigned are displayed. Its default value is unchecked.

Receiving Ticket Information – Section

This section displays a list of all receipts posted within the selected location for the selected date range. If the 'Show Closed Receipt' checkbox is not checked, all receipts with partial or no invoices assigned will be displayed. If the 'Show Closed Receipt' checkbox is checked, then all receipts will be displayed.

[PO History] – Button

The screenshot shows the 'PURCHASE ORDER HISTORY' application window. At the top, there's a title bar with 'PURCHASE ORDER HISTORY' and several icons (Exit, Info, Help, Alert, Print, Refresh). Below the title bar is a 'SELECTION CRITERIA' section with input fields for 'Company' (set to 'CCC'), 'CMIC Test Company', and 'PO Number' (set to 'PO000001').

Below this is the 'PURCHASE ORDER' section, which includes a toolbar with 'View', 'Filter', 'Freeze', 'Detach', 'Search', 'Workflows', 'Report Options', 'Export', 'ECM', and 'User Extensions'. The main table in this section has columns: Vendor, Name, Status, Ordered, PO Number, * Release, Batch, Amount, and Workflow Status. A single row is displayed with the following data: Vendor 'A1BRICKS', Name 'A1BRICKS-Long Name Accessed AD', Status 'Received', Ordered '20112014', PO Number 'PO000001', * Release '1', Batch '4517', Amount '1,450.00', and Workflow Status.

Below the 'PURCHASE ORDER' section is the 'PO Receipts' section, which has a 'View' dropdown and the same toolbar as the section above. The main table in this section has columns: Class, Type, Item, Name, Ordered, WM, Received, and WM. A single row is displayed with the following data: Class '2000', Type '1', Item '2001', Name '2001 - Inventory Item / Avg Cost', Ordered '100', WM 'EA', Received '100', and WM 'EA'.

At the bottom of the 'PO Receipts' section, there are two buttons: 'Item Receipts' and 'Free Form'.

Pgm: POMQRY – Purchase Order History

The [PO History] button is used to examine the individual status of selected purchase orders by vendor. The information provided consists of general Purchase Order information such as Vendor code and name,

Original/Change, Purchase Order Status, Order Date, Purchase Order Number and Amount. As well, specific item details on a purchase order basis is available.

Purchase Order

Purchase Order history will display all purchase orders whether unapproved, approved, received, closed and so forth. To view an individual purchase order, execute a search and enter search criteria.

[PO Receipts] – Button

When the status of the purchase order is Received or Closed, the receipt information can be viewed by placing the cursor on the line of the purchase order and clicking the **[PO Receipts]** button. PO receipts will display ship list numbers, quantities received, rejected or claimed, allocations, prices, etc.

Line Item

To view the order information, place the cursor on the purchase order line and view the order and received information in the Line Item.

[Item Receipts] – Button

When an item has been received, receipt details can be viewed by placing the cursor on the line item and clicking the **[Item Receipts]** button. Item receipts will display received date, ship list numbers, etc.

[Free Form] – Button

The **[Free Form]** button opens a pop-up window which provides a detailed description of a Free-Form item (up to 3000 characters). It only displays Free-Form items, not Non-Stock and Inventory Items.

NOTE: The Line column number (10) is not an actual PO detail line number, this is just an indicator that this item is a Free-Form item.

[PO Approval] – Button

PURCHASE ORDER QUERY

PURCHASE ORDER DETAIL

Company: CCC CMIC Test Construction Company

Purchase Order: CCC00000075 Release Number: 1 Expected Date:

Buyer: RAVI RAVI

Status of Approval: A Accepted/Received Amount: 750.00

APPROVERS

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

Level	Description	Limit	Name	Date	Appr
1	Max \$1000	1,000	RAVI	02/24/2016	✓

Pgm: POPOQRY – Purchase Order Approver Query

The **[PO Approval]** button is used to examine the progress of the approval status and supplementary information associated with purchase orders.

This screen is comprised of two sections: Purchase Order Detail and Approvers. The Purchase Order Detail section displays the Company to be associated with the purchase order as well as the buyer, expected date of receipt, amount and status of approval. The Approvers section displays the level of approval, description, approval limit, name, approval date and status.

Invoice Information – Section

This section will show each AP Invoice associated with the receipt currently selected in the Receiving Ticket Information section.

Reports

Reporting Overview

Report's Common Output Parameters

Enter Parameters for: Scheduled Receipts by Item (PO110)

Company

Starting Item Code

Ending Item Code

Starting Order Date

Ending Order Date

Starting Buyer ID

Ending Buyer ID

Destination: Preview

Output Format: PDF

Run Report Cancel

Report Specific Parameters Section

Output Parameters Section (common to all reports)

Sample of Printing Options screen for parameter entry

The following table provides details about the Output Parameters section's parameters (lower, labeled section), which is common to all Printing Options screens:

Destination	The Destination field is used to specify the report's output. Preview displays the report on a new tab of your web browser, and the browser is used to print the report, set printer settings if necessary, or to save (download) the report to a desired location. Email brings up an Email window for emailing the report. Further details are provided in the following "Reporting" section.
Output Format	The Output Format field is used to specify the report's file format.

Report Outputs: Preview, Print, Email, & Save to File

NOTE: Ensure your web browser is set to allow pop-ups for the server running CMiC Enterprise, as reports are displayed on new browser tabs.

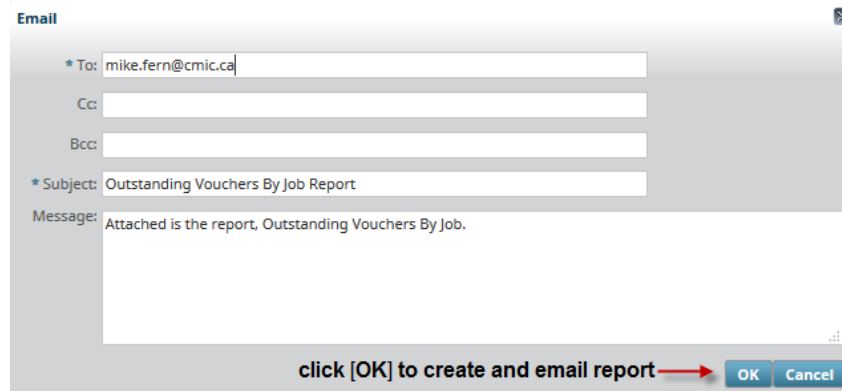
1. Preview & Print

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select its printing option to bring up the print settings window to print the report.

2. Preview & Save Report to File

Select **Preview** from the **Destination** field of the Reporting Options window, and use the **[Run Report]** option to preview the report on a new tab of your web browser. From the browser, select the save or download option, depending on your browser, to bring up a window to navigate to a location to save the report.

3. E-Mail Report

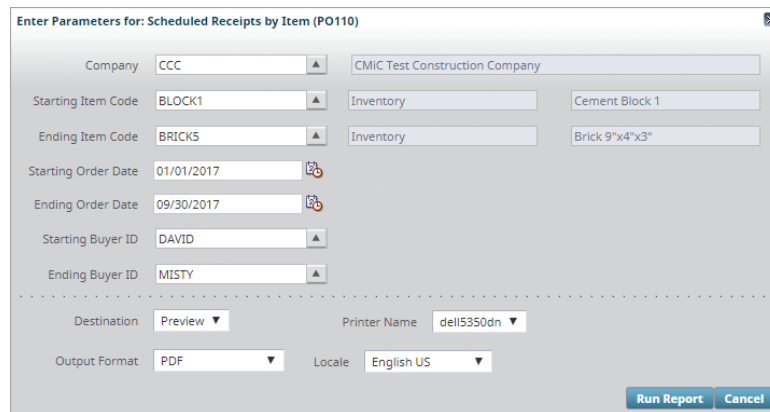


The screenshot shows an 'Email' dialog box with the following fields: 'To:' with the email 'mike.fern@cmic.ca', 'Cc:', 'Bcc:', and 'Subject:' with 'Outstanding Vouchers By Job Report'. The 'Message:' field contains the text 'Attached is the report, Outstanding Vouchers By Job.' At the bottom, there is a red arrow pointing to the 'OK' button with the text 'click [OK] to create and email report'.

Select **E-Mail** from the **Destination** drop-down list of the Reporting Options window, and select the report's format (PDF, HTML, Excel, RTF, CSV) using the **Output Format** drop-down list. Next, click the **[Run Report]** button to bring up the Email window, as shown above, to enter the email information. To enter more than one address, use a comma as a separator. Click **[OK]** to create and send the report via Email.

Scheduled Receipts by Item

The Scheduled Receipts by Item report provides information on purchase order items, sorted logically by item, regarding items scheduled to be received for the period of the report. The report includes details on item codes, vendors, PO numbers, release numbers, PO status, ordered and expected dates, WM, and quantities ordered, received, rejected, claimed and outstanding.



The screenshot shows the 'Enter Parameters for: Scheduled Receipts by Item (PO110)' dialog box. It contains several fields: 'Company' (CCC), 'Starting Item Code' (BLOCK1), 'Ending Item Code' (BRICKS), 'Starting Order Date' (01/01/2017), 'Ending Order Date' (09/30/2017), 'Starting Buyer ID' (DAVID), 'Ending Buyer ID' (MISTY), 'Destination' (Preview), 'Printer Name' (dell5350dn), 'Output Format' (PDF), and 'Locale' (English US). At the bottom right, there are 'Run Report' and 'Cancel' buttons.

Printing Options screen for Scheduled Receipts by Item report (PO110).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
----------------	---------------------------------

Starting Item Code	Optional; if left blank, taken to be first item, by code. Specifies which item to start with, by Item Code.
Ending Item Code	Optional; if left blank, taken to be last item, by code. Specifies which item to end with, by Item Code.
Starting Order Date	Date to start including purchase orders.
Ending Order Date	Date to stop including purchase orders.
Starting Buyer ID	Optional; if left blank, taken to be first buyer, by buyer ID. Specifies which buyer to start with, by Buyer ID.
Ending Buyer ID	Optional; if left blank, taken to be last item, by buyer ID. Specifies which item to end with, by Buyer ID.

Scheduled Receipts by Vendor

The Scheduled Receipts by Vendor report provides information on purchase order items, sorted logically by vendor, regarding items scheduled to be received for the period of the report. The report includes details on vendors, PO numbers, release numbers, item codes, PO status, ordered and expected dates, WM, and quantities ordered, received, rejected, claimed and outstanding.

Printing Options screen for Scheduled Receipts by Vendor report (PO200).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Vendor Code	Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.
Ending Vendor Code	Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.
Starting Order Date	Date to start including purchase orders.

Ending Order Date	Date to stop including purchase orders.
Starting Buyer ID	Optional; if left blank, taken to be first buyer, by buyer ID. Specifies which buyer to start with, by Buyer ID.
Ending Buyer ID	Optional; if left blank, taken to be last buyer, by buyer ID. Specifies which buyer to end with, by Buyer ID.

Vendor History Report

The Vendor History Report provides purchase order information on vendors, sorted logically by vendor, detailing the items ordered, PO numbers, PO status, expected dates, ordered and received quantities, WM, expected and actual prices, and received totals. It also includes information on buyers.

Printing Options screen for Vendor History report (PO500).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Vendor Code	Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.
Ending Vendor Code	Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.
Starting Item Code	Optional; if left blank, taken to be first item, by code. Specifies which item to start with, by Item Code.
Ending Item Code	Optional; if left blank, taken to be last item, by code. Specifies which item to end with, by Item Code.
Starting Order Date	Date to start including purchase orders.

Ending Order Date	Date to stop including purchase orders.
Starting Buyer ID	Optional; if left blank, taken to be first buyer, by buyer ID. Specifies which buyer to start with, by Buyer ID.
Ending Buyer ID	Optional; if left blank, taken to be last buyer, by buyer ID. Specifies which buyer to end with, by Buyer ID.

Vendor History Report by Item

The Vendor History Report provides purchase order information on vendors, sorted logically by item, detailing items ordered, vendors, PO numbers, PO status, expected dates, ordered and received quantities, WM, expected and actual prices, and received totals.

Printing Options screen for Vendor History Report by Item (PO510).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Item Code	Optional; if left blank, taken to be first item, by code. Specifies which item to start with, by Item Code.
Ending Item Code	Optional; if left blank, taken to be last item, by code. Specifies which item to end with, by Item Code.
Starting Order Date	Date to start including purchase orders.
Ending Order Date	Date to stop including purchase orders.
Starting Vendor Code	Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.
Ending Vendor Code	Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.

Detail Listing by Buyer

The Detail Listing by Buyer Report provides purchase order information, sorted logically by buyer, detailing buyers, vendors, PO numbers including line details with item descriptions, PO status, ordered and expected dates, WM, and quantities ordered, received, rejected, claimed and outstanding.

Enter Parameters for: Detail Listing by Buyer (PO600)

Company: CCC | CMIC Test Construction Company

Starting Buyer ID: RAVI

Ending Buyer ID: RAVI

Starting PO Number:

Ending PO Number:

Starting Order Date: 01/01/2017

Ending Order Date: 09/30/2017

Include P.O. without Buyer: Y | Include P.O. without Buyer

Destination: Preview | Printer Name: dell5350dn

Output Format: PDF | Locale: English US

Run Report Cancel

Printing Options screen for Detail Listing by Buyer (PO600).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Run Report**].

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Buyer ID	Optional; if left blank, taken to be first buyer, by buyer ID. Specifies which buyer to start with, by Buyer ID.
Ending Buyer ID	Optional; if left blank, taken to be last buyer, by buyer ID. Specifies which buyer to end with, by Buyer ID.
Starting PO Number	Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.
Ending PO Number	Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.
Starting Order Date	Date to start including purchase orders.
Ending Order Date	Date to stop including purchase orders.
Include PO Without Buyer	By default, this field is set to 'Y'. Select 'Y' to include POs without a Buyer or select 'N' to not include POs without a Buyer

Detail Listing by Job

The Detail Listing by Job provides purchase order information, sorted logically by job, detailing jobs, vendors, PO numbers including line details with item descriptions, PO status, ordered and expected dates, WM, cost codes and category, and quantities ordered, received, and outstanding.

Enter Parameters for: Detail Listing by Job (PO601)

Company	CCC	CMIC Test Construction Company
Starting Job	1500131	1500131 - Main Job
Ending Job	1500131A	1500131A -Sub Job
Starting PO Number	100000001	
Ending PO Number	100000009	
Starting Order Date	01/01/2017	
Ending Order Date	09/30/2017	
Show Not Approved PO	N	Show Not Approved
Show Approved PO	R	Show Approved
Show Processed PO	O	Show Processed
Show Received PO	A	Show Received
Show Closed PO	C	Show Closed
Show Voided PO	V	Show Voided
<hr/>		
Destination	Preview	Printer Name dell5350dn
Output Format	PDF	Locale English US
		Run Report Cancel

Printing Options screen for Detail Listing by Job (PO601).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Job	Optional; if left blank, taken to be first Job Code. Specifies which Job Code number to start with.
Ending Job	Optional; if left blank, taken to be last Job Code. Specifies which Job Code number to end with.
Starting PO Number	Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.
Ending PO Number	Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.
Starting Order Date	Date to start including purchase orders.
Ending Order Date	Date to stop including purchase orders.
Show Not Approved PO	By default, this field is set to 'N'. Select 'N' to 'Show Not Approved' PO or select 'D' to 'Do Not Show Not Approved' PO.
Show Approved PO	By default, this field is set to 'R'. Select 'R' to 'Show Approved' PO or select 'D' to 'Do Not Show Approved' PO.
Show Processed PO	By default, this field is set to 'O'. Select 'O' to 'Show Processed' PO or select 'D' to 'Do Not Show Processed' PO.
Show Received PO	By default, this field is set to 'A'. Select 'A' to 'Show Received' PO or select 'D' to 'Do Not Show Received' PO.

Show Closed PO	By default, this field is set to 'C'. Select 'C' to 'Show Closed' PO or select 'D' to 'Do Not Show Closed' PO.
Show Voided PO	By default, this field is set to 'V'. Select 'V' to 'Show Voided' PO or select 'D' to 'Do Not Show Voided' PO.

Blanket Purchase Order Status Listing

The Blanket Purchase Order Status Listing Report provides information on blanket purchase orders and details regarding releases against blanket orders. It provides details on vendors, Blanket PO numbers, currency, shipping information, terms, buyers, requestors and line item details including draw PO and expiry dates, quantity ordered and remaining quantity, WM and price. This report is only available in Forms.

The screenshot shows a software window titled 'Purchase Order - TESTV10_X Blanket PO Status Listing'. The main area is labeled 'Printing Options' and contains several input fields: 'Company' with value 'CCC' and dropdown 'CMiC Test Construction Company'; 'Starting Vendor Code' with value 'A1BRICKS' and dropdown 'A1 Bricks Manufacturing Company'; 'Ending Vendor Code' with value 'A1BRICKS' and dropdown 'A1 Bricks Manufacturing Company'; 'Starting PO Number' (empty); and 'Ending PO Number' (empty). A 'Print' button is located at the bottom right of the main area. On the right side, there are two expandable sections: 'User Extensions' with a list of User Extension1 through User Extension7 and 'More Extensions ...'; and 'Related Screens' with a list of Related Screen 1 through Related Screen 7 and 'More Related ...'.

Printing Options screen for Blanket Purchase Order Status Listing (PO700).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click [**Print**].

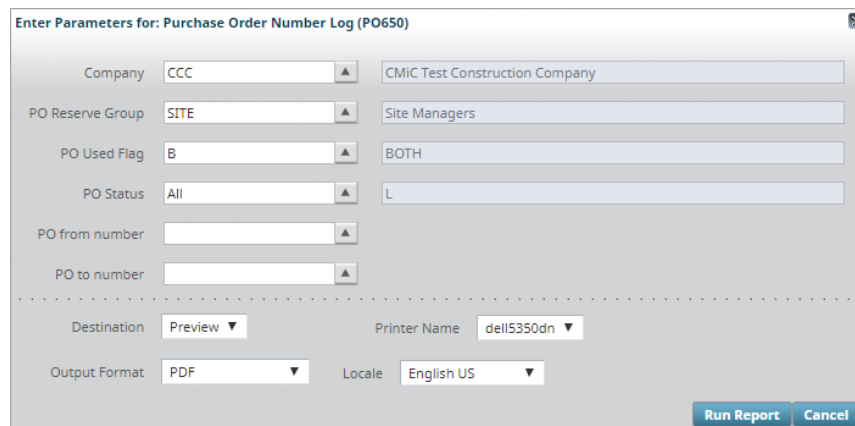
The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
Starting Vendor Code	Optional; if left blank, taken to be first vendor, by code. Specifies which vendor to start with, by Vendor Code.
Ending Vendor Code	Optional; if left blank, taken to be last vendor, by code. Specifies which vendor to end with, by Vendor Code.
Starting PO Number	Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.
Ending PO Number	Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.

Purchase Order Number Log (Reserve Groups)

The Print Order Number Log prints all Reserved Purchase Order numbers for a specified Reserve group. Reserve Groups are created in the Reserve Group Maintenance screen (standard Treeview path: *PO > Setup > Local Tables > Reserve Groups*).

The Print Log consists of the following columns: PO #, Vendor, Buyer, Item Description, PO Amount, Job, Cost Code, Category, and Approval Signature. All columns except 'PO #' will be blank for those Purchase Order Numbers that have not been used. Reserved Purchase Order numbers that have been used will display the relevant information within the columns provided.



Printing Options screen for Purchase Order Number Log (PO650).

To run the report, select the desired report parameters through the Printing Options screen, as shown above, and click **[Run Report]**.

The following table provides details about the parameters used to generate this report:

Company	Company handling opportunities.
PO Reserve Group	Optional; if left blank, report includes all PO Numbers that belong to all Reserve Groups for the specified company. If a PO Reserve Group is specified, the report will only include PO Numbers that belong to that specific group. In addition, the Reserve Group name will be specified in the Purchase Order Number Log title.
PO Used Flag	By default, this field is set to 'B'. If 'B' is specified, both 'Used' and 'Not Used' PO numbers will be included in the report. If 'N' is specified, only 'Not Used' PO numbers will be included in the report. If 'Y' is specified, only 'Used' PO numbers will be included in the report.
PO Status	By default, this field is set to 'All'. If the status 'All' is specified, all PO numbers will be included in the report. You can limit the status of the PO numbers listed in the report by changing the field as follows: N = Not Approved R = Approved O = Processed A= Received C = Closed V = Void
PO from number	Optional; if left blank, taken to be first PO number. Specifies which PO number to start with.

PO to number	Optional; if left blank, taken to be last PO number. Specifies which PO number to end with.
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Utilities

Close/Re-open Purchase Orders

CLOSE/RE-OPEN PURCHASE ORDER
Save Exit

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company
* Post Date 10/11/2017
* Sort By Vendor PO Number
Batch Number

OPEN PURCHASE ORDERS

View Freeze Detach Search Workflows Report Options Export Import Attachments Notes ECM Documents User Extensions

Sel	Vendor	Name	Stat Code	PO Number	Release	Job Code	Amount	Chg Code	Changed	Buyer	Buyer Name
<input type="checkbox"/>	A1MARBLE	A1MARBLE	O	IHMARBLE10	1	14863445	175.89	O	Original	RAVI	RAVI
<input type="checkbox"/>	A1MARBLE	A1MARBLE	O	IHMARBLE10	1	13859115	215.88	O	Original	RAVI	RAVI
<input type="checkbox"/>	A1MARBLE	A1MARBLE	O	IHMARBLE10	1	1000	23.10	O	Original	IRINA2	IRINA2
<input type="checkbox"/>	A1MARBLE	A1MARBLE	O	M102	1	12345	10,000.00	O	Original	RAVI	RAVI

Detail Process

CLOSED PURCHASE ORDERS

View Freeze Detach Search Workflows Report Options Export Import Attachments Notes ECM Documents User Extensions

Sel	Vendor	Name	Stat Code	PO Number	Release	Job Code	Amount	Chg Code	Changed	Buyer	Buyer Name
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	C	100000002	1	1000	10,000.00	O		RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	C	123	1		1,000.00	O		DAVID	DAVID
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	C	1425	1		9,687.50	O		RAVI	RAVI
<input type="checkbox"/>	A1BRICKS	A1 Bricks Manufacturing Company	C	223	1		50.00	O		DAVID	DAVID

Detail Process

Pgm: POCLOSE – Close Purchase Orders; standard Treeview path: Purchase Order > Utilities > Close/Re-open PO

Use the Close Purchase Orders/Re-Open Purchase Order utility to manually close or re-open Purchase Orders.

The user will not be able to close a purchase order if there is an unposted receipt or voucher. The receipt or voucher must be deleted or posted before the purchase order may be closed.

If a purchase order has not been received in full and the purchase order is closed using Close/Reopen Purchase Orders where there are PO lines with 'J' distributions, the user will be warned that there are outstanding commitments on the job that will be relieved with closing. If the user continues with the close, the outstanding commitment will be reversed on the job. The same is true for a non-stock or free-form item line where the posting of the commitment was done at PO processing. The commitment must be relieved through Close/Reopen Purchase Orders as the line cannot be closed using Voucher PO Select.

Company Code and Post Date

The system will default the current system date into this field. Change the date to the date of closing or re-opening a purchase order. The user will need to have the re-opening of Closed PO privilege granted before being able to perform the re-open purchase order function.

Sort By – Radio Buttons

Select the Sort By option to indicate how the purchase orders will be displayed on the screen. The system allows you to sort the purchase orders by Vendor or by PO Number.

Batch Number

When a user closes an open PO, a batch number will be created and posted. The batch number will display in this field.

Open Purchase Orders

In the Open Purchase Orders section, check the 'Sel' box beside the purchase orders that you want closed.

Use the [Detail] button for a line item Detail view of a selected PO.

Click the [Process] button to close the selected PO(s).

Closed Purchase Orders

In the Closed Purchase Orders section, check the 'Sel' box beside the purchase orders that you want re-opened.

Use the [Detail] button for a line item Detail view of a selected PO.

Click the [Process] button to re-open the selected PO(s).

Assign Posted Voucher To Purchase Order

ASSIGN VOUCHER TO PO

Table Mode Save Exit ? ? ? ? ? ?

SELECTION CRITERIA

* Company RV123456 R.V.Head Quarters Company, LLC Post

* Batch 5863 RAFTD 2015-05-27 V Cancel Batch

SELECT INVOICE

Search Insert Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Vendor A1DOORS A1DOORS INC-NAME

* Invoice DOOR578 Voucher 126 Invoice Amount 1,250.00

Tax Amount 0.00 Total Amount 1,250.00 View Distribution

AVAILABLE DISTRIBUTION

View Freeze Detach Search Workflows Report Options Export Import ECM User Extensions

Type	Comp	Job/Dept/Eqp	CostCode/Acc/Compo	Cat/Tran	Unit	WM	Amount
G	RV123456	00	5200.100			NA	1,250.00
							1,250.00

PURCHASE ORDER

View Freeze Detach Search Workflows Report Options Export ECM User Extensions

Sel	Cts	PO Number	Ret#	Line	Item Code	Type	PO Qty	PO Amount	Inv. Qty	Invoice Amount	Tax1 Amt	Tax2 Amt	Tax3 Amt	WM
<input type="checkbox"/>	<input type="checkbox"/>	JP000009		1	BRICK1		50.00	650.00						NA

Item Name Standard Brick 1

Type J Job/Dept/Eqp RVUSA1001 CostCode/Acc/Compo 023300 Cat/Tran 2000

Pgm: POVOULINK – Assign Posted Voucher to Purchase Order; standard Treeview path: Purchase Order > Utilities > Assign Posted Voucher to Purchase Order

There may be instances in the course of business where the voucher has been entered and posted without being matched to the purchase order. In this case, the utility Assign Posted Voucher to Purchase Order will be used to link the voucher to the purchase order.

A voucher cannot be used more than once nor can a voucher be used in more than one batch.

The voucher must match exactly to the purchase order with the correct job, phase category, quantities and dollar amounts. In the case where the items are non-stock or free-form and are having the postings done through the PO module as set by the PO control checkbox Post to JC Transaction for Non-Stock (and Free-Form) Receipt and Post GL Transaction for Non-stock (and Free-Form) Receipt checked, the voucher entry will use the PO control suspense department and account (standard Treeview path: Purchase Order > Setup > Local Tables > Control – Posting tab). Where the free-form or non-stock have these checkboxes unchecked, the voucher will be entered using the job phase category and the lines may be closed using this utility.

The General Ledger will not be affected by the linking as this is an adjustment in sub-ledgers only.

Company and Batch

Enter company code and create a batch.

Vendor

Enter or select from the LOV the vendor code.

Invoice Number

Enter an invoice number that has been posted in the AP module without being matched to one or more purchase orders.

[View Distribution] – Button

To view the distribution of the posted invoice, press the **[View Distribution]** button.

Available Distribution

The distribution of the invoice will default to the Available Distribution block. These are non-updateable fields.

Purchase Order

The purchase order block will default all purchase order lines that match the voucher distribution and vendor code and have not already been matched to a voucher or voided. The user will then have the option to select what purchase order lines to match to the voucher. The linking will not allow the quantities or amounts to exceed the voucher distribution line. Credit Taxes will not be included in the amount as they are not part of the expense.

