

Purchase Orders

Monday, December 22, 2008

All the Purchase Orders generated in VisionX can be viewed from this screen. When ordered products or services are received they are entered into a Receipt that is linked to the original purchase order. Several receipts can be attached to the same purchase order, each of them updating the quantities received values on the order.

From the VisionX menu, select Purchases/Purchase Orders.

Purchase Orders

Number: **3576**

Date: **NOV 8 07**

Vendor: **MEXICO**

FOB:

Ship Via: **Best**

Requested/Promised Ship/Cancel: **DEC 4 07**

Vendor: **Cuervo Metal S. De R.L. De C.V.**

Ship-To: **Zacatillo No.2 Centro**

Parameters: **Tasco, Guerrero** **MEXICO** **40200**

Comments: **011-52-762-622-77610**

Prepayment:

E-Mail Order

	Ordered	Cancelled	Received	Product	Net Unit	Extended
1	50.00		59.00	B-457 ss "well behaved women..." cuff	5.8500	292.50
2	50.00		59.00	B-455 ss "peace comes..." cuff bracele	5.7700	288.50
3	90.00		95.00	B-450 ss "cleverly disguised..."cuff b	5.6000	504.00
4	50.00		59.00	B-452 ss "not all who wander..." cuff	5.6000	280.00
5	65.00		71.00	B-453 ss "follow your bliss" cuff bra	5.6000	364.00
6	75.00		73.00	B-464 ss "friends forever" cuff brac	5.8500	438.75
7	50.00		50.00	B-466 ss "wild woman" cuff bracelet	5.7700	288.50
8	50.00		49.00	B-473 ss "if you obey..." cuff	5.8500	292.50
9	50.00			B-476 ss "when I let go..." cuff	5.8500	292.50
10	75.00			B-477 ss "remember to play" cuff	5.7700	432.75
11	50.00		52.00	B-481 ss "live life with..." cuff	5.9100	295.50
12	65.00		67.00	B-487 ss "imagine, ask..." cuff	5.9100	384.15
13	75.00			B-528 ss, b, c "love, faith, hope" c	3.9900	299.25
14	70.00			B-809 ss "sisters" bangle	9.3700	655.90
15	55.00			B-817 ss "faith" bangle	6.2100	341.55
16	50.00			E-034 ss,b moon and saturn wire	3.0000	150.00
17	50.00		47.00	ET-107 ss, "peace comes..." wire	2.5600	128.00
18	50.00		46.00	ET-112 ss "wheresoever you go..." wir	2.5600	128.00
19	50.00			ET-309 ss "imagine peace" w fwp, wire	4.3700	218.50
20	50.00		50.00	ET-316 ss,b "laugh play" w jade wire	4.1300	206.50
21	65.00			ET-318 ss,b "live love" w amethy wire	3.9200	254.80
22	60.00			EW-320 ss, b starlight kitty wire	2.7000	162.00
23	50.00			K-103 ss, b, c "remember to play..."	2.7900	139.50
24	50.00			K-111 ss, b, c "carpe diem" keytag	2.9800	149.00
25	50.00			K-115 ss, b, c "love faith hope" ke	2.9600	148.00
26	50.00		48.00	NT-310 ss, c "remember to play" penda	5.6200	281.00
27	50.00		49.00	NT-315 ss, c "everything is possible"	6.0500	302.50
28	50.00		48.00	NT-312 ss, c "live, love, laugh" pend	5.6200	281.00
29	50.00		50.00	P-263 ss "if I know..." heart pendan	2.7300	136.50
30	75.00		75.00	P-275 ss "peace comes from..." oval	3.1500	236.25
31	50.00		50.00	P-282 ss "peace is..." pendant	3.0500	152.50
32	50.00		49.00	P-293 ss "rare as is true love"... p	2.1100	105.50

Sub-Total/Discount	Shipping/Handling	Sales Tax	Total
10629.30			10629.30

00: FAR FETCHED INC.

