

Infor SyteLine (CloudSuite Industrial)

Procurement and Inventory Control



LOGICDATA®

January 2021

SyteLine (CloudSuite Industrial)

Purchase Order Processing

Infor SyteLine allows you to easily coordinate material purchases by providing online decision support that simplifies record keeping. Purchasing supports your company in managing its expenditures and reimbursing vendors promptly for services or goods provided. It helps you maintain control of inventory to enhance your company's cash flow and shorten delivery times.

SyteLine handles all types of purchases, including inventoried items, supply items, outside service operations pertaining to a manufacturing order, and subcontracted items that require components being sent to the vendor. Drop shipments can include specific locations other than the primary ship-to address, such as various warehouses or customer locations.

SyteLine's purchasing module provides standard form reports such as purchase orders, acknowledgments, and order lists for purchasing personnel, as well as analytical accounts payable related reports, such as purchase order lists and voucher's payable reports.

- Enter purchase orders, order receipts, and returns in real-time. SyteLine will automatically calculate the adjustments to POs.
- PO tolerance for inventory and non-inventory items.
- Purchase materials directly to a job.
- Link a PO line item to a specific job requiring that item.
- Issue materials to a work order when you receive items purchased directly to a job.
- Generate vendor purchase requisitions with approval limits.
- Maintain blanket purchase orders, supporting multiple delivery schedules and shipping addresses.

- Store and track information about a particular item from a specific vendor using vendor/item cross reference function.
- Specify multiple parts and delivery dates on purchase orders and include the vendor's part number for cross-referencing.
- Access Vendor Performance information, the vendor communication log, and a listing of vendor information for items purchased regularly. This allows you to ensure that you have selected the best vendor for each purchase.
- View the planned costs, actual unit costs, promise dates, and due dates for each line item.
- Place vendors on payment hold if their goods or services are unacceptable using the payment hold feature.
- Provides you with a utility for changing purchase orders and tracking the changes you make since POs represent contracts with vendors.
- Visibility into the lifecycle of a purchase order through the Purchase Order Document Lifecycle form.
- Buyer Home Page.

Procurement and Inventory Control

Purchase Orders Quick Entry ✕

PO: Date:

Vendor: Western Steel Tube Shop

Vendor PO:

Warehouse:

Terms: Net 30 Days

Status:

LCR:

☐ Auto Voucher

Change:

Total Cost:

Change Status:

Order

PO-CO Automation

Source Site:

Customer Order (Source Site):

After Ship of Source Site CO

☐ Auto Receive PO

☐ Auto Ship CO

Line

Line	Item	Item Description	Ordered	* U/M	* Due Date	Item Cost	Extended Cost	* Status	* Warehouse	Vendor Item
1	1 TA-31000	Handle-Bars, Racing	380.0000	EA	10/9/2015	5.40	2,052.00	Planned	MAIN	HB-335.27
2	2 TA-20000	Frame, Standard, Carbon-Steel	40.0000	EA	10/30/2015	8.95	358.00	Planned	MAIN	SF-332-00

Enter purchase orders, order receipts, and returns in real-time and let SyteLine (CloudSuite Industrial) automatically calculate the adjustments to POs.

SyteLine (CloudSuite Industrial)

Purchase Order Requisitions

SyteLine Purchase Order Requisitions can help you enforce your organization's internal financial controls by managing requests for purchases that are originating from within various departments in your organization.

Purchase Order Requisitions authorize the purchasing department to procure goods and services. Requests are documented and routed for approval within the organization and then delivered to the accounting group. SyteLine allows you to manually create a PO requisition, or the requisition can be created by cross-referencing from a customer order, transfer order, BOM, or job. A planned order can also be firmed into a PO requisition.

Proposed purchases are subject to approvals and can be approved by users with proper authorization levels.