[Post] Batch – Button

Press the **[Post]** button found in the first block to complete the link.

If the item is a non-stock or free-form item and is using the PO control checkboxes as explained in the introduction, no reversing JC line will be created; however, if the checkboxes are unchecked then posting will create records in the job cost module for J lines from voucher distribution. If the item was an inventory item, it will create records in the job cost module by first negating the previously posted transaction and creating a new transaction as per new voucher distribution. If purchase order line was closed, then the new line with the remaining amount and qty will be deleted and the process will create new lines in the job cost module to relieve the commitments.

Print Posting Reports

* Batch	Name	* User	* Date
43775	PO Posting 23-JUN-17	RAVI	06/23/2017
43706	PO Posting 22-JUN-17	IRINA2	06/22/2017
43705	PO Posting 22-JUN-17	RAVI	06/22/2017
43700	PO Posting 22-JUN-17	RAVI	06/22/2017
43697	PO Posting 22-JUN-17	IRINA2	06/22/2017
43695	PO Posting 22-JUN-17	RAVI	06/22/2017
43693	PO Posting 22-JUN-17	RAVI	06/22/2017
43688	PO Posting 22-JUN-17	IRINA2	06/22/2017
43687	PO Posting 22-JUN-17	IRINA2	06/22/2017
41674	PO Posting 04-APR-17	RAVI	04/04/2017
41648	PO Posting 03-APR-17	RAVI	04/03/2017
41646	rv test	RAVI	04/03/2017

Pgm: SYSRUN - Print Posting Reports

Use this utility to manage the printing of posting reports within your system. Those companies that post large volumes of data and do not want their system tied up during the day with printing processes most often use this utility. Often these companies will defer the printing of posting reports to the evening or the end of the day.

During posting process, you have the option to print your reports immediately or print them at a later time using this utility. If you leave the 'Print Reports Immediately' option blank during the posting process, you can return to this utility at a later time and select a range of posting reports that can be printed. You can also re-print posting reports.

The screen first displays all posting reports for the user's default company. Change the company code if required. The screen can be queried to limit the list.

Select the batch to be printed and click the **[Print]** button. Reports associated with the selected batch will be listed in the **Report Configuration** pop-up window. Select the Reports you would like to print and click the **[Run Report]** button.

Report Configuration

Select Reports ☒ Job Cost Posting Report
☒ General Ledger Posting Report
☒ Job Cost Posting Report

Destination: Preview ▼

Format: PDF ▼

Locale: English US ▼

Run Report **Close**

Example of Report Configuration pop-up window.

NOTE: In Forms, you can select one or more batches to be printed at one time using the Print checkbox beside each Batch. You can also delete reports that are no longer required. If the reports are to be deleted after printing, check the Delete checkbox beside the Batch. Use the **[Process]** button to process your reports.

Setup

Setup Considerations & Checklist

Prior to using the Purchase Order Module, Global tables must be configured and decisions regarding desired functions must be made.

- ⌋ Are the same terms and conditions always used on the purchase order?
 - If the answer is yes, set up a text code in the global tables with these terms and conditions in the text portion.
 - When the purchase order control is set up, the text code can then be associated to all further purchase orders.
- ⌋ Must every requestor be defined in the purchase order setup application or will there be requestors allowed who are not specifically defined?
- ⌋ Should the approvers get an e-mail alert when a purchase order is waiting for approval?
- ⌋ What is the maximum number of approver levels allowed by your organization?
- ⌋ Are the 'bill to' and 'ship to' addresses to default from the purchase order control?
 - If the answer is yes, the address codes and addresses for both will have to be set up in global tables 'Address Codes'.

System Data – Module

System Options - General Tab

Set to Y to enable automatic switch from indirect to direct tax codes.

SYSTEM OPTIONS

General Licenses Reports Global Financials Projects Forecast Assets Payroll Human Resource E-TimeSheet Help Logo Path

Workflows Report Options ECM Documents User Extensions

☒ Progress Bar for File transfer
☒ Subject Line Appears In Notes Entry
☒ Enable Limited Security
☐ Keep Import History
☐ Synchronous JSP Reports
☒ Automatic Switch to Direct Tax
☒ Cache Console
☒ Cache ADF Treeview
☒ Cache ADF Programs
☒ Pre-Load ADF Programs
☒ Enable IP check for Secure File Download

ASCII Import CTL File Path: \\pdc2000\sys_10\testsv10_xi\CTL_files\
Attachments Physical Path: \\TEST4V10\testsv10x\
Attachments Virtual Path: /attachmenttestsv10x/ Paths By Server
External Context Root:
Default WF Notification Preference: Summary e-mail
Default JSP Expiry Time: 480
Default JSP Warning Time: 10
* Collaboration Emails - Resending Interval (min): 30
* Collaboration Emails - Maximum Resend Attempts: 10
* Collaboration Emails - Check For New Emails Interval (min): 5
* Collaboration Emails - Reading Interval For "Check For New Emails Interval" (min): 15
Default Notification Email: cmictestv10_xi@cmic.ca
Last Upgrade Date: 08/08/2017 Upgrade Code: V10-X-209-2
Last Upgrade Description: CMIC Open Enterprise V10_X - V10-X-209-2 Patch Release
LDAP Servers Web Servers Job Queues Alert Settings Upgrade History Login Info

Pgm: SYSOPT – System Options – General tab; standard Treeview path: System > Setup > System Options

The System Options screen is used to set defaults related to options that affect more than one application as well define system level parameters such as job queue intervals, print servers, and Login paths.

Fields Relevant to PO Module

Automatic Switch to Direct Tax – Checkbox

Checking this box enables the feature to automatically change taxes on PO invoices from indirect to direct taxes.

For more information, please refer to the System Data reference guide.

Alerts

Alerts Relevant to PO Module

Approval type alerts are sent to the members of the approval group for the POs and requisitions.

The following alert types are relevant to the PO.

Alert Type	Parameter	Parameter Description
COA PO Change Order to be Approved	Receive E-mail	An email will be sent when there is a purchasing change order to be approved by the approver that has been set up to receive the alert.
POA Purchase Order to be Approved	Receive E-mail	If checked send the recipient email as well as adding a message to the alert table.

Press the **[Alert Settings]** button at the bottom of the system options screen to define the alert settings available on your system.

For more information on Alerts, please refer to the System Data reference guide.

Location Codes

Pgm: LOCFM – Location Maintenance; standard Treeview path: System > Global Tables > Location Code

Use this screen to enter the physical locations of job sites and deliveries of purchase order items for the selected Company. In the Job Costing application, a location can be associated with each Job setup. The Purchase Order and Requisition applications utilize locations to determine where requested items should be delivered.

Once a location has been defined, you can also assign a default Purchase Order approver for that location within this screen.

Security

System Privileges

Sample of User Maintenance screen, showing System Privileges relevant to PO module.

The following System Privileges are available for the PO module:

PORCPTVAR	PO: Allows the user to Exceed Variance On Receipts
POPB	PO: Allows the user access to batches belonging to other users
POCL	PO: Allows the user to Open a Closed PO

APPOVAR	PO: Allows the user to exceed PO Variance when matching PO to Vouchers
POCOQTY	PO: Validate CO quantity against PO original quantity

For further details about the PO modules security privileges, please refer to the System Data reference guide.

Set User Defaults

Pgm: POSETFM – Set User Defaults screen; standard Treeview path: Purchase Order > Setup > Set User Defaults

The Set User Defaults screen is used to specify the default company for the user. Selecting a Default Warehouse is optional and only applies if the Inventory application has been set up.

The only mandatory field is the company code.

If a warehouse code is specified, it will appear as a default value in the purchase order receipt forms.

Control – Screen

The screenshot shows the 'PURCHASE ORDER CONTROL' application window. At the top, there's a header bar with 'PURCHASE ORDER CONTROL' on the left, 'Table Mode' in the center, and icons for Save, Exit, Help, and other functions on the right. Below the header is a 'SELECTION CRITERIA' section with a 'Company' dropdown set to 'CCC' and a text field containing 'CMiC Test Construction Company'. A toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions is located below the selection criteria. The main area has three tabs: 'PO Defaults' (selected), 'Receipts', and 'Posting'. The 'PO Defaults' tab contains various configuration fields for purchase orders. Fields include: '* PO Print Form' (dropdown set to 'Purchase Order (English)'), '* Auto Number Flag' (checked), 'PO Number Mask' (text field 'ccc*****' and value field 'CCC00012345'), 'Job PO Number Mask' (text field 'jjjjj*****' and value field 'JOB COD12345'), 'PO Res. Group Mask' (text field 'cccRG*****' and value field 'CCCRG012345'), 'Update Unused Reserved PO Number' (checked), '* Maximum Unused Reserved PO Numbers' (text field '100'), '* Shipping Type Code' (dropdown 'CCC-PO'), '* Text Type Code' (dropdown 'CCC-PO'), 'Text1 Code' (text field '100' and value field 'Shipping & Receiving between 8:00AM & 5:00PM O'), 'Text2 Code' (text field '200' and value field 'The PO Quantity/Price may be changed without pri'), 'Text3 Code' (text field '300' and value field 'All necessary documents including Safety Certificat'), 'Text4 Code' (text field), 'Tax1 Code' (text field 'MA' and value field 'MA'), 'Tax2 Code' (text field 'AZ' and value field 'AZ'), 'Tax3 Code' (text field), '* WM Code' (dropdown 'NA' and value field 'Not Applic'), 'WM Code to Receive in Dollars' (text field '\$' and value field 'Dollars'), 'Undefined Requestors' (checked), 'Automatic PO Approval' (checked), 'Maximum Approver Levels' (text field '3'), 'Upper Limit of Automatic Approval' (text field), 'Default Bill To Address Code' (dropdown 'CCC1'), 'Default Ship To Address Code' (dropdown 'CCC1'), and 'Ship To Address Code From Job' (checked).

Pgm: POCTRLFM – Purchase Order Control Form – PO Defaults Tab; standard Treeview path: Purchase Order > Setup > Local Tables > Control

The Purchase Order Control screen is used to configure the Purchase Order module for a Company, and to set its defaults for new POs, PO receipts, and PO postings. For instance, users can set up PO numbering masks, set the default WM code, and enter default shipping instructions or notes. Also, advanced features, like **Undefined Requestors** and **Automatic PO Approval**, can be enabled or disabled.

PO Defaults – Tab

PO Print Form

Select the form name from the drop-down list to identify the Purchase Order Printing program to be used.

Auto Number Flag – Checkbox

Check the automatic numbering box when the system should automatically number Purchase Orders. Manual entry of a purchase order number will be required for each purchase order if this checkbox is not used.

The exception would be Reserve Group Numbering, which is explained in the processing chapter of this manual.

Numbering Masks

The user defined is only applicable if using 'Automatic' numbering. The mask can consist of a maximum of 11 characters. The following entry rules are the same for each of the numbering mask fields, PO Number Mask, Job PO Number Mask and PO Reserve Group Mask.

The PO masks allow the numbering system to be customized for each of the 11 digits of the string.

The Asterisk (*) is used to indicate the placeholder for the numbers within the string.

Any combination of numbers, letters and characters can be used to create an invoice numbering string.

The system has pre-defined codes which may be used in combination with user-defined numbering/lettering or to provide a unique combination.

The pre-defined codes are in lower case. Any code entered other than the following will be taken as fixed text and converted to upper case.

The lower case options available for PO masks are:

b	Business Partner Code (Customer)
c	Company Code
y	Year
y	= Last digit of a 4 digit year
yy	= Last 2 digits of a 4 digit year
yyy	= Last 3 digits of a 4 digit year
yyyy	= All 4 digits of the year
m	Month
mm	= Month of the year (i.e. December is 12)
d	Day
d	= Day of the week where 1 is Sunday
dd	= Day of the month
ddd	= Day of the year (i.e. 365 is December 31 unless a leap year)
j	Job Code (only available for Job PO Number Mask)
*	Next Available Number (Only use if Sub-jobs have Independent numbers)

Samples:

If the company had a Vendor Code VAB401, Company Code CM, Year 2013, Job Code 5746, and Date is Aug 16, 2013

Sample 1 – PO Number Mask is ccbbb***** the PO Code will appear as CMVAB00001

Sample 2 – PO Number Mask is	yymmdd*** the PO Code will appear as 130816001
Sample 3 – PO Number Mask is	***** the PO Code will appear as 0000000001
Sample 4 – Job PO Number Mask is	JJJJ***** the Job PO Code Mask as 57460000001
Sample 5 – PO Reserve Group Mask is	RG***** the Res. Grp. PO Mask as RG000001

The system will begin the numbering process from right to left based on the number of asterisk characters found within the mask. Asterisk characters found to the left of the total number will pre-fill with the number 0.

For example, if the invoice mask is PO*****, and the last purchase order number is PO00010, then the system will begin the numbering at the right most asterisk and fill the number 0 into all asterisk characters found to the left. In this case the next purchase order number created under this mask would be PO00011.

Update Unused Reserved PO Number – Checkbox

When checked, the unused reserve numbers will be updated when the PO mask is changed. Unchecked, only future reserve numbers will be updated with the changed PO mask.

Maximum Unused Reserved PO Numbers

The default value of 100 unused PO Numbers for a reserve group is editable based on needs. This limits how many unused PO numbers may exist for a given Reserve Group.

Shipping Type Code (Shipping Instructions Text Type)

Select from the LOV – Text Type List, the text type to be used for shipping instructions.

Text Type Code

Select from the LOV – Text Type List, the text type to be used in purchase order fields that refer to NON-shipping instruction text.

Text Code 1, Text Code 2, Text Code 3, Text Code 4

Select from the LOVs, 1 to 4 text codes to default into every new Purchase Order.

If the terms and conditions on all purchase orders are the same then this is where the text code for those terms is entered.

The text associated with the code will appear in the display field beside the selected code.

The text will print on the bottom left hand side of the first page of the purchase order form.

Tax Codes

Enter the required tax codes applicable to purchases from a Vendor. The name and the tax percentage value for the Tax are displayed in the adjacent field. The entry made on this field establishes the default tax, which the system will use, however this tax can be over-ridden on a line by line basis during Purchase Order entry.

If this field is left blank, the user must manually enter the different level of tax applicable during Purchase Order entry.

A list of values is available on this field to view and select a valid tax code for this field.

The Tax code is defined using the Tax Maintenance Form from the Global Tables. See the System Data manual for details on entering tax codes.

WM Code (Weight Measure)

Enter the default unit in which quantitative information for the purchased or stocked item will be measured.

WM Code to Receive in Dollars (Weight Measure)

This field is used by the Receiving system to indicate if the item being received is to be received in dollars only. If the item ordered has the WM code assigned for dollars then it must be received in dollars only.

NOTE: The inventory items cannot be purchased with this weight measure code in either blanket or standard orders.

When an item is received in the WM specified by this field, the receiving system will only allow you to enter an amount into the amount field, but the quantity will revert to one (1).

Undefined Requestors – Checkbox

Do not click the Undefined Requestors' box if a decision has been made that each requestor must be set up in the purchase order application.

Do click the Undefined Requestors' box if the entries of non-defined requestors are allowed within the purchase order application.

Automatic PO Approval – Checkbox

Check the Automatic PO Approval box if the system is to automatically approve the entered Purchase Orders. If Automatic PO Approval is checked, as soon as the user exits the PO entry screen, the PO is automatically approved and the PO can be processed.

WARNING: If the automatic approval has been checked, then the Upper Limit on the total value of the Purchase Orders must be completed or the purchase order will not be approved.

Leave this box unchecked when purchase orders are to be approved manually by one or more approvers.

When left unchecked, the Upper Limit of Automatic Approval becomes a display only field.

Maximum Approver Levels

Enter the maximum number of approver levels required for a purchase order to pass through the approval process. The PO approval process varies substantially from company to company. There are a large variety of different setups for the PO approval process. For example, some companies simply have two levels of approvals. Others have different levels of approvals for different amounts. Some companies route approval according to department or job.

The approval number entered within this field will limit the number of approval levels that can be set up within the Approval Levels Maintenance screen.

Upper Limit of Automatic Approval

If the **Automatic PO Approval** box is checked, this field must be entered, otherwise, automatic approvals will not work. If the **Automatic PO Approval** box is not checked, this field is disabled.

The system will automatically approve all purchase orders with a total amount up to and including the value entered within this field.

Address Defaults

Select from the LOV either a Bill To address code or a Shipping Address code. Entering the address codes signals a default into the Bill To and Ship To Address Codes in the Shipping Instructions pop-up on the Purchase Order and Change Order Entry Screens, and in the Ship To Address Field in Blank Purchase Order Set Up Default pop-up. The codes will also be used by standard purchase order documents.

If the 'Ship To Address Code From Job' box is checked, the Ship to Address field will default from the Location Address entered on the job (if entered in the Job Setup).

Leave these field blanks to use the addresses entered at the company level.

Receipts – Tab

The screenshot shows the 'PURCHASE ORDER CONTROL' application window. At the top, there's a 'Table Mode' button and icons for Save, Exit, Help, and other functions. Below this is the 'SELECTION CRITERIA' section, which includes a 'Company' dropdown menu set to 'CCC' and a text field containing 'CMiC Test Construction Company'. A toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, Report Options, ECM Documents, and User Extensions is visible. The main area has three tabs: 'PO Defaults', 'Receipts' (which is active), and 'Posting'. Under the 'Receipts' tab, there are fields for 'Current Year And Period' (set to 2015 and 1), a '* Default Compliance Period' dropdown (set to Year), and a 'Days' field (set to 5). Below these are several checkboxes, all of which are checked: 'Check Job Security on PO Receipt', 'Print Item Name on PO Receipt Edit List', 'Use Pay When Paid', 'Default Dates', and 'Warning - if unposted receipt for PO already exists'.

Purchase Order Control – Receipts tab

Current Year and Period

These two fields are used to set the default year and period for transaction post dates.

Default Compliance Period

This field determines the expiry date of date sensitive compliance codes used on Purchase Orders. The system will default the value of 'Year' into this field, but it may be changed to Day, Week, Month or Non-compliant.

Days

Enter number of days to hold payment after the owner payment is made.

Check Job Security on PO Receipt – Checkbox

When checked, the job security of the current user will be validated in the PO Receipt screens: Warehouse Receipt, Job Receipt and Cost Receipt.

By default, this flag is un-checked. If checked, job security will be applied to any PO receipt that has a PO with a Job code in its header. When no job code is specified in the header yet there is a "J" line in the distribution, the purchase order will show up in the PO Receipt LOV, as it does with no job security.

Print Item Name on PO Receipt Edit List – Checkbox

When checked, Item Name will be printed when printing PO Receipt Edit Listing.

Use Pay When Paid – Checkbox

Check the box to indicate that the payment must be held until the owner payment is made.

Default Dates – Checkbox

Default Dates has been added to the PO Control. If checked, the start date will be the system date and the end date will be the system date plus one year. This is for compliances setup as auto assign and date sensitive at the Compliance Code level only. If the compliance is set up at the Vendor level those dates will default. If the checkbox is unchecked no dates will default.

Warning – if unposted receipt for PO already exists – Checkbox

If checked, the system issues a warning if an un-posted receipt already exists for the same Purchase Order number that the user is entering the receipt for.

Posting – Tab

The screenshot shows the 'PURCHASE ORDER CONTROL' window with the 'Posting' tab selected. The 'SELECTION CRITERIA' section shows 'Company' set to 'CCC' and 'CMiC Test Construction Company'. The 'Posting' tab contains several checkboxes and input fields. The 'Verify Receipt Quantity' and 'Increase Commitments To Match Higher Cost' checkboxes are checked. The 'Quantity Variance Percent' is set to 10.00, 'Line Variance Amount' to 25.00, 'Total Variance Amount' to 100.00, and 'Total Variance Percentage' to 2.00. The 'Normal Receiving' section has 'Manual' selected. Below this, there are checkboxes for 'Post GL Transaction for Inventory Receipt', 'Post JC Transaction for Inventory Receipt', 'Post GL Transaction for Non-stock Receipt', 'Post JC Transaction for Non-stock Receipt', 'Post GL Transaction for Free Form Receipt', and 'Post JC Transaction for Free Form Receipt'. The 'Allow To Post To Future Periods' checkbox is also checked. The 'Default Journal Code' is 'AP' (Accounts Payable), 'Suspense Department' is '00' (Company Level), and 'Suspense Account' is '2000.400' (Non Inventory - PO Suspense). The 'Inventory Installed' checkbox is checked.

Purchase Order Control – Posting tab

Verify Receipt Quantity – Checkbox

The checkbox will determine whether variances are to be validated on purchase order receipts.

Increase Commitments To Match Higher Cost – Checkbox

When this checkbox is checked, the commitment to the job for the dollar amount will be increased to match the voucher dollar amount when either the line is closed in voucher PO matching, PO utility Match Voucher To PO or when the purchase order is closed using the PO Utility Open/Close PO. If this checkbox is unchecked, then only quantity will be taken into consideration.

NOTE: If the PO items are Non-Stock or Free-Form Items and the PO Control checkboxes are checked to post the cost of these items to the job at PO receipt, you will not be allowed to close these lines but will be forced to use Open/Close PO.

Quantity Variance Percent

Quantity Variance Percent is used to determine the variance allowed on a line-by-line basis.

- Warehouse receipts use quantity variance only.
- Cost receipts use both quantity and amount variances.

Line Variance Amount

The variance amount allowed for each line of the receipt; only applicable to Amount variances. Cost Receipts use both Quantity and Amount variances.

Total Variance Amount

The total variance amount allowed on the receipt; only applicable to Amount variances.

Total Variance Percentage

The total variance percentage allowed on the receipt; only applicable to Amount variances.

Normal Receiving (Automatic Receipt) – Radio Buttons

This option controls the Automatic Receipt functionality, which determines how Receipts for POs are created, manually or automatically.

If **Automatic** is selected, the Automatic Receipt functionality is enabled, and a receipt is automatically generated when the Purchase Order is processed; and it is immediately accessible in the Accounts Payable module for processing. Also, the **Do Not Allow Closed PO To Be Assigned To The Voucher** checkbox becomes enabled on the **Other** tab of the AP Control File screen.

If **Manual** is selected, the Receipt must be entered via either the Enter Warehouse Receipt or Enter Job Receipt screens (standard Treeview path: Purchase Order > Receipt). Once the Receipt is posted, it will become accessible in the Accounts Payable module for processing.

Post GL Transaction for Inventory Receipt – Checkbox

An Inventory item maintained in Inventory application, is available for issue against jobs within a company, issue against jobs in other companies or for sale to external customers. Inventory items can be ordered from vendors and received into warehouses in Purchase Order application.

Checked - The receipt will create an immediate debit to expense in the general ledger and a credit to the purchase variance account. When the Purchase Order is matched to the voucher in the accounts payable module, the entry will be credit accounts payable and debit purchase order variance.

Unchecked - The Inventory item will be treated the same as any purchase order with the expense not being recorded in the general ledger until the purchase order is matched to a voucher in the accounts payable module. User will not see an entry to the general ledger at the time of receipt posting of the purchase order. The entry in the accounts payable module will be credit accounts payable and debit expense in the general ledger.

The general ledger expense account defaults from the Inventory item setup form or is entered/changed at purchase order entry.

Post JC Transaction for Inventory Receipt – Checkbox

Checked – The job will have the commitment removed and a cost transaction created.

Unchecked – The job will have a commitment, but the actual cost will not be recorded on the job until the purchase order is matched to the voucher in the accounts payable module.

WARNING: The post JC transaction checkbox works in conjunction with the Post GL Transaction checkbox.

Post GL Transaction for Non-stock Receipt – Checkbox

A non-stock item is an item that is low in cost but purchased on a frequent basis in small quantities or an item to be purchased for a short period of time and should not become a permanent item in the inventory module.

Checked - The receipt will create an immediate debit to expense in the general ledger and a credit to the purchase variance account. When the Purchase Order is matched to the voucher in the accounts payable module, the entry will be credit accounts payable and debit purchase order variance.

Unchecked - The non-stock item will be treated the same as any purchase order with the expense not being recorded in the general ledger until the purchase order is matched to a voucher in the accounts payable module. User will not see an entry to the general ledger at the time of receipt of the purchase order. The entry in the accounts payable module will be credit accounts payable and debit expense in the general ledger.

The general ledger expense account defaults from the non-stock item setup form or is entered/changed at purchase order entry.

Post JC Transaction for Non-stock Receipt – Checkbox

Checked – The job will have the commitment removed and a cost transaction created.

Unchecked – The job will have a commitment but the actual cost will not be recorded on the job until the purchase order is matched to the voucher in the accounts payable module.

WARNING: The post JC transaction checkbox works in conjunction with the Post GL Transaction checkbox.

Post GL Transaction for Free Form Receipt – Checkbox

A free-form item is used to purchase product which will be bought one or two times and rarely if ever again.

Checked – The receipt will create an immediate debit to expense in the general ledger and a credit to the purchase variance account. When the Purchase Order is matched to the voucher in the accounts payable module, the entry will be credit accounts payable and debit purchase order variance.

Unchecked – The free-form item will be treated the same as any purchase order with the expense not being recorded in the general ledger until the purchase order is matched to a voucher in the accounts payable module. User will not see an entry to the general ledger at the time of receipt of the purchase order. The entry in the accounts payable module will be credit accounts payable and debit expense in the general ledger.

The general ledger account is entered at the time of purchase order entry.

Post JC Transaction for Free Form Receipt – Checkbox

Checked – The job will have the commitment removed and a cost transaction created.

Unchecked – The job will have a commitment but the actual cost will not be recorded on the job until the purchase order is matched to the voucher in the accounts payable module.

WARNING: The post JC transaction checkbox works in conjunction with the Post GL Transaction checkbox.

Allow To Post To Future Periods – Checkbox

This control option is used by all applications where an 'I', J, E, G or W distribution is allowed.

The check will be as follows:

Check this box if for this company the user is allowed to post transactions into a period ahead of the current period. The period checks will be as follows:

- Does the transaction posting date fall within the current or future Purchase Order period?
- Does the transaction posting date fall within the company current or future period?
- Does the transaction posting date fall within the open periods allowed in GL Period Dates?
- Where distribution is used the Allow to Post To Future Periods checkbox checked will allow the user to post to the current or future period as shown on the Purchase Order Control. If the current period is not set up it will be ignored but the checkbox Allow To Post To Future Periods will be looked at. If unchecked a distribution will not be allowed to a future period.
- Is there an inter-company distribution on the transaction being posting? Is the Period Date for this company open? Does the purchase order control of this company have a period date entered and is the Allow To Post To Future Periods checkbox checked?

Default Journal Code

Enter the journal code that should default to the posting programs as the General Ledger journal in which transactions will post.

Suspense Department, Suspense Account

Enter the department and account that will be used as the accrued liability account for the posting of non-stock and free-form items. The Purchase Order will credit this account upon the posting of a receipt of a non-stock or free-form item.

The Accounts Payable will debit this account as it clears the liability during the matching of the invoice to the purchase order.

Inventory Installed – Checkbox

Check the 'Inventory Installed' box if the Inventory module is installed. The system assumes inventory items exist for the company and consequently all programs and files can be accessed.

