

Purchase Order Entry

A purchase order is a document issued to a vendor that indicates the types, quantities, and agreed prices for products the vendor will provide. The PO plays a vital role in initiating and processing purchases. It defines what needs to be ordered, and tracks what has been ordered and/or purchased.

The *Purchase Order Entry* screen provides a way to establish and define POs. You can place orders for both inventory and non-inventory items, arrange direct delivery of items to specified customers, and create PO returns.

Go To: Purchase → Purchase Order → Purchase Order Entry.

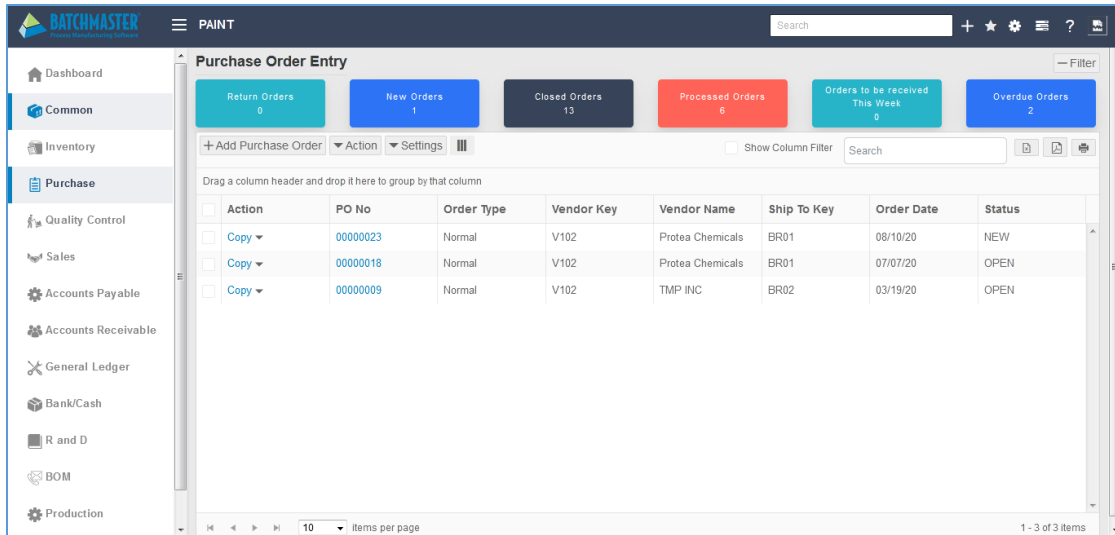


Prerequisites: Data should be set up at the following screens before creating POs:

- *Item Location.*
- *PO Series Master.*
- *Vendor Master.*
- *Ship To Key.*
- *Currency Conversions:* For creating a PO in a foreign currency, the currency conversion must be defined:
 - At the *Currency Conversion* screen of BatchMaster ERP, if the company is not interfaced with finance.
 - In Finance, if the BatchMaster ERP company is interfaced with finance.
- *Unit Conversions:* If any item uses a Purchase UOM that is different from the Stock Unit, the Unit Conversion must be maintained from the Stock Unit to the Purchase Unit.

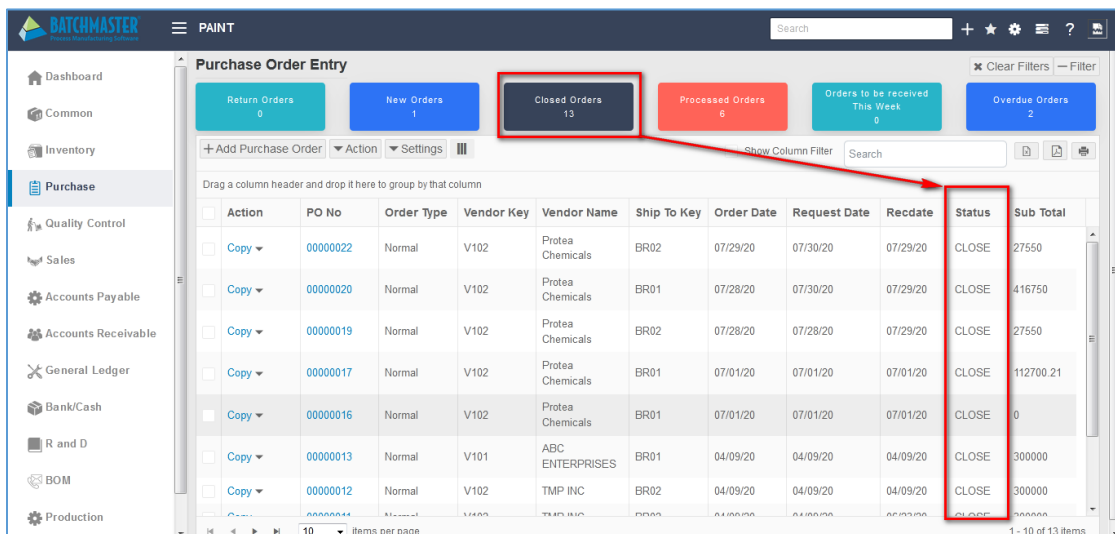
Purchase Order Entry – Dashboard

You can manage purchase orders from this dashboard. By default, the system displays all the existing purchase order entries as maintained for your business/company. You can click on any of the purchase order record to view its details.



The *Purchase Order Entry* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

By default this dashboard displays all status purchase order records. You can click on any of the *Return Orders/ New Orders/ Closed Orders/ Processed Orders/ Orders to be received This week/ Overdue Orders* button to filter the records accordingly.



Using the *Action* button from the dashboard you can:

- Print selected multiple records

- Copy an existing record to create new one
- Release selected multiple record(s)
- Hold selected multiple record(s)
- Close selected multiple record(s)
- Cancel selected multiple record(s)
- Print voucher for the selected multiple record(s)
- Goto Purchase Order Receipt
- Goto Transfer to Voucher
- Goto Super Voucher
- Delete selected multiple record(s)

After you select all the columns of the *Purchase Order Entry* dashboard, the middle grid displays the selected columns.

Action	PO No	Order Type	Vendor Key	Vendor Name	Ship To Key	Order Date	Request Date	Recdate	Status	Sub Total
Copy	00000023	Normal	V102	Protea Chemicals	BR01	08/10/20	08/10/20	08/10/20	NEW	0
Copy	00000018	Normal	V102	Protea Chemicals	BR01	07/07/20	07/07/20	08/17/20	OPEN	0
Copy	00000009	Normal	V102	TMP INC	BR02	03/19/20	03/19/20	08/17/20	OPEN	28944.72

The *Purchase Order Entry* dashboard provides a clear vision of the created records in a read-only mode. You can view the records as per the number of pages provided per page.

Purchase Order Entry – Add Mode

To add a new purchase order to your BatchMaster database, click on the + *Add Purchase Order* button. The system displays the *Purchase Order Entry* screen, where you can create new requisition records.