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BUTTONS

The buttons at the top of the screen include the Navigator as well as the New, Delete, Edit, Duplicate, Search, and Print buttons.

Once a purchase order has been added to the data file it cannot be deleted. Using the Delete button cancels all not received ordered quantities and as a result closes the purchase order.

A deleted order cannot be edited or duplicated anymore. A closed (all products received) order cannot be edited or deleted.

Search

Clicking on the Search button opens the screen at right.

Enter the date range of the search.

For a more limited search scope you may as well limit the search to a single vendor, department, and/or location.

The 'Outstanding Orders only' option is selected as default. Uncheck it for inclusion of all orders.

Purchase Order Search

From To

Date DEC 1 08 DEC 18 08

Vendor

Department

Location

Outstanding Orders only

The search produces a list as shown below.

The list is sorted by number. To sort it by Vendor, Date, Due Date, or Ship Date click on the appropriate column header.

Double-clicking on any item from the list will load the selected record in the Purchase Orders window.

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Number	Vendor	Date	Due Date	Ship
3526	MEXICO	OCT 5 07	NOV 23 07	
3527	MEXICO	OCT 5 07	NOV 13 07	
3528	MEXICO	OCT 5 07	NOV 13 07	
3529	MEXICO	OCT 5 07	NOV 13 07	
3530	MEXICO	OCT 5 07	NOV 13 07	
3531	MEXICO	OCT 5 07	OCT 23 07	
3532	MEXICO	OCT 5 07	NOV 6 07	
3533	MEXICO	OCT 5 07	NOV 6 07	
3534	MEXICO	OCT 5 07	NOV 23 07	
3535	MEXICO	OCT 5 07	NOV 13 07	
3536	NC	OCT 5 07	NOV 6 07	
3537	MEXICO	OCT 9 07	NOV 13 07	
3538	MEXICO	OCT 9 07	NOV 13 07	
3539	RIO GR	OCT 11 07		
3540	MEXICO	OCT 12 07	NOV 13 07	
3541	MEXICO	OCT 12 07	NOV 13 07	
3542	MEXICO	OCT 12 07	NOV 23 07	
3543	MEXICO	OCT 12 07	NOV 23 07	
3544	MEXICO	OCT 12 07	JAN 8 08	
3545	MEXICO	OCT 12 07	NOV 23 07	
3546	MEXICO	OCT 12 07	NOV 23 07	
3547	MEXICO	OCT 16 07	NOV 23 07	
3548	MEXICO	OCT 16 07	NOV 23 07	
3549	NC	OCT 17 07		
3550	MEXICO	OCT 17 07	NOV 23 07	
3551	MEXICO	OCT 17 07	NOV 6 07	
3552	MEXICO	OCT 17 07	DEC 4 07	
3553	MEXICO	OCT 19 07	DEC 11 07	
3554	MEXICO	OCT 19 07	NOV 23 07	
3555	MEXICO	OCT 19 07	NOV 23 07	
3556	MEXICO	OCT 19 07	NOV 23 07	
3557	MEXICO	OCT 19 07	DEC 11 07	OCT 19 07
3558	MEXICO	OCT 22 07	DEC 11 07	NOV 6 07
3559	MEXICO	OCT 22 07	NOV 23 07	
3560	MEXICO	OCT 22 07	JAN 8 08	
3561	TWO	OCT 22 07	NOV 19 07	
3562	MEXICO	OCT 23 07	DEC 11 07	
3563	MEXICO	OCT 23 07	DEC 11 07	
3564	MEXICO	OCT 23 07	DEC 11 07	
3565	MEXICO	OCT 23 07	DEC 11 07	
3566	VAIL	OCT 24 07		
3567	MEXICO	OCT 24 07	DEC 4 07	
3568	MEXICO	OCT 24 07	DEC 4 07	
3569	MEXICO	OCT 30 07	DEC 4 07	
3570	MEXICO	OCT 30 07	DEC 4 07	