Leave this field blank if the Inventory module is not installed and all items (Inventory, and Non-Stock and Free-Form Items) must be entered using the Non-Stock Item form.

If the flag remains unchecked, PO receipts against a selected Warehouse will only be possible if the Warehouse is pre-set in the PO Default Company screen.

User ID Cross-Reference

USER ID CROSS-REFERENCE

Save

Exit

?

?

!

↶

↷

SELECTION CRITERIA

Company

CCC

CMIC Test Construction Company

DETAILS

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

ECM Documents

User Extensions

* Tracking Code	Name	* User ID	Access Code	Confirm Access Code	Signature Path	Browse	Mandatory Approver
1001	Peterson Gerald	KHALID2	*****			Browse	<input type="checkbox"/>
ABCDEF	ABCDEF	KHALID	*****			Browse	<input type="checkbox"/>
CCC	CMIC	CCC	*****			Browse	<input type="checkbox"/>
DAVID	DAVID	DAVID	*****			Browse	<input type="checkbox"/>
DAVIDV10X	DAVID	DAVIDV10X	*****			Browse	<input type="checkbox"/>
IRINA2	IRINA2	IRINA2	*****			Browse	<input type="checkbox"/>
LUD123	LUD123	LUDMILATESTINGTESTV10X	*****			Browse	<input type="checkbox"/>
MDR0001	MISTY RETCHFORD	MISTY	*****	*****		Browse	<input type="checkbox"/>
MF0001	Mike Fernandes	MIKEF	*****			Browse	<input type="checkbox"/>
OLESIA	OLESIA	OLESIA	*****			Browse	<input type="checkbox"/>

Pgm: EMPMAP – User Maintenance – USER ID X Reference Form; standard Treeview path: Purchase Order > Setup > Local Tables > User ID Cross-Reference

The User ID X-Ref form is used to create and/or set up the requesters, buyers and approvers to be used within the Purchase Order (as well as the Requisitions) module. The User ID cross-reference requires setting up a Tracking Code, User Name, and User ID, as well as a separate Access Code (password). The User ID may be an employee number or user-defined tracking code.

The User ID will most often match a valid ORACLE® User ID. Separate requesters can be set up that may not require computer access, but have the authorization to make purchase requests only.

Tracking Code

Enter the Tracking Code for the approver, buyer, or requester being defined. The Tracking Code is an internal code that will be used by the system to track and maintain the approvers, buyers and requestors.

Tracking codes can be linked to an employee number. In the instance where an employee number will be used an LOV is available for selection. However, in most instances it is recommended that the Tracking Code match the User ID or some variation of the approver, buyer or requestor's name.

WARNING: Once the record has been committed the tracking code will no longer be accessible.

Name

Enter the name of the user that is being defined. The name field has a maximum capacity of 30 alphanumeric characters in length.

Enter/Select the User ID that represents the entity that you are defining

In most cases this User ID will coincide with the ORACLE® User ID. The ORACLE User ID must have been previously set up on the Security Password Maintenance form within System Data.

NOTE: The User ID can also represent an individual that does not have an official ORACLE® User ID. For example, requesters that do not access the system but may request the purchase of items.

Access Code

Enter the access code associated with the user being defined. The access code will be used to access the purchase orders that fall under this user jurisdiction (where the user has been defined as an approver). This is a password type field, therefore, the value entered will appear in the form as ***** for security reasons. The access code will have to be entered twice, once in the “Access Code” field and then again in the “Confirm Access Code” field.

Although this is not a mandatory field, if left blank the user will not be able to access the approval screen, even if they are set up as an approver.

For security reasons, the access code may be changed after commit. The new access code will have to be entered twice, once in the “Access code” field and then again in the “Confirm Access Code” field. If the user forgets to enter the new access code in the “Confirm Access Code” field, an error message will appear that the passwords do not match.

Signature Path

Clicking the [Browse] button launches a pop-up window which allows the user to browse for and select an image of a Buyer Signature for uploading. The Buyer Signature will print at the bottom of the PO along with the written name.

Mandatory Approver – Checkbox

Check the Mandatory Approver checkbox when a user must approve the purchase order regardless of the other approvers assigned.

WARNING: Approver must be added to the lowest approval level.

FOB Maintenance

* Code	Name
01	Destination
02	Union Pacific Rail Terminal
03	Pacific Maritime Shipyard

Pgm: POFOBFM – Setting FOB Codes; standard Treeview path: Purchase Order > Setup > Local Tables>Enter FOB Code

The Freight On Board (FOB) screen is used to establish the shipping terms associated with purchase orders. The shipping terms determine who has the right to specify the carrier and routing. It defines the point at which the buyer takes legal title to the goods, and defines who is responsible for payment of freight charges and who is responsible for prosecuting claims against carriers for loss or damage. Numerous terms of shipment can be used, but the most common are:

- * FOB Buyer’s Plant
- * FOB Seller’s Plant
- * FOB Seller’s Plant, Freight allowed to Buyer’s Plant

The **FOB Buyer's Plant** passes legal title from the seller to the buyer when the carrier delivers the material to the buyer's plant. Since the seller retains ownership during transit, the seller has the right to select the carrier as well as the responsibility for paying the freight charges.

The **FOB Seller's Plant** passes legal title to the buyer when the carrier accepts the material for shipment at the seller's plant. Consequently, the buyer assumes responsibility for the carrier selection and payment of freight charges. Purchasing under these terms is common because companies want control of an order during transit. The **FOB Seller's Plant, freight allowed to Buyer's plant** is similar to the previous arrangement with regards to legal liability. However, the shipper agrees to reimburse the buyer for the freight charges.

Enter one or more 2-character FOB Codes with FOB Name with a maximum of 30 characters. This list will appear on the FOB Codes/Names LOV in purchase order entry instructions pop-up, blanket order entry, [Default] pop-up, and Change Order [Instruction] pop-up.

Purchase Order Roles

PURCHASE ORDER ROLES

Save Exit ? ? ? ? ? ? ? ? ? ?

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

PO ROLE DETAIL

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* User ID	Name	Req	Buy	Rec	Description
KHALID	ABCDEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CCC	CMIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DAVID	DAVID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
IRINA2	IRINA2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
LUDMILATE	LUD123	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MISTY	MISTY RETCHFORD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MIKEF	Mike Fernandes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OLESIA	OLESIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QATESTV10:	QATESTV10X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RAJNEESH	RAJNEESH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
RAVI	RAVI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Pgm: POROLFM – PO Roles; standard Treeview path: Purchase Order > Setup > Local Tables > Purchase Order Roles

Purchase Order Roles (PO Roles) is the first step in assigning authorization to individuals who will be performing the purchasing and materials management function. PO Roles are classified to accommodate organizations comprised of two or more individuals within the Purchasing/Materials Management department. The objective is to provide a structure that facilitates coordination and channels the efforts of all the individuals toward the common goals of the organization.

The **User ID** field's LOV are populated via the User ID Cross-Reference screen (refer to the previous *User ID Cross-Reference* section for details).

User ID

Select from the LOV a valid User ID to define the roles of the individuals authorized to perform the requisition, purchasing and/or approval functions within the Purchase Order application.

The User ID was set up and explained in the previous section, *User ID Cross-Reference*.

Beside each user ID are three checkboxes which default as checked and may be left as is or unchecked as required. The checkboxes set the authorization for the user function, requestor, buyer, and receiver.

Requisition Status – Checkbox

If the user in question has the rights to requisition a purchase then they should have this field checked. The system may be running with undefined Requestors allowed, and if so, this field is ignored by the system.

Buyer Status – Checkbox

If the user is a 'Buyer' for requisitions or purchase orders directly entered, then this field must be checked.

Receiver Status – Checkbox

If the user in question does not have the authority to enter receiving information then this field should be unchecked.

Description

This editable field is used to provide a brief description for the PO Role, such as a description for this role's responsibilities.

Items by Vendor

The screenshot shows the 'VENDOR ITEM MAINTENANCE' application window. At the top, there's a title bar with 'VENDOR ITEM MAINTENANCE' and standard window controls. Below the title bar is a 'SELECTION CRITERIA' section with a dropdown for '* Company' set to 'CCC' and a text field for 'CMIC Test Construction Company'. The main area is titled 'ITEMS' and contains a toolbar with various icons for actions like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, Export, ECM Documents, and User Extensions. Below the toolbar is a table with the following columns: * Vendor, Class, * Item Code, * Type, Vendor Defined Code, Last Order Date, Last Quantity, WM, Last Price, Minimum Quantity, and Miscellaneous Notes. The table lists various items such as A1BRICKS, A1MARBLE, 1TIME, A1CEMENT, A1DOORS, A1ELEC, A1FLOOR, A1GARDEN, A1MECH, A1PAVING, A1ROOF, ABC123, ACCESEN, ATB, ATCO, ATZ, UNITED1, and 1000-230. The 'Last Order Date' column shows dates ranging from 08/04/2016 to 12/03/2014. The 'Last Price' column shows values ranging from 0.0000 to 541.0000. The 'Miscellaneous Notes' column contains the text 'Vendor Item List' for the ACCESEN item. At the bottom of the window, there's a text field for 'Item Name' with the value 'Cement Block 1'.

* Vendor	Class	* Item Code	* Type	Vendor Defined Code	Last Order Date	Last Quantity	WM	Last Price	Minimum Quantity	Miscellaneous Notes
A1BRICKS	2000	BLOCK1	NA		08/04/2016	800	EA	0.0000		
A1MARBLE	2000	BLOCK1	01		06/22/2017	10	EA	7.0000		
1TIME	1000	BRICK1	01		02/17/2016	10	EA	25.6500		
A1BRICKS	1000	BRICK1	01		06/23/2017	100	EA	10.0000		
A1CEMENT	1000	BRICK1	01		02/24/2016	25	EA	10.0000		
A1DOORS	1000	BRICK1	01		07/14/2016	1000	EA	10.0000		
A1ELEC	1000	BRICK1	01		06/23/2017	100	EA	10.0000		
A1FLOOR	1000	BRICK1	01		04/09/2015	1000	EA	10.0000		
A1GARDEN	1000	BRICK1	01		04/15/2015	1000	EA			
A1MARBLE	1000	BRICK1	01		06/21/2017	1000	EA	15.0000		
A1MECH	1000	BRICK1	01		06/21/2017	100	EA	7.5000		
A1PAVING	1000	BRICK1	01		02/19/2014	1250	EA			
A1ROOF	1000	BRICK1	01		02/19/2014	1475	EA			
ABC123	1000	BRICK1	01		02/23/2015	500	EA	541.0000		
ACCESEN	1000	BRICK1	01	BRICKS	01/08/2014	100	EA	10.0000		Vendor Item List
ATB	1000	BRICK1	01		06/08/2015	123	EA	6.0000		
ATCO	1000	BRICK1	01		06/30/2015	10000	EA			
ATZ	1000	BRICK1	01		07/17/2015	253.678	EA	152.5260		
UNITED1	1000	BRICK1	01		12/16/2014	100	EA	10.0000		
1000-230	1000	BRICK1	01		12/03/2014	15	EA	15.0000		

Pgm: VENITMFM – Items by Vendor; standard Treeview path: Purchase Order > Setup > Local Tables > Item By Vendor

The 'Items by Vendors' function is only applicable if the company is using the Inventory System.

Using items by vendor is a fast track tool to view the usage of a particular inventory item with a particular vendor by matching an inventory item to a vendor in this form.

The information entered in items by vendor can be viewed in the [Vendor Items] pop-up in inventory module – Item Detail.

Company Code

Enter or select from the LOV a valid Company Code.

Vendor Code

Enter or select from the LOV a valid Vendor Code.

Vendor Class

Enter or select from the LOV a Vendor Item Class Code or leave blank for any Non-Stock Item.

Item Code

Enter or select from the LOV an Item Code.

Type

Enter or select from the LOV an Item Type Code. Non-Stock Items automatically default to “NA”.

Vendor Defined Code

This field is used for 3rd party reporting. This field is the Vendor’s code for the inventory item. If known it can be entered now, otherwise, it can be entered at a later date.

Last Order Date, Last Quantity, Last Price

The next fields are Last Order Date, Last Quantity, Last Price, if known any or all of this information can be entered, otherwise leave these fields blank and the PO system will update them during the purchasing process.

WM (Weight/Measure Code)

Enter the unit in which quantitative information regarding the item is measured (such as each, case/box, gallons, kilometers, etc.).

Minimum Quantity

If this vendor has a minimum order quantity for the item, enter it here. If when entering a PO for this vendor and item and there are no other overriding factors, the system will validate that the order is equal to or greater than this quantity. If this is not applicable leave this field blank.

Miscellaneous Notes

Use this field to enter any unique data for this vendor/item combination. This is not a mandatory field.

Non-Stock Items

Pgm: PONSITM – Non-Stock Items; standard Treeview path: Purchase Order > Setup > Non-Stock Items

The Non-Stock Item Maintenance form is used to set up and maintain purchased items which will not be tracked within the Inventory application. If the Inventory application is not installed, all items should be defined using this form.

Company Code

Enter or select from the LOV a valid Company Code.

Item Code and Name

Enter a user-defined code that will default when entering non-stock items. Each code can consist of a maximum of 16- alphanumeric characters. The name can consist of a maximum of 30-alphanumeric characters.

WM (Weight/Measure Code)

Enter the unit in which quantitative information regarding the Non-Stock Item is measured (such as each, case/box, gallons, kilometers, etc.). This is a mandatory field.

Last Price

The most recent price paid for this item may be entered in this field. The price will default to the Purchase Order entry field when this item is specified. This is not a mandatory field.

Minimum Order Quantity

Entering a minimum quantity in the Non-Stock Item screen assures a warning message in the purchase order entry screen should the quantity entered be less than what is registered here.

Tax Codes 1, 2 and 3

Enter the tax codes applicable to the Non-Stock Item.

General Ledger Account

(Optional) This is the default account that will be charged if the item is used with a 'G' type distribution.

Cost Code

(Optional) This is the default job cost code (Phase) that can be linked to a Non-Stock Item. When creating a Purchase Order, the system would default the Cost Code and Category if the Non-Stock Item is entered and the Cost Code/Category combination is valid for the Job Code selected.

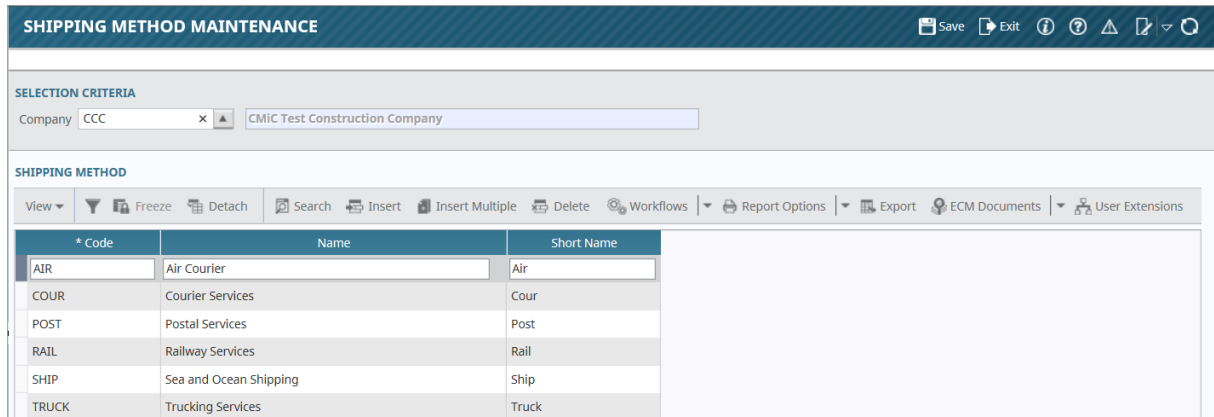
Category

(Optional) This is the default job cost category code that will be charged if the item is used with a 'J' type distribution.

Description

If a user-defined description is required for the non-stock item it may be entered in this field. The description can consist of a maximum of 4000 characters.

Shipping Methods



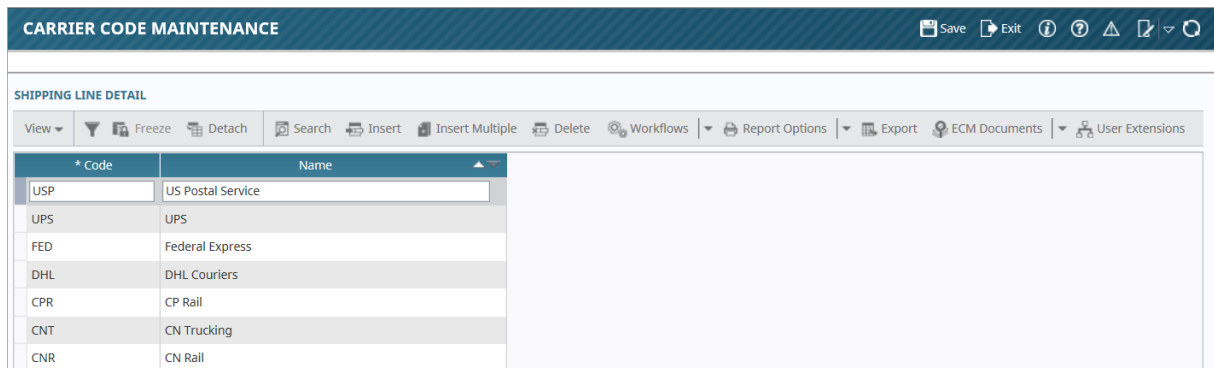
* Code	Name	Short Name
AIR	Air Courier	Air
COUR	Courier Services	Cour
POST	Postal Services	Post
RAIL	Railway Services	Rail
SHIP	Sea and Ocean Shipping	Ship
TRUCK	Trucking Services	Truck

Pgm: SHPMETFM – Maintenance of Shipping Methods; standard Treeview path: Purchase Order > Setup > Local Tables > Shipping > Shipping Method

This screen is used to set up the various types of shipping methods used by the different shipping carriers. Types of methods can be the mode of transportation such as truck, ship, air or they can be set to Next Day, 3 Day, Post... It all depends on your needs and what your suppliers offer.

Enter the Code (up to 5 characters), a long name and a short name. The short name is what will appear on the Standard CMiC PO when printed.

Shipping Line Carriers



* Code	Name
USP	US Postal Service
UPS	UPS
FED	Federal Express
DHL	DHL Couriers
CPR	CP Rail
CNT	CN Trucking
CNR	CN Rail

Pgm: SHIPLINE – Shipping/Carrier Details; standard Treeview path: Purchase Order > Setup > Local Tables > Shipping > Carrier code

The Shipping Line Maintenance screen is used to enter the names and identifying codes for the organizations that provide transportation services. These organizations may include, but are not limited to, courier companies, trucking companies, ocean freighters, lake or river faring lines, and private delivery people.

Enter a code and name. The code can be up to 3 characters.

Document Printing Options

Copy #	Text Code	Description
1	PORULE-1	Purchase Price is valid for a period of one year from the date of this order
2	PORULE-2	Any change in quantity/amounts using change orders will have reference
3	PORULE-3	All shiplists must have reference to this Purchase Order No.
4	PORULE-4	All consignments must be accompanied with proper documentation for

Pgm: PODOCPRT – Document Printing Options; standard Treeview path: Purchase Order > Setup > Local Tables > Document Printing Options

The document printing form is used to indicate how many copies of a document are required to be printed, and what one line of text is to be printed on the bottom-center of each page. There are 4 different document types in the PO system: the Purchase Agreement – for blanket POs, the Change Order Document, the Purchase Order and the Original PO document. Each of these four types can print with a different number of copies and different text. This feature would generally be used to print text such as ‘Shipping Copy’, ‘Vendor Copy’, and ‘Accounting Copy’. The document printing form limits the number of copies to be printed within the purchase order module. The number of copies must be updated in this screen as it will not be allowed at printing.

PO Documents (Document Type)

Scroll through the list of available Purchase Order Documents until the printing details for entering are found. With the cursor on the correct line, move to the ‘Options Block’.

Text Code

For each record entered here, the system will print a copy of the document. The system will automatically update the copy number field as more records are added. The Text Code field has an LOV restricted to the Text Code Type entered on the Control file of the PO system (standard Treeview path: *Purchase Order > Setup > Local Tables > Control*). If the Text Code field is left blank, the copy will print but there will be no unique text at the bottom of the form.

Compliance (Defaults Setup)

Overview – Vendor Compliance

The Vendor Compliance functionality, which is implemented using Vendor Compliance Codes (Compliance Codes for short), is used to ensure compliance with payment terms before a payment can be made against a Subcontract or a Purchase Order via a Voucher in the AP module.

These Compliance Codes are inherited by Vouchers for payments against Subcontracts and Purchase Orders from the defaults set up for the Vendors at various levels.

Initial Setup – Master Set of Compliance Codes & Security

The following provides an overview about setting up the system's Vendor Compliance Codes at the System Level.

Master Set of Compliance Codes & Insurance/Bonding Companies

Enter the master set of Compliance Codes for the system via the Compliance Codes maintenance screen, and enter the Insurance and Bonding companies via the Insurance/Bonding Companies screen.

Compliance Code Security

If required, security can be applied to Compliance Codes via the System module, in a manner similar to Job Security. For details, please refer to the *Compliance Security* section in the System reference guide.

Compliance Groups

If required, Compliance Groups can be set up to assign their default Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

Hierarchical Assignment of Compliance Codes

Once the initial setup is completed, the default Compliance Codes for new Subcontracts are set up, which are inherited by all new RFPs and their Vouchers.

Any changes made to these defaults only apply to new Subcontracts and POs, not to existing Subcontracts and POs. To apply changes made to these default Compliance Codes to existing POs and Subcontracts, and their RFPs and Vouchers, use the [**Apply Changes**] button on either the Vendor Compliance screen or the Vendor by Company Compliance screen.

The way in which default Compliance Codes are assigned to new Subcontracts is hierarchical, so that Compliance Codes can be applied at the level that makes sense.

Example

If a Compliance Code is to default to all new POs, for all Vendors under all Companies in the system, the default Compliance Code is set up in the Compliance Code screen (used to set up codes at the System Level), with the **PO Auto Assign** checkbox checked.

The following is the order in which default Compliance Codes set up for all Vendors, groups of Vendors or particular Vendors are assigned to new Subcontracts, with lower level versions of the Compliance Codes overriding higher level versions of them. In this way, defaults are set up en masse for groups, and exceptions can be set up at lower levels.

A Subcontract's default Compliance Codes are inherited by their RFPs, which are then inherited by their Vouchers.

1st: Compliance Codes Master – System Level

In determining what Compliance Codes need to be assigned to a Vendor's new POs and Subcontracts, the system first assigns Compliance Codes set up for them via the Compliance Codes maintenance screen. If variant versions of the Compliance Codes exist for the POs or Subcontracts at any of the following lower levels, the lowest level versions are assigned.

2nd: Vendor Class Compliance – System Level

Next, the system assigns Compliance Codes set up for a Vendor's new POs and Subcontracts via the Vendor Class Compliance screen. Again, if variant versions of the Compliance Codes exist at lower levels, the lowest level versions are assigned.

3rd: Vendor Compliance – System Level

Next, the system assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor Compliance screen, with variant versions at lower levels overriding versions at higher levels.

4th: Vendor by Company Compliance – Company Level

The system then assigns Compliance Codes to a Vendor's new POs and Subcontracts set up via the Vendor by Company Compliance screen, with variant versions of the Compliance Code at lower levels overriding versions at higher levels.

5th: Vendor Subcontract Compliance by Job – Job Level

Next, if a new Subcontract is being created, the system assigns it Compliance Codes assigned to its associated Job. Job Level Compliance Codes are set up via the **Compliance** tab of the Enter Job screen, and the default Compliance Codes for all new Jobs are set up in the Compliance Codes maintenance screen, in which codes with the **JC Auto Assign** checkbox checked default to all new Jobs.

Additional: Vendor Subcontract Tax Compliance by Region – Region Level

Additionally, Compliance Codes can be assigned to Region Codes, to ensure that Vendors do not charge state/province taxes when they are not applicable due to locations.

These default Compliance Codes for Regions are not assigned hierarchically. They are set up in the Compliance Codes maintenance screen and then assigned to a Region Code. Then, if a Compliance Code is set up for a Region Code, any Job located in the Region Code's state/province will have the Compliance Code assigned to its new Subcontracts (not existing ones) if its state/province is not the same as that of the Vendor.

Compliance Codes (Master) – System Level

COMPLIANCE CODES MAINTENANCE									
<div> <div>View</div> <div>Freeze</div> <div>Detach</div> <div>Search</div> <div>Insert Record</div> <div>Insert Multiple Records</div> <div>Delete Record</div> <div>Workflows</div> <div>Report Options</div> <div>Export</div> <div>ECM</div> <div>User Extensions</div> </div>									
Code	Description	Collaboration Description	Date Sensitive	Default Compl.	SC Auto Assign.	PO Auto Assign.	JC Auto Assign.	Hold Final Payment Only	
DOCUMENTS	Documentation Completed	Documentation Received in Full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ELECTRIC	Electric		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FORMS	Forms Test	Forms Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JOINT-CHK	Joint Check	Joint Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KEYS	Keys Given	Keys Given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MATERIAL	Material Removed	Material Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PRE-LIEN	PRE-LIEN	PRE-LIEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QATST	qa test	qa test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RISK-COMP1	RISK Compliance Code	Risk Compliance Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RISKCOMP	RISK Management Compliance Code	Risk Compliance for the Subcontract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAFETY	Safety Compliance	Safety Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WAIWER	Subcontract Waiver Compliance Code	Subcontract Waiver Compliance Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WATER	Water		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ZZ-BONDED	Bonded		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZZ-INSUR	Insurance		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZZ-LIENWVR	Lien Waiver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZZ-MGMTDSC	Management Discretion		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZZ-WORKCOM	Workers Compensation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pgm: INSTYPE – Compliance/Insurance Type Codes

The Compliance Codes Maintenance screen is used to enter user defined Vendor Compliance Codes, which are used to determine whether a payment can be made against a Purchase Order or a Subcontract Request For Payment.

Vendor Compliance Codes are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

Code, Description

Enter an identifying code and description for the Vendor Compliance Code being defined.

Collaboration Description

The collaboration description will be used by JSP applications.

Date Sensitive – Checkbox

Comp.	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bonding Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000

indicates if date sensitive code is Date Compliant

☒ Date Sensitive

☐ Vendor Level

☒ SC Auto Assign

☐ PO Auto Assign

indicates code is date sensitive

date range for which insurance or certificate is valid

This checkbox indicates if the Compliance Code is date sensitive.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

Default Compliant – Checkbox

Check this box if the Compliance Code is to default to ‘Compliant’.

SC Auto Assign. – Checkbox

If checked, the Compliance Code will automatically be applied to new Subcontracts.

PO Auto Assign. – Checkbox

If checked, the Compliance Code will automatically be applied to new Purchase Orders.