Purchase Tab

Purchase Order Entry

Purchase | Line Item | Miscellaneous

Purchase Order Number * 00000023 Q Status NEW

Order Type Normal Options ☒ Back Order ☐ Print PO ☐ Print MRN

Vendor Key * V102 Q Vendor Name Protea Chemicals

Ship To Key * BR01 Q Ship To Name Integrated Construction Chemicals (Pty) LTD

Customer Key Customer Name

Ref. PO Number Fetch Order From History

Customer PO Number

Order Date 08/10/20 Req Delivery Date 08/10/20

Cancel Date 08/10/21

Ship Via Key Ship Via Description

New Copy Save Delete Search Close

Purchase Order Number: Each new purchase order created is assigned a next available number on saving it. The new number generated will depend upon the series selected and the next free number available for the series. If the default series is 'NONE' user cannot select any series for the Purchase order. If the default series defined in application parameters is 'SINGLE' or 'DOUBLE', then user has to select a series to be used for the current purchase order. The next free number generated may be limited by the maximum size of the number, the interfaced finance software may hold.

If a selected series has reached its maximum value, a different series should be selected.

In case of Job work the number is fetched from the *Batch Entry* screen. (Auto generated number at the PO Number field). The series used to create the Purchase Order Number would be fetched from the Job Work PO Series field of the Location screen.

Status: This field displays the current status of the purchase order. The possible statuses are as follows:

- **NEW:** Status of the order upon creation.
- **PRINTED:** Status changes to 'PRINTED' after printing the purchase order, if the Print PO step was selected for this order.
- **OPEN:** Status of purchase order changes to 'OPEN' when a line item is received.

- **CLOSE:** If all the Items on a purchase order have been received then the order status changes to CLOSE.
- **PROCESSED:** If Vouchers / Debit memos have been generated for all the PO Lines, then the order status changes to 'PROCESSED'.
- **CANCELLED:** Status of an order if cancelled.

Order Type: This is the order type for the purchase order being created. The possible options are NORMAL, RETURN, Rejected Return and DIRECT DELIVERY. The order type cannot be changed once a purchase order has been saved. The Rejected Return option can be opted to return goods, which fail to meet the standards set by Quality Control department.

Options: You can choose single or multiple options from the following:

- **Back Order:** If this box is checked, each line of the order can be received via multiple shipments.
- **Print PO:** If this option is selected, the order has to be printed first before it can be processed further.
- **Print MRN:** If this option, then 'Material receipt Note (MRN)' has to be printed before receipts can be maintained against the order.

Vendor Key: This the Vendor to whom a Purchase Order will be issued based on this requisition. This is a mandatory field.

Vendor Name: This field displays the description associated with the vendor key. This is a read-only field.

Ship To key: This is the Branch of the BMW Company to which the good will be shipped. This is a mandatory field.

Ship To Name: This field displays the description associated with the Ship To Key. This is a read-only field.

Customer Key : This field specifies the Customer to whom goods will be dispatched in case of a Direct Delivery type purchase order. The lookup displayed for this field contains either the Customer address or the customer's ship to address depending on the value of 'Address for Direct Delivery' parameter on the *Purchase Setup* screen. Once a key is selected here, the related address is copied to ship to address fields on the *Miscellaneous* tab.

Customer Name: This field displays the description associated with the customer key. This is a read-only field.

Ref. PO Number: This field displays the reference PO number in case of a return type purchase order. Selecting a Purchase Order Number is optional for creating a Return Purchase Order.

CustomerPO Number: This field can be used with Direct Delivery order type and used to specify the customer PO number. This customer PO number will be transferred to the Sales Order created.

Fetch Order From History: In case of Return or Rejected Return types purchase orders, if user needs to associate Ref PO Number from archived Purchase Orders then one need to check this option. Thus checking this box allows the user to fetch orders from history i.e. the archived Purchase order(s).

Customer PO Number: This field can be used with Direct Delivery order type and used to specify the customer PO number. This customer PO number will be transferred to the Sales Order created.

Order Date: While creating a new order, this field is defaulted to the current server date.

Req Delivery Date: This is the date by which the ordered items should be delivered by Vendor. This field is defaulted to current server date while creating a new order. However, it may be changed to any date that is greater than or equal to the Order date.

Cancel Date: This is the Date on which the purchase order will expire if not received by this date. This field is defaulted to a date that is equal to the Order date plus the 'Days to Calculate Cancel Date' as defined at Parameters Setup. This date may be changed to any date that is greater than requested delivery Date.

Ship Via Key: This field specifies the shipper or transporter to be used by the vendor for transporting the material. The field is defaulted with the Ship Via key as has been specified in the selected Vendor's details. It may, however, be modified.

Ship Via Description: This field displays the description associated with the Ship Via Key. This is a read-only field.

FOB Key: This field displays the free-on-board terms agreed upon. It is defaulted to the FOB key as maintained in the Vendor's record. The FOB Key can be changed if so required.

FOB Description: This field displays the description associated with the FOB Key. This is a read-only field.

Comment Key: This field displays the description associated with the Ship Via Key. This is a read-only field.

Comment Description: This field displays the description associated with the Comment Key. This is a read-only field.

Buyer Id: This field is for reference or reporting purposes only. It contains the information relating to the vender/purchaser for the respective Purchase Requisition. The lookup provided next to the fields helps the user to add Buyer Ids i.e. allows modification to Buyer Id field. When user click the associated lookup it will list the various BME users as maintained in BatchMaster Online.

User_ID	User_Description
ASHA	password a
ASHWINI	a
NIMISH	password n

Tax Level: Taxes in BatchMaster Online may be applied to an order at one of these levels:

- **Line Level:** If this level is selected, then on entering a line item the tax key is fetched as per the 'Default Tax Rate' value maintained on the Purchase Setup screen.
- **Order Level Tax:** If this level is selected, the user has to select a Tax Rate key for the entire order on the purchase tab.
- **None:** If this is selected, taxes will not be applicable for the order.

Order Level Tax: This is the Tax Rate Key that is applicable for the order, if 'Order Level' is the option selected in the 'Tax Level' field.

Tax Description: This field displays the description associated with Order level tax. This is a read-only field.

Discount Level: Discounts in BatchMaster Online may be defined and applied at one of these two levels:

- **Line Level:** If the selected Discount Level is 'Line Level', then the discount will be picked from one of the Quantity Discounts. If discount has not been defined anywhere in the discount sources this discount is taken as zero. Extra discount can be specified in addition to the Line Discount.
- **Line and Order:** If the Discount Level selected is 'Line and Order', then the discount percentage specified in the Order Discount field applies in addition to the Line and Extra discounts.

Order Discount %: If the discount level is 'Line and Order', a discount percentage may be entered here.

Terms Key: The Terms key is defaulted from the Vendor master. This key may be changed.

Terms Description: This field displays the description associated with the terms key. This is a read-only field.

Terms Discount: This is the discount percentage as specified for the terms key selected on this requisition.

Non Taxable Freight: This is the non-taxable freight amount applicable to this order. This amount is added to the Order Total.

Freight Breakups Button: Click this button to view the various types of freight along with their description for this PO. This amount is displayed as Nontaxable Freight Amount and is added to the PO Total.

The screenshot shows a window titled "Freight Breakups". At the top, there is a "Freight Key" field with the value "F1001" and a search icon. Below this is a table with the following columns: "Acti..." (with a trash icon), "Description", "Amt", "Freight Account", and "For_Amt". The table contains three rows of data:

Acti...	Description	Amt	Freight Account	For_Amt
	ABC	20.00	00030000099999	20.00
	CDE	10.00	00010000099999	10.00
	uiiii	5.00	00010000099999	5.00

At the bottom of the table, there is a blue "Add Line" button. Below the table, there is a "Total Freight" label and a text box showing "35.00". At the very bottom of the window, there are "OK" and "Cancel" buttons.

