

一般性採購，不做 IQC

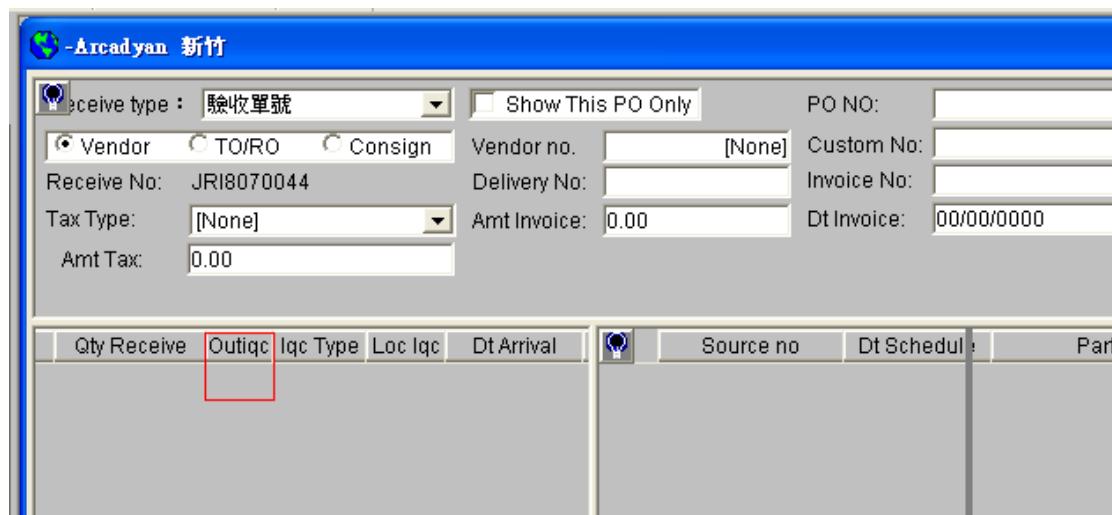
DT073→DT007→DT080(order release)→DT008→DT084(驗收單)→DR093(印驗收單據)→DT122(入庫)

一般性採購，做 IQC

DT073→DT007→DT080(order release)→DT008→DT084(驗收單)→**DT115(IQC 檢驗)**→DR093(印驗收單據)→DT122(入庫)

Ps: DT084→Outiqc 若勾選表示免驗

若不勾選, 則做 DT115 IQC 檢驗



MISC 事務性採購

DT073→DT007→DT080→DT038(驗收)→**DS035(月結對帳單):receive ->iccrm_no**

若有值, 表月結對帳單產生

一、DT073 → 開立 PR for 辦公設備、一般用料

PS: 若不請購則到 DT073->OPEN/CLOSE 按右鍵 OPEN or CLOSE 即可，此時會帶出 Closed Date 的值

若想再購買時，切記 master& detail 都要一併做 Open

2. Create Purchase Request - w_po_t001 (0) (#DT073)

Requisition	Address & Comments	PR_Report	OPEN/CLOSE
Company:	Cost Id:	Need Date:	00/00/0000
PR Type:	Currency:	Apply Date:	07/08/2008
PR No:	Rate Type:	Closed Date:	00/00/0000

Part No Model No UM Qty Apply Qty Buy Up Dt Forceclose Description

New Ctrl+N
Delete Ctrl+D
Delete Selected
Save Ctrl+S
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Copy Rows
Paste Rows
Fill Down Current Column
Add My Folder
Open
Close
Data Process ▶
Position ▶
Insert Mode ▶
Print Option ▶

Close date: 系統自動寫入

2. Create Purchase Request - w_po_t001 (0) (#DT073)

Requisition	Address & Comments	PR_Report	OPEN/CLOSE
Company: ARCADY	Cost Id: JT1300 系統開	Need Date: 01/13/2009	Tax Rate: 0.00
PR Type: 電腦周邊設備	Currency: TWD	Apply Date: 01/13/2009	Ship to: Arcadyan 新竹
PR No: P90100001	Rate Type: bank-central	Closed Date: 01/13/2009	Applicant: 陳慈芬

Part No Model No UM Qty Apply Qty Buy Up Dt Forceclose Description

100-000 AUXILIARY PCS 1 0 0.30 01/13/2009 00:00:00 *Auxiliary

此張 po detail 也會寫入 close date

2. Create Purchase Request - w_po_t001 (0) (#DT073)

Requisition	Address & Comments	PR_Report	OPEN/CLOSE
Company: ARCADY	Cost Id: JT1300 系統	Need Date: 01/13/2009	Applicant: A070007
PR Type: 電腦周邊設	Currency: TWD	Apply Date: 01/13/2009	Ship to: Arcadyan 新竹
PR No: P90100001	Rate Type: bank-central	Closed Date: 00/00/0000	
Approval Status: New	Default project: Others-Non RD		

Part No. Model no UM Unit Price Min-Order Apply Q'ty Reason Need Date Wo_No Cust No
 Description Order-Lot Bought Q'ty Stock Room Close Date Project Cust na

100000-000 AUXILIARY PCS 0.30 1 1 工廠非辦公用電腦 1 01/13/2009 01/13/2009
 *Auxiliary 1 0 JF6 - 電腦硬體設 1 01/13/2009 Others-Non RD

