
Purchase Orders

Overview

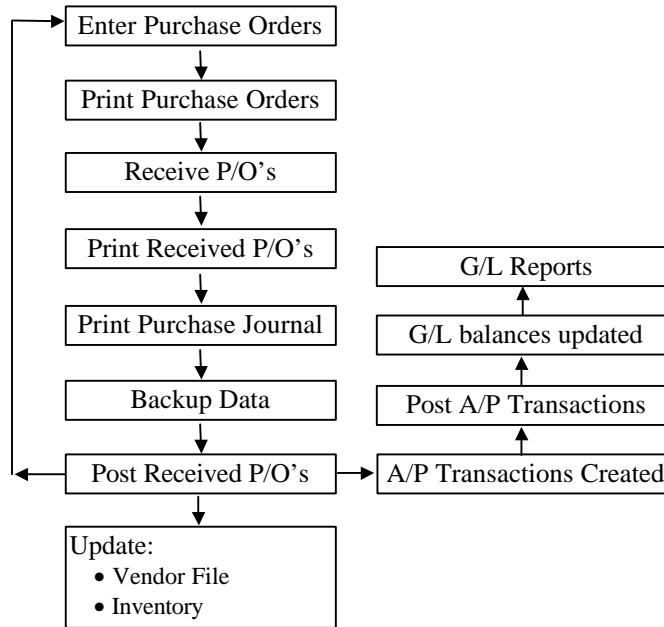
What are Purchase Orders?

Many companies purchase inventory by placing a requisition using a form called Purchase Order. A purchase order looks similar to an invoice except it is used to buy products and services. An invoice is used to sell products and services. The Purchase Order system allows you to create Purchase Orders, track them, and use them to receive inventory.

The Purchase Order Flowchart

The following page shows the flowchart for the purchase order system. The first step involves creating and printing a purchase order and sending it to your vendor. After you receive the products from the vendor you will go to the Receive P/O option and type in the P/O number. This will convert the P/O into a Received P/O. On the Received P/O, you will type in the quantity and the unit price for the inventory received. This will allow you to receive full or partial shipments.

You may print the Received P/O's and the Purchase Journal for your records. Make sure you backup your data before posting the Received P/O's. During the posting process, the Vendor file, Inventory, and Accounts Payable are automatically updated. In A/P an unposted A/P transaction is created. You can enable or disable the creation of the A/P transaction from the **Purchase Order Setup** option.



Vendor Maintenance

For more information on Vendor maintenance, refer to the **Accounts Payable** chapter.

Sales Tax Maintenance

For more information on Sales Tax Maintenance, refer to the **Order Entry** chapter.

Terms Code Maintenance

For more information on Terms Code Maintenance, refer to the **Order Entry** chapter.


Ship Via Maintenance

For more information on Ship Via Maintenance, refer to the **Order Entry** chapter.

Customize Plain Paper P/O

For more information on customizing your forms, refer to the **Order Entry** chapter.

Customize Plain Paper P/O and Received P/O

 **Important Note:** There are two types of customizable Purchase Orders: the Plain Paper P/O (4000) and the Plain Paper Received P/O (4100).

The following are examples of how you can customize the printed P/O:

- Enabling or disabling the printing of specific information
- Changing the label caption
- Changing font style or size
- Moving the fields

To specify the fields you want on your Purchase Order, check the fields on the **Header** tab, **Column/Footer** tab, and the **Other** tab. You can customize the following fields.

Header Tab:

- Date
- Purchase No (P/O Number)
- Vendor ID
- Page No
- To
- Ship To
- Ship Via
- FOB
- Terms
- Buyer
- Req. Date
- Confirming To
- Remarks

Columns/Footer Tab:

- Item No
- Quantity
- Description
- Unit Price
- Amount
- Notes
- GST Tax
- Tax
- Freight
- Total

Other Tab:

- Company Address
- Form Title
- Authorized Sig.

Print a Logo

You can print a company logo on the Purchase Order. The logo must be a bitmap graphic from the following supported image file formats:

- BMP
- GIF
- JPG

Applying the Changes

You can preview, edit, or apply your changes using the following buttons:

The **Preview** button displays a view of the Purchase Order so you can see your new format.

The **Edit** button allows you to move the fields. See the on-line manual, “Customize Invoice Form - Level 3 Customization” for more information.



Important Note: For the purposes of technical support, we only support the ability to move fields around. Other features, if available in this mode, are not supported by technical support.