Currency Exchange Button: When a purchase receipt is processed for a purchase order that was created using a foreign currency, the currency conversion for the GL's is taken based on the receipt date and not the purchase order date. For a Processed line, this conversion factor can be viewed by clicking the *Currency Exchange* button.

Home Curre...	Map Home C...	Currency ID	Map Currenc.
INR	INR	USD	USD

Close

Currency: Currency for the selected Vendor is defaulted from the Vendor Class. The user is allowed to change the default currency, if desired. All amount fields on the Purchase Order are displayed in the currency being maintained in this field.

Currency Description: This field displays the description associated with the currency. This is a read-only field.

Line Item Tab

Line items for the purchase order may be entered on this tab. The Maximum number of lines permissible on a purchase order is 999. Inventory and Non-Inventory type items can both be entered on a purchase order. Inventory items are those for which an Item Location exists in BME. A Non-Inventory does not exist as an Item-Location in BME. A Purchase Order may contain Non-inventory lines of zero quantity. Purchase order lines and their details are displayed in the form of a grid. Various totals are displayed at the bottom right of the screen.

In the case of a Return Order with a Reference Purchase order mentioned, all the received lines of reference purchase order are displayed in the grid and no new lines can be added. The lines may be deleted, however. The Order quantity (that is, the quantity to return against a line) may be modified.

In the case of a Return Order without a Reference Purchase Order, there is no restriction on the items or quantities that may be entered for return.

Note: The Base Price of the Line item gets defaulted once user has defined the Quantity Ordered. The value is interpreted in the currency shown on Purchase Tab of the purchase order, and is based on per unit as shown under Price UOM. User can change the Base price as per the requirement. Once user has saved the Permissible Limit for Base Price Override %, user can extend the Base Price on the Purchase Order Entry screen, while creating a new purchase order or within an open order as well. If the entered value is within the permissible limit user can save the order, whereas if deflected than the system would

prompt an error message and restrict to move ahead. As a result user cannot save the Purchase order if the Base Price is greater than or less than the specified percentage limit.

While processing a job work order through the *Purchase Order Entry* screen, values in the *Line Item* tab are drawn from the non-inventory line and the purchase order quantity is taken same as the Batch Display Qty. The purchase price in the purchase order is drawn from the *Non Inventory Item* screen.

The screenshot shows the 'Purchase Order Entry' window. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. Below the tabs, there are buttons for 'Add Line', 'Insert Lines', and 'Totals'. To the right of these buttons are summary fields: 'Discount Total' (3.00), 'Tax Total' (7.45), and 'Order Total' (154.45). Below these is a table with columns: Action, Seq No, Line Item, Item Key, Description, Location, PO Unit, Qty Order, Price Unit, Base Price, and Extension. The table contains one row with the following data: Action (icon), Seq No (1), Line Item (Inventory), Item Key (B-02-19), Description (ZENKYD 1057KX70), Location (01), PO Unit (KG), Qty Order (30.0000000), Price Unit (KG), Base Price (5.000000), and Extension (150.00). Below the table is a large empty area for additional lines. At the bottom of the window, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

Action	Seq No	Line Item	Item Key	Description	Location	PO Unit	Qty Order	Price Unit	Base Price	Extension
	1	Inventory	B-02-19	ZENKYD 1057KX70	01	KG	30.0000000	KG	5.000000	150.00

Add Line Button: Click on this button to add a line item on the Purchase Order.

Insert Lines Button : You can also set the default value for inserting lines in the PO using the Insert Lines button. When the default option to insert lines in the PO is selected at the Purchase Setup screen, the system automatically opens the lookup when the Insert Line button is clicked. Using the drop-down available on the Insert Lines button, you can set the default action for the Insert Lines button as one of the following:

- Inventory.
- Non-Inventory.
- Add Vendor Item.

Based on the selection made, the system displays the look-up window as either Inventory Lookup or Non-Inventory Lookup or Vendor Items (all the items that appears on non-archived purchase Orders of this Vendor). On the displayed lookup, you can enter the quantities to be ordered of the items in the Quantity field. When you click the OK button, BatchMaster WEB will automatically select those lines with a quantity entered and insert them on the Line Items grid.

Totals Button: Click this button to view all the statistics of the Purchase Order.

The screenshot shows the 'Purchase Order Entry' interface. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. Below these, there are buttons for 'Add Line', 'Insert Lines', and 'Totals'. The 'Totals' button is highlighted with a red box, and a red arrow points from it to the 'Totals' panel on the right. The 'Totals' panel displays the following values:

Totals	
Sub Total	82.73
Tax Amount	8.27
Discount	0.00
Non-taxable Freight Amt	0.00
Open Order Total	91.00
Order Total (INR)	91.00

Totals: This section displays various totals and sub-totals for all the line item(s) associated with this Purchase Order.

Sub Total: Field displays the sum of the extension amounts for all the lines entered in the purchase order minus the tax amounts for those lines for which the tax is included in the price.

Tax Amount: Field displays the sum of all the tax for all the lines in the purchase order.

Discount: Field displays the sum of all the discounts for all the lines in the purchase order.

Non-taxable Freight Amt.: Field is defaulted with the freight amount displayed in the nontaxable freight amount field of the Purchase Tab.

Open Order Total: Field displays the order total amount.

Order Total (Currency): Field displays the order total and the currency used for this purchase order.

Discount Total: This field displays the sum of all the discounts for all the lines in the purchase order.

Tax Total: This field displays the sum of the Tax Amounts for all the lines in the purchase order.

Order Total: This field displays the currency of the vendor and the Order total amount.

Grid Fields:

Action: Click this button to perform various activities on the created purchase order.

Edit: Clicking this button will open the Edit Line Item screen. The screen will fetch all the related information of the selected line item. With this screen you can edit the line item information as required.

Edit Line Item Screen:

Edit Line Item			
Seq No	1	Line Item	Inventory
Item Key	AAAC	Description	Apple JuiceAAAC
Location	IND	PO Unit	KG
Qty Order	10.000	Qty Remaining	0.000
Price Unit	KG	Base Price	8.272727
Extension	82.73	Extra Discount %	0.00
Tax	AP1	Line Net	91.00
Account Key	91030015508016	Req Date	05/28/2020
Comments		Price	8.272727
Discounts	0.00	Contract No	
Extra Discount Amt	0.00	Order Discount	0.00

[Add](#) [Delete](#) [Cancel](#) [OK](#)

Seq No: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the add line button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1. This is an editable field, thus user can enter the sequence number for individual inventory line to specify its position in the sequence.

Line Item: The line type may be Inventory or Non-Inventory.

Item Key: This is the Item Key for inventory type items.

Description: This is the description associated with the item key and is editable. For non-inventory items, the user may enter a description here.

Location: This is the location for the item.

PO Unit: This is the unit in which the QtyOrder is expressed. For inventory items, this field is defaulted to the Purchase unit defined at the item master. The PO Unit may be toggled using the dropdown.

Qty Order: This is the required quantity of the line item.

