

About this Book

The **Qube Purchasing Management User Guide** provides information about the Purchasing module. This book includes such topics as Vendor Performance Grading, Purchase Order Processing, and Outwork.

Use this book as a general reference book.

The **Qube Purchasing Management User Guide** is part of a 14-volume set. The other books in the set are:

- General Information User Guide
- System Administration User Guide
- Inventory Management User Guide
- Production Scheduling and Bills of Material User Guide
- Sales Order Management User Guide
- Accounting with Qube User Guide
- Accounting with Dynamics User Guide
- Job Costing User Guide
- Order Configuration User Guide
- Global Commerce User Guide
- Implementation Workbook
- Qube Sample Reports Book
- Index

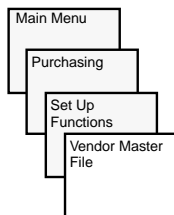
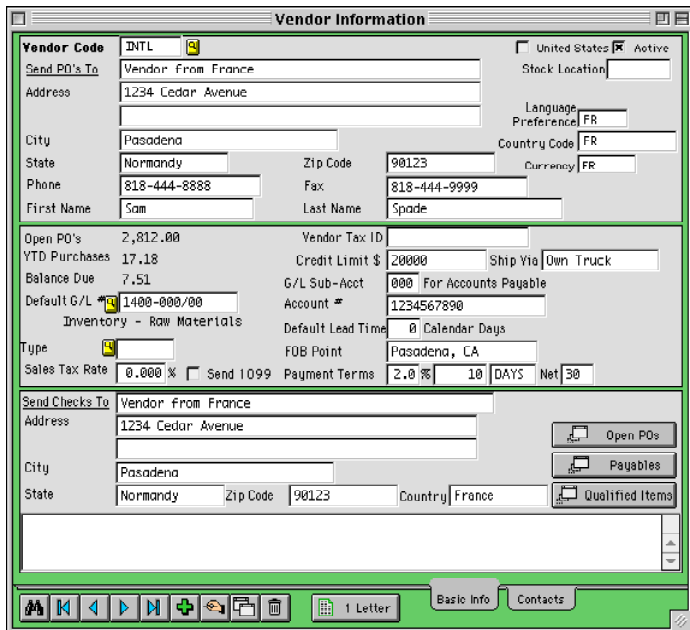
Overview

This user guide contains the following topics:

- Vendor Records
- Vendor Types
- Vendor Performance Grading
- Purchase Requisitions
- Purchase Order Processing
- Processing PO Receipts
- Outwork
- Utility Functions
- Purchasing Reports

Vendor Records

Vendor Information Window

Vendor Information			
Vendor Code	INTL		
Send PO's To	Vendor From France		
Address	1234 Cedar Avenue		
City	Pasadena		
State	Normandy	Zip Code	90123
Phone	818-444-8888	Fax	818-444-9999
First Name	Sam	Last Name	Spade
Open PO's	2,812.00	Vendor Tax ID	
YTD Purchases	17.18	Credit Limit \$	20000
Balance Due	7.51	G/L Sub-Acct	000 For Accounts Payable
Default G/L	1400-000/00	Account #	1234567890
Inventory - Raw Materials			
Type			
Sales Tax Rate	0.000 %	Send 1099	<input type="checkbox"/>
Default Lead Time	0 Calendar Days		
FUB Point	Pasadena, CA		
Payment Terms	2.0 %	10 DAYS	Net 30
Send Checks To	Vendor From France		
Address	1234 Cedar Avenue		
City	Pasadena		
State	Normandy	Zip Code	90123
Country	France		
<input type="button" value="Open POs"/> <input type="button" value="Payables"/> <input type="button" value="Qualified Items"/>			
<input type="button" value="Basic Info"/> <input type="button" value="Contacts"/>			

Use this window to set up and maintain the information for each vendor. Information entered into this window will be copied into POs and vendor invoice vouchers, and will impact the way the system operates.

There is also a Vendor Master File Browser, to simplify the task of viewing and editing vendor data. For more information about browsers, see [“Browsers” on page GEN-75](#); for specific information on the Vendor Master File Browser, see [“Vendor Master File Browser” on page GEN-80](#).

Vendor Code

{Required, Validated, Indexed, Unique, All Caps} The field **Vendor Code** may be calculated by the system or it may be manually entered by the user. This choice is set on the **System Set Up, Card #2** (see [“System Set Up, Card #2 Window” on page SYS-105](#)).

☒ U.S.A.

{Check box selection} When this selection is *ON*, the system will automatically format certain fields and screen labels, such as telephone numbers and zip codes, to meet U.S. conventions. When it is *OFF*, screen labels will be changed and data entry conventions will be relaxed. The default value for this field is *ON*.

☒ Active

{Check box selection} When this selection is *ON*, the vendor will be considered to be *Active*, and will show up on all active vendor reports. When the vendor is *not* flagged as active, it will be considered *inactive*, and will *not* show up on these reports. Also, if you try to enter a PO for an inactive vendor, the system will return the following message:

This vendor is Inactive. Proceed anyway?

Clicking *NO* will cancel the entry of the PO. The default value for this field is *ON*.

Send POs To

{Required} Enter the vendor's company name, address, telephone, fax and contact data for which you send **POs** into these fields.

Stock Location

Enter inventory stock location for each vendor into this field. This field is only needed if the vendor performs outwork for you or if you drop ship items from the vendor's location.

Contact Information

You may enter a contact name in these fields. Enter the first name in the first field and the last name in the second field. Make sure you utilize these fields as outlined or you will have confusion with data exports, reports and other functions. Also, make sure all of your users understand the conventions.

Multiple Contacts

You may enter as many contacts for a vendor record as you like. Click on the **Contacts** tab. When you do, the **Vendor Contact Information** window will be displayed:

Vendor Contact Information

First Name	Last Name	Title	Phone	Fax	E-Mail Address
Irma	Murphy	G			
Marlene	Schultz	M			
Sam	Spade	M	818-444-9999	818-444-9999	

Company Name

London Industries

Division

1234 Udon Avenue

Address

City

Pompano

State

CA

Zip Code

90123

Country Code

Job Title

Basic Info

Contacts

Click <EDIT>, and enter any additional contact information you choose. When finished, close the window.

This information is now available for anyone who needs it by clicking on the <FIRST NAME> label.

Open POs

This field is automatically calculated and maintained by the system. It will display the dollar value of open POs to this vendor. If you ever doubt its accuracy, you may quickly recalculate it by clicking on the field label:

Open PO's N 1342.70

YTD Purchases

This field is automatically calculated by the system for display purposes only. It will display year-to-date purchases from the vendor in dollars, from the date the prior year was closed out.

Balance Due

This is an automatically calculated field. It provides display information as well as tracking your credit standing (in reference to your credit limit) with this vendor. If you are using Great Plains or Dynamics Accounts Payable, this number is updated every time you run the **Update Vendor AP from GPS** function (see ["Update Vendor AP](#)

[from GPS” on page GPA-34](#)). If you are using Qube ERP™ Accounts Payable, this value is automatically updated every time you enter a transaction (vendor invoice or payment record) which should impact this value. You can validate this field by clicking on the field label, if you are using Qube ERP™ Accounting:

Balance Due 3555.00

Default GL Account

{Required, Validated, Indexed, Unique, All Caps} Fill in this field with the complete general ledger code which describes the kinds of expenses normally incurred with this vendor. This code must be a valid account. The value entered into this field will be used when adding a new vendor invoice, a new purchase order or a draft payment which does not refer to a preexisting vendor invoice (i.e., a direct payment) and will be filled into the appropriate fields on those transactions. This will save you time looking up the GL code usually used when making purchases from this vendor.



Note: If this vendor provides you with inventory goods, it is a good idea to make sure that this GL account number is one which is defined by the system as an inventory GL account. Inventory accounts are those which occupy the four inventory positions on the GL Key Accounts window, as shown here:

Inventory - Finished Goods	1400-100/00	Inventory - Finished Goods
Inventory - Raw Materials	1400-000/00	Inventory - Raw Materials
Inventory - Resale Goods	1400-200/00	Inventory - Resale Goods
Inventory - Work in Process	1400-300/00	Inventory - Work in Process

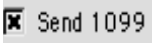
Only the four accounts referenced here will be considered to be inventory accounts, and only these inventory accounts will be posted as inventory when PO receipt transactions and vendor invoice vouchers are posted. Therefore, only transactions posted to these accounts will post to PPV (purchase price variance), inventory, Estimated Accounts Payable, etc. (see [“GL Key Accounts” on page GL-21](#)).

Type

{All Caps, Validated} This field may be given up to a four-character code such as INV (inventory) or OUTW (outwork vendor). The codes and descriptions of each code are created in the function labeled **Vendor Types** (see [“Vendor Types” on page PUR-13](#)). The values found in the vendor record are then used to default values in purchase orders entered for each vendor.

Sales Tax Rate

If you pay sales tax to this vendor, enter the tax rate here. Then, any tax due will be calculated at this rate for taxable items (as defined on the PO and Item Master file). This can be overridden at any time.



Clicking this field on will cause this vendor to be included when you choose the payables reports,

Payables	1099 Payments
Payables	1099 Vendors

This box will also be activated for Great Plains or Dynamics if you are linked to either of those AP modules.

Taxpayer I.D.

Enter the taxpayer ID number for this vendor in this field. This will print out on the above-referenced reports.

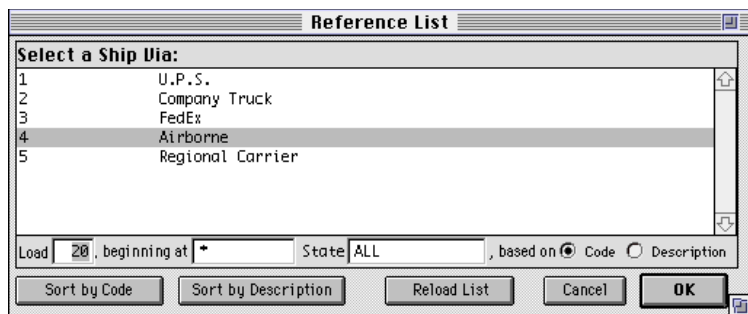
Credit Limit

Enter your credit limit for this vendor.

Ship Via

Enter the default shipper for each vendor in this field. This information will flow through to the purchasing process, and may be overridden at any time. You may enter any value you wish, or select from a predefined list of shippers by accessing the **reference list** while the cursor is resting in this field. The reference list will be in compact form and will display all of the predefined shippers. Double-click on the desired shipper and it will be inserted into this field.





The image shows a 'Reference List' dialog box. It has a title bar 'Reference List'. Below the title bar is a section 'Select a Ship Via:' containing a list box with five items: 1 U.P.S., 2 Company Truck, 3 FedEx, 4 Airborne (highlighted), and 5 Regional Carrier. Below the list box are two input fields: 'Load' with a spinner set to 20, and 'beginning at' with a '+' button. To the right is a 'State' dropdown menu set to 'ALL'. Below these fields are two radio buttons: 'based on' with 'Code' selected and 'Description' unselected. At the bottom are five buttons: 'Sort by Code', 'Sort by Description', 'Reload List', 'Cancel', and 'OK'.

GL Sub-Account

[Required, Validated] This field is used to select among different accounts payable general ledger accounts if you have multiple payables accounts in your general ledger. If you leave this field blank, the system will fill it with 000.

Account

Enter your account number with this vendor in this field.

Default Lead Time

Enter the standard lead time for this vendor in this field. When you attach this vendor record to items in the Item Master File, this defaulted lead time will be entered into the lead time field. This may be changed at any time in the item master file.

F.O.B. Point

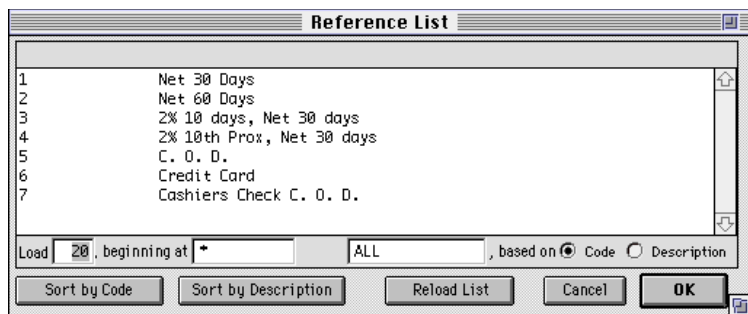
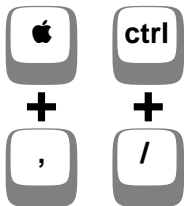
Enter the F.O.B. (Freight On Board) Point for the vendor in this field. This will print on printed POs.

Payment Terms

[All Caps, Validated] The payment terms section is composed of four separate fields. Examples of the use of these fields include 2% 10 DAYS, Net 30, COD, Net 60, 2% 10TH PROX, Net 45, etc. These fields are used to default the payment discount date when a vendor invoice is created. These payment terms are set on the **Draft Vendor Invoice from a PO** window and are automatically updated here.

If you access the **Reference List** while in any of these fields, you will be able to access up to 10 predefined terms. This is how you would enter terms if linking to Great Plains Dynamics.

Mac OS Windows



	Reference List
1	Net 30 Days
2	Net 60 Days
3	2% 10 days, Net 30 days
4	2% 10th Prox, Net 30 days
5	C. O. D.
6	Credit Card
7	Cashiers Check C. O. D.

Load beginning at based on ☒ Code ☐ Description

Double-click on any of the selections, and the fields will be automatically inserted into the fields in the proper formats.

They are also used to recommend a payment discount when creating a payment record. If the payment record is dated on or prior to the discount date and if that vendor offers a discount, the function will calculate the discount amount and recommend that you take that discount when the payment record is created. The amount of the discount will also appear on the Payables Aging report. An amount will only show on this report if the date the report is printed falls within the range of the discount date for that invoice.

If you are linking to **Great Plains Dynamics**, you will wish to review the terms set up in both applications to ensure that the tables match each other; otherwise, your terms may become out of sync during the transfer of records from Qube ERP™ to GPA.

For information on how to set up these values in the system, see [“Payment Terms” on page PUR-125](#).

Send Checks To/ Service Address

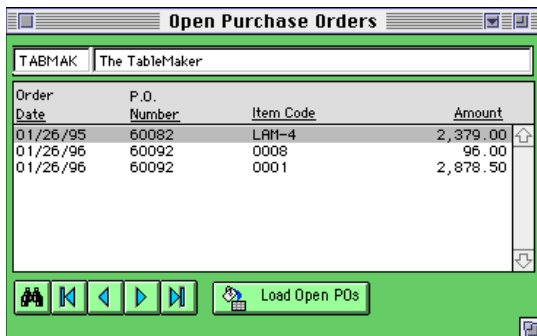
The label and function for this address are determined by the accounting system you are using. If you are using Great Plains Dynamics, the label is service address. Enter the vendor service address into these fields, and they will be written to Great Plains when you export the vendor data.

If you are using Qube ERP™ Accounting, however, the label will read, **Send Checks To**. In this case, enter the address to which you

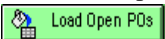
will be sending checks. Payments drafted in Qube ERP™ will be drafted to this address.

Open POs Button

If you click on the button labeled <OPEN POS>, the system will display the following window.



Order Date	P.O. Number	Item Code	Amount
01/26/95	60082	LAM-4	2,379.00
01/26/96	60092	0008	96.00
01/26/96	60092	0001	2,878.50

Qube reads the status code on the PO Item record. If it is “O” for Open, the window will display all shipment records (both open and closed) for the PO line item. Click the button,  to load open POs for that vendor. You may sort the records by clicking on the column labels. If you wish to view or change any PO record listed on this window, double-click on the line for the record you wish to view. You may use the scroll and find buttons at the bottom of the window to scroll through the vendor records. When you have found the vendor you wish to view, click on the <LOAD OPEN POS> button to load the open POs.

Payables Button

If you click on the button labeled <PAYABLES>, the system will look up the open payable records for that vendor. If some are found, the system will display these on a screen which looks like this.

Vendor Accounts Payable					
EAGBER Eager Beavers					
Invoice Date	Invoice Number	Orig Amt. Due	Balance Due	Posted?	
07/26/95	EAGBER1	500.00	500.00	YES	
08/02/95	EB 1234	665.00	556.00	YES	
09/13/92	VI 60010	3,475.00	3,475.00	YES	
12/01/92	44556	78,092.00	78,092.00	YES	
12/15/92	65432	100.00	100.00	YES	
05/01/93	DM65432	50.00	50.00	NO	
07/01/93	TEST	5,618.34	5,618.34	NO	
11/01/95	11111222	327.48	327.48	NO	
			88718.82		

You may sort the records by clicking on the column labels. If you wish to view any specific payable listed on this window, double-click on the line. The system will display the selected payable record for you.

Qualified Items Button

This button is only visible if you own the Vendor Performance Grading module. See [“Vendor Performance Grading” on page PUR-15](#) for information about this function.

Write to GPS Button

This button is only visible if you are linking to the Great Plains Payables module. This will write this single vendor or any changes to it to your Great Plains data file. See [“Write Individual Vendors to Great Plains.” on page GPA-34](#) for more information about this function.

1 Letter Button

Clicking this button will create an export text file of just this record. This will be formatted for mail merging capabilities with your favorite word processor. The exported text file will be found in the same directory as your Omnis 7.3 runtime program. The export file will be formatted like this:

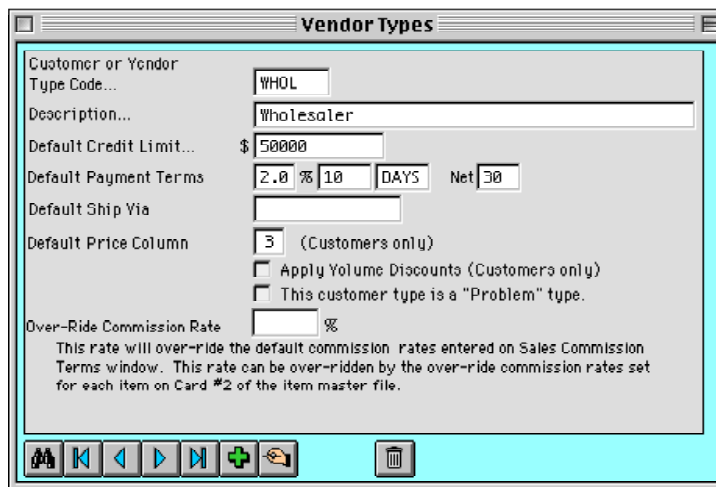
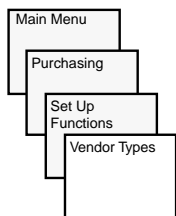
```
Company Name, Address, City, State, Zip, Country, First Name, Last Name, Date¶
"Eager Beavers", "1234 Cedar
Avenue", "Pasadena", "CA", "90123", "", "Sam", "Spade", "May 6, 1996"¶
```

PO Message



Use this window to set up a message which will be printed on all of your printed purchase orders. To enter the data, click **<EDIT>**, type your message into the data field, and click **<SAVE>**.

Vendor Types



Vendor Types

Customer or Vendor Type Code... WHOL

Description... Wholesaler

Default Credit Limit... \$ 50000

Default Payment Terms 2.0 % 10 DAYS Net 30

Default Ship Via

Default Price Column 3 (Customers only)

☐ Apply Volume Discounts (Customers only)

☐ This customer type is a "Problem" type.

Over-Ride Commission Rate %

This rate will over-ride the default commission rates entered on Sales Commission Terms window. This rate can be over-ridden by the over-ride commission rates set for each item on Card #2 of the item master file.

This window is used to describe each type code and to provide different default values associated with each. The default values act to fill in fields when adding new vendor records. This is the same window used to set up **Customer Types**; however, not all of the fields used for customers are used when setting up vendors. The following are applicable to vendors.

Type Code

{All Caps} Enter the type code here. This is the code which will be entered into the vendor record. All other associated values will be pulled into the vendor record based on this code. If you change the code in the vendor record, all the other values will change as well.

Description

This field is used to describe the code. It is for display only.

Default Credit Limit

This becomes the default credit limit for the vendor. This value can be overridden in the vendor record.

Default Payment Terms

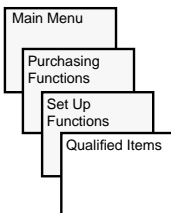
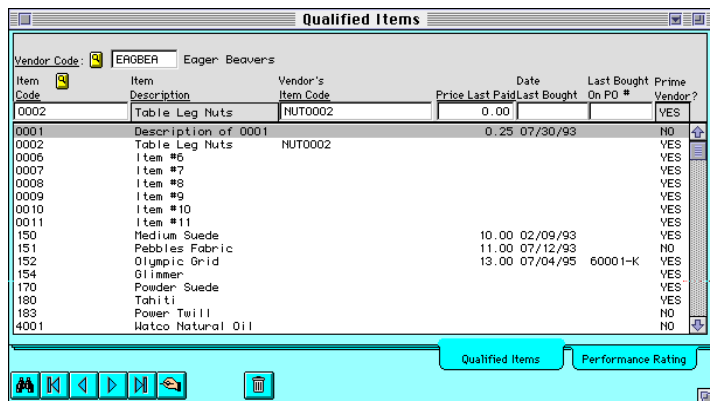
These will be the default payment terms for the vendor. This value can be overridden in the vendor record.

Default Ship Via

These will be the default shipper for the vendor. This value can be overridden in the vendor record.

Vendor Performance Grading

Qualified Items

Item Code	Item Description	Vendor's Item Code	Price Last Paid	Date Last Bought	Last Bought On PO #	Prime Vendor?
0002	Table Leg Nuts	NUT0002	0.00			YES
0001	Description of 0001		0.25	07/30/93		NO
0002	Table Leg Nuts	NUT0002				YES
0005	Item #5					YES
0007	Item #7					YES
0008	Item #8					YES
0009	Item #9					YES
0010	Item #10					YES
0011	Item #11					YES
150	Medium Suede		10.00	02/09/93		YES
151	Pebbles Fabric		11.00	07/12/93		NO
152	Olympic Grid		13.00	07/04/95	60001-K	YES
154	Olimmer					YES
170	Powder Suede					YES
180	Tahiti					YES
183	Power Twill					NO
4001	Natco Natural Oil					NO

This function is available only if you have purchased the **Vendor Performance Grading** module. If you have, you may designate specific items in a list of qualified items for purchase from any given vendor. These entries are made using the window shown above.

The window enables you to enter an unlimited list of items for each vendor. You may also enter the item code used by each vendor to reference each item. The additional fields displayed in the list of qualified items include the price last paid (to purchase the selected item from this vendor), the date last bought, the PO number on which the last purchase was listed and whether or not the vendor is the prime vendor. All of these fields except for the prime vendor designation are calculated by the system automatically during entry and editing of purchase orders, but they may also be manually edited, if you wish.

Sorting: You may sort the data by clicking on any of the column labels.

Item Code

{All caps, validated, 15 characters} Enter the item code of the items you wish to purchase from this vendor. Enter as many items as you like for each vendor, but only one occurrence of each item. This item code must be a valid item code from the item master file.

Vendor's Item Code

This is the item code that the vendor uses. You may enter one vendor item code per item. This code is not validated, so you can enter it for more than one part in the list.

Price Last Paid

This is the unit price paid the last time you purchased this item from this vendor. It is not the current cost as reflected on **Item Master File, Card #1**. If you elect to have purchase costs calculated from the **last purchase cost** as set up on **System Set Up, Card #1**, this is the cost which will be referenced when you purchase this item from this vendor (*see PO Unit Cost Defaulting, below*). You may edit this cost manually to override the last purchase cost (if you have negotiated a new price with this vendor), or as a setup measure when first establishing your data.