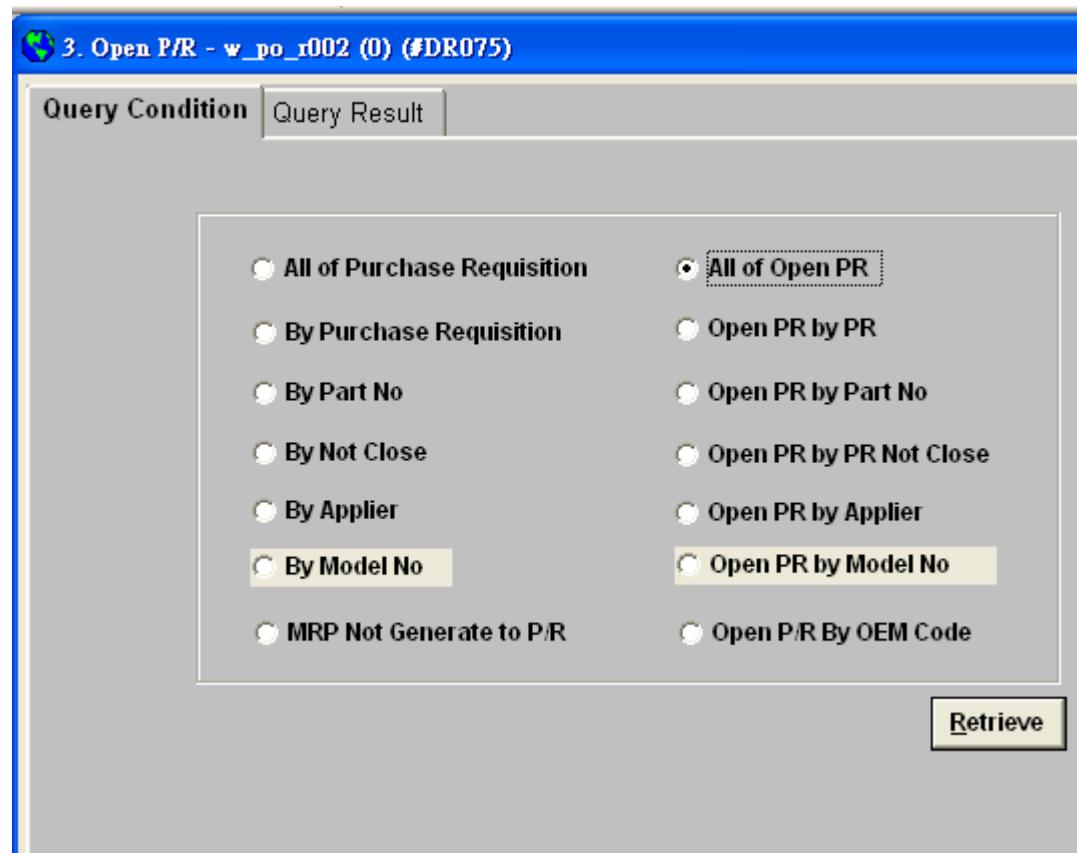
DR075→ E-Apprave 可看出 PR 的 status , 可看出是否轉 PO

3. Open P/R - w_po_r002 (0) (#DR075)					
Query Condition		Query Result			
	PR NO.	Applier	E-Approve	Part No.	Descrip
	B60600009	A040035	Reject	FICC14501002J PICC14501002J	WLAN USB CARD WN4501H-LF-C1 , 1 006/25/ SHIP KIT WN4501H-LF-C1 06/25/
	B60600011	A060011	Approve	131501200104J	IR01 ADP 12W 120VAC 12VDC/1A 2.5W 06/23/
	B60600013	880393	NEW	000000-001	AUXILARY from Bond item 06/23/
	B60600014	A030255	NEW	141550120000J	??R01 PCB WN5501A-LF-AK MAIN 06/28/
	B60700002	A040050	Approve	PICU54501001J FICU54501001J	SHIP KIT WN4501G 1-U5 07/30/ WLAN USB CARD WN4501G 1-U5 , 1 O 07/30/
	B60800003	A040050	Approve	PICU54501201J	SHIP KIT WN4501G 1-U5 ETSI 08/11/
	B60800005	A060007	Approve	FIC174501203J-V	WLAN USB CARD WN4501H-LF-17 EU 108/08/
	B80700001	A040078	Approve	000000-030	wafer sawing cost, qty less than 2.5k 07/15/
	BL6100003	A040082	Approve	20016500FN60J 102400039100J 2041072TJ001J 20468D3TH100J 102010604100J	RES SMD 165ohm 1% 1/16W 0402 LT/LF10/09/ FILTER LF SMD 2.45GHz 50ohm RFBPF10/09/ C SMD CER 100uF -20~80% 6.3V Y5V 1210/09/ C SMD CER 6.8pF 0.5pF 50V NPO 0402 110/09/ IND SMD 10uH 5% 150mA 1008 LT/LF (10/09/