The **Reset** button returns the Purchase Order to its original format before any customization.

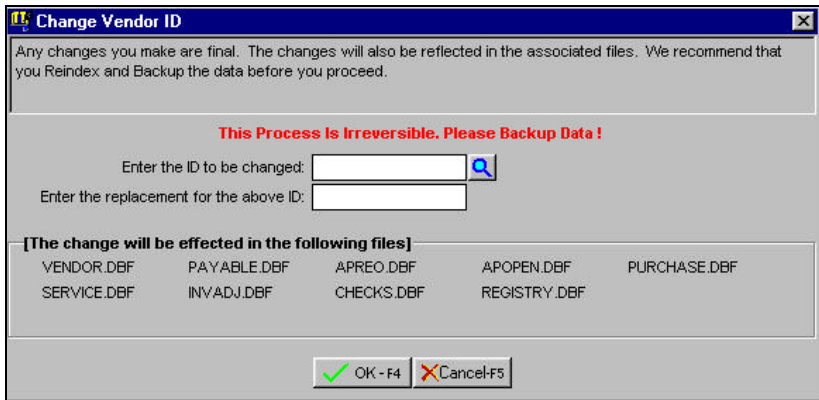
The **OK** button applies all your changes.

The **Cancel** button reverses any changes you made.

Change Vendor ID

This option allows you to change a Vendor ID and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.

 **Important Note: This change is final and cannot be undone.** We recommend that you reindex and backup the data before you proceed. These features are available under **File > Data Utilities > Backup Data Files** and/or **Reindex Data Files**. Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network and that no other copy of the application is running on the local machine.



Change Vendor ID

Any changes you make are final. The changes will also be reflected in the associated files. We recommend that you Reindex and Backup the data before you proceed.

This Process Is Irreversible. Please Backup Data !

Enter the ID to be changed:

Enter the replacement for the above ID:

[The change will be effected in the following files]

VENDOR.DBF	PAYABLE.DBF	APREO.DBF	APOPEN.DBF	PURCHASE.DBF
SERVICE.DBF	INVADJ.DBF	CHECKS.DBF	REGISTRY.DBF	

P/O Setup

This option is used to set up defaults that will apply to the Purchase Order module.

The screenshot shows the 'P/O Setup' dialog box with the following fields and options:

- Default Text On P/O: Order of General Merchandise
- Default Text For Received P/O: Order of General Merchandise
- Next Purchase Order Number: 1
- Next Vendor ID: 0
- Auto Increment Vendor ID
- [Posting to the A/P Module]**
 - Create unposted transactions in A/P for completely Received PO's.
 - Inventory Account to debit for Inventory Items Received: 13010
 - Expense Account to Debit for Services Received: 52290
- [When receiving a P/O]**
 - Pre-fill the UNITS and PRICE columns for items received.
 - Do NOT Pre-fill the UNITS and PRICE columns for items received.
 - Ask me each time I convert a P/O to a Received P/O.
- [No. Of Decimals In]**
 - Quantity: 2
 - Price: 2

Buttons at the bottom: Save-F4, Close-Esc, Browse-F3, FreeForms.

Default Text on PO: This is the default text that will be displayed in the **PO Description** field when you create a new Purchase Order.

Default Text on Received PO: This is the default text that will be displayed in the **PO Description** field when you create a new Received Purchase Order.

Next Purchase Order Number: Enter the number for the Next Purchase Order in this field. This number is shared between Purchase Orders and Received Purchase Order screens.

Recalculate Due Date when PO is Received: Check this option if you want the program to recalculate the due date based on the date the purchase order was received. **Note:** This option only applies to Received purchase orders entered or saved after the option was enabled.

Auto Increment Vendor ID: Select this option if you want the program to automatically generate the next Vendor ID. This will apply to creating new vendors only. When you select this option, the

Next Vendor ID box will be enabled. You can enter the next Vendor ID in this box.

When Receiving a P/O: This applies when you convert a PO to a Received PO. These options will determine whether or not the **UNIT** and **PRICE** columns for items received will be pre-filled or not. The options are as follows:

1. Pre-fill the UNITS and PRICE columns for items received. This is the default choice.
2. Do NOT Pre-fill the UNITS and PRICE columns for items received.
3. Ask me each time I convert a P/O to Received P/O.