PO Unit Cost Defaulting

If a qualified vendor has been entered for any given item, the system may default the unit cost of the item on the purchase order based on the last cost paid to this vendor. This way, the purchasing agent can see immediately if a cost quoted for an item from a selected vendor has changed from the prior cost.

You control whether the last paid cost or the current cost shown on the **Item Master File, Card #1** window will be used as the default; enter your choice on **System Set Up window, Card #1**, as seen here:

Purchasing	<input checked="" type="checkbox"/> Allow multiple shipments on Purchase Order items.
	<input checked="" type="checkbox"/> Allow adding new items to Item Master File during PO entry.
	Default Item Type for new items <input type="text" value="RAW"/>
	<input type="checkbox"/> Allow Entry of Batches during PO entry.
	<input checked="" type="checkbox"/> Default Purchasing Cost from Qualified Vendor History?
	<input type="checkbox"/> Restrict POs to authorized amounts.

Date Last Bought

This date is automatically calculated by the system each time you issue a PO to this vendor for this item. You may edit this value manually, however.

Last bought on PO#

Each time you issue a PO for this item from this vendor, this field will be updated. You may edit this value manually, however.

Prime Vendor

The prime vendor is the default selection used in production scheduling and in generating purchase requisitions to bring stock up to maximum levels. Each item may have only one prime vendor. This value may not be edited in this window.

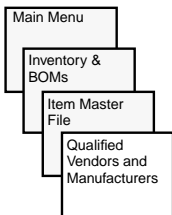


Note: Qube ERP™ will not refuse to allow purchase of any item from any vendor if the selected vendor is not included in the qualified vendors list for that item.

Qualified Vendors

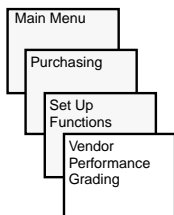
Note that the view covered above displays **Qualified Items**. In other words, it is a “vendor-preferred” view of the data, showing which items may be purchased from a given vendor.

It is also possible to turn this data “on its head,” and view which vendors are qualified for each item. This is the **Qualified Vendors and Manufacturers** window shown below. All the fields are the same as in the Qualified Items window, with the exception that it is possible to edit the **Prime Vendor** field. To access this view, it is necessary to open the window from the Inventory & BOMs module, as shown.





Note the last column, the **Currency** field, only displays if you have purchased and activated the Global Commerce module. For more information about Global Commerce, see [“Introduction to Global Commerce” on page GC-3.](#)

Vendor Performance Grading Setup



Vendor Performance Grading	
Grading Elements	% of Grade Attributed to Each Element
On Time Deliveries	20
A late delivery is defined as exceeding expected receipt date by <input type="text" value="1"/> Days	
Acceptable Quantity Deliveries	20
An overshipment is defined as exceeding expected quantity by <input type="text" value="1"/> Units	
Quality standards met so returns are not needed.	50
Vendor invoice price does not exceed pricing on our P.O.	10
Total	100 %



Qube ERP™ enables you to weigh and measure elements of any vendor's performance in delivering any item purchased from each vendor. This is an optional module, and will not be functional unless you have purchased the **Vendor Management** module. To access the function, select the item  **Vendor Performance Grading** shown on the **Purchasing Functions** palette. The system will display the window shown above which allows you to set up the relative weight to be given to each performance factor and to define late delivery and unacceptable levels of overshipment and overpricing.

Before using Vendor Performance Grading for the first time, run the Vendor Performance utility, found in the System Administration Module under Purchasing Utilities. This utility will load data into the **Qualified Vendors and Manufacturers** window for one year from the workstation date.

In the window for this utility, you specify the date range for Qube to use in reviewing inventory transaction data. The utility will zero out the counters, then read the Inventory Transaction file for the date range specified and count up the values. From that point on, Inventory Transactions will update the counters until you elect to rerun the utility.

For more information, see [“Vendor Performance” on page SYS-191](#).

Recording Vendor Performance Data

Qube ERP™ will keep track of vendor performance automatically as you record PO receipts, returns, and vendor invoices. For example, if a purchase is received later than xx days after the scheduled receipt date, as defined in the window above, the function will record the items as having been received late. All that is necessary for the function to work is for it to be activated in your system and have the window above set up properly. After that, all grading is automatic.

Overshipments

Data recording overshipments is also recorded by Qube ERP™ at the same time PO Receipts are recorded.

Units Returned

Vendor returns are recorded from negative PO receipts. This field is the accumulation of PO Receipts that are OUT transactions.

Unacceptable Pricing

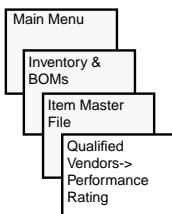
Comparison of the unit price on your purchase order with the unit price on the vendor invoice can be done only if the vendor invoice is created with the use of the **Draft Vendor Invoice** (from a PO) function. This function enables the system to identify the specific PO line item from which each vendor invoice item was generated. Then comparisons can be made with the unit price entered by the user as the vendor invoice is edited.

Viewing Performance Data

The vendor performance data may viewed on your screen in two ways; by vendor for each item, and by item for each vendor. This is determined by the module from which you approach the function. If

you access the function from the Inventory module, you will see the former (**Qualified Vendors**). This view would look like this.

Qualified Vendors View

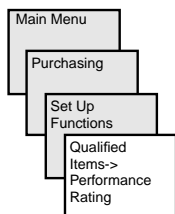


Qualified Vendor Performance Rating													
0001		Description of 0001											
Vendor Name	Total Units Received	Units Received Late	% Units On-Time	Units Returned	% Units Returned	Units Over-Shipped	% Units Over-Shipped	Total Invoice Lines	Invoice Exceeding PO Price	% Acceptable Prices	Overall Grade		
Wood Warehouse	0	0	0.0	0	0.0	0	0.0	0	0	0.0	0		
Wood Warehouse	20	20		2	10.0						90		
Lump Warehouse	100	100		50	50.0			1		100.0	58		
Eager Beavers													

Note that you are looking at the performance of each vendor for one item. This would be an excellent view for a purchasing manager who is trying to determine which vendor performs best on this part.

If you approach the function from the purchasing module, you will see the vendor-dominant (**Qualified Items**) view. This window would look like this:

Qualified Items View



Qualified Vendor Performance Rating Data													
TABMAK The TableMaker													
Item Code	Total Units Received	Units Received Late	% Units On-Time	Units Returned	% Units Returned	Units Over-Shipped	% Units Over-Shipped	Total Invoice Lines	Invoice Exceeding PO Price	% Acceptable Prices	Overall Grade		
0005	0	0	0.0	0	0.0	0	0.0	0	0	0.0	0		
9111 FR/S	7	7				1	85.7				86		
LAH-3	35	35				6	82.9				83		
NON STOCK ITEM	50	50				30	40.0				40		
JRZZ	300	200	33.3								33		
0003													
4001	55	55											
9111													
9111 FR/S													
925													
FABRIC													
LAH-4													
LEG BLANK													
SANDEL													
TBL 1													

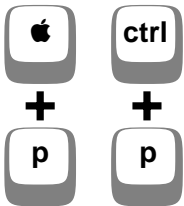


Here you are viewing the overall performance of a vendor for each item. This window is excellent for viewing the overall performance of a vendor, and determining on which items it performs best.

You may sort the data in either of these windows by clicking on the sort buttons at the bottom of the window:



Mac OS Windows



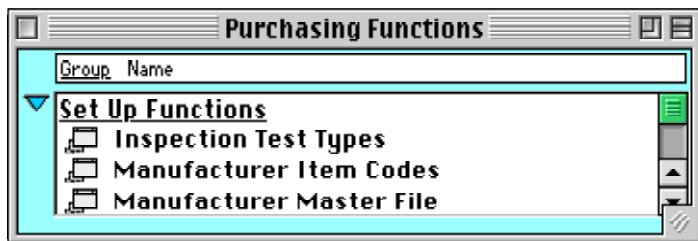
To print the information you see on these windows, press <CTRL/COMMAND-P> on your keyboard or select *PRINT* from the **File** menu.

You may also print vendor performance and qualified items data using the following reports, found in the **Purchasing Reports** window:

Vendors	Qualified Vendors and Items
Vendors	Vendor Performance Grades

Manufacturer Item Codes

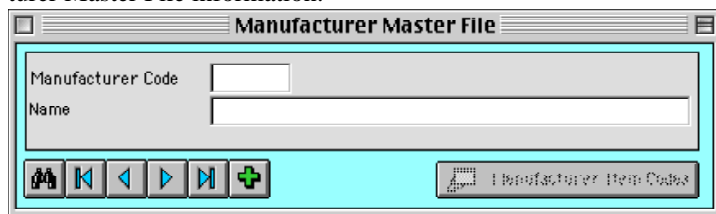
As part of the optional Vender Performance Grading module, Qube ERP™ allows you to enter manufacturer and manufacturer item code records. The Manufacturer Master File may be selected from the Purchasing module, as shown:



You may also make entries from the Qualified Vendors and Manufacturers window found in the Inventory module; see [“Qualified Vendors” on page INV-44](#).

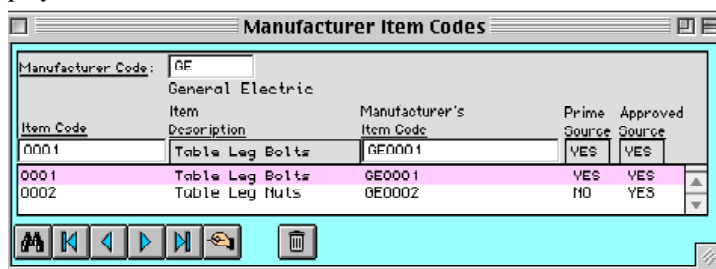
Manufacturers window

The **Manufacturers** window is used to record and display Manufacturer Master File information:



Manufacturer Item Codes window

The **Manufacturer Item Codes** window is used to record and display manufacturer item code information:



The Purchase Order and Requisition documents may record your preferences for selected manufacturers on the PO Items window. The middle section of the window provides three radio buttons for these selections.

☒ All Approved Mfrs are OK ☐ Any Manufacturer is OK ☐ Only 1 Manufacturer is OK Selected Mfr: _____

If the selection is made to allow only one manufacturer, Qube ERP™ will validate the selection to make sure the selected manufacturer is an approved source for the selected item. If it is not, an error message will display, like this:



Error 93: Manufacturer RW is not approved to supply item 0001. Please try again.

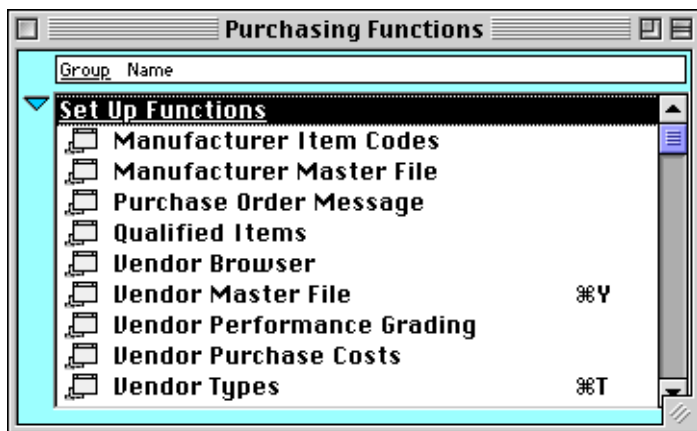
If any restriction is placed on the manufacturer, that restriction will be printed on both the PO document and the request for quotation.

<u>Item Code</u>	<u>Description</u>
0001	Description of 0001 LAM_0001
	Acceptable Mfr Parts: GE0001 from General Electric AMP0001 from AMP Electronics
	Shipping Info: <u>Due Date</u> <u>Qty Due</u> <u>Recd So Far</u> <u>Back Ordered</u>
1	SEP 12 97 10 0 10
0002	Table Leg Nuts
	Sole Acceptable Mfr Part = GE0002 from General Electric
	Shipping Info: <u>Due Date</u> <u>Qty Due</u> <u>Recd So Far</u> <u>Back Ordered</u>
1	SEP 19 97 11 0 11

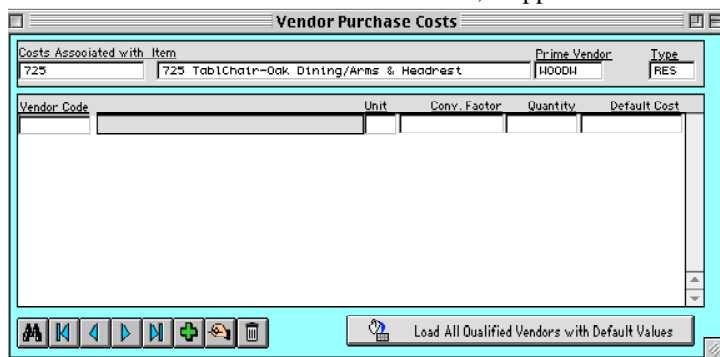
Vendor Costs

The Vendor Costs function is available with Qube ERP™ version 7.35. This function allows you to set up expected unit costs, units of measure, and unit of measure conversion factors for various supply sources for each purchased item.

The window used to set up this data is accessed from the Purchasing Functions list.



Before data has been entered in this window, it appears like this:



Data entry is facilitated by a button labeled *LOAD ALL QUALIFIED VENDORS WITH DEFAULT VALUES*. If qualified vendors are found, Qube ERP™ will load the window with default values for

each vendor, leaving you in enter-data mode to allow you to edit the default values to whatever values are appropriate.

In the example shown below, four qualified vendors were found.

Vendor Purchase Costs					
Costs Associated with Item				Prime Vendor	Type
0003 Table Casters				ERGBER	RAH
Vendor Code		Unit	Conv. Factor	Quantity	Default Cost
ERGBER	Eager Beavers	EA	1	1	2.00000
INTL	Vendor from France	EA	1	1	2.00000
TABMAK	The Tabletaker	EA	1	1	2.00000
WOODH	Wood Warehouse	EA	1	1	2.00000

☒ ☐

The completed data entry for this item might look like this:

Vendor Purchase Costs					
Costs Associated with Item				Prime Vendor	Type
0003 Table Casters				ERGBER	RAH
Vendor Code		Unit	Conv. Factor	Quantity	Default Cost
ERGBER	Eager Beavers	EA	1	1	2.00000
ERGBER	Eager Beavers	EA	1	100	1.95000
ERGBER	Eager Beavers	EA	1	1000	1.85000
INTL	Vendor from France	CS	12	1	12.00000
INTL	Vendor from France	CS	12	100	10.50000
INTL	Vendor from France	CS	12	1000	16.80000
TABMAK	The Tabletaker	PAK	100	1	200.00000
TABMAK	The Tabletaker	PAK	100	5	190.00000
TABMAK	The Tabletaker	PAK	100	10	170.00000
WOODH	Wood Warehouse	EA	1	1	2.00000
WOODH	Wood Warehouse	EA	1	100	1.87000

Note that each line may have its own unit of measure and conversion factor; i.e., you are not limited to the stockkeeping unit or purchasing unit of measure referenced in the item master file.

Qube ERP™ will use this data to default the unit of measure, conversion factor and unit cost when POs and requisitions are entered or otherwise generated by the software.

For example, if a PO is created for vendor TABMAK for item 0003, the defaulted values will look like this:

Purchase Order Items							
TABMAK	The TableMaker						-1
Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost
0003	08/28/1998	0	1	0	1	PAK	200.00000
0003	08/28/1998	0	5		5	PAK	190.00000
0003	08/28/1998	0	10		10	PAK	170.00000

Qube ERP™ also provides a reference list to assist the user in selecting an appropriate unit cost. The reference list will display all unit costs associated with the selected item when purchased from the selected vendor.

Select Vendor Costs:			
	Quantity		Unit Cost
The TableMaker	1	PAK	200.00000
The TableMaker	5	PAK	190.00000
The TableMaker	10	PAK	170.00000

During data entry, the reference list may be selected when the cursor is in the quantity field or in the unit cost field. When the reference list is selected from the quantity field and you double-click on any select line in the reference list, Qube ERP™ will replace the quantity, the unit of measure, and the unit cost with those found in the list. In this way, you can use the reference list to help determine which quantity bracket is best for the current purchase.

The reference list can also be used when not in enter-data mode. In this case, the list will load all costs associated with the selected item

for all vendors. You must, however, select an item code to load; Qube ERP™ will load nothing if a valid item code is not entered.

Reference Lists			
Select Vendor Costs:			
	Quantity		Unit Cost
Eager Beavers	1	EA	2.00000
Eager Beavers	100	EA	1.95000
Eager Beavers	1,000	EA	1.85000
Eager Beavers	1,000,000	EA	0.90000
The TableMaker	1	PAK	200.00000
The TableMaker	5	PAK	190.00000
The TableMaker	10	PAK	170.00000
Vendor from Fra	1	CS	12.00000
Vendor from Fra	100	CS	10.50000
Vendor from Fra	1,000	CS	16.80000

Reporting of vendor cost data is provided from the Purchasing Reports list.

Theoretically, you can have multiple units of measure for each item for each vendor. The cost defaulting supports this and it is allowed on the data entry window. However, keep in mind that the vendor performance data maintains one “last purchase” with, of course, one unit of measure. It is recommended that you enter your data with one unit of measure per vendor to begin with.

The data entry window is set up to relate vendors and costs to an item, not to relate items and costs to a vendor, so you can easily compare costs for the same items from different vendors.

Qube ERP™ handles each planned purchase individually, defaulting the cost of each to that which is appropriate to the quantity of each individual planned purchase.

Quality Inspections Module

The Quality Inspections Module is provided as a feature which may be purchased in addition to the basic Qube ERP™ modules. It provides the ability to define an unlimited number of test types and specific testing procedures. Test procedure templates may be applied to any PO receiving transaction or assembly record (i.e., anything that a company purchases from an outside vendor, or builds). Records can be created to track the results of quality inspections and, if the inspections indicate unacceptable quality from an outside vendor, items can be returned to the vendor and a credits receivable set up.

Features Set

The following setup function must be completed in order to use the Quality Inspections Module. This is an optional, for-sale module. It must be activated in the **Features Set** window to be available for use (see [“Application Features Set Window” on page SYS-138](#)).

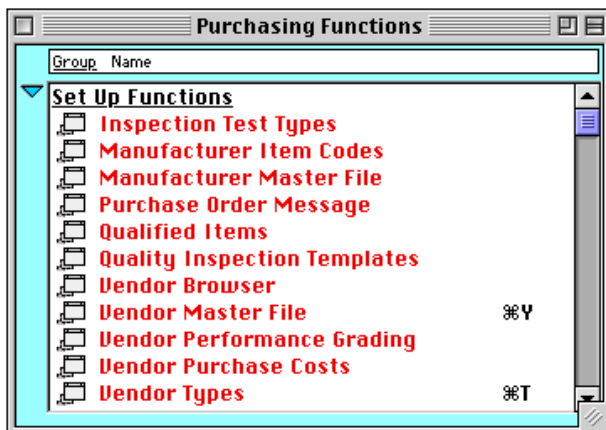
Access is Allowed to Checked Features	
<input checked="" type="checkbox"/>	Core modules
<input type="checkbox"/>	Basic Production Planning
<input checked="" type="checkbox"/>	Advanced Production Planning
<input checked="" type="checkbox"/>	Accounting
<input checked="" type="checkbox"/>	Indented Bill of Materials
<input checked="" type="checkbox"/>	Serial Number Tracking
<input checked="" type="checkbox"/>	Lot and Batch Tracking
<input checked="" type="checkbox"/>	"5-Options" Option Selection
<input checked="" type="checkbox"/>	"Unlimited Options" Option Selection
<input checked="" type="checkbox"/>	"Modular Building" Option Selection
<input type="checkbox"/>	Basic Job Costing
<input checked="" type="checkbox"/>	Advanced Job Costing
<input type="checkbox"/>	Basic Service Order Tracking
<input checked="" type="checkbox"/>	Advanced Service Order Tracking
<input checked="" type="checkbox"/>	Available to Promise
<input checked="" type="checkbox"/>	Vendor Management
<input checked="" type="checkbox"/>	Sales Commission Tracking
<input type="checkbox"/>	Great Plains Interface
<input type="checkbox"/>	Ad Specialties Interface
<input checked="" type="checkbox"/>	Multiple Shipping Warehouses
<input checked="" type="checkbox"/>	Fifo/Lifo Job Costing
<input type="checkbox"/>	Fifo/Lifo Integrated with General Ledger
<input checked="" type="checkbox"/>	Physical Inventory
<input checked="" type="checkbox"/>	Bar Code Bundle
<input checked="" type="checkbox"/>	Contract Pricing
<input checked="" type="checkbox"/>	Multiple Zones Tax Accounting
<input checked="" type="checkbox"/>	Pallet Position Tracking
<input checked="" type="checkbox"/>	Executive Information System
<input type="checkbox"/>	Global Commerce
<input checked="" type="checkbox"/>	Customer Furnished Materials
<input type="checkbox"/>	Process-Oriented Order Entry
<input checked="" type="checkbox"/>	Internet
<input checked="" type="checkbox"/>	Forward Scheduling
<input checked="" type="checkbox"/>	Quality Inspections

Make sure Quality
Inspections is active



Using the module

From the Purchasing Functions menu, you can select Inspection Test Types and Quality Inspection Templates.



When you click on Inspection Test Types, the following window displays:



Use this window to define codes for each of your Inspection Test Types.

When you click on Quality Inspection Templates, the following window displays:

Quality Inspection Test Templates

Code0001

DescriptionValidate count received

☒ Associate this set up with a specific Item Code

☐ Associate this set up with a Group Code

☐ Associate this set up with a Sub-Group Code

☐ This Set Up is not associated with either an item or a group

Order Type	Type Description	Inspection Location	Test Description	Min. Passing Score	Max. Passing Score	Min. % of Lot to Pass
1	PI	Physical Inspections	554 Validate count received	1	10	100
2	S	Sensory	554 Check color	1	10	100
3	PI	Physical Inspections	554 Check physical dimensions	1	10	100

Load all tests

After entering a code and description, you may choose to associate this setup with a specific item code, group code, or sub-group code, or choose not to associate this setup.

For each test template, enter the type, inspection location, test description, minimum passing score, maximum passing score, and minimum percent of lot to pass.

The *LOAD ALL TESTS* button will load all defined Quality Inspection Test Templates.

Creating Inspection Records

Performing a PO Receipt on an item flagged as Inspect on Receipt will display a check box allowing you to create an inspection record associated with the receipt.

** INSPECT ON RECEIPT **

☐ Create an Inspection Record for this receipt

The inspection record will be created based on the template which is appropriate to the received item(s). If a lot number was referenced during the PO receipt, then the inspection records will also reference the lot number. The inspection records create the starting point for

the inspection process. In this example, the test template called for three tests to be performed.

Quality Inspection Test Templates

Code: 0001

Description: Validate count received

☒ Associate this set up with a specific Item Code
☐ Associate this set up with a Group Code
☐ Associate this set up with a Sub-Group Code
☐ This Set Up is not associated with either an item or a group.