JC Auto Assign. – Checkbox

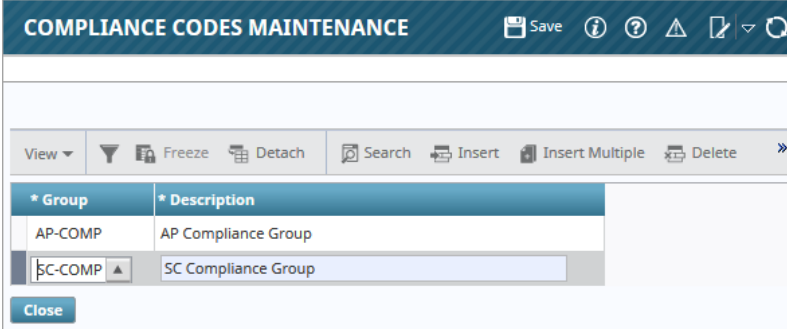
If checked, the Compliance Code will automatically be applied to new Controlling Jobs.

Hold Final Payment Only – Checkbox

This checkbox is only applicable to Compliance Codes for RFPs.

If checked, the Compliance Code will only be considered for a Voucher (during Voucher payment in AP) if the Voucher’s corresponding RFP has the **Final** checkbox checked (indicates corresponding Voucher will be a Final Payment Voucher).

[Groups] – Button



The screenshot shows a software window titled "COMPLIANCE CODES MAINTENANCE". At the top right are icons for Save, Help, Information, Warning, and Refresh. Below the title bar is a toolbar with buttons for View, Filter, Freeze, Detach, Search, Insert, Insert Multiple, and Delete. The main area contains a table with two columns: "* Group" and "* Description". The table has two rows: "AP-COMP" with description "AP Compliance Group" and "SC-COMP" with description "SC Compliance Group". The "SC-COMP" row is selected. A "Close" button is at the bottom left.

* Group	* Description
AP-COMP	AP Compliance Group
SC-COMP	SC Compliance Group

Press the [Groups] button to assign Compliance Groups to the selected Compliance Code.

Compliance Groups

COMPLIANCE GROUPS

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents

* Code	* Description
BOND	Bonds - Compliance Group
INSURANCE	Insurance - Compliance Group
SAFETY	Site Safety - Compliance Group
SC COMPL	SC Compliance - Compliance Group
PO COMPL	PO Compliance - Compliance Group

COMPLIANCE CODES

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents

* Code	Description
BOND-BID	Bid Bond
BOND-PAY	Payment Bond
BOND-PERF	Performance Bond

Pgm: INSGRPS – Compliance Groups

This screen is used to create Compliance Groups, and to associate Compliance Codes to them. These Compliance Groups can then be used in the Change Compliance Status screen (program: SCTABCOM) of the SC module to assign their associated Compliance Codes to the Subcontracts, Purchase Orders and Vouchers associated to a specified Vendor.

In the Change Compliance Status screen, this functionality is reached by clicking the **[Compliance]** button on the bottom-left of the screen to launch the Compliance Status screen, and then by clicking the **[Copy]** button, as shown below:

COMPLIANCE STATUS

Company: CCC | CMIC Test Construction Company

Vendor: A1ELEC | A1ELECTRIC Company

As Of Date: 07/10/2017

ACTIONS

Delete | History Of Updates | **Copy** | Documents | Add to Companies | Add to PO's | Add to Contracts | Apply Changes | Notes

SUBCONTRACT COMPLIANCE STATUS

View | Freeze | Detach | Search

Compl.	Date Compl.	Compliance Code	Compliance
<input type="checkbox"/>		CONTRA	Contract Execut
<input type="checkbox"/>		EQUIP	Equipment Rem

Target Vendor: A1STEEL | A1 Steel Mill

Compliance Group: INSURANCE | Insurance - Compliance Group

Copy | Cancel

Copy Results

Remittance Description

Insurance/Bonding Company Name: APX Insurance

View Note

Pgm: INSINFO – Compliance Status pop-up

Compliance Groups are defined at the System Level, and this screen and its entries are shared by the Purchase Order, Subcontract Management and Accounts Payable modules.

Compliance Groups – Section

Code

Identifying code for the Compliance Group.

Description

Description of the Compliance Group.

Compliance Codes – Section

Use this section's **[Insert]** and **[Delete]** buttons, on the Block Toolbar, to manage the Compliance Codes associated to the Compliance Group selected in the upper section.

Code

Compliance Code associated to the Compliance Group selected in the upper section; note, a Compliance Code can exist in more than one Compliance Group.

Compliance Security Groups (System Module Screen)

Code	Name
BOND-SEC	Bond Compl. - Security Group
PO-SEC	PO Compl. - Security Group
INSUR-SEC	Insur. Compl. - Security Group
SAFE-SEC	Safety Compl. - Security Group
SC-SEC	SC Compl. - Security Group

Pgm: INSGROUP – Compliance Security Groups

This screen is available in the System module (standard Treeview path: *System > Security > Compliance Security > Create Security Groups*). It is used to create Compliance Security Groups, which are defined at the System Level, and associated to Users, Security Roles and Compliance Codes.

If a Compliance Code is associated to a Compliance Security Group, only the Users belonging to the group will have access to the Compliance Code. If no Compliance Security Group is associated to a Compliance Code, access to it is unrestricted.

For details about this compliance security feature, please refer to the System Data reference guide.

Insurance/Bonding Companies

Code	Name	Financial Strength Rating
ALL	All State Insurance	1
APX	APX Insurance	5
AXA	AXA Insurance	1
IOM	IOM Insurance	2
MANT	Mantle Insurance	1
SELF	Self Insured	5

Pgm: INSCOMP – Insurance/Bonding Companies

Use this screen to enter Insurance and Bonding companies. These Insurance/Bonding companies are used in conjunction with Compliance Codes to maintain coverage details for assigned vendors.

Enter an identifying code and name for the Insurance/Bonding Company. The **Financial Strength Rating** field is optional.

Vendor Class Compliance – System Level

* Code	Name
CONC	Concrete
ELEC	Electrical
EMP	Employee
GOV	Government
IHVD	Company IH Vendors
MAT	Material Supplier
RVCL	Company RV Vendors
SUBH	Sub-Hauler
SUPP	Supplier
ZZ	Company ZZ Vendor Class
ZZ1	Company ZZ Subcontractors
ZZ2	Company ZZ Office Suppliers
ZZ3	Company ZZ Others

Code	Description	* Compliant	* SC Auto Assign	* PO Auto Assign
ELECTRIC	Electric	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WATER	Water	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pgm: INSVENCLASS – Vendor Class Compliances

This screen is used to associate Vendor Classes in the system to Compliance Codes, so that when creating Subcontracts or Purchase Orders against a Vendor, the Compliance Codes associated to the Vendor's Vendor Class will automatically be assigned to them, according to the **SC Auto Assign** and **PO Auto Assign** checkbox settings under the **Compliances** section of this screen. This screen is also available in the SC and PO modules.

This auto-assignment of Compliance Codes to Vendors by Vendor Class works in conjunction with the auto-assignment functionality of the Compliance Codes maintenance screen.

Vendor Class – Section

This section lists the Vendor Classes setup in the system via the Vendor Classes screen.

Compliances – Section

This section is used to assign Compliance Codes to the Vendor Class selected in the **Vendor Class** section.

If a code's **Compliant** checkbox is checked, it will automatically be checked as compliant.

If a code's **SC Auto Assign** checkbox is checked, it will automatically be assigned to new Subcontracts.

If a code's **PO Auto Assign** checkbox is checked, it will automatically be assigned to new Purchase Orders.

Vendor Compliance – System Level

VENDOR COMPLIANCE Table Mode Save Exit Help ? A1HVAC

INSURANCE/COMPLIANCE DETAILS

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Vendor A1HVAC A1 Heating and Cooling

* Compliance Type CDI Contractor Default Insurance

* Insurance Company APX APX Insurance

* Certificate # APX43588

Certificate Location AP Department

Amount 100,000.00

☐ Compliant ☒ Date Compliant ☒ Date Sensitive ☒ SC Auto Assign ☐ PO Auto Assign

Coverage Start Date 01/Jan/2016

Coverage End Date 01/Feb/2017

Copy Add to Companies Add to Contracts Apply Changes

Pgm: INSM – Vendor Compliance

This screen is used to set up a default Compliance Code for a Vendor at the System Level. Once the details of a default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via the **[Add to Companies]** button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

Example: Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

The default Compliance Code will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

To assign Compliance Codes to a Vendor at the Company Level instead of at the System Level, use the Vendor By Company Compliance screen.

Using the **[Add to Contracts]** button, this screen can also be used to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs. And

using the [**Apply Changes**] button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

NOTE: Before using this screen's buttons to apply changes, save the changes.

Vendor

Select the Vendor to apply the Compliance Code to.

Compliance Type

Select the Compliance Code being assigned.

Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

Certificate #

An asterisk '*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

Certificate Location

If applicable, enter the location of the certificate/policy.

Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

Date Compliant – Checkbox

For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: **System > Setup > System Options**):

1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues pop-up launched by clicking the [Job Queues] button on the **General** tab of the System Options screen:

SYSTEM OPTIONS		
JOB QUEUES		
View	Freeze	Detach
Search	Workflows	Report Options
Export	ECM Documents	User Extensions
Job Queue	Interval	Enabled
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4J Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
SC Daily Compliance update	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>

2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:

SYSTEM OPTIONS	
Y: show progress bar when transferring files between Application Server and Client Machine, N: no progress bar	
<div> <div>General</div> <div>Licenses</div> <div>Reports</div> <div>Global</div> <div>Financials</div> <div>Projects</div> <div>Forecast</div> <div>Assets</div> <div>Payroll</div> <div>Human Resource</div> <div>E-TimeSheet</div> <div>Help</div> <div>Logo Path</div> </div>	
<div> <div>Workflows</div> <div>Report Options</div> <div>ECM Documents</div> <div>User Extensions</div> </div>	
<div> <div>* Transaction Numbering Type</div> <div>GL numbering by Journal</div> </div>	
<div> <div> <input checked="" type="checkbox"/> Check All Address Fields <input checked="" type="checkbox"/> Registration Code Required for Vendors <input checked="" type="checkbox"/> System Wide Unique Registration Code <input type="checkbox"/> Use Aka Name In Check Preparation <input checked="" type="checkbox"/> Summarize GL Posting Report <input type="checkbox"/> Automatically Prepared Cheques Will Belong to Paying Company <input checked="" type="checkbox"/> Show Reference and Source Code on GL Posting Report <input checked="" type="checkbox"/> Group AP Cheques by Selection <input checked="" type="checkbox"/> Display Only Remit To Addresses For Alternate Address Codes <input checked="" type="checkbox"/> Automatically Update Compliances <input type="checkbox"/> Back fill Business Partners from Vendors or Customers <input checked="" type="checkbox"/> Change EFT Vouchers To Non-EFT When A Joint Payee Is Entered </div> </div>	
<div> <div>Compliance Code to be used in Pre-lien Set Up</div> <div>PRE-LIEN</div> <div>Pre-Lien Compliance</div> </div>	
<div> <div>Compliance Code to be Used in Certificate Import</div> <div>SURETY-200</div> <div>Surety 2000 Compliance</div> </div>	
<div> <div>Compliance Code to be used for Waiver</div> <div>WAIVER</div> <div>Waiver Compliance Code</div> </div>	

Date Sensitive – Checkbox

Compz	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bond/Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000
<div> <div> <input checked="" type="checkbox"/> Date Sensitive <input type="checkbox"/> Vendor Level <input checked="" type="checkbox"/> SC Auto Assign <input type="checkbox"/> PO Auto Assign </div> <div> <div>indicates if date sensitive code is Date Compliant</div> <div>indicates code is date sensitive</div> <div>date range for which insurance or certificate is valid</div> </div> </div>									

This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified (Coverage Start & End Dates), which the system uses to determine if a Voucher is Date Compliant.

A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher**

tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date**.

SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

[Copy] – Button

Use the **[Copy]** button to copy the Compliance Code to a target Vendor.

[Add To Companies] – Button

This button is used to create a default Compliance Code for the selected Vendor at the System Level. Once the details of the default Compliance Code have been entered, the default is assigned to the selected Vendor system wide (i.e. to every instance of the Vendor under all Companies in the system) via this button. The system wide default for the Vendor is saved as entries in the Vendor by Company Compliance screen, in which there will be an entry of this default Compliance Code for the Vendor for each Company under which the Vendor exists.

Example: Say there are instances of a Vendor: Ven1, under three Companies: Comp1, Comp2, and Comp3. If a default Compliance Code is assigned to Ven1 system wide via this screen, in the Vendor by Company Compliance screen, an entry of the default for Ven1 will exist under Comp1, Comp2, and Comp3.

NOTE: This button is not available in the Vendor by Company Compliance screen as this button assigns codes at the System Level

[Add to Contracts] – Button

Use this button to add a Compliance Code to a Vendor's existing posted Subcontracts and POs, and to the posted Vouchers associated to the Subcontracts and POs.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

[Apply Changes] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor's Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, system wide.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor in the system. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

Vendor by Company Compliance – Company Level

VENDOR BY COMPANY COMPLIANCE Table Mode Save Exit Help ? ? ? ? ?

Enter The Insurance Carrier Or Company

SELECTION CRITERIA

* Company CCC CMIC Test Construction Company

DETAIL

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

* Vendor A1BRICKS A1 Bricks Manufacturing Company

* Compliance Type NO DAMAGE No significant damage upon delivery

* Insurance Company * Non-applicable

* Certificate # *

Certificate Location

Amount

☐ Compliant ☐ Date Compliant ☐ Date Sensitive ☒ SC Auto Assign ☒ PO Auto Assign

* Coverage Start Date

* Coverage End Date

Add to PO's Add to Contracts Apply Changes

Pgm: INSVCFM – Vendor by Company Compliance

This screen is used to set up default Compliance Codes for a Vendor at the Company Level. The default Compliance Codes will be assigned to new Subcontracts for the Vendor if the **SC Auto Assign** box is checked, and to new POs if the **PO Auto Assign** box is checked. These assigned Compliance Codes are then inherited by the associated RFPs and Vouchers.

Using the [Add to POs] button, this screen can also be used to add a Compliance Code to a Vendor's existing POs, and to the posted Vouchers associated to the POs.

Using the [Add to Contracts] button, a Compliance Code can be added to a Vendor's existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

And via the [Apply Changes] button, users can update the details of a Compliance Code assigned to a Vendor's existing posted Subcontracts, POs, and posted Vouchers that are associated to a Subcontract or PO.

NOTE: Before using this screen's buttons to apply changes, save the changes.

Vendor

Select the Vendor to apply the Compliance Code to.

Compliance Type

Select the Compliance Code being assigned.

Insurance Company

Enter the Insurance/Bonding Company that holds the insurance policy that you are detailing.

Certificate #

An asterisk '*' will default to this field to indicate that this field is not applicable. If it is, enter the certificate/policy number in this field.

Certificate Location

If applicable, enter the location of the certificate/policy.

Amount

Enter the amount of insurance coverage provided by the insurance policy that you are defining.

Coverage Start Date, Coverage End Date

Enter the Coverage Start and End Date that represents the coverage period of the insurance policy that you are defining. The Coverage End Date will be used to warn the operator if this date is approaching. If the Compliance Code was defined as date sensitive, then these fields are required.

If the Vendor allows the insurance coverage to expire, and the Compliance Code's **Date Sensitive** box is checked, Vouchers cannot be created for the Vendor, and checks to the Vendor cannot be printed.

Compliant – Checkbox

This field sets the default compliance status of this Compliance Code for the specified Vendor. If it is checked, when this Compliance Code is assigned to a Vendor's PO, Subcontract or Voucher, the **Compliant** checkbox will default to checked.

In this screen, this checkbox's default state comes from the master Compliance Code, in the Compliance Code screen, and it can be changed at this level if desired.

Date Compliant – Checkbox

For Vouchers with date sensitive Compliance Codes, this field indicates if the Voucher is Date Compliant. This checkbox is not editable, as its state is automatically determined by the system. A Voucher with a date-sensitive Compliance Code is Date Compliant if its Invoice Date or the system date, depending on the date selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File, is within the date-sensitive code's **Start Date** and **End Date** (Coverage Start & End Dates).

Also, a backend utility can be enabled to run nightly to check all posted Vouchers in the Accounts Payable module with date-sensitive Compliance Codes to update their Date Compliance Status, and if necessary, their Payment Status accordingly. To enable this nightly utility, the following two checkboxes in the System Options screen of the System Data module must be checked (standard Treeview path: **System > Setup > System Options**):

1. Check the **SC Daily Compliance update** checkbox (shown below) in the Job Queues pop-up launched by clicking the **[Job Queues]** button on the **General** tab of the System Options screen:

SYSTEM OPTIONS		
JOB QUEUES		
View	Freeze	Detach
Search	Workflows	Report Options
Export	ECM Documents	User Extensions
Job Queue	Interval	Enabled
Alert Processor	FREQ=MINUTELY; INTERVAL=1; BYDAY=MON,TUE,WED,THU,FRI	<input checked="" type="checkbox"/>
BC4J Cleanup	FREQ=MINUTELY; INTERVAL=60	<input type="checkbox"/>
Clear ALL_IN_1_QRY Data > 61 days	FREQ=DAILY; BYHOUR=23; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
AP Vendor Compliance	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
GL - Daily Recalculation of all Balances	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Nightly Purge	FREQ=DAILY; BYHOUR=22; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Saturday Purge	FREQ=DAILY; BYDAY=SAT; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>
SC Daily Compliance update	FREQ=DAILY; BYHOUR=0; BYMINUTE=0; BYSECOND=0	<input checked="" type="checkbox"/>
Sunday Purge	FREQ=DAILY; BYDAY=SUN; BYHOUR=8; BYMINUTE=0; BYSECOND=0	<input type="checkbox"/>

2. Check the **Automatically Update Compliances** checkbox (shown below) on the **Financials** tab of the System Options screen:

SYSTEM OPTIONS	
Y: show progress bar when transferring files between Application Server and Client Machine, N: no progress bar	
<div> <div>General</div> <div>Licenses</div> <div>Reports</div> <div>Global</div> <div>Financials</div> <div>Projects</div> <div>Forecast</div> <div>Assets</div> <div>Payroll</div> <div>Human Resource</div> <div>E-TimeSheet</div> <div>Help</div> <div>Logo Path</div> </div>	
<div> <div>Workflows</div> <div>Report Options</div> <div>ECM Documents</div> <div>User Extensions</div> </div>	
<div> <div>* Transaction Numbering Type</div> <div>GL numbering by Journal</div> </div>	
<div> <div> <input checked="" type="checkbox"/> Check All Address Fields <input checked="" type="checkbox"/> Registration Code Required for Vendors <input checked="" type="checkbox"/> System Wide Unique Registration Code <input type="checkbox"/> Use Aka Name In Check Preparation <input checked="" type="checkbox"/> Summarize GL Posting Report <input type="checkbox"/> Automatically Prepared Cheques Will Belong to Paying Company <input checked="" type="checkbox"/> Show Reference and Source Code on GL Posting Report <input checked="" type="checkbox"/> Group AP Cheques by Selection <input checked="" type="checkbox"/> Display Only Remit To Addresses For Alternate Address Codes <input checked="" type="checkbox"/> Automatically Update Compliances <input type="checkbox"/> Back fill Business Partners from Vendors or Customers <input checked="" type="checkbox"/> Change EFT Vouchers To Non-EFT When A Joint Payee Is Entered </div> </div>	
Compliance Code to be used in Pre-lien Set Up	PRE-LIEN Pre-Lien Compliance
Compliance Code to be Used in Certificate Import	SURETY-200 Surety 2000 Compliance
Compliance Code to be used for Waiver	WAIVER Waiver Compliance Code

Date Sensitive – Checkbox

Comp	Date Compl.	Compliance Code	Compliance Code Description	Insurance/Bond Company	Certificate Number	Certificate Location	Start Date	End Date	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CDI	Contractor Default Insurance	*	*		01/Jan/2015	31/Dec/2016	1000
<div> <div> <div>indicates if date sensitive code is Date Compliant</div> <div>indicates code is date sensitive</div> <div>date range for which insurance or certificate is valid</div> </div> <div> <input checked="" type="checkbox"/> Date Sensitive <input type="checkbox"/> Vendor Level <input checked="" type="checkbox"/> SC Auto Assign <input type="checkbox"/> PO Auto Assign </div> </div>									

This checkbox indicates if the Compliance Code is date sensitive. This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen, and it is not editable.

Date sensitive Compliance Codes are used to ensure that required insurance or certificates for Vendors are up-to-date. When a date sensitive Compliance Code is defined, a **Start Date** and **End Date** are specified, which the system uses to determine if a Voucher is Date Compliant. A Voucher with a date sensitive Compliance Code is Date Compliant if its Invoice Date or the system date (depending on which date is selected via the **Update Date Sensitive Compliance** field on the **Voucher** tab of the AP Control File) is within the range specified by the Compliance Code's **Start Date** and **End Date** (Coverage Start & End Dates).

SC Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

Leave this box blank if you do not wish to assign this Compliance Code to all new Subcontracts under the specified Vendor, otherwise, check this box.

PO Auto Assign – Checkbox

This checkbox's state defaults from the master Compliance Code's setup in the Compliance Codes maintenance screen.

To assign this Compliance Code to all new Purchase Orders against the specified Vendor, check this box.

[Add to POs] – Button

This button is used to add a Compliance Code to a Vendor's existing POs, and to the posted Vouchers associated to the POs.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every PO and posted Voucher associated to a PO for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match, this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

[Add to Contracts] – Button

Use this button to add a Compliance Code to a Vendor's existing posted Subcontracts, and to the posted Vouchers associated to the Subcontracts.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

When this button is pressed, the system will examine every Subcontract and posted Voucher associated to a Subcontract for the selected Vendor, under the selected Company. If any of these items do not have the code, it will be added. If any of these items already have this Compliance Code, and the **Insurance Company** and **Certificate #** fields match, its details will be overwritten with this code's details. If an item already has this Compliance Code, and the **Insurance Company** and **Certificate #** fields do not match,

this code will be added under the variant version, so that users can see details such as when the older compliance certificate ends and the new one begins.

[Apply Changes] – Button

This button is used to update the details of a Compliance Code assigned to a Vendor's Subcontracts, POs and posted Vouchers associated to a Subcontract or PO, under the selected Company.

When this button is clicked, the system will examine every Subcontract, PO and posted Voucher associated to a Subcontract or PO for the selected Vendor, under the selected Company. If any of these items have the Compliance Code, and the **Insurance Company** and **Certificate #** fields match, the Compliance Code's details will be updated using these details.

NOTE: For Vouchers, a Compliance Code is added or updated only if the Voucher's Payment Status is "**Compliance Hold (C)**". A Voucher is automatically assigned the **Compliance Hold** Payment Status when it is posted and the system determines that it is not compliant. Once the Payment Status is changed to a different status, Compliance Codes can no longer be added to, or updated for the Voucher via this screen.

Vendor in Job's State/Province Tax Compliance (System Module)

REGION CODE

Save Exit ? ? ? ? ?

PROVINCE/STATE CODES

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions

* Province/State Code	Name	Compliance Code
AK	Alaska	
AL	Alabama	
AR	Arkansas	SITE OFF
AZ	Arizona	EQUIP
BC	British Columbia	
BCN	Baja California	
BCS	Baja California del Sur	
CA	California	
CAM	Campeche	
CHH	Chihuahua	
CHP	Chiapas	
CO	Colorado	
COA	Coahuila	
COL	Colima	
CT	Connecticut	
DC	District of Columbia	
DE	Delaware	
DF	Districto Federal	
DUR	Durango	
FL	Florida	

GT JURISDICTIONS

Jurisdictions Jurisdiction Types

View Filter Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents

* Code	* Description	* Type	* Type Description	* Tax Percent	AR Maximum Taxable Amount
AR-STATE	Arkansas State Tax	ST	State Tax	6.000	

Update Tax Rates

Pgm: REGFM – Region Maintenance (standard Treeview path: **System** > **Global Tables** > **Region Codes**)

The Region Code screen is found in the System module, and it can be used to associate a Compliance Code to a state/province Region Code, so that in the Subcontract Entry screen, if the Subcontract's Job location state is not the same as that of the Vendor, the Compliance Code assigned to the Region Code will be added to the Subcontract. This can be used to ensure that Vendors do not charge state/province taxes when they are not applicable, due to locations.

For details about this screen, please refer to the *Region Codes* subsection in the System reference guide.

Setting up Approvers

Approver Rules Overview

The hierarchy for setting up approvers will start with:

Approval Levels

Number of approval levels set via the **Maximum Approver Levels** field on **PO Defaults** tab of the Purchase Order Control screen (standard Treeview path: *PO > Setup > Local Tables > Control*).

Set with a maximum dollar amount that approver assigned to this level can approve; if no maximum, the maximum is set to 999,999.

Approvers

Approvers are individuals authorized to accept or reject the details of a Purchase Order for each specified approval level.

Approvers will be selected from the user list LOV – set up in User ID Cross-Reference screen. Be very careful about whom is selected as an approver, as there are names on the User ID Cross-Reference screen who are registered as being able to submit a request for material only.

Approvers must also be set up in Purchase Order Roles maintenance screen or they will be rejected when entering a purchase order.

The same approver may be applied to more than one approver level.

Which approver will belong to each level must be taken into consideration, as this information will be used when assigning approvers to groups/teams. When doing the assigning, there is an option to have more than one approval level assigned to a group. For example, an approval group could be set up as “office group” with an approval level of a maximum \$1000.00 at level 1.

Approval Groups

Approval Groups represent the standard work groups (teams) for approval.

Each group will pull from the approver’s list and will be governed by the approver levels rules.

An Approval Group may have those allowed to approve purchase orders for the office, or site or over a maximum allowed.

Assign Approvers to Approval Groups

Now that the approval groups have been set, the approvers will be selected and recorded to the correct group.

Assign Approvers to Locations

(Optional) An approver assigned to a location is identified as the individual authorized to accept or reject the request for delivery of Inventory Items by specific locations.

The location form works directly with Location Code on the Global Tables (standard Treeview path: *System > Global Tables > Location Code*). In the Purchase Order Local Table, the Location is brought forward and the approver is assigned (standard Treeview path: *PO > Setup > Local Tables >*

Approvers > Location Approvers). Once assigned, the approver can then be assigned to the Location Code in the Global Tables.

Approval Levels

APPROVAL LEVELS

Save

Exit

SELECTION CRITERIA

* Company

CCC

CMiC Test Construction Company

Currency

US

US Dollars

PURCHASE ORDER

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

ECM Documents

User Extensions

* Level	* Amount	Description
1	1,000	Max \$1000
2	10,000	Max \$10,000
3	999,999,999	Max \$999,999,999
4	999,999	No Limit

Pgm: POAPPLV – Approval Levels; standard Treeview path: PO > Setup > Local Tables > Approvers > Approval Levels

This screen is used to establish the hierarchical structure for the Approval Levels required for the various Purchase Order stages.

Before setting up Approval Levels, the number of approval levels must have been set via the **Maximum Approver Levels** field on **PO Defaults** tab of the Purchase Order Control screen (standard Treeview path: PO > Setup > Local Tables > Control).

Level

The first time you enter the screen, the system will display the number “1” as the default for the first level of approval to be associated with a Purchase Order.

The system increases the approval level by one for each new detail line up to the number defined in the PO control file for the ‘Maximum Approval Levels’ field.

