Purchasing User Guide

Version 5.40

Fitrix™

Purchasing ♦ User Guide

Version 5.40

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Fourth Generation Software Solutions
100 Galleria Parkway, Suite 1020
Atlanta, GA 30339
http://www.fitrix.com

Corporate: (770) 432-7623
Fax: (770) 432-3447
E-mail: sales@fitrix.com

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Chapter 1

Introduction to Purchasing

This chapter contains the following information designed to introduce you to Fitrix Purchasing:

- Highlights of Fitrix Purchasing
- Purchasing functionality
- Introduction to purchasing
- Overview of the Purchasing module

Purchasing—Highlights

An efficient and robust Purchasing module is key for all distributors. If you don't track who you buy from, what you buy from them, the cost items are purchased for, and how long it will take get to you, it will be impossible to keep your shelves stocked and service your customers. Not having this information leads to procedural inefficiencies, inferior customer service, and reduced profitability.

When Fitrix Purchasing is integrated with Fitrix Inventory Control, Replenishment, Order Entry, Accounts Payable, and General Ledger you have a comprehensive purchasing system that will track your purchases from the moment they are ordered to the moment your vendor invoices you. The open order report lets you know what is coming in and when; the receipt of merchandise updates your quantity on hand, fills customer back orders, and accrues the liability to your vendor in the GL; the receipt flows through to Accounts Payable when the vendor invoice is received so you are assured you will always only pay for what you received.

Purchasing Features/Functions

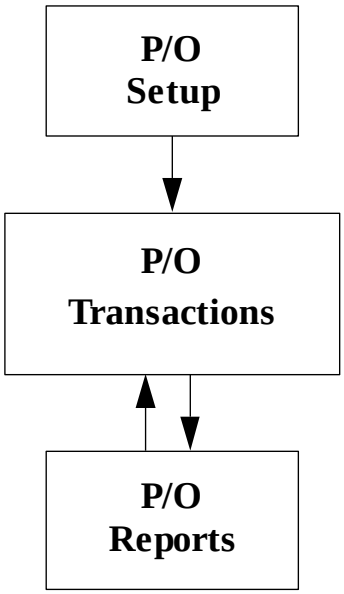
- **Modular Integration** – Direct integration with Fitrix Inventory, Replenishment, Order Entry, Accounts Payable, and General Ledger.
- **Item Catalogs** – the ability to store multiple vendors, vendor item code, and vendor cost per item. This makes data entry more efficient and ensures that the costs used on your purchase orders are accurate.
- **Non Stock Items** – purchase orders can be processed for items not stocked in inventory such as supplies, capital expenditures, and services.
- **Requisitions** – automatic creation of requisitions for customer back orders that in turn create purchase orders to your vendors.
- **Drop Shipments** – by specifying in order entry via order type, a drop ship customer order automatically creates a vendor purchase order to your preferred vendor at your contract cost.
- **Blanket Purchase Orders** – allows you to enter a PO for a large quantity in order to get quantity/price breaks but take delivery using time pashed purchase order releases.
- **Automatic Reordering** – if the Replenishment module is also in use, purchase orders will be created automatically for items that fall below user specified reorder levels.
- **Ship Dates** – when you enter a purchase order you can enter who it was confirmed with, the date is was confirmed, and the required ship date. You also have the ability to enter varying required ship dates by line item. When the purchase order ships you can enter the exact ship date. All this information helps your customer service department keep your customers informed as to arrival status of any items they may have on back order with your company.
- **Automatic Release of Customer Back Order** – when purchase orders are received, in addition to updating your quantity on hand and General Ledger, any items on back order will be released in oldest order date order.
- **Interface with Accounts Payable** - when you receive the vendor invoice there is no need to enter the purchase information again to record the liability. Simply bring up the PO, enter the invoice number and date, and post to Accounts Payable thereby creating an open payable item to the vendor. If there are any variances in cost between the purchase order cost and invoice cost, these will be listed on the Price Change report for your review.

Reporting

- Open Purchase Order Summary By PO Number, Buyer, or Vendor
- Open Purchase Order Detail By PO Number, Buyer, or Vendor
- Goods Received By GL Code
- Price Change Report (PO vs. Vendor Invoice)
- Expected Receipts Report
- Direct/Drop Ship Status Report
- Blanket PO Release Status Report
- Requisitions Created From Order Entry
- Purchase Replenishment Journal
- GL Activity by Account Number for Purchase Transactions Only

Introduction

The cycle of activity within Fitrix Purchasing has the following pattern:



1. **Setup must be complete before you do any transaction processing.**

2. **Transaction Processing requires that you enter all transactions, check them against an edit list, and then post.**

3. **Reports are used to track purchasing transactions so you can recognize trends and make decisions based on these trends.**

Purchase Order Setup

Purchase Order setup has several steps, and the number of steps depends on if you already have your company set up to use Fitrix Accounting or if this is a brand new setup.

Module-specific setup activities vary from module to module. A module setup may include the following: designating default ledger accounts for the module and entering open items, entering account groups, entering customers or vendors, entering Ship-To and Pay-To addresses, etc.

Transaction Processing

Transaction processing is the day-to-day handling of documents. It consists of three separate processes: entering and updating documents, checking edit lists, and posting documents.

A transaction is initiated by entering a document. Each screen for entering documents shows the ledger accounts that will be affected by the document and provides fields for entering other relevant information about the document

(e.g., for Accounts Receivable invoices, a Ship-To address, terms, miscellaneous charges, sales taxes, etc.). Once a document has been entered into the system, it may be updated at any time prior to posting.

Checking the Edit List

After a certain period in which documents have been entered, the next step is to print and check an edit list of these transactions. This list simply shows all documents currently in the system waiting to be posted (e.g., POs, invoices, receipts). The edit list shows which ledger accounts will be adjusted and what effect each document will have on them, along with other information about each document. If you find mistakes in the transactions on this edit list, you can make corrections through the document entry form, and then run the edit list again. Any errors that will prevent the posting of a document are stated on the edit list, e.g., "Document does not balance," "Setup not complete," "Account not found," etc.

You can print and check an edit list as many times as necessary, and you must print at least one per document before posting can take place. Also, if a document on an edit list is corrected via the entry screen, an edit list must be run again before posting.

Posting Documents

Posting puts documents into activity tables for the General Ledger and for each separate module. You can post documents at any time after printing an edit list, and you can post as many times within a period as necessary.

Note

Once a document has been posted, it cannot be changed directly.

If an incorrect document is posted, the only way to undo the error is to enter and post a reversing entry. Once documents are posted, they can no longer be updated through the document input screen.

Besides the posting of documents, the posting operation may also include adding or updating balances in open item tables. After one or more postings, you can generate reports to show the activity for a given period. Such reports are usually run at the end of the period.

Purchasing Terms

- **A/P:** Accounts Payable
- **Approval**: Each requested item must be approved before it can be converted to a purchase order. This is accomplished by entering an approver code for each requisition. In order for the approval to be valid the approval level of the approver must be higher than the approval level of the requestor.
- **Approver**: Each requestor in the system is assigned an approval level. This level is designated by a number from 0–9. An approver is a person who has an approval level higher than that of the requestor.
- **Buyer**: Buyers, or Purchasing Agents, are the users of the system authorized to assign vendors, create purchase orders, and maintain the vendor-item catalog.
- **General Ledger** account: There are a number of G/L accounts used by the Purchasing system:
    - **Difference**—Differences between ordered and invoiced amounts
    - **Capital**—Capital purchase

  - **Cash**—Cash account
  - **Freight**—Freight charges
  - **Inventory**—Inventory asset value
  - **Inventory Holding**—Inventory received but not invoiced
  - **Miscellaneous**—Miscellaneous amounts for purchases
  - **Non-stock**—items not stocked in your warehouse
  - **Supplies**—Supplies expense
  - **Services**—Services expense
  - **Trade Discount**—Discount amounts
- **Inventory**: Items entered into the Fitrix Inventory Control module are recognized by the Fitrix Purchasing module as stock keeping items. When goods are received, the inventory on-hand quantities are adjusted accordingly.
- **Invoice**: Vendors will provide an invoice for the goods purchased. Matching of these invoices with outstanding purchase orders affords control over payables. The posting of vendor invoices incurs Accounts Payable liabilities.
- **Item**: Items to be purchased are referenced by an assigned item code. It is also possible to purchase items that are not pre-assigned, but when this option is exercised, considerable control over the purchasing function may be lost.
- **Line Type**: Each item being purchased falls into one of the following categories:
  - **CAP**—Capital purchases
  - **NON**—Non-stock or non-inventory items
  - **SER**—Services
  - **STK**—Stock or Inventory items
  - **STN**—Stock treated as non-stock
  - **SUP**—Supplies
  - **DRN**: Direct shipment non-stock (with Order Entry)
  - **DRS:** Direct shipment stock (with Order Entry)

  Order Type: There are two types of purchase orders which can be entered:
  - **REG**—Regular purchase orders
  - **DIR**—Direct Shipment (with Order Entry)
  - **DRW** – Direct Shipment received into your warehouse prior to shipping to your customer.
  - **QUO** – quotation that can then be changed to a REG order.
  - **RET** – used for returning materials to the vendor.
- **Purchase Order**: To provide control over the purchasing function, and to allow accurate communication with your company's suppliers, it is necessary to create purchase orders. These are detailed requests for the shipment of goods to be purchased by your company from the vendor.
- **Receipt**: When items ordered are received, they must be validated against outstanding purchase orders. At this point in the purchasing process, an outstanding liability is incurred and your asset or expense accounts are adjusted to reflect the goods purchased.

- **Receiving Report**: In order to notify your receiving locations of goods expected to be delivered, a receiving report is created for each location. This report details the items, quantities, expected dates, and vendors involved in the expected receipt of goods.
- **Requestor**: Anyone in your organization authorized to request items for purchase needs to be assigned a requestor code and approval level.
- **Requisition**: A request for items to be purchased for your organization.
- **Ship-To Warehouse**: Each requestor is assigned a default Ship-To warehouse location. This is the address to which vendors will ship merchandise.

Purchasing Overview

Once the purchasing module is set up, you can create requisitions (optional) and purchase orders, receive goods, create invoices, and produce reports. Below is a brief overview of these processes.

Setup

Setup involves two processes. First is Company Setup, which is common to all Fitrix Accounting modules and is covered in the *Getting Started with Fitrix* manual. Company setup is done only once for your entire system.

The second process is Purchasing setup, which involves entering reference information using the options on the Purchasing Setup menu. You enter the reference information in the order shown below.

Purchasing Reference File Setup

1. **Update Order Type Definitions**
2. **Update Line Type Definitions**
3. **Update Buyer Definitions**
4. **Update Warehouse Definitions**
5. **Update Requestor Definitions**
6. **Update Vendor Information**
7. **Update Pay-to Information**
8. **Update Non-Inventory Items**
9. **Update Item Catalog**
10. **Update Vendor Catalog**
11. **Update Landed Costs**
11. **Update Purchasing Defaults**

Requisitions (optional)

With the Requisitions menu, personnel throughout your organization can create requisitions for goods and services they need. If you have Fitrix Order Entry installed, Purchasing is linked to it and backorders created as a result of sales can be transferred to requisitions which can they be approved by management before a PO is created from them. Requisitions can also be used to create purchase orders for internal items needed such as office supplies, etc..