Order Type	Type Description	Inspection Location	Test Description	Min. Passing Score	Max. Passing Score	Min. % of Lot to Pass
1	PI	Physical Inspections	554 Validate count received	1	10	100
2	S	Sensory	554 Check color	1	10	100
3	PI	Physical Inspections	554 Check physical dimensions	1	10	100

All three expected tests were recorded. Also a fourth test, not found in the test template, also was performed, changing the inspection results to this:

Test Description	Quantity To Test	Test Date	Test Result	Quantity Passed	Quantity Failed	Quantity to Send Back	Qty Prev. Sent Back	Stock Locn
Check physical dimensions	10,000	07/17/1998	0	9,000	1,000	1,000	1,000	554
Check color	9,000	07/20/1998	0	9,000	1,000	0,000	1,000	554
Check physical dimensions	8,000	07/20/1998	0	8,000	1,000	0,000	0,000	554
Optional test	7,000	07/27/1998	0	8,000	0,000	0,000	0,000	554
				8,000	3,000	1,000	2,000	

It is also possible to record tests on inventory transactions which were not associated with a test template at the time of PO receipt or assembly. This is done by simply viewing the inventory transaction line on the **Quality Inspections** window and performing an edit. Since no template is associated with the test, the test description will begin with a blank value and must be filled in, as shown in the example below.

Test Description	Quantity To Test	Test Date	Test Result	Quantity Passed	Quantity Failed	Quantity to Send Back	Qty Prev. Sent Back	Stock Locn
Special test	2,000	07/27/1998	0	1,000	1,000	0,000	0,000	554
				1,000	1,000	0,000	0,000	

Inventory can easily be moved to the different locations where the different tests are performed. If any quantity at any time fails any test step, you can set up a negative PO receipt, returning the material to the vendor. Drafting the vendor invoice reflects the quantity kept; i.e., the quantity received minus any quantity already returned to the vendor. The transaction returning goods to the vendor is performed by clicking the *RETURN FAILED ITEMS TO VENDOR* button.



An expected vendor credit can be set up for returned items by selecting the *RETURN FAILED ITEMS TO VENDOR* checkbox. This creates a record of credits due but does not impact Accounts Payable. Accounts Payable will be updated when the vendor credit is received and entered into Qube.

A display of vendor returns and credits is also provided so the credits received can be matched with expected credits.

Vendor Returns - Credits

Please enter a Vendor Code

ALL Eager Beavers

Enter Beginning Inspection Date:

01/22/1998

Enter Ending Inspection Date:

07/22/1998

Load the List

☒ Display only Open Credits Due
☐ Display ALL Returns

PO Shipment #	Inspection Date	Item Code	Unit	Unit Cost	Quantity Returned	Expected Credit	Credit Received	Vendor Credit Memo #	Credit Not Recd
60001-K-12-S	07/17/1998	0001	EA	50.50000	1.00	50.50	40.00	DEBIT MEMO	10.50
60001-K-12-S	07/20/1998	0001	EA	50.50000	1.00	40.50	34.00	DEBIT MEMO	6.50
Table Leg Bolts									17.00

The window can be loaded with returns for all vendors or one selected vendor and within any date range.

The columns labeled **Expected Credit**, **Credit Received** and **Vendor Debit Memo #** can be manually edited to replace expected values with actual values.

Quality Inspections Reports

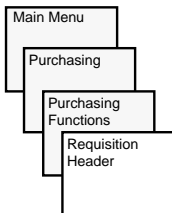
There are a number of graphic reports available for the Quality Inspections module; they are listed under **Inventory Items Reports**, as shown.

Inventory Items Reports

Inspections	G	Quality Inspection Problems
Inspections	G	Quality Inspections by Vendor
Inspections	G	Quality Inspections by Item
Inspections	G	Quality Inspections Still to do
Inspections	G	Quality Inspections Expected from PO Receipts

Purchase Requisitions

Requisition Header



Requisition Header			
Vendor WOOD'WAR	Date 05/07/96	Ship To Requisition 40043	
Wood Warehouse		Super Duper Furniture Co.	
3322 Orlando Ave		12345 Broadway	
Bridgeport		Irvine	
CT	06605	California	
	203-444-5555	92658	
Elmer	Fudd		
Entered by 1	Sally Database User	Default Date Needed	05/07/96
Approved by		F.O.B Point	Bridgeport, CT
Pay Terms	2.0% 10 DAYS N 30	Ship Via	P.I.E.
Default GL Account	1400-000/00	Confirm to Change	<input type="checkbox"/> Last Printed
	Inventory - Raw Materials	Project Code	
Authorized \$	Unused \$		
Request by 1	Sally Database User		
		Sub-Total 906.50 % Sales Tax #1 0.00 % Sales Tax #2 0.00 Total Weight 1585.00 Lbs Shipping 0.00 Total 906.50	
<div> </div> <div> </div> <div> Convert to a P.O. </div> <div> <div>Header</div> <div>Items</div> <div> Allocate Shipping</div> </div>			

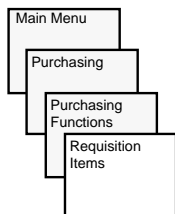
The system allows you to enter purchase requisitions which may later be converted into purchase orders. The function provides two windows for data entry, a header window and a detail window. With a few exceptions, these windows are identical to the **PO Header** and **PO Items** windows. For a complete description of each field which is common to both, and information on how to enter records into the windows, [“Purchase Order Processing” on page PUR-49.](#)

Convert Req to PO

Notice that there is a button displayed at the bottom of this window labeled **Convert to a P.O.** . This button will be displayed only if the user has been granted the privilege of approving purchases. This privilege is set up on the **Personnel Basic Info** window and is shown at the bottom of that window.

☒ Authorized to Approve Purchase Orders

Requisition Items



Requisition Items									
MOOMAR Hood Warehouse		40043 - 1 of 4							
Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension	
0001	05/07/96	C	5	0	5	1.63091	EA	8.15	
0002	05/07/96	C	10	10	10	0.90710	EA	9.07	
0003	05/07/96	C	100	100	100	4.88328	EA	488.33	
0004	05/07/96	C	100	100	100	6.00946	EA	600.95	
Bolts				BOLT0001			1106.50		
G/L Account 1400-000/00		Comments							
Inventory - Raw Materials									
Job Allocation									
<input type="checkbox"/> Print Notes 1		Unit Conversion Factor 1.00		Lead Time 7 Days		Reference #			
<input type="checkbox"/> Print Notes 2		Unit Wt 5.00 Lbs		<input type="checkbox"/> Rework		<input checked="" type="checkbox"/> Taxable Code U		Revision Code	
Scheduled Receipt Date	Requested Receipt Date	Ordered	Received	B/O	Line Status	Allocated to Prod'n Job Allocation		Shipped to Purchasing Vendor Shipment Code	
05/07/96	05/07/96	5	0	5	1 C			40043-1-1	

When you convert a requisition to a PO, you will have the following option:

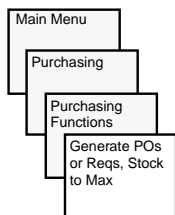
Click **YES** to keep the current Requisition record, or **NO** to delete it.

If you click <YES>, the current requisition record will be preserved, and the PO will be created. If you click <NO>, the current record will be deleted, and the PO will be created. In either case, the function will create the new PO, and open the PO window to display it.

The user ID code of the user who converted the PO will be displayed in the **Approved by** and **Entered by** fields on the new PO.

Entered by	1	Sally Database User
Approved by	1	Sally Database User

Generate POs or Reqs, Stock to Max



Requisitions and POs may be generated to bring inventory levels to their maximum quantities. This method may be done referencing only those items purchased from one primary vendor or it may be done for all items. To begin this procedure, click the button .



You may select one vendor at a time or enter ALL to review requirements for all items regardless of the Prime Vendor selection. The default is ALL. If you wish to run this procedure for only one vendor, enter the vendor code in this field.

This box allows you to include or exclude MRP requirements. If this box is not checked, the function would only look at the minimum and maximum levels and generate requisitions to bring inventory up to maximum levels. If it is checked, the system will also include the manufacturing requirements, as calculated in the **Material Requirements Summary** report (see [“MRP Summary Report” on page PLAN-207](#)).

You may choose to use either general stock or total stock as input, by selecting the appropriate radio button.



NOTE: You must run this report prior to performing the Generate Requisitions function if you wish to include MRP requirements.

This report can be found in the **Production Planning Reports** window. The report and parameters are shown here.

Production Planning Reports

Production Planning Reports	
Set Up	Shop Calendar
Summary	Material Requirements Summary
Kit	Kit Indented BOM Selected Quantity One Item
Kit	Kit Flat BOM Selected Quantity of 1 Item
Kit	Kit Flat BOM All Items on One Sales Order
Forecasts	Forecasts Customer Code
Forecasts	Forecasts by Expected Ship Date

Please Double Click to Enter Parameters

Please Enter Beginning Transaction Date 05/07/96

Please Enter Ending Transaction Date 06/07/96

Please Enter One Inventory Group or ALL? ALL

Please Enter One Inventory Sub-Group or ALL? ALL

Print Only Items Requiring More Stock? NO

Re-Print Based on Earlier Computations? NO

Base on General Stock? [Enter NO to base on Total Stock] YES

Select Sales Orders? YES

Select Sales Forecasts? YES

Sort by Item Code? NO

Sort by Item Code with Type? YES

Begin with Reset of MRP Flag? YES

View my Schedule

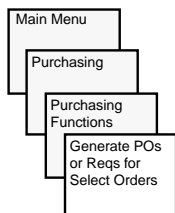
Reduce or Enlarge 80% Orientation

☒ Generate Requisitions
 ☐ Generate Purchase Orders

If you select *GENERATE REQUISITIONS*, the function will produce new, unapproved requisitions records, which must then be reviewed and approved before converting them into POs. This is generally the preferred choice. To save time, however, you might wish to *GENERATE PURCHASE ORDERS*. These will be approved POs which will factor into future MRP runs, etc., so be careful if you choose this function.

The system will take your input and use it to generate requisitions or POs for the selected items from the prime vendor. To view the records, open the PO or Requisition window. Make whatever adjustment you require, and then approve and convert them to POs if necessary and release them to your vendors.

Generate POs or Requisitions for Select Orders



Sales Order Line Number	Item Description	Prime Vendor	2ndary Vendor	Selected Vendor
9111 Series 9 Chair	9111 Series 9 Chair	9111 Se	9111 Se	TABNAK
1021-1	9111 Series 9 Chair	TABNAK	WOODHAR	TABNAK
1021-4	925 Finished 925 Table	TABNAK	WOODHAR	TABNAK
1858-3	FABRIC Generic record	TABNAK	WOODHAR	TABNAK
1858-4	725 725 Table/Chair-Dak	TABNAK	WOODHAR	TABNAK
1858-5	180 Tahiti	EROSER	EROSER	EROSER

This window allows you to enter specific sales orders and then select the vendors from which to purchase any backordered items. This function is most often used by companies which distribute products, rather than companies which assemble and manufacture. The function assumes that you can purchase the items required to fill the selected order(s), i.e., the finished goods rather than components for manufacture.

Using the Function

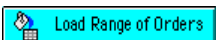
• To generate POs or requisitions for select orders

1. Entry of the sales order number(s);
2. Selection of vendors from whom the items are to be purchased;
3. Generation of the purchase requisitions or orders.

Loading the Items

• Using a date range

1. Begin by clicking on the button



Using this function, the system requires you to enter a beginning and ending date.

Please Enter Beginning & Ending Dates	
01/01/95	12/31/95


2. Once you have entered the date range you wish to load, click <SAVE>.

The function will respond by loading all sales orders and backlogged open items found over the selected date range

• Loading items one at a time

In addition to entering a range of sales orders, they can be entered one at a time. You can manually enter each order number or they can be selected from the open orders popup list.

1. In either case, you must click <NEW> to begin the process.

To use the pop up list, click on the  button. Then search in the list for the order you wish to select and double-click on it. If you know the order number you wish to include, enter it into the **Sales Order Number** field.

2. After entering the sales order number, either by using the popup list or keying it in, press <TAB>.

This will cause the open items for each order to load in the list on the right.

3. Repeat the process until you are finished.

You may enter as many orders as you wish in this fashion.

Not all items on an order will be selected. Only those open items which are not ready to ship will load. The following

screen shot taken from a sales order item window shows an order item which would be selected by the system as having one unit which needs to be purchased.

10005 CCC Company							
Item Code	Date	Status	Ordered	Shipping	Invoiced	B/O	
0001	05/07/95	0	4	1	2	2	
0001	05/07/95	0	4	1	2	2	



The calculation is $(4 - (1 + 2))$. If the quantity shipping in the above example showed as 2 units, the item would not be selected for purchasing. Also, the system will look to see if a purchase order item exists for the selected order item. If it finds one, the item will not be selected for purchasing, as the system will assume that the purchase has already been entered and should not be duplicated.

4. After all sales orders have been entered, select the appropriate vendor to use in purchasing each item.

That is done by editing the Selected Vendor field in the list on the right.

Sales Order line Number	Item Description	Prime Vendor	2ndary Vendor	Selected Vendor
0001 Description	0001 Description of O	0001 De	0001 De	W00HAP

• Selecting Multiple Lines from the List

It is not necessary to edit each item. The list may be very long and editing each line may require making manual entries in many items. Instead you may select multiple lines in the list at once and edit the selected vendor for all of them at once.

1. Click <EDIT>.

Edit is selected before selecting the lines.

2. Use the standard procedures for selecting several lines in the list.
3. Enter the new vendor into the Selected Vendor field at the top of the list.

Sales Order Line Number	Item Description	Prime Vendor	2ndary Vendor	Selected Vendor
9111 Series 9 Ch	9111 Series 9 Chair	9111 Se	9111 Se	WOOWAR
10018-1	9111 Series 9 Chair	TABMAK	WOOWAR	TABMAK
10018-2	9111 FR/S This is a PU	MORIND	TABMAK	MORIND
10018-3	CHERRY Cherry wood	WOOWAR		WOOWAR
10018-4	JAZZ Jazz Fabric	EAGBER	MORIND	EAGBER
10018-5	THREAD Thread used in	EAGBER		EAGBER
1021-1	9111 Series 9 Chair	TABMAK	WOOWAR	TABMAK

4. When you <TAB> out of the field, all of the items you have selected will change to the new vendor.

Sales Order Line Number	Item Description	Prime Vendor	2ndary Vendor	Selected Vendor
9111 Series 9 Ch	9111 Series 9 Chair	9111 Se	9111 Se	WOOWAR
10018-1	9111 Series 9 Chair	TABMAK	WOOWAR	WOOWAR
10018-2	9111 FR/S This is a PU	MORIND	TABMAK	WOOWAR
10018-3	CHERRY Cherry wood	WOOWAR		WOOWAR
10018-4	JAZZ Jazz Fabric	EAGBER	MORIND	WOOWAR
10018-5	THREAD Thread used in	EAGBER		WOOWAR
1021-1	9111 Series 9 Chair	TABMAK	WOOWAR	WOOWAR

The selected vendor can also be chosen from the popup list.

It is also possible to empty the selected vendor field by editing the selected vendor in the edit box at the top of the list so that it is empty. Then all selected lines will show no selected vendor. Lines with no selected vendor will not be selected for purchase. The list would then look like this:

Sales Order line Number	Item Description	Prime Vendor	2ndary Vendor	Selected Vendor
THREAD Thread used in	THREAD	THREAD	THREAD	
10018-1	9111 Series 9 Chair	TABMAK	WOOWAR	WOOWAR
10018-2	9111 FR/S This is a PU	MORIND	TABMAK	WOOWAR
10018-3	CHERRY Cherry wood	WOOWAR		WOOWAR
10018-4	JAZZ Jazz Fabric	EAGBEA	MORIND	
10018-5	THREAD Thread used in	EAGBEA		
1021-1	9111 Series 9 Chair	TABMAK	WOOWAR	
1021-4	925 Finished 925 Table	TABMAK	WOOWAR	
1855-3	725 Chair-Oak Dining/A	WOOWAR	EAGBEA	EAGBEA
1857-1	725 725 Table	WOOWAR	EAGBEA	EAGBEA
1858-3	FABRIC Generic record	TABMAK		TABMAK
1858-4	725 725 TablChair-Oak	WOOWAR	EAGBEA	EAGBEA
1858-5	180 Tahiti	EAGBEA		EAGBEA
1938-1	ROD Testing Routing fo			
1939-2	9111 Series 9 Chair	TABMAK	WOOWAR	TABMAK

5. Once you have the list how you want it, click <SAVE>.

Keep in mind that no records are being edited in this process. You are only setting up a list which will be used to generate purchase orders. It's like chalk on a blackboard. If you set up the list and then decide to not proceed, nothing will have been changed.

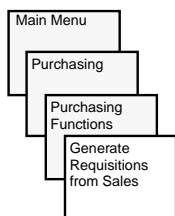
6. To actually generate the purchase orders or requisitions, click the button labeled



If you select *GENERATE REQUISITIONS*, the function will produce new, unapproved requisitions records, which must then be reviewed and approved before converting them into POs. This is generally the preferred choice. To save time, however, you might wish to *GENERATE POS*. These will be approved POs which will factor into future MRP runs, etc., so be careful if you choose this function.

When the procedure is completed, a message will be displayed telling you how many purchase orders or requisitions were created. It will also ask if you wish to print them.

Generate Requisitions from Sales



Generate Requisitions from Sales

This procedure will analyze sales for each Active item in the inventory master file booked between the two dates entered below. It will use this information to then create requisition records for each vendor. Shipment dates will be set up based on the number of units sold 15, 30, 45, 60 and 90+ days from the beginning date entered below.

Beginning Date Ending Date
05/07/95 05/07/96

The first Requisition ship date for each item should be xxx days from today? 0

Sales should be expected to Change by xxx%. 0 %

Begin

This is a way to quickly create requisitions for resale items. These are items which are bought and sold. They do not have to be classified as RES, although they normally would be.

To begin the process, click **Begin**. The function will analyze sales for each **active item** in the Item Master File booked between the dates indicated in these fields:

Beginning Date Ending Date
05/07/95 05/07/96

It will use this information to create requisitions for each vendor. Shipment dates will be set up based on the number of units sold 15, 30, 45, 60 and 90+ days from the **first requisition ship date** as indicated in this field:

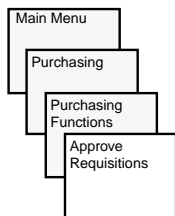
The first Requisition ship date for each item should be xxx days from today? 0

If you are anticipating a change, either up or down, enter the factor in this field:

Sales should be expected to Change by xxx%. 0 %

To proceed with the process, click <SAVE>.

Approve Requisitions



Requisition Number	Vendor Name
40044	Eager Beavers
40044	Eager Beavers
40045	Morris Industries
40047	Wood Warehouse

☒ Convert Reqs to Purchase Orders after approving
☐ Keep Reqs after converting to Purchase Orders
☒ Print the Purchase Orders

Show Requisitions List

Use this window to approve or approve and convert a group of requisitions to POs. You must be authorized to approve POs to use this function. This authorization is set up on the **Personnel Basic Info** window, in the lower left corner:

☒ Authorized to Approve Purchase Orders

If you are not authorized to approve purchases, the function will stop you from entering or approving any requisitions as soon as you click the **NEW** button. The following message will be returned:

Sorry, you are not authorized to approve Purchase Orders.
Please see your system administrator.

Otherwise, the system allows you to enter a list of requisition numbers for approval. Each requisition included in the list will also be reviewed to see if it has already been approved. After the numbers are entered and the **<ENTER>** key is pressed, the system codes each requisition as approved, and if desired, the POs are created.

Using the Window

The following check boxes are provided which can facilitate the smooth operation of this function.

☒ Convert Reqs to Purchase Orders after approving


allows you to convert the approved requisitions to purchase orders. This is the quickest way to operate this function, however it provides the least opportunities for review.

☒ Print the Purchase Orders

allows you to print the new POs after they have been created.

☒ Keep Reqs after converting to Purchase Orders

is provided to allow you to keep each requisition from which each PO is created instead of deleting it after the PO is created.

 Show Requisitions List

This button is provided to display a list of unapproved requisitions. This button is enabled after you click the <NEW> button. When you click the <SHOW REQUISITIONS LIST> button, a window will pop up to show a list of all unapproved requisitions.

Requisitions to be Approved:				
Req #	Date	Vendor	Req. by	Amount
40044	05/07/96	Eger Beavers		1900.00
40045	05/07/96	Morris Industries		1500.00
40047	05/07/96	Wood Warehouse		2743.00

Click, shift-click, command-click, or click-and-drag to select requisitions for approval.

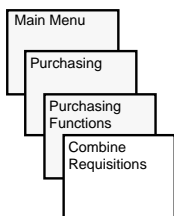
Cancel Done

Use the popup list of unapproved requisitions by selecting one or many items in the list. Then click <DONE>. The lines which you selected will be copied into the **Approve Requisitions** list window so that you may proceed with the function.

You may also enter requisitions manually, one at a time, without the use of the list.

It is, of course, possible to edit the purchase orders after generating them, adding, editing or deleting items from each. It is also possible to simply add a purchase order directly, without going through the requisition process, if you already know what you wish to buy.

Combine Requisitions



Combine Requisitions

This function is designed to create one purchase order to be issued to one selected vendor. It allows the user to select multiple items which exist on approved requisitions and make these items on the newly created purchase order.

Selected Vendor: EAGBER Eager Beavers

Item Code Description

Item Code	Description
4001	Watco Natural Oil
4002	Watco Medium Oil
4003	Watco Dark Oil
4004	Watco Fruitwood Oil
4005	Watco Satin Wax Natural
4006	Watco Satin Wax Dark

Since Requisitions may be created from many uncoordinated sources, there may be several requisitions entered for different quantities of the same item. The purchasing agent may wish to review outstanding requisitions to see which may be converted into purchase orders, which may be deleted, and which should be consolidated. This review may be done by selecting the **Requisitions by Item Code** report.

Purchasing Reports

Purchases	POs or Requisitions by P.O. Number
Purchases	POs or Requisitions by Vendor Code
Purchases	POs or Requisitions by Item Code
Purchases	POs or Requisitions by Requesting Person
Purchases	POs or Requisitions by Shipment Date
Purchases	POs or Requisitions by GL Account Code
Purchases	POs or Requisitions by Job (Sales Order Line)

After having reviewed the requisitions, the purchasing agent may wish to consolidate requisitions before generating POs. This is accomplished in the **Combine Requisitions** window shown above.

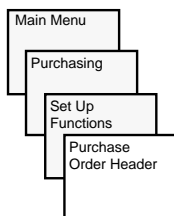
After data is entered indicating the selected vendor and items, the system will review all approved requisitions to find the listed items. When it finds a match, it will add that item to a new purchase order


and add to its quantity whenever another requisition is found for the same item. This will result in one new purchase order for all quantities of all items listed. The system will also delete the items from the requisitions and, if all items are deleted from any requisition, it will also delete the requisition's header record.

The value of this function is that it allows the user to maintain important details about the items in the original requisition, such as pricing, quantities, delivery dates, etc. All of this data will be moved into the new requisition record.