Qty Remaining: On a Purchase Requisition screen, this value is equal to Qty Order.

Price Unit: This field displays the Unit of Measurement with respect to which the Base Price has been specified. For example, if an item's PO Unit is Each and the Price UOM is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. The value is expressed in the currency shown on tab-1 of the Purchase Requisition. The price source for the base price is displayed on the lower left corner of this tab. The user can change the Base Price.

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See Calculations for details on how this field is calculated.

Extra Discount %: Enter the percentage of extra discount to be given for the line item.

Tax: This field displays the tax rate key applicable to this line item.

Line Net: This field displays the total amount that should be paid towards this line of this purchase requisition. See Calculations for details on how this field is calculated.

Account Key: For an Inventory line, this field is defaulted with the Inventory Control Account of the Item Class to which this Item Location belongs. When this Non-Inventory Item is not fetched via lookup, this field is defaulted to the Expense Account of the Vendor. However, when this Non-Inventory Item is fetched via lookup, this field is defaulted to the Expense Account of the Non-Inventory Item master. The account displayed may be changed. Entering a valid value in this field is mandatory.

Req Date: This is the date by which delivery of this line item is requested. This date is defaulted to the Request Date entered on tab-1, and may be modified. This field is mandatory.

Comments: These line level comments are printed on the PO. The comments may be typed or fetched via lookup.

Price: This is the pre-tax price of the item after deducting the various discounts. See Calculations for details on how this field is calculated.

Discounts: This field displays the total discount amount for the line. See Calculations for details on how this field is calculated.

Contract No: If the price source is Contract, this field displays the Contract Number from which the base price has been fetched.

Extra Discount Amt: This is the extra discount amount for each line. See Calculations for details on how this field is calculated.

Order Discount: This is the order discount amount for a line item. See Calculations for details on how this field is calculated.

Line Discount: This column displays the line discount amount for a line item. This discount is fetched as per the Line Discount Methodology. See Calculations for details on how this field is calculated.

Qty Remaining to Received: This field displays zero.

Requisition No: This field has a use at the Purchase Order Screen and displays the reference Purchase Requisition number for a purchase order generated from a purchase requisition. It can be modified for a row on which receipts have not yet commenced.

PO Line Status: Field displays the status of each item on a Purchase Order. A Purchase Order can have line status as one of the following:


- Print PO
- Print MRN
- Maintain Receipt
- Generate Vouchers
- Archive PO

Price Source: Field displays the price source for the base amount.

Tax Details/Quantity: Clicking this button provides a window popup having the details of Tax Distribution if the Tax Type defined as VAT on the Purchase Setup Screen. If the Tax Type is defined as Flat Tax a grid is displayed with the details of various levels of tax associated with the Line Item.

Tax Detail / Qty						
Vat Tax	Tax Type	Taxable Amt	Tax Amt	Account	Currency	Tax Authority
AP1	VAT	82.73	8.27	00000000012100	INR	AP1
Tax Total			8.27			

Delete: Click this button to delete the selected line item.

More Actions : The following options are available under the more actions:

- **View Item Location:** Click this option to view the inventory details for all item-locations for the selected item.
- **View Tax Details:** Clicking this option provides a window popup having the details of Tax Distribution if the Tax Type defined as VAT on the Purchase Setup Screen. If the Tax Type is defined as Flat Tax a grid is displayed with the details of various levels of tax associated with the Line Item.
- **Alternate Items:** Clicking this option displays Alternate Items for the selected inventory line item.
- **Fetch Original Price:** Clicking this button re-fetches the default Base Price of this item as per the pricing methodology.
- **Override Tax Amount:** Clicking this option opens a pop-up window where you may enter the percentage of tax for various tax levels for the selected line.

- **Production Issue History:** The production issue history (for the past twelve months) for a selected line item may be viewed by clicking this option.
- **View Contract:** Click this option to view all Active Contracts with all Vendors for the selected Inventory type line item. The display can be used to compare the contract prices from the different Vendors.
- **View Price Breakups:** Clicking this option displays a comparative chart of the prices quoted by various vendors for the selected item.
- **View Discounts:** Click this button to view quantity discounts available for the selected item.
- **PO History:** Click this option to view the last ten purchase orders for the selected Item-location.

Seq No: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the *Add Line* button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1.

Line Item: The line type may be Inventory or Non-Inventory.

Item Key: This is the Item Key for inventory type items.

Description: Description of the selected item is displayed in case of Inventory type purchase order lines and it can be modified. For printing on this purchase order and any related vouchers, the Description entered here will supersede the item description mentioned on the item master screen. For non-Inventory items, this description is user-defined.

Location: This is the location for the item.

PO Unit: Purchase unit of the selected item is displayed in this field. The Quantity for purchase on a line is to be entered in this unit.

Qty Order: This is the required quantity of the line item being ordered. This quantity is associated with the PO Unit mentioned above.

Price Unit: This field specifies the Unit of Measure in which the Base Price is defined. For example, if an item's PO Unit is each and Price UOM is dozen, then a Base price of 20 means that the price is 20 for 1 dozen of that item.

Base Price: This is the base price for this line item. The value is interpreted in the currency shown on tab-1 of the purchase order, and is based on per unit as shown under Price UOM. The user can change the Base price. The price source for this base price is shown on the *Line Item* tab of this screen.

If the 'Allowable Cost Fluctuation' field has been selected as 'Yes' on the Purchase Setup screen, and the Base Price for a line item falls outside the cost fluctuation limit as defined at the 'Allowable Cost Fluctuation %' field on the Purchase Setup screen, then that particular receipt line will not be processed at the 'Purchase Order Receipt' screen.

Extension: This field shows the line amount for the quantity ordered at base price.

Miscellaneous Tab

The screenshot shows the 'Purchase Order Entry' window with the 'Miscellaneous' tab selected. The window has a top toolbar with icons for various functions. Below the toolbar, there are three tabs: 'Purchase', 'Line Item', and 'Miscellaneous'. The 'Miscellaneous' tab is active, displaying a form with the following fields:

Vendor Class Key	DMS	Vendor Class Description	DOMESTIC
Cash Account Key	7900001	Cash Account Description	Expensee
Location Key	02	Location Description	Store 02
Reference		Comments	
Recurred	<input type="checkbox"/>	Recur Cycle Description	
Recur Cycle Key			
Prepayment ▼			
Vendor Address ▼			
Ship To Address ▼			

At the bottom of the window, there is a toolbar with buttons: New, Copy, Save, Delete, Search, and Close.

Vendor Class Key: This is the Vendor Class key associated with the selected Vendor.

Vendor Class Description: This field displays the description associated with the Vendor Class Key. This is a read-only field.

Cash Account Key: While creating a new order, this field is defaulted with the cash account key maintained in the vendor class. This value may be changed. This field is for reporting purposes only.

Cash Account Description: This field displays the description associated with the Cash Account Key. This is a read-only field.

Location Key: This key defines the Location associated with BatchMaster Company.

Location Description: This field displays the description of the location key.

Reference: The user can enter any remarks or extra notes if required in this field for reference purposes.

Comments: The user can enter comments in this field.

Recurring: In case of a normal and direct delivery type of order if this box is checked, the order will be a recurring order utilizing the specified recur cycle. The recurring orders are generated via the 'Generate Recur POs' utility. A recur order will not be generated for a 'CANCELLED' order.