Requisition Processing Options

- Print O/E Item Requests
- Create O/E Requisitions
- Add/Update Requisitions
- Print Requisitions
- Assign Vendors
- Create PO from Requisitions

Purchase Orders

An authorized buyer can create a purchase order directly or can generate purchase orders from all of the authorized requisition line items that have a vendor assigned to them. The Create PO from Requisitions option takes all authorized requisitions that have a vendor assigned and creates a PO for that vendor.

You use the PO Maintenance menu to create POs directly and to update existing POs. In addition, it contains options for printing out the list of items you expect to receive, options for receiving those items, and options for posting those items to Accounts Payable.

PO Processing Options

- Update Purchase Orders
- Print Purchase Orders
- Print Expected Receipts
- Blanket OrderRelease
- Update Receipts
- Print Receipts Edit List
- Post Receipts
- Update A/P Invoice
- Print Invoices Edit List
- Post Invoices
- Update Landed Cost
- Edit Landed Cost Variances
- Post Landed Cost Variances

Reports

Fitrix Purchasing comes with a standard set of reports that allow you to track your purchasing activity with summary and detail reports. These reports can be sorted by number, buyer, or vendor, and purchasing detail reports can be sorted by item code or G/L code. You will also find reports for goods received, price changes, and direct ship order status.

Report Printing Options

- Order Summary by PO Number
- Order Summary by Buyer
- Order Summary by Vendor
- Order Detail by PO Number
- Order Detail by Buyer
- Order Detail by Vendor
- Order Detail by Item Code
- Order Detail by G/L Code
- Goods Recvd by G/L Code
- Price Change Report
- Direct Ship Status
- Purchase Journal
- Purchase Replenishment Advice
- AP Holding Account Report
- Blanket Release Status

You can run the reports on this menu any time after setup is complete and you have transaction data that bears reporting.

Chapter 2

Set Up Purchasing

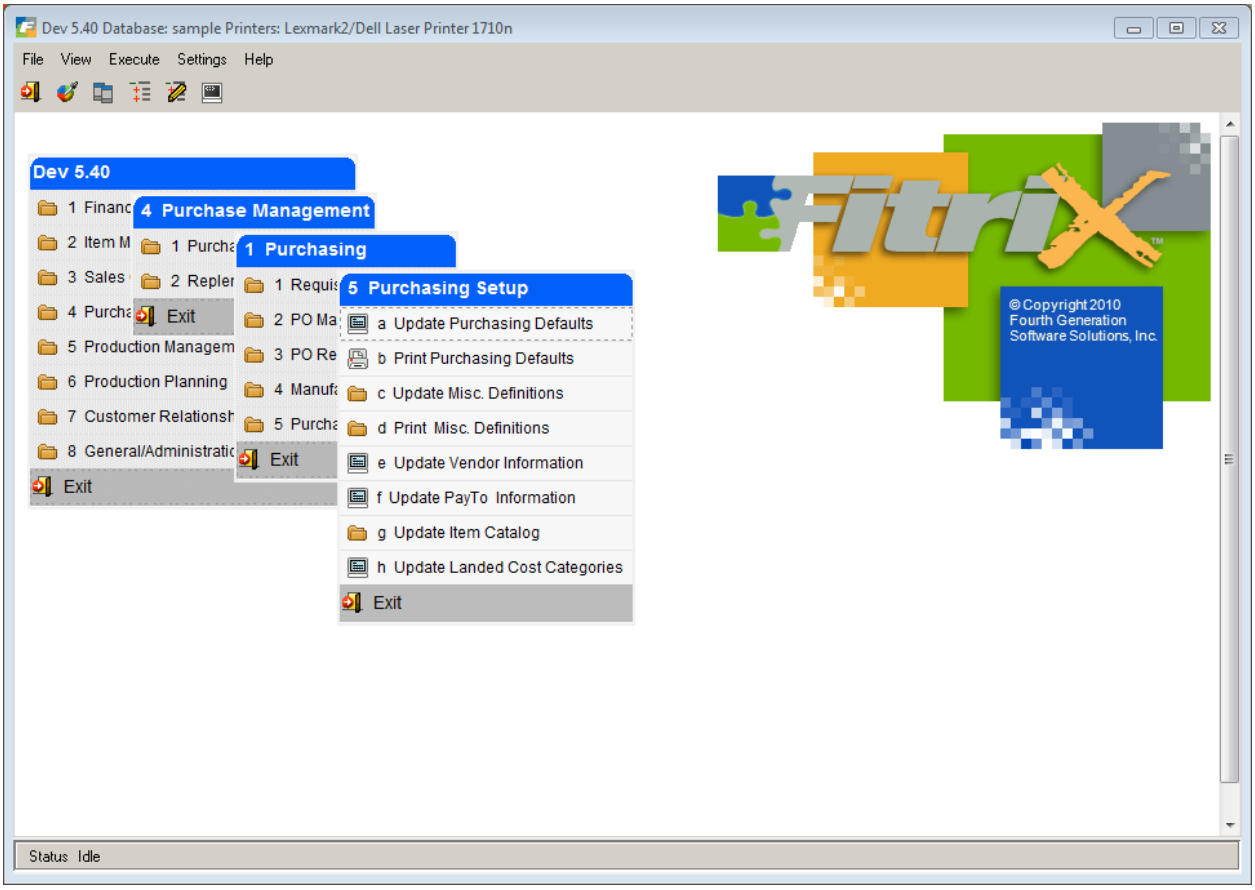
This chapter describes the menu options, programs, and fields used to set up the Purchasing module. Purchasing setup must be done after Company setup and before actual Purchasing transaction processing.

Company setup is covered in Chapter 2 of this manual and the Getting Started with Fitrix Manual, and may already be done if you are currently using Fitrix products. Company setup establishes “reference files” such as, company information, chart of accounts, account numbers, etc..

You need to set up reference files for the Purchasing module. These reference files contain information the system uses to process purchasing transactions. You set up reference files with the programs on the Setup Purchasing menu.

Setup Purchasing Menu

The options on the Setup Purchasing menu allow you to do the initial set up of your purchasing system, as well as to update and maintain information you will use throughout the purchasing process (purchasing defaults).

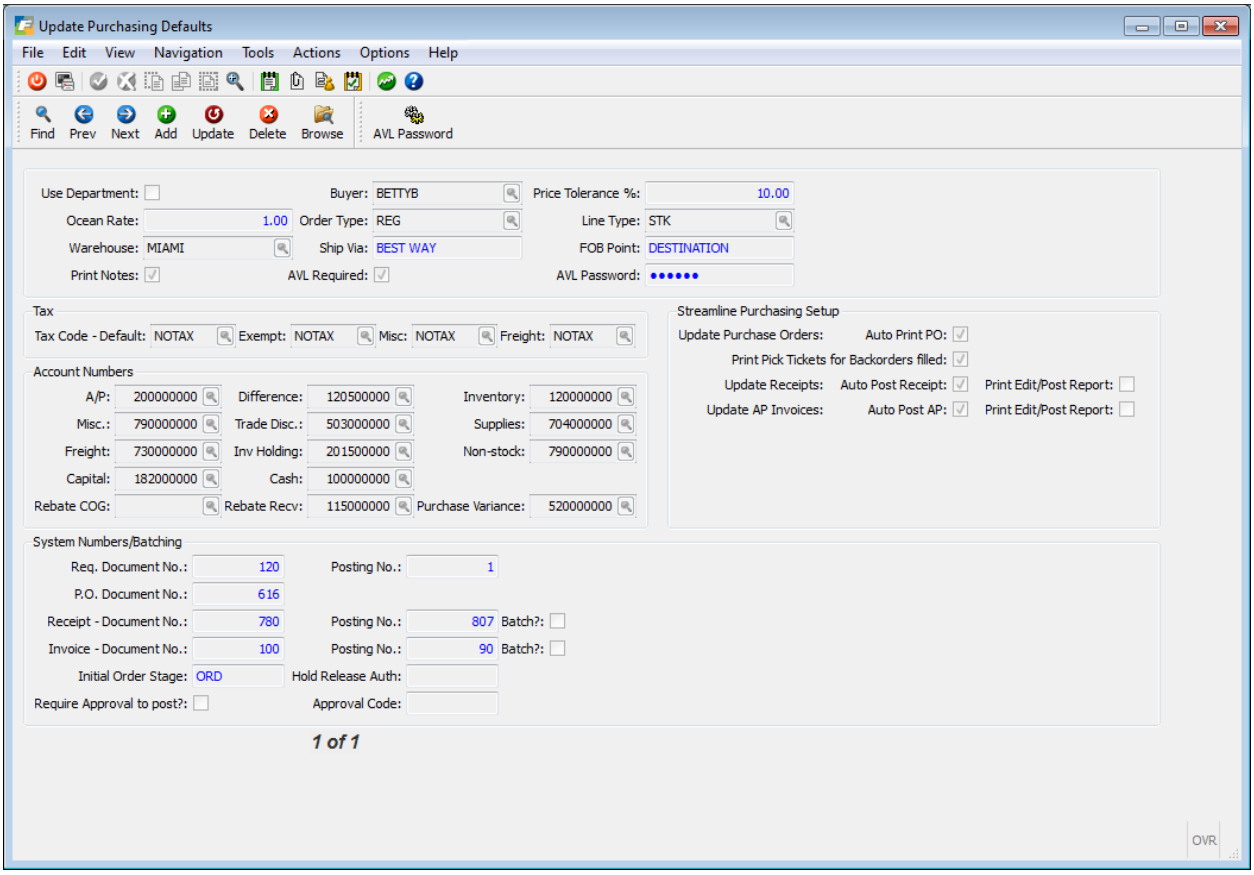


When you enter requisitions, purchase orders, receipts, or invoices, the system automatically assigns default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data, the system saves the user from having to retype the information for each transaction. You can overwrite many default values that appear when the transaction is entered.

We will go through each menu option as it appears on the menu; however, if you were actually setting up the purchasing reference files, you would go through and set up miscellaneous definitions first, and then fill in purchasing defaults once you have defined your different codes.

Update Purchasing Defaults

This screen allows you to create company-wide defaults for the Purchasing system. Your entries are stored in the Purchasing Control table.



Notice that the Purchasing Defaults table contains only one document (1 of 1 displayed at the bottom of the screen). Therefore, the only commands on the command prompts that are available are Update and Quit.

Default values that are used throughout the Purchasing system are entered in this screen, as opposed to those associated with a particular vendor, warehouse, or other specific reference information. Before setting up defaults on this screen, you must set up reference files using the other Update options on this menu and those on the Update Miscellaneous Definitions submenu. For example, before you can enter a default warehouse code, it must be defined through Update Warehouse Definitions option.

Most of the entries made in this screen will be validated against the values entered in the appropriate Update Definitions screen programs described in this chapter. Whenever this type of validation is appropriate, you can click on the magnifying glass or press Ctrl Z to see a list of valid entries for that field.

Entry Defaults section

The Entry Defaults section contains the following fields:

Use Department

Use Department Codes allows you to enter a Y into this field if you want to use department codes when posting amounts to General Ledger accounts.

Buyer

This field stores the default Buyer Code. All purchase orders will have a buyer assigned at the time of creation. Zoom is available.

Price Tolerance %

Price Tolerance is the percentage you enter to determine the maximum allowable difference that will be accepted when an invoice price is modified. During the invoicing phase of the purchasing cycle, the invoiced price for a particular item may be different from the original P.O. price. Setting this tolerance allows for some editing control to eliminate data entry errors. This tolerance can be overridden during invoice entry.