Purchase Order Processing

Purchase Order Header



Purchase Order Header	
Vendor: EAGBEA Date: 01/04/1995	Ship To: Purchase Order 60001-K
Eager Beavers 1234 Cedar Avenue	Word Class Manufacturing 123456 Manufacturing Lane
Pasadena	City: Irvine
CA 90123	State: California
615-444-0000	Zip Code: 92714
Sam Spade	Country Code:
Entered by: Samuel Database User	Default Sched Receipt Date: 08/02/1995
Approved by:	F.O.B. Point: Pasadena
Pay Terms: 2% 10 days, Net 60 days	Ship Via: Over Truck
Default GL Account: 5000-500/50	Confirm to: Hal Schroeder Change #
Cost of Sales - Subcontractor	Project Code: 1234567890A Last Printed: 07/05/1006
Authorized \$ Unused \$	Bill of Lading #: 0
Request by:	Currency: USA Sub-Total: 25,900.00
Comment from the header of PO #60001-K	Tax #1: 0.00
	Freight tax: 0.00
	Total Weight: 3.450 Kg. Freight: 30.00
	Currency Exchange Rate: 1.0000 Total: \$ 25,950.00
<div>  </div> <div> <input type="button" value="Allocate Shipping"/> <input type="button" value="Header"/> <input type="button" value="Items"/> </div>	

You may enter POs for both stock and non-stock items (items without an item code or record in the Item Master File). Begin this process with the **Purchase Order Header** window shown here.

Vendor Code

{Required, Validated, Indexed, All Caps} If you enter a code which matches one found in the vendor's file, the name and address of that vendor displays directly below the vendor code. If you enter an invalid code, the system stops you and asks you to enter a valid code.

P.O.

{Required, Unique, Indexed, All Caps} If you have selected to have the system calculate your PO numbers for you (see ["System Set Up, Card #2 Window" on page SYS-105](#)), this field will become unavailable to you for data entry. If you have not, however, the function will require a unique entry here before you can proceed.

Vendor Address Information

This information is brought in from the **Vendor Information** window; however, you may edit this information in this window. **Be careful, however, because any changes made on the PO record will be recorded in the Vendor Master record as well.**

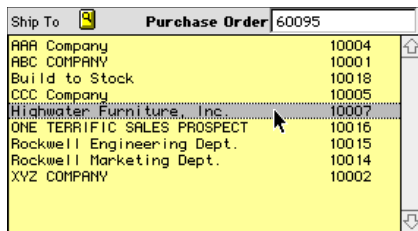
Ship-To

The ship-to information will default to the company name and address entered on the default ship-to address window (see [“System Set Up, Card #4 Window” on page SYS-120](#)). You may edit the contents of the field to make it read anything you wish. Each purchase order may therefore reference a different ship-to address.

Two popup lists are provided with this field. The first is a customer popup for Drop Shipments to customers, which will pull in the first Ship-To address for that customer. The second is a vendor popup list to assist with outwork POs, where the material flows from one vendor to another. If you double-click on this list, Qube ERP™ will change the ship-to address to that of the selected vendor.

Drop Shipments to Customers

A customer popup list is provided on the PO header window to enable easy entry of customer name and address for drop shipments. If you are in enter data mode and you open the pop up list, the user may double click on any line in the list to enter the customer's company name and address in the ship-to field of the purchase order.



Entered by

This will default to the user record of the person entering the PO into the system; however, it can be overridden.

Approved by

Approving requisitions is normally done by using the **Approve Requisitions** (see [“Approve Requisitions” on page PUR-43](#)) function found in the Purchasing Module. Access to this window is controlled in the **User Access Privileges** window. However, it is also possible for some users to approve requisitions or POs while viewing them from the **PO Header window**. Access to the **Approved by** field is restricted to personnel whose employee record indicates that they are

authorized to approve requisitions. This field-level authorization is set on the **Personnel Basic Info** window:

<input checked="" type="checkbox"/>	Authorized to Approve Purchase Orders
<input type="checkbox"/>	Responsible for Weekly System Update

Pay Terms

The default value which will appear in this field is taken from the vendor file. The system will look up the terms of the vendor you are making the purchase from and enter this information here as a default. You can either accept the default or change it. See [“Payment Terms” on page PUR-125.](#)

Default GL Account

{Required, Validated, Indexed, Unique, All Caps} This GL account number defaults to each line item on this PO. It comes from the vendor record, but may be overridden here. This code must be a valid account.

Note: If this PO is for inventory items, this GL account number should be one which is defined by the system as an **inventory GL account**. Inventory accounts are those which occupy the four inventory positions on the **GL Key Accounts** window, as shown here:

Inventory - Finished Goods	1400-100/00	Inventory - Finished Goods
Inventory - Raw Materials	1400-000/00	Inventory - Raw Materials
Inventory - Resale Goods	1400-200/00	Inventory - Resale Goods
Inventory - Work in Process	1400-300/00	Inventory - Work in Process

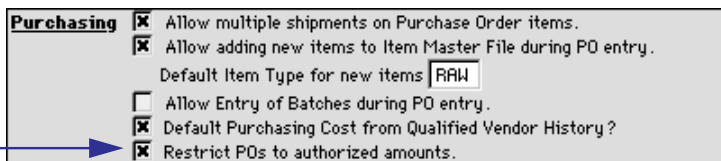
Only the four accounts referenced here will be considered to be inventory accounts, and only these inventory accounts will be posted as inventory when PO receipt transactions and vendor invoice vouchers are posted. Therefore, only transactions posted to these accounts will post to PPV, inventory, Estimated Accounts Payable, etc. See [“GL Key Accounts” on page GL-21.](#)

PO Authorized Amount

Authorized \$	<input type="text" value="10000"/>	Unused \$1688
---------------	------------------------------------	---------------

The PO header window will display an amount authorized and an amount unused, if the System Set Up Window, Card #1 is set to **restrict POs to authorized amounts**. The amount unused will not in-

clude tax and shipping. If you check this box, the function will limit the value of purchased items to the authorized amount. If you do not check this box, any amount will be allowed and the system will essentially ignore this as a limitation.

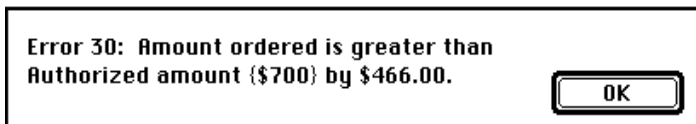


Purchasing ☒ Allow multiple shipments on Purchase Order items.
☒ Allow adding new items to Item Master File during PO entry.
 Default Item Type for new items
☐ Allow Entry of Batches during PO entry.
☒ Default Purchasing Cost from Qualified Vendor History?
☒ Restrict POs to authorized amounts.

The only users who can enter this field are those whose employee master record indicates they can approve POs (see [“Personnel Basic Information” on page LAB-18](#)).

You will not be allowed to edit the authorized amount to make it smaller than the amount currently used on the PO, rendering the unused amount negative.

If you try to exceed the authorized amount in a PO, the system will return the following message:



Error 30: Amount ordered is greater than Authorized amount {\$700} by \$466.00.

When this happens, the function will not allow you to proceed, without adjusting the amount to within the established limit.

Requested by

[Validated] The default in this field is the user record of the person entering the PO. If this PO is generated from a requisition, the default will be the value from the requisition record. This can be overridden with any valid employee code. This field allows you to track who requested the purchase in the first place. A report is made available in the Purchasing Reports window as well:



Purchasing Reports

Purchases	POs or Requisitions by P.O. Number
Purchases	POs or Requisitions by Vendor Code
Purchases	POs or Requisitions by Item Code
Purchases	POs or Requisitions by Requesting Person
Purchases	POs or Requisitions by Shipment Date

Default Date Needed	The value of this field will default to the current system date; however, it can be overridden. When a shipment record is produced automatically for each item on the PO, the date of each of these records will default to the date in this field.
FOB Point	Enter in this field the FOB point for the merchandise being purchased. The field allows eighteen (18) characters for this purpose. This will be printed on the printed PO form.
Ship Via	Enter the preferred shipping method in this field. The default value will come from the vendor record. This will be printed on the printed PO form.
Confirm to	If you wish to have the vendor confirm the order to someone in your organization, type the name of that person here. This will be printed on the printed PO form.
Change #	<i>{Integer, 4 digits}</i> Used to signify change orders. This will be printed on the printed PO form.
Last Printed	<i>{Date field}</i> Each time the PO is printed, this number will be updated. You may override it by typing a new date in this field.
Project Code	<i>{Upper case, alphanumeric, 11 characters}</i> If necessary, enter a project code in this field.
Sales Tax #1	The value of this field will be calculated as the sales tax rate #1 multiplied by the purchase order subtotal for all items flagged as <input checked="" type="checkbox"/> Taxable on the PO Items window.
Sales Tax #2	The value of this field will be calculated as the sales tax rate #2 multiplied by the purchase order subtotal for all items flagged as <input checked="" type="checkbox"/> Taxable on the PO Items window.
Order Total	This field is calculated as the order subtotal plus tax plus shipping.
Allocate Shipping Costs	This function is designed to roll the cost of shipping into the unit cost of each item on the PO.

As items are added to a PO, the function will look up the unit weight of each one and record this information in each PO item record. The unit weight of each item displays on the **PO Item Detail** window.

Print Notes 1	Unit Conversion Factor	1.00	Lead Time	7 Days	Reference #	
Print Notes 2	Unit Wt	5.00 Lbs	<input type="checkbox"/> Rework	<input checked="" type="checkbox"/> Taxable Code	Revision Code	

While the unit weight is based on the **Weight per sales unit** displayed on Item Master File card #1, it may not be identical:

# Sales Units per Shipping Unit	0.00
Weight per sales unit (lbs).....	5.00
Cubic Feet per Sales Unit.....	0.00

The **unit weight** will be different from the weight shown on the item master file window if the purchase unit of measure is different than the sales unit of measure. In this case, the PO unit weight will be based on the conversion factor between the PO unit of measure and the sales unit of measure. Using the example below, the sales unit weight is 1 lb for 12 units and the PO unit of measure equals 12 sales units (144/12). Therefore, the PO unit weight will be 12 lbs.

Weight per sales unit (lbs).....	1.00
Cubic Feet per Sales Unit.....	0.00
Stockkeeping Unit.....	EA
Purchasing Unit.....	GR = 144.00 SKUs
Sales Unit.....	DZ = 12.00 SKUs

The unit weight of each item on a PO may be edited at any time. If you edit this field on the PO line item, you will not impact the unit weight on the item master file.

The total weight of all items on a PO is displayed on the PO header window in the lower right section. The value of this field will be the total of the **unit weight of each item times the quantity of each item**. The total weight field may not be manually edited; however, the Shipping field is meant to be:

	Sub-Total	8312.00
	% Sales Tax #1	0.00
	% Sales Tax #2	0.00
Total Weight	2020.00 Lbs Shipping	500.00
	Total	8812.00

A button is provided at the bottom of the PO header labeled *ALLOCATE SHIPPING*.



The button will be disabled (grayed out) if **either the total weight or the shipping dollar value is zero**. If the shipping dollar value is zero, there is nothing to allocate. If the total weight is zero, there will be no data on which to base the allocation.

If the *ALLOCATE SHIPPING* button is enabled and clicked, the system displays a message, asking if you want to allocate the shipping value. If you click **YES**, Qube ERP™ allocates the dollar value using the relative weights of each item, increasing the unit cost of each item by the allocated shipping cost. For example, if the shipping charge is \$1,000 and the total weight is 10,000 lbs and the first item shows a quantity of 20 and a unit weight of 100 (total for this item = 2,000 lbs), the extended cost of the first item will be increased by $((2,000/10,000)*\$1,000) = \200 . The unit cost of the first item will be increased by $\$200/20 = \10 . The first PO item will change from this:

Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension
0001	09/24/94	0	20	0	20	50.50000	EA	1010.00

to this:

Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension
0001	09/24/94	0	20	0	20	60.50000	EA	1210.00




When the procedure is done, the shipping cost shown on the PO header will be zero, but the total value of the PO will be the same as it was before the procedure was run because the shipping cost will have been absorbed into the unit cost of each item. The net result is a landed unit cost for each item.

Adding a New Vendor During PO Entry

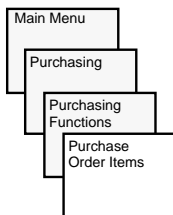
If you wish to enter a PO for a new vendor, key in the word NEW in the Vendor Code field.

When you tab out of the field, the function will display this window where the new vendor can be added to your file.

If you have the system set so you assign your own vendor codes, be sure to assign an appropriate code to this vendor. Otherwise the function will automatically assign its own, using the convention NEW1, NEW2, and so forth.

When you finish entering the vendor information click the button labeled  **OK, Proceed with the new P.O. & Vendor** and the function will return you to the PO header window so you can continue with the PO.

Purchase Order Items



Purchase Order Items

ERGBER Eager Beavers 60157 - 1 of 9

Item Code	Date	Status	Ordered	Received	B/O	Unit	Cost	Extension
THREAD	07/31/97	0	10	0	10	ER	0.15000	1.50
FORM	07/31/97	0	60	0	60	BF	1.50000	90.00
WOOD	07/31/97	0	100	0	100	BF	1.50000	150.00
FINISH	07/31/97	0	40	0	40	SF	1.50000	60.00
LAH-1	07/31/97	0	30	0	30	ER	1.50000	45.00
LAH-2	07/31/97	0	30	0	30	ER	1.50000	45.00
Thread used in making furniture								196.50

G/L Account 1400-000/00
Inventory - Raw Materials

Job Allocation XYZ COMPANY Chair - model 9111

Print Item Notes 1 Unit Conversion Factor 1 Lead Time 30 Days Reference #
Print Item Notes 2 Unit w/t Lbs Rework Taxable Code 2 Revision Code

All Approved Mfrs are OK Any Manufacturer is OK Only 1 Manufacturer is OK Selected Mfr

Scheduled Receipt Date	Requested Receipt Date	Ordered	Received	B/O	Line Status	Allocated to Prod'n	Job Allocation	Shipped to Purchasing	Vendor Shipment Code
06/30/97	08/20/97	10	0	10	2 0	10	2074-4	60157-1-1	

Draft Vendor Invoice Header Items

Use this window to enter detailed information about each item in the purchase order, including multiple ship dates, job allocations, quantities ordered and received, etc.

PO Item Numbers

The PO Item number is a concatenation of the PO number and each line number in the PO. This may not be edited by the user, as it must be maintained by the system as unchangeable. Many job cost transactions may exist which reference it, so it should not be modified. However, you may find on this field by entering the PO number in the accessible portion of the field.

60097 - 1

Item Code

[Validated] Enter a valid item code in this field, and the system will pull the necessary information from the item master record.

Adding items on the fly during PO entry

You may enter items for which there is no item code, if you have set up the system to allow entry of items “on the fly” during purchase order entry (see [“Add new items to Item File during PO Entry?”](#) on

[page SYS-101](#)). This applies to both POs and requisitions. In this case, the system will return the following message:

50QWE is not found in the Item Master File.

Do you wish to add it?

NO
YES

If you have simply made a mistake, click **NO**. The function will respond by presenting a pop-up list of items in the item master file. At this point, you must select a valid item from the list, or enter a valid item code into the Item Code field. If you do not, the function will not allow you to close the pop-up list. (If you wish to escape without doing either, and don't wish to cancel all of the data entry in this PO, the easiest way out at this point is to select any item from the list, and then delete it from the item field once the list is closed.)

If you really do intend to add a new item, click **YES**. The system will respond by tabbing out of the Item Code field and into the Date field. It should look something like this:

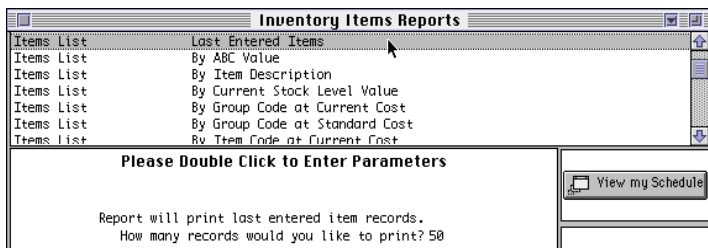
EAG6BEA Eager Beavers									
						60095 -2 of 1			
Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension	
504HER	05/07/96		0	0	0	13.87956	EA	0.00	
0001	05/07/96	0	1		1	50.50000	EA	50.50	
504HER	05/07/96					13.87956	EA		
New Item Added from PO 60095								50.50	

Now you can proceed with the data entry. You can add as many new items during the PO entry process as you like. Once you have finished and click **Save**, the system will complete adding the PO record and then update the item master file with as much information as it can ascertain from this data entry (item code, description, purchased cost, prime vendor, last bought, etc.).

You can streamline this process by using a special character assigned in the system set up function ([see “Code to Request Next Sequential Number” on page SYS-118](#)). This function will allow you to assign a code which, when entered into the item code field, will automatically allow the entry of new item data. When the **Save** button is

clicked, the system will complete adding the PO record and then update the item master file with as much information as it can ascertain from this data entry (item code, description, purchased cost, prime vendor, last bought, etc.). In addition, this function will assign numeric item codes to each of the new items, based on a “last used number” (see [“Last Used Numbers” on page SYS-107](#)).

Once either of these routines is followed to enter new items to the Item Master File on the fly, it is a good idea to review these items to be sure that all of the necessary information has been included. By the very nature of this function, only a limited amount of information can be picked up from the PO. Qube provides the following report in the **Inventory Items Reports** window:



Items List	Last Entered Items
Items List	By ABC Value
Items List	By Item Description
Items List	By Current Stock Level Value
Items List	By Group Code at Current Cost
Items List	By Group Code at Standard Cost
Items List	By Item Code at Current Cost

Please Double Click to Enter Parameters

Report will print last entered item records.
How many records would you like to print? 50

View my Schedule

When reviewing these parts, you may also change the item codes. This makes the automatic assignation of codes detailed above particularly powerful. Using this function, you may allow the system to assign new numbers automatically, and then change the part numbers during this review process. The function will look throughout the system and update the part number everywhere it occurs. This allows your data entry processes to function very dynamically, and to buy, warehouse, and use up new items while still in this review process.

Non-Stock Items

Sometimes you will want to enter a PO for a one time purchase, but you will not wish to have that item included in the Item Master File. Insert the item code **NON-STOCK ITEM**. The system will allow you to proceed normally, entering unit costs, etc., for this item. Do

this only when you absolutely need to, however, because you lose all traceability for any item coded as non-stock.

Date	This will default to the PO date. It is used to print reports of purchases by date. It is best to leave this date as is.
Status	See “Status of PO Items & Shipments” on page PUR-66.
Quantity Ordered	Enter into this field the total quantity of each item ordered on this purchase order.
Quantity Received	<i>{Display only}</i> The value in this field is calculated from PO receiving transactions.
Backordered	<i>{Display only}</i> This is a calculation of the quantity ordered minus the quantity received.
Unit	<i>{Required, Validated, All Caps}</i> This is an abbreviation for Unit of Measure. The value of this field is defaulted by the system to the standard purchase unit specified in the inventory item file. The unit may be either the SKU (stock keeping unit) or the purchase unit, both as specified in the inventory master file. If you enter any unit which does not match, the purchase unit will be substituted. If you enter the purchase unit, it will be assumed that the unit contains as many SKUs in each purchase unit as is specified in the inventory master file. For example, if the SKU is EA and the purchase unit is CS (case) and the SKUs per purchase unit is 10, the purchase of 1 case will cause inventory open purchases to increase by 10, since all inventory numbers are kept in SKUs. A PO receipt of 1 case will also increase inventory by 10 (see “Units of Measure” on page INV-26).
Unit Cost	<p>The value of this field will be defaulted from one of two places.</p> <p>From Vendor History: If you have elected to have the cost defaulted from the vendor history, the function will calculate the cost from the qualified vendor history. You must have the Vendor Performance Grading module to make this work. You must also establish this function in the System Set Up, Card #1. (see “Default Purchas-</p>

[ing Cost from Qualified Vendor History?” on page SYS-101](#)). You must also be purchasing this item from one of the qualified vendors for whom you have a price last paid.

From the Item Master File: If you have not opted for this option, the value of this field will be defaulted from the current material cost. (see [“Material Cost” on page INV-22](#)). If the unit of measure entered equals the SKU, the unit cost will be accepted at face value and compared to the current unit cost found in the inventory file to see if a change is implied. If the unit of measure entered is the purchase unit, the unit cost will be divided by the number of SKUs per purchase unit before making the comparison with the inventory unit cost and detecting any unit cost change. For example, if the unit cost found in the inventory master file is \$1.00 each and 1 case (of 10 SKUs) is purchased at \$11.00 per case, Qube ERP™ will divide \$11 by 10 units and conclude that the new unit cost for the item is \$1.10 per SKU.

You may override this cost. If you do, the function will remember the fact that you did not accept the default. You may then update the costs of all inventory items (and all bills of materials in which each one is used). (see [“Costs Changed by Purchases” on page PUR-107](#)).

PO Item Description

The description field allows entry of 45 characters of text. This will be defaulted from the inventory item file, however it can be changed in this field. Entry of all upper case text is discouraged because upper case text takes up much more space than does lower case text. Changes to item descriptions in this field will not impact the item record in the Item Master File record.

GL Account

This GL account number will default from the **Default GL Account** on the PO Header window. This code must be a valid account.

Note: If this PO Item is for an inventory item, this GL account number must be one which is defined by the system as an **inventory GL account**. Inventory accounts are those which occupy the four inventory positions on the **GL Key Accounts** window, as shown here:

Inventory - Finished Goods	1400-100/00	Inventory - Finished Goods
Inventory - Raw Materials	1400-000/00	Inventory - Raw Materials
Inventory - Resale Goods	1400-200/00	Inventory - Resale Goods
Inventory - Work in Process	1400-300/00	Inventory - Work in Process

Only the four accounts referenced here will be considered to be inventory accounts, and only these inventory accounts will be posted as inventory when PO receipt transactions and vendor invoice vouchers are posted. Therefore, only transactions posted to these accounts will post to PPV, inventory, Estimated Accounts Payable, etc. See [“GL Key Accounts” on page GL-21.](#)

Job Allocation

This is display-only field which is used only if you are not using multiple ship dates. Users with multiple ship dates will use the Job Allocation field in the shipment records.

Comments

Often it is necessary to be able to describe the items being purchased and special instructions in greater detail than is possible in the single field descriptions available on the item detail screen. When this happens, you may use the comments function for each item. Each comment may be up to 500 characters in length. The lines will wrap as they are entered. The comments print after each item on the PO.

A separate field is provided for comments which apply to the entire PO. This is found on the PO header window.

Print Notes 1 & 2

These boxes allow you to print the “Notes 1” and/or the “Notes 2” fields from the item master file on the PO document. The selections can be made separately for each item on the PO. Printing notes from the item master file can be useful when there is a set of instructions which should always be sent to suppliers when ordering certain items. By using this box, it allows you to enter the notes in one place and avoid having to enter them each time the item is ordered.

Unit Conversion Factor

This field represents the same number that is found in the units of measure section of Item Master File, Card #1.


Unit Wt

This field is for display purposes only and will be calculated based on the value found in the inventory item file. (see [“Allocate Shipping Costs” on page PUR-53](#)). You may override it if you like.

Rework

This function allows you to identify items which must be sent back to the vendor for rework. Activating this check box enables the use of the Send Kits to Vendor window for items which are not purchased subassemblies. Normally, you would send kits to vendors for purchased subassemblies (outwork). Qube ERP™ also allows you to send raw material back for rework, using the Send Kits to Vendor window.

If rework is performed on an outwork item, only the parent part(s) is moved from inventory, not the components.

A rework item is another type of item which can be sent to vendors. This is also accomplished through the  **Send Kits to Vendor** function. Such items will be loaded into the list along with any purchased subassemblies. The transaction moves the designated quantity of this item to the vendor location. The PO receipt also acts differently. Instead of adding stock to inventory, the receipt would simply move the stock back from the vendor (i.e., no net change in inventory). (see [“Send Kits to Vendor Window” on page PUR-96](#)). When setting up a Rework PO, use a Rework Expense GL account on the PO.