Prepayment Section:

Prepayment ^			
Check Number	2516451	Check Amount	10000.00
Check Date	05/27/2020		

Check Number: This is the number of the check by which prepayment was sent to the vendor.

Check Amount: This is the amount of the pre-payment made by check.

Check Date: This is the date of the pre-payment check.

Vendor Address Section:

Vendor Address ^			
Vendor Name	American Touristor	Fill Vendor Address	
Address Line 1		City	
Address Line 2		State	
Address Line 3		Zip Code	
Vendor Country	USA	Description	United State of America
Attention			

Vendor Name: The name of the selected vendor is displayed here.

Fill Vendor Address: Clicking the button would list all the available vendors of BME. User can select the required Vendor from the list. Once selected the address details of the selected vendor would overwrite the existing entry made after selecting the Vendor Key on the *Purchase* tab of the screen.

This is helpful in case the supplier's address other than the vendor's address.

Fill Vendor Address

AMERICAN TOURIS

×

☐ Show Column Filter

Drag a column header and drop it here to group by that column

Vendor_Key	Vendor_Name	Address_1	Address_2	Address_3	City	State
AMERICAN TOURIS	American Touristor					

10

items per page

1 - 1 of 1 items

Address Line 1: The street address of the selected Vendor is entered here.

Address Line 2: The street address of the selected Vendor is entered here.

Address Line 3: The street address of the selected Vendor is entered here.

City: The City of the selected Vendor is displayed here.

State: The State of selected Vendor is displayed here.

Zip Code: The Zip code of selected Vendor is displayed here.

Vendor Country: The Country and the respective country Code for the selected Vendor are shown here.

Description: This field displays the description associated with the vendor country.

Attention: This is the name of the contact person with the Vendor.

Ship To Address Section:

Ship To Address

Ship To Name

Fodd Corporation Branch

City

Bhopal

Address Line 1

Office No 34 West Zone

State

MP

Address Line 2

Prime Avenuw

Zip Code

452001

Address Line 3

TT Nagar

Ship To Country

IND

Q

Description

India

Attention

Mr. Deepak

Ship To Name: This field specifies the name of the BMW Company's branch to which the goods will be shipped.

Address Line 1: The street address details of the destination of the shipment are entered here.

Address Line 2: The street address of the selected Vendor is entered here.

Address Line 3: The street address of the selected vendor is entered here.

City: This specifies the city where the destination site is located.

State: This specifies the State where the destination site is located.

Zip Code: This specifies the Zip code of the destination site.

Ship To Country: This specifies the Country where the destination site is located.

Description: This field displays the country name associated with the Country ID.

Attention: This is the name of the BMW Company's representative at the destination site who may be informed of the receiving details.

Creating a Normal Type of Purchase Order

1. You can manage POs created via the *Transfer Indent to PO* screen, from *Transfer Requisition to PO*, from *MPS* or *MRP*, or you can create a new PO from the *Purchase Order Entry* screen.
2. To define a new purchase order entry, open the *Purchase Order Entry* dashboard.
3. Click on the *+Add Purchase Order* button to open the *Purchase Order Entry* screen.

The screenshot displays the 'Purchase Order Entry' interface. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. The 'Purchase' tab is active. Below the tabs, there are several input fields and sections:

- Purchase Order Number:** A text field with a dropdown menu showing 'NONE'.
- Order Type:** A dropdown menu showing 'Normal'.
- Vendor Key:** A text field with a dropdown menu.
- Ship To Key:** A text field with a dropdown menu.
- Customer Key:** A text field with a dropdown menu.
- Ref. PO Number:** A text field.
- Customer PO Number:** A text field.
- Status:** A dropdown menu showing 'NEW'.
- Options:** A section with checkboxes for 'Back Order', 'Print PO', and 'Print MRN'.
- Vendor Name:** A text field.
- Ship To Name:** A text field.
- Customer Name:** A text field.
- Fetch Order From History:** A checkbox.
- Order Date:** A date field showing '08/28/20'.
- Req Delivery Date:** A date field showing '08/28/20'.
- Cancel Date:** A date field showing '08/28/21'.
- Ship Via Key:** A text field with a dropdown menu.
- Ship Via Description:** A text field.

At the bottom of the screen, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

4. When the *SINGLE* or *DOUBLE* option is selected in the *Series Default* field at the *Purchase Setup* screen, a series for the order needs to be selected in the *Purchase Order Number* field.
5. The *Order Type* field defaults to *Normal*. Available options include *Rejected Return*, type of order which signifies that the order is created to return lots that failed QC testing, and *Direct Delivery*, which lets you choose a customer key for the customer to whom the vendor will directly ship the order line items.

6. If the order type selected is Direct Delivery, then the Customer PO Number field will be enabled which allows you to specify the customer PO number. This customer PO number will be transferred to the Purchase Order created.
7. Continuing with the *Normal* type of order, select a vendor in the *Vendor Key* field.
8. Specify the receiving location of the company to which the vendor should dispatch the purchased items in the *Ship To Key* field. The lookup for this field accesses the *Branch* records. Note that this field is unavailable for a *Direct Delivery* type PO.
9. For a *Direct Delivery* type PO, use the lookup next to the *Customer Key* field to select the customer to whom goods will be dispatched.
10. You can change the *default Order Date*, *Requested Delivery Date* and *Cancel Date* if required. By default the Order Date and the Requested Delivery Date are defaulted to the current server date. The *Cancel Date* equals the order date plus the number of cancel days defined on the Purchase Setup screen.

Changing the requested delivery date rolls down the changes to the line items automatically. You can use the date picker next to the field. After saving the record, if requested delivery date is greater than the order date, system displays a confirmation message to roll down the changes to the *Line Items* Tab.

Clicking *Yes* sets the *Reqdate* field value of the line items to the specified requested date, clicking *No* keeps the value unchanged.

11. Use the *Ship Via Key* field to indicate how the items will be transported.
12. The default value (maintained at the vendor record) in the *FOB (Free on Board) Key* field can be changed, if required.
13. If you need any comment to be printed on the PO, enter or specify the text in the *Comment Key* field.
14. For reference or reporting purposes, you can also maintain information in the *Buyer ID* field.
15. Select the applicable tax value in the *Tax Level* field. Options are *Order Level*, *Line Level*, and *None*.
16. Select the applicable discount value in the *Discount Level* field. Options are *Line Level* and *Line and Order*.
17. The *Terms Key* field lets you maintain the payment terms of your vendor. If required, select the desired terms.

18. The value in the *Currency Key* field is defaulted from the vendor key, which is in turn defaulted from the vendor class.



You can create a PO in a different currency than that defined in the vendor class. BatchMaster WEB handles this perfectly, without needing to define separate vendor records, each with a different vendor class.

19. To apply a freight amount to the PO, click the *Freight Breakups* button. On the displayed screen, specify the various types of freight along with their descriptions for this PO. This amount is displayed as a Nontaxable Freight Amount and is added to the PO Total.