Ocean Rate(optional)

Enter the insurance rates for your ocean shipments. This rate will be applied to the cost of the shipment, calculate the insurance amount, and display this amount on the OE shipments tracking screen's Accounting Info screen.

Order Type

Default Order Type for new purchase orders. It will almost always be a regular purchase order (REG). If your particular operation requires an order type other than the default, you would enter it here. Zoom is available.

Line Type

Here you choose the default type of item to purchase if no line type is specified during requisition or order entry. If most of your purchases are of inventory items, you would enter STK here for stocked items. Zoom is available.

Warehouse

This field holds the default ship-to warehouse location. If a particular requestor or buyer does not have a ship-to assigned, the program will use the value in this field as the default. Zoom is available.

Ship Via

This field holds the default freight carrier/method.

FOB Point

This field holds the default designated point at which responsibility for the shipped items changes from the vendor to your company.

Print Notes

This field accepts Y or N as whether or not you want to have notes entered when entering a purchase order print on the purchase order.

AVL Required

Check this box if vendors used when ordering parts must be set up in the item catalog as an approved vendor (AVL stands for Approved Vendor List)

AVL Password

If AVL is required enter the password that must be used to allow vendors to be used that are not approved vendors. You may need to do this if it is a one time by from a vendor other than your approved vendor.

Tax section

You choose the values entered in the three fields of this section from the valid Tax Group codes set up in the Multi-level Tax menu.

Default Tax Code

This field holds the default multilevel tax group code. You must have set up multilevel tax and created tax group codes. See the Chapter on *Multilevel Tax* for details.

Exempt Tax Code

This will be a tax group code for multilevel tax that will correspond to tax exempt purchases. (Not implemented with this release.)

Misc. Tax Code

The Miscellaneous Tax Code will be the default tax group for taxation of miscellaneous amounts entered on invoices.

Freight Tax Code

This tax group code will be used as a default for all taxable freight charges.

Account Numbers Section

The Account Numbers section of the form allows you to set up default General Ledger account numbers for the following types of accounts:

A/P

This holds the Accounts Payable account number default used on orders from vendors that do not have a specific A/P account in the vendor file.

Difference

The Difference account is used to track differences between the original purchase order amounts and the final invoiced amounts.

Inventory

This field stores the default Inventory (asset) account that is affected when you receive goods into inventory. It will be overridden with the STK Line Type default account number if one has been specified.

Misc.

The Miscellaneous account default is for tracking miscellaneous amounts entered when invoicing.

Trade Disc.

This is the Trade Discount account default. It is used for posting discounts allowed by vendors.

Supplies

This is the default account for Supplies (expense purchases). If a default account is specified for the SUP Line Type, that account number will be used instead of the account number entered here.

Freight

This is the default Freight expense account number for any freight added to the PO.

Inv Holding

The Inventory Holding account number entered here is a liability account to balance the increased inventory asset value upon the receipt of inventory items. The Inventory Holding account is then reduced when invoices are posted to AP.

Non-Stock

This is the default account number for Non-Stock purchases. Note that each Line Type also has a default account number, and that the Line Type account number will be used as a default if it exists. In general, it is better to specify the Line Type account defaults with the Line Types rather than specify them here.

Capital

This is the default account number for Capital asset purchases. It will only be used if the CAP Line Type does not have a default account number assigned to it.

Cash

This field records your company's default Cash account.

Rebate COG

The journal entry created by the Process Rebates report program will credit this cost of goods account for any rebate due you from the manufacturers of the products you buy.

Rebate Recv

The journal entry created by the Process Rebates report program will debit this receivable account for any rebate due you from the manufacturers of the products you buy. When you receive a check from them this account can then be credited.

System Numbers/Batching section

The System Numbers section of the form contains values that are used by the system to automatically number documents and postings. Although the system maintains the numbers, incrementing by 1 whenever used, you may modify the values to change the starting numbers. This section contains the following fields:

Requisition Document No.

This field stores the last "document number" assigned to a requisition. Document numbers are used by the system as a unique key to identify transactions.

If you intend to use the automatically assigned document numbers, you should change this value to the number directly preceding the first number to use; for example, if you wish the first requisition to be numbered 2000, enter a value of 1999.

Requisition Posting No.

The creation of purchase orders from requisitions is a posting process. In order to provide a complete audit trail each time this process is run, the Requisition Posting Number is automatically assigned and stored with the requisition. In all other respects this number is identical in function to the Document No. described above.

Purchase Order Document No.

This field stores the last document number assigned to a P.O. See Requisition Document Number above. The number is assigned when you enter a purchase order and may not be changed. The document number should not be confused with the P.O. Number, which is the number assigned by you to identify the order. If you do not assign a P.O. number at the time you enter a purchase order, the system uses the document number.

Receipt Document No.

This field stores the last document number assigned to a receipt.

Note

The P.O. Number used to reference a purchase order when entering receipts is the number in the P.O. No. field from a specific purchase order, which is not necessarily the same as the number in the Document No. field on the PO. In the case where no number has been manually assigned to the purchase order via the P.O. No. field, these fields will contain the same number.

Receipt Posting No.

The receiving of goods and creation of receipts from purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Receipt Posting Number is automatically assigned and stored with the receipt. In all other respects this number is identical in function to the Document No. described above.

Invoice Document No.

This field stores the last document number assigned to an invoice. See Requisition Document Number above.

Invoice Posting No.

The creation of invoices from receipts of purchase orders is a posting process. In order to provide a complete audit trail each time this process is run, the Invoice Posting Number is automatically assigned and stored with the requisition. In all other respects, this number is identical in function to the Document No. described above.

Initial Order Stage

Set this to the initial stage you want the PO to be set to upon entry. Valid values are ORD for ordered or HLD for held if you want purchase orders to be approved prior to processing.

Hold release Auth

This is the authorization code that must be entered to release the purchase order from HLD to ORD status so that it can be printed and processed.

Batching

Receipt Batch

Set the value to Y if you want receipts to post in batch by user id.

Invoice Batch

Set this value to Y if you want AP invoices to post in batch by user id.

Require Approval to Post

Set this value to Y if management approval is required to post batches.

Approval Code:

Enter management approval code that must be entered to approve a batch for posting.

Note

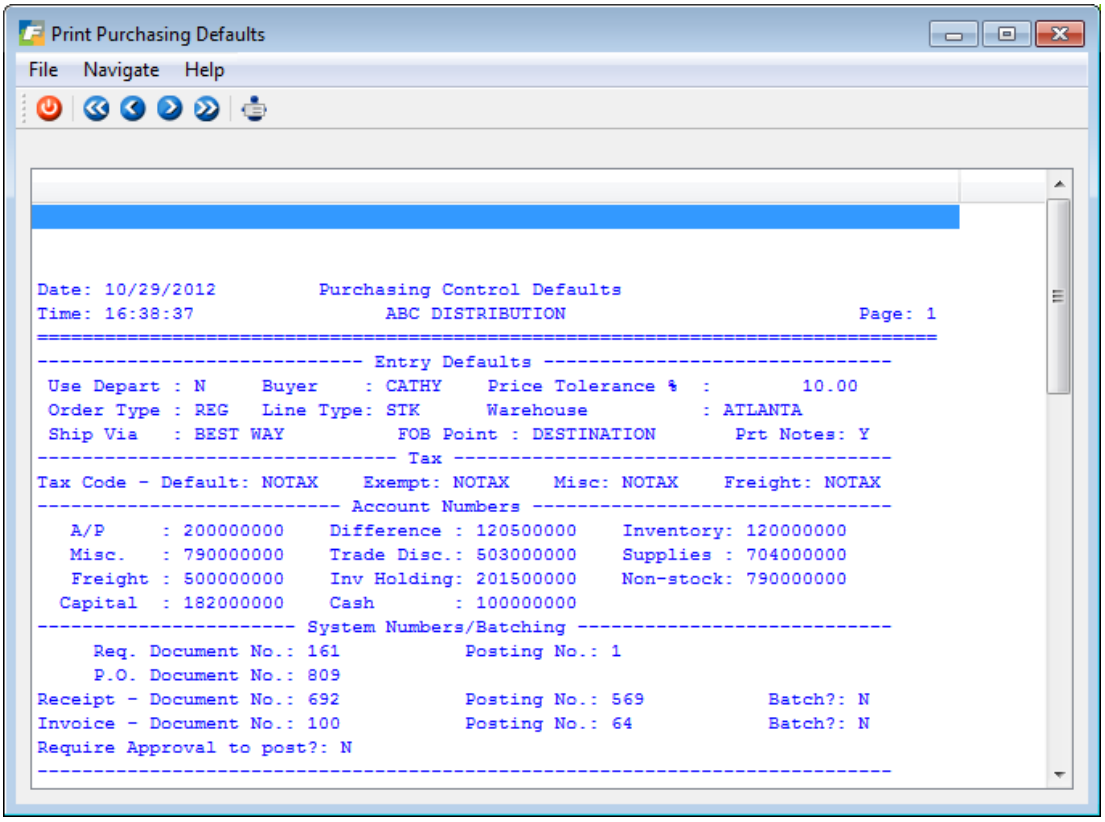
See the Batch Processing chapter in the *Getting Started with Fitrix* manual for more information or batch processing.

Streamline Purchasing Setup

- Check the Auto Print PO box if you want POs to automatically print when saved
- Check the Print Pick Tickets for Backorders filled box if you want to automatically print pick tickets for any backordered items a PO receipt fulfills
- Check the Auto Post Receipts box if you want to automatically post the receipt when saved
- Check the Print Edit/Post Report box if you want a hard copy of the receipt posting list
- Check the Auto Post AP box if you want Invoice to automatically post when saved
- Check the Print Edit/Post Report box if you want a hard copy of the invoice posting list