Posting to the A/P Module: This option is available only if you have the A/P module installed. If this box is checked then when you post a **Completely Received PO**, an unposted transaction (A/P Bill To Be Paid) will be created in the A/P module. Not only will this option save you data entry time, you will not have to remember to enter the Vendor's invoice to pay.

In addition, the Purchase Order will display a box on the bottom right hand corner with the A/P transaction information. This box will have the following fields:

- A/P Invoice #
- Department ID (If Department tracking is enabled in G/L Setup)
- Job ID (If Job tracking is enabled in Job Setup)
- Discount %
- Discount Amount
- Discount Date

These fields will be used to pre-fill the A/P transaction when the fully received P/O is posted. In addition you will be required to enter valid G/L Account numbers for your Inventory Asset and Expense.

No. Of Decimals in: You can specify the number of decimal places in the Quantity and Price fields on Purchase Orders and Received Purchase Orders.

Enter/Edit Purchase Orders

The process of creating and entering a **Purchase Order** is the same as entering a **Received Purchase Order**. The screens for the two options are very similar. Shown below is the screen for entering a **Purchase Order**.

Click here to access Vendor Maintenance for the currently selected Vendor.

Item ID	Description	Ordered	Unit Cost	Extended
COMMENT	PLEASE SHIP BY UPS GROUND AS		0.01	
COMMENT	FOLLOWS:		0.01	
COMMENT	2500 PCS 8/15/98		0.01	

Credit Limit	Last Payment	Curr. Balance	Freight	Tax Code	GST Tax	Tax	Total
0.00	//	504.07	0.00		0.00	0.00	\$ 0.00

This is the A/P Invoice information relating to this P/O.

The differences between **Purchase Orders** and **Received Purchase Orders** are:

- The **Received P/O** screen has the **Ordered** and **Unit Cost** columns that you can use to type in the quantity and price of the inventory received. This allows you to receive partial shipments or change the prices of the received inventory.
- When you select the option to **Post** in the **Purchase** menu, the program only posts the **Received Purchase Orders**.

For further details on **Enter/Edit Received Purchase Orders** please refer to [page 232](#).

Print Purchase Orders

This option is used to print purchase orders. When you select this option, you will be asked the following questions:

Starting and Ending P/O Number: Enter the starting and the ending purchase order numbers to print. To print, or reprint all the purchase orders, enter **FIRST** for the **Starting P.O. Number** and **LAST** for the **Ending P.O. Number**.

To print the Vendor's Item ID in place of the Inventory Item ID, check **Print Vendor's Item ID**.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You will be given an option to print the purchase orders to the **Printer, Screen, File**, or **E-Mail**, or to **Cancel** the printing process. If you are printing to a file, you may type in a file name.

Form Styles


The form style determines how the purchase order will look when it prints. You can choose from the following Purchase Order Styles:

Purchase Orders Available from ZLand Forms

Style#	Description
49703	Purchase Order (Laser) (8.5" x 11" Detached). Parts Available: 1
86403	Purchase Order (Dot Matrix) (8.5" x 11" Detached). Parts Available: 3 or 5 carbonless
4000	Purchase Order - Plain Paper (8.5" x 11")
4100	Received Purchase Order – Plain Paper (8.5" x 11")
772922	Double Window Envelope for use with Purchase Orders

Ordering Forms

You can order the **Preprinted Forms** like purchase orders, checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.

 **Important Note:** This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

Please refer to the on-line Forms Brochure included with the program for information on ordering forms **or FREE SAMPLES**. You can order the **Preprinted Forms** like purchase orders, checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, ZLand Forms can be reached at:

(800) 2-BUY FORMS

Enter/Edit Received Purchase Orders

To edit or create a new Received Purchase Order, select the **Enter/Edit Received Purchase Orders** from the P/O module. The program will come up with entry screen.

This is the **Header** of the Received P/O.

This is the **Body** section of the P/O.

This is the **Footer** for the P/O.

Item ID	Description	Units	Price	Ordered	Unit Cost	Extended
123568	SOLDER IRON, TEMPM	100.00	11.86	100.00	11.86	1186.00

Converting a P/O to a Received P/O

Usually you would print and send a **Purchase Order** to a Vendor. When you receive the inventory, you will do the following:

- Step 1:** Go to a blank **Enter/Edit Receive Purchase Order** screen and type in the purchase order number in the purchase order number field.
- Step 2:** Press the **Enter** key.
- Step 3:** This will convert the **Purchase Order** to a **Received Purchase Order**.
- Step 4:** You can now fill in the Received P/O information. An explanation of the fields on the Received P/O is available at [page 234](#).