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Print

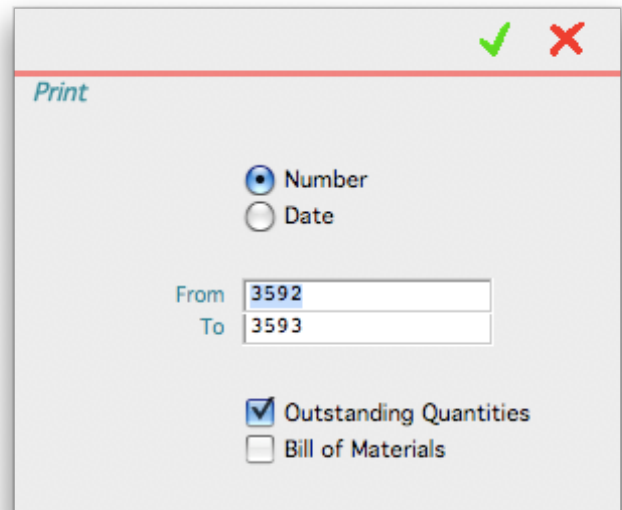
The Print button opens the Print window.

You can either print purchase orders by number or by date.

Enter the desired option and range.

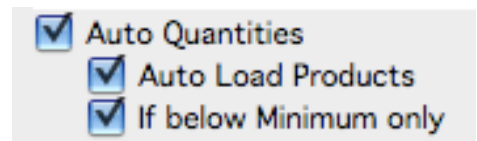
The 'Outstanding Quantities' option is set by default, turn it off if you wish to include all ordered values on the printout.

The 'Bill of Materials' option allows you to display assemblies' components on the printout.



FIELDS

- Number: Purchase Order number assigned by VisionX according to the Parameters setting.
- Date: Date the purchase order was created.
- Department: Department the order is created by or assigned to. The department field is only visible if departments have been set into the system setup.
- Vendor: Vendor ID. The vendor name, address, and terms will be loaded by the program.
- FOB : Shipping location the products are coming from.
- Ship Via: How you request the merchandise to be shipped.
- Requested/Promised: Date you request the products or services by and delivery date promised by the vendor.
- Ship/Cancel: Date the merchandise was shipped and date the order was cancelled.
- Auto Quantities: This check box option is only displayed when entering a New order or Duplicating an existing one.
When the option is selected VisionX can automatically load the list of products you have linked to this vendor (see chapter IC-002: Products).
The list can be limited to products that have the



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sum of their on-hand and on-order quantities falling below their Minimum level. The ordered quantities is calculated in order to reach the maximum level assigned to each product record.

- E-Mail Order: Option to e-mail the purchase order to the vendor when printing a copy. Refer to chapter SY-010 E-Mails for more information about using e-mails.
- Vendor Tab: These fields are populated by the program once a vendor ID is entered but may be edited by the user. They are, in order from left to right, top to bottom:
- Vendor Name
 - Vendor Street Address
 - Vendor City
 - Vendor State
 - Vendor Zip Code
 - Vendor Country
 - Vendor Contact Person
 - Vendor Phone Number
 - Vendor Fax Number
 - Vendor E-Mail Address

Ship-To Tab: These fields are populated by the program as your default/main inventory location.

The small Edit button allows you to select a different reception place.

- The fields are:
- Location Name
 - Location Address
 - Location Phone Number
 - Location Fax Number
 - Location Contact Person

Vendor		Ship-To	Parameters	Comments	Prepayment
FAR FETCHED INC.					
105 Morris Street, Suite 150					
Sebastopol, CA 95472					
707-829-1867			707-829-0748		

FAR FETCHED
Mexico

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Parameters Tab:

Payment Terms:

These are the default terms specified in the Vendor record. They may be changed for this particular order.

Tax Location:

This is the tax area your inventory location receiving the merchandise is attached to.

Sales Tax:

You are usually prevented from paying sales taxes on merchandise you are buying for resale. If ordering products for your own consumption you should turn the Sales Tax check box on.