Freight Breakups

Freight Key

ROAD

Q

Description	Amt	Freight Account	For_Amt	Acti...
TRUCK	150.00	1010001	150.00	

Add Line

Total Freight

150.00

OK

Cancel

20. When the exchange rate(s) have been defined, you can view the currency exchange rate information by clicking the *Currency Exchange Rate* button.
21. Switch to the *Miscellaneous* tab. Use the relevant lookups to enter the required details. The *Vendor Class Key*, *Cash Account Key*, and *Location Key* fields are defaulted with the values maintained on the *Vendor Class* screen. These values may be changed, if desired. Enter any prepayment details.

Purchase Order Entry

Purchase | **Line Item** | **Miscellaneous**

[Vendor Class Key](#) **Vendor Class Description**

Cash Account Key **Cash Account Description**

Location Key **Location Description**

Reference

Comments

Recurred ☐

[Recur Cycle Key](#) **Recur Cycle Description**

Prepayment

Vendor Address

Ship To Address

22. To make this a recurring order, select the *Recurred* checkbox. The recurring period can be determined by entering or looking up an applicable the key in the *Recur Cycle* field.
23. You can also maintain information in the *Reference* or *Comment* fields that may be printed on the purchase order.
24. Under the *Prepayment* section, specify the *Check Number*, *Check Amount*, and *Check Date* field, if required.
25. Under the *Vendor Address* section, specify the vendor address. To specify the vendor address, click on the *Fill Vendor Address* button and select vendor key on the *Fill Vendor Address* popup window. All address fields in this section are available for modification.

Vendor Address

Vendor Name

Address Line 1

Address Line 2

Address Line 3

[Vendor Country](#)

Attention

City

State

Zip Code

Description

26. The Ship To address is updated if a Ship To Key is entered on the *Purchase* tab. For Direct Delivery type orders, the Ship To address of the customer selected on the *Purchase* tab is displayed in the *Ship To Address* section fields.
27. Switch to the *Line Item* tab.

28. Click on the *Add Line* button to insert a blank line in the grid.
29. Select the *Inventory* option in the *Line Item* field. Choose an item using the lookup next to the *Item* field. The description and PO unit associated with the line item are displayed in the corresponding fields.
30. Select the location and enter the order quantity in the *Qty Order* field. After you have entered the order quantity and tabbed out of the field, note that the *Quantity Remaining* field on the *Edit Line Item* screen is defaulted with the ordered quantity as well. BatchMaster WEB obtains the price from the applicable price source and displays it in the *Base Price* field. The price source is displayed in the *Price Source* field at the bottom left of the screen.

When an order quantity is entered for an item location on a PO, the system searches for a price in the following fields in the sequence listed:

- a. *Contract.*
- b. *Vendor/Item Quote.*
- c. *Quantity Discount-Vendor/Item Wise.*
- d. *Quantity Discount-Vendor/Price Group Wise.*
- e. *Quantity Discount-Vendor Wise.*
- f. *Item Location:* When the price on a PO is obtained from an item location, the price may come from one of the following fields, as specified on the *Purchase Setup* screen under the *Purchase Module*:
 - *Last Cost.*
 - *Standard Cost.*

The screenshot displays the 'Purchase Order Entry' window. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. Below the tabs, there are buttons for 'Add Line', 'Insert Lines', and 'Totals'. To the right of these buttons, there are fields for 'Discount Total' (0.00), 'Tax Total' (5.57), and 'Order Total' (265.57). The main area contains a table with the following columns: Action, Seq No, Line Item, Item Key, Description, Location, PO Unit, Qty Order, Price Unit, Base Price, and Extension. The first row of the table shows: Action (icon), Seq No (1), Line Item (Inventory), Item Key (A-00-05), Description (MEKO-USA), Location (01), PO Unit (KG), Qty Order (5,000,000), Price Unit (KG), Base Price (22.000000), and Extension (110.00). At the bottom of the window, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

Action	Seq No	Line Item	Item Key	Description	Location	PO Unit	Qty Order	Price Unit	Base Price	Extension
	1	Inventory	A-00-05	MEKO-USA	01	KG	5,000,000	KG	22.000000	110.00

You can also set the default value for inserting lines in the PO using the *Insert Lines* button. When the default option to insert lines in the PO is selected at the *Purchase Setup* screen, the system automatically opens the lookup when the *Insert Line* button is clicked. Using the drop-down available on the *Insert Lines* button, you can set the default action for the *Insert Lines* button as one of the following:

- Inventory.
- Non-Inventory.
- Add Vendor Items.

Based on the selection made, the system displays the look-up window as either *Inventory Lookup* or *Non-Inventory Lookup*. On the displayed lookup, you can enter the quantities to be ordered of the items in the *Quantity* field. When you click the *OK* button, BatchMaster WEB will automatically select those lines with a quantity entered and insert them on the *Line Items* grid.

Inventory Lookup

Search ☐ Show Column Filter

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Itemkey	Desc1	Location	Quantity
<input checked="" type="checkbox"/>	HCL	MEKO-USA	01	
<input type="checkbox"/>	I-1001	WHITE	01	0.0000000
<input type="checkbox"/>	ICC BLUE 50 KG	Luxury Coating Blue- 50 KGS	01	0.0000000
<input type="checkbox"/>	ICC ORNG 200 LT	Luxury Coating Orange - 200 LT	01	0.0000000
<input type="checkbox"/>	ICC ORNG 50 KGS	Luxury Coating Orange - 50 KGS	01	0.0000000
<input type="checkbox"/>	ICC WHITE 306	ICC White 306	01	0.0000000
<input type="checkbox"/>	ICC WHITE 306- 50	Luxury Coating White - 50 KGS	01	0.0000000
<input type="checkbox"/>	NEW RM-101	New Raw material 101	01	0.0000000

10 items per page 1 - 10 of 75 items

31. Click the *Save* button to save the record. When the record is saved, a number is allotted to this PO which can be seen at the *Purchase Order Number* field of the *Purchase* tab.

Creating a Return Type of Purchase Order with Reference

1. To define a new purchase order entry with reference, open the *Purchase Order Entry* dashboard.
2. Click on the *+Add Purchase Order* button to open the *Purchase Order Entry* screen.
3. In the *Purchase Order Number* field, select the series defined for the Return type of PO. In case no series is opted, then select the order type as *Return* in the respective field.
4. Select the vendor using the lookup next to the *Vendor Key* field.
5. If you need to associate a reference purchase order number from archived purchase orders, select the *Fetch Orders from History* option.
6. Select the reference purchase order number using the *Ref PO Number* lookup.