- Generate a unique Purchase Order Requisition number automatically.
- Create POs for I\inventory and Non-Inventoried Items.
- Create PO Requisitions from customer order lines, customer order blanket releases, estimated materials, estimate project resources, job materials, project resources and transfer order lines automatically.
- Set approval Levels by PO Requisition Limit and PO Requisition Line Limit.
- See and approve all of the PO Requisitions that an approver owns.
- Convert approved PO Requisitions to purchase orders automatically.

Purchase Order Requisition Lines ✕

Item
1 1 I-Beams
2 1 Bricks
3 2 Windows
4 1 PT-40000
5 1 CP-20000
6 2 CP-30000
7 1 NON-SAND
8 1 NON-BR594
9 1 Banquet Hall Rental
10 1 Awards Dinner Food
11 1 St. Patrick's Day

Requisition: DR00000001 ☐ External Status: **Converted**

Date: 4/15/2014 Requisition Cost: 2,000.00 USD

Line: 1 Status: **Converted**

Item: I-Beams Due Date: 8/12/2014

40' x 1' x 16" I-Beams per Specification

Manufacturer: _____

Manufacturer Item: _____

Requisition Code: PRJ Project-Related

Warehouse: MAIN Ordered: 2.00 EA

General Costs

Vendor: 2 Western Steel Tube Shop

Buyer: Sally ☐ Expedited

Account: 50000

Purchase Expense

Destination: Project DX00000001 4 2 ☐ Unlinked Reference

Item Price Request: _____

PO: DP00000099 1 0 Plan Cost: 1,000.00 USD

☒ Quoted Plan Extended Cost: 2,000.00 USD

PO Req

PO Req Report

Convert PO Req

Item Content

Price Request

Recalculate Cost

Infor SyteLine (CloudSuite Industrial) Purchase Order Requisitions allow you to manually create a PO Requisition, or the requisition can be created by cross-referencing from a customer order, transfer order, BOM, or job.

Procurement and Inventory Control

RMx RMA Extension

SyteLine RMx Return of Materials extends the functionality of the standard SyteLine RMA module through improved management of the disposition process, including return to vendor processing, as well as providing direct integration to SyteLine Service Management. The disposition process is the means by which users evaluate/test/inspect the return to determine the appropriate next step. Items and materials can be tagged as scrap, rework, return to

inventory, or return to vendor (for credit, exchange, or warranty repair).

Seamless integration with SyteLine Service Management allows users to efficiently manage the return material authorization process automatically from within Service as well as handle "Rework", "Advanced Exchange" and other related service procedures.

RMA Item Dispositions

RMA: DA00000004 Customer: 3 Ship To: 0
Status: Closed Name: Claymore Distribution

Line: 1 Status: Closed
Item: FA-30000 Qty To Return: 1.00
Qty Received: 1.00
Qty Disposition: 1.00

☒ Use Disposition

Trans Num: 1 ☒ Posted Serial Numbers
Disposition Code: RTS Description: Return to Stock
Qty Disposition: 1.00 Qty Moved: 0.00 Post Disposition

Move From
Warehouse: MAIN
Location: INS-1
Lot:

Move To
Warehouse: MAIN
Location: FIN-1
Lot:

RMA Disposition Maintenance is the main screen used to enter disposition codes, item descriptions, and quantities returned, received, or dispositioned.

Vendor Shipping

Vendor: 3 Bi-Cycle Supplies, Inc. Ship Date: 1/8/2016
Item: CP-10000 Description: Seat, Padded1
S/N: Qty Shipped: 0.00 U/M: EA

Reference	Ref Num	Ref Line-Suffix	Ref Release	Item	Description	Qty Disposition	Qty To Ship	Warehouse	Location	Lot	Created From
1 RMA	DA00000010	1	1	CP-10000	Seat, Padded1	10.00	10.00	MAIN	INS-1		RMA DA00000010-1-1

The Vendor Processing screen is used to process the return. Users can keep track of RMA numbers, line and item numbers, and quantities returned.

