Solution-IV® Accounting
Purchase Order Entry

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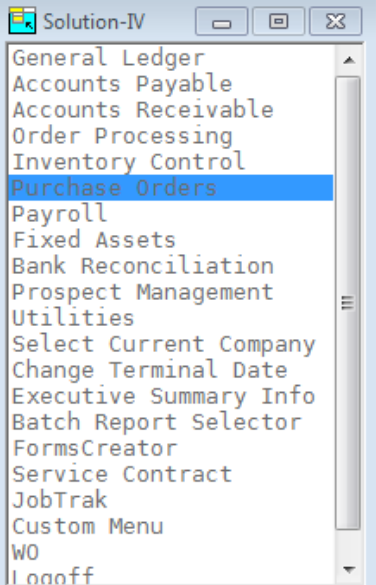Thoroughbred Software International, Inc.

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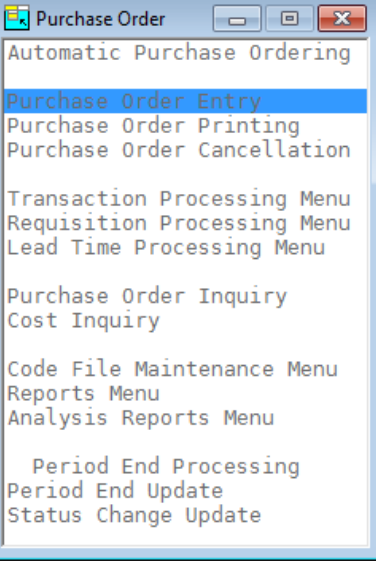Solution-IV RTS, and DataSafeGuard are trademarks of Thoroughbred Software International, Inc.

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Purchase Order

Entry

For help with any option or field please refer to the Purchase Order Manual or press **F6** on your keyboard.

From the Solution-IV Main Menu where you select **Purchase Order.**	Solution-IV General Ledger Accounts Payable Accounts Receivable Order Processing Inventory Control Purchase Orders Payroll Fixed Assets Bank Reconciliation Prospect Management Utilities Select Current Company Change Terminal Date Executive Summary Info Batch Report Selector FormsCreator Service Contract JobTrak Custom Menu WO Logoff

select **Purchase Order Entry**	Purchase Order Automatic Purchase Ordering Purchase Order Entry Purchase Order Printing Purchase Order Cancellation Transaction Processing Menu Requisition Processing Menu Lead Time Processing Menu Purchase Order Inquiry Cost Inquiry Code File Maintenance Menu Reports Menu Analysis Reports Menu Period End Processing Period End Update Status Change Update

PO Number

Enter up to 15 characters for the purchase order number. Optionally, you may press **F8** to get the next system generated number automatically.

If you wish to copy an order to another number or wish to release a blanket order, press **F7** to enter the copy function.

Date

Enter the date this order was placed with your vendor or press **Enter** for today's date.

Order Type

Enter the order type for this purchase order as follows:

- **O** Regular (or spot) order
- **B** Blanket (or master) order
- **R** Blanket order release

Vendor Code

Enter the 10 character Accounts Payable vendor code for this transaction.

Alternate Address

Enter the vendor address code to which you wish to mail the purchase order from the vendor alternate address file or press **Enter** to use the vendor's main address.

Ship to Warehouse

Enter a valid warehouse code to which the items will be shipped or press **Enter** to use the main warehouse.

If this order is to be dropped ship direct to a customer or other non- warehouse address, blank out the ship-to warehouse code then press **Enter**. You will now be able to enter the address to which you wish this entire order to be shipped. The "Drop Ship" flag on the lower part of the screen will be changed to a "Y" and may not be overridden.

Ship Complete

You have the option of designating an order as only shippable if the order may be shipped to you complete with all items.

Y Designates order as shippable only when the order can be completely filled.

N Allows partial shipment of this order.

Print PO Form?

Option of either printing a purchase order or not printing an order.

Y Normal case -- prints an order for this order.

N Skips purchase order printing.

Inspection Required

You have the option of requiring an inspection on a purchase order when the goods are received.

Y Requires an inspection. This means that the inspector field on Purchase Order Receipts must be filled.

N Does not require an inspection and the inspector field may be left blank.

Confirm Only?