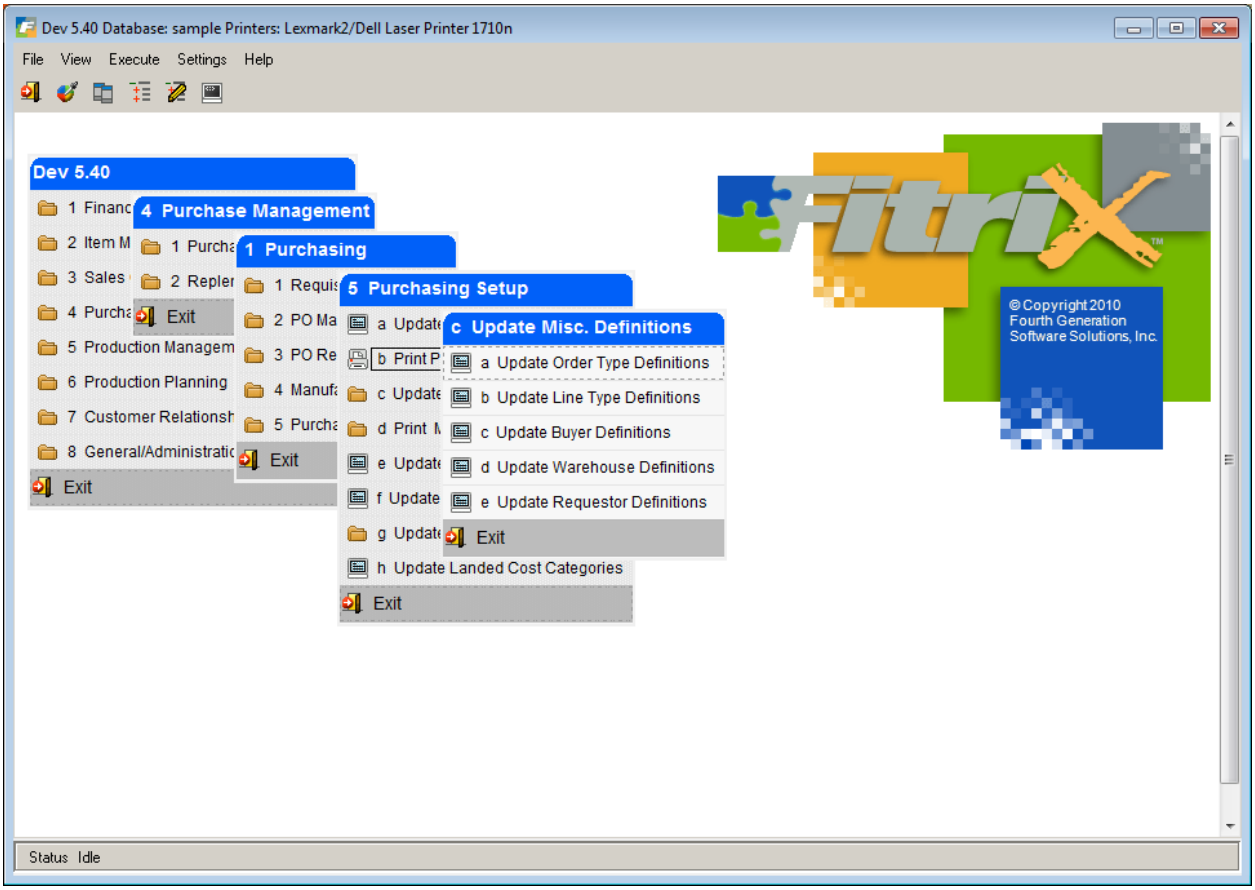
Print Purchasing Defaults

Use this program to print out the defaults information and check your default information for accuracy.



Update Miscellaneous Definitions

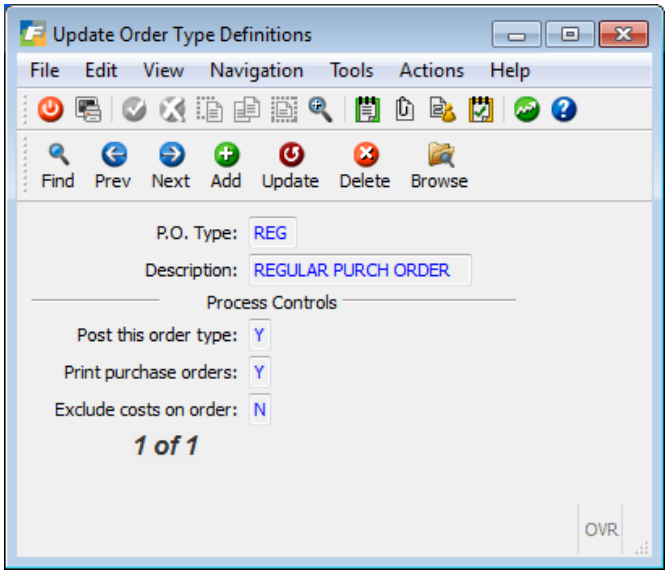
When you select this option, the following submenu displays:



Use these options to update and maintain information used throughout the purchasing cycle as described below.

Update Order Type Definitions

Use this screen to view and modify the specific types of purchase orders. Order types tell the system how to process the PO's. You can modify the process controls based on your specific needs.



P.O. Type

The Purchase Order Type field holds the three letter code that denotes the type of purchase order. There are cur-**rently six pre-defined order types:**

BLO - A blanket purchase order allows you to enter a PO for a large quantity in order to get quantity/price breaks but not take delivery on the entire quantity until later. The blanket PO is entered with this order type. On each line the user enters the quantity they want to order and are then prompted to break out this quantity into increments with varying required delivery dates.

DIR/DTP—DIR is direct ship to the customer and **DTP** is direct ship to production (linked to and will fulfill a production work order. See the *Production Order Processing User Guide*). This purchase order type cannot be entered but is generated by entering a DIR sales order type or creating a PO for a shortage on a production work order . It will be shipped directly from your vendor to your customer and bypass your warehouse or fulfill your production requirements. When you receive the purchase order the line stage on the sales order is changed from ORD to SHP so you know it is ready to be processed. Unlike REG purchase orders there is no entry made to general ledger when the PO is received. When you post the DIR PO receipt through to AP this GL entry is made:

Debit Cost of Sales
Credit AP

When you post the corresponding sales order this GL entry is made:

Debit AR
Credit Sales

When you post the DTP PO Receipt through to AP this entry is made:

Debit Work in Process
Credit AP

When you post the Production Work Order the entry is:

Stock items	Debit Inventory Credit Work in Process
Non-stock Items	Debit Cost of Goods Credit Work in Process

DRW – direct ship through warehouse. This is treated exactly like a DIR order with two exceptions:

1. When you receive the PO your QOH is increased but the inventory is reserved/committed to the corresponding DRW sales order.
2. The GL entries are as follows:

PO Receipt	Debit Inventory Credit AP Holding
PO Post to AP	Debit AP Holding Credit AP
Post Sales Order	Debit AR Debit Cost of Sales Credit Inventory Credit Sales

REG - regular . This purchase order will update your QOH when received

QUO - quotation. This type is used to send a request for quote to your vendor. You can then change it to an REG order if you accept the quote.

RET – return. This type is used to return merchandise to your vendor.

Description

Use this Description field to describe the type of order.

Up to 21 characters

Post this order type

Enter Y or N depending on whether you want this order type to post to General Ledger and Inventory Control.

Print purchase orders

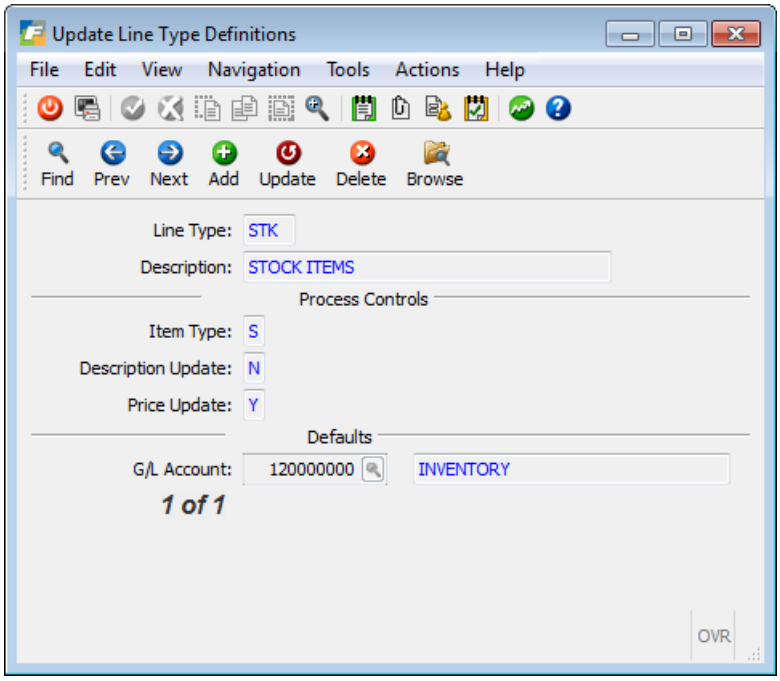
Enter Y or N depending on whether you want to print this purchase order type.

Exclude costs on order

Enter Y or N depending on whether you want cost and value details to print on this purchase order.

Update Line Type Definitions

This option allows you to view and update existing line type definitions. Line types are used to control system actions of each line item entered on a requisition or purchase order.



The Line Type form contains the following fields:

Line Type

This field stores the identifying code for the line type.

CAP—Capital expenditures

NON—Non-inventory items

SER—Services

STK—Stock items (inventory)

STN—Stock Treated as Nonstock. DIR/DRW sales orders create DIR/DRW purchase orders with this line type

SUP—Supplies

DRN - Direct ship non-stock items (see OE manual for further explanation)

DRS - Direct ship stock items (see OE manual for further explanation)

Description

Description of the line type can be entered in this field (up to 30 characters).

Item Type

The default item type designation in this field corresponds directly to the pre-defined line types.

C—Capital Expenditures

E—Services

N—Non-inventory items

S—Stock items

T—Stock Treated as Nonstock

U—Supplies

Description Update

Entering Y in this field allows the user to modify the description of the item being purchased during entry. If this field is N or left blank, the user will not be allowed to modify item descriptions.

Price Update

Use this field to indicate whether or not the user should be allowed to override the unit cost defaulted from the vendor-item catalog for a particular item. An entry of Y will allow this change to be made. An entry of N will force the user to accept the existing catalog cost for the item for this particular vendor.

GL Account

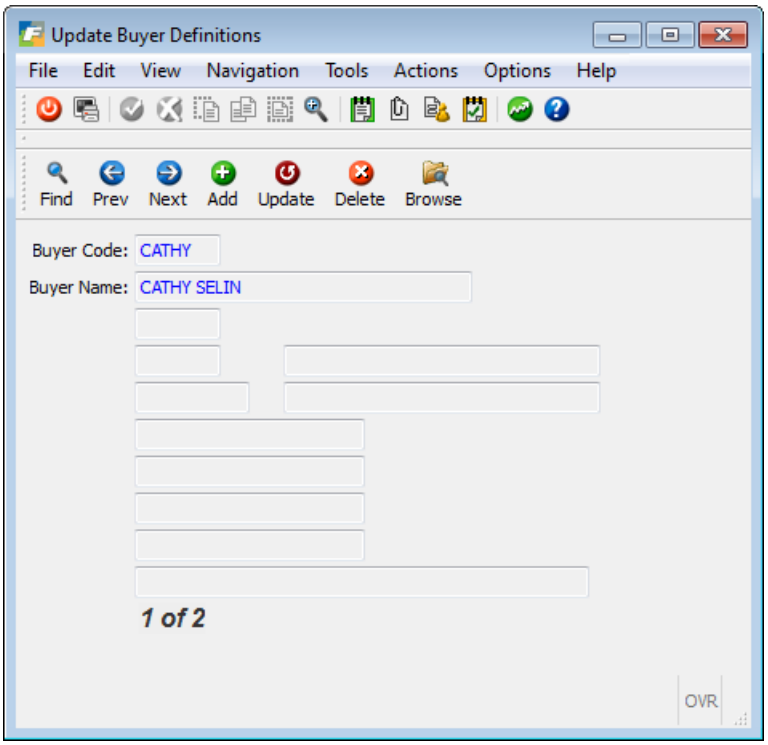
In this field you will enter the default General Ledger account number for this type of purchase. Zoom is available. For lines types with item type = N the PO entry program will first look at the non-stock item catalog to get the cost of goods account # to use. If not found there it will use the account # found here. If not found there it will use the default non-stock GL account found in the Purchasing Defaults program.

Update Buyer Definitions

This screen is used to maintain information regarding your company's buyers or purchasing agents.