Creating a New Received Purchase Order

If you wish to receive items directly without first entering a P/O, then you can directly enter a Received P/O as follows:

- Step 1:** Leave the Purchase Order Number field blank. The program will automatically determine the next purchase order number from the **Forms Setup** option. If you are entering a manually created purchase order, you can enter the P/O Number in this field.

- Step 2:** Press **Enter** on the purchase order date field. The cursor will move to the Vendor ID field. You can now fill in the Received P/O information. An explanation of the fields on the Received P/O is available at [page 234](#).

Editing a Previously Saved Received P/O

You can edit a previously saved (but unposted) **Received Purchase Order** as follows:

- Step 1:** Type in the purchase order number in the purchase order number field. If you do not know the P/O number, you can click on the **Browse-F3** button to bring up a list of purchase orders currently on file. You can select a Received Purchase Order from this list to view or edit.

- Step 2:** Press the **Enter** key.

- Step 3:** The **Received Purchase Order** will be displayed on the screen. You can now fill in the Received P/O information. An explanation of the fields on the Received P/O is available at [page 234](#).

Received Purchase Order Fields



Important Note on how the P/O Number for the current transaction is determined: This program has the ability to open multiple P/O screens. For example, while you are in the middle of working on a P/O for Vendor #1 and you can open another P/O screen. In order to prevent conflicts between both these open windows, the program does not determine the P/O number until you save the P/O. When you save the P/O, the program will automatically select the next P/O number display the message **Saving P/O number XX**. If you are entering the P/O's after the fact, you can override this feature by going to the P/O Number field and entering the P/O number directly.

Purchase Order Date: Press **Enter** to accept the current date, or type in a new date.

Vendor: Enter the Vendor ID number to whom you want to send this purchase order. A Vendor ID may consist of numbers or letters in any combination.

Selecting Vendors: If the Vendor exists in the Vendor database but you do not know the Vendor number, click on the **Browse** button to bring up the list of Vendors in the database.

Adding Vendors: If you want to add a new Vendor, type in the new Vendor's number in the Vendor ID field on the purchase order. After typing in the new Vendor number, press the **Enter** key. You will be asked to verify that you want to add the new Vendor. Click on **OK** to add the new vendor. The vendor data entry screen will come up. For more information on the **Vendor Maintenance** option, refer to the Accounts Payable chapter.

When you type in a valid Vendor number and press **Enter**, the Vendor name, address, and phone numbers will automatically be displayed.

Purchase Order Due Date: This is the date on which payment for the purchase order is due. The program automatically calculates the due date based on the number of due days you entered in the Vendor's file. For example if the **P/O. Date** field has the date 03/01/98, and the **Due Days** field in the Vendor's file is 30 days, then the due date will automatically be calculated as 03/31/98.

If you checked the **Recalculate Due Date when PO is Received** field on the **PO Setup** screen, the program will recalculate the due date based on the date the purchase order was received.

FOB: FOB (Free on Board) refers to the terms between the buyer and the seller regarding transportation costs and the moment at which the buyer assumes the ownership of the item. Typically you can use two words in the FOB field:

Destination: The Seller is paying for the freight amount.

Origin: The Buyer is paying for the freight amount. Sometimes the word **Origin** is replaced with the location from the where the product was shipped. This could be the name of the Warehouse, City, State etc.

Note: Since FOB is 10-character field and the word Destination is 11 characters long, instead use an abbreviation like "Destn."

The supplier loads the goods *free on board* the transportation carrier. Beyond that the terms Origin or Destination is used to determine who is responsible for the freight charges. In addition unless the seller expressly reserves the title to the goods, whoever pays the freight charges customarily has the title/ownership to the goods.

Ship Via: Enter the method of shipping for this invoice. e.g. FedEx, UPS etc.

Req Date: Enter the Requisition date of the PO.

Buyer: Enter the name of the Buyer.

Confirming To: Enter the Confirming To information in this field.

Terms: Enter the Terms description for this vendor. Terms signify the period within which you have agreed to pay the invoice. For example **Net 30** would mean that the entire balance is due within 30 days from the P/O date.

Purchase Order Description: You will be asked to type in a description for the purchase order. The program will automatically retrieve the description from the **P/O Setup** option. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if you want. Press the **Enter** key, or click on **OK** to continue. This description will be displayed on the reports.