You may designate a purchase order as a confirmation notice only (as opposed to a regular purchase order). The "confirm only" message will be printed on this purchase order.

Y   The printing and sending of this purchase order is to confirm a verbal order only.

N   This is a regular purchase order.

Verbal PO?

You may designate a purchase order as a verbal purchase order. This would be set if you told the vendor the purchase order was a verbal order, however you would like to track the purchase order internally. The message "*** VERBAL ***" will be printed on the purchase order.

Y   This purchase order is a confirmation of a prior verbal order.

N   This is a regular purchase order.

Hold Order?

You may place a purchase order on hold so that it will not be processed beyond allowing entry of the purchase order.

Y   Places the order on-hold until this flag is changed.

N   This order may be processed normally.

Selection Cycle

Enter up to 2 characters for the selection cycle. This field is used in conjunction with the copy order facility to release a blanket purchase order. Blanket orders may be released by entering a given selection cycle to release.

FOB

Enter up to 15 characters for the Freight On Board (FOB) destination.
This field is used to designate where the responsibility for the shipment ends for the supplier.

Requested By

Enter up to 25 characters for the name of the person internally who requested this purchase.

Comment

This field may be used to enter up to a 35 character comment which pertains to this order or invoice.

Promised Date

Enter the date this order was promised to you.

Required Date

Enter the date this purchase is required to be received by you.
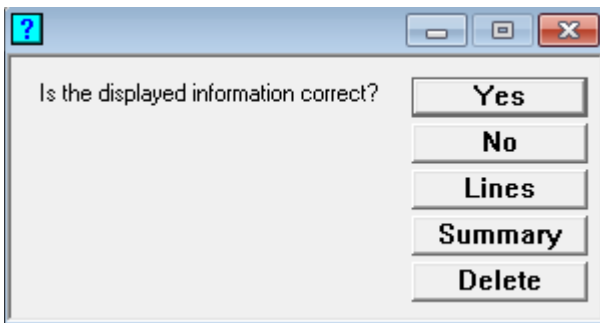
Expected Payment Date

Enter the expected payment date on which this purchase order will be payable to your vendor.
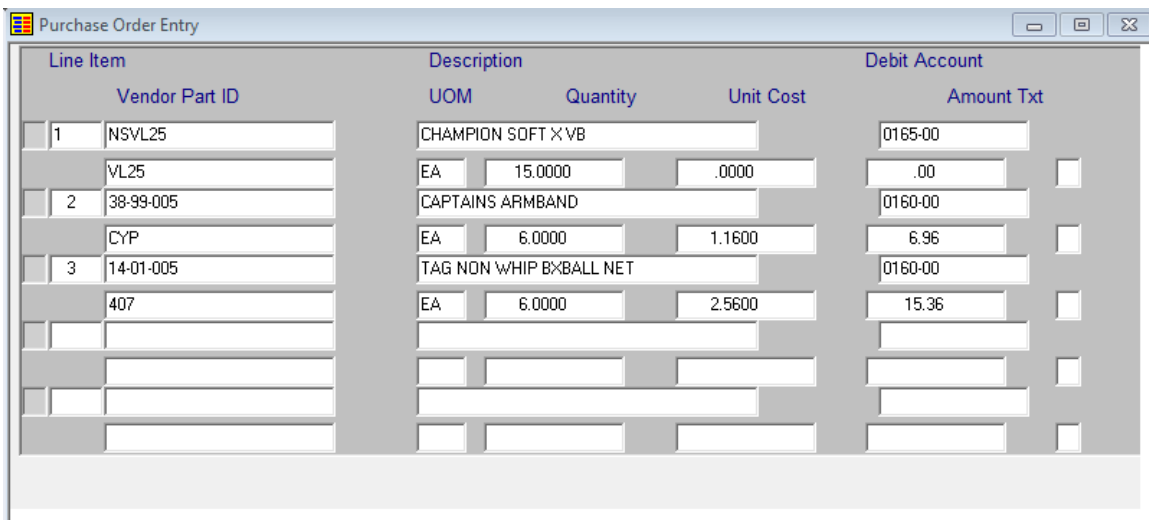
Buyer Code

Enter up to 6 alphanumeric characters for the buyer code. Each buyer should have his/her own code. You may also want to set up a "house account".

Example: SJS for Sally J. Smith

The system displays:

Select **Yes** and press **Enter**.