CAUTION: Make sure that rework POs are handled as new PO items (in other words, create a new item in the PO rather than just flagging the original item as rework). The quantity is likely to be different from the original quantity and the unit cost may be different as well. This could be a zero charge, if the rework is being done because of vendor error, or it may be a smaller charge than normal if the rework is being done because incorrect kit items were sent to the vendor.

Lead Time

This is a display only field which originates in the item master record. This is the lead time which will be used in the production planning calculations of the system.

Taxable

This check box enables the user to flag each item on a PO as taxable or not. The value of this field will default based on the value of the “Taxable” field found in the Item Master File, Card #2, however it may be overridden on the PO. When a nonzero tax percentage is entered on the PO Header, the percentage will be applied only to those items flagged as taxable.

Code

This **tax code** field can be used on POs to communicate various tax codes to the vendor. It is normally used in conjunction with a tax code table preprinted on the PO form. If you need such a feature, call QCI Tech Support for assistance. Otherwise, you can ignore this field.

Reference

This field is not used by the system but made available for whatever you like. It can be utilized on ad hoc reports, and if necessary, for a fee, your PO form can be modified to display this field.

Revision Code

This field is pulled from the Revision Code field on Item Master File, Card #1, which is current at the time this PO is created. It can be overridden in this field, and displayed on the printed PO, if necessary.

Manufacturers Allowed

The middle section of the window provides three radio buttons for these selections.

☒ All Approved Mfrs are OK ☐ Any Manufacturer is OK ☐ Only 1 Manufacturer is OK Selected Mfr:

If the selection is made to allow only one manufacturer, Qube ERP™ will validate the selection to make sure the selected manufacturer is an approved source for the selected item. If it is not, an error message will display, like this:



Error 93: Manufacturer RW is not approved to supply item 0001.
Please try again.

For more information, see [“Manufacturer Item Codes window” on page PUR-22.](#)

Shipment Records

If your system uses Multiple Ship Dates in the purchasing module (mandatory for users of the MRP functionality of the system), this section will be displayed at the bottom of the PO Line items window. It will look like this.

Scheduled Receipt Date	Requested Receipt Date	Ordered	Received	B/O	Line Status	Allocated to Prod'n	Job Allocation	Shipped to Purchasing
08/02/95	08/02/95	30	2	28	2 0	16	1859-3	Vendor Shipment Code
08/02/95	08/02/95	30	2	28	2 0	16	1859-3	60001-K-4-2
08/02/95	08/02/95	15		15	1 0			60001-K-4-1

Scheduled Receipt Date

This is the date the system has scheduled the item to arrive on your dock. All MRP and production scheduling functions are based on this date. If you find that the receipt date must be adjusted, you should adjust it in this field. If you have an item with several receipt dates, you would enter the different receipt dates into this field.

Requested Receipt Date

This date is provided to allow you to keep track of the original promised receipt date from the vendor. When a vendor notifies you that a promised date has slipped, you should enter the new date in the Scheduled Receipt Date field, and keep your original requested receipt date in this field. This way you will have a permanent record of when you originally negotiated the delivery, versus the actual scheduled delivery date.

Ordered

This is the quantity ordered on each shipment record. If you are entering the PO manually, the function will continue to create new shipment records for an item until the total quantity of the item in the shipment records equals or exceeds the total in the line item quantity. The total quantity in the shipment records will override the total in the line item when you save the record, so be sure you have an accurate quantity in these records.

Received

This display-only value is calculated by the PO Receipts function.

B/O

This display-only value is the quantity ordered less the quantity received.



Line

These numbers are provided as reference numbers on the printed PO to facilitate communications between you and your vendor. They are automatically calculated by the system; each with a unique number, and printed along with each shipment record on the printed PO.

Scheduled Receipt Date	Requested Receipt Date	Ordered	Received	B/O	Line Status	Allocated to Prod'n Job Allocation	Shipped to Purchasing Vendor Shipment Code
05/08/96	05/15/96	2	0	2	1 0		60097-1-1
05/08/96	05/15/96	2		2	1 0		60097-1-2
05/08/96	05/15/96	2		2	2 0		60097-1-3
05/08/96	05/15/96	2		2	3 0		60097-1-4
05/08/96	05/15/96	2		2	4 0		60097-1-5
05/08/96	05/15/96	2		2	5 0		

You may override this number and make it anything you wish. Usually, it is best to not change these line numbers, since they are reference numbers you will want to maintain consistently when talking with your vendors. Referring to shipment #20 should mean the shipment of xxxx item on mm/dd/yy date. However, it may be that a PO has been edited several times before it ever gets printed and you may wish to edit the shipment numbers before it is printed.

Status of PO Items & Shipments

This function provides the ability to flag PO shipment items as having a status of either open ('O') or closed ('C'). Closed items have no impact at all on MRP and scheduling calculations, while open items are factored into these calculations. Approved requisitions would generally be open, unless they had been closed manually, while unapproved requisitions will always be closed, as they have no impact on MRP until they have been approved.

PO shipment records showing no items on backorder would always be closed. PO shipment records showing a backordered quantity still open, on the other hand, may be either open or closed. Often, PO items & expected shipments are considered closed even when the quantity received is not equal to or greater than the quantity ordered. Vendors must be expected to occasionally ship less than the quantity ordered and the user must be able to flag the expected shipment as closed even though the vendor shipped less than the desired amount.

Editing the Item Status


There are two methods for flagging expected shipments as open or closed. You may view the **PO Item Detail** window and edit each shipment record to show its status code. The shipment records may be coded either O or C to indicate Open or Closed. In addition, you may flag the item record shown at the top of the window as closed. Editing the item in this fashion will cause the function to change all shipments associated with the item to a closed status. The function does not, however, allow you to edit the item as open. You are required to indicate which shipments are open on an individual basis. Editing any one shipment to Open status will cause the item to show an open status.

A second method is to edit the status of several items at once through the **Scheduled Receipts** window (see [“Scheduled Receipts Window” on page PUR-77](#)).

Allocated to Prod'tn

The **Allocated to Production** field maintains the quantity of each individual PO that has already been allocated for use in the manufacturing process. These allocations are made by the production planning process. Items which have been allocated will not be available for future production (other than for those items to which they have been allocated). These allocations may be cleared in the Scheduled Receipts window (see [“Scheduled Receipts Window” on page PUR-77](#)).

Shipped to Vendor

The values in this field are display-only and reflect any items which have been shipped to the vendor using the  **Send Kits to Vendor** function. These may be outworked or reworked items (see [“Send Kits to Vendor Window” on page PUR-96](#)).

Purchasing Shipment Code

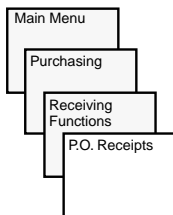
Shipment records have unique record addresses. Sometimes you will wish to have a single shipment record allocated to several jobs. In these cases the shipment record will be split into several shipment records so separate allocations can be made and traced. This code allows for that to happen.

Drill Down to a PO Receipt from a Purchase Order

Double-clicking on the shipments list of a **Purchase Order Items** window which has had receiving transactions entered against it will open the **PO Receipts** window and display the first receiving transaction against that PO shipment.

Processing PO Receipts

Purchase Order Receipts Window



P.O. Receipts

Vendor Code: **EA00EA Eager Beavers**
 Transaction #: **05099**
 Purchase Order: **60004**
 Receipt Date: **08/02/1995**
 Requested by: _____

Header Comment: **Comment from the header of PO #60004**

Item Comment: **This is a text-wrap comment field that may be used to more fully instruct the supplier on what your requirements are for each item on the purchase order.**

**** INSPECT ON RECEIPT ****
☐ Create an Inspection Record for this receipt

Item Code	Expected Receipt Date	Quantity Ordered	Quantity Received	Prev. Rec'd	Unit	Sent To Location	Internal Lot/Batch #	Lot/Batch	Expire Date	No. of Labels
0001	08/02/1995	200	100.000	50	EA	1				
0002	08/02/1995	100	50.000	50	EA	1				
0003	08/02/1995	100	100.000	50	EA	1				
0004	08/02/1995	25	25.000		EA	1				
0005	08/02/1995	14	50.000	50	EA	1				

Table Log Data: **Not yet received 50.000** Vendor Part: **EA00EA-0001**

Finished

Buttons:

There are four types of items you can receive using this window:

- Normally purchased items
- Purchases which do not have a PO (NO PO receipts)
- Outworked items (purchased subassemblies)
- Reworked items (items sent back to the vendor for rework)

If you have the Lot and Batch Tracking feature enabled, you may choose to split a shipment into individual lots, using the *SPLIT A SHIPMENT* button. You may also use this window to return non-reworked items to the vendor. This is accomplished through a negative PO receipt.

The lower left corner contains the status code of the PO items received.

Using the Function

•To receive items on a PO

1. Click <NEW>.

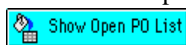
The system will then display a message asking you to enter the PO number to which the receipts apply.



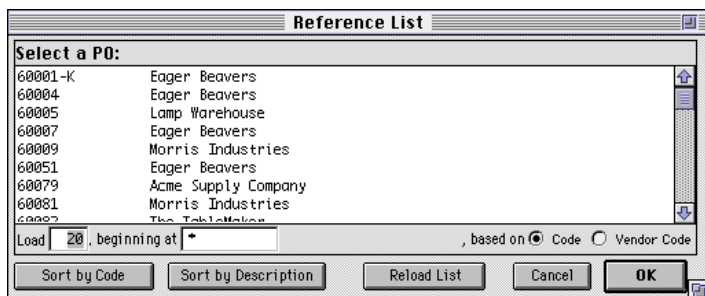
2. Enter the PO Number into the Purchase Order Number field, and press <ENTER>.

The function will load the **shipment records** for each item on the PO.

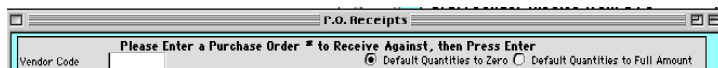
If you do not remember the number of the PO you wish to receive, click the button. This will open the following list,



which will display the first 20 open POs in the data file. This is a standard reference list. If you need to display other POs, or look at them in a different way, use the list tools to change the display (see [“Reference Lists” on page GEN-65](#)). When you find the item you wish to enter, double-click on it and the PO number will be inserted into the PO number field.



3. Select either Default Quantities to Zero or Default Quantities to Full Amount.



If, on System Setup #1, you selected to display decimals, select *DEFAULT QUANTITIES TO FULL AMOUNT*. Qube will then display the decimal quantities that were entered on the PO. If you do not need to display decimals, select *DEFAULT QUANTITIES TO ZERO*. For more information about configuring Qube to display decimals, SEE [“Number of decimal places in purchase orders + requisitions” on page SYS-101](#).

4. Edit the Header Comments field if necessary.

You may edit the **Header Comments** by clicking into the field and typing the new information. This is a great way for receiving personnel to communicate with purchasing personnel, but this will edit the comments in the PO record, so be careful.

5. Change or accept the default Receipt Date.


6. Enter the Quantity Received for each item.

Remember that each of these line items is a shipping record, not a PO line item record. The notion here is that you are receiving a shipment, and so it is more appropriate to refer to the shipping record, which is often time-phased. If the shipping record has been split by MRP to facilitate more accurate job costing and production planning, you will need to account for this in your receiving operation.

It is also a good idea to pay close attention to both the **Item Comment** and the **Requested by** information. Both of these display fields are provided to communicate important reference information to the receiving staff. Note, too, the **item description** and **vendor part number**, displayed at the bottom of the window.



Note: You may receive on items which have had prior receipts. The function will also allow you to receive more or less than was originally ordered. If you receive less, the item will simply remain open until you receive the balance or close the item manually (see [“Scheduled Receipts Window” on page PUR-77](#)). If you receive more than was originally ordered, the function will return the following message:



Quantity received previously {12.000} + 5.000 is more than quantity ordered {12.000}. OK?

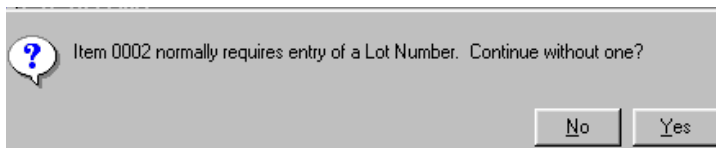
7. Enter the Sent To Location code.

The value in this field will default to the standard receiving location for POs (see [“Default Location to Pull Inventory When Invoicing Scheduled Orders” on page SYS-111](#)); however, it can be overridden. For example, this item may need to be sent to a special inspection receiving station, which will probably be a location different from the default location. If the item has been flagged as requiring inspection on receipt (see [“Inspect On Receipt” on page INV-20](#)), **** INSPECT ON RECEIPT **** will appear in the top section of the window. It is also a good idea to pay close attention to both the **Item Comment** and the **Requested by** information. Both of these display fields are provided to communicate important reference information to the receiving staff. Note, too, the **item description** and **vendor part number**, displayed at the bottom of the window.

8. Enter any required Lot or Batch numbers.

If the item has been flagged as requiring a lot or batch number (see [“Lot/Batch/Serial” on page INV-41](#)), you will be notified if

you try to tab out of this field without having entered one. A message similar to the following will be displayed:



9. Enter the number of receiving labels you wish to print.

Receiving labels are especially useful when material has been purchased for a specific project. The label is designed to be printed on a 1" x 3-1/2" one-up pin feed label. The format is:

- Transaction Date
- Item Code Description from Item Master
- PO # Description from PO Item
- Vendor Code Vendor Name
- Order-line # Customer Name

10. Repeat these steps for each item which you are receiving. When finished, click the *SAVE* button.

You do not have to complete every item; only those being received at the current time.

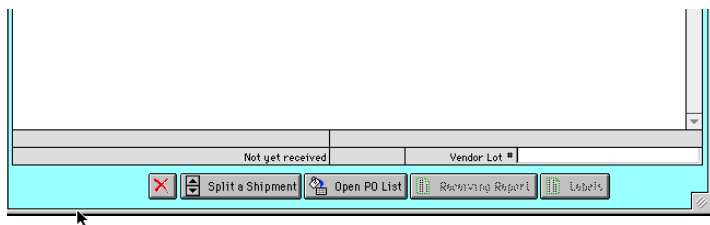
After you enter the data and click the *SAVE* button, the system will do the following:

1. Increase each item's quantity in stock by the quantity received;
2. Create an incoming transaction for the item which you indicated to have been received;
3. Reduce the Open P.O. Qty value in that item's inventory record by the quantity received.
4. Move the value shown in **Quantity Received** into the field labeled **Prev. Rec'd**.

5. Record the number of receiving labels you may wish to have printed.

Split a Shipment

If you have the Lot and Batch Tracking feature enabled, you may choose to split a shipment into individual lots, using the *SPLIT A SHIPMENT* button at the bottom of the screen, as shown.



For example, if a vendor ships 1000 units but you need to split this into four lots, press the *SPLIT A SHIPMENT* button and enter the quantity “4”. The screen will then show four line items, but each one will still show the original size of 1000 units. Edit the quantity of each shipment, depending on how you want it split (four even quantities of 250, or three quantities of 200 and one quantity of 400, or whatever meets your needs). The system will then display four separate records, each with its own (user-entered) lot number.

Print Receiving Report

To print a receiving report of all items received on this transaction, press the *RECEIVING REPORT* button at the bottom of the window.

Print Receiving Labels

To print labels, click the *LABELS* button at the bottom right of the screen. The system will allow you to enter the number of labels to be printed for each line, in case the correct number was not entered on the initial PO receiving transaction. Then the labels will print, producing the desired number of labels for each line.

Entering PO Receipts without a PO

Stock can be added to inventory using either an inventory transaction or a **NO PO receipt**. A NO PO receipt is performed on the PO Receipts window.

Receiving Items Without a P.O.

• To enter a receipt without a PO

1. Click **<NEW>**.
2. Type **NO PO** in the field labeled **Purchase Order #**.

When you tab out of the field, the system will place your cursor into **Vendor Code** field. Enter the vendor code in this field (from whom you are receiving the goods) and press **TAB** again. The system will advance your cursor to the **Item Code** field in the list area.

3. Enter the item code and other information about the items being received.

You must enter a valid item code for each item being received.

If you tab out of the **Item Code** field and leave this field blank, the system will assume you have finished entering items and advance your cursor to the **Purchase Order #** field again.

4. Click **<SAVE>** to complete the transaction.

Receiving Negative Quantities

It is possible that you may enter a receiving transaction for an incorrect quantity. For example, your receiving clerk may have counted 100 items the first time but a recount showed that only 95 were actually received. The receiving transaction which showed the original 100 items received may be corrected by receiving a negative 5 on a new receiving transaction. A new inventory transaction record will be created for the negative quantity, altering the inventory level by that amount. This same procedure would be used to record the return of previously received goods to a supplier.

Drill Down to the Inv. Transaction Window

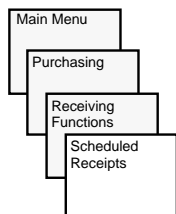
Double-click on an item in the **PO Receipts** window and the function will open the **Inventory Transactions** window and display the same transaction on that window.

Editing and deleting is possible on the **Inventory Transactions** window where it is not on the **PO Receipts** window.

Accounting Ramifications

For the accounting ramifications of receiving items to inventory key accounts, *see* [“Posting to Estimated Accounts Payable” on page PUR-83](#).

Scheduled Receipts Window



Use this window to view, access, and monitor the status of **Scheduled PO Receipts**. Receipts can be loaded and viewed by job number, vendor, or item code.



Note: The data entered into this window are PO shipment records (see [“Shipment Records” on page PUR-65](#)).

Load the List

Click on this button to load the list of open POs. Once this button is clicked, you will have access to the following:

☒ Select Only PO Ships with Job Allocations

Click this box if you want to load only PO items with job allocations. All unallocated items will be ignored. The default is OFF.

☒ Include Closed PO Items

Click this box to include Closed PO items in the list (see [“Status of PO Items & Shipments” on page PUR-66](#)). The default is OFF.

☒ Include Open PO Items

Click this box to include Open PO items in the list (see [“Status of PO Items & Shipments” on page PUR-66](#)). The default is ON.

ALL

Please select one job or ALL

This refers to job numbers (Sale Order Line Numbers). You may load only the scheduled PO receipts for a single job, giving you excellent visibility on the progress of a job. To do so, enter a valid sales order line number. The default is ALL.

ALL

Please select 1 Vendor Code or ALL

Enter a valid vendor code if you wish to load only PO items for one vendor. The default is ALL.

ALL

Please select 1 Item Code or ALL

Enter a valid item code to view the PO items for only one item. The default is ALL.

Sorting the List

Once the list is loaded, you can sort the data by clicking on any of the column headings.

Editing the List

The function allows you to change order status and clear job allocations. To begin, click **Edit**.

In Version 7.36, you can edit multiple dates in the list. You can also copy any date down to any selected lines by using the “down arrow” button. This button is visible only during edit mode:

Scheduled

Date

07/23/99

07/23/99

07/23/99

07/23/99

07/23/99

07/23/99

07/23/99

03/01/93

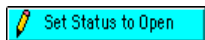
11/22/93

Item Status

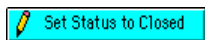
The item status for any record can be individually edited. Click on the item and change the value in this field. These legal values are C and O (see [“Status of PO Items & Shipments” on page PUR-66](#)).

Selecting Multiple Items

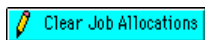
You may use the following functions to change one or several items in the list. Select the items only after clicking the Edit button. Then select one or more items in the list and make the appropriate changes (see [“Selecting Multiple Items in a List” on page GEN-61](#)).



Use this button to set the selected items to open. Using this button, you may open any PO shipment record, regardless of why it was closed. (see [“Status of PO Items & Shipments” on page PUR-66](#)).

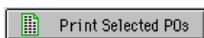


Use this button to set the selected items to closed. Using this button, you may close any PO shipment record. (see [“Status of PO Items & Shipments” on page PUR-66](#)).



This function is obsolete in version 7.35.

In versions 7.34 and previous, use this button to clear job allocations made during production scheduling. Items with job allocations are not available for production scheduling. It is not necessary to clear job allocations since Qube ERP™ will clear those which should be cleared as a precursor to scheduling.



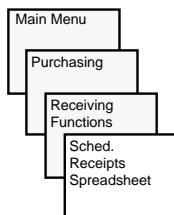
Use this button to print selected POs from the **Scheduled Receipts** window. When the list is loaded with scheduled receipts, click the *PRINT SELECTED POS* button and select lines from the list, and Qube ERP™ will print the POs.

Printing the List

You can print the following report by pressing CTRL/Command-P while looking at the list.

Screen report													
Super Duper Furniture Co.													
PO Shipments													
Report Printed on 05/09/96 at 17:41, Page #1													
Fiscal Week: 0 - 0													
	PO or Req #	Date Needed	Lead Time	Vendor Name	Unit	Quantity Ordered	Quantity Received	Unit Cost	Open Dollar Value	Allocated to Job Production Allocation	Total at Vendor for This PO Shipment	Status	Authorized by
0001	1 60096	Description of 0001 05/08/96	7 Days	New Vendor Added during P	Each	5	0	50.50000	252.50			Open	
						5	0		252.50				
0001	14 60001-K	Description of 0001 08/02/95	7 Days	Eager Beavers	Each	10	0	50.50000	505.00			Open	Sally Database User
	4 60092	01/26/96	7 Days	The TableMaker	Each	60	3	50.50000	2,878.50			Open	
	1 60093	05/06/96	7 Days	The TableMaker	Each	100	0	50.50000	5,050.00			Open	
	1 60094	05/06/96	7 Days	The TableMaker	Each	10	0	50.50000	505.00			Open	
	7 60097	05/08/96	7 Days	Eager Beavers	Each	5	0	50.50000	252.50			Open	
	6 60097	05/08/96	7 Days	Eager Beavers	Each	5	0	50.50000	252.50			Open	
						190	3		9,443.50				
0001	2 60005	Description of 0001 08/02/95	7 Days	Lamp Warehouse	Each	1	0	50.00000	50.00			Open	
						1	0		50.00				
0001	1 60083	Description of 0001 09/24/94	7 Days	Acme Supply Company	Each	20	0	60.50000	1,210.00	20 1859-3		Open	Sally Database User
	13 60001-K	08/02/95	7 Days	Eager Beavers	Each	20	0	12.00000	240.00			Open	Sally Database User
	11 60001-K	08/02/95	7 Days	Eager Beavers	Each	100	0	50.50000	5,050.00			Open	Sally Database User
	1 60098	05/15/96	7 Days	Eager Beavers	Each	200	0	0.25000	50.00	1915-1		Open	
						340	0		6,550.00	20			
0002	2 60083	Table Leg Nuts 09/24/94	7 Days	Acme Supply Company	Each	20	0	10.15000	203.00			Open	
	1 60097	05/08/96	7 Days	Eager Beavers	Each	2	0	0.15000	0.30			Open	
	2 60097	05/08/96	7 Days	Eager Beavers	Each	2	0	0.15000	0.30			Open	
	3 60097	05/08/96	7 Days	Eager Beavers	Each	2	0	0.15000	0.30			Open	
	4 60097	05/08/96	7 Days	Eager Beavers	Each	2	0	0.15000	0.30			Open	
	5 60097	05/08/96	7 Days	Eager Beavers	Each	2	0	0.15000	0.30			Open	
	2 60098	05/15/96	7 Days	Eager Beavers	Each	100	0	0.15000	15.00	1861-1		Open	
						130	0		219.50				
0003	3 60004	Table Casters 08/02/95	10 Days	Eager Beavers	Each	100	50	1.00000	50.00			Open	
	10 60097	05/08/96	10 Days	Eager Beavers	Each	1	0	1.00000	1.00			Open	
	9 60097	05/08/96	10 Days	Eager Beavers	Each	2	0	1.00000	2.00			Open	
	8 60097	05/08/96	10 Days	Eager Beavers	Each	2	0	1.00000	2.00			Open	
	3 60098	05/18/96	10 Days	Eager Beavers	Each	100	0	1.00000	100.00			Open	
						205	50		155.00				
0004	4 60098	Table Brackets 05/14/96	6 Days	Eager Beavers	Each	100	0	5.00000	500.00			Open	

Scheduled Receipts Spreadsheet



Scheduled Receipts Spreadsheet - By Month

☐ Select Days & Weeks
 ☒ Select One Item or ALL
 ☐ Select Weeks & Months
 ☐ Select One Vendor or ALL

☐ Select Months & Quarters
 Please select 1 Item Code or ALL

☒ Display Units
 Start Date: 01/01/96
 End Date: 05/31/96

☐ Display Dollars
 Load the Spreadsheet
 Graph It

Item Code	01/01	01/08	01/15	01/22	01/29	02/05	02/12	02/19	02/26	03/04	03/11
0008				7	3					2	
0001				57							
0002											
0003											
TEST 1											
0004											
0005											

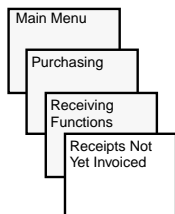
By Week By Month

Spreadsheet Windows

Qube ERP™ contains several windows which allow the presentation of data in spreadsheet form. For example, if you have several outstanding orders for an item with scheduled delivery dates in different time buckets, it is useful to be able to see this demand represented as one line on a window showing the total requirements for each period, rather than listing all the different lines with no total. **Forecasts, backorders, scheduled PO receipts, production material requirements and work center capacity requirements** are all areas in which it is often helpful to be able to view large blocks of data summarized with total requirements for selected periods.