Following the above information is the body of the purchase order. This section consists of the following fields:

Item ID: You will be required to enter one of the following:

- An Inventory ID
- A Service ID
- A Message ID (Message to your vendors)

It can consist of numbers or letters in any combination. If you know the ID, enter it, and press **Enter** to go to the next field.

- If the item exists in the database and you do not know the ID, click on the **Browse** button to bring up the list of IDs in the database. A window will be presented, and you will have the option to browse Inventory, Service Message IDs.
- If you want to add a new Item ID, type in the new ID number in the **Item ID** field on the purchase order. After typing in the new ID, press the **Enter** key. You will be asked to verify if you want to add a Inventory, Service or a Message item. Select the ID you wish to add. The data entry screen for the ID you select will be displayed.

OR

- When you type in a valid Inventory, Service or Message ID and press **Enter**, the program will automatically fill in the description field. If the item type is an Inventory or a Service ID, the price will automatically be displayed. This price information is retrieved from the Inventory/Service file. You can override the default description.



If you want to enter multiple message lines in the line items are do the following. Go to the **Message Maintenance** screen and create a Message ID as a “.” i.e. a period without the quotes and leave its description as blank. Then on the Purchase Order screen, when you want to type in a message, enter “.” i.e. a period without the quotes in the **Item ID** column and then press **Enter**. You can type in a comment in the **Description** column. You can then repeat this process on the next line for as many lines as you wish.

Credit Limit: This is the credit limit available from this vendor. This field is automatically updated from the Vendor’s file and cannot be edited.

Last Payment: This is the date of the last payment made to this vendor. This field is automatically updated from the Vendor’s file and cannot be edited.

Curr Balance: This is the current balance owed to this vendor. This field is automatically updated from the Vendor’s file and cannot be edited.

Freight: Enter the **Freight** amount for the Purchase Order.

Tax Code: If you have a default tax code set up for a vendor, the program will automatically pre-fill the tax code for the purchase order with the default value when creating a new purchase order. You can override the tax code with another value.

The **Tax** field is automatically calculated. If your sales tax does not calculate please refer to [page 238](#).

The **GST** tax will be automatically calculated if you have enabled the **GST** tax in the **Company Setup** section. If your GST tax does not calculate please refer to [page 239](#).

Also, if you have the **Create Unposted A/P transaction** option selected from the **P/O Setup** screen, the following fields will be available:

- **A/P Invoice #**
- **Department ID** (If Department tracking is enabled in G/L Setup)
- **Job ID** (If Job tracking is enabled in Job Setup)
- **Discount %**
- **Discount Amount**
- **Discount Date**

These fields will be used to pre-fill the A/P transaction when the fully received P/O is posted. If the A/P invoice # is left blank then the program will use the P/O # as the A/P invoice #.

You can click on the **Print** checkbox to print the P/O. Click on **Save-F4** button to save the purchase order.

How Is the Sales Tax Calculated on a P/O?

In order to calculate the sales tax on a purchase order (P/O), the following conditions must be met:

1. You must set up your **Sales Tax ID's** using the **Sales Tax Maintenance** option.
2. The vendor you are trying to create the purchase order for must have a valid **Sales Tax ID** in the **Vendor Maintenance** option.
3. The inventory item IDs you are listing on the purchase order must be marked as **Taxable** in the **Inventory Maintenance** option.

4. The service item IDs you are listing on the purchase order must be marked as **Taxable** in the **Service Maintenance** option.

How Is the GST/PST Tax Calculated?

In order to calculate the sales tax on a purchase order (P/O) or an invoice, the following conditions must be met:

1. You must enable **GST / PST Tax** calculation in the **Company Setup / Options** tab.
2. The vendor you are trying to create the purchase order for must be **checked** for **GST Tax** in the **Vendor Maintenance** option.
3. The Inventory IDs you are listing on the purchase order/invoice must be **checked** for **GST Tax** in the **Inventory Maintenance** option.
4. The Service IDs you are listing on the purchase order/invoice must be **checked** for **GST Tax** in the **Service Maintenance** option.

Backordering of P/O's

When you receive a purchase order, sometimes a part of the order may not arrive. In such a situation, the P/O module follows certain rules to track backordered items. These are:

- If you receive a quantity that is less than originally ordered, the program will split the line item into two lines when you post the Received P/O.
- The first line will contain the actual quantity received and cannot be edited.
- The second line contains the quantity not received and can be edited. The second line can also be deleted, reduced or increased in quantity.