Purchased Q'ty (qty_buy):已轉 PO 數

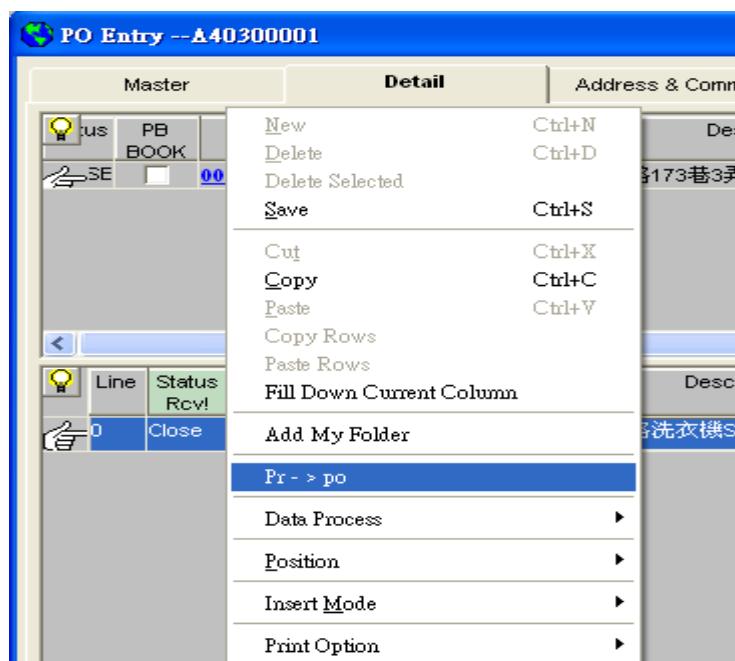
3. Open P/R - w_po_r002 (0) (#DR075)					
Query Condition		Query Result			
Descrip	Need Date	Apply O'ty	Purchased O'ty	Original O'ty (B2B)	Update By
CARD WN4501H-LF-C1 , 1 006/25/2006 00:00:00	06/25/2006 00:00:00	4020.00	0		AccmisUser
WN4501H-LF-C1	06/25/2006 00:00:00	4020.00	0		AccmisUser
12W 120VAC 12VDC/1A 2.5W	06/23/2006 15:15:08	47.00	0		AccmisUser
from Bond item	06/23/2006 16:56:00	12.00	0		AccmisUser
WN5501A-LF-AK MAIN	06/28/2006 17:48:55	40.00	0		AccmisUser
WN4501G 1-U5	07/30/2006 00:00:00	3000.00	2995.00		AccmisUser
CARD WN4501G 1-U5 , 1 O	07/30/2006 00:00:00	3000.00	2995.00		A040050
WN4501G 1-U5 ETSI	08/11/2006 00:00:00	2.00	0		AccmisUser
CARD WN4501H-LF-17 EU	108/08/2006 10:18:50	30.00	0		AccmisUser
ng cost, qty less than 2.5k	07/15/2008 00:00:00	2.00	0		A040078
65ohm 1% 1/16W 0402 LT/LF10/09/2006 00:00:00		10000.00	0		AccmisUser
SMD 2.45GHz 50ohm RFBPF10/09/2006 00:00:00		2000.00	0		AccmisUser
R 100uF -20~80% 6.3V Y5V 1210/09/2006 00:00:00		4000.00	0		AccmisUser
R 6.8pF 0.5pF 50V NPO 0402 110/09/2006 00:00:00		10000.00	0		AccmisUser
10uH 5% 150mA 1008 LT/LF (10/09/2006 00:00:00		2000.00	0		AccmisUser
R 16pF 5% 50V NPO 0402 LT/LF10/09/2006 00:00:00		10000.00	0		AccmisUser
R 3900pF 10% 25VX7R 0402 10/09/2006 00:00:00		10000.00	0		AccmisUser
3.4Kohm 1% 1/16W 0402 LT/LF10/09/2006 00:00:00		10000.00	0		AccmisUser