For detailed information on how to use the spreadsheet windows, see [“Spreadsheet Windows” on page GEN-87.](#)

Receipts Not Yet Invoiced Window



PO Receipts Not Yet Invoiced

Please enter Beginning PO Date: 01/01/90
Please enter Ending PO Date: 04/09/98

☐ Display only POs charged to Inventory Accounts
☒ Display POs charged to ALL GL accounts

PO Shipment #	Date	Vendor Code	Item Code	Unit	Unit Cost	Quantity Received	Quantity Invoiced	Value Received	Value Invoiced	Value Not Invoiced	
60003-3	06/11/92	HORIND	0001	EA	0.25000	50.00		12.50		12.50	
60004-1	06/30/92	ERGBER	0001	EA	0.25000	50.00		12.50		12.50	
60004-2	06/30/92	ERGBER	0002	EA	0.15000	50.00		7.50		7.50	
60004-3	06/30/92	ERGBER	0003	EA	1.00000	50.00		50.00		50.00	
60004-4	06/30/92	ERGBER	0004	EA	5.00000	100.00		500.00		500.00	
60004-5	06/30/92	ERGBER	0005	EA	1.00000	25.00		25.00		25.00	
60006-1	07/09/92	TREHAK	725	EA	375.00000	1.00		375.00		375.00	
60001-1	06/10/92	ERGBER	DRC1	EA	100.00000	12.00		1,200.00		1,200.00	
60003-1	06/11/92	HORIND	HITCH1	EA	250.00000	4.00		1,000.00		1,000.00	
60005-1	07/09/92	LAWBAR	LAMP1	EA	131.00000	2.00		262.00		262.00	
									Eager Beavers		5,032.00



Note: In order for this window to be active and available, you must be running in a version 7.32 or later data file.

Purpose of the Window

This window provides the capability to reconcile the **Estimated Accounts Payable** general ledger account. This account is credited when PO receipts for items debiting inventory key accounts are received, and provides an estimated total of accounts payable as PO receipts, rather than waiting for the actual vendor invoice to arrive. As vendor invoices are received and posted, this account is debited. PO Receipts for non-inventory items will not affect the **Estimated Accounts Payable** general ledger account, but can be displayed on this window by choosing “Display POs Charged to ALL GL accounts”.

The problem with this arrangement is that in order for everything to work properly, the vendor invoice must be generated from the **Draft Vendor Invoice** function. If this function is not used (for example, a vendor invoice is entered manually into the system), the estimated accounts payable function will not be debited when the vendor invoice is created, and any credits to the account when PO receipts are recorded can be left in the account, creating an inaccurate balance. This window is used to reconcile this account, and flag any PO receipts as “Invoiced.”

Posting to Estimated Accounts Payable

When posting to Estimated Accounts Payable, you must set up Estimated A/P for a given amount when posting the inventory transaction, and relieve it by the same amount when posting the payable. Below are two examples of how Qube ERP™ handles this.

The first involves a purchased subassembly. The PO unit cost is greater than the standard outwork value by \$100. The inventory posting sets up Estimated A/P by \$100.00 (the standard cost of the items).

Journal Number	Type	Posted?	To Period/Year	Date
92123	INVT	YES	1 /	07/01/97
Account Code	Description	Debit	Credit	
2001-000/00	Estimated Accounts Payable		100.00	
1400-000/00	Increase Raw Materials	7,591.75		
1400-300/00	Reduce W.I.P.		7,581.75	
2001-000/00	Estimated Accounts Payable		100.00	
2200-000/00	Labor at Standard Cost		10.00	
5820-000/00	Material Variance		40.00	
5800-000/00	Increase Raw Materials	40.00		
Estimated Accounts Payable		7,731.75	7,731.75	

Posting the payable relieves estimated A/P by the same amount and posts the \$100 difference to purchase price variance.

Journal Number	Type	Posted?	To Period/Year	Date
92124	PAY	YES	1 /	07/01/97
Account Code	Description	Debit	Credit	
2000-000/00	Posting Payables 07/01/97		200.00	
2000-000/00	Posting Payables 07/01/97		200.00	
2001-000/00	Posting Payables 07/01/97	100.00		
5001-000/00	Posting Payables 07/01/97	100.00		
		200.00	200.00	

The next example involves the purchase of raw materials. Again, the PO unit cost is greater than the standard cost of the item. Posting the inventory transaction (PO receipt) sets up estimated A/P for \$15.00, the standard cost of the item.

Journal Number	Type	Posted?	To Period/Year	Date
92125	INVT	YES	1 /	07/01/97
Account Code	Description	Debit	Credit	
2001-000/00	Estimated Accounts Payable		15.00	
1400-000/00	Increase Raw Materials	15.00		
2001-000/00	Estimated Accounts Payable		15.00	
Estimated Accounts Payable		15.00	15.00	

Posting the payable relieves estimated accounts payable in the same amount it was set up and posts the difference to purchase price variance.

Journal Number	Type	Posted?	To Period/Year	Date
92126	PAY	YES	1 /	07/01/97
Account Code	Description	Debit	Credit	
2001-000/00	Posting Payables 07/01/97	15.00		
2000-000/00	Posting Payables 07/01/97		20.00	
2001-000/00	Posting Payables 07/01/97	15.00		
5001-000/00	Posting Payables 07/01/97	5.00		
Estimated Accounts Payable		20.00	20.00	

• To reconcile the Estimated Accounts Payable account

1. Begin by verifying which PO receipts have been invoiced and which have not.

This is done by matching vendor invoice documents to your PO receiving documents, and is normally done outside the system.

2. Once these records have been verified, all PO receipts “Not Yet Invoiced” should be loaded into this window.

You should then match these records with the physical documents you reviewed in the first step.

PO Receipts for non-inventory items will not affect the Estimated Accounts Payable general ledger account, but can be displayed on this window by choosing “Display POs Charged to ALL GL accounts”.

3. Any PO records which your physical documents show as having been invoiced should be flagged as invoiced using this window.

For information on this process, see [“Set Status to Invoiced” on page PUR-86](#), below.

4. Make any necessary adjusting entries to the Estimated Accounts Payable general ledger account.

The offsetting transaction could be material variance, inventory adjustments, or in some cases, accounts payable.

5. Generate all future payables transactions related to inventory through the Draft Vendor Invoice function.

When you do, the estimated accounts payable account is automatically maintained.

6. Routinely reconcile the Estimated Accounts Payable account using this window.

This function should be run monthly, to make sure this account remains accurate. The above steps should be performed each time this is done.

Loading Records

{Button} You may load two types of records into this window; those which have “not yet been invoiced,” and those “flagged as invoiced.”

Date Ranges

When loading records, you may select the date range of the records you wish to load by entering them in these fields. This date is the item date from the PO Item record. The Date Range fields will only be available after you have clicked one of the “Load” buttons.

Display Choices

You may display records charged only to inventory accounts, or all purchases charged to all accounts. *Only those items charged to inventory accounts will have been credited to the **Estimated Accounts Payable** account upon PO receiving, so if you are using this window to audit this account, you should only load those records.*

You may also choose to display inventory values at Current or Standard. *Load only those records charged to inventory accounts, and at standard value, not current, since postings to the **Estimated Accounts Payable** account are made at standard cost.*

Load Not Yet Invoiced

{Button} Records not yet invoiced are just those; they are PO receipts for which vendor invoices have not been entered into the system. As these vendor invoices are received by the accounts payable department, they are processed through the **Draft Vendor Invoice** function, and are removed from the list. If everything is working properly, you should be able to load all of the records “not yet invoiced,” compare the total dollar value to your **Estimated Accounts Payable** total, and the two should agree. If they do, you are done and can move on. If they do not, more work needs to be done.

Set Status to Invoiced

{Button} If you load these records, the <SET STATUS TO INVOICED> button will appear as shown here.

PO Receipts Not Yet Invoiced

Please enter Beginning PO Date:
Please enter Ending PO Date:

☐ Display only POs charged to Inventory Accounts
☒ Display POs charged to ALL GL accounts

☒ Display Inventory Values at Current ☐ Display Inventory Values at Standard

PO Shipment #	Date	Vendor Code	Item Code	Unit	Unit Cost	Quantity Received	Quantity Invoiced	Value Received	Value Invoiced	Value Not Invoiced
60003-3	06/11/92	MORIND	0001	EA	0.25000	50.00		12.50		12.50
60004-1	06/30/92	EAGBER	0001	EA	0.25000	50.00		12.50		12.50
60004-2	06/30/92	EAGBER	0002	EA	0.15000	50.00		7.50		7.50
60004-3	06/30/92	EAGBER	0003	EA	1.00000	50.00		50.00		50.00
60004-4	06/30/92	EAGBER	0004	EA	5.00000	100.00		500.00		500.00
60004-5	06/30/92	EAGBER	0005	EA	1.00000	25.00		25.00		25.00
60006-1	07/09/92	TABMAK	725	EA	375.00000	1.00		375.00		375.00

This button can be used to remove those records which have been invoiced manually. When you review the situation, you may find that PO records show in the system as having been received, but not having been invoiced. On further inspection, some of these records may actually have been invoiced manually, but because they were not processed through the **Draft Vendor Invoice** function, they were not flagged as having been invoiced, and so remain “uninvoiced” for purposes of this list, and the **Estimated Accounts Payable** account. This button provides the ability to remove these items from this list.

In order to do so, click <LOAD NOT YET INVOICED>, and enter the date range of the records you wish to load. Then click <EDIT>. Select the items you wish to remove from the list, and click the button <SET STATUS TO INVOICED>. Then click <SAVE>. The next time

you load the records, “not yet invoiced,” these records will not appear on the list.

Load Flagged as Invoiced

You may also load records which are “Flagged as Invoiced.” These are records which have been flagged as “Invoiced” in the preceding procedure.

Clear “Invoiced” Flag

{Button} If you load these records, the <CLEAR “INVOICED” FLAG> button will appear in the upper portion of this window. This button can be used to clear the “Invoiced” flag from any of the records in the list. In order to use this button, click <EDIT>, select the items in the list which should be cleared, and click <CLEAR “INVOICED” FLAG>. Then click <SAVE>. These records will now show up as not having been invoiced.

PO Receipts Not Yet Invoiced

Please enter Beginning PO Date: 10/09/97
Please enter Ending PO Date: 04/09/98

☐ Display only POs charged to Inventory Accounts
☒ Display POs Charged to ALL GL accounts

☒ Load Not Yet Invoiced
☐ Load “Flagged” as Invoiced

☒ Display Inventory Values at Current
☐ Display Inventory Values at Standard

PO Shipment #	Date	Vendor Code	Item Code	Unit	Unit Cost	Quantity Received	Quantity Invoiced	Value Received	Value Invoiced	Value Not Invoiced
60003-3	06/11/92	MORIND	0001	EA	0.25000	50.00		12.50		12.50
60004-1	06/30/92	ERGBER	0001	EA	0.25000	50.00		12.50		12.50
60004-2	06/30/92	ERGBER	0002	EA	0.15000	50.00		7.50		7.50
60004-3	06/30/92	ERGBER	0003	EA	1.00000	50.00		50.00		50.00
60004-4	06/30/92	ERGBER	0004	EA	5.00000	100.00		500.00		500.00
60004-5	06/30/92	ERGBER	0005	EA	1.00000	25.00		25.00		25.00

Sorting the Records

You may sort the data in the list on any of the column headings by clicking on any of the column headings.

Drilling Down

You may directly access any of the PO records shown in the list by double-clicking on any of the records displayed in the list.

Outwork

Often companies will need to send items outside for operations and materials to be added to them. An example might be when you need to have a circuit board populated by a subcontractor, but you are sending to the subcontractor the circuit board and many of the components which will be installed on it. Another example might be a frame which you are sending out for painting or powder coating. The subcontractor, or outside vendor, is adding labor, but you already own the part, and need to keep track of it. This special function is called “outwork,” and needs to be handled in a special way.

Definition of Outwork

The primary factor of whether or not to use the outwork model on an item is this: *Do you own any part of the item you are purchasing from the vendor?* **If the answer is yes, then it's outwork. If the answer is no, it is a purchased RAW material.**

Here are a couple of examples.

1. You purchase Component 1 from Vendor A who ships it directly to Vendor B. You do this because you can get a very good price from Vendor A when you purchase it directly. This is a very inexpensive item, less than 1% of the total cost of Component 2, but you use a lot of them. Vendor B then takes Component 1 and uses it in the manufacture of Component 2. Component 2 has 98% of the raw materials and labor added to it by the vendor before it is returned to you.

Question: Are either of these components outworked items and why (remember that you never warehouse Component 1)?

Answer: Component 2 is outwork. Why? *Because you own Component 1* and are furnishing it to Vendor B, who is adding additional materials and labor to it and then sending it to you. The portion that Vendor B is adding to Component 1 is called outwork. The fact that you never warehouse Component 1 is immaterial.

2. You spend 6 months with Vendor A specifying all of the design parameters for an item. This is a very complex mechanical item which is built only for you to your specifications. Although your vendor furnishes all of the parts and labor, all of the items used to make the part are specified by you, and each time you submit a purchase order you send a complete set of new schematics and parts list to the vendor, because they often change.

Question: Is this an outworked item (purchased subassembly)?

Answer: No. The fact that you have spent so much time designing the item has nothing to do with the one determining factor; you own no part of the item before it is delivered to you. You buy it complete from the vendor. Therefore, in terms of the item's classification, it is no different than a lump of coal; it is a RAW material or a RES (resale) item. It is **not** a purchased subassembly.

Outwork Set Up

• To set up outwork

1. Set up the outworked item as a Purchased Sub-assembly.

Because an outworked item is both a purchased and a fabricated part, it needs to be set up in much the same way as other fabricated parts, but with some of the attributes of purchased parts. First, it needs to have an identity, just like every other part in the Item Master File. This means it will have a part number, a description, a cost, and all of the other things that go along with a standard item.

There are also some differences. For this item to work properly, the following must be done:

Classify the part as a *PURCHASED SUBASSEMBLY*.

- Enter **SUB** into the **Item Type** field, and click the **PURCHASED** radio button on, as seen in the following illustration.
- Enter the amount that the vendor will charge in the **Outwork** field, under item costs, as shown.

Purchased/Fabricated is "Purchased"
Item Type is "SUB"

Outwork contains your cost from vendor

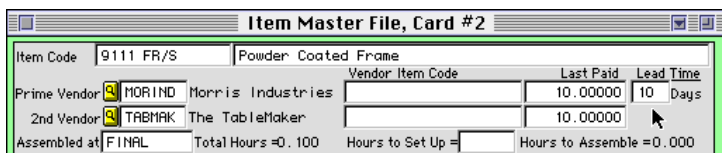
Item Master File, Card #1			
Item Code	9111 FR/S	Powder Coated Frame	
Group	FINE FURN	Sub-Group	
Option Class		Sub-Class	
Item Type	SUB	Grade	
Revision Code	R-1234	Revision Date	
Cost Updated	05/09/96	Inspect on Receipt	
		<input checked="" type="radio"/> Purchased <input type="radio"/> Fabricated G/L Sales Sub-Account 100	
		<input type="checkbox"/> 1st Article Produced <input type="checkbox"/> 1st Article Approved <input checked="" type="checkbox"/> Master Scheduled Item <input checked="" type="checkbox"/> Active item	
Material Cost	108.45000	# Sales Units per Shipping Unit	0.00
Freight In	0.00000	Weight per sales unit (lbs).....	0.00
Material O/H	0.00000	Cubic Feet per Sales Unit.....	0.00
Outwork	10.00000	Stockkeeping Unit.....	EA
Labor	6.00000	Purchasing Unit.....	EA = 1.00 SKUs
Labor O/H	0.00000	Sales Unit.....	EA = 1.00 SKUs
Total Cost	124.45000		

Note under the costs section that this item has a **Material Cost** and a **Labor Cost** in addition to the **Outwork Cost**. Also, note as you are editing the item that when the item is classified as a

purchased subassembly, the function will not allow entry into these fields. This is because these values come from the item's bill of materials, which will be discussed in a moment.

2. Establish a Prime Vendor and Lead Time for the item.

A vendor record and lead time must be inserted into the appropriate fields on Card #2. Be sure to include in the lead time the time it takes to process the work order, travel to and from your vendor, and receive the item back into the system.



Item Code		Description		Vendor Item Code		Last Paid	Lead Time
9111 FR/S		Powder Coated Frame				10.00000	10 Days
Prime Vendor	MORIND	Morris Industries					
2nd Vendor	TABMAK	The TableMaker				10.00000	
Assembled at	FINAL	Total Hours = 0.100	Hours to Set Up =		Hours to Assemble = 0.000		

3. Set up the item's bill of material.

Since you own some of the parts going into this item, and these parts will be used up in its manufacture, it must contain a bill of material for those parts, so that inventories and costs can be tracked.

In the above example, the 9111 FR/S is an assembled item which has several subcomponents. One of these items is a 9111 Frame, which will also have its own bill of materials, and therefore will have both labor and material cost components. In addition, this item has two RAW type items which will only contain material costs. You should list all of the parts which

will be sent to the vendor in the item's BOM. Note that the BOM contains no work center or routing information.

Item Code	Quantity	Loc'n	Unit	Labor Value	Overhead Value	Level
9111 FRAME	1.000	A	EA	6.00000	107.00000	2
0002	3.000		EA	0.45000		2
0003	1.000		EA	1.00000		2
Mill Room: Cut & shape wood elements				6.00000	108.45000	

4. Add the purchased subassembly to the BOM where it will go when finished.

Notice that this item has a work center, FIN, which is the location to which this item will return when received from the vendor.

Item Code	Quantity	Loc'n	Unit	Labor Value	Overhead Value	Level
9111 FR/S	1.000	A	EA	6.00000	118.45000	2
FINISH	4.000		SF	4.80000		2
FIN	0.600	A	HR	4.80000		2

5. Edit the vendor record so that it contains a Stock Location code.

Since you will be sending some of your materials to this vendor location, it must be treated as a work center. In this way, you will be able to keep track of your inventory items and reflect the proper inventory G/L balances.

Enter a stock
location here

Vendor Information			
Vendor Code	MORIND		<input checked="" type="checkbox"/> U.S.A. <input checked="" type="checkbox"/> Active
Send PO's To	Morris Industries		
Address	121 Industrial Way	Stock Location	250
City	Commerce		
State	CA	Zip Code	91234 Country
Phone	714-559-5659	Fax	714-551-1621
First Name	Kent	Last Name	Greene

Using Outwork

1. Enter a PO for the outworked item, just as you would any normal purchased item.

If you are entering POs manually, simply follow the normal procedure for entering a PO. Nothing will be different, except that the item price will default from the outwork field, rather than the material cost field.

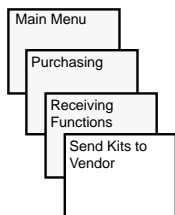
Purchase Order Items									
MORIND		Morris Industries				60099 -1 of 1			
Item Code	Date	Status	Ordered	Received	B/O	Cost	Unit	Extension	
9111 FR/S	05/09/96	0	5	0	5	10.00000	ER	50.00	
9111 FR/S	05/09/96	0	5		5	10.00000	ER	50.00	

If you are using the MRP functionality of the system to generate the PO, it will do so just as for a normally purchased item, issuing it to the prime vendor and honoring the lead time for the item.

When you create POs for an outworked item, the field **Outwork Open POs** on the **Stock Quantities** window will be updated to reflect them.

Committed to Sales	0.000	Total Stock	14.000
Qty in Forecasts	3.000	General Stock	14.000
Open P.O.s	0.000	Min. (Safety) Stock	0
Outwork Open POs	18.000	Maximum Stock	0
Average Daily Use	0.000	Months on Hand	0.000
Annualized Use	0.000	Scheduled for Prodtn	0.000
E.O.Q.	0.000	Scheduled Genl Stock	0.000

Send Kits to Vendor Window



Item Code	Expected Receipt Date	Quantity Required	Quantity Shipping	Unit Location	Location Lot/Batch Number	No. of Labels
9111 FR/S	05/09/96	5.000	5.000	ER 1	250	
9111 FR/S	05/09/96	5.000	5.000	ER 1	250	
0002	05/09/96	1.000	1.000	ER 1	250	

This window automates the task of moving components to vendor locations and tracking the resulting inventory movements and transactions. Use it for moving both **outwork** and **rework** components. It is tightly integrated with the purchasing and inventory functions.

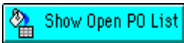
Using the Function

• To issue outwork and rework components to a vendor

1. Click **<NEW>**.
2. Enter the PO number into the Purchase Order # field, and press **<ENTER>**.

If you have the box ☒ Load Purchased Subassemblies Only. checked (the default setting), the system will only load the outwork and rework items into the list. If you elect to disable the box, all of the open items on the PO will load.



Hint: If you do not remember the number of the PO you wish to receive, click the button . This will open the following list, which will display the first 20 open POs in the data file. This is a standard reference list. If you need to display other POs, or look at them in a different way, use the list tools to change the display (see [“Reference Lists” on page GEN-65](#)). When

you find the item you wish to enter, double-click on it and the PO number will be inserted into the PO number field.

Reference List

Select a PO:

60001-K	Eager Beavers
60004	Eager Beavers
60005	Lamp Warehouse
60007	Eager Beavers
60009	Morris Industries
60051	Eager Beavers
60079	Acme Supply Company
60081	Morris Industries
60087	The TableMaker

Load beginning at , based on ☒ Code ☐ Vendor Code

Sort by Code Sort by Description Reload List Cancel OK

3. Change or accept the default Shipment Date.

4. Edit the Header Comments field if necessary.

If necessary you may edit the **Header Comments** by clicking into the field and typing the new information. This is a great way for inventory personnel to communicate with purchasing personnel. This will, however, edit the comments in the PO record, so be careful.

