

# Purchase Order Procedural Checklist

Company: \_\_\_\_\_

## AS REQUIRED

Maintain the code files:

Code Files (Comments, Buyers Code, Return Reasons)

Process orders:

Use Inventory Reorder Processing, as desired, to automatically order items below their reorder point.

Automatic Reorder Selection

Reorder Report

Reorder Detail Entry

Purchase Order Creation

Use Purchase Order Entry to modify orders created automatically, and to enter orders for items not selected automatically.

Print the Purchase Orders, followed by the Purchase Order Register & Update.

Process receipts using Item Receipts Entry.

Process returns using Goods Returned Entry.

Process invoices using Vendor Invoice Entry.

Verify receipts, returns, and invoices with the Transaction Register, then update if correct.

Print reports from both the Monthly Reports and Purchase Analysis Menus, as described.

## MONTHLY

Make sure all orders, receipts, returns, and invoices for the month have been entered and updated.

Print reports:

- Open Order Report
- Cash Requirements Report
- Backorder Fill Report
- Uninvoiced Receipts Report

Perform Period End Update (Month End).

The Period End Update does the following:

- Zeros out all month-to-date buckets throughout the Purchase Order system, such as in the reason code file.
- Recalculates the on-purchase order amounts in the item and files.
- If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.
- If desired, period end will also clear data from the historical files using the dates entered.

**Have these reports been printed?** The following reports should be printed before processing period end because data may be cleared from these files:

- Open Order Report
- Cash Requirements Report
- Backorder Fill Report
- Transactions not Ordered Report

If you have printed your final copy of these reports, answer Y.

**Do you have a current backup?** Refer to the Solution-IV System Utilities manual for more information on backups. If you do not have a current backup, the system terminates the update and returns to the Purchase Order Main Menu.

**Full month end processing?** Be sure you have completed all Purchase Order transactions for the month and that you have printed the required reports before running month end processing.

**Important:** Month end processing should be run before entering any transactions for the following month!

**Full year-end and month end processing?** Year end does everything that month end does, plus:

- Clears all year-to-date buckets throughout the system.
- Rolls the year-to-date figures into the last year buckets.

All the warnings that apply to month-end processing apply to year-end processing as well.

**Recalculate on-purchase order amounts?** You have the option of recalculating the quantity on-purchase order in the inventory masterfile during the Period End Update. It is recommended that this be done every month. This step is done automatically as part of month-end processing.

**Remove transactions not ordered data?**

**Remove completed orders?**

**Remove deleted orders?**

**After Order Date** Enter the cutoff date for removing deleted orders. Deleted orders with an order date after the cutoff date will be retained in the order file.

**Clear historical transactions?** Every transaction in the system is saved to a combination of historical transaction files. This is done so that events can be recreated (with effort), if necessary, as well as for printing the analysis reports. As you might imagine, however, this file can get rather large, rather fast. We therefore give you the option of clearing these files periodically.

**Clear transactions older than** Enter the oldest date for which you wish to maintain historical information.

**Copy transactions before clear?** This feature will copy a transaction to be deleted to a separate file before deleting it from the standard history file.

If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:

**Filename for copy** Enter up to seven characters for the filename to which you wish to copy the history file for backup.

Perform Status Change Update, if necessary.

**Important:** This is a powerful function, which may result in codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

### Before You Start

Before you start the Status Change Update, you must do the following:

- Make a current backup for your own protection.
- Make sure the transaction entry files have been updated.
- Make sure no one else is using Solution-IV Accounting.

How to Execute

### Procedures for Status Change

1. The Status Change Update works as follows:
2. Makes sure the entry files are empty and that no one else is using the system (any company, any application).
3. Builds a list of all records that are marked to be changed or deleted (status= **C** or **D**).
4. Once the list is built, it checks all of the records to be deleted and ensures that they are not being used elsewhere (except in the history files).
5. It then checks the records to be changed and ensures that the “change to” is not going to be changed to something else or deleted.
6. A report is printed showing the changes and deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped. If there are no conflicts, the system prompts:

#### Are you sure you want to continue the update?

7. The requested changes are performed.
8. The requested deletes are performed.
9. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to C.

## YEARLY\*

Perform all the steps for monthly processing.

Perform Period End Update (Year End).

\*Yearly procedures should be done as soon as all transactions have been entered for the last month of the year, but before anything is done for the first period of the next year.