SyteLine (CloudSuite Industrial)

Goods Receiving Notes (GRN)

SyteLine Goods Receiving Notes allows you to link a receipt to multiple purchase orders for the same vendor. The GRN lists those items and quantities that have been received and when. This GRN can be sent to the Accounts Payable department and can be used in the matching process.

Once the supplier sends the invoice, it is matched to the GRN and purchase order. In addition to receiving under one GRN number, multiple receipts can also be vouchered under one voucher number during the voucher generation process.

- Consolidate multiple Goods Receiving Notes under one voucher.
- Generate a Voucher for a specific GRN.
- Create GRNs from purchase orders or posted receipts.
- Create a GRN record when an advanced ship notice (ASN) is sent by a vendor automatically.
- Use in place of a packing slip for three-way matching.

Consolidate multiple Goods Receiving Notes under one voucher.

Procurement and Inventory Control

Physical Inventory

With SyteLine, Physical Inventory is the process of manually counting all inventory for a specific warehouse or location. Upon completion of the actual physical inventory, all numbers are then recorded, and discrepancies are identified and explained.

Accurate inventories result in more profitable and successful businesses. Customer relationships are improved because you can ship their orders. Accurate inventories also lead to buyer confidence in purchasing goods at the right time and the right quantity avoiding over or under stock. SyteLine Physical Inventory allows you to obtain accurate information about quantities on hand, helping you make more informed business decisions.

- Freeze/unfreeze inventory
- Inventory tags or inventory tag sheets
- Generation of inventory count for every item/location/lot/serial combination
- Inventory pre-adjustment report listing quantity and cost variance
- Physical inventory approval
- Void/un-void inventory tag sheets
- Void tag sheet report
- Blank tags or sheets creation

Load Physical Inventory Records

This program will read sequentially through the Item Location File, creating physical inventory records for those Whse / Item / Location / Lot combinations that don't already exist. Tag numbers are assigned if the Count Method is Tag or Both. Sheet numbers are not assigned until sheets are printed. The List option shows those records that would be created if Process was run.

Warehouse:*	MAIN	<input checked="" type="radio"/> Preview
Count Method:*		<input type="radio"/> Commit
<input type="checkbox"/> List After Processing		Process

Tag	Item	Location	Lot
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SyteLine Physical Inventory allows you to obtain accurate information about quantities on hand, which will help you make more informed business decisions.

SyteLine (CloudSuite Industrial)

Inventory Management

SyteLine gives you more control over your inventory by providing greater accuracy and immediate access to inventory information throughout the company. SyteLine automates the process of tracking parts by adjusting inventory whenever you create a transaction involving a part.

SyteLine updates and maintains raw materials, work-in-process (WIP) and finished goods inventory quantities and costs. Inventory items can be designated as purchased, manufactured, or transferred so you can immediately place a purchase order or issue a job order when you need a particular item.

SyteLine also allows you to easily track material and costs on a per-project basis. The extensive reporting capabilities of SyteLine provides complete profiles of any part in the system.

- Assign comprehensive part definitions including variable length part numbers up to 30 characters long, extended part descriptions, user-definable fields, and supplier information.
- Stock goods in one unit of measure while purchasing, selling, and/or consuming on a work order in another unit of measure.
- Assign multiple warehouse locations for a part and/or multiple locations within a single warehouse.
- Issue materials by work order, operation, or sub-assembly automatically.
- Issue floor stock items automatically.
- Set up specialized item pricing such as quantity and discounted pricing, contract pricing, etc., for both purchasing and selling.
- Perform automated physical inventories, cycle counting, and ABC analysis.
- Real-time material tracking and allocations.
- Safety stock, reorder points, order min/multiple/max, lot/serial control
- Kitting.
- Container, dimensional and consignment inventory.
- Manufacturer's part number.
- Selectable dedicated warehouses (as for spares).
- Temporary and permanent item locations.
- Inter- and intra-warehouse transfers and moves.
- Obsolete or slow moving inventory flags and analysis.
- Inventory aging reporting.
- Cost methods, including standard, actual, LIFO, FIFO and lot specific by item.
- Costs by item or item warehouse.
- User-defined unit of measure conversion.
- Multi-lingual item descriptions.
- Item 360 - view all item information from a single form.