WARNING: The maximum number of approval levels is ruled by the number of levels entered on the purchase order control form. To increase the amount of levels, the purchase order control will have to be changed. Otherwise, an error message ‘Invalid Approval Level Number’ will be generated.

Amount

Enter the maximum PO amount that an approver at this level is authorized to approve; if this level is to have no maximum, set this field to 999,999.

Description

Description for the Approval Level.

Approvers

APPROVER MAINTENANCE

SELECTION CRITERIA

Company: CCC | CMIIC Test Construction Company

Approval Level: 2 | Max \$10,000

Approval Limit: 10,000.00

PURCHASE ORDER APPROVERS

View | Freeze | Detach | Search | Insert | Insert Multiple | Delete | Workflows | Report Options | Export | ECM Documents | User Extensions

* User ID	Name
DAVID	DAVID
MISTY	MISTY RETCHFORD
IRINA2	IRINA2
QATESTV10X	QATESTV10X
RAVI	RAVI

Pgm: POAPPRV – Approvers; standard Treeview path: PO > Setup > Local Tables > Approvers > Approvers

This screen is used to maintain a Company’s Purchase Order Approvers for a particular **Approval Level**. Approvers are individuals authorized to accept or reject the details of a Purchase Order for a particular Approval Level.

Users who have not been set up in the User ID Cross-Reference screen will not be available in this screen to be set up as an Approver for the specified **Approval Level**.

Selection Criteria – Section

Company

Company for which PO Approvers are to be set up.

Approval Level

Select the Approval Level for which you will be specifying its Approvers. The approval limit associated with the Approval Level will display in the field below.

Approval Limit (Display Only)

Maximum PO amount that an Approver at this level is authorized to approve; 999,999 indicates that the level has no maximum limit.

Purchase Order Approvers – Section

Entries in this table are added or deleted via the **[Insert]** and **[Delete]** buttons on the Block Toolbar.

User ID, Name

To set a user as an Approver for the selected **Approval Level**, select the user’s User ID from the LOV. The available User IDs in this field are maintained via the User ID Cross-Reference screen.

An Approver may belong to more than one Approver Level.

Approval Groups

* Number	Description
1	Accounting
2	Construction
3	Inventory

Pgm: POGROUP – Approver Group Maintenance; standard Treeview path: PO Setup > Local Tables > Approvers > Approval Groups

This screen is used to maintain a Company's PO Approval Groups. Approval Groups represent standard work groups (teams), and its members have authorization for PO approvals. For example, you may have an Approval Group for Site Purchase Orders and an Approval Group for Office Purchase Orders. The Approval Groups are represented numerically, with a detailed description.

Number, Description

Enter a numerical value for the Approval Group via the **Number** field, and a description for it via the **Description** field.

Assigning Approvers to Approval Groups

* Level	Limit	Description	* User	Name
1	1,000.00	Up to \$1000	WARRENM	Warren Mays
2	10,000.00	Up to \$10 000	WARRENM	Warren Mays
3	100,000.00	Up to \$100 000	BILLYM	Billy Mays
4	999,999.00	No Maximum	KARENK	Karen Kindness

Pgm: POGRAPRV – Group Approver Maintenance; standard Treeview path: PO > Setup > Local Tables > Approvers > Assign Approvers

This screen is used to assign Approvers to an Approval Group.

An Approver may belong to more than one Approval Group.

Selection Criteria – Section

Company

Company for which its **Approval Group** is to be set up.

Approval Group

Select the Approval Group for which you will be specifying its Approvers.

Purchase Order Approvers – Section

Entries in this table are added or deleted via the **[Insert]** and **[Delete]** buttons on the Block Toolbar.

Level, Limit, Description

NOTE: Only Approval Levels set up for the **Company** via the Approval Level Maintenance screen will be accepted (standard Treeview path: *PO > Setup > Local Tables > Approvers > Approval Levels*).

Enter the Approval Level number in the **Level** field. The **Limit** field displays the Level's maximum authorizable amount for a PO, and the **Description** field displays the Level's description.

Assignment Rules:

Only one Approver for each Approval Level may be entered for an Approval Group.

One to all Approval Levels may be entered.

User, Name

NOTE: Only Users set up as Approvers via the Approver Maintenance screen will be available via the **User** field's LOV (standard Treeview path: *PO > Setup > Local Tables > Approvers*).

Select a User, which was set up as an Approver, via the **User** field to assign the User to the **Level**.

Assigning Members to Approval Groups

* User ID	Name
DAVID	DAVID
OLESIA	OLESIA
QATESTV10X	QATESTV10X
RAVI	RAVI

Pgm: POGMEMB – Approver Group Member Maintenance; standard Treeview path: PO > Setup > Local Tables > Approvers > Approval Group Members

Use this screen to identify the names of the individuals performing a purchasing and/ORACLE® materials management function to be affiliated with an Approval Group. These individuals have been identified as part of the purchasing team, but do not necessarily have approving rights. Perhaps the individual is a buyer, receiver or requestor only. Now that the approvers have been identified, the other purchasing members may be associated with each approver group. Each member can belong to one group only.

Approval Group

Enter the Approval Group having users applied, each group will need to be entered separately. A user may only be applied to a group once.

User ID

Enter a valid User ID for the individual being granted approval rights for a purchase order with the specified Approval group.

This individual may be set up via the User ID Cross-Reference screen and assigned to roles as a requestor only, or a buyer only or a receiver only.

Setting Mandatory Approver Locations

LOCATION APPROVERS MAINTENANCE	
SELECTION CRITERIA	
* Company	CCC CMIC Test Construction Company
* Department	00 Company Level
* Location	CHICA CHICAGO
LOCATION APPROVERS	
View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export ECM Documents User Extensions	
* User ID	Name
RAJNEESH	RAJNEESH

Pgm: POLOCAPR – Location Approver Maintenance; standard Treeview path: PO > Setup > Local Tables > Approvers > Location Approvers

PO Approver Locations Maintenance identifies the names of the individuals authorized to accept or reject the request for delivery of Inventory Items by location. This is most commonly used for locations that store hazardous materials.

Department

Select the Department code from the LOV.

Location Code

Select the Location code from the LOV. This location is directly linked to global tables Location Code. Once the approver is set up in the PO location their name can now be assigned to the location code in the global tables form. Each location will need to be entered separately.

User ID

Select a valid User ID for the individual being granted approval rights for a purchase order with the specified Approval Level. The descriptive name of the User ID is displayed in the adjacent field, if found.

Setting Mandatory Location Approval

* Location Code	Name	Address Code	Default Approver	User ID	Name	AP Ta
CHICA	CHICAGO	CCC2	<input checked="" type="checkbox"/>	RAJNEESH	RAJNEESH	

Pgm: LOCFM – Location Maintenance Screen; standard Treeview path: System > Global Tables > Location Code

Once the approvers that are available for use within PO Approver Locations are defined, the default approver for the location can be specified. To define these default approvers, go to the Location Maintenance screen within the Global Tables menu. Within this screen, flag each location with a default approver and then specify the User ID that represents the approver to be defaulted.

Location Code

Enter a code for the physical location being entered, up to five characters. A combination of characters can be used from A-Z and 0-9 (e.g. 'SHOP', 'BIN1', '3'). The location code will be used to identify locations for inventory items, job sites, or employee work locations, as required by those applications.

A location code must be entered for each location set up.

Location Name

Enter a descriptive name for the location, up to 30 characters. This name will appear on most forms requiring the entry of a location code.

Address Code

Enter the appropriate address code for this location. The address code entered must have been previously set up on the Address Codes form (standard Treeview path: System > Global Tables > Address Code). The address code references a complete address, and is used to define where the location actually is.

Default Approver – Checkbox

Check the flag if this location will require a default approver within the Purchase Order application.

Leave this field blank if a default approver is not required within the Purchase Order application.

Approver User ID

Select the User ID for the approver that is required for any Purchase Order entered with the location defined on this line. Valid Location Approvers must have been set up previously within the PO Locations Approver screen.

Maintain Business Partners – Screen

Overview – Business Partners

Business Partner Record Type – Base Type

In CMiC's Enterprise system, a *business partner* is any organization/entity with which your company does any type of business. It can be a vendor, a subcontractor, a customer, a municipal/state/federal government agency, or even just a potential customer that your sales department is pursuing.

This record type contains fields that are relevant to all types of business or government agencies, and some data fields that are only relevant to vendors, customers and subcontractors.

Also, Business Partner records are created at the System level, so they are shared by all Companies.

Vendor & Customer Record Types – Extensions of Base Type

To store additional data that is only relevant to a vendor or customer business partner type, Vendor and Customer records are created from and tied to Business Partner records. In this way, Business Partner records can be extended with a Vendor or Customer record, or both.

Vendor record types are relevant to tasks in the Accounts Payable module, and Customer record types are relevant to tasks in the Accounts Receivable module. Vendor and Customer records are based on Business Partner records, hence, to create a Customer or Vendor record, its base Business Partner record must first be created.

In this module, Accounts Payable, Vendor records are the most relevant to its functionality.

Availability of Record to Companies – System & Company Levels

When created, a Business Partner record is available at the System Level, meaning that it is available to all of the Companies in CMiC Enterprise. Only one instance of the record exists, and it is shared by all Companies. However, when a Vendor or Customer record is created, using either the **[Vendor]** or **[Customer]** button on the **Business Partner** tab, it is only available to the specified Company.

When a Vendor or Customer record is created for multiple Companies, using the **Company** tab, each Company gets its own Vendor or Customer record so that the information on these records can be specific to the Companies for which they were created.

Sharing Business Partners in CMiC Enterprise

The Accounts Receivable, Purchase Order, Material Sales, and Opportunity Management (OM) modules also allow the creation of Business Partners (Organizations in OM).

In order to integrate these modules for the purpose of consolidating and sharing information, they all create Business Partners in the same table, at the System Level. Also, it must be noted, they use the same rules for numbering when creating the **Business Partner Code**, and use up the same code numbers. This should be considered when determining the coding format to identify Business Partners.

In the OM module, however, a variation of the Business Partner record is used. The variant is referred to as an Organization record, and it has additional fields that are relevant to opportunity management tasks. Also, when an Organization record is created, the user has the option of checking or unchecking its **Organization (Only)** flag. If the flag is checked, the Organization record will only be available in the OM module, and if unchecked, it will be available throughout CMiC Enterprise as a Business Partner record.

Business Partner – Tab

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen with the 'Business Partner' tab selected. The header includes a search bar with 'A1GARDEN' and a dropdown for 'A1GARDEN Subcontractor Vendor'. Below the header, there are tabs for 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. The 'Business Partner' tab is active, showing fields for 'Also Known As' (GARDEN-A1), 'Legal Name' (A1GARDEN Services Incorporated), 'Abbreviation' (A1GARDEN), 'Short Name' (A1GARDEN CUSTOM), 'Ctrl Business Partner' (A1CEMENT), 'Street' (100, Garden Street), 'Suite' (Suite 500 Floor V), 'City' (Chicago), 'State/Province' (IL), 'Country' (US), 'Attention' (Mr.GARDENER), 'Phone' ((111) 222-3333), 'Email' (andrejs.zuravels@cmic.ca), 'Web Site' (www.cmic.ca), 'Legal Entity Type' (CORP), 'Registration Code' (852666555), 'Class' (CONC), '1099' (1), 'Start Date' (06/22/2011), 'VAT Registration #', '1099 Misc Rents', and 'Available For Dispatch'. There are also checkboxes for 'Customer', 'Vendor', 'SSN', 'One Time Business Partner', 'Active', and 'Prequalification Required'. At the bottom, there are buttons for 'Contacts', 'Vendor', 'Customer', and 'Update Address'.

Sample of Business Partner Maintenance screen's Business Partner tab

The following is a list of the fields on the Business Partner tab, along with this screen's first two fields, as shown in the above screenshot. Their order below is based on their order on the screen, from left to right, and top to bottom.

Business Partner Code

This field is the code to identify the business entity being defined. Its creation depends on the system's setup, specifically, on the state of the **Auto-Number Business Partner Code** flag in the System Options screen (standard path: *System > Setup > System Options: Global tab*). If this flag is checked, this code is automatically created when the record is saved, based on the business partner's name and the **BP Code Mask** setting on the System Options screen. If the flag is not checked, manually enter a code, following your corporate numbering convention for Business Partners.

For details about the Auto-Number Business Partner Code option, please refer to the Global Tab section of the System Data manual.

Business Partner Name (unlabeled)

This field is next to the Business Partner Code field, as shown in the above screenshot.

Enter the business partner's name. This name is the name used throughout the system, wherever Business Partner (Vendor/Customer) objects are available.

NOTE: The system will not allow this field to be changed if the business partner has been defined as a customer within any company. Only users with the system privilege SYSCBPNAME checked can modify the business partner name field.

AKA (Also Known As)

Enter a nickname or alias for this Business Partner. This field can be up to 50 characters in length. This is most commonly used when a Business Partner changes names. This field may be used as a reference field only.

The AKA name will print on the accounts payable check if the system **Use AKA Name In Check Preparation** checkbox is checked. If this checkbox is not checked, then the Business Partner Name field will be used. The AKA name cannot be updated if there are prepared, but unposted checks.

The AKA name must be entered if the business partner SSN checkbox will be checked and the vendor SSN number will be used in place of the tax number in the Registration Number field (i.e. partner is an individual, not an organization). When the SSN number is checked, the AKA name will print on the 1099 form, unchecked, the business partner name will print.

NOTE: The AKA name will not print on the check if the vendor is a one-time vendor.

Legal Name

Enter a Legal Name, if different from the Business Partner Name. When creating a new business partner, the value from the business partners name field is defaulted.

Abbreviation

This field is used by the Project Management module in place of the Vendor Code. This allows numeric vendor codes used in the AP module to be changed to more user friendly alpha codes in the PM module. Enter up to 8 character abbreviation. This field will automatically default to the Partner Code.

Short Name

This field is a shorter version of the Business Partner Name field. This field defaults to a shortened version of the Business Partner Name field, and is editable. It is not used by the CMiC Enterprise system.

Valid

This is a display only checkbox that is only relevant if mandatory user extension fields are being used. It will only be unchecked if user extensions are being used and an extension has not been entered for the business partner, in which case the record will not be able to be saved. Otherwise, it will be checked.

Ctrl Business Partner

The system allows Business Partner Codes to be hierarchical. By specifying a controlling business partner, the current partner is linked to its controlling partner. This feature allows for the reporting of consolidated balances, if required.

Street, Suite, City, State/Province, Country, & Zip/Postal Code

Standard address information. The address on this tab may be the business partner's main corporate address, and the addresses on the **Address** tab may be for locations with which business is directly done.

Customer

If checked, this flag indicates that the business partner is a customer, and an associated Customer record exists. Click the [**Customer**] button to view the associated Customer record.

Vendor

If checked, this flag indicates that the business partner is a vendor, and an associated Vendor record exists for at least one of the companies using Enterprise. Click the [**Vendor**] button to view the associated Vendor record for the user's default company.

SSN

The SSN checkbox is used in conjunction with the Registration Code. When this checkbox is checked, it indicates that the **Registration Code** field is the vendor's SSN number, not the vendor's Taxpayer Identification Number (TIN). In this case the AKA name must be completed with the name associated to the SSN number. This is the name that will appear on the 1099 report. If the SSN checkbox is unchecked, then the Business Partner name will print.

Available for Dispatch

When checked, it is indicated that the business partner is being used in the Dispatch module as a Subcontractor Hauler. The default value is unchecked.

Attention Contact

The name of the primary contact to whom mail and shipments are addressed.

Telephone, Fax, Email and Web Site

Enter the Phone, Fax, E-mail and Web Site address of the Partner as required.

Legal Entity Type

Select the Legal Entity Type code. Legal Entity Types define the different types of Business Partners with whom you conduct business. This code may also indicate whether or not you must have a Tax Registration Code entered for the Business Partner before the Business Partner can become a Vendor. Maintenance screen: **Accounts Payable > Setup > Global Tables > BP Legal Entity Types**.

Registration Code

This field is the business partner's tax registration number, which is required if the business partner is a vendor.

In the US, this number is a Taxpayer Identification Number (TIN). If, however, the vendor is an independent contractor whose TIN is his or her Social Security Number, then this TIN number is specifically a Social Security Number (SSN). To indicate that this TIN number is specifically an SSN, the **SSN** flag is checked. If the **SSN** flag is not checked, this number is a TIN number, if it is, this number is an SSN number.

In Canada, this field is used for the GST/HST Registration Number.

This field is not required when setting up a Business Partner, but if the Partner is to become a Vendor, then this field may be mandatory, depending on the system setup and the Legal Entity Type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options*. The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, and the second prevents a duplicate entry of a Registration Code. When unchecked, the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes. For further details, please refer to the System Data manual.

VAT Registration

The VAT Registration number is composed of two parts. The first field is for the VAT Registration Country Code. The second field is for the Government Registration Code (Tax Identification Number).

Class

This field is relevant if the business partner is a vendor, and if vendors need to be categorized in order to select vouchers for payment by vendor types. To categorize vendors, Vendor Class codes are used. Vendor Class codes can then be used to select vouchers for payment. Material Management system uses Vendor Class to indicate if the vendor is a Broker or Sub-Hauler.

1099 Code

Select the most applicable 1099 reporting code for this Business Partner. When this partner is made a vendor, the code entered here will default into the Vendor record for this partner. Maintenance screen's standard path: *1099 > Setup > Accumulator Codes*.

Start Date

The start date will default to the system date. It indicates when the record was created.

One-time Business Partner

If you check this flag it indicates that this business partner is a One-time Partner and every time this Business Partner is used as a Vendor on an Invoice the user will have to enter the Vendor Name and Address. One-time Partners are used to record miscellaneous invoices received from suppliers that are not expected to be utilized again.

Active

The active checkbox will default as checked. If the business partner has the Active flag unchecked any Vendor or Customer created will be created as inactive.

Prequalification Required

This checkbox is relevant to Vendor types, and it defaults to the unchecked state. When checked, it indicates that the vendor must undergo the prequalification process in the Project Management module before it can be used in the Subcontract Management module.

Update 1099 Code – Button

The [**Update 1099 Code**] button located beside the Business Partner Name field on the Business Partner Maintenance screen launches the screen used if the 1099 Code on the Business Partner tab is changed, and the update needs to be done for the associated Vendor/Invoice/Check records.

Contacts – Button

The [**Contacts**] button along the bottom of this tab (**Business Partner**) launches the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

For details about the Contacts screen, please refer to the Contacts – Screen section in this manual.

PO Report Printing Functionality

Modify the ADF PO report printing functionality of the following screens in the ADF PO module to automatically populate the **To:** field with the Contact's e-mail address when e-mailing a report:

When e-mailing a PO report from one of the following screens to a Business Partner, the **To:** field will automatically be populated with the Business Partner's email, if in the Contact screen, the **Preferred Contact Method** for the contact is set to "**Email**":

- Purchase Order Entry
- Print Purchase Order

- Enter change Order
- Print Original PO
- Print change order

CONTACT MANAGEMENT

AKA/Goes By

Contact Type: Business Partner Employee #

Contact Company: A1ELEC A1ELECTRIC Company

Contact Code: VM ☐ Primary Contact ☐ Bid Contact

Position

Role ☐ Independent Contractor Reporting

Address Contact Info Classifiers Membership Attachments

PHONE NUMBERS

Work Corp #

Home

Mobile

Pager

E-MAIL ADDRESSES

Main: zohreh.allameh@cmic.ca ☐ Send Email as HTML

2nd

FAX NUMBERS

Main Corp #

2nd

Preferred Contact Method: E-Mail

Business Partner should setup the contact code and Email address in contact screen

PURCHASE ORDER ENTRY

Enter Purchase Order Print Edit List

SELECTION CRITERIA

* Company CCC CMiC Test Construction Company * Status Not Approved

Reserve Group [Copy From](#)

▼ **PURCHASE ORDER**

General Defaults Instructions Comments Text Code Details

Vendor A1ELEC A1ELECTRIC Company

Contact Code VM Viola Mandez

Currency US Type

PO Number 70003 * Release

Requester

Buyer QATESTV10X QATESTV10X

Order Date 03042016 Routing Company

Expected Date Routing Job

PO Comp-Job Code CCC Address

* Distribution Type Standard CMiC G-line

Job / Dept 00 Cost Code / Account Category

[Retrieve Entire PO](#) [Change Vendor](#) [Compliance](#) [Approvers](#) [Print](#) [Post](#) [Populate Summary](#)

Report Configuration for: PO - Purchase Order - PO Printing on Laser Printer (POLASER)

Destination Email Locale English US

Format PDF

[Run Report](#) [Close](#)

Enter PO for the vendor who has a contact code and E-mail address setup to get the PO report

destination is also selected as "E-mail" and run the report

PURCHASE ORDER ENTRY

Enter Purchase Order Print Edit List

SELECTION CRITERIA

* Company CCC CMiC Test Construction Company * Status Not Approved

Reserve Group [Copy From](#)

▼ **PURCHASE ORDER**

General Defaults Instructions Comments Text Code Details

Vendor A1ELEC A1ELECTRIC Company

Contact Code VM Viola Mandez

Currency US Type

PO Number 70003 * Release

Requester

Buyer QATESTV10X QATESTV10X

Order Date 03042016 Routing Company

Expected Date Routing Job

PO Comp-Job Code CCC Address

* Distribution Type Standard CMiC G-line

Job / Dept 00 Cost Code / Account Category

[Retrieve Entire PO](#) [Change Vendor](#) [Compliance](#) [Approvers](#) [Print](#) [Post](#) [Populate Summary](#)

Email

* To: Viola Mandez <zohreh.allameh@cmic.ca>

Cc:

Bcc:

* Subject:

Message:

[Ok](#) [Close](#)

E-mail address will be populated automatically

Vendor – Button

The [**Vendor**] button along the bottom of this tab launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company. Automatically, the Vendor record displayed or created belongs to the user's default company.

For details about the Vendor screen, please refer to the *Maintain Vendors – Screen* section in this reference guide.

Customer – Button

The [**Customer**] button along the bottom of this tab launches the Customer screen used to create, view or edit Customer records associated to a Business Partner record and a company. Automatically, the Customer record displayed or created belongs to the user's default company.

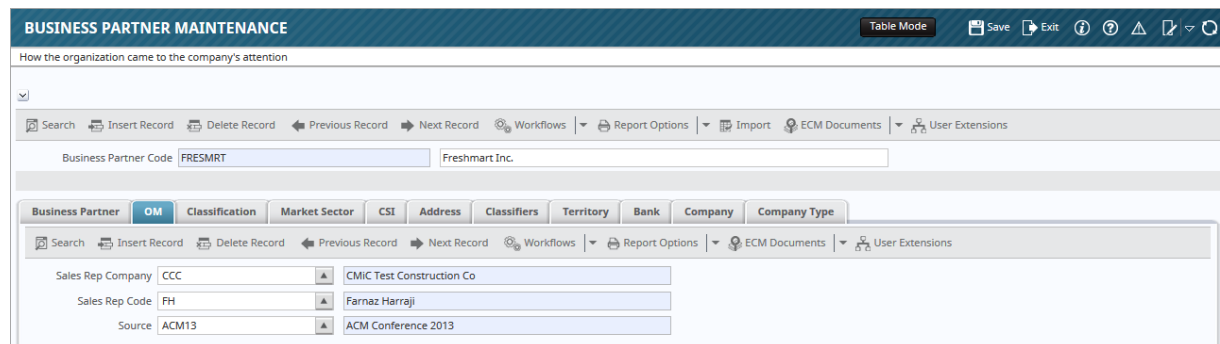
Customer records are not relevant in this module. For details about the Customer screen, please refer to the Accounts Receivable reference guide.

Update Address – Button

The [**Update Address**] button launches the screen used if the address on this tab is changed, and the update needs to be done for the associated Vendor and Customer records.

For details, please refer to the Update Address for Vendor Records section.

OM – Tab



The screenshot displays the 'BUSINESS PARTNER MAINTENANCE' application window. At the top, there's a title bar with 'Table Mode', 'Save', 'Exit', and help icons. Below the title bar, a subtitle reads 'How the organization came to the company's attention'. The main area features a search bar with 'FRESMRT' and 'Freshmart Inc.' entered. A navigation bar includes tabs for 'Business Partner', 'OM' (selected), 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. Below the tabs, there's a secondary search bar and a list of records. The first record shows 'Sales Rep Company' as 'CCC', 'Sales Rep Code' as 'FH', and 'Source' as 'ACM13'. The second record shows 'CMIC Test Construction Co', 'Farnaz Harraji', and 'ACM Conference 2013'.

Sample of Business Partner Maintenance screen's OM tab

This tab may be relevant if this business partner is a customer that provides opportunities that are managed in the Opportunity Management (OM) module. The information on this tab is also on this record's associated Organization and Opportunity records, which are used in the OM module. To provide some integration between the AP and OM modules, these associated records store this information in the same place, so changes to this information through one module will be reflected in the other module.

The following are details about the fields on this tab, including information about where the corresponding fields are found on the Organization and Opportunity records, for both the JSP and ADF versions of the Opportunity Management module:

Sales Rep Company

The company, under your corporation, that handles opportunities offered by this business partner. The company selected in this field determines what sales representatives will be available in the **Sales Rep**

field. Only contacts that belong to the selected company and are assigned the role **Sales** will be available in the **Sales Rep** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.

ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

Sales Rep

Select sales representative that handles opportunities offered by this business partner (Customer). This list displays all contacts that are assigned the role **Sales** (**Role** field on Contact screen's **Contacts** section) and belong to the company selected in the **Sales Rep Company** field.

This field's corresponding field is found on:

JSP OM: **Detail** tab of corresponding Organization record.

ADF OM: **More Info** tab of all Opportunity records associated to Organization (Business Partner).

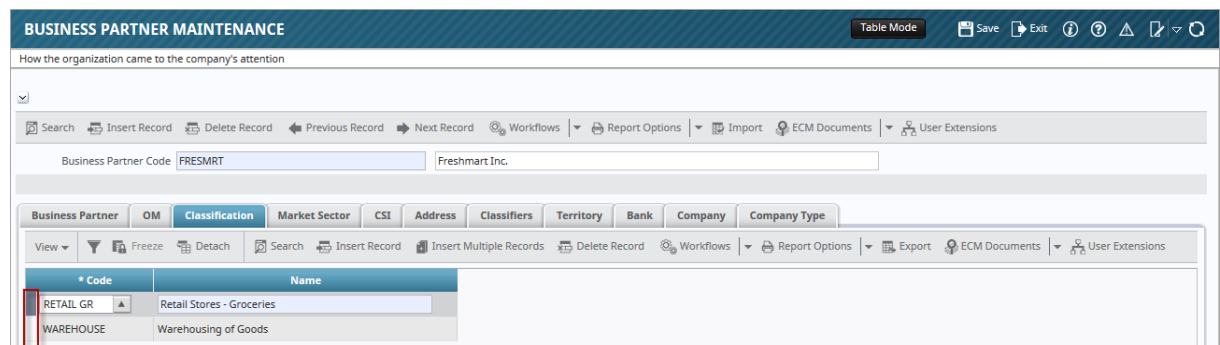
Source

Source of business partner (Customer). List of values for this field are maintained through the following maintenance screen: **Opportunity Management > Setup > Sources**.