右手邊是指 open pr 的才會有資料，左手邊資料較齊全

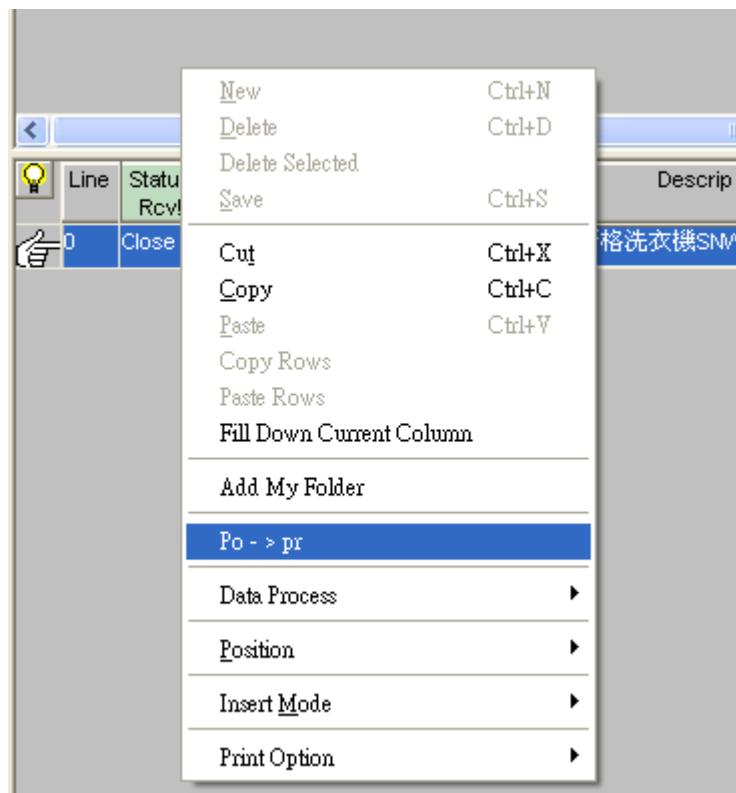


二、DT007 → 開立 PO Notes 簽核 → 按右鍵 Notes 簽呈

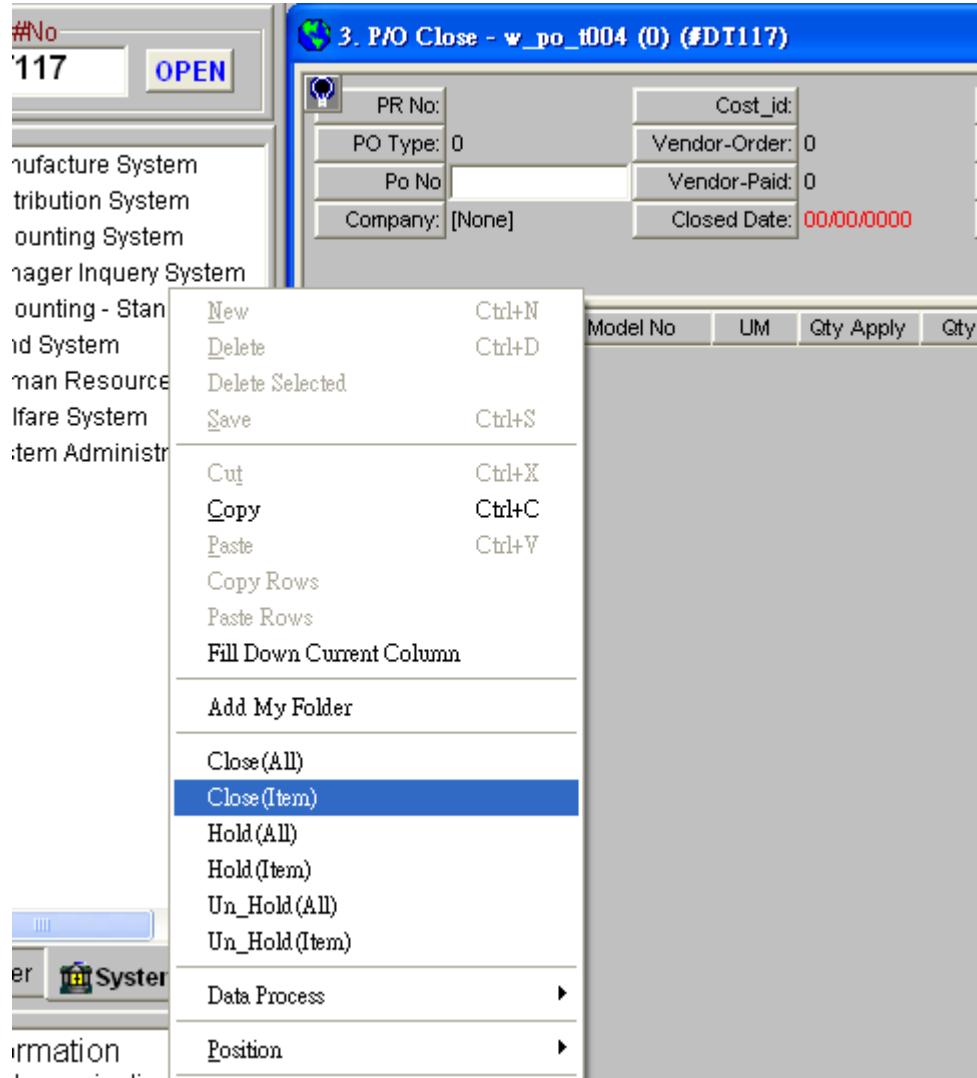
DT007: PR→PO



一但做 Po→PR (PO 退回 PR)，此張 PO 的 detail 資料就會被刪除，想重轉 PO 就要新增一張 PO NO，才能再做 PR->PO



DT117 : 關閉 PO 進 DT117 , 右鍵 Close(All) or Close(Item)
會壓上 Closed Date 的值



將 PR 轉 PO 時, 發現不需購.買, 可做 PO close

3. P/O Close - w_po_t004 (0) (#DT117)											
PR No:	P90100001	Cost_id:	JT1300 系統開發	Payment term:	月結30天 after invoice	Currency:	USD				
PO Type:	電腦設備	Vendor-Order:	27584323	Ship term:	CIF Shanghai	RateType:	bank-cent	Forceclose:			
Po No:	P90100001	Vendor-Paid:	明鼎科技	Forwarder:		Tax Rate:	0.00%				
Company:	Arcadyan Techno	Closed Date:	01/13/2009	Condition:	Default	Amount:	0.30				
Status	Part No	Model No	UM	Qty Apply	Qty Buy	Qty Rec	UP	Dt Forceclose	Dt Update	Stock Room	Qty Pass
Forceclose	000000-000	AUXILIARY	PCS	1.00	1.00	0.00	0.300000	01/13/2009 16:41	01/13/2009	電腦硬體設備庫	0.00

一張 PR 對應多張 PO(一對多)，一張 PO 對應到一張 PR 的某些 Item(一對一)