Note

If you are using the Replenishment module and a buyer code is inserted in to the AP Vendor record, it is this buyer code that will be assigned to any purchase orders generated by Replenishment for the vendor.



Currently, the Update Buyer Definitions screen contains the following fields:

Buyer Code

Buyer code is used to uniquely identify each buyer that is assigned to purchase orders. One of these buyer codes will also be entered in the default Buyer field of the Purchasing Defaults screen.

Up to six characters

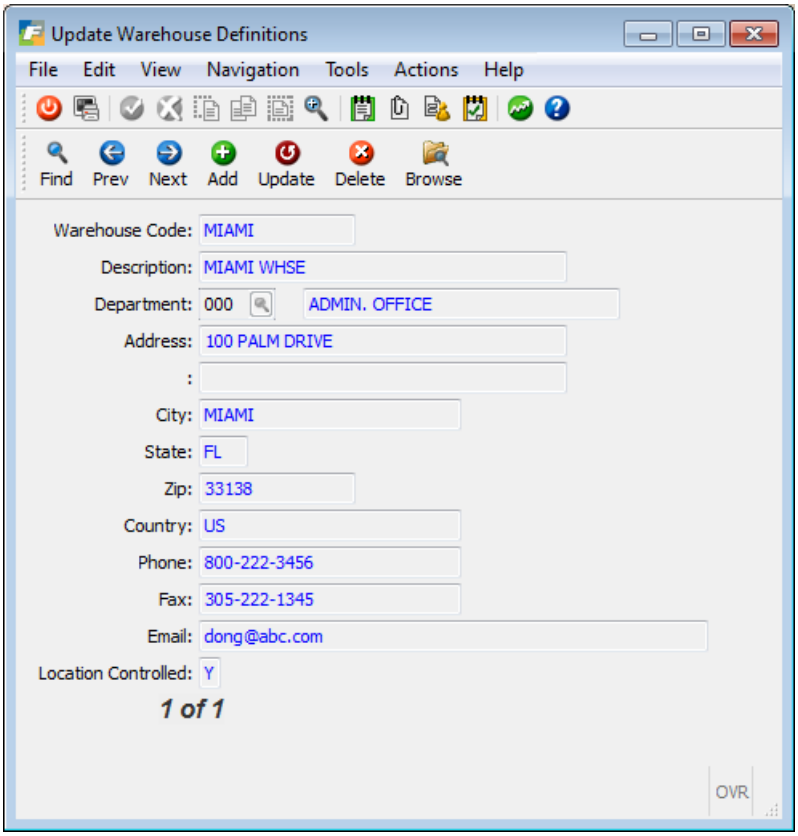
Buyer Name

This field holds the Buyer's name, which will be used for reporting purposes.

Up to 30 characters

Update Warehouse Definitions

Use this option to set up the Ship-To warehouse entries. These locations will print on your purchase orders as the Ship-To addresses for shipment of goods from the vendor. At least one warehouse must be entered in order to provide a default ship-to address. You may have as many warehouses as necessary and each requestor may have a default warehouse assigned.



This screen contains the following fields:

Warehouse Code

The Warehouse code uniquely identifies each individual ship-to location.

- Up to 10 characters

Description

This is a description or name for the warehouse.

- Up to 30 characters

Department

This field contains an optional department number associated with this location. If you enter Y in the Use Department field on the Purchasing Defaults form, this department code will be used as the default for all purchases associated with this Ship-To address.

Address

There are two address lines available for each warehouse location. The following four fields store specific portions of the warehouse address:

- City
- State
- Zip
- Country

Phone

This field holds the phone number for this warehouse contact.

Fax

This field holds the fax number for this warehouse contact.

Email

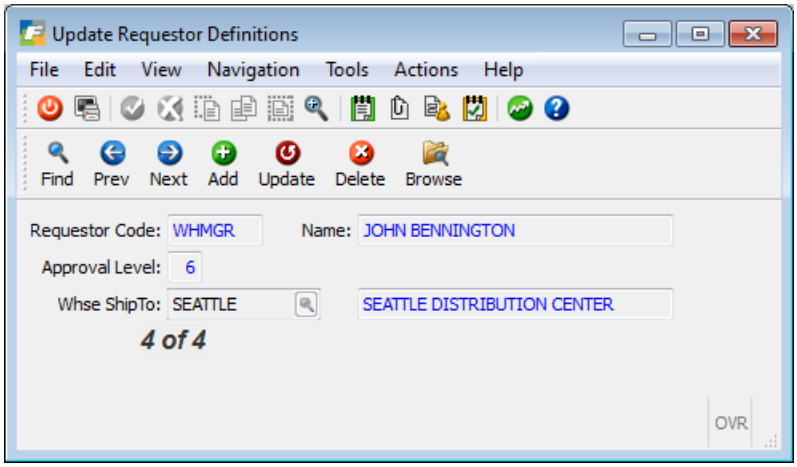
This field holds the email address for this warehouse contact.

Location Controlled

To "turn on" the multi-bin feature at the warehouse level, set Location Controlled to Y. If you want the warehouse to use just one static location as defined with the item using the Update Inventory Information program, set this to N and you will not be prompted to select multiple bins when processing transactions. Entry in this field is mandatory.

Update Requestor Definitions

This screen allows you to specify to the purchasing system the various employees authorized to create requisitions for items to be purchased.



This screen contains the following fields:

Requestor Code

The Requestor code uniquely identifies each requestor known to the system. You must have at least one requestor identified in order to create purchase requisitions.

- Up to six characters

Name

This field contains the full name of the requestor and is used for reporting purposes.

- Up to 30 characters

Approval Level

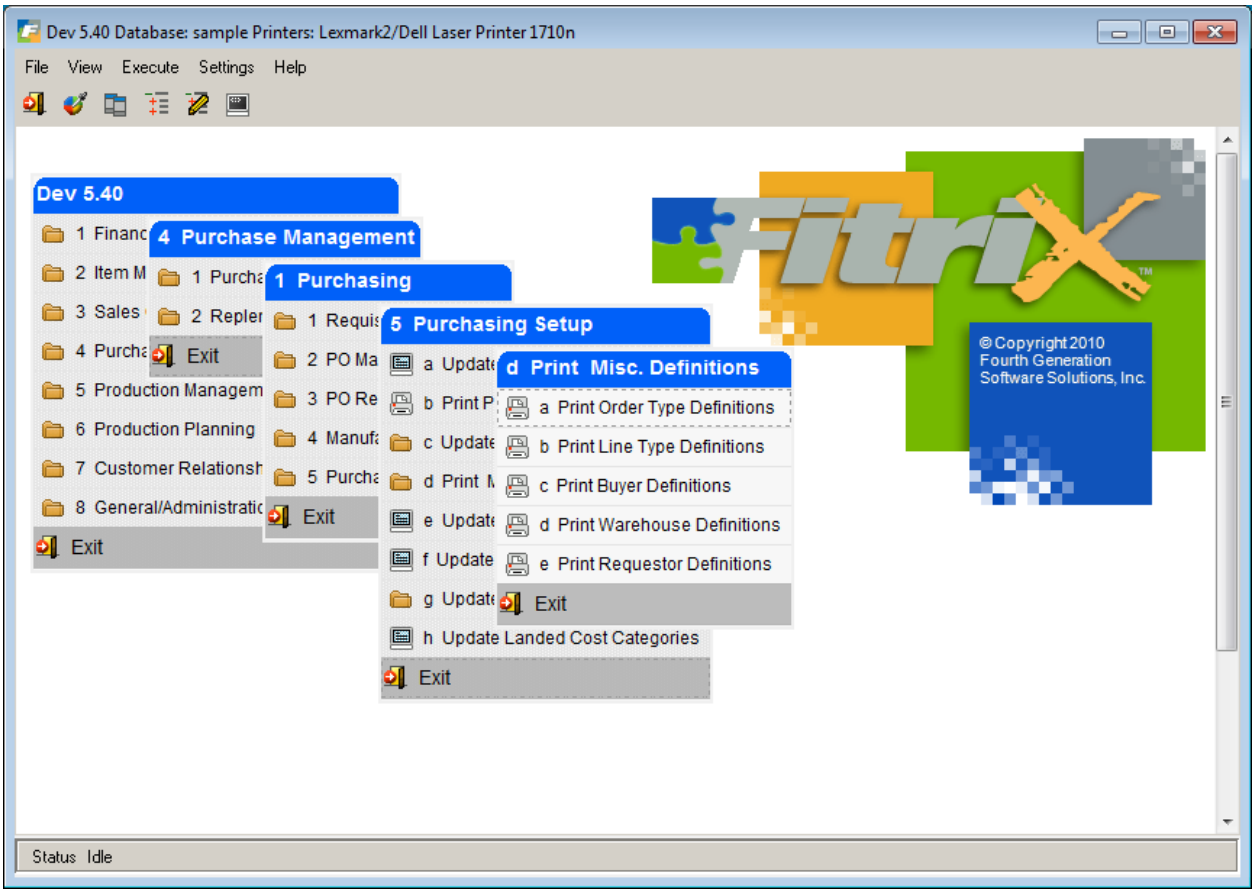
Each requestor will be assigned an approval level from 0–9. If a requestor has an approval level of 9, they may approve their own requisitions in addition to any requisitions made by someone with a lower approval level. The default approval level for new requestors is 0.

Whse ShipTo

This field allows each requestor to be assigned a default Warehouse Ship-To location. When a requestor enters requisitions the warehouse will default to the value found here but can be changed.

Print Miscellaneous Definitions

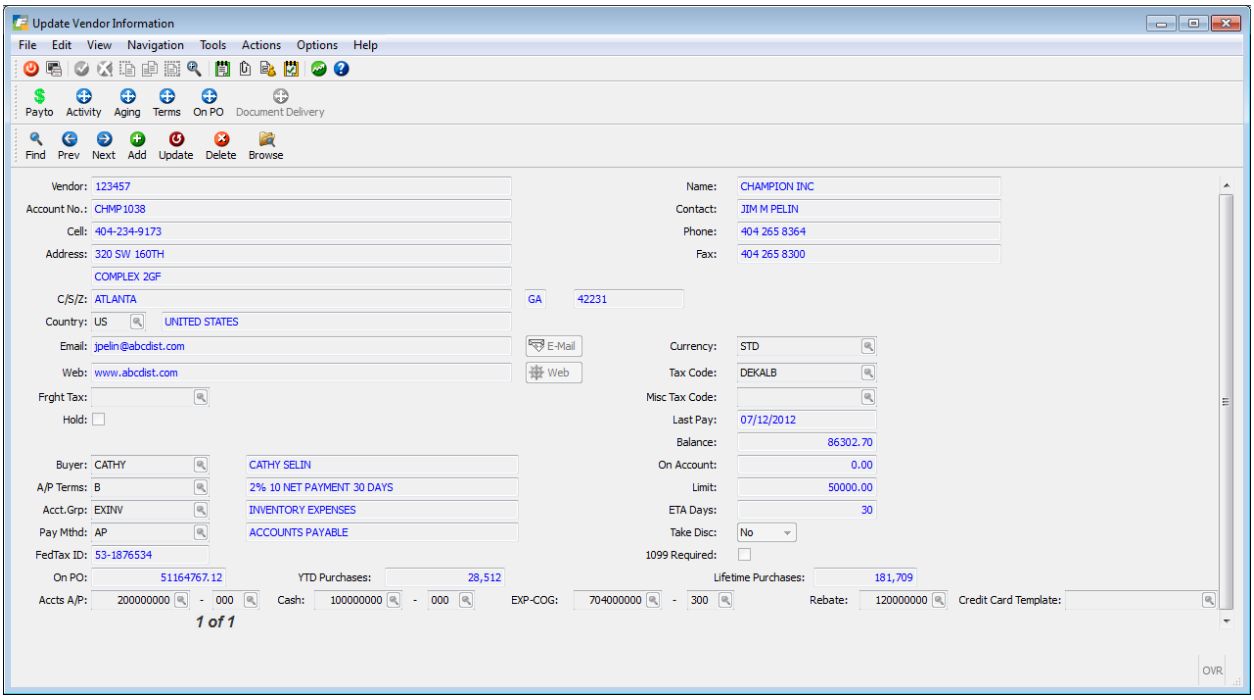
This option brings up a submenu with programs to print the definitions updated with the Update Misc. Definitions options. See Chapter 7 for samples of these reports.