This field's corresponding field is found on:

JSP & ADF OM: **Detail** tab of corresponding Organization record.

Classification – Tab



The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen with the 'Classification' tab selected. The 'Business Partner Code' is 'FRESMRT' and the 'Business Partner Name' is 'Freshmart Inc.'. The 'Classification' tab is active, showing a table with two rows: 'RETAIL GR' (Retail Stores - Groceries) and 'WAREHOUSE' (Warehousing of Goods). The 'RETAIL GR' row is highlighted with a red box.

* Code	Name
RETAIL GR	Retail Stores - Groceries
WAREHOUSE	Warehousing of Goods

Sample of Business Partner Maintenance screen's Classification tab

This tab list the business partner classifications that apply to this business partner. The maintenance screen for the list of classifications is reached through the following path: *Accounts Payable > Setup > Global Tables > BP Classifications*.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Classification** tab to create a new row. Select an applicable classification from the **Code** field and click **[Save]**.

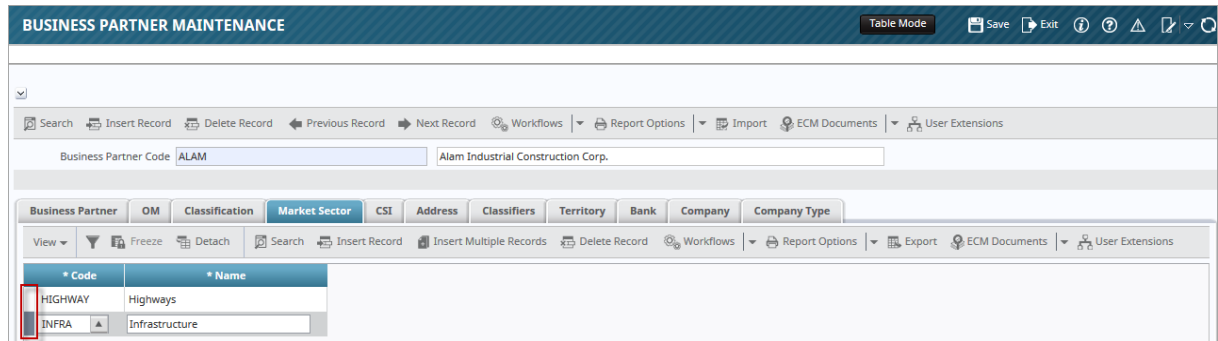
Edit Entry

Edit the classification and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Market Sector – Tab



* Code	* Name
HIGHWAY	Highways
INFRA	Infrastructure

Sample of Business Partner Maintenance screen's Market Sector tab

This tab list the market sectors that apply to this business partner. This information is relevant to the OM and PM modules, where it is used to classify and group business partners (customers).

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Market Sector** tab to create a new row. Select an applicable market sector from the **Code** field and click **[Save]**.

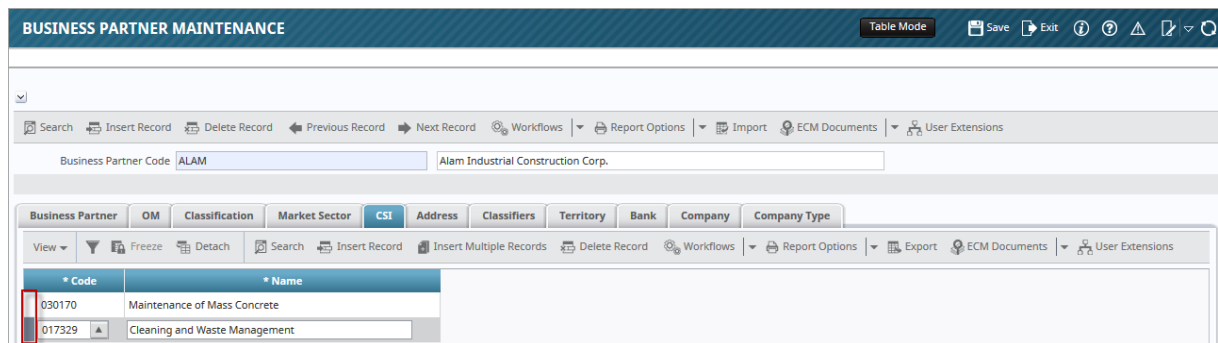
Edit Entry

Edit the market sector and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

CSI – Tab

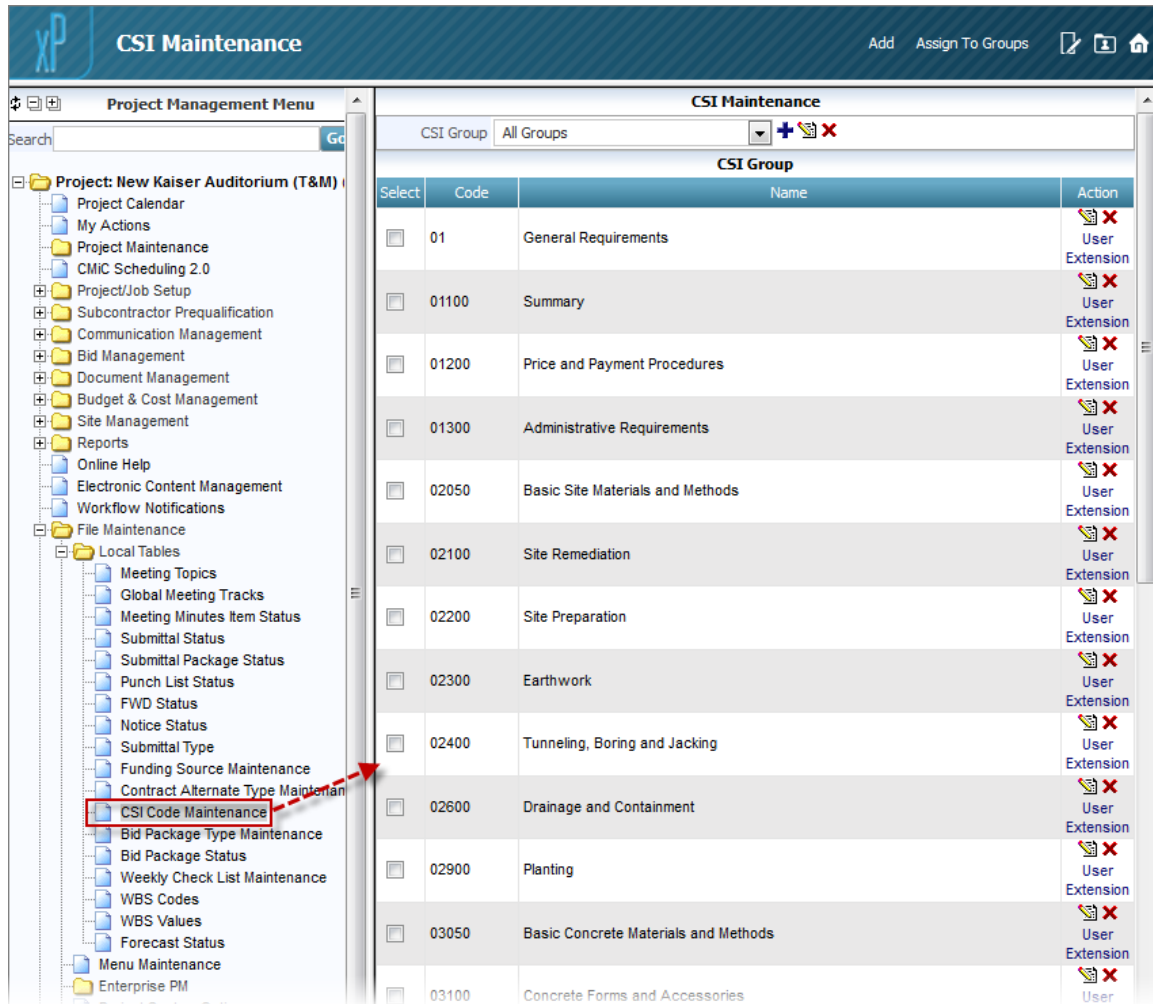


* Code	* Name
030170	Maintenance of Mass Concrete
017329	Cleaning and Waste Management

Sample of Business Partner Maintenance screen's CSI tab

This tab list the CSI (Construction Standards Institute) codes applicable to this business partner.

The CSI Code Maintenance screen is available in the PM-JSP module, via the following standard Treeview path: **PM-JSP > File Maintenance > Local Tables > CSI Code Maintenance**, as shown in the following screenshot. For details about the CSI Code Maintenance screen, please refer to the xProjects user reference guide.



Sample of CSI Code Maintenance screen in the PM-JSP module.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **CSI** tab to create a new row. Select an applicable CSI code from the **Code** field and click **[Save]**.

Edit Entry

Edit the CSI code and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Address – Tab

BUSINESS PARTNER MAINTENANCE Table Mode Exit ? ? ? ? ? ? ? ?

Update Addresses

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM User Extensions

Business Partner Code A1GARDEN A1GARDEN Save

Business Partner OM Classification Market Sector CSI Address Classifiers Territory Bank Company Company Type

Search Insert Record Previous Record Next Record Workflows Report Options ECM User Extensions

* Address Code GDN1 A1 GARDEN Address Code 1

Street 100, A1 GARDEN Street Address Code 1

Suite 500, Suite A1 GARDEN Address Code 1

City City A1 GARDEN Address Code 1

State/Province IL Illinois

Country us

Zip/Postal 11111

Attention Mr.Gardener

Phone (111) 222-3335

Fax (111) 222-3336

Add Email ravi.venkatachalam@cmic.ca

Applies to Company RV123456 R.V.Head Quarters Company, LLC

☒ Active

☒ Order From

☒ Remit To

☒ Ship To

☒ Bill To

Sample of Business Partner Maintenance screen's Address tab

This tab is used to create and display Address records for the business partner. Address records are used to populate address fields that provide a list of addresses from which to choose. These addresses are in addition to the address on the **Business Partner** tab, which is not stored in an Address record. The address on the **Business Partner** tab may be for the business partner's controlling parent company, and the addresses on the **Address** tab may be for subsidiaries with which business is directly done. The following are differences between addresses on this tab and the address on the **Business Partner** tab:

1. Address on the **Business Partner** tab is stored in a Business Partner record, while addresses on the **Address** tab are stored in Address records. Address records are available to choose from in fields that provide a list of addresses, such as the **Alt. Add.** field on a Vendor record's **Vendors** tab, the **Address Code** field on a Vendor record's **Business Partner Address** tab, and the **Address Code** field on a Contact record's **Address** tab.
2. Multiple Address records may be added through this tab (only one is displayed at a time, however).
3. Addresses on this tab can be specific to a purpose, using the following provided flags: **Order From**, **Remit To**, **Ship To**, and **Bill To**.

The following are details about the fields on this tab, other than the standard address and contact information fields:

Address Code (2 fields)

The first field is a unique code to identify this address record. This code can then be used to select this address for a Contact (**Address Code** field on Contact's **Address** tab).

The second field is a description for this address record.

Active

Indicates if the address is active/current.

Applies To Company

The company, under your corporation, for which the displayed address is relevant.

Order From

Indicates if items are ordered from this address.

Remit To

Indicates if items are remitted to this address. If an address is specified on the Business Partner record, it will be defaulted in as the **Remit To** address of any vendor which is created from the Business Partner.

Ship To

Indicates if items are ship to this address.

Bill To

Indicates if items are billed to this address.

Navigate between Address

To move between the different Address records on this tab, use the **[Next Record]** and **[Previous Record]** buttons on the Block Toolbar for the **Address** tab. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking **[Previous Record]** does not change the record.

Add Address

Click the **[Insert Record]** button on the Block Toolbar for the **Address** tab to create a new row. Fill in the information and click **[Save]**.

Edit Address

Edit the necessary fields and click **[Save]**.

Classifiers – Tab

If your company has set up classifiers, enter the required information on this tab. Classifiers are additional, user-defined fields, relevant in the Project Management module.

Territory – Tab

The screenshot displays the 'BUSINESS PARTNER MAINTENANCE' screen. At the top, there's a header bar with 'Table Mode', 'Save', 'Exit', and help icons. Below this, a 'Bank' section is visible. A toolbar contains buttons for 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'ECM Documents', and 'User Extensions'. Two input fields are present: 'Business Partner Code' with the value 'A1GARDEN' and 'A1GARDEN Subcontractor Vendor'. A tabbed interface at the bottom includes 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory' (selected), 'Bank', 'Company', and 'Company Type'. The 'Territory' tab shows a table with two columns: '* Code' and '* Name'. The table lists several territories, with 'CA-CENT' (Central Canada) highlighted by a red box. Other entries include CA-EAST, CA-WEST, USNE, USNW, USSE, and USSW.

* Code	* Name
CA-CENT	Central Canada
CA-EAST	Eastern Canada
CA-WEST	Western Canada
USNE	US North Eastern
USNW	US North Western
USSE	US South East
USSW	US South Western

Sample of Business Partner Maintenance screen's Territory tab

This tab displays the sales territories in which this address falls. Sales territories are used for sales related tasks, such as providing sales data by geographical location.

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Territory** tab to create a new row. Select an applicable territory and click **[Save]**.

Edit Entry

Edit the information on a row as necessary and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Bank – Tab

* Bank	* Bank Name	Transit	* Account Number	Suffix	Active	Notes
BOA	Bank of America	10	202020	30	<input checked="" type="checkbox"/>	Main account for payments.
AMEGY	AMEGY BANK	65	365425563		<input checked="" type="checkbox"/>	Not used, unless specified.
BANCOMER	Bancomer Bank	35	4567899875		<input checked="" type="checkbox"/>	Not used, unless specified.
BANCOMER	Bancomer Bank	85	7589654856		<input checked="" type="checkbox"/>	Not used, unless specified.

Sample of Business Partner Maintenance screen's Bank tab

If you are utilizing EFT payments for vendors, and this business partner has submitted their related banking information, use this tab to enter their bank account information. The list of accounts must first be detailed on this tab, and then these details become available to this record's associated Vendor record. The banking information entered on this tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

The maintenance screen for the list of banks available from the **Bank** drop-down list is found under the Global Tables menu option of the System module. The standard name for the maintenance screen's menu option is **Banks** (standard path: *System > Global Tables > Banking > Banks*).

Add Entry

Click the **[Insert Record]** button on the Block Toolbar for the **Bank** tab to create a new row. Select an applicable bank, and enter the transit number, account number and suffix for the bank account into which you will be depositing a Vendor Payment. Click **[Save]**.

Edit Entry

Edit the information on a row as necessary and click **[Save]**.

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Company – Tab

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen with the 'Company' tab selected. The top navigation bar includes 'Table Mode', 'Save', 'Exit', and help icons. Below the navigation bar, there are search and action buttons: 'Search', 'Insert Record', 'Delete Record', 'Previous Record', 'Next Record', 'Workflows', 'Report Options', 'Import', 'ECM Documents', and 'User Extensions'. A search bar contains 'Business Partner Code: GRC-001' and 'Grand River Developments Inc.'. The main area has tabs for 'Business Partner', 'OM', 'Classification', 'Market Sector', 'CSI', 'Address', 'Classifiers', 'Territory', 'Bank', 'Company', and 'Company Type'. The 'Company' tab is active, showing a table with columns 'Comp Code', 'Comp Name', 'Vendor', and 'Customer'. The table has two rows: 'ZZ' for 'CMIC Construction Inc.' and 'CCC' for 'CMIC Test Construction Co'. The 'Vendor' and 'Customer' columns have dropdown arrows. A 'Process' button is at the bottom left.

Comp Code	Comp Name	Vendor	Customer
ZZ	CMIC Construction Inc.	N	Y
CCC	CMIC Test Construction Co	Y	Y

Sample of Business Partner Maintenance screen's Company tab

This tab is used to create Customer and Vendor records for more than one company. This method is an alternative to using the **[Customer]** and **[Vendor]** buttons, which only allow the creation of Customer and Vendor records for the user's default company. Note, when Vendor and Customer records are created, the company for which they are created must be specified, so that each company gets its own Vendor and Customer records.

Create Customer & Vendor Records for Multiple Companies

To create a Customer or a Vendor record for a company, click the **[Insert Record]** button on the **Company** tab, which creates a new row. For the **Comp Code** field, select the company for which the Vendor or Customer record is to be created. For the **Vendor** and **Customer** fields, select "Y" if the corresponding record type is to be created for the selected company. Note, both a Vendor and a Customer record can be created for a Company.

If you need to create a Customer or Vendor record for another company, just repeat the above process.

When finished, click the **[Process]** button to create the specified records for the specified companies.

Company Type – Tab

The screenshot shows the 'BUSINESS PARTNER MAINTENANCE' screen. At the top, there's a header bar with 'Table Mode', 'Save', 'Exit', and help icons. Below this is a toolbar with buttons for Search, Insert Record, Delete Record, Previous Record, Next Record, Workflows, Report Options, Import, ECM Documents, and User Extensions. The main area has two input fields: 'Business Partner Code' with the value 'A1GARDEN' and 'A1GARDEN Subcontractor Vendor'. Below these are several tabs: Business Partner, OM, Classification, Market Sector, CSI, Address, Classifiers, Territory, Bank, Company, and Company Type. The 'Company Type' tab is selected. It contains a table with two columns: 'Type' and 'Description'. The first row has 'CLIENT' in the 'Type' column and 'Client' in the 'Description' column. A red rectangle highlights the 'CLIENT' text in the 'Type' column.

Sample of Business Partner Maintenance screen's Company tab

This tab displays the Company Types that apply to the business partner.

Add Entry

Click [**Insert Record**] on the Block Toolbar of the **Company Type** tab to create a new row. For the **Type** field, select an applicable Company Type. Click [**Save**].

Edit Entry

Edit the **Type** field on a row and click [**Save**].

Delete Entry

Select the entry's row using the selection area, framed by the red rectangle, and click the [**Delete Record**] button.

Create Business Partner

In this module, Accounts Payable, a Business Partner record is most likely created in order to create a Vendor record, which is relevant to tasks in this module. As mentioned, a Business Partner record is the base of a Vendor record.

Ensure Business Partner Not Already Added

First, it is necessary to ensure that the business partner record about to be created does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. To do so, do a search for the business partner's name. For assistance with performing searches, please refer to the Getting Started reference guide.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the System Options section are: Enable De-duplication Searching Function and De-Duplication Searching Function – Parameter List.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

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NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Create Business Partner – Form Mode

BUSINESS PARTNER MAINTENANCE

Enter The Name Of The Business Partner

code automatically generated

screen in Form Mode

switch screen to Table Mode

Save button

Business Partner Code: A1GARDEN

A1GARDEN Subcontractor Vendor

enter business partner's name

Update 1099 Code

Business Partner: OM Classification Market Sector CSI Address Classifiers Territory Bank Company Company Type

Also Known As: GARDEN-A1

Legal Name: A1GARDEN Services Incorporated

Abbreviation: A1GARDEN Short Name: A1GARDEN CUSTOM Valid

Ctrl Business Partner: A1CEMENT A1 CEMENT INDUSTRIES.

Street: 100, Garden Street

Suite: Suite 500 Floor V

City: Chicago

State/Province: IL Illinois

Country: US ZIP/Postal Code: 55555 Available For Dispatch

Attention: Mr.GARDENER

Phone: (111) 222-3333 Fax: (111) 222-3334

Email: andrejs.zuravels@cmic.ca

Web Site: www.cmic.ca

Legal Entity Type: CORP Corporations

Registration Code: 85266555 VAT Registration #: 232343435245424

Class: CONC Concrete

1099: 1 1099 Misc Rents

Start Date: 06/22/2011

One Time Business Partner Active Prequalification Required

Contacts Vendor Customer Update Address

Pgm: BPBPFM – Business Partner Maintenance screen in Form Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

To add a new Business Partner when the screen is in Form Mode, as shown above, click the Block Toolbar's [Insert Record] button.

Next, enter the business partner's information, using the preceding sub-sections that detail the fields on each tab as a guide. Click [Save], as shown in the above screenshot, when finished.

Create Business Partner – Table Mode

BUSINESS PARTNER MAINTENANCE

screen in Table Mode

add new entry in Form Mode

Business Partners

Edit	Business Partner Code	Name	Ctrl Business Partner	BpParentName	Street	Suite	City	Phone	Email	Customer	Vendor
	A1BRICKS	A1 Bricks Manufacturing Company			123, Bricker Street	500, Floor V	Chicago		ravibpemail@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1CEMENT	A1 CEMENT INDUSTRIES.			BRISTOL ROAD	5000	MISSISSAUGA		ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1DOORS	A1DOORS - Company RRR			DOOR-BP Street jk	DOOR-BP SUITEAaaa	door-BP-CITY	555-555-554	ravi@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1ELEC	A1ELECTRIC Company			Electrifying Street	500, Floor 555	Chicago			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1FLOOR	A1 FLOOR MAKER			100, Floor Street	500, Floor V	Chicago	(111) 222-2222	ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1GARDEN	A1GARDEN Subcontractor Vendor	A1CEMENT	A1 CEMENT INDUSTRIES.	100, Garden Street	Suite 500 Floor V	Chicago	(111) 222-3333	andrejs.zuravels@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1HVAC	A1 Heating and Cooling			100, A1 HVAC Street	500, Floor V'	Chicago		ravi@cmic.ca	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MARBLE	A1MARBLE			859 Stoney Creek	300	Chicago	785-965-7895	a1marble@a1marble.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MASONS	A1 Masons			986 Sunny Lane		Columbus	544-877-4433	jack@A1Masons.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	A1MECH	A1 Mechanical Services			100, Downtown Mechanica	500 Floor V	Chicago	4165555555	ravi.venkatachalam@cmic.ca	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1METAL	A1METAL			100, Metal Street		New York			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	A1ORG	A1ORG					Dallas	214-555-1212		<input type="checkbox"/>	<input type="checkbox"/>
	A1PAPERS	A1 PAPER IND.			100, Paper St	500, Floor V	Chicago			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pgm: BPBPFM – Business Partner Maintenance screen in Table Mode (standard path: Accounts Payable > Setup > Maintain Business Partners)

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

For details about this option, please refer to the Opportunity Management reference guide's System Options sub-section, in the Company Control section.

To add a new Business Partner when the screen is in Table Mode, click the Block Toolbar's **[Insert Record]** button.

Next, enter the business partner's information, using the sub-sections of this section that detail the fields on each tab as a guide. Click **[Save]** when finished.

Create Contact

The **[Contacts]** button along the bottom of the **Business Partner** tab is used to launch the Contacts screen used to create, view or edit Contacts associated with the Business Partner.

If the Contact screen is used to create a record, using the screen's **[Insert Record]** button, it will automatically be associated to the Business Partner record, and it will be available throughout Enterprise.

For details about creating a Contact and the Contacts screen, please refer to the *Add New Contact* section under the *Contacts – Screen* section in this reference guide.

Create Independent Contractor

To create an Independent Contractor, being a business partner that is an individual or sole proprietorship, the Business Partner record for the independent contractor must first be created. Then an associated Contact record and an associated Vendor record are created. Together, these three records detail an Independent Contractor.

I) Create Business Partner Record

To create a Business Partner, refer to the previous section, Create Business Partner.

Be sure to specify the independent contractor's account information, required for Voucher creation, on the **Bank** tab so that it will be available in the Vendor's **Accounting** tab. Also, if the independent contractor's tax registration number is his or her Social Security Number (SSN), check the **SSN** flag and enter their SSN in the **Registration Code** field.

II) Create Contact Record

With the Business Partner record created, click the **[Contacts]** button to launch the Contacts screen. For the new Contact record, click the **Independent Contractor Reporting** checkbox. This indicates to the system and users that the Business Partner type is Independent Contractor, and information about the independent contractor is on the Business Partner record and its associated Contact and Vendor records.

For details about the Contacts screen, please refer to the *Contacts – Screen* section in this reference guide.

III) Create Vendor Record

With the Business Partner and Contact records created, the Vendor record can be created to complete detailing the Independent Contractor. The Vendor record's information is used throughout the AP module, for instance, its accounting information is used to automatically fill out the corresponding fields during the Voucher entry process.

For details about creating a vendor, please refer to the Create Vendor section.

1099-MISC FORM & California's Independent Contractor Reporting

Independent Contractor records are necessary to file federal 1099-MISC forms. For the state of California, these records are also required to report the independent contractors' information to California's Employment Development Department (EDD), known as Independent Contractor Reporting.

Only one contact may have the Independent Contractor Reporting checkbox checked. If an error was made and a different contact should have the checkbox checked enter the new contact and check the checkbox. You will receive a warning that another contact has this checkbox checked and you will be given the option to change the contact. If the answer to the warning is "Yes", the checkbox will remain on the new contact and will be unchecked on the previous contact.

View & Verify List of Independent Contractors via Report

To view and verify the list of independent contractors in the system that are relevant to California's Independent Contractor Reporting requirement, the AP module's Independent Contractor Report can be used.

Create Vendor

If a Business Partner record has an associated Vendor record, the business partner is a vendor, and the **Vendor** flag on the **Business Partner** tab is checked.

As mentioned, when a Business Partner record is created, it is available at the System Level, meaning that it is available to all of your corporation's companies (all companies using CMiC Enterprise). Only one Business Partner record is ever created, and it is shared by all Companies.

However, when a Vendor or Customer record is created, it must be associated to a Company. When the **[Vendor]** button is used, the created Vendor record is automatically created for the user's default Company. In this way, Vendor and Customer records can be created for multiple Companies, with each Company getting its own Vendor and Customer records. This allows the information on these records to be specific to the Companies for which they were created, as a Business Partner might be a Vendor for one Company and a Customer for another.

If the partner is to become a vendor, then this field may be mandatory, depending on the system setup and the Legal Entity type. There are two flags on the Systems Options screen that control the rules for this field. The standard Treeview menu path to this screen is as follows: *System > Setup > System Options*. The two flags are **Registration Code Required for Vendors** and **System Wide Unique Registration Code**. The first one restricts the creation of a vendor from the business partner until a registration number is entered, the second prevents a duplicate entry of a Registration Code. For further details, please refer to the System Data reference guide.

Before Creating Vendor

Before creating a Vendor record, it is advised that the following information is entered for its base Business Partner record.

Registration Code

If the **Registration Code Required for Vendors** flag is checked in the System Options screen, then the **Registration Code** on the Business Partner's **Business Partner** tab must be entered. Also, if the **System Wide Unique Registration Code** flag is checked in the System Options screen, then the code must be unique in the system. When unchecked (N), the system allows the user to create business partners with duplicate registration codes, but gives a soft warning in a pop-up, informing the user with a list of business partners with duplicate registration codes.

Bank Accounts

The bank accounts for making payments to the vendor must first be detailed on the Business Partner's **Bank** tab, so that these account details become available to the associated Vendor record(s). The account details entered on the Business Partner's **Bank** tab becomes available in the following drop-down lists on the Vendor record's **Accounting** tab: **Bank Code**, **Bank Transit**, **Account Number**, and **Suffix**.

If a Business Partner record is going to be created for an employee, for the purpose of creating a Vendor record and setting the employee up as a vendor, the banking information from the employee's Direct Deposit record will be used to update the vendor's banking information. The same will apply if the employee is to be set as a business partner across other companies, apart from his or her home company.