5. Enter the Quantity Shipping for each item.

Enter the quantity of the finished outwork item for which components will be sent to the vendor. The assumption is that complete kits will be sent; any adjustments or short shipments will be entered later. The function will allow you to send more or less than was originally ordered. If you send less, the item will simply remain open until you send the balance at a later time, or close the item manually (see [“Status of PO Items & Shipments” on page PUR-66](#)). If you send more than was originally ordered, the function will return the following message:

Qty Shipped previously {0} + 6.000 is more than qty ordered. OK?

6. Enter the Pull from Location code.

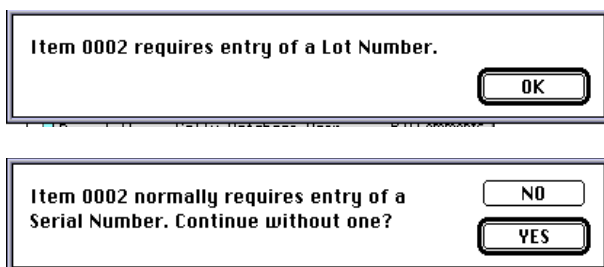
The default value is the **Default Pull from Location for Raw Materials** (see [“Default “Pull From” & “Send To” Locations for Raw Materials and Assemblies” on page SYS-115](#)); however, it can be overridden. If there is no **Default Pull from Location** code, Qube uses location 1000. Be careful, as the items being pulled are not the subassembly but rather the components that go into the subassembly.

7. Enter the Sent To Location code.

The value in this field will default to the location code established for the vendor if Qube is assigning the vendor codes (it must be a numeric code, not an alphanumeric or a letter code); however, it can be overridden (see [“Outwork Set Up” on page PUR-91](#)).

8. Enter any required Lot, Batch, or Serial Number.

Access to this field will only be granted if the item requires one of these numbers (see [“Count Every Weeks” on page INV-38](#)). In this case you will be notified by the function if you try to tab out of this field without having entered one. A message similar to the following will be displayed:



The first screenshot shows a message box with the text "Item 0002 requires entry of a Lot Number." and an "OK" button.

The second screenshot shows a message box with the text "Item 0002 normally requires entry of a Serial Number. Continue without one?" and two buttons: "NO" and "YES".



CAUTION: If you are entering a serialized item, you must enter them one at a time. Lot & batch numbers can be entered for multiple items, however.

9. Enter the number of labels you wish to print.

The label is designed to be printed on a 1" x 3-1/2" one-up pin feed label. The format is:

Transaction Date

Item Code Description from Item Master

PO # Description from PO Item

Vendor Code Vendor Name

10. Repeat these steps for each item for which you are sending kits. When finished, click <SAVE>.

You do not have to complete every item; only those being received at the current time.

What it Does

After you enter the data and click <SAVE>, the system will do the following:

1. Create a shipment transaction, reflecting the movement of the appropriate quantity of the items' components from the Pull from Location to the Sent to Location (presumably the vendor). The quantity shipped will be calculated as the quantity of kits for each item times the quantity of components in the item's BOM. For example, in the following transaction, 5 kits for

9111 FR/S were sent, yielding 5 each of 0002, 0003, and 9111 FRAME. Also, one 0002 was sent back for rework.

Send Kits to Vendor

Purchase Order # 60099 Vendor Code MORIND
 Shipment Date 05/09/96 Transaction # 85627
 Requested by Sally Database User P O Comments

Item Code	Expected Receipt Date	Quantity Required	Quantity Shipping	Unit Location	Pull from Location	Sent To Location	Lot/Batch Number	No. of Labels
0002	05/09/96	5,000	15,000	EA 1		250		
0002	05/09/96	1,000	1,000	EA 1		250		
0003	05/09/96	5,000	5,000	EA 1		250		
9111 FRAME	05/09/96	5,000	5,000	EA 1		250		

Table Leg Nuts -20,000

Show Open PO List Print Labels

- Create a corresponding inventory transaction, reflecting the movement of all items. Note in the example below that the function reflects both in and out movements on each item from the designated locations, and references the PO number. It also flags its type as “Shipment to Vendor,” and creates a Transaction Number, which is also referenced on the Send Kits to Vendor window, shown above.

Inventory Transaction Quantities

Transaction Number 85627 Transaction Type Shipment to Vendor Date 05/09/96 Posted On J/E# To Period

Item Code	Ty	Loca-	tion	PO/Invoice Item #	Order Line# If Made to Order	Stock on Hand	Quantity	Unit Lot/Batch #	Reason
9111 FRAME	IN	250		60099-1-1		16,000	5,000	EA	
9111 FRAME	OUT	1		60099-1-1		16,000	5,000	EA	
0002	IN	250		60099-1-1		19,000	15,000	EA	
0002	OUT	1		60099-1-1		19,000	15,000	EA	
0003	IN	250		60099-1-1		40,000	5,000	EA	
0003	OUT	1		60099-1-1		40,000	5,000	EA	
0002	IN	250		60099-3-1		4,000	1,000	EA	
0002	OUT	1		60099-3-1		4,000	1,000	EA	

Table Leg Nuts

Quantities Costs Non-Scheduled Scheduled Reverse Sort by Item Code

- Update the PO record, indicating how many of the item were sent to the vendor:

Scheduled Receipt Date	Requested Receipt Date	Ordered	Received	B/O	Line Status	Allocated to Prod'n	Job Allocation	Shipped to Purchasing	Vendor Shipment Code
05/09/96	05/09/96	5	0	5	1 0				
05/09/96	05/09/96	5		5	1 0				5 60099-1-1

- Update the Stock Quantities window, reflecting the movement of the component items into the vendor location.

Item Code

9111 FRAME

Assembled frame for 9111-C chair

Cross Ref Code

Group

FINE FURN

Sub-Group

FRAME

☐ Purchased
 ☒ Fabricated

Option Class

Sub-Class

G/L Sales Sub-Account

000

Item Type

SUB

Grade

☒ Active Item

Location	Quantity	Unit	Bin Location
1 Ship & Receive	11.000	EA	111
250 Morris Industries	5.000	EA	

Committed to Sales

0.000

Qty in Forecasts

0.000

Open P.O.s

0.000

Outwork Open POs

Average Daily Use

0.000

Annualized Use

0.000

E.O.Q.

0.000

Total Stock

16.000

General Stock

11.000

Min. (Safety) Stock

0

Maximum Stock

0

Months on Hand

0.000

Scheduled for Prodn

280.000

Scheduled Genl Stock

16.000

Card #1

Card #2

Quantities

Batch Quantities

Usage

Note: To reverse or edit a Send Kits to Vendor transaction, use the Change Stock Locations window, NOT the Inventory Transaction window.

Printing Labels

To print labels, click the button at the bottom right of the screen. The system will allow the user to enter the number of labels to be printed for each line, in case the correct number were not entered on the initial PO receiving transaction. Then the labels will print, producing the desired number of labels for each line item.

Receiving Outwork and Reworked Items

Purchased subassemblies (item type = SUB and coded P to indicate they are purchased) are items which were sent out to a subcontractor to have some process performed on them which increases their value; e.g., metal plating, board stuffing, etc. (see [“Outwork” on page PUR-89](#)). Rework items are items which have been returned to the vendor for reworking or fixing (see [“Rework” on page PUR-63](#)). In both cases, simply increasing the quantity of the item received (as in the case of a normal PO receipt) would be incorrect; you already own all or part of the item being received. Therefore the handling of these transactions is somewhat different from normal.

•To receive reworked or outwork items

1. Enter the data as normal in the PO Receipts window and then click <SAVE>.

Purchase Order Receipts

Please Enter a Quantities Received and Where Sent. Then Click Save

Vendor Code: MORIND Morris Industries

Transaction #: 85628 Header Comment:

Purchase Order #: 60099

Receipt Date: 05/09/96 Item Comment:

Requested by: Sally Database User

**** INSPECT ON RECEIPT ****

Item Code	Expected Receipt Date	Quantity Ordered	Quantity Received	Prev. Rec'd	Sent To Unit Location	Lot/Batch Number	No. of Labels
0001	05/09/96	1.000	1.000		ER 1		
9111 FR/S	05/09/96	5.000	5.000		ER 1		
0001	05/09/96	1.000	1.000		ER 1		

This is when you will notice the first difference. The PO Receipt window will only include the last item received. In this case it is item 0001:

Purchase Order Receipts

Please Enter a Quantities Received and Where Sent. Then Click Save

Vendor Code: MORIND Morris Industries

Transaction #: 85631 Header Comment:

Purchase Order #: 60099

Receipt Date: 05/09/96 Item Comment:

Requested by: Sally Database User

**** INSPECT ON RECEIPT ****

Item Code	Expected Receipt Date	Quantity Ordered	Quantity Received	Prev. Rec'd	Sent To Unit Location	Lot/Batch Number	No. of Labels
0001	05/09/96	1.000	1.000		ER 1		
0001	05/09/96	1.000	1.000		ER 1		

To view the other items which were received, scroll backwards once, or find on the PO #. This will load all of the items received on the PO:

Purchase Order Receipts

Please Enter a Quantities Received and Where Sent. Then Click Save

Vendor Code: MORIND Morris Industries

Transaction #: 85631 Header Comment:

Purchase Order #: 60099

Receipt Date: 05/09/96 Item Comment:

Requested by: Sally Database User

**** INSPECT ON RECEIPT ****

Item Code	Expected Receipt Date	Quantity Ordered	Quantity Received	Prev. Rec'd	Sent To Unit Location	Lot/Batch Number	No. of Labels
0001	05/09/96	1.000	1.000		ER 1		
0001	05/09/96	1.000	1.000		ER 1		
9111 FR/S	05/09/96	5.000	5.000		ER 1		

This has to do with the fact that we were not really receiving these items in per se. We were creating inventory movements

reflecting the movement of the item (in the case of rework) or components of the item (outwork) between two inventory locations (the vendor and receiving dock).

These inventory transactions will look like this:

Inventory Transaction Quantities

Transaction Number: 85631 Transaction Type: P O Receipt Date: 05/09/96 Posted On J/E #: To Period:

Item Codes	Ty	Loca- tion	PO/Invoice Item #	Order Line# If Made to Order	Stock on Hand	Quantity	Unit	Lot/Batch #	Reason
0001	IN	1	60099-2-1			1.000	ER		
0001	IN	1	60099-2-1			1.000	ER		

Buttons: Quantities, Costs, Non-Scheduled, Scheduled, Reverse, Sort by Item Code

Inventory Transaction Quantities

Transaction Number: 85630 Transaction Type: Non-Sched. Assembly Date: 05/09/96 Posted On J/E #: To Period:

Item Codes	Ty	Loca- tion	PO/Invoice Item #	Order Line# If Made to Order	Stock on Hand	Quantity	Unit	Lot/Batch #	Reason
9111 FR/S	IN	1	60099-1-1	Made to Stock	5.000	5.000	ER		
9111 FR/S	IN	1	60099-1-1	Made to Stock	14.000	5.000	ER		
9111 FRAME	OUT	250	60099-1-1	Made to Stock	5.000	5.000	ER		
0002	OUT	250	60099-1-1	Made to Stock	16.000	15.000	ER		
0003	OUT	250	60099-1-1	Made to Stock	5.000	5.000	ER		

Description of 0001:

Buttons: Quantities, Costs, Non-Scheduled, Scheduled, Reverse, Sort by Item Code



To have all of the items appear on the receiving report, you will have to make sure they are visible in the window. (See above.)

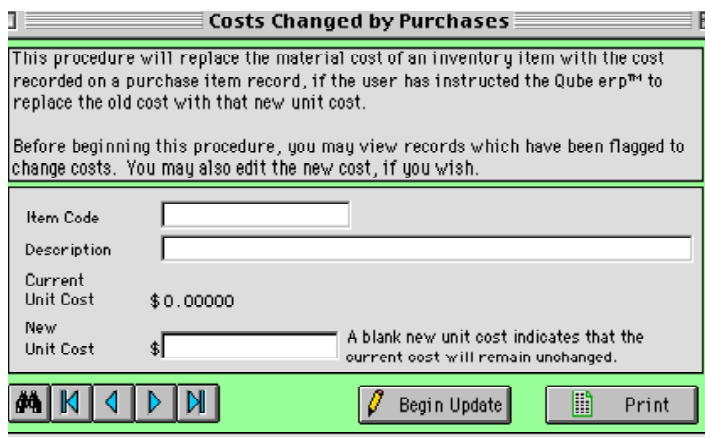
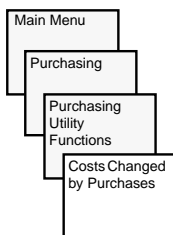
Scraping Outwork

If it becomes necessary for a vendor to scrap outwork, you will need to account for the component material which was in the vendor's lo-

cation. First, change the quantity on the Purchase Order to the quantity you will receive from the vendor (see [“Quantity Received” on page PUR-60](#)). Then do an OUT Inventory Transaction (see [“Manually Entered Inventory Transactions” on page INV-64](#)) to show that the material in the vendor’s location is scrapped.

Utility Functions

Costs Changed by Purchases

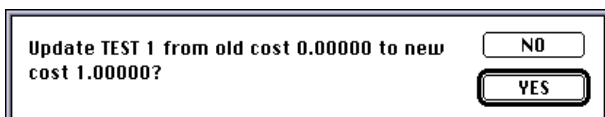


This function has the ability to monitor current costs and maintain the most recent and accurate figure. In some cases the process is automated, and in some it allows for and requires a review process. This window provides for that reviewing process. Note that the GL account on the PO must be that of the Inventory-RAW account from the **GL Key Accounts window** for the Item Master File to be updated.

There are several conditions which can affect the behavior of this function.

1. An item exists in the item master file and has no cost associated with it, and is not a component in another item's bill of material.

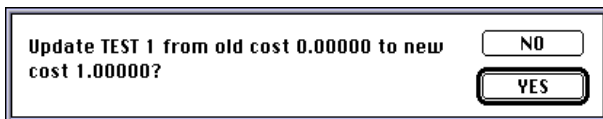
When a purchase order is entered for this item showing a cost value different from zero, the function will return the following message.



If you click <NO>, the system will leave the cost at zero. If you click <YES>, the cost will be changed immediately in the current cost data in the **Item Master File**.

2. **An item exists in the item master file and has no cost associated with it, and is a component in a bill of material.**

When a purchase order is entered for this item showing a cost value different from zero, the function will return the following message.



Update TEST 1 from old cost 0.00000 to new cost 1.00000?

NO

YES

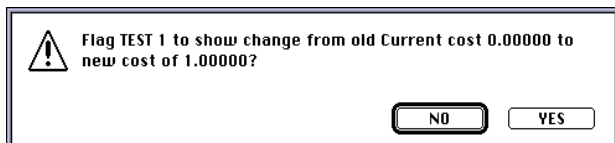
If you click <NO>, the system will leave the cost at zero. If you click <YES>, the cost will be held in this function for future review and cost update in batch mode.

This logic is set up to avoid slowing down data entry in the purchasing functions. For example, it may be possible for several items to be referenced on a single purchase order, all of which will show a change from zero to nonzero current cost. If the system automatically updated the unit cost of each item and rolled up that cost through all BOMs, the purchasing data entry personnel may find themselves unable to enter additional POs for quite some time. This logic allows the users to perform this cost updating in batch mode and get out daily transactions as quickly as may be required.

3. **An item exists in the item master file and has a cost associated with it.**

In this case, entry of the PO has no impact at all. Here the assumption is made that the vendor invoice will be more accurate than the PO. When the cost is zero, however, as in the previous cases, the assumption is that any cost is more accurate than no cost. If the item cost changes again when the payable

transaction (vendor invoice) is entered, then this function kicks in and the function again alerts you with the following message.



In cases two and three above, items were flagged as having new costs generated by purchases, and are stored for further review. A record of item master records in this condition (the current unit cost is waiting to be changed and rolled up through BOMs) can be seen by viewing the **Costs Changed by Purchases** window, shown at the beginning of this section.

4. **An item exists in the item master file and has no associated Where-Used value.**

If you edit the unit cost on a vendor invoice for an item code with no associated Where-Used value, Qube will change the cost without adding it to the New Costs Changed.

• To use this window

This window allows the user to print a list of all items whose current costs have changed through the purchasing and accounts payable data entry processes and update those costs quickly and easily.

1. Begin the process by reviewing the items whose costs are waiting to be updated.

Items with new costs waiting to be reviewed will have a value in the **New Unit Cost** field, as shown here.

Item Code	<input type="text" value="0005"/>
Description	<input type="text" value="Chair Bracket"/>
Current Unit Cost	\$ 1.00000
New Unit Cost	<input type="text" value="\$ 1.10000"/> A blank new unit cost indicates that the current cost will remain unchanged.

You can identify them by printing a report or by scrolling through the records.

To scroll through the records, click the forward or backward, or first or last buttons. These records will scroll to the previous or next item with a new cost waiting to be reviewed. Items with no new cost will be bypassed.

To print a report identifying these items, click the button




at the bottom of the window. The following report will print:

Screen report					
Super Duper Furniture Co.					
Items Showing New Current Unit Costs Requiring Update					
Report Printed on 05/10/96 at 11:42, Page #1					
Item	Prime Vendor Name	Unit	Current Unit Cost	New Unit Cost	Difference
0005 Chair Bracket	The TableMaker	EA	1.00000	1.10000	0.10000
FLUIDS Fluids	Wood Warehouse	QT	0.00000	5.00000	5.00000
TEST 2 \$1 Cost Item	Morris Industries	EA	1.00000	5.00000	4.00000
					Percentage Difference
					10.00 %
					0.00 %
					400.00 %

2. After identifying the records which require reviewing, determine whether the new cost is appropriate, and if not, change it.

Items containing a new cost will be changed to it during the update process. Items containing no new cost will be left untouched. Therefore, if you have determined that an item is okay as is, leave it alone. If you wish to leave the item untouched, delete the new cost, by clicking <EDIT>, editing the field, and clicking <SAVE>. If you wish to update the item with a new cost which differs from that in the field, change it to the new cost in the same manner.

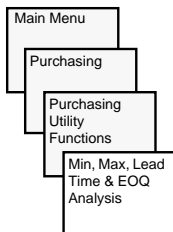
3. After auditing all items with new costs and making any necessary changes, run the update procedure.

- Click the button . The function will return a message asking if you wish to proceed.
- Click <NO> to cancel the process and leave everything as it is.
- Click <YES> and the system will find each item with a cost waiting to be updated, change the existing current cost to the new current cost, delete the new cost from the **New Unit Cost** field, and roll up the BOMs so the new unit cost is reflected throughout the system.



NOTE: This process only updates current costs. It will not update standard costs. Therefore, you must still review the standard costs to make sure any zero-cost items which were changed in this procedure get changed before you post any inventory transactions.

Min, Max, Lead Time & EOQ Analysis



Min, Max, Lead Time & EOQ Analysis

Beginning Transaction Date: 05/10/95 Ending Transaction Date: 05/10/96

Include All Item Groups or Just One: ALL
Include All Items or Just One: ALL

\$1 Cost Item

Multiply Minimum Level Times: 200 % To Set Maximum

Safety Stock =
% of Minimum & Maximum Or...
☒ 1.85 x square root of (Lead Time x Average Daily Use)

Economic Order Quantity Parameters

Cost of Purchasing One Order \$ 5.00
Inventory Holding Cost \$ 0.250 /Year per \$ Inventory

Update Lead Time Update All 4 Factors
Update Min/Max & E.O.Q. Export Lead Time Data
Update Average Daily Use

Use this window to calculate lead times, update average daily use, minimum and maximum quantities, and EOQs.

Update Lead Time

- To scroll through all of the purchased items in the inventory item file and update their lead times for the prime vendor on each item

1. Click the button .
2. Enter the Beginning and Ending transaction dates.

The function will look at every purchase order and PO receipt for each purchased item. It will calculate the average lead time as the average time between PO date and receipt date for each item, and update the **Lead Time** field on **Item Master File, Card #2** for each item.

3. Select the Item Group you wish to evaluate. You may select one or all. The default is ALL.
4. Select the Item Code for the item you wish to evaluate. You may select one or all. The default is ALL.
5. Click <SAVE>.

Update Min/Max & E.O.Q.

When this function is performed, **minimum levels** are set to equal the average daily use times the lead time plus safety stock, as determined by your settings in the following fields.

Safety Stock =	
<input type="text"/>	% of Minimum & Maximum Or...
<input checked="" type="checkbox"/>	1.85 x square root of (Lead Time x Average Daily Use)

Maximum levels will be calculated as minimum times the percentage factor entered into the following.

Multiply Minimum Level Times	<input type="text" value="200"/>	% To Set Maximum
------------------------------	----------------------------------	------------------

Economic Order Quantities (EOQs) are calculated using the standard EOQ algorithm, comparing the cost of purchasing an order and holding inventory with the cost of a stockout. These values will be entered into these fields.

Economic Order Quantity Parameters	
Cost of Purchasing One Order	<input type="text" value="\$ 5.00"/>
Inventory Holding Cost	<input type="text" value="\$ 0.250"/> /Year per \$ Inventory

• To run this function

1. Click the button .
2. Enter the Beginning and Ending transaction dates.

The function will look at every purchase order and PO receipt for each purchased item. It will calculate the average lead time as the average time between PO date and receipt date for each

item, and update the **Lead Time** field on **Item Master File, Card #2** for each item.

3. **Enter the appropriate data in the entry fields on the window (see above).**
4. **Click <SAVE>.**

The function will calculate all of the required data and update the corresponding fields in the item master file (see [“Item Master File, Card #2” on page INV-34](#)).

Update Average Daily Use

This function will analyze the quantities of each item used in the item master file for the date range specified, and divide that by the number of calendar days for that period. It will then update the **Average Daily Use** field in the **Stock Quantities** window with this number. To proceed:

1. Click the button  .
2. Enter the Beginning and Ending transaction dates.

The function will look at every purchase order and PO receipt for each purchased item. It will calculate the average lead time as the average time between PO date and receipt date for each item, and update the **Lead Time** field on **Item Master File, Card #2** for each item.

3. Select the Item Group you wish to evaluate. You may select one or all. The default is **ALL**.
4. Select the Item Code for the item you wish to evaluate. You may select one or all. The default is **ALL**.
5. Click **<SAVE>**.

Update All 4 Factors

This does just what it says, performing all of the operations shown above.

Export Lead Time Data

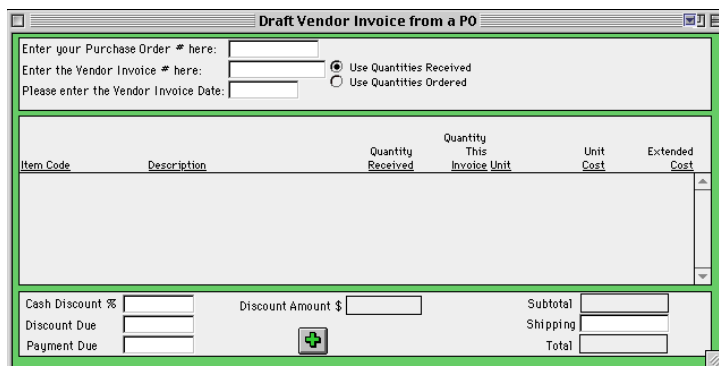
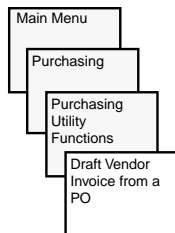
This function will calculate the lead time data for the transactions within the parameters specified and export this data into a tab-delimited text export file.