Update Vendor Information

The Update Vendor Information option is used to add and maintain information about vendors. The Vendor table contains many of the defaults associated with vendors. There are six additional screen programs accessible from the Update Vendor Information program. These programs are the Pay-To Information, Vendor Activity, Vendor Aging and Terms, On PO, and Document Delivery. Each one of these programs is discussed in this section.

The Vendor Information screen:



Note

The field descriptions with an asterisks (*) are only available if you have Fitrix Purchasing installed. Contact your Fitrix Representative for more information.

Vendor:

This twenty-character alphanumeric field is the code that identifies the vendor. Once a vendor has transactions in the system, you cannot change that vendor's code, nor delete the vendor record. This is a required field.

Business Name:

This 30-character alphanumeric field stores the business name of the vendor. If you do not enter a pay-to address for the vendor, this Business Name displays on checks. This field also displays on many reports and screen.

Account No:

Enter the account number the vendor has assigned to you. This account number prints on the AP check so that the vendor can easily identify which account to apply the payment to.

Contact:

This 20-character alphanumeric field stores the name of the person that you most frequently telephone concerning payments to this vendor.

Phone/Cell/Fax:

These 20-character alphanumeric fields store the telephone, cellular, and facsimile numbers of the contact person.

Currency:

If you are using Multicurrency, Currency Code is a required field and defaults to the home currency as defined in Update Multicurrency Defaults. If you are not using Multicurrency, The Currency Code field is skipped and remains null. You cannot change the currency code of a vendor with any activity. This is to ensure that the balance and activity for the vendor remain in a single currency.

Address:

This 30-character field stores the first address line of the main or common address of the vendor. The main vendor address consists of the two Address fields, City, State, Zip, and Country fields. If you do not enter pay-to addresses, this address prints on checks.

There is an additional 30-character address field beside the labeled address field that can be used for a suite number or other address information.

C/S/Z/C:

This row stores four separate fields:

- C/ —the vendor city (20-character alphanumeric)
- S/ —the state abbreviation (two-character alphanumeric)
- Z/ —zip and Zip+4 code if applicable (ten-character alphanumeric)
- /C —country (20-character alphanumeric)

Email:

This field stores the contact's email address.

Bckord: *

This single-character alphanumeric field accepts an entry of "Y" (yes) or "N" (no) to indicate whether or not this vendor is allowed to backorder.

Web:

This field stores the company URL for the contact.

Tax Code:

This six-character alphanumeric field is the Multilevel Tax code for the vendor. It is the default Multilevel Tax code for the Update Payable Documents and Update Non-A\P Checks option. Entry is optional. Zoom is available.

Freight Tax Misc Tax Code:

This six-character alphanumeric field is the Multilevel Tax code for the vendor. It is the default Multilevel Tax code for the Update Payable Documents and Update Non-A\P Checks option. Entry is optional. Zoom is available.

Bill:

This 50-character alphanumeric field can be used to record any special payment instructions from this vendor.

Last Pay:

This is a system-maintained field. It displays the date that a payment was most recently made to this vendor in the report MM/DD/YYYY. The field is updated when you post a check to the vendor's account with the Post Checks option (Check Processing menu.)

Hold:

This single-character field accepts an entry of "Y" (yes) or "N" (no) or it can be left blank. It is used to stop the creation of automatic checks for a vendor. If the field is set to "Y" and the Payments Due report is run from the Check Processing menu, the customer will display as **** ON HOLD **** and the Totals field will show .00 even if there are outstanding invoices listed. When you run Create Automatic Checks, no check will be generated for this vendor. However, the system will allow you to enter a manual check for this vendor. If this field contains an "N" or is blank, automatic checks will be created for the vendor.

Ship: *

This 50-character alphanumeric field records any special shipping instructions from this vendor.

Take Disc.:

This single-character field accepts an entry of "A", "Y", or "N" to control how discounts are taken when Automatic Checks are created. If this field contains an "A", discounts are taken even if the payment is after the discount date. If this field contains a "Y", discounts are taken only if the payment is made on or before the discount date. If this field contains an "N", discounts are not taken. In any case, the discount taken may be changed manually before checks are printed.

Discount: *

This field is not currently functional.

Buyer: *

This six-character field is used to record the buyer code identifying the primary buyer of inventory items from this vendor. You can use the Zoom feature to select a code for this field. After the code is validated, the system fills in a buyer description in the unlabeled field to the right.

Balance:

This numeric field displays the total amount owed to the vendor. This amount includes the On Account amount. This is a system-maintained field.

On Account:

This numeric field shows you the amount that you have sent to this vendor that was not applied to any specific invoice (a prepayment). It can be positive or negative. This field is similar to the On Account field of the Vendor Open Items screen. The difference is that the field displayed on the Vendor Open Items screen is a window to the vendor record. During setup you can enter the vendor's On Account amount in either place. During setup, entering a new figure into the On Account amount on the Vendor Open Items screen overrides any amount you previously entered in the On Account field here. After you have balanced your accounts payable and entered a

"Y" in the Account Payable Setup Complete field of the Accounts Payable Defaults screen, you are no longer able to change this value. After that point, this value is entirely system maintained.

A/P Terms:

This field stores the terms code for the vendor. The vendor's terms are used to calculate when invoices are due, what discounts are allowed, and when those discounts are lost. The terms code must have been previously set up in the Terms program using the Update Vendor Terms option of the Vendor Information menu. After you enter a terms code, the description for that terms code displays next to the A/P Terms field. The Zoom feature is available.

Limit:

This numeric field contains the maximum amount, if there is one, that this vendor allows you to owe. You are not required to make an entry in this field.

Acct. Grp:

This field stores the default account group to use for this vendor. Account groups, the groups of related ledger accounts that can be used automatically in invoice entry, are generally used to specify different categories of purchase. This default account group displays on the Payable Documents screen. The account group must previously have been set up in the Account Groups table using the Update Account Groups option of the Setup Payables menu or the Payable Ledger menu. The Zoom feature is available.

ETA Days: *

This four-character field is used to store the estimated number of days that it takes for items to be received from this vendor.

Pay Mthd:

This six-character field records the method of payment for this vendor. After the payment method code is entered, a description displays in the unlabeled field to the right of the code. You can use Zoom to select a payment method code.

Take Discount:

Set to A to always take terms discount, N to never take terms discount, or Y to only take terms discount if the invoices are paid within terms.

FedTax ID:

This nine-digit numeric field stores the Federal Tax Identification Number. The number is used for 1099 reports. The proper data entry report is:

xx-xxxxxxx (also acceptable: xxx-xx-xxxx).

1099 Required:

Check this box if you need to report 1099 information for this vendor. If this box is checked then transactions with this vendor will be printed on the 1099 report. If this field is left blank, the default value that you entered in the Select Vendor Default for 1099 Reporting field on the Accounts Payable Defaults screen is used.

On PO:

Display only field that displays the total dollar amount on open purchase orders for this vendor.

YTD Purchases:

Total year to date purchases you have made with this vendor. This value is reset by the system at the beginning of each fiscal year.

Lifetime Purchases:

Total purchases you have made with this vendor.

Accts A/P:

The first section of the A/P account field is a numeric field that stores the default accounts payable account you want to use for the vendor. This is the account that displays in the A/P Check screen of Update A/P Checks or Update Non-A/P Checks and the Payable Documents screen of Update Payable Documents.

If you do not make an entry in this field, the A/P account number from the Accounts Payable Defaults screen is used. The number that you enter must be a valid account number in the Ledger Accounts program.

The unlabeled second part of the A/P account field contains the default department code (000), or the default for this vendor. This field allows you to link the activity of a vendor with a department. In order to use the department code feature, department codes must have previously been set up using the Update Company Information screen program on the Setup Company menu. The Zoom feature can be used for both parts of the A/P field.

Cash:

This nine-digit field stores the ledger cash account used to pay this vendor.

An entry must correspond to an established cash account. If you do not enter an account number in this field, the default Cash Account from the Accounts Payable Default program will be used for this vendor. Like the A/P field, a department code can be entered in the unlabeled field to the right of the Cash account field. You can use the Zoom feature to select codes for both parts of this field.

EXP-COG:

This nine-digit Zoom field records the Account number used for purchases from this vendor. This field is not required. An unlabeled Zoom field next to the Account field stores a department code, if any, associated with this account.

Rebate:

Enter the rebate receivable account number if it is different than the default account number. See the Purchasing User Guide for more information on Vendor Rebate processing.

Credit Card Template:

If the vendor has a credit card template code then the vendor can be used in the credit card statement importing process. See Chapter Six for more information on the Credit Card Import programs.

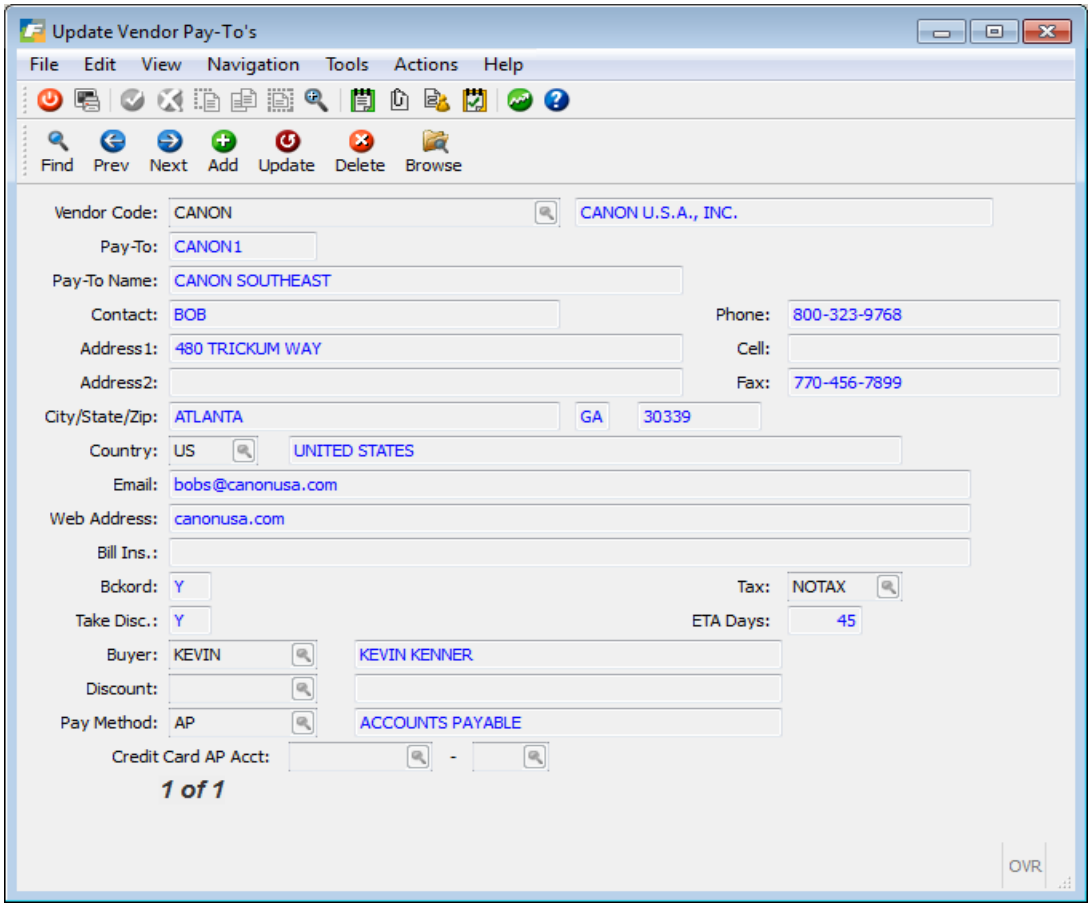
Update Pay-To Information

This menu option allows you to store multiple pay-to addresses for multiple vendors. Use this feature when you want to keep several addresses for one vendor. The pay-to codes are used in the Payable Invoices program.