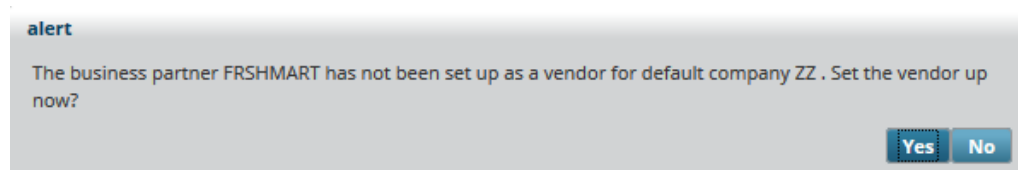
Addresses

The address and contact information on the Business Partner's **Business Partner** tab is copied to the Vendor's **Vendors** tab, and the address and contact information on the Business Partner's **Address** tab is copied to the Vendor's **Business Partner Address** tab.

Create Vendor

The [**Vendor**] button, along the bottom of the Business Partner screen's **Business Partner** tab, launches the Vendor screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user's default company).

When the [**Vendor**] is clicked, if a Vendor record exists for the user's default company, the Vendor screen is launched to display it. If a Vendor record does not exist for the user's default company, the following alert will be displayed:



To create a vendor record for the user's default company, click [**Yes**].

For details about the fields on each tab of a Vendor record, please refer to the Vendor – Screen section.

Create Vendors for Multiple Companies

The **Company** tab on the Business Partner screen has functionality that is a short-cut for creating Vendor and Customer records, associated to a single Business Partner, for multiple companies.

This short-cut method only defaults the minimum information required for the creation of Vendors for a company. After their creation, it is advised that you proceed to the Vendor record for each company in order to augment the information transferred. To view the Vendor record for the user's default company, click the [**Vendor**] button on the **Business Partner** tab. The Maintain Vendors screen will display the Vendor record for the user's default company, however, you can use the **Company** field, pointed out in the below screenshot, to choose which company's Vendor record to display.

This method is most frequently utilized when first setting up the system, or when a new Business Partner is added that all companies will be utilizing.

For further details about how to create Vendors for multiple companies through the **Company** tab, please refer to the preceding *Company – Tab* section.

Update Address for Vendor Records

Update Address Information pop-up window

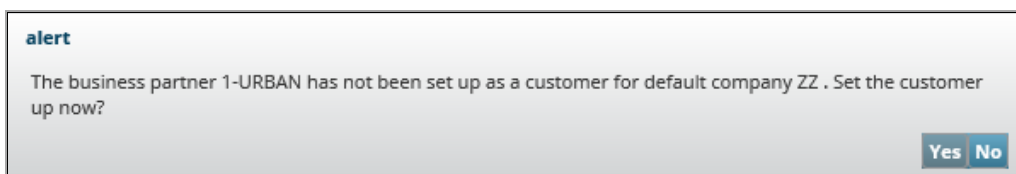
The [Update Address] button, on a Business Partner’s **Business Partner** tab, launches the screen used if the address on the **Business Partner** tab is changed, and the update needs to be done for the associated Vendor and Customer records.

As shown above, a window will pop up with checkboxes to indicate which addresses you want to update. Select the required addresses to update and press the [**Update Selected Choices**] button. To close the window without making updates, click [**Close**].

Create Customer

The [**Customer**] button, along the bottom of the Business Partner screen’s **Business Partner** tab, launches the Customer screen used to create, view or edit Vendor records associated to a Business Partner record and a company (defaults to user’s default company).

When the [**Customer**] is clicked, if a Customer record exists for the user’s default company, the Customer screen is launched to display it. If a Custom record does not exist for the user’s default company, the following alert will be displayed:



To create a customer record for the user's default company, click **[Yes]**.

For details about the fields on each tab of a Customer record, please refer to the Customer – Screen section.

Maintain Vendors – Screen

Overview – Vendors

In order to utilize a Business Partner in the Accounts Payable module, the Business Partner must be set up as a Vendor for the Company under which the user works. A *vendor* is an entity that your company purchases products or services from, and therefore receives invoices from and makes payments to.

As mentioned, to store additional data that is only relevant to a Vendor or a Customer type of Business Partner, Vendor and Customer records are created from and tied to Business Partner records. Thus, a Business Partner record is extendable with a Vendor or a Customer record, or both. The Vendor and Customer records are created for a specific Company using CMiC Enterprise in order to contain information specific to the Company. Hence, only one Business Partner record is ever created, and it is shared by all Companies. However, when a Vendor or Customer record is created, it must be associated to a Company so that each Company gets its own Vendor and Customer records. This allows the information on these records to be specific to the Companies for which they were created, since a vendor for one Company could be a customer to another.

Vendors – Tab

MAINTAIN VENDORS Table Mode Save Exit ? ? ? ? ?

Enter Company Code

SELECTION CRITERIA

Company ZZ x CMiC Construction Inc.

DETAILS company for which Vendor record is displayed

Vendors Purchases Order Address Accounting Business Partner Address

Search Insert Delete Previous Next Workflows Report Options Import Attachments Notes ECM Documents User Extensions

* Business Partner A1GARDEN A1GARDEN Subcontractor Vendor

Payment Address1 100, Garden Street

Address2 Suite 500 Floor V

Address3 Chicago

State/Province IL Illinois

Country US Zip/Postal Code 55555

Attention Mr.GARDENER

Phone (111) 222-3333 Fax (111) 222-3334

E-mail andrejs.zuravels@cmic.ca

Web Site www.cmic.ca

Buyer * Status Terms

Class CONC Concrete

Terms TESTCO Test Code for Retainage

1099 3 1099 Other

Preference

Alt. Add.

☒ Active ☐ Report T5018 ☐ One Time Vendor ☒ Use Pre-lien Compliance ☐ Special Terms and Conditions

Contacts **Item List**

Pgm: BPVENFM – Vendor Maintenance screen, **Vendors** tab.

The **Vendors** tab displays the vendor's address and contact information, copied from the Business Partner's **Business Partner** tab when the Vendor record was created. It also displays other details about the vendor, which are described in this section.

Ensure that the Terms and 1099 Code are valid for the Vendor in this Company as these are applied at a higher level and defaulted into the system.

The following details the fields on this tab, plus the **Company** field in the **Selection Criteria** section:

Company

Shown in the above screenshot, this field is used to select which Vendor record is to be displayed. For the selected company, its Vendor record is displayed by this screen.

Business Partner

This field is a display-only field. It displays the Business Partner record associated to this Vendor record, which was used to create this Vendor record.

Address Fields (several standard address fields)

The Address information will default from the **Business Partner** tab of the Business Partner screen. This can be modified as required. The **Payment Address1**, **Address2**, **Address3** fields are the first three address lines.

Attention

The Attention Contact will default from the Business Partner screen. Verify/Modify the name of the primary contact for the Vendor defined.

Telephone, Fax, E-mail, Web Site

These fields default from the Business Partner but can be changed as required.

Buyer

If the Purchase Order system is being utilized and Purchase Order roles have been set up for the company, creating Buyer records, select the Buyer (Purchase Order role) using this field. If this field is used, when a purchase order is entered against this vendor, the buyer will be automatically assigned.

Please refer to the Purchase Order Roles section of the Purchase Order reference guide for further details. Maintenance screens' standard paths:

1. *Purchase Order > Setup > Local Tables > User ID Cross-Reference*
2. *Purchase Order > Setup > Local Tables > Purchase Order Roles*

Status

This is the default Vendor Status for this Vendor. It indicates if the Vendor is in 'good standing' with the Company. The following are the two Vendor Status options:

Terms: The Vendor is in good standing with the Company, so users can include this Vendor's Vouchers in a Payment Selection, unless the Vouchers have been deferred by setting their Payment Status (**Status**) field to "**Temporarily Deferred (T)**" or "**Permanently Deferred (P)**".

Hold Payment: Users will not be able to include this Vendor's Vouchers in any Payment Selection, regardless of the Payment Statuses of the Vendor's Vouchers.

Class

The Vendor Class code is used to group different types of Vendors. Usually it is used to group vendors by product category. The Class code can be used in several reports and queries to limit data, and it can be used during the Payment Selection process to select vouchers for payment. Material Management system uses Vendor Class to indicate if the vendor is a Broker or Sub-Hauler.

Terms

This field should be set to the Payment Terms most often utilized for this vendor. Payment Terms determine the default Due Date, Discount Date and Percent and Retainage Percent used during invoice entry. This field will default from the AP Control file, but can be changed as required.

1099

This field specified the 1099 Transaction Code. If the company operates in the US, then this field is probably set to mandatory. Enter the most applicable 1099 reporting code for this vendor. Maintenance screen's standard path: *1099 > Setup > Accumulator Codes*.

Preference

Enter the appropriate Vendor Preference Code for this Vendor. This code is only utilized during Payment Selection to allow operators to produce checks for only Vendors with specific Vendor Preference Codes.

The maintenance screen for Vendor Preference Codes is found through the following standard Treeview path: *Accounts Payable > Setup > Global Tables > Vendor Preference Codes*. For details about the maintenance screen, please refer to the *Vendor Preference Codes* sub-section under *Configuring AP Module*.

Alt. Add.

This field specifies an Address record. The records available in this list are created through the **Business Partner Address** tab, or the Business Partner screen's **Address** tab.

If you want to use an Address record's address to specify the address on the checks, instead of the address that defaulted in from the Business Partner to the address fields on the Vendor's **Vendors** tab, select the desired Address record using this field.

Active

The system will default the active status of the business partner. If the status of the vendor is not to be the same as that of the business partner, either check as 'Active' or uncheck as 'Inactive'.

Report T5018

This field is only applicable in Canada for Government Reporting, where required. If you are registered in this program and the vendor being entered is to be reported within this program, then check this checkbox.

To print T5018 Forms, use the Print T5018 Forms screen under Utilities.

One-time Vendor

This field will default from the Business Partner File. If checked, this flag indicates that this vendor is a One-time Partner and every time this vendor is used on an Invoice the user will have to enter the Vendor Name and Address. One-time Vendors are used to record miscellaneous invoices received from suppliers that are not expected to be utilized again. The vendor's information is entered during the voucher entry process.

Use Pre-lien Compliance

This checkbox is used to indicate whether the vendor is a Pre-Lien vendor. Compliance Codes for Pre-Liens are maintained via the Compliance Codes maintenance screen (standard Treeview path: *AP > Setup > Global Tables > Compliance > Compliance Codes*).

NOTE: When this checkbox is checked, the Payment Status default must be kept as "**Normal (N)**".

Special Terms and Conditions

If checked, indicates special contract terms and conditions are associated with this vendor. A checkmark in this field triggers a notification in the Subcontract Entry screen.

[Contacts] – Button

The **[Contacts]** button along the bottom of this tab launches the Contacts screen used to create, view or edit Contacts. The screen is restricted to display contacts that have an address code associated with the current company, as well as any contact associated with the company that does not have any specified address codes.

For details about the Contacts screen, please refer to the *Contacts – Screen* section in this reference guide.

[Item List] – Button

The **[Item List]** button is really only applicable once the system is up and running. This button will open a window that displays all your inventory items supplied by this vendor, and the vendors' code for the item. As this type of information must be entered via the Purchase Order system, when a vendor is first created, there is no data available in this window.

Purchases – Tab

MAINTAIN VENDORS

Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company CCC CMIC Test Construction Co

DETAILS

company for which Vendor record is displayed

Vendors Purchases Order Address Accounting Business Partner Address

View Freeze Detach Search Workflows Report Options Export ECM Documents User Extensions

* Year	Purchase	Payment
2015	162412.29	7261022.1
2014	8601576.67	690000.01
2013	22823.38	19440.97

Pgm: BPVENFM – Vendor Maintenance screen, **Purchases** tab

If at any point in time you wish to know the total purchases for the current year or previous years, for a specific vendor, this information is available via the **Purchases** tab. This tab shows, by year, the Purchase and Payment totals for the vendor.

Order Address – Tab

MAINTAIN VENDORS

Table Mode Save Exit ? ? ? ? ? ? ? ?

SELECTION CRITERIA

Company RV123456 R.V. Head Quarters Company, LLC

DETAILS

Vendors Purchases **Order Address** Accounting Business Partner Address

Order Address1 100, Garden Street

Address2

Address3 Chicago

State/Province IL Illinois

Country US

Zip/Postal Code 11111

Attention Mr. Gardener

Phone (111) 222-3333

Fax (111) 222-3334

E-mail ravi.venkatachalam@cmic.ca

Pgm: BPVENFM – Vendor Maintenance – **Order Address** tab

The system will default the Vendor address, on **Vendors** tab, into this tab. Use this tab to enter the supplier's Order address, if different from the Vendor address. This address is used to create and print a Purchase Order for the vendor.

Accounting – Tab

MAINTAIN VENDORS Table Mode Save Exit ? ? ? ? ?

SELECTION CRITERIA

Company CCC CMiC Test Construction Company

DETAILS

Vendors Purchases Order Address **Accounting** Business Partner Address

* Currency US US Dollars

Invoice Series DTX1 Direct Tax Invoice Series Code

Distribution Type General Distribution ☒ Multi Comp. Vouchers - Single Check

Retainage % ☐ Discrete Check ☐ Prenote File

Voucher Status Def. Normal ☒ Allow Transactions

Third Party Payment Mode ☒ EFT Payments EFT/TPPM Distribution E-Mail Employee Number

* Bank Code AMEGY AMEGY BANK

* Bank Transit 777777 * Account Number 999999999 Suffix

Paymode Id

A/P	00	Company Level	2000.100	Current Payables
Cash	00	Company Level	1000.100	Bank of America (Operating)
Expenses	00	Company Level	5000.100	AP Misc. Expense
Prepaid Expenses	00	Company Level	2000.300	Pre-paid AP (Deposits)
Discount	00	Company Level	5000.106	AP/AR Discounts Lost/Taken
Retainage	00	Company Level	2000.200	Retainage Payable
Tax1 Code	AL	AL-State Tax	Exemption License#	
Tax2 Code	AZ	AZ-STATE TAX	Exemption License#	
Tax3 Code	CA	CA-STATE TAX	Exemption License#	
Tax4 Code	CA01	CA01-State Tax	Exemption License#	
Tax5 Code	CA01.01	CA01.01-Tax	Exemption License#	

Pgm: BPVENFM – Vendor Maintenance – **Accounting** tab

The accounting information is defaulted from the company AP Control file and should not generally require changes unless the currency of the vendor is not the same as the company currency. The accounting information for a vendor determines almost all the defaults that are used during voucher entry, unless the system is told to retrieve the information from another location. The AP Control Account is the one account that the user may not change during data entry.

Voucher Payment Fields

Currency

When a vendor is created, the system creates the vendor with the same currency as the company. If the currency is changed the system will verify that the Cash Account matches the currency code. When the accounts do not match the currency the cash account will have to be changed.

Invoice Series

Invoice series codes represent invoice types, and depending on their setup, may default AP Accounts and Invoice Distributions. To use this option, the **Invoice Series Code** flag must be checked, on the **Voucher** tab of the AP module's Control File screen (under Local Tables menu option). If required, enter the Invoice Series code to default into all vouchers created for this vendor. The Invoice Series Codes maintenance screen is found under the Local Tables menu option.

Distribution Type

The distribution type is utilized during voucher entry, and should be set to the most common type for the vendor. General Distribution: will default the distribution line type in voucher entry to a 'G' for direct General Ledger expenses. Job Distribution: will default the distribution line type in voucher entry to a 'J' for Job Expenses. Equipment Distribution: will default the distribution line type in voucher entry to an 'E' for Equipment expenses. Although voucher entry allows for distribution to a 'W' type of expense there is

no distribution type setup in the vendor file. 'W' type distribution will have to be set manually at the time of invoice entry/distribution.

Multi Comp. Vouchers – Single Check

Check this field if when paying the vendor, the system should consolidate the payment of invoices across companies onto one check.

This feature will combine vouchers from different companies going to the same vendor onto a single check. This field will default from the **Multi-company Vouchers - Single Check** option on the **Check** tab of the AP Control File, and it works in conjunction with the AP Pay Group feature available for the payment process.

Retainage %

Only enter data in this field if you want to override the retainage percentage associated with the Terms Code for this vendor. Overriding this value is only applicable to the Register Invoices and Enter Vouchers screens.

Discrete Check

Check this field if when paying the vendor, you want a separate check for each Voucher, as opposed to issuing just one check to the vendor for all payments.

Prenote File

Payment Selection and Prepare Check programs validate if vendors are marked as Prenote. If checked, vendor is marked as Prenote and vouchers for this vendor will not be included into EFT Payment selection; however, they will be available for Manual, EFT and Non-EFT, and Non-EFT Payment Selections. The default is not checked.

Once the vendor is approved by the Bank, the Prenote File flag can be unchecked to process EFT Payments.

The Prenote flag cannot be changed if unposted transactions exist for this vendor.

Voucher Status Def.

This field determines the default Payment Status of a Voucher when it is first entered for this Vendor.

For new Vendor records, the system will default this field's value from that of the **Default Voucher Status** field on the **Voucher** tab of the AP Control File screen (under Local Tables Treeview menu option).

The following are details about the two possible default Payment Statuses for Vouchers (there are other Payment Statuses, but only these two can be initial statuses):

Normal (N): The Voucher flows through the standard payment process, and its **Due Date** is used to determine when it is to be paid.

Perm Defer (P): Indicates that Voucher is deferred until its Status is changed via the Adjust Voucher Status screen. Deferred Vouchers are listed on the **Deferred Vouchers** tab until this status is manually changed to "**Normal (N)**", releasing the Voucher for payment.

Allow Transactions

The Allow Transactions checkbox is used to allow or prohibit the application of transactions against the vendor. If a Vendor record is made inactive, by unchecking the **Active** flag on the **Vendors** tab, ensure that this checkbox is also unchecked. By default, this checkbox is checked.

Third Party Payment Mode

Select an applicable third party payment mode for the vendor, or leave this field blank if a third party payment mode is not to be used for this vendor.

EFT Payments

The default is not checked, which means that the vendor will be paid by check, not via Electronic Funds Transfers. If this field is checked, then the system will require the **Bank Code**, **Bank Transit**, **Account Number** and **Suffix** fields to be entered. The account data must have been previously set up on the **Bank** tab of this vendor's Business Partner record.

EFT/TPPM Distribution

This field is used to select how the vendor will be notified of an EFT payment. The two options are E-Mail and Mail.

This information may have defaulted from Payroll Control or from the Payroll Employee Profile setup if this vendor is an employee that was automatically set up as a vendor.

If the **E-Mail** option is selected for this field, during payment processing via the Print Check screen (APCHQPRT), if users check the **EFT/TPPM Distribution** checkbox, a notification of the EFT payment will be sent to the e-mail specified by the **E-mail** field on the **Vendors** tab of the Maintain Vendors screen.

Employee Number

This is a display only field. If this vendor is an employee for whom this Vendor record was auto-created by the Employee Profile application, the employee's employee number will default to this field. Employee information will show as ***** for confidentiality.

Bank Code, Bank Transit, Account Number, Suffix

If the EFT Payments checkbox is checked, it is mandatory that you pull in the bank account information through these drop-down list fields. The entries in these lists are added through the Business Partner screen's **Bank** tab. Although it is not mandatory, a Suffix may be pulled in as well. If this vendor is an employee whose Business Partner record was auto created in the Payroll module, then this information was setup in the employee's Direct Deposit record and it will be masked by asterisks, for confidentiality. You will not have access to the **Bank** tab on the Business Partner screen.

Paymode ID

This field is enabled, to enter a Paymode ID, when "BOA Paymode" is selected for the **Third Party Payment Mode** field.

Swift BIC Code

Enter a value, if required. This is used for companies operating from UK/EU, when preparing automatic filing of VAT information

IBAN Number

Enter a value, if required. This is used for companies operating from UK/EU, when preparing automatic filing of VAT information

Voucher's Default Company Accounts

A/P: Accounts Payable Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions for this vendor. This is the AP Control Account. Any account selected here must have been marked as being a Sub-ledger account for Accounts Payable.

Cash: Cash Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions affecting the cash account for this vendor. This is the bank account from which payments to the vendor will be made.

The cash account entered in this field will default as the payment bank account on any vouchers created, unless the user has an override on their login or has the control set to use a currency or an invoice series code, in which case this cash account will be overridden. Also, the Cash account's currency must be the same as that of the vendor's account.

Expenses: Expense Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions that affect the expense for this vendor. This is the default account for 'G' type transactions if the distribution default is also 'G'. Set this account to the most common expense account for the vendor if the vendor distribution type is set to 'G'.

Prepaid Expenses: Prepaid Expenses Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions that affect prepaid expenses for this vendor. This is the account used to track deposits. The Prepaid Expense account and department is used by Subcontract Management prepaid expense. Any account selected for this field must be marked as being a Sub-ledger account for Accounts Payable.

Discount: Discount Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions of discounts for this vendor. The type of account used for discounts is dependent on the discount method, Net or Gross. Usually this account is not adjusted at the Vendor Level.

Retainage: Retainage Payable Department and Account

Enter the department and account number to be used by the Accounts Payable system for automatic General Ledger distributions of retainage for this vendor. The Retainage account is used to record the amount of a voucher not yet payable (retained/held back). The AP and Retainage accounts work in tandem, and are usually paired in matched sets.

Voucher's Default Tax Codes**Tax1 Code, Tax2 Code, Tax3 Code, Tax4 Code, Tax5 Code**

Enter the tax codes for the taxes applicable to purchases from this Vendor. The name of the tax will be displayed, if found. Tax codes are not automatically applied when a Vendor record is created. For each company for which a Vendor record was created, the relevant tax codes must be manually selected, as each company's transactions with the vendor could be unique. Tax codes assigned to a vendor will be the voucher's defaults when a voucher is created. Also, tax codes are calculated sequentially, hence it is important that you enter the tax codes in the order that you want them calculated.

If the vendor is exempt from a particular tax, enter the Exemption License number next to the tax code, in the **Exemption License#** field.

Business Partner Address – Tab

This tab is used to create and display Address records for the vendor. Address records are used to populate address fields that provide a list of addresses from which to choose. These addresses are in addition to the

address on the **Vendors** tab, which is not stored in an Address record. The address on the **Vendors** tab may be for the vendor's controlling parent company, and the addresses on the Business Partner Address tab may be for subsidiaries with which business is directly done. The following are differences between addresses on this tab and the address on the **Vendors** tab:

1. Address on the **Vendors** tab goes on checks, unless an Address record is specified by the **Alt. Add.** field on the **Vendors** tab.
2. Address on the **Vendors** tab is stored in a Vendor record, while addresses on the **Business Partner Address** tab are stored in Address records. Address records are available for choosing in fields that provide a list of addresses, such as the **Alt. Add.** field on the **Vendors** tab, the **Address Code** field on this tab, the **Address** field on the **Voucher Detail** tab of the Enter Vouchers screen, and the **Address Code** field on a Contact record's **Address** tab.
3. Multiple Address records may be added through this tab (only one is displayed at a time, however).
4. Addresses on this tab can be specific to a purpose, using the following provided flags: **Order From**, **Remit To**, **Ship To**, and **Bill To**.

The following are details about the fields on this tab, other than the standard address and contact information fields:

Address Code (2 fields)

The first field is a unique code to identify this address record. This code can then be used to select this address for a Contact (**Address Code** field on Contact's **Address** tab).

The second field is a description for this address record.

Active

Indicates if the address is active/current.

Applies To Company

The company, under your corporation, for which the displayed address is relevant.

Order From

Indicates if items are ordered from this address.

Remit To

Indicates if items are remitted to this address. If an address is specified here, it will be used as the address to which the payment is to be remitted, when checks are printed. This does not apply to the Enter Manual Check program, where the remittance address must be specified on the 2nd Party tab.

Ship To

Indicates if items are ship to this address.

Bill To

Indicates if items are billed to this address.

Navigate between Address

To move between the different Address records on this tab, use the **[Next Record]** and **[Previous Record]** buttons on the Block Toolbar for the **Address** tab. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking **[Previous Record]** does not change the record.

Add Address

Click the **[Insert Record]** button on the Block Toolbar for the **Address** tab to create a new row. Fill in the information and click **[Save]**.

Edit Address

Edit the necessary fields and click **[Save]**.

Editing Vendor Info Considerations

When it is necessary to update vendor information, one must determine if the update is only relevant to a particular Vendor record, or if the update is relevant to the Vendor record's base Business record and all other Vendor records based on the Business record. If the update is only relevant to a particular Vendor record, the Maintain Vendors screen should be used. If the update is relevant to the corresponding Business record and all of its associated Vendor records, the Maintain Business Partners screen should be used so that all of the associated Vendor records get updated.

Changing/updating data is not retroactive, it will only affect new data entered. Existing data will not be changed (even if the data is not yet posted).

Delete Vendor

To maintain records for historical purposes, a vendor can only be deleted if there has not been any activity against the vendor, such as a registered invoice, a Voucher or a manual check. To delete such a Vendor record, click the **[Delete Record]** button on the Vendors tab's Block Toolbar and click **[Save]**.

If activity against the vendor exists, then the vendor's record can instead be inactivated.

Inactivate Vendor

If the vendor is no longer to be utilized, mark the Vendor record as inactive by unchecking the **Active** checkbox on the Vendor record's **Vendors** tab, and uncheck the **Allow Transactions** checkbox on the Accounting tab. Click **[Save]**.

View Supplied Items

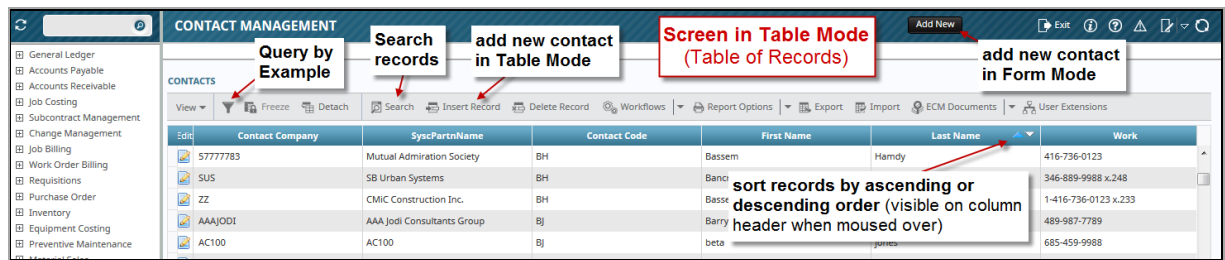
To view the inventory items supplied by this Vendor, entered via the Purchase Order system, use the **[Item List]** button on the **Vendors** tab. Refer to the *Item List – Button* section for additional details.