@若該張 po 已做 release 才發現不買了，則可直接到 DT117 做 forceclose

3. P/O Close - w_po_t004 (0) (#DT117)

PR No:	P90100002	Cost_id:	JT1300 系統開發	Payment term:	月結45天 after acce	Currency:	TWD
PO Type:	電腦設備	Vendor-Order:	84093761	Ship term:	NOT DEFINE	RateType:	bank-cent Hold
Po No:	P90100002	Vendor-Paid:	采玉軒	Forwarder:		Tax Rate:	0.00%
Company:	Arcadyan Techno	Closed Date:	00/00/0000	Condition:	1. 交貨注意事項: .	Amount:	0.00

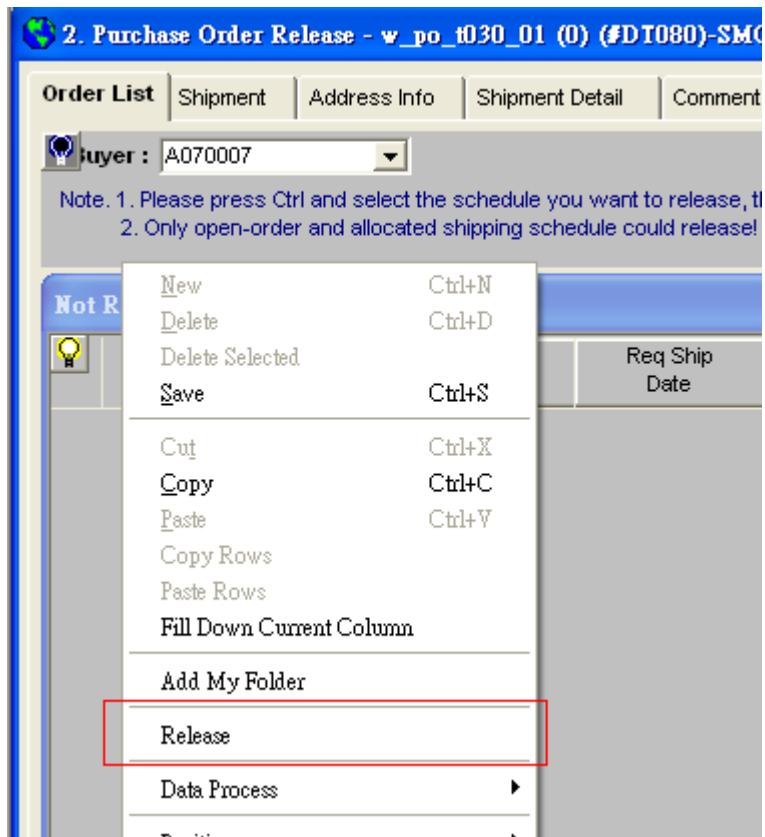
Status	Part No	Model No	UM	Qty Apply	Qty Buy	Qty Rec	UP	Dt Forceclose	Dt Update	Stock Room	Qty Pass
Hold	000000-001	000000-001	---	1.00	1.00	0.00	0	0	01/13/2009	直腦硬體設備庫	0.0

DR007 :查 PO status 查詢價格(已交過貨的 Purchase Order)

1. P/O Status - w_po_r001 (0) (#DR007)

Query Condition		Query Result		Recieve Not in AP		Part List	
<i>Purchase Status Inquiry</i>							
Date:07/08/2008	Status Rcv!	Status Ship!	Purchase Order	Pr No	Bond	Part No	Description
							Issue Date
	Close	New Open	E40600024	E40500011 (N)	000000-000 8GHz SMA Fixed Att	06/08/2004 17:0	
	Close	New Open	T41000007	T40600007 (N)	000000-000 Hard tooling of Base	10/19/2004 21:0	
	Close	New Open	MX5020058	MX5020016 (N)	1012221ME1C EL 2200uF 20% 25	02/21/2005 10:5	
	Close	New Open	JSR700138-S	MY7040132 (N)	FMR10R050 MEDIA RECEIVER ML	04/30/2007 13:2	
	Close	New Open	MF5090001	MF5090001 (N)	1102001121 PER KS8995M 2.5V F09/05/2005 17:5		
	Close	New Open	JSR400030	MY4010046 (N)	1470200046 R02 BOX WG4005B-01/14/2004 18:5		
	Close	New Open	MX5030083	MX5030044 (N)	2044703JH1 C SMD CER 47pF +-5 03/31/2005 23:4		
	Close	New Open	P40600011	P40500020 (N)	000000-000 DELL AL-D505N	06/25/2004 10:3	
	Close	New Open	JSFX601899-S	MY6100019 (N)	FICPE650170 WLAN USB CARD VM10/17/2006 16:5		
	Close	New Open	E50200009	E50100018 (N)	1414501200 ??PCB WN4501M-LF-02/15/2005 18:5		
	Close	New Open	JSFX400395	MY4120042 (N)	FIUU540050 WLAN GATEWAY W12/13/2004 18:5		
	Close	New Open	MX5090142	MX5090048 (N)	1110000071 LIN TL331DBV 2 TO	09/23/2005 10:0	
	Close	New Open	MX6040200	MX6040044 (N)	1103000251 RFIC ISL3880IKZ 1.8-04/20/2006 10:0		
	Close	New Open	MF4050002	MF4050004 (N)	20022030JNRES SMD 220K ohm	05/17/2004 22:3	
	Close	New Open	MY3080001	MY3080049 (N)	FIDB764010 WLAN MINI PCI CARD	08/28/2003 11:0	