- If you type in a number in the **Units** column that is higher than the **Ordered** column, then you be asked if you wish to make the **Ordered** column equal to the **Units** column.

The following example walks you through an example of the backorder process on a P/O.

Backorder Example

Step 1: Let's say you have an item in inventory with the item ID called CALCULATOR. Also let us assume that the inventory maintenance option shows the following information for this item:

Inventory Item: CALCULATOR

Tax Status: Non-Taxable

Units in Stock: 0.00

Units on P/O: 0.00

Cost: \$10.00

Step 2: Let's create a Purchase Order #1 for Inventory Item Calculator. This is shown below.

<u>Item ID</u>	<u>Ordered</u>	<u>UnitCost</u>	<u>Extended</u>
CALCULATOR	100	10.00	1000.00

Step 3: Inventory Maintenance now shows the following information:

Inventory Item: CALCULATOR

Tax Status: Non-Taxable

Units in Stock: 0.00

Units on P/O: 100.00

Cost: \$10.00

Step 4: Convert P/O#1 to Received P/O#1. Enter 75.00 items in the Units column at \$10.00 per item. This process is called receiving. This will show as follows on the Received P/O.

<u>Item ID</u>	<u>Units</u>	<u>Price</u>	<u>Ordered</u>	<u>UnitCost</u>	<u>Extended</u>
CALCULATOR	75.00	10.00	100.00	10.00	750.00

Note that the Extended price and P/O balance will show \$750.00.

Step 5: Inventory Maintenance still shows the same information:

Inventory Item: CALCULATOR

Tax Status: Non-Taxable

Units in Stock: 0.00

Units on P/O: 100.00

Cost: \$10.00

Step 6: Post the Received P/O. Out of the 100.00 items ordered, only 75.00 items were received. As a result, the ordered column will now be decrease to 75.00 units. This line will become permanent – i.e. **you cannot edit it. A new line** item will be created on the same Received P/O. This line item will list the 25.00 items not received.



Important Note: If you have set the option to create an A/P transaction from the Received PO, nothing will appear in A/P at this point because the PO has not been fully received.

The second line item can be edited and you can also add any new items to the purchase order if necessary or delete the unposted line item. This is shown as follows:

<u>Item ID</u>	<u>Units</u>	<u>Price</u>	<u>Ordered</u>	<u>UnitCost</u>	<u>Extended</u>
CALCULATOR	75.00	10.00	75.00	10.00	750.00
CALCULATOR	0.00	10.00	25.00	10.00	0.00

Step 7: Inventory Maintenance will now show the following information:

Inventory Item: CALCULATOR

Tax Status: Non-Taxable

Units in Stock: 75.00

Units on P/O: 25.00

Cost: \$10.00

Step 8: When you receive the balance of 25 units, on the second line item enter 25.00 items in the **Units** column at \$10.00 per item. This will show as follows on the Received P/O:

<u>Item ID</u>	<u>Units</u>	<u>Price</u>	<u>Ordered</u>	<u>UnitCost</u>	<u>Extended</u>
CALCULATOR	75.00	10.00	75.00	10.00	750.00
CALCULATOR	25.00	10.00	25.00	10.00	250.00

Step 9: Post the Received P/O.

Step 10: Inventory Maintenance will now show the following information:

Inventory Item: CALCULATOR

Tax Status: Non-Taxable

Units in Stock: 100.00

Units on P/O: 0.00

Cost: \$10.00

Step 11: The P/O is now marked as fully **Posted** and can no longer be edited.



Important Note: If you have set the option to create an A/P transaction from the Received PO, the A/P transaction will be created at this point because the PO has been fully received.

Print Received Purchase Orders

This option is used to print **Received Purchase Orders**. When you select this option, you will be asked the following questions:

Starting and Ending P/O Number: Enter the starting and the ending purchase order numbers to print. To print, or reprint all the Received Purchase Orders, enter **FIRST** for the **Starting Recd. P/O #** and **LAST** for the **Ending Recd. P/O #**.

To print the Vendor's Item ID in place of the Inventory Item ID, check **Print Vendor's Item ID**.

Click on the **Cancel** button to abort the printing process, or click on **OK** to continue. You will be given an option to print the purchase orders to the **Printer Screen, File, e-Mail**, or to **Cancel** the printing process. If you are printing to a file, you may type in a filename.