The vendor's primary address is entered in the Vendor table by using the Update Vendor Information program. That screen provides an option to enter pay-to addresses for a single vendor.

The Update Vendor Pay-Tos program is useful if you are entering a batch of pay-to addresses for several vendors.

The Pay-To Address screen:



Pay-To Address Screen- Field Descriptions

Vendor Code:

This is the vendor code that uniquely identifies the vendor. The vendor code must have been previously set up using the Update Vendor Information option of the Vendor Information menu or the Update Vendor Information option of the Setup Payables menu. After the vendor code is entered, the business name displays in the unlabeled field adjacent to the code. The Zoom feature is provided.

Pay-To:

This six-character alphanumeric required field stores the code that uniquely identifies a single pay-to address for a vendor. A pay-to address is the address which prints on checks. For a single vendor, you can set up multiple pay-to addresses, each of which must have a code that is unique to that vendor.

(Example: You can give both Aardvark Computer Supply and Buffalo Office Products a pay-to code called "HOME", but you cannot use that pay-to code for both Aardvark's Honolulu office and Aardvark's Des Moines office.) .

Pay-To Name:

This 30-character alphanumeric field stores the business name of the vendor at the pay-to location defined by the pay-to code. This name prints on checks for this pay-to address.

Contact:

This 20-character alphanumeric field stores the name of your contact at this pay-to location.

Address 1:

This 30-character field stores the first street address line of the pay-to address. This is the first line of the address that will print on checks for this pay-to location. The entire address that will print on checks for the pay-to location consists of the fields Address 1, Address 2, City, State, Zip, and Country.

Address 2:

This 30-character field stores the second address line of the pay-to address. Use this field if the pay-to location's street address will not fit on one line.

City:

This 20-character alphanumeric field stores the city for the pay-to address.

State:

This two-character alphanumeric field stores the state for the pay-to address.

Zip:

This ten-character alphanumeric field stores the zip code for the pay-to address.

Country:

This 20-character alphanumeric field stores the country for the pay-to address.

Tax:

This six-character alphanumeric field serves as the default Multilevel Tax code for the Update Payable Documents and Update Non-A/P Checks options. This field is not required and the Zoom feature is available.

Cell:

The cellular number of the Principle accepting payment.

Fax:

The facsimile number of the Account Receivable department for that Vendor.

Email:

The email address of the Principle accepting payment.

Web Address:

The website address of the company.

Take Disc.:

This one-character field controls how discounts are taken when automatic checks are created for this pay-to address.

A = discounts are taken even if the payment is made after the discount date.

Y = discounts are taken only if the payment is made before the discount date.

N = a discount is not taken.

In any case, the discount taken may be changed manually before checks are printed. If this field is blank on the Pay-To Addresses screen, the value for the discount field on the Vendor Information screen is used.

Bckord:

This field is not currently functional.

ETA Days:

This four-character field is used to store the estimated number of days that it takes for items to be received from this vendor.

Buyer:

This six-character alphanumeric field is used to store the code for the buyer of inventory items from this vendor. When a valid code has been entered, a description of the code will display next to it. Zoom is available.

Discount:

This field is not currently functional.

Pay Method:

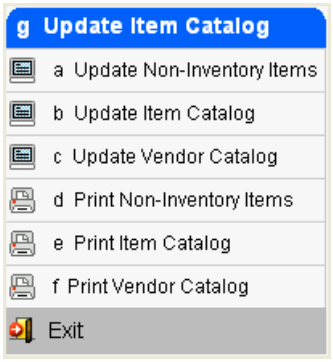
This is a six-character alphanumeric field that can be used to enter a payment method code for this vendor. When a valid code has been entered, a description will display in the adjacent field. The Zoom function is available in this field.

Credit Card AP Acct and Department:

Not required. Fill in AP account number and department to be used when creating credit card statement invoices if different than the AP account number and department stored with the vendor. See the section on the Credit Card Import programs in Chapter Six for more information.

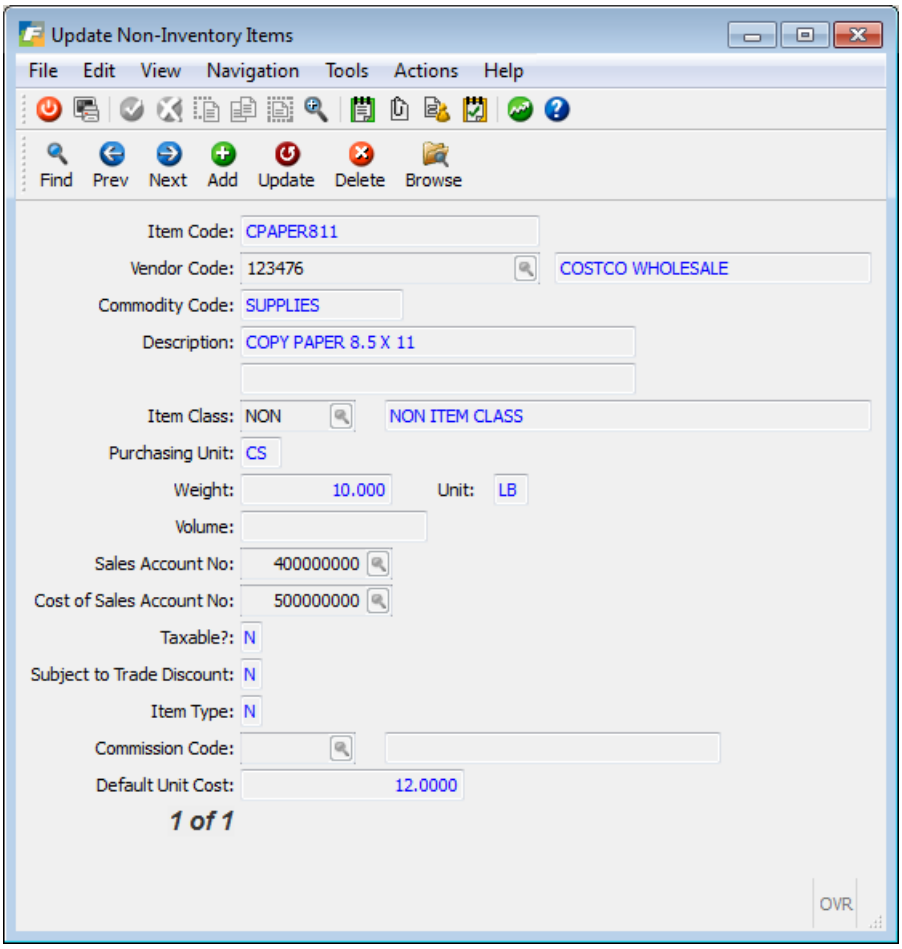
Update Item Catalog

The Item Catalog allows you to maintain your company catalog of items approved for purchase from specific vendors. When you choose this option, the following submenu appears:



Update Non-Inventory Items

This option allows the addition and maintenance of non-inventory items approved for purchase. These items will be available for selection any time a line type other than STK or STN is entered for a requisition or purchase order line item. All STK items are maintained through the Fitrix Inventory Control module. This screen program contains the following fields used to enter and update non-inventory items



Item Code

This code uniquely identifies each approved non-inventory item to the system.

- Up to 20 characters

Vendor Code

This field holds the vendor code from which this item is usually purchased.

- Up to 20 characters

Commodity Code

This field holds the unique commodity code for this item. Certain industries use standard commodity codes to identify items they buy and sell. Entry in this field is optional.

Description

There are two description lines available for each item entered.

Purchasing Unit

This two character field is required and specifies the default unit of purchase for this item.

Weight

The weight of each unit can optionally be entered in this field.

Unit

This field contains the unit of measure for the weight entered in the previous field.

Volume

This field contains the volume of the item.

Sales Account Number

Enter the sales account number that should be credited when this item is sold. Initially defaults to the sales account number in the Update Order Entry Defaults program but can be changed.

Cost of Sales Account No

Enter the cost of sales account number that should be debited when the vendor purchase order is posted to AP. Initially defaults to the Non Account number set up in the Update Purchasing Defaults program but can be changed.

Taxable

Enter Y if taxed should be charged on this item when it is sold to a customer that you collect sales tax from.

Subject to Trade Discount

Enter Y if this item should be included in trade discounts offered to your customers.

Item Type

This is a non-entry field. It will contain an N for a non-stock item.

Commission Code:

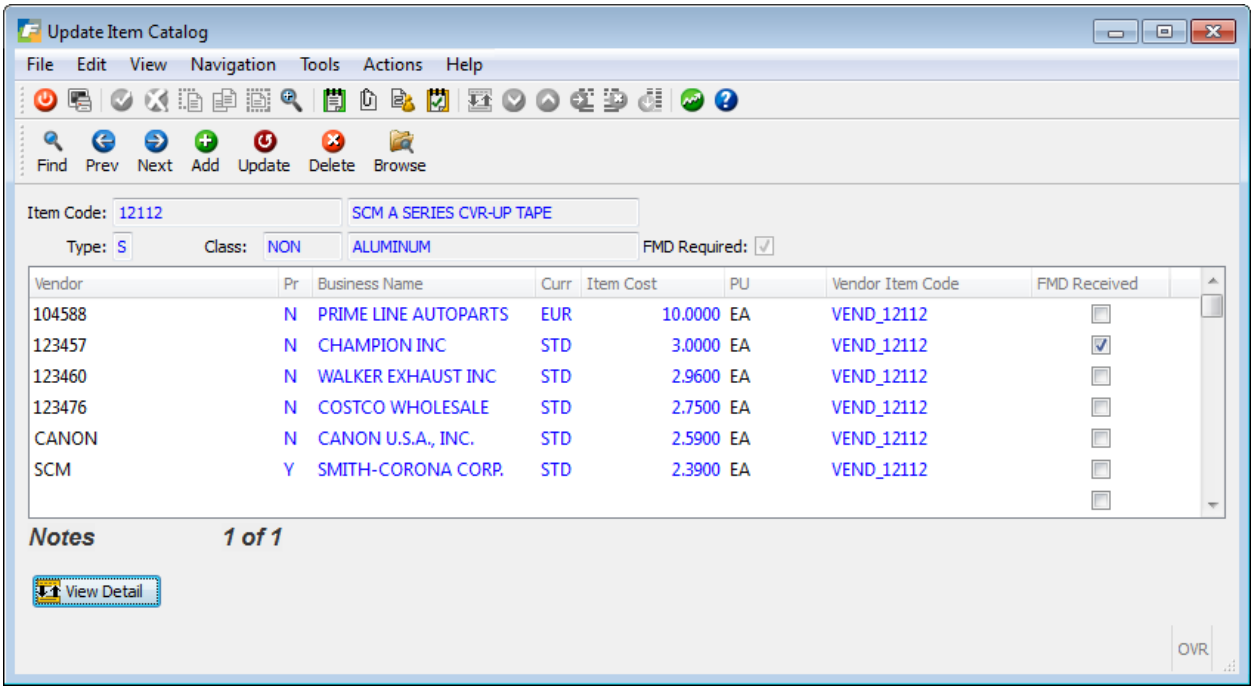
Enter a commission code if commission is paid on this item when it is sold.