三、DT080 → order release ，先選 facility ，再選 Buyer
 選要做的 release 的單據，按右鍵 release
 要做 order release 才能做後續的收料



四、DT008→待收、查詢用，可用可不用
 要 release 後才看的到，若未簽核則看不到單號
 一個庫只會有一個 facility (辦公室、工廠、辦事處)
 一個 facility 有很多庫

五、DT084→收料(Receive to Buffer)

Delivery NO:出貨單單號

敲 PO NO 帶出資料

Invoice No:隨貨附發票時 keyin，可節省財務 key 單時間

Detail New 一筆資料，下 part no 找

Outiqc:若勾選表示外驗，免檢驗

若不勾選，則做 DT115(IQC) 檢驗

按右鍵->Dispatch 系統自動分配

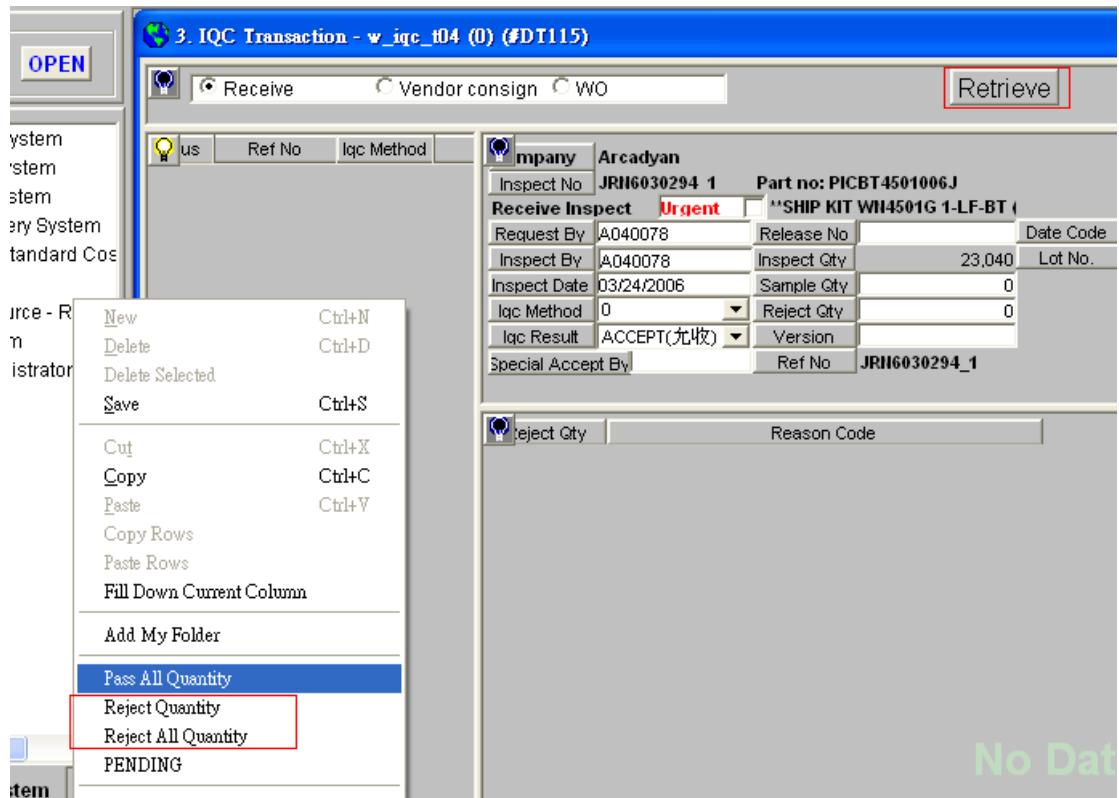
DT115(IQC 檢驗):