Procurement and Inventory Control

Items


FA-10000

Bicycle, Model-30, 26"

Qty On Hand: 420.000

Alloc Order: 264.000

Alloc Job: 0.000



Item: FA-10000

Bicycle, Model-30, 26"

Revision: REV-3 ☒ Revision Track ☐ ECN

Drawing Number: 1039-03

Alternate Item:

Buyer:

☒ Stocked ☒ Show In Drop-Down Lists

U/M: EA

Type: Material

Source: Manufactured

Product Code: FG-100

ABC Code: A

Cost Type: Actual

Cost Method: FIFO

General | Planning | Additional Planning | Controls | Sales | Configuration | BOM View | Overview | Item Categories | Related Items | Attril >>

inventory

Whse: DIS1, Qty On Hand: 10.00000000

Loc: STOCK, Qty On Hand: 10.00000000

Lot: 5, Qty On Hand: 10.00000000

Loc: TRANSIT, Qty On Hand: 0.00000000

Whse: DIST, Qty On Hand: 20.00000000

Loc: STOCK, Qty On Hand: 20.00000000

Lot: 14, Qty On Hand: 20.00000000

Loc: TRANSIT, Qty On Hand: 0.00000000

Whse: IND1, Qty On Hand: 10.00000000

Whse: INDY, Qty On Hand: 50.00000000

Whse: MAIN, Qty On Hand: 320.00000000

Whse: MEMP, Qty On Hand: 10.00000000

Unit Cost: 254.82334

Current Unit Cost: 254.17238

Lot Size: 100.00000000

Unit Weight: 20.00000 LB

Quantity On Hand: 420.000

Non-Nettable Stock: 0.000

Safety Stock: 224.000

Quantity Ordered: 0.000

Quantity WIP: 30.000

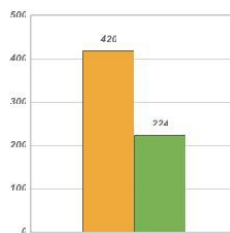
Allocated To Prod: 0.000

Allocated To Customer Orders: 264.000

Reserved For Customer Orders: 0.000

Low Level: 0

☒ Active for Data Integration



Item/Warehouse

Stock Loc

Item Costs

Pricing

Item Availability

Time Phased

Material Transactions

Engineering Workbench

Engineering Board

Current Operations

Current Materials

Pieces

Customer Contracts

Vendor Contracts

Item Manufacturers

Item Content

SyteLine automate the process of tracking parts by adjusting inventory whenever you create a transaction involving a part.

SyteLine (CloudSuite Industrial)

Cycle Counting

SyteLine Cycle Counting allows you to perform an inventory count on small subsets of your total inventory on any given day. A cycle count is similar to a total physical inventory in that it allows you to track your on-hand inventory but does not require a warehouse inventory freeze.

Therefore, cycle counts provide continuous measures for inventory accuracy while not disrupting your daily operations and can be triggered to focus on the items with high value, high volume, and those critical to on-time delivery.

- Determine the ABC Code on Items (year-to-date usage, future usage, or unit cost) through multiple ways.

- Determine ABC percentages for purchase, manufactured, and transferred items.
- Use mass update to determine cycle type, cycle frequency, and last count date for items.
- Generate count sheets automatically based on cycle triggers.
- Exception reporting that does not allow records to post until corrected, such as
 - Item is not in Items
 - Stockroom location not found
 - On-hand quantity is not equal to on-hand quantity when cycle count was generated
 - Variance reporting
 - Yearly physical inventory counts necessity eliminated.

Cycle Count Generation

This utility will generate Cycle Count records for the specified range of items which need to have a cycle count performed. Count Sheets will be generated for each item.