Line

> **Enter**　　　　If the line exists, **Enter** modifies it.
> If the line is blank, **Enter** adds one.

> **Line #**　　　Goes to that line. If you enter a line that is greater than the
> total number of lines, it goes to the last line.

Item Code

Enter up to 22 characters representing the item code you wish to order. If you are
ordering an item not stored in the Inventory Control file, start the item code with
the non-stock character entered in the Inventory Control Parameters.

Press **F2** to lookup Items by Item Code, press **F12** to lookup item using a wild
card search on Item Description, or press **F3** to create a new Item Code.

UOM

Enter the unit of measure being purchased.

Quantity

Enter the quantity purchased of this item.

Unit Cost

Enter the unit cost of these items which you expect to pay from your vendor.
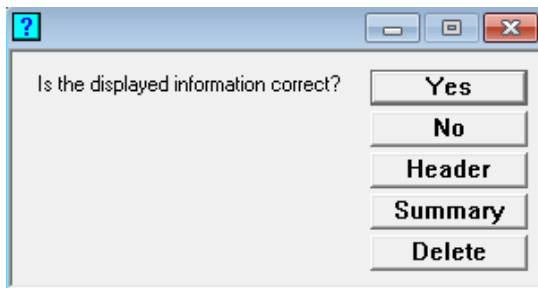
Text

You have the option of adding text to this line of the order. The text will default to
the regular comment attached to this inventory item.

> **F1**　　Allows you to edit the text associated with this line of the order.

> **Enter** Skips the text field.

Once all item lines have been enter press **F4**, system will display:

Select **Yes** and press **Enter**.

Comment Code

Enter up to 6 alphanumeric characters for the comment code.

Each set of comments must have its own code. You may also want to set up a primary or "default" comment.

Term Code

Enter up to 2 alphanumeric characters for the terms code.

The terms code is used to determine invoice and discount due dates and the discount amount. The terms code entered on purchase orders will default to the terms code found in the Vendor Masterfile, but may be overridden as needed.

Remit To

Enter the vendor address code to which payment should be made from the vendor alternate address file.

If you want to use the main vendor address, press **Enter**.

Posting Code

Enter up to 6 alphanumeric characters for the posting code.

Posting codes are used to define the accounts payable, freight expense, sales tax expense and discount accounts in the General Ledger. Posting codes are defined in Posting Code Maintenance in Accounts Payable and the code must exist before it can be entered here.

Subject to 1099?

You have the option of specifying whether payment of this purchase order is subject to 1099 reporting as follows:

Y   This purchase is subject to 1099 reporting.

N   This purchase should not be added to the 1099 amount in the Vendor Masterfile.

Sales Tax Rate

Enter the sales tax rate which you pay on purchases from this vendor. Sales tax will be calculated using this rate.

Sales Tax Amount

Enter the estimated total sales tax applicable to this purchase order. You will be able to enter the actual sales tax amount when you enter the invoice.

Freight

Enter the estimated freight charges for this purchase order. You will be able to enter the actual freight charges when you enter the invoice, after this order has been received.

Surcharge Amount

If you would like surcharges to be distributed separately to the General Ledger, enter the surcharge amount here. It will be distributed to the surcharge account entered in Posting Code Maintenance.
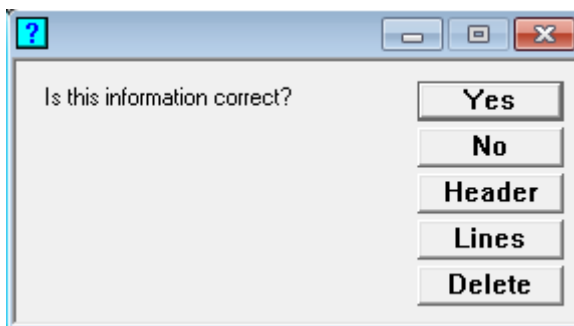
Select **Yes** and press **Enter**.
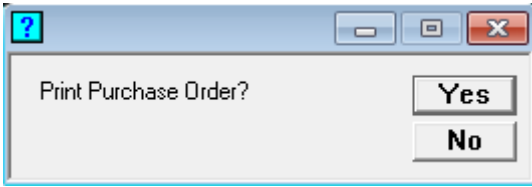
Select **Yes** to Print Purchase Order.
Select **No** to enter another Purchase Order.