DT115

按右上角 Retrieve , 找出要檢驗的單號→按右鍵→Pass All Quantity→即檢驗 ok

右鍵→Reject Quantity 退部分

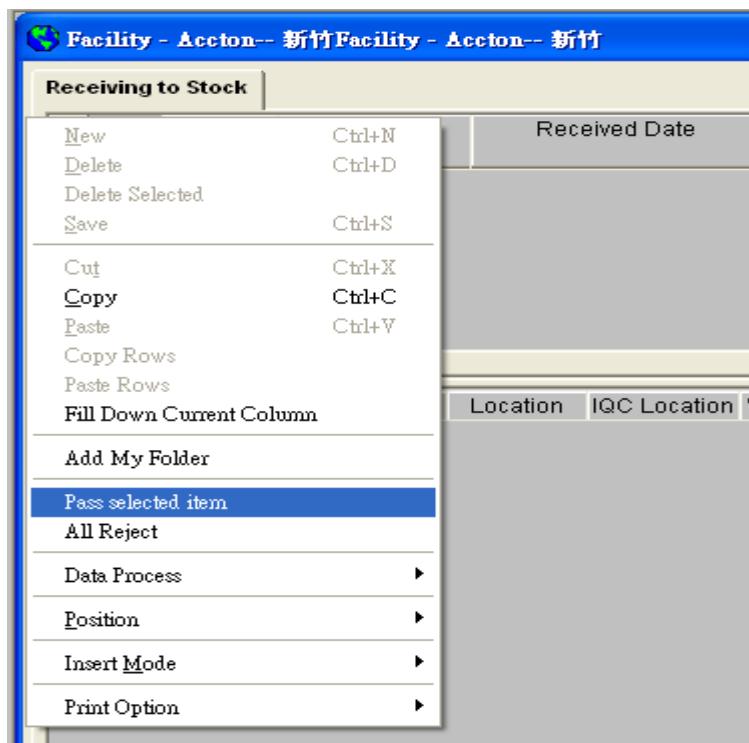
Reject All Quantity 退全部



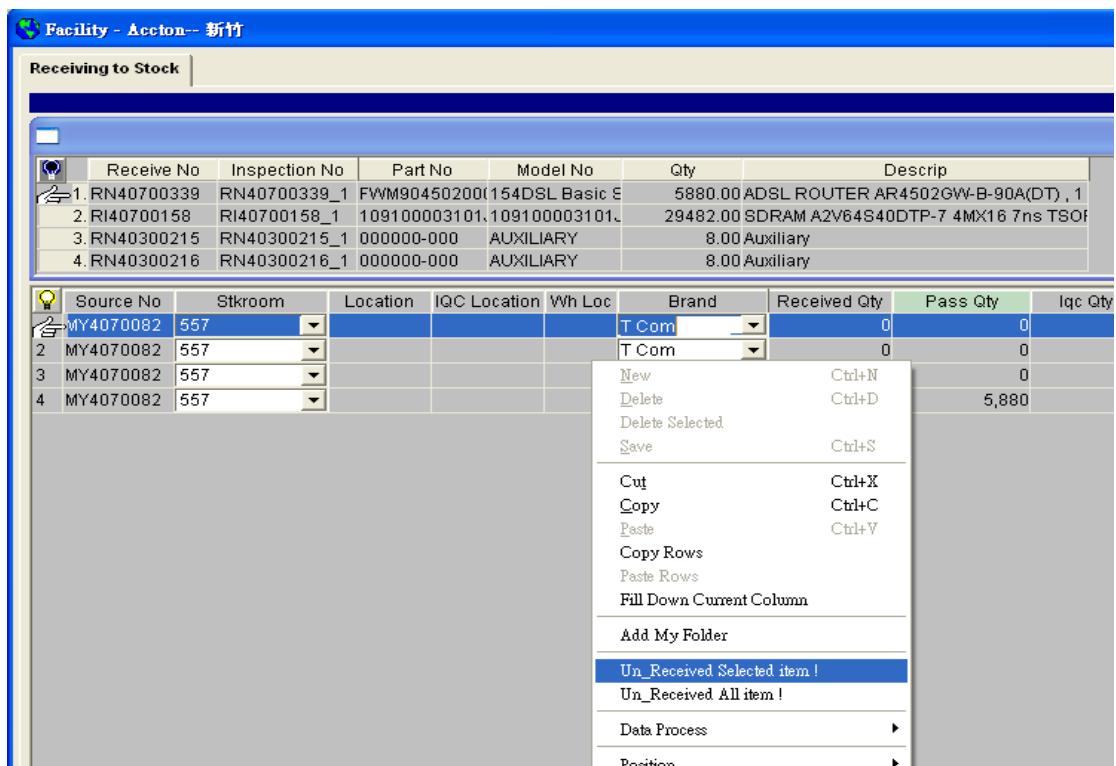
DR037 被 reject 才要印報表

六、DT122→入庫(Receive to WareHouse)

找出要入庫的單號，在單頭按右鍵→Pass selected item 即可做入庫動作
可修改 Stkroom



DT159:即作廢驗收單，取消驗收，作廢驗收單前必須先做驗收動作(DT122)



入庫完做二個動作查詢料件是否有人庫成功

1. DR004 查庫存
2. DR054 Receive Trace Report (source no 指 po no)

DR004:stockroom 有指定時，part no 就可不用敲

若僅需要查詢有庫存部分在表頭可勾選 Qty On Stock < 0 則只顯示當前有庫存部分

Show Slow Moving:表呆料

Trans.Date:表最後異動日期

Transaction date after:要下當月月初，不可下中間數值，ex:04/03/2008

Available Qty: 還可以再 release 出貨的數量；

OnHand Qty：當前庫存數量，包含已 released Qty；

A3:成品庫，正常出貨需由 A3 扣帳；

OQC:已 released or 已 shipped 但出口未扣帳則會掛帳在 OQC；

1. Inventory Stock Report - w_dr004 (0) (#DR004)											
Query Option			Report - By Part No		Report - By Model No						
Double Click Room_code : Open Transaction Detail Part_no : Open W/O Status Model_no: Open W/O Part_no list Status											
Sale Type	PA	Bond Mark	OnHand Qty	UM	Facility	Room Code	OnStock Qty	Available Qty	Trans. Date	Slow Moving	Room Name
None]		B	9,635	PCS	CompaI 崑山廠	ECTPAL	2,534	0	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	5,814	PCS	CompaI 崑山廠	ECTPAL	2,055	2,055	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		N	3,159	PCS	CompaI 崑山廠	ECTPAL	410	0	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	3,271	PCS	CompaI 崑山廠	ECTPAL	1,141	0	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	1,362	PCS	CompaI 崑山廠	ECTPAL	90	0	07/25/2008 08:43:57		巨兆昆山-良品庫
None]		B	2,908	PCS	CompaI 崑山廠	ECTPAL	982	0	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	329	PCS	CompaI 崑山廠	ECTPAL	65	0	07/25/2008 08:44:37		巨兆昆山-良品庫
		B	517	PCS	CompaI 崑山廠	ECTPAL	149	149	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	23,464	PCS	CompaI 崑山廠	ECTPAL	9,625	0	07/30/2008 14:09:02		巨兆昆山-良品庫
None]		B	2,099	PCS	CompaI 崑山廠	ECTPAL	738	0	07/30/2008 14:09:02		巨兆昆山-良品庫
None]		B	83	PCS	CompaI 崑山廠	ECTPAL	37	0	07/25/2008 08:44:37		巨兆昆山-良品庫
None]		B	6,456	PCS	CompaI 崑山廠	ECTPAL	1,847	0	07/30/2008 14:09:02		巨兆昆山-良品庫