Create Contact for Vendor

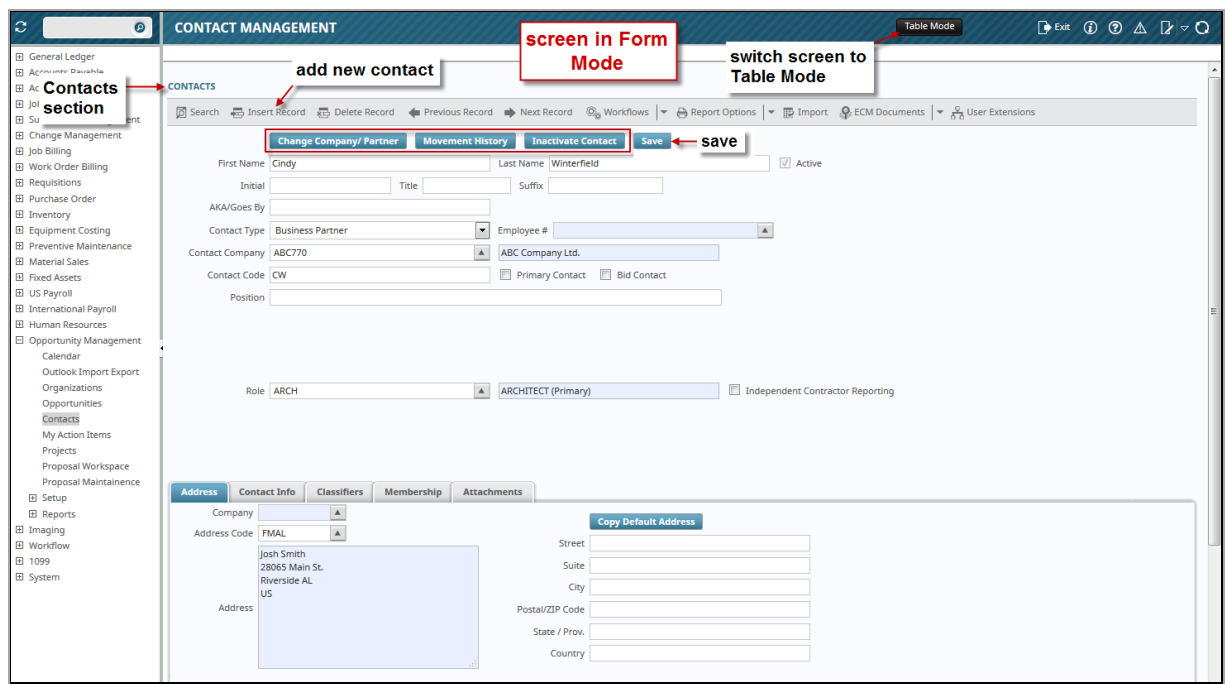
To create a Contact record for the vendor, use the **[Contacts]** button on the **Vendors** tab. Refer to the *Contacts – Button* section for additional details.

Contacts – Screen

Overview – Contacts



Sample of Contacts screen in Table Mode. NOTE: If Enable De-duplication Searching Function is being used, new entries cannot be made when the screen is in Table Mode.



Sample of Contact screen in Form Mode

The Contact screen is used to create, view and manage Contact records, which can be associated to Business Partner, Vendor, and Customer records.

Contacts – Section

The **Contacts** section displays the contact’s basic information. The following table describes this section’s fields:

Field	Description
First Name	Contact’s first name.

Last Name	Contact's last name.
Active	Indicates if Contact record is active; NOTE: When a Contact's Contact Company is changed, the contact's previous record is saved as a separate record and its status is set to inactive.
Initial	Contact's middle name initial.
Title	Title applicable to contact.
Suffix	Suffix applicable to contact's name.
AKA/Goes By	Alternative name by which contact is also known.
Contact Type	Contact Type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Employee #	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field is enabled for you to enter an employee number, or to search for and select the contact's employee number.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. The value selected by the Contact Type field determines what values are available in this list.
Contact Code	Code to identify this contact record.
Primary Contact	Indicates if contact is the primary contact for organization specified by Contact Company field.
Bid Contact	Indicates if contact is a Bid Contact for an opportunity's bid process.
Position	Position within organization specified by Contact Company field.
Role	Project Management role contact performs. Maintenance screen: Job Costing > Setup > Local Tables > Project Management Roles.
Independent Contractor Reporting	Indicates if contact is an independent contractor, who services need to be reported on 1099-MISC tax forms. Also, it can indicate that this contact is an independent contractor whose information must be reported to California's Employment Development Department (Independent Contractor Reporting).

Address – Tab

Address	Contact Info	Classifiers	Membership	Attachments
<div> <div> Company <input type="text"/> </div> <div> Address Code <input type="text"/> </div> <div> Address <div> Josh Smith 28065 Main St. Riverside AL US </div> </div> </div> <div> <div>Copy Default Address</div> <div> Street <input type="text"/> </div> <div> Suite <input type="text"/> </div> <div> City <input type="text"/> </div> <div> Postal/ZIP Code <input type="text"/> </div> <div> State / Prov. <input type="text"/> </div> <div> Country <input type="text"/> </div> </div>				

This tab displays a contact's address, and the following table describes this section's non-standard fields:

Company	If contact's Contact Type is Company (their company is also your company or a company that is a member of your company's group), this field displays the contact's company. Also, this field determines what values are available for the Address Code field.
Address Code	Contact's address code, which populates the Address field. Lists all of Address records that have been created for the contact's affiliated organization.

When a new contact is created, the **Address** field (display only) gets automatically populated with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Manually Enter Address

Use the address fields under the [**Copy Default Address**] button to manually change the contact's address.

Overwrite Address to Organization's Default Address

Use the [**Copy Default Address**] button to overwrite the contact's address with the address of the contact's affiliated organization, as specified on the organization's **Detail** tab.

Use Organization's Address Records to Set Contact's Address

Use the **Address Code** drop-down list to select an address that has been entered for the contact's affiliated organization. To create a new address record for the organization, which can then be selected from this field, use the affiliated organization's **Addresses** tab.

Contact Info – Tab

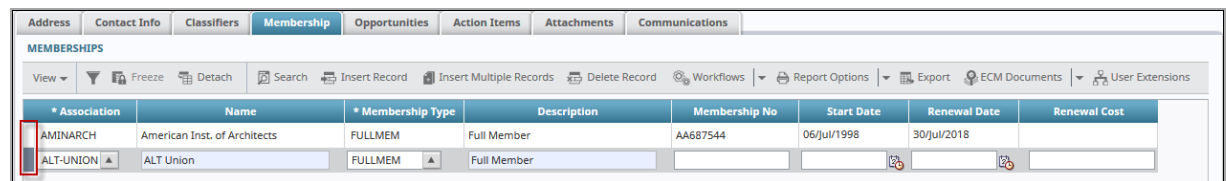
This tab displays a contact's standard contact information, except the **Send Email as HTML** flag. This flag indicates if e-mails sent to the contact need to be in the HTML format.

After any entries or edits are made, click the Main Toolbar's [**Save**] button.

Classifiers – Tab

If set up for your company, this tab displays the user defined classifiers.

Membership – Tab



* Association	Name	* Membership Type	Description	Membership No	Start Date	Renewal Date	Renewal Cost
AMINARCH	American Inst. of Architects	FULLMEM	Full Member	AA687544	06/jul/1998	30/jul/2018	
ALT-UNION	ALT Union	FULLMEM	Full Member				

This tab displays any professional associations or organizations to which the contact belongs.

The following table describes the fields on this tab:

Association	Professional association or organizations to which the contact belongs. Maintenance screen's standard path: <i>Human Resources > Setup > Local Tables > Organizations</i> .
Name	Name of association or organizations.
Membership Type	Select membership type from list of values. Maintenance screen's standard path: <i>Human Resources > Setup > Codes > Membership Types</i> .
Description	Description of Membership Type .
Membership No	Membership number.
Start Date	Date membership was issued.
Renewal Date	Date membership needs to be renewed.

Renewal Cost	Cost of renewing membership.
---------------------	------------------------------

Add Entry

To add a new record, click the **[Insert Record]** button, enter the details, and click **[Save]**.

Delete Entry

To delete a record, select its row using the selection area, framed by the red rectangle, and click the **[Delete Record]** button.

Export Membership Records to File

To create an XLSX (spreadsheet) file of the contact's membership records, click the **[Export]** button. You can then use your web browser to specify where to save the file, or use it to open and print the file.

Attachments – Tab

This tab displays attachments added to this contact record. If there are any added attachments, the Block Toolbar's **Attachments** option will indicate how many.

For details about this tab, which is common to various screens of the Opportunity Management module, please refer to the *Attachments Tab* sub-section of the *Common Icons & Functionality* section in this reference guide.

Add New Contact

Ensure Contact Has Not Already Been Added

First, it is necessary to ensure that the contact about to be entered does not already exist so that you do not duplicate already existing data, and to ensure that you do not miss any important information. Refer to the sub-section *Search for Record* under the *Common Functionality* section for instructions on how to search for a record to ensure that it does not already exist.

De-duplication Searching Function

The Enterprise system has a backend process that can be enabled to greatly reduce unintended duplications. The flag to enable this option is labeled **De-duplication Searching Function**, and it is found in the Company Control screen of the Opportunity Management module. For details about this option, please refer to the System Options sub-section of the Company Control section in the Opportunity Management reference guide. The relevant sub-sections under the *System Options* section are: *Enable De-duplication Searching Function* and *De-Duplication Searching Function – Parameter List*.

NOTE: If the **Enable De-duplication Searching Function** flag is checked, new entries cannot be made when the screens to enter them are in Table Mode. This is necessary to prevent multiple records being saved at the same time, which cannot be handled by the De-duplication Searching function.

Add Contact

There are two options to create a contact through the Contact screen, one option is available when the screen is in Table Mode (listing all contacts), and the other when the screen is in Form Mode (displaying a single contact). The creation of contact records can also be initiated through the Organizations and Opportunities

screens, and when these options are used, the new record's **Contact Type** and **Contact Company** fields are automatically populated.

To add a contact when the Contact screen in Table Mode, click the Main Toolbar's **[Add New]** button, as shown in the first screenshot of this section. This will switch the Contact screen to Form Mode, for the entry of the contact's information. If the Block Toolbar's **[Insert Record]** button is used, the entry of the contact's information is done while the screen is in Table Mode. Click **[Save]** when finished the contact's data entry.

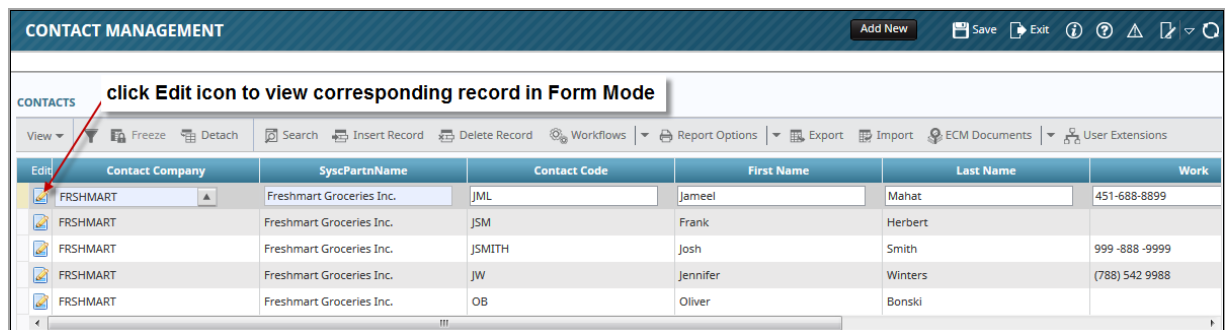
To add a contact when the Contact screen is in Form Mode, click the Block Toolbar's **[Insert Record]** button. Click **[Save]** when finished.

For details about the fields in the **Contacts** section and on each tab, please refer to the relevant sub-sections of this section.

View Contacts Associated to Record

If you got to the Contacts screen through a screen for records that can have associated Contact records, such as the Business Partner, Vendor, or Customer screens, you can view the list of Contacts associated to the record in Table Mode, or you can move from one Contact to another in Form Mode.

Table Mode



Contact Company	SysPartnName	Contact Code	First Name	Last Name	Work
FRSHMART	Freshmart Groceries Inc.	JML	Jameel	Mahat	451-688-8899
FRSHMART	Freshmart Groceries Inc.	JSM	Frank	Herbert	
FRSHMART	Freshmart Groceries Inc.	JSMITH	Josh	Smith	999 -888 -9999
FRSHMART	Freshmart Groceries Inc.	JW	Jennifer	Winters	(788) 542 9988
FRSHMART	Freshmart Groceries Inc.	OB	Oliver	Bonski	

Sample of Contacts screen in Table Mode, listing all Contact records associated to a Business Partner record.

The Contacts screen in Table Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, lists all of the Contacts associated to the record. For instance, if the Contacts screen is launched through a Business Partner record, in Table Mode it will list all of the Contacts associated to the Business Partner.

If the screen is in Form Mode, click the **[Table Mode]** button to switch it to Table Mode, as shown in the following screenshot.

Form Mode

CONTACT MANAGEMENT Table Mode Save Exit ? ! ↺ ↻

CONTACTS

Search Insert Record Delete Record Previous Record Next Record Workflows Report Options Import ECM Documents User Extensions

Change Company/ Partner Movement History Inactivate Contact

First Name Last Name ☒ Active

Initial Title Suffix

AKA/Goes By

Contact Type Employee #

Contact Company

Contact Code ☐ Primary Contact ☐ Bid Contact

Position

Role ☐ Independent Contractor Reporting

Address Contact Info Classifiers Membership Attachments

Company

Address Code Copy Default Address

Address

Street

Suite

City

Postal/ZIP Code

State / Prov.

Country

Sample of Contacts screen in Form Mode, displaying a single record associated to a Business Partner record.

The Contacts screen in Form Mode, if launched using the **[Contacts]** button on a record that can have associated Contacts, displays the first Contact associated to the record.

If the screen is in Table Mode, click a record's corresponding Edit icon, as shown in the screenshot in the preceding *Table Mode* section, to switch the screen to Form Mode.

Navigate between Contact Records

To move between the Contact records, use the **[Next Record]** and **[Previous Record]** buttons on the Block Toolbar, as shown in the above screenshot. When you have passed the last record, the fields will all be blank, and when you are at the first record, clicking **[Previous Record]** does not change the record.

Change Contact's Company

CONTACT MANAGEMENT

SELECT COMPANY/PARTNER

First Name

Initial

Last Name

Contact Type

Contact Company

Contact Code

To change the company with which the contact is affiliated, click the [**Change Company/Partner**] button (within red rectangle on second screenshot of this section).

NOTE: This operation cannot be done for inactive records.

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, but its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). To view the history of changes to the contact's **Contact Company**, click the [**Movement History**] button.

The following table describes the non-name fields on this screen:

Contact Type	Contact type: Business Partner, Organization, or Company, determined by the organization type of the organization with which this contact is affiliated. The selection made in this field determines what values are available for the Contact Company drop-down list.
Contact Company	Business Partner, Organization, or Company with which this contact is affiliated. Value selected by Contact Type field determines what values are available in this list.
Contact Code	Code to identify contact.

To save any changes, click the [**Process**] button.

View Contact's Movement History

CONTACT MANAGEMENT

MOVEMENT HISTORY

View

* Date	Contact Company	Type	* Contact Code
15/Sep/2015	A & G Incorporated	Business Partner	CW
31/Aug/2015	ABC Company Ltd.	Business Partner	CW

When a contact's **Contact Company** is changed and saved, the contact's previous record is saved as a separate record, and its status is set to inactive (**Active** flag, under **Contacts** section, is set to false). Also, the contact's

previous Contact Company, Contact Type, and Contact Code, along with the date that the change was made, is saved as a Movement History record.

To view a contact's Movement History records, click the **[Movement History]** button (within red rectangle on second screenshot of this section).

Make Contact Inactive or Active

To make an active contact record inactive, click **[Inactivate Contact]** (within red rectangle on second screenshot of this section). The system will then ask you to confirm the inactivation. Click **[Yes]** and the contact will be inactivated, or click **[No]** to abort. This will set the record's **Active** flag, in the **Contacts** section, to false.

To make an inactive contact record active, click the **[Activate Contact]** button. Click **[Yes]** and the contact will be activated, or click **[No]** to abort. This will set the record's **Active** flag to true.

NOTE: Inactivated contact records stay in the database, but you will not be able to see them if you do not have security rights to view inactive contact.

Addendum

Posting Purchase Orders Update Rules

Posting of a Free-Form or Non-Stock Purchase Order Item

G or E Distribution

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting does not affect the General Ledger

J Distribution of Non-Stock

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting sends a Committed Cost to the Job
- Posting does not affect the General Ledger

Posting of a Purchase Order with an Inventory Item

G Distribution

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting does not affect the General Ledger

J Distribution / Direct

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting sends a Committed Cost to the Job
- Posting does not affect the General Ledger

J Distribution / Rec into Inv

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting increases the On-Order Quantity within the Inventory
- Posting does not affect the General Ledger

E Distribution / Rec into Inv

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting increases the On-Order Quantity within the Inventory
- Posting does not affect the General Ledger

I Distribution / automatically Rec into Inv

- Posting acknowledges the Purchase Order item as valid for receipt
- Posting increases the On-Order Quantity within the Inventory
- Posting does not affect the General Ledger

Entry and Posting of a Free-Form or Non-Stock Purchase Order Receipt

G Distribution of Non-Stock

- Posting acknowledges Receipt within the Purchase Order application
- Posting Debits the expense account on the item and Credits the PO Suspense account (only if you have checked the 'Post GL Transaction with Non-stock Receipt' checkbox in the PO Control Form)

J or E Distribution

- Posting acknowledges the Receipt within the Purchase Order application
- Posting does not affect the General Ledger
- Posting will create the cost against the job specified in the distribution (only if you have checked the 'Post JC Transaction with Non-stock Receipt' checkbox in the PO Control Form)

Entry and Posting of a Purchase Order Receipt with an Inventory Item

G Distribution

- Posting acknowledges Receipt within the Purchase Order application
- Posting does not affect the General Ledger

J Distribution / Direct

- Posting acknowledges Receipt within the Purchase Order application
- Posting calculates and posts committed cost price adjustment if required
- Posting does not affect the General Ledger

E Distribution / Direct

- Posting acknowledges Receipt within the Purchase Order application
- Posting does not affect the General Ledger

J or E Distribution / Rec into Inv

- Entry Increases Received Quantity in Purchase Order
- Entry Increases physical On Reserve Quantity in Inventory
- Posting acknowledges Receipt within the Purchase Order application
- Posting Increases Book Reserved Quantity in Inventory
- Posting Decreases On-Order Quantity in Inventory
- Posting Debits Inventory Account and Credits Inventory Suspense Account

I Distribution / Rec into Inv

- Entry Increases physical On-Hand Quantity in Inventory
- Posting acknowledges Receipt within the Purchase Order application
- Posting decreases On-Order Quantity in Inventory
- Posting does not affect the General Ledger

Posting an AP Invoice against a PO with Inventory Items

All Distribution Types

- Purchase Order posting debits the Inventory Suspense Account and Credits the Accounts Payable Account

Posting an AP Invoice against a PO with non-stock or free-form items

G Distribution Type

- Posting Debits the PO Suspense Account and Credits the Accounts Payable Account

J Distribution Type

- Posting Debits the Cost Account on the Job element and Credits the Accounts Payable Account

Transfer of 'On Reserve' Items through Issues in Inventory

J Distribution without Markup

- Entry Decreases Physical On-Reserve Quantity
- Posting Increases cost on specified Job/Phase/Category
- Posting Debits Cost Account and Credits Inventory Account

J Distribution with Markup

- Entry Decreases Physical On-Reserve Quantity
- Posting Increases cost on specified Job/Phase/Category
- Posting Decreases Book on Reserved Quantity
- Posting Debits Cost Account (for sell price), Credits Inventory Account (for buy price) and Credits mark up to Inventory Revenue

E Distribution without Markup

- Entry Decreases Physical On-Reserve Quantity
- Posting Increases cost on specified Equipment/Category
- Posting Decreases Book on Reserved Quantity
- Posting Debits Cost Account and Credits Inventory Account

E Distribution with Markup

- Entry Decreases Physical On-Reserve Quantity
- Posting Increases cost on specified Equipment/Category
- Posting Decreases Book on Reserved Quantity
- Posting Debits Cost Account (for sell price), Credits Inventory Account (for buy price) and Credits markup to Inventory Revenue

I Distribution

- Entry Increases Physical On-Hand Quantity
- Entry Decreases Physical On-Reserve Quantity
- Posting Increases Book On-Hand Quantity
- Posting Decreases Book On-Reserve Quantity

Index

I

[Contacts] - Button.....	204
[Item List] - Button	204

I

1099-MISC FORM & California's Independent Contractor Reporting.....	198
---	-----

A

Accounting - Tab.....	206
Add Contact	215
Add New Contact	215
Addendum.....	219
Address - Tab	190, 213
Alerts	132
Approval Groups	174
Approval Levels	172
Approve and Un-approve Change Orders.....	89
Approve CO	89
Approve PO.....	78
Approver Rules Overview	171
Approvers.....	173
Approving or Un-approving Purchase Orders.....	78
Assign Posted Voucher To Purchase Order	127
Assigning Approvers to Approval Groups.....	174
Assigning Members to Approval Groups	175
Attachments - Tab.....	215

B

Bank - Tab.....	192
Before Creating Vendor	198
Blanket PO Header Import	27
Blanket Purchase Order Entry	65
Blanket Purchase Order Status Listing	124
Blanket Rules - Section	65
Business Partner - Tab	180

Business Partner Address - Tab	209
--------------------------------------	-----

C

Change an Un-posted Change Order	88
Change Contact's Company	218
Change Order - Section	88
Change Order Detail - Section	88
Change Order Entry	87
Change Orders	87
Changing Compliance Status	83
Classification - Tab	187
Classifiers - Tab	191, 214
Close/Re-open Purchase Orders	126
Comments - Tab	15
Company - Tab	193
Company Type - Tab	194
Compliance (Defaults Setup)	153
Compliance Codes (Master) - System Level	155
Compliance Groups	157
Compliance Security Groups (System Module Screen)	158
Contact Info - Tab	214
Contacts - Button	183
Contacts - Screen	212
Contacts - Section	212
Control - Screen	135
Cost Receipt Details Import	44
Cost Receipt Header Import	42
Create Business Partner	194, 195
Create Business Partner - Form Mode	196
Create Business Partner - Table Mode	196
Create Contact	197
Create Contact for Vendor	211
Create Customer	200
Create Independent Contractor	197
Create Vendor	198, 199
Create Vendors for Multiple Companies	199
CSI - Tab	188
Customer - Button	186

D

De-duplication Searching Function	194, 195, 215
Defaults (for POs) - Tab	67
Defaults (PO Terms) - Tab	13
Defining Reserve Groups	61
Delete Vendor	211
Detail Listing by Buyer	122
Detail Listing by Job	122
Distribution Details	19
Document Printing Options	151

E

Edit Listing for Change Orders	90
Editing Vendor Info Considerations	211
Ensure Business Partner Not Already Added	194, 195
Ensure Contact Has Not Already Been Added	215

Enter Cost Receipt	96
Enter Job Receipt.....	102
Enter Purchase Order	5
Enter Warehouse Receipt (Warehouse Receiving).....	95

F

FOB Maintenance	145
Free-Form Items	19

G

General - Tab.....	7, 65, 97, 102
General Overview.....	21
Generating Reserved PO Numbers.....	62

H

Hierarchical Assignment of Compliance Codes.....	153
--	-----

I

Importing.....	21
Importing PO Receipts	34
Importing Voucher Header (associated to PO).....	54
Inactivate Vendor.....	211
Initial Setup - Master Set of Compliance Codes & Security	153
Instructions (Shipping) - Tab.....	14, 68
Insurance/Bonding Companies	159
Invoice Information - Section	116
Items by Vendor	147

J

Job Receipt Details Import	51
Job Receipt Header Import	48

L

Line Item Details	16
Line Item Rules - Section.....	70
Location Codes.....	133

M

Maintain Business Partners - Screen	179
Maintain Vendors - Screen	201
Make Contact Inactive or Active	219
Market Sector - Tab	188
Membership - Tab.....	214
Module Interactions	2

N

Non-Stock Items	148
-----------------------	-----

O

OM - Tab.....	186
Order Address - Tab.....	205
Overview - Business Partners	179
Overview - Contacts.....	212
Overview - Enter Purchase Order	5
Overview - Purchase Order	1
Overview - Vendor Compliance	153
Overview - Vendors	201
Overview of PO Change Orders	87
Overview of Queries	107

P

PO Defaults - Tab	135
PO Detail Import.....	29, 30
PO Detail Template.....	29
PO Header Import.....	26
PO Header Import Settings.....	26
PO Header Template.....	26
PO Query By Job	111
PO Query by Vendor.....	109
PO Receipt Query	113
PO/CO Approval Query	107
Posting - Tab	140
Posting Purchase Orders.....	80
Posting Purchase Orders Update Rules	219
Posting Receipts	104
Print Change Orders.....	93
Print Original Purchase Order.....	92
Print Posting Reports	129
Printing Purchase Orders.....	81
Printing the Blanket Agreement.....	75
Printing the Edit List for Purchase Orders	76
Printing the Receipt Edit Listing.....	103
Processing Purchase Orders.....	76
Purchase Order - ADF.....	1
Purchase Order - Section	7
Purchase Order Contact Rules	19
Purchase Order Detail - Section.....	16
Purchase Order Entry - Blanket	73
Purchase Order Number Log (Reserve Groups).....	125
Purchase Order Receipts	95
Purchase Order Roles.....	146
Purchases - Tab.....	205

Q

Queries.....	107
--------------	-----

R

Reason (for Blanket PO) - Tab	70
Receipts - Tab.....	139
Received Items - Section.....	98
Receiving Ticket Information - Section.....	114
Reporting Overview.....	117
Reports.....	117
Report's Common Output Parameters	117

S

Scheduled Receipts by Item.....	118
Scheduled Receipts by Vendor	119
Security	133
Selection Criteria - Section.....	6
Set User Defaults	134
Setting Mandatory Approver Locations.....	176
Setting Mandatory Location Approval	177
Setting up Approvers	171
Setup.....	131
Setup Considerations & Checklist.....	131
Shipment Details - Tab.....	98, 103
Shipping Line Carriers	150
Shipping Methods.....	150
System Data - Module.....	132
System Options - General Tab.....	132

T

Territory - Tab	191
Text (Code Details) - Tab.....	69
Text Code Details (Additional Predefined Text) - Tab.....	16

U

Unapprove CO.....	90
Unapprove PO	79
Update 1099 Code - Button.....	183
Update Address - Button	186
Update Address for Vendor Records.....	200
User ID Cross-Reference.....	144
Using Reserved PO Numbers	61
Utilities	126

V

Vendor - Button.....	186
Vendor by Company Compliance - Company Level.....	164
Vendor by Inventory Item Query	112
Vendor Class Compliance - System Level.....	159
Vendor Compliance - System Level.....	160
Vendor History Report	120
Vendor History Report by Item	121
Vendor in Job's State/Province Tax Compliance (System Module)	169

Vendors - Tab.....	202
View Contacts Associated to Record	216
View Contact's Movement History	218
View Supplied Items.....	211
Voiding a Purchase Order.....	85
Voucher Header Import.....	54

W

Warehouse Receipt Details Import (Shipment Details Receipt).....	37
Warehouse Receipt Header Import (Shipment Receipt)	34
Working with Blanket POs.....	65