Comments Tab:

This field is populated by the default comment contents you specified in the Parameters section of the Purchases module. You may edit or add to the default value.

Prepayment Tab:

Amount:

Amount of money you received as a prepayment.

Check Number:

Number of the check/card received.

Item List:

The list of items is only limited by the memory (RAM) of your computer therefore quasi unlimited with current computers.

It is updated using its own New, Delete, Edit, SP (space), and Up/Down buttons.



The SP button adds a space at the bottom of the list.

The Up bottom moves the currently selected line item one spot higher.

The Down button moves the currently selected line item one spot lower.

The New and Edit button open the Item Detail entry screen where the line item information is entered.

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- Sub-Total/Discount:** The total of all the line items values is calculated by VisionX. The Discount Rate is populated by the discount rate specified in the Vendor record but can be edited or removed by the user. The Discount amount is calculated by the program.
- Shipping/Handling:** Both fields are entered by the user.
- Sales Tax:** The tax rate is the rate in effect in the area the receiving inventory location is. It may be edited. The Sales Tax total is calculated for you.
- Total:** This is the sum of all items minus the discount amount plus shipping charge, handling charge, and sales tax.

LINE ITEM DETAIL

By clicking on the New or Edit button of the Item List you open the Line Item Detail window that allows you to either add or modify a product or service item, or a comment.

By clicking the Space check box you can add a blank line at the bottom of the item list or in any spot in the list by changing the Line# value on the left of the screen.

The screenshot shows a window titled "PURCHASE ORDER: 3594 - A & H Mfg. Co." with a green checkmark and a red X in the top right corner. On the right side, there are two checkboxes: "Comment" (unchecked) and "Space" (checked). On the left side, there is a table with the following content:

Line/Item#
1
1

Clicking the Comment field hides all the standard fields and replaces them with a text field that may be used to type any comment you would like to insert in the body of the purchase order.

The screenshot shows the same window as above, but with the "Comment" checkbox checked and the "Space" checkbox unchecked. A large text input field is now visible on the right side of the window, replacing the table. The table on the left remains the same:

Line/Item#
1
1

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For all other product or service line items you first need to enter the product ID. Doing so automatically fills the Description, Unit of Measure, Sales Tax, and Picture fields with the information specified in the Products screen. The Description may be edited by the user. The cursor jumps directly to the Ordered field unless the product is serialized; in that case a Serial Number field will be visible below the Description and such a number will be required.

✓ ✗

PURCHASE ORDER: 3594 - Two Gals with the Gift

Comment
 Space


<u>Line/Item#</u>	<u>Product</u>
3	A-208
3	ss "imagine" amethyst, anklet

<u>Ordered</u>	<u>Unit Price</u>	<u>Discount Rate</u>	<u>Net Unit/Extended</u>
12.00	4.6200		4.6200
			55.44

Unit of Measure

Profit Center

Notes



Applicable Taxes

Sales Tax

Requirements

Sched./Due/Deliv. Date		
Sales Order		
Comment		

VisionX fills the Unit Price for you once the Ordered quantity has been entered. This unit price is set according to the Cost specified in the Products screen. You may edited it if necessary.

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Field Description

Line #:	Line number in the Item List
Item #:	Item number, the same item may occupy several lines
Space:	Makes the line item a blank line
Comment:	Makes the line item a comment line
Product	The top field is the Product ID, the bottom field the product description
Ordered	The top field represents the quantity you are ordering, the bottom field displays received units
Unit Price	The cost of each unit
Discount Rate	The discount percentage you are receiving on this line item
Extended	Your net cost of the line item
Unit of Measure	How the product is sold; by unit, by dozen...
Profit Center	The Profit Center where the purchase of the line item is to be allocated
Notes	Any internal note you wish to add on the item
Applicable Taxes	Sales Taxes applying to this product purchase. The user may overwrite the default settings.
Requirements	These optional fields may be used for reference purposes. <ul style="list-style-type: none">- Scheduled Date- Due Date- Delivered Date- Sales Order Number- Comment