The screenshot displays the 'Purchase Order Entry' form. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. The 'Purchase' tab is active. The form is divided into several sections. The top section contains 'Purchase Order Number' (set to 'NONE'), 'Order Type' (set to 'Return'), 'Vendor Key' (set to 'V101'), 'Ship To Key' (set to 'BR01'), 'Customer Key' (empty), 'Ref. PO Number' (set to '00000001'), and 'Customer PO Number' (empty). The middle section contains 'Status' (set to 'NEW'), 'Options' (with checkboxes for 'Back Order', 'Print PO', and 'Print MRN'), 'Vendor Name' (set to 'Chemtrade'), 'Ship To Name' (empty), 'Customer Name' (empty), and 'Fetch Order From History' (checkbox). The bottom section contains 'Order Date' (set to '08/28/20'), 'Cancel Date' (set to '08/28/21'), 'Req Delivery Date' (set to '08/28/20'), 'Ship Via Key' (empty), and 'Ship Via Description' (empty). At the bottom of the form, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

7. Modify any details in the *Ship To Key*, *Ship Via Key*, *FOB Key*, and *Comment Key* fields, if needed. You cannot edit information like vendor class, tax, and discount details.








































8. On the *Line Items* tab, the referenced purchase order lines are displayed with the purchase order quantity.

Purchase Order Entry

Purchase Line Item Miscellaneous

Add Line Insert Lines Totals

Discount Total 0.00 Tax Total 14682.00 Order Total 304682.00

Action	Seq No	Line Item	Item Key	Description	Location	PO Unit	Qty Order	Price Unit	Base Price	Extension
  	1	Inventory	A-00-05	MEKO-USA	01	KG	1,000.0000000	KG	22.000000	22,000.00
  	2	Inventory	A-11-12	TROYMAX COBAL	01	KG	1,000.0000000	KG	12.000000	12,000.00
  	3	Inventory	A-12-19	TROYMAX CALCIU	01	KG	1,000.0000000	KG	12.000000	12,000.00
  	4	Inventory	A-13-12	TROYMAX ZIRCON	01	KG	1,000.0000000	KG	15.000000	15,000.00
  	5	Inventory	A-30-22	VISCOGELED	01	KG	1,000.0000000	KG	10.000000	10,000.00
  	6	Inventory	A-40-34	LIOSPERSE657	01	KG	1,000.0000000	KG	22.000000	22,000.00
  	7	Inventory	B-02-19	ZENKYD 1057KX7	01	KG	1,000.0000000	KG	11.000000	11,000.00
  	8	Inventory	B9604EI-DV400	CHEMPART SC10	01	KG	1,000.0000000	KG	10.000000	10,000.00
  	9	Inventory	DV-400-CV	DAVIES QUICK DF	01	KG	10,000.0000000	KG	10.000000	100,000.00
  	10	Inventory	P-00-24	TITANIUM DIOXIDE	01	KG	1,000.0000000	KG	10.000000	10,000.00
  	11	Inventory	P-01-51	CALCIGLOSSIP	01	KG	1,000.0000000	KG	10.000000	10,000.00
  	12	Inventory	S-41-03	KEROSENE	01	KG	1,000.0000000	KG	12.000000	12,000.00
  	13	Inventory	DV-400-CV	DAVIES QUICK DF	02	KG	1,000.0000000	KG	22.000000	22,000.00

New Copy Save Delete Search Close

9. Modify the order quantity in the *Qty Order* field, as desired, and save the record.

Creating a Return Type of Purchase Order without Reference

1. To define a new purchase order entry without reference, open the *Purchase Order Entry* dashboard.
2. Click on the *+Add Purchase Order* button to open the *Purchase Order Entry* screen.
3. In the *Purchase Order Number* field, select the series defined for a Return type of PO.
4. Select the vendor using the lookup next to the *Vendor Key* field.

The screenshot displays the 'Purchase Order Entry' form. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. The 'Purchase' tab is active. The form contains several input fields and sections:

- Purchase Order Number:** A dropdown menu currently showing 'NONE'.
- Order Type:** A dropdown menu showing 'Return'.
- Vendor Key:** A dropdown menu showing 'V101'.
- Ship To Key:** A dropdown menu showing 'BR01'.
- Customer Key:** A dropdown menu.
- Ref. PO Number:** A text input field.
- Customer PO Number:** A text input field.
- Status:** A dropdown menu showing 'NEW'.
- Options:** A section with checkboxes for 'Back Order' (checked), 'Print PO', and 'Print MRN'.
- Vendor Name:** A text input field showing 'Chemtrade'.
- Ship To Name:** A text input field showing 'Integrated Construction Chemicals (Pty) LTD'.
- Customer Name:** A text input field.
- Fetch Order From History:** A checkbox.
- Order Date:** A date input field showing '08/28/20'.
- Cancel Date:** A date input field showing '08/28/21'.
- Req Delivery Date:** A date input field showing '08/28/20'.
- Ship Via Key:** A dropdown menu.
- Ship Via Description:** A text input field.

At the bottom of the form, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

5. Switch to the *Line Items* tab.
6. Use the *Add Line* button to enter items in the grid.
7. Select the *Item* and *Location*, the system will default the *PO Unit* and *Price Unit* in their respective fields.
8. Specify the quantity you need to return in the *Qty Order* field.

- Specify the item price in the *Base Price* field.

The screenshot shows the 'Purchase Order Entry' window. At the top, there are tabs for 'Purchase', 'Line Item', and 'Miscellaneous'. Below the tabs, there are buttons for 'Add Line', 'Insert Lines', and 'Totals'. To the right of these buttons, there are fields for 'Discount Total' (0.00), 'Tax Total' (3.04), and 'Order Total' (63.04). The main part of the window is a table with the following columns: 'Action', 'Seq No', 'Line Item', 'Item Key', 'Description', 'Location', 'PO Unit', 'Qty Order', 'Price Unit', 'Base Price', and 'Extension'. The first row of the table has the following values: 'Action' (edit icon), 'Seq No' (1), 'Line Item' (Inventory), 'Item Key' (A-00-05), 'Description' (MEKO-USA), 'Location' (01), 'PO Unit' (KG), 'Qty Order' (3.0000000), 'Price Unit' (KG), 'Base Price' (20), and 'Extension' (60.00). At the bottom of the window, there are buttons for 'New', 'Copy', 'Save', 'Delete', 'Search', and 'Close'.

Action	Seq No	Line Item	Item Key	Description	Location	PO Unit	Qty Order	Price Unit	Base Price	Extension
	1	Inventory	A-00-05	MEKO-USA	01	KG	3.0000000	KG	20	60.00

- Click the save button to save the record.

Creating a Rejected Return Type of Purchase Order

The Rejected Return PO is similar to a Return PO, except the *Line Item* grid is populated with items that have been rejected in Purchase QC. Select the *Rejected Return* option in the *Order Type* field, and proceed as for a Return PO without Reference. You will not need to add lines.

Special Functions



Calculate Tax and Discount: When the value in either the Tax Level or the Discount Level field is changed on an existing PO, the effect of the change on the price calculation may be viewed immediately by clicking the *Calculate Tax and Discount* button. Otherwise, changes will be displayed after the record has been saved.



Calculate Tax, Discount, and Price: For a Normal Order or Return Order without reference, clicking this button calls the latest default values of tax, discount, and base price for each Inventory line and updates the calculations accordingly.



Cancel Order: Clicking the *Cancel Order* button lets you cancel any PO with NEW status. Whenever an order is cancelled, the on order quantities of affected items and the Pending Voucher amount of the affected vendor are all decreased. For any lines that had a price source of contract, the contract commitment would also be increased accordingly.

You may also cancel a Return type of Purchase Order (with or without reference) that has NEW status by clicking the *Cancel* button. When a return purchase order is cancelled, the Pending Voucher amount is increased for the vendor.



Close Order: The status of an order changes to CLOSE when all the items against that PO have been received. A PO with OPEN status may be closed by clicking the *Close PO* button.

BatchMaster WEB also lets you close a partially received PO using this option. Note that a PO cannot be closed if there are any unprocessed receipts for it.