Cycle Type

☒ Day Frequency

☒ Zero Quantity

☒ Receipt

☒ Issue

Whse: MAIN

Material Type

☒ Material

☒ Fixture

☒ Tool

☒ Other

ABC Code

☒ A

☒ B

☒ C

Sort By: Item

☐ Overwrite Existing Records

☐ Page Between Location/Item

☐ Display Cut-Off-Qty

☐ Print Barcode Format

☐ Print Pieces

☐ Display Report Header

Starting

Ending

Item:

Location:

Product Code:

Planner Code:

Process

Cycle counts can be triggered to focus on the items with high value, high volume, and those critical to on-time delivery.

Procurement and Inventory Control

Shipping/Receiving

SyteLine Shipping and Receiving allows you to ship and receive items coming in or out of your inventory. This might include shipping against a customer order, receiving raw material from a purchase order directly to a job or directly into inventory, or shipping an item from stock.

With SyteLine, Shipping and Receiving are online transactions that are easy to use, efficient, and cost-effective.

- Hard and soft allocations/reservations
- Picking and packing lists
- Delivery orders
- Goods Received Notices (GRN)
- Available to ship analysis
- Multiple units of measure
- Pick, Pack, and Ship Workbenches
- Package label integration
- UPS/FedEx integration (not available in SaaS option)
- Receipt rejections and reason codes
- Landed costs
- Ability to create payment vouchers from purchase order receipts
- Create invoices from shipments to a customer.

Ship against a customer order, receive raw material from a purchase order directly to a job or directly into inventory, or ship an item from stock.

SyteLine (CloudSuite Industrial)

Transfer Orders

SyteLine Transfer Orders is used for moving items or materials between distribution centers, or for component and sub-assembly movement between plants requiring a more formal multi-stage transaction. Transfer Orders do not require an approval process or a requisition function.

SyteLine Transfer Orders support

- Visibility of in-transit inventory across the system including Transfer Order number, item, quantity in-transit, quantity to be shipped, date, shipment mode, freight cost, and value of shipment
- Financial transactions
- Landed cost
- Cross-reference functionality
- Picking list functionality
- Packing slip functionality
- Bill of Lading functionality
- Pro Forma Invoice functionality
- Various costing and pricing methods
- Automatic updating of inventory fields for planned transfer orders
- Ability to enter a transfer order without knowing the location or log number (location not required until receipt)
- Partial shipping and receiving
- Ability to track quantity differences, such as loss, shrink, damage, rejects, and advance shipment using Reason Codes
- Data collection for shipping and receiving transactions
- Quick entry form to enter all information on one screen

Transfer Order Line Items ×

Transfer: DT00000003	From Site: DAL5	To Site: DAL5	Status: Transit
	From Whse: MAIN	To Whse: DIST	Order Date: 9/11/2014

Line: 1	Status: Transit
Item: CP-10000	Quantity: 13.00 EA
Seat, Padded1	Unit Price: 2.45
Price Code:	Unit Cost: 2.45
<input type="checkbox"/> Preassign Lots	Extended Price: 31.85
<input type="checkbox"/> Kit	
<input type="checkbox"/> Preassign Serials	

Detail Costs EU VAT Lots Serials

Sched Ship Date: 9/12/2014	Last Ship: 1/3/2013	Shipped: 13.00
Sched Rcvd Date: 9/15/2014	Last Rcvd: 10/27/2014	Received: 13.00
Projected:	Last Pick List:	Qty Loss: 0.00

Transit Loc: TRANSIT	
Source: Inventory	0 0
Destination: Inventory	0 0
<input type="checkbox"/> Unlinked Reference	Available: 0.00

☐ Plan On Save
☐ Ready

SyteLine Transfer Orders give you visibility into in-transit inventory across the system, including transfer order number, item, quantity in-transit, quantity to be shipped, shipment mode, freight cost, and more.