On a Mac, the file will be called **Lead Times** and will reside in the same folder as your Omnis7 application. On a PC in Windows, the file will be called **Leads.txt** and will reside in the same directory as your Omnis7 datafile.

The file will look like this:

Lead Times								
	A	B	C	D	E	F	G	H
1	Item Code	Description	Vendor	Existing Lead Time	New Lead Time	Days	Transactions Found	
2								
3	2	Table Leg Nuts	Eager Beavers	7	9	Days	1	Transactions
4	150	Medium Suede	Eager Beavers	14	9	Days	1	Transactions
5	DRC1	Chair-Oak Dining/Armless	Eager Beavers	14	9	Days	1	Transactions
6	DRC2	Chair-Oak Dining/With Arms	Eager Beavers	14	41	Days	1	Transactions
7	DRC3	Chair-Oak Dining/Arms & Headrest	Eager Beavers	14	2	Days	1	Transactions
8	HTCH1	Hutch-Oak/Wood Doors	Morris Industries	15	2	Days	1	Transactions
9	HTCH2	Hutch	Morris Industries	14	2	Days	1	Transactions
10	LAMP1	Table Lamp	Lamp Warehouse	7	2	Days	1	Transactions
11	LAMP2	Floor Lamp	Lamp Warehouse	7	2	Days	1	Transactions
12	SHADE 2	Floor Lamp Shade	Lamp Warehouse	3	2	Days	1	Transactions
13	SHADE1	Table Lamp Shade	Lamp Warehouse	3	2	Days	1	Transactions
14	TBL1	Table-Oak/Wood Top	The TableMaker	10	2	Days	1	Transactions
15	TBL2	Table-Oak/Glass Top	The TableMaker	21	2	Days	1	Transactions
16	TEST 0	No cost item	Morris Industries	0	2	Days	1	Transactions
17	TEST 1	\$1 Cost Item	Morris Industries	0	2	Days	1	Transactions
18								
19								

Draft Vendor Invoice from a PO



Note: The above window is displayed if your data file is set to version 7.34. If your data file is not set to version 7.34, contact Qube Connections Technical Support for information on how to do this.

If a purchase order was issued for the items and the P.O. was entered into your data base, this function will draft the vendor invoice (AP transaction) for you.

Benefits of using the function

1. It reduces the amount of manual data input.
2. It facilitates comparison of the quantities and unit prices on the P.O. with those on the vendor invoice, thus highlighting any differences.
3. *It ties the PO to the vendor invoice voucher in the system, and allows the auditing of important ties between these records.*



CAUTION: If you use the manual entry rather than this function, you will lose the connection between the purchase order and the AP Transaction in the system, and will not be able to run the Unvouchered POs report. It is very important to use this function when recording inventory purchases to the system.

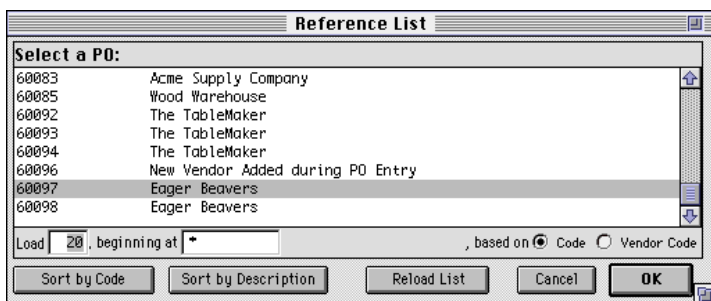
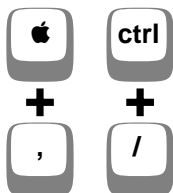
• Using the function

1. Click **<NEW>**.
2. Enter the PO Number into this field:

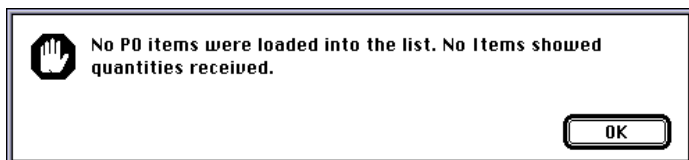
Enter your Purchase Order # here:

If you do not remember the PO number, you may use the reference list to display it. Press **<COMMAND - ,>** (COMMA)/**CONTROL - /** (FORWARD SLASH) on your keyboard to display the list. It will look like this:

Mac OS Windows



If the PO Item record references an inventory GL account (as set up in the GL Key Accounts), the system will look for a nonzero quantity received. If it references any other GL account, it will allow vouchering without a nonzero amount received (however the function must be flagged **Use Quantities Ordered** - see below). If you try to enter a PO on which items that carry an inventory GL account have not been received, you will receive the following message:



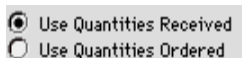
3. Enter the Vendor Invoice Number (voucher number) from the invoice which the vendor has sent.

4. Enter the invoice date from the invoice which the vendor has sent.

This is the date from which all agings and discounts will be calculated.

5. Determine whether you wish to use the Quantities Received or the Quantities Ordered.

This would be based on the agreements you have set up with this particular vendor, and is set using the following radio buttons:

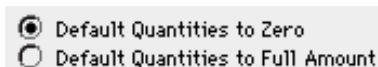


☒ Use Quantities Received
☐ Use Quantities Ordered

This will also determine the Unit of Measure if the SKU is different from the Purchasing Unit.

6. Determine whether you wish to default the quantities to zero or to the full amount.

This is set using the following radio buttons:



☒ Default Quantities to Zero
☐ Default Quantities to Full Amount

7. Click <SAVE> or press <ENTER>.

The function will load all of the received items on the PO into the window.

8. Edit the data for each item.

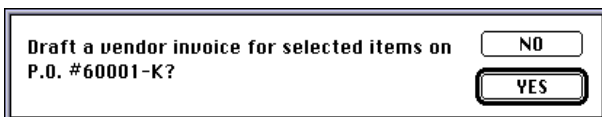
As you <TAB> through the list, you will land in the **Quantity This Invoice**, **Unit**, and **Unit Cost** fields. Edit the data as reflected on the vendor invoice record. For the **Unit** field, the system will accept either the **purchasing unit of measure** or the **stockkeeping unit of measure** as set up on the **Item Master File, Card #1** window.

9. Enter the Cash Discount %, Discount Due, Payment Due, and Shipping amounts in the bottom section of the window.

These figures will come off the invoice record sent by your vendor, and will also update the Vendor Master File record once entered here.

10. Click <SAVE>.

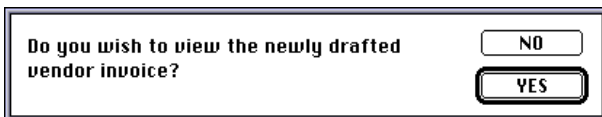
The function will respond by displaying the following dialog box.



**Draft a vendor invoice for selected items on
P.O. #60001-K?**

If the <YES> box is clicked, the function will proceed to draft an A/P transaction including all items selected. A <NO> will cancel the operation, leaving all records untouched.


After the A/P transaction has been drafted, another dialog box will appear asking if you wish to view it. Click <YES>.



**Do you wish to view the newly drafted
vendor invoice?**

Costs Changed by Purchases

If the cost entered in this window differs from the **Current Material Cost** in the item master file, the following message will be displayed.



Flag 0001 to show change from old Current cost 50.50000 to new cost of 0.25000?

Clicking <NO> will cause the function to ignore the new costs and proceed. Clicking <YES> will cause the item to show up on the **Costs Changed by Purchases** report. For more information on this subject, see [“Costs Changed by Purchases” on page PUR-107.](#)

11. View the transaction record and make any necessary adjustments.

Important details need to be checked, including the G/L Account to which the expense is to be charged, the unit price and extension, shipping and tax amounts.

Vendor Invoice Items

LAMWAR Lamp Warehouse

987654

Item	G/L Account	Quantity	Unit Cost	Unit	Extension
First Item	5000-000/10	50.000	10.00000	EA	500.00
Second Item	5000-100/00	100.000	12.00000	EA	1,200.00
OAK LEG BLANK	1400-000/00	10.000	11.00000	EA	110.00
Another Item	5000-000/20	1.000	600.00000	EA	600.00

Cost of Sales - Materials, Second Dept

2,410.00

VAT Tax Code:
Not Reportable; Tax Rate is: 0 %
Sales-Order Line #: 100002-2

☐ This item is taxable
Currency of Issue: USA US Dollars
Home Currency Unit Cost: 10.00000
PO Item Code: 0.00

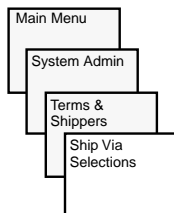
Job Cost Bucket:

Job Cost Phase:

Notes:

Header Items Payments

Ship Via Selections



Code	Description
ALL	Allied
LOCAL	Company Truck
FED	Federal Express
GLOB	Global Shipping
RPS	Rodeway Parcel
USPS	US Postal Service
UPS	United Parcel Svc

Use this window to establish the **Ship Via** Selections for sales orders and purchase orders. If you are using Great Plains Accounting or Dynamics, it is a good idea to use the numbers 1 through 10 as the code, and make sure the selections correlate with those in Great Plains.

When you are viewing a customer, sales order, vendor or purchase order record and the cursor is in a data entry field labeled **Ship Via**, you may use the **Reference List** function to view the valid selections (see [“Reference Lists” on page GEN-65](#)). The reference list for the above setup would appear as follows:

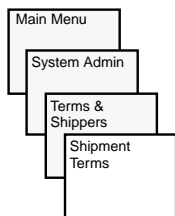
Reference List

Select a Ship Via:

ALL	Allied
FED	Federal Express
GLOB	Global Shipping
LOCAL	Company Truck
RPS	Rodeway Parcel
UPS	United Parcel Svc
USPS	US Postal Service

Load beginning at , based on ☒ Code ☐ Description

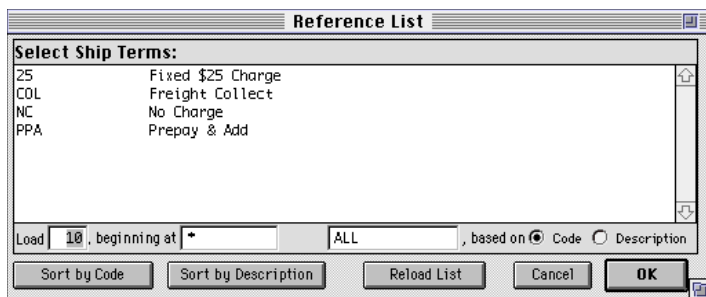
Shipment Terms




Code	Description
25	Fixed \$25 Charge
COL	Freight Collect
NC	No Charge
PPA	Prepay & Add

Use this window to establish the **Shipment Terms** Selections for sales orders and purchase orders. If you are using Great Plains Accounting or Dynamics, it is a good idea to use the numbers 1 through 10 as the code, and make sure the selections correlate with those in Great Plains.

When you are viewing a customer, sales order, vendor or purchase order record and the cursor is in a data entry field labeled **Shipment Terms**, you may use the **Reference List** function to view the valid selections (see [“Reference Lists” on page GEN-65](#)). The reference list for the above setup would appear as follows:



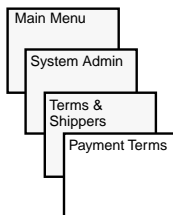
Select Ship Terms:

25	Fixed \$25 Charge
COL	Freight Collect
NC	No Charge
PPA	Prepay & Add

Load , beginning at , based on ☒ Code ☐ Description

Double-clicking on any of these selections will insert the proper values into the **Shipment Terms** field.

Payment Terms



Payment Terms Setup						
Description	Discount Rate	Discount Expires After xx # Days	Date in Next Month Thru Which Discount is Allowed	Net is Due After xx Days	Default Selection	
Net 30 Days	%			30	<input checked="" type="radio"/> 1	
Net 60 Days	%			60	<input type="radio"/> 2	
2% 10 days, Net 30 days	2	% 10		30	<input type="radio"/> 3	
2% 10th Prox, Net 30 days	2	%	10	30	<input type="radio"/> 4	
C. O. D.	%			0	<input type="radio"/> 5	
Credit Card	%			0	<input type="radio"/> 6	
Cashiers Check C. O. D.	%			0	<input type="radio"/> 7	
	%			0	<input type="radio"/> 8	
	%			0	<input type="radio"/> 9	
	%			0	<input type="radio"/> 10	

Use this window to establish predefined Payment Terms for customers and vendors. There is room for 10 different terms, and the same ones will be used for both customers and vendors.

Description

Type the description of each term in this field.

For GPA & Dynamics Users

It is important to make sure that the descriptions and terms correlate with Dynamics if you are linking to that accounting system. You must be sure that the term definitions are carried over to Dynamics properly (see [“Terms & Types” on page GPA-12](#)).

Discount Rate

The percentage discount should be entered here. Enter a rate only if you will be applying a discount; otherwise, leave it blank.

Discount Expires After XX # Days

After XX calendar days after the date of a customer or vendor invoice, the discount will no longer apply. Enter that number here. For example, on terms of **2% 10 Net 30 Days**, you would enter a **10** in this field.

Date in Month Thru Which Discount is Allowed

Sometimes discounts will be set to expire on a specific date in the month. An example would be **2% 10th Prox, Net 30 Days**. In these cases, you would enter the day of the month the discount expires in this field.

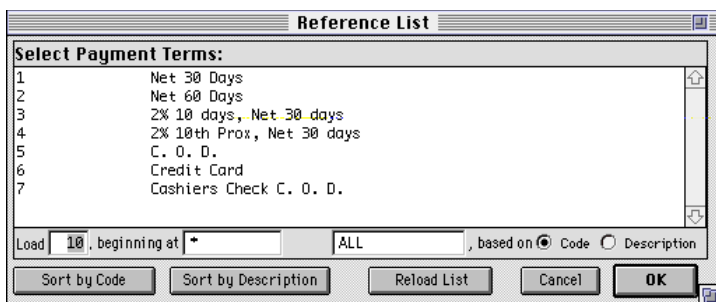
Net is Due After xx Days

Enter the “Net” days here. In cases of cash, C.O.D., company check, etc., make sure there is a zero in this field. In cases where there are net terms, enter the net terms. In the above two examples, the number entered would be **30**.

Default Selection

Click the radio button next to the most commonly used terms. In situations where terms are not predefined (such as in Customer/Vendor Types), this default value will be selected when entering a new customer or vendor. These values may be overridden.

When you are viewing a customer, sales order, vendor or purchase order record and the cursor is in a data entry field labeled **Payment Terms**, you may use the **Reference List** function to view the valid selections (*see “[Reference Lists](#)” on page GEN-65*). The reference list for the above setup would appear as follows:



The image shows a software window titled "Reference List". Inside, there is a section titled "Select Payment Terms:" followed by a list of seven items, each with a number in a column on the left:

	Payment Terms
1	Net 30 Days
2	Net 60 Days
3	2% 10 days, Net 30 days
4	2% 10th Prox, Net 30 days
5	C. O. D.
6	Credit Card
7	Cashiers Check C. O. D.

Below the list, there is a "Load" button, a text field containing "10", and a dropdown menu showing "beginning at". To the right of this is another text field containing "ALL", followed by a label "based on" and two radio buttons: "Code" (which is selected) and "Description". At the bottom of the window are five buttons: "Sort by Code", "Sort by Description", "Reload List", "Cancel", and "OK".

Double-clicking on any of these selections will insert the proper values into the **Payment Terms** field.

Purchasing Reports

Vendor Lists

Six different vendor lists may be printed, offering different sorting and different amounts of detail on the report.

Super Duper Furniture
Purchasing Reports

Receipts	PO Receipts by Item Code
Vendors	Vendor List by Code - 4 lines per vendor
Vendors	Vendor labels sorted by vendor name
Vendors	Vendor List by Code - 2 Lines per vendor
Vendors	Vendor List by Name - 4 Lines per vendor
Vendors	Vendor List by Name - 2 Lines per Vendor
Vendors	Vendor List, by Default GL Code

Please Double Click to Enter Parameters

Select vendor codes Beginning with 1
Select vendor codes Ending with z

Include Active Vendors? YES
Include Inactive Vendors NO

Print from Qws
Reset

Reduce or Enlarge 100%
Orientation

Other Purchasing Reports

Many choices are offered to the user for printing reports on purchase orders and requisitions each sorted and subtotaled differently.

Demo Data File
Purchasing Reports

Purchases	PO's or Requisitions by Vendor Code
Purchases	Print Purchase Orders
Purchases	Print Requisitions
Purchases	PO's or Requisitions by Shipment Date
Purchases	PO's or Requisitions by GL Account Code
Purchases	PO's or Requisitions by P.O. Number
Purchases	PO's or Requisitions by Requesting Person
Purchases	PO's or Requisitions by Item Code

Please Double Click to Enter Parameters

Enter the Earliest Shipment Date 07/24/92
Enter the Latest Shipment Date 09/24/93

Include Purchase Orders in this report? YES
Include Requisitions in this report? NO
Include "Open" Items in this report? YES
Include "Closed" Items in this report? NO

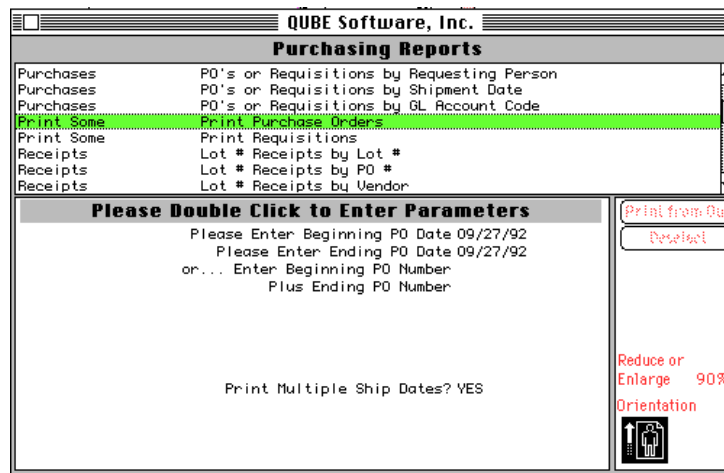
Print from Qws
Reset

Reduce or Enlarge 80%
Orientation

Print Purchase Orders

There are two ways to print purchase orders.

1. Select Print from the File menu. The purchase order or purchase requisition you are currently viewing on the screen will print.
2. From Purchasing reports, select the line labeled **Print Purchase Orders** or **Print Requisitions**. You may select POs or Requisitions in a range of numbers or in a range of dates.



QUBE Software, Inc.	
Purchasing Reports	
Purchases	PO's or Requisitions by Requesting Person
Purchases	PO's or Requisitions by Shipment Date
Purchases	PO's or Requisitions by GL Account Code
Print Some	Print Purchase Orders
Print Some	Print Requisitions
Receipts	Lot # Receipts by Lot #
Receipts	Lot # Receipts by PO #
Receipts	Lot # Receipts by Vendor

Please Double Click to Enter Parameters


Please Enter Beginning PO Date 09/27/92
Please Enter Ending PO Date 09/27/92
or... Enter Beginning PO Number
Plus Ending PO Number

Print Multiple Ship Dates? YES

Print from Qube
Reset

Reduce or Enlarge 90%

Orientation



Vendor's Item Code

The standard Purchase Order format includes both the user's item code and the vendor's item code. When you print purchase orders (multiple ship dates or not) or requisitions, the Controller will compare the vendor code on the purchase order with the ones referenced as vendor #1 & vendor #2 in the inventory item master file for each item being purchased. If the vendor matches vendor #1, that vendor's item code will be printed; if the vendor matches vendor #2, then vendor #2's item code will be printed on your PO.

Receiving Reports

The Controller allows you to print reports listing receipts on purchase orders. You may select Receipts by P.O. #, Receipts by Item Code, Receipts by Vendor and Receipts by Lot.

Demo Data File

Purchasing Reports

Receipts	Lot # Receipts by Lot #
Receipts	Lot # Receipts by PO #
Receipts	Lot # Receipts by Vendor
Receipts	PO Receipts by PO & Date - Accounting Version
Receipts	PO Receipts by PO & Date - Non-Accounting Version
Receipts	PO Receipts by Vendor
Receipts	PO Receipts by Item Code
Vendors	Vendor List by Code - 4 lines per vendor

Please Double Click to Enter Parameters

Enter the Earliest Transaction Date 08/24/92
 Enter the Latest Transaction Date 09/24/92
 Enter an Item Code or "ALL" ALL
 Enter a General Ledger Account or "ALL" ALL

Print Transactions at Standard Cost? YES
 Print Transactions at Current Cost? NO

Print from Out
 Reset

Reduce or Enlarge 75%
 Orientation

Vendor Performance Grading Reports

If you have purchased the Vendor Performance Grading module, you have several additional reports available.

The vendor performance data may be printed for all or a range of item codes or all vendors. Select **Vendor Performance Grades** and enter the report selection parameters to tailor the report to your requirements. The choices will appear as follows:

Purchasing Reports

Vendors	Vendor Labels sorted by vendor name
Vendors	Vendor List by Code - 2 Lines per vendor
Vendors	Vendor List by Name - 4 Lines per vendor
Vendors	Vendor List by Name - 2 Lines per Vendor
Vendors	Vendor List, by Default GL Code
Vendors	Qualified Vendors and Items
Vendors	Vendor Performance Grades

Please Double Click to Enter Parameters

Please Enter Beginning Item Code or ALL ALL
 Please Enter Ending Item Code or ALL ALL
 Please One Vendor Code or ALL ALL

Include Active Items? YES
 Include Inactive Items? NO
 Print Zero Stock Items? NO
 Sort by Item Code? NO
 Sort by Vendor Name? YES

View my Schedule

Reduce or Enlarge 80%
 Orientation

Add to My Reports
 Load My Reports

PU C8, RUEN_Grades, NR_ITEM_MASTER/64

You may print qualified vendors by selecting **Qualified Vendors & Items** from the bottom of the **Purchasing** reports list. You may select the following parameters to tailor the report.

Vendors	Qualified Vendors and Items
Vendors	Vendor Performance Grades
Please Double Click to Enter Parameters	
Please Enter Beginning Item Code or ALL ALL Please Enter Ending Item Code or ALL ALL Please One Vendor Code or ALL ALL	
Include Active Items? YES Include Inactive Items? NO Print Zero Stock Items? NO Sort by Item Code? NO Sort by Vendor Name? YES	

Qube ERP™ assumes that there are requisitions in the data file which represent different quantities of different items that you want to purchase. These must be in requisition, not purchase order records. This report will review and select requisitions within the selected date range and qualify them per your report parameters (all or approved only), preparing RFQ documents to prime vendors or all qualified vendors.

Purchasing Reports	
Print Some	Print Requisitions
Print Some	Requests for Quotations
Click Print or Double Click to Enter Parameters	
Enter the Earliest Requisition Date JAN 1 80 Enter the Latest Requisition Date SEP 19 98 Enter a Item Code or "ALL" ALL Person to Contact with Responses and Questions is SD Deadline for Submitting Price Information is OCT 19 97 Samuel Database Users Telephone Extension is 12345	
Request Quotes from Prime Vendors Only? NO Request Quotes from All Qualified Vendors? YES	
Include Only Items from Approved Requisitions? NO Include Items from All Open Requisitions? YES	