When a PO is closed by clicking the *Close Order* button, the following changes will occur:

- For each line item, the quantity remaining to be received is zeroed in the *Qty Remn to Recv* field.
- For each line item, the tax and discount amounts are updated for the received quantity.
- The pending voucher amount for the affected vendor is decreased accordingly.
- The on order quantity is appropriately decreased on the affected item locations.
- For lines that have a price source of Contract, the contract commitment is also increased accordingly.
- The status of the Purchase Order is changed to CLOSE.

For a *Return* type of Purchase Order (with or without reference), the PO status changes to CLOSE when all the items against that PO have been received. A PO with OPEN status may be closed by clicking the *Close Order* button. The pending voucher amount for the affected vendor is increased accordingly.



Release/Hold Order: When this button is clicked, the following happens:

1. The PO is put on Hold. A PO can be put on Hold at any time before it has been closed. No receipts can be processed when the purchase order is on Hold.
2. If the PO is already on hold:
 - a. If the *Allow Over Credit Limit* on the *Purchase Setup* screen is set to *Yes with Password*, the user is to enter a password. When the user enters the correct password and clicks OK, the order is released from *Hold* status.
 - b. When the *Allow Over Credit Limit* is set to *Yes* on *Tab-1* of the *Purchase Setup* screen, the order is released from Hold status.

Purchase Orders on Hold are automatically excluded from the sources of supply during *Run MPS* and *Run MRP*.



View Contract: Click this button to view all Active Contracts with all vendors for the selected Inventory type line item. The display can be used to compare the contract prices from different vendors.



Archieved Order: Click this button to view the archived orders present in the database. On the displayed window select the required order. The system will displays the order details on the *Purchase Order Entry* screen.

Archived Order

Search

☐ Show Column Filter

Drag a column header and drop it here to group by that column

Purchase Order ...	SeqNo	OrdType	Vendkey	Vendname	Ship To	Orddat
P0000237	279	0	AMERICAN TOURIS	American Touristor	FOODB	12/26/201
P0000236	278	0	AMERICAN TOURIS	American Touristor	FOODB	12/26/201
I0000049	280	0	AMERICAN TOURIS	American Touristor	FOODB	12/26/201
P0000229	273	0	DEEPAK	deepak	NGP	09/29/201
R0000005	269	1	A100	A100	FOODB	09/25/201
P0000213	266	0	A100	A100	FOODB	09/25/201
P0000209	267	0	A100	A100	FOODB	09/25/201
P0000208	265	0	A100	A100	FOODB	09/25/201
P0000207	264	0	A100	A100	FOODB	09/25/201
P0000198	262	0	DEEPAK	deepak	FOODB	09/25/201

10 items per page

1 - 10 of 280 items



Processed Orders: Click this button to view the processed orders present in the database. On the displayed window select the required order. The system will displays the order details on the *Purchase Order Entry* screen.

Processed Orders																																																														
<div> <input type="text" value="Search"/> <input type="checkbox"/> Show Column Filter </div> <div> Drag a column header and drop it here to group by that column </div> <table> <tr> <th>Purchase Order ...</th><th>OrdType</th><th>Vendkey</th><th>Vendname</th><th>Ship To</th><th>Orddate</th><th>Reqdate</th></tr> <tr> <td>00000021</td><td>0</td><td>V101</td><td>Chemtrade</td><td>BR01</td><td>07/28/20</td><td>07/28/20</td></tr> <tr> <td>00000017</td><td>0</td><td>V102</td><td>Protea Chemicals</td><td>BR01</td><td>07/01/20</td><td>07/01/20</td></tr> <tr> <td>00000015</td><td>0</td><td>V102</td><td>Protea Chemicals</td><td>BR01</td><td>06/22/20</td><td>06/22/20</td></tr> <tr> <td>00000014</td><td>0</td><td>V101</td><td>Shri Ganesh Polymer</td><td>BR01</td><td>04/10/20</td><td>04/10/20</td></tr> <tr> <td>00000004</td><td>0</td><td>V102</td><td>TMP INC</td><td>BR02</td><td>03/18/20</td><td>03/18/20</td></tr> <tr> <td>00000003</td><td>0</td><td>V104</td><td>TCM ENTERPRISES</td><td>BR04</td><td>03/18/20</td><td>03/18/20</td></tr> <tr> <td>00000001</td><td>0</td><td>V101</td><td>ABC ENTERPRISES</td><td>BR01</td><td>10/04/19</td><td>10/04/19</td></tr> </table> <div> 10 items per page 1 - 7 of 7 items </div>							Purchase Order ...	OrdType	Vendkey	Vendname	Ship To	Orddate	Reqdate	00000021	0	V101	Chemtrade	BR01	07/28/20	07/28/20	00000017	0	V102	Protea Chemicals	BR01	07/01/20	07/01/20	00000015	0	V102	Protea Chemicals	BR01	06/22/20	06/22/20	00000014	0	V101	Shri Ganesh Polymer	BR01	04/10/20	04/10/20	00000004	0	V102	TMP INC	BR02	03/18/20	03/18/20	00000003	0	V104	TCM ENTERPRISES	BR04	03/18/20	03/18/20	00000001	0	V101	ABC ENTERPRISES	BR01	10/04/19	10/04/19
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Purchase Order Entry Calculations

Calculations on the Purchase Order Lines

Purchase Requisition Line Fields	Price Source	
	Contracts	Vendor/Item Quote, Item Location, or User Defined
Extension	Base Price (in Purchase UOM) * Order Quantity (in Purchase UOM)	Base Price (in Purchase UOM) * Order Quantity (in Purchase UOM)
Line Discount	0	(Extension * Line Discount in % / 100)
Extra Discount	0	(Extension - Line Discount) * Extra Discount in % / 100
Order Discount	0	(Extension - Line Discount - Extra Discount) * Order Discount in % / 100
Total Discount	0	Line Discount + Extra Discount + Order Discount
Price	Base Price	[(Extension - Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100	Price * Tax in % / 100
Line Net	Extension + Tax Amount	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Calculation for Non-Inventory Purchase Order Lines

Purchase Order Line Field	Calculation Logic
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Extension	Base Price * Order Quantity
Line Discount	0
Extra Discount	Extension * Extra Discount in % / 100
Order Discount	(Extension - Extra Discount) * Order Discount in % / 100
Total Discount	Extra Discount + Order Discount
Price	[(Extension - Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Calculation for Inventory Lines on a Return Purchase Order

Purchase Order Line Field	Calculation Logic
Extension	Base Price (in Purchase UOM) * Order Quantity (in Purchase UOM)
Line Discount	(Extension * Line Discount in % / 100)
Extra Discount	(Extension - Line Discount) * Extra Discount in % / 100
Order Discount	(Extension - Line Discount - Extra Discount) * Order Discount in % / 100
Total Discount	Line Discount + Extra Discount + Order Discount
Price	[(Extension— Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Calculation for Non-Inventory Lines on a Return Purchase Order

Purchase Order Line Field	Calculation Logic
Extension	Base Price * Order Quantity
Line Discount	0
Extra Discount	Extension * Extra Discount in % / 100
Order Discount	(Extension - Extra Discount) * Order Discount in % / 100
Total Discount	Extra Discount + Order Discount
Price	[(Extension - Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.