For information on the various pre-printed and plain paper form styles available, please refer to [page 230](#).

Post Received Purchase Orders

When Do I Select This Option?

You should select this option after you have received the purchase orders. You can do this after receiving each P/O or on a daily basis if necessary. Your inventory quantities on hand will not be updated until you post.

What Do I Do Prior to Selecting This Option?

Prior to selecting this option, you must do the following:

- Print all your Received Purchase Orders and ensure all the information is correct.
- Print the Purchase Journal to ensure that all the data is correct.
- Back up all the data files by selecting the **Backup** button on the lower right of the screen or from the **Backup** option in the **File** menu. In case of an unwanted or an incorrect posting, you will then be able to restore from this backup using the **Restore** option in the **File** menu.

What does this option do?

To **Post**, select the **Post Received Purchase Orders** option from the **P/O** module.

When you select this option, the program will ask you to confirm that you want to continue with this process. Click on **OK** to continue or **Cancel** to abort the process.

The program will display the posting date, which will be the system date from your computer. If you want to change the date, you may do so at this point.

You can choose the following posting **options**:

- **Post All UnPosted Transactions:** This option will post all transactions that have not been posted before. This option is the default choice.
- **Post By Date Range:** You can choose to post transactions that have the transaction date in the date range you specify. Use this option to post a part of the unposted transactions. This option is useful if you have transactions for multiple periods and you wish to post transactions that fall in a specific period only.
- **Post By Transaction Range:** You can choose to post transactions that have the transaction number in the range you specify. Use this option to post a part of the unposted transactions. This option is useful if you want to post a single transaction or a group of consecutive transactions.

The following points describe the actual posting process in detail.

- If you had selected the option in **Purchase Order Setup** to create an A/P transaction, the program will create an unposted A/P transaction for all completely received P/O's. The unposted transaction will include a journal entry to Debit the Inventory account and Credit the Accounts Payable Account. The Credit account number is obtained up from the **Company Setup** option in the **File** menu. The Debit account number is obtained from the **Purchase Order Setup** option. G/L Journal Entries are created only when you post this A/P transaction from the A/P module. **The P/O module does not create any journal entries in the G/L module.**

- The **Units On P/O** field is decreased in the inventory database for the products that were received. This is done because the **Units On P/O** field was increased when the P/O was originally created.
- The **On Hand Units** field is increased in the inventory database for the products that were received.
- The **Last PO Date** is updated in the **Vendor Maintenance** file.
- The **Last PO Date and PO Number** is updated in the **Inventory Maintenance** file for the appropriate inventory item.



Important Note: Purchase Orders that were not received are not affected by this option.

Reports

Purchase Journal Report

Purchase Journal Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071					
<u>P.O.#</u>	<u>Vendor ID</u>	<u>Company</u>	<u>Date</u>	<u>Total</u>	<u>Status</u>
1000	1545	AMY AND JOE'S FAST FOOD	08/26/1999	25.80	Open
7636	410	FORMS UNLIMITED	07/20/1999	493.38	Received
7645	420	HORDROCK SPORTS	07/21/1999	237.00	Received
Grand Total:				756.18	

Print P/O Backorder Report

Print P/O Backorder Report ZLand 11988 Challenger Court Moorpark, CA 93021-2071								
<u>Vend ID</u>	<u>Vend Name</u>	<u>PO Date</u>	<u>PO #</u>	<u>Cost</u>	<u>Qty</u>	<u>Received /</u>	<u>Backorder Qty</u>	
<u>Est/Inv</u>					<u>On Hand</u>	<u>Not Posted</u>	<u>On Order</u>	<u>from</u>
Prod ID 10-0450			Prod Name RES. 56K Ohm 5W					
1545	AMY AND JOE'S	08/26/199	100	0.2580	-2090.0000	0.0000	100.0000	0.0000
							Totals	100.0000
Prod ID	COMMENT	Prod Name	PLEASE SHIP 100					
420	HORDROCK SPORTS	01/21/199	764	0.0100	0.0000	0.0000	0.0000	0.0000
420	HORDROCK SPORTS	01/21/199	764	0.0100	0.0000	0.0000	0.0000	0.0000
340	OFFICE SUPPLIES	01/27/199	765	0.0100	0.0000	0.0000	0.0000	0.0000
Grand Total:							100.0000	

Vendor Reports

For more information on Vendor Reports (Listing, Mailing Labels, Notes and History Reports) refer to the **Accounts Payable** chapter.