Procurement and Inventory Control

Electronic Data Interchange (EDI)

Not available as Multi-Tenant

Any organization that exchanges information, including enterprises involved in procurement/purchasing, finance, trade and transport, health, law, and revenue/tax collection, can benefit from use of Electronic Data Interchange (EDI).

EDI can help you reduce paperwork and administrative lead times, send timely business transactions, access information quickly and easily, and eliminate redundant data entry. These benefits allow your enterprise to adopt more efficient practices such as Just-In-Time Delivery.

SyteLine contains an integrated EDI translator. This system imports inbound transactions from the translator and exports outbound transactions to the

translator. The EDI translator interface supports six demand-side and six supply-side transaction sets.

SyteLine EDI complies with the American National Standards Institute (ANSI) X12 and EDIFACT (International) standards.

- Create standard transactions to meet your trading partners' EDI requirements.
- Convert inbound EDI documents into customer orders.
- Manage releases and ship schedules from your customers.
- Maintain fabricated and raw material authorizations.
- Create data files for advanced ship notices, vendor purchase orders, and invoices.
- Cross-reference Customer Part IDs to SyteLine part numbers.

EDI Customer Profiles

Customer	Ship
1	14

Customer: 14 Ship To: 0

Hornes Department Store

Trading Partner Code: 141404 Duns Number:

☐ Post Planned Releases ☒ Validate Credit Limit

Release Processing: Update ☐ Validate Order Credit Limit

☒ Generate Invoices ☒ Validate Price

☒ Print Invoices Use Price: SYSTEM

Invoice Code: IN ☒ Replace Planning Schedules

Payment Ref Type: Invoice Use Date: Calculated

Due Date Offset: 0 Hours: 122

☒ Generate Ship Notice ☒ Generate Acknowledgments

☐ Include Serial Numbers ☒ Print Acknowledgment

☒ Print Ship Notice Acknowledgment Code:

☐ Pooled ASNs

ASN Code: AS

Auto Post: Neither Last Item Extract:

Note Processing: Append Last Address Extract:

Create standard transactions to meet your trading partners' EDI requirements.

SyteLine (CloudSuite Industrial)

Outside Process Management (OPM)

SyteLine Outside Process Management (OPM) streamlines the process of tracking and shipping materials from a standard job to an outside vendor/service.

OPM leverages the “Outside Service” field on the standard SyteLine Work Center to flag material that requires the services of an outside vendor. With OPM, no changes to the standard Bill of Material are required. However, when the job material is moved into an operation flagged with an “Outside” work center, the system automatically creates a purchase order for the materials along with the necessary records to identify those items to be shipped and to which vendor.

Users also have the ability to print packing slips and ship items from a new Vendor Shipping screen. When the outside vendor completes the contracted service, items

are received back into the job using the standard SyteLine Purchase Order Receiving functionality.

- Create purchase orders automatically and cross reference the job.
- Track partial quantities for jobs producing multiple items.
- Track job materials with lot quantities.
- Generate packing slips automatically, as required, to include with shipments.
- Receive items back from a vendor.
- Produce various reports including “Items At Vendor” and “Vendor To Be Shipped.”

The screenshot displays the 'Work Centers' window in SyteLine. The 'Work Center' is set to 'PG-300' and the 'Outside Packaging' field is highlighted. The 'Scheduling' tab is active, showing various settings for the work center. The 'Department' is '100' (Assembly and Packaging). The 'Alt. Work Ctr.' is empty. The 'Shift ID' is '7 X 24'. The 'Backflush' is 'Neither'. The 'Overhead Basis' is 'MLC' with checkboxes for 'Material', 'Labor', and 'Machine' all checked. The 'Schedule Driver' is 'Machine'. The 'Efficiency' is '100.0'. The 'Queue Hours' and 'Finish Hours' are both '0.00'. The 'Control Point' and 'Outside' checkboxes are checked.

OPM leverages the “Outside Service” field on the standard SyteLine Work Center to flag material that requires the services of an outside vendor.

Procurement and Inventory Control