DR054:

Process Date:收到正常庫的時間

Receive Date:敲入驗收單的時間，但未真正入庫房

Iccrm No:月結單單號

DR005 可查料在所有倉的交易記錄 → 查詢單據異動/庫存異動

DT157:vendor (P/O)→ 要送簽，右鍵重簽時要 unapprove 才能再送簽

Cntrl_type

1. PO
2. SO

DT139:customer (S/O)

Query(ByModel):查料號在那一本 PB

Current Default 和 Price Low 二個欄位的值要一樣

DT024:stock room maintain

Minus Control:允不允許負數庫存

Count Aging:IQC & RCV 不算庫存

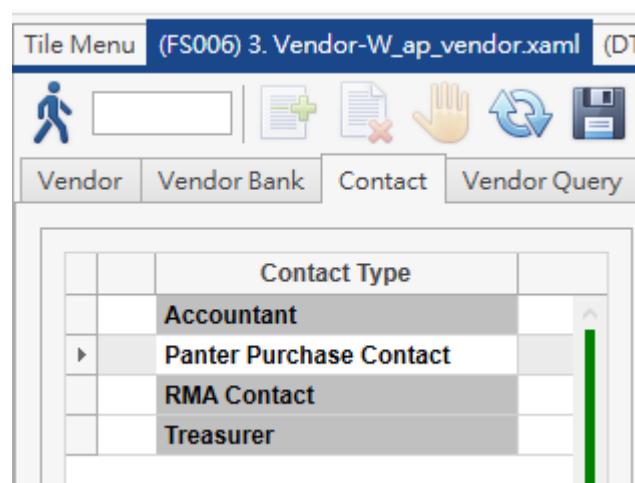
DS031 & FS006

Accounttant:

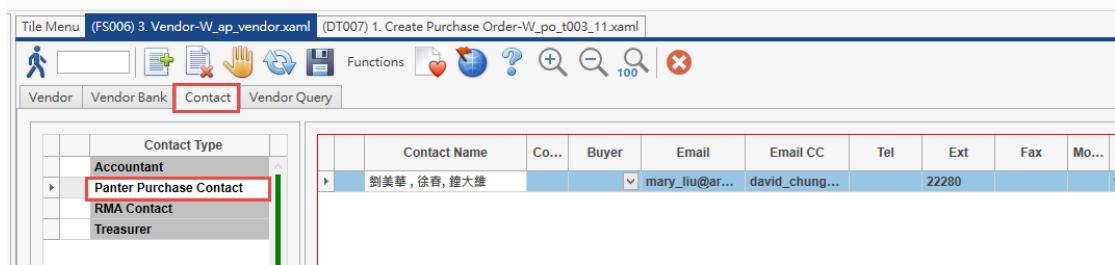
Panter Purchase Contact:

RMA Contact:

Treasurer:



FS006



下面 PO Report (DT007) 資料由 FS006->contact-> Panter Purchase Contact 建立

The screenshot displays a 'PURCHASE ORDER' report. The left side contains vendor information for 'COMPAL NETWORKING (KUNSHAN) CO.LTD' with address details: 'To: COMPAL NETWORKING (KUNSHAN) CO.LTD', 'Vendor No: CNC', 'Attn: 劉美華, 徐春, 鍾大維', 'Address: 988 TONGFENG EAST RD., ECONOMIC AND TECHNICAL DEVELOPMENT ZONE, KUNSHAN, JIANGSU', 'Phone:', 'Fax:', 'Ship Term: FOB SHANGHAI', and 'Ship Via: Express'. The right side shows the 'PURCHASE ORDER' header with details: 'PO No: MSR2011058', 'Issue Date: 11/19/2020', 'Currency: USD', 'Payment Term: O/A 120 days after acceptance', and 'PR No: MSR2011055'. It also lists the 'Ship' and 'Bill' information for 'Arcadyan Technology Corporation' with address: 'No. 8, Sec. 2, Guangfu Rd., Hsinchu City 30071, Taiwan (Arcadyan Technology Corp.) 300Hsinchu, , Taiwan'. The bottom section shows a table for item details:

Item	Part No / Model No(Vendor Part No) / Description	Quantity	Unit-Price	Amount	Delivery
1	FSS23411M003J-P 40901640 ??Smart Speaker SC411MAC11-23 DEV, 1 O	9 PCS	31.680000	285.12	11/12/2020 Close

Below the table, there is a note: 'Please open invoice (V) Tax-Free () Tax' and summary totals: 'Tax: 0.00' and 'Total Amt: 285.12'.