Default Unit Cost:

Cost used when non stock item is included in a bill of material.

Update Item Catalog

This header-detail screen gives one of two views of the Vendor-Item Catalog used in PO entry. All items should have at least one entry in the detail portion of this screen for a vendor that you purchase the item from (i.e. - primary vendor)



To add a vendor do a Find and find the item you want to work with.

Item Code

This holds the item code for the item you are updating.

Item Description

This holds the description of the item you are updating.

Type

Item type can either be S, signifying a stock or inventory item, or N, signifying a non-stock item as described above. Fitrix Purchase catalog maintenance for both types of items is done in the Purchasing module.

Class

This field holds the product class to which this item belongs. Product classes are set up in Inventory Control and allow you to further group your inventory for reporting purposes.

FMD Required

Display only field that displays the value in the item master. FMD stands for Full Material Declaration Document (part of RoHS or Restriction of Hazardous Materials compliance). If FMD required is checked and the FMD Received in the detail section of the screen is not, a line note is automatically added to the vendor purchase order requesting the vendor send one with the shipment.

The detail portion of this screen contains the following fields:

Vendor

As many as 100 vendors can be assigned from whom you can purchase the specified item. This field contains the vendor codes of each approved vendor. Zoom available.

Primary Vendor (Pr)

Enter a Y for the vendor that is your main or primary vendor for this item, and N for all other secondary vendors that you can purchase this item from. One primary vendor must be assigned for each item. This primary vendor is assigned to the PO created when the Create PO from Recommendations program is run in the Replenishment module. This is also the vendor code that will populate the vendor field on the Modify Warehouse Details screen in the Update Inventory Information program used to set up your items.

Business Name

This is a display-only field where the name of the vendor returns for the vendor code you entered.

Currency (Curr)

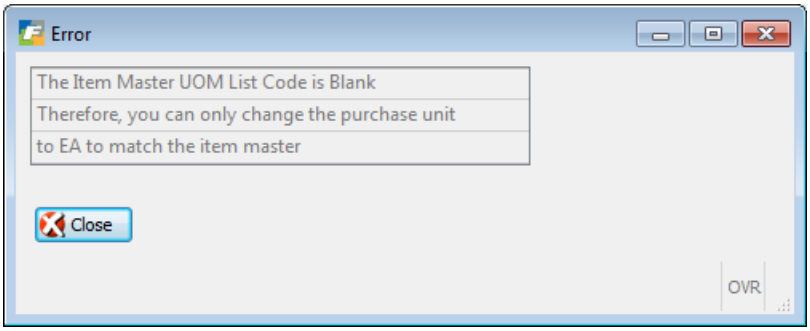
This column holds the currency code for the vendor if you have Fitrix Multicurrency installed.

Item Cost

This field allows you to enter the currently quoted cost for this item from this vendor.

PU

Purchase unit of measure. Zoom is available. If the item does not have UOM list assigned to it in the item master (meaning it is not possibly purchased in multiple units of measure) the value entered here must equal the purchase unit of measure in the item master.



Vendor Item Code

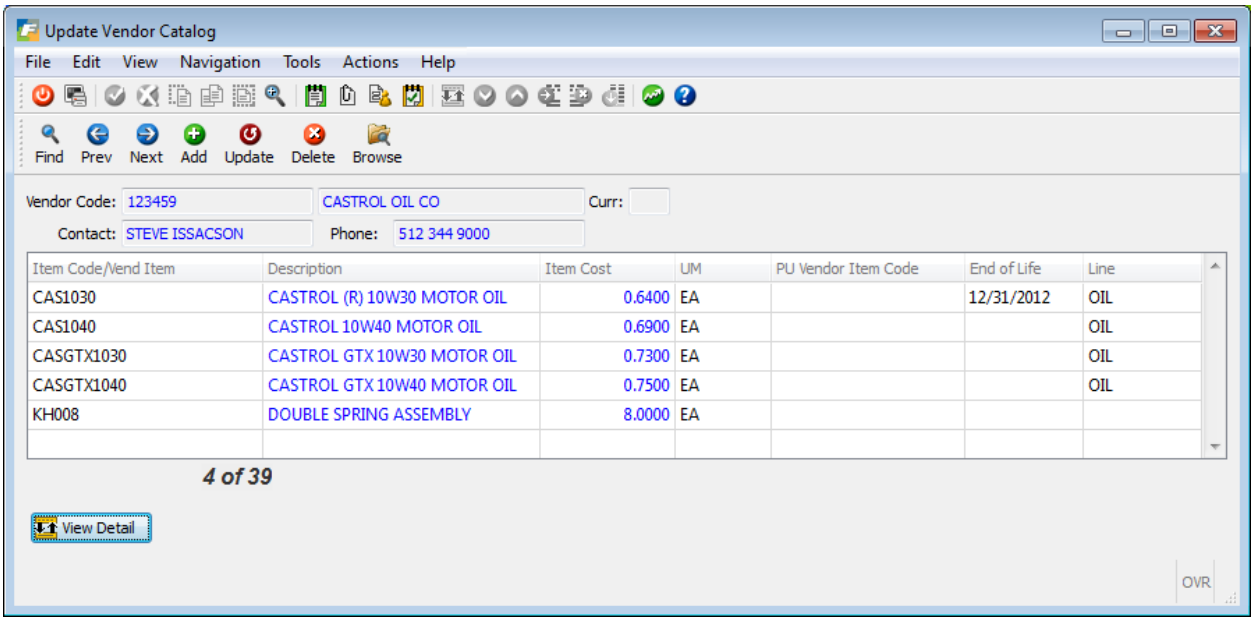
This field allows the optional entry of the vendor's unique item code for this item. This vendor item code will be printed on the purchase order along with you item code to allow the vendor to easily identify the items you are ordering.

FMD Received

Check this box if the vendor has sent you a Full Material Declaration document for this item.

Update Vendor Catalog

This is another view of the vendor-item catalog by vendor, which shows all the items you can order from a specific vendor. This option allows maintenance and review of the catalog based on the items a particular vendor carries.



Do add items to a vendor’s catalog do a Find and find the vendor you want to work with

Vendor Code

The vendor code represents the vendor whose item catalog you are updating. A non-labeled field next to the vendor code holds the vendor’s business name that displays when you enter the vendor code.

Currency

If Fitrix Multicurrency is installed, this field holds the currency code for the home currency of this vendor.

Contact

This field holds the name of the main contact or representative from this vendor.

Phone

This is the telephone number associated with the main contact.

The detail portion of this screen allows the maintenance of the list of items approved for purchase from each

vendor. The fields provided are the following:

Item Code/Vend Item

This is your code for a particular approved item. It is an item that is defined as an inventory item in I/C, or defined as a non-stock item via Update Non-Inventory Items.

Description

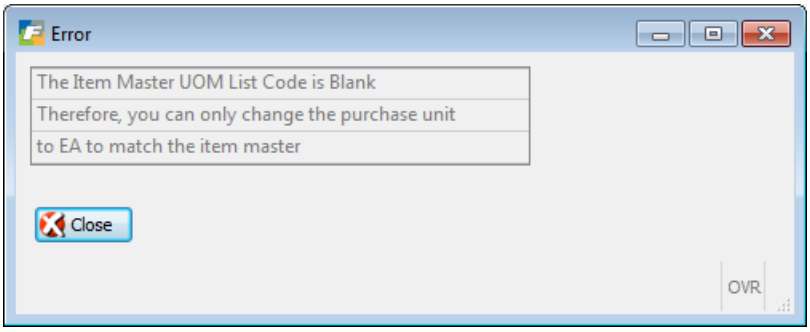
This non-entry field displays the description of this item.

Item Cost

The vendor-quoted cost for this item is entered in this field.

UM

Purchase unit of measure. Zoom is available. If the item does not have UOM list assigned to it in the item master (meaning it is not possibly purchased in multiple units of measure) the value entered here must equal the purchase unit of measure in the item master.



Vend Item

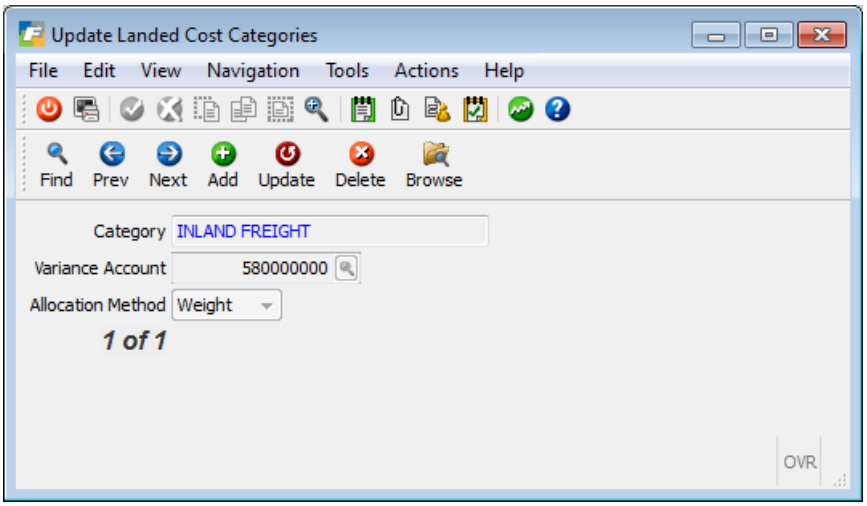
This field allows the optional entry of the vendor's unique item code for this item. This vendor item code will be printed on the purchase order along with you item code to allow the vendor to easily identify the items you are ordering.

End of Life

The date the vendor will discontinue supplying this item. This is for reference only.

Update Landed Costs

This functionality gives you the ability to receive merchandise at landed cost which will be the sum of the item's cost, freight charges, broker fees, and any other costs associated with the merchandise. This will ensure that the profitability of the item is accurately reflected to include its total landed cost when sold. The first step in using the landed cost feature is to set up your cost categories. These cost categories are then used to enter estimated costs when the vendor purchase order is entered.



Category – this is a 30 character field where the name of the cost category is entered.

Variance Account – this field is used to enter the GL account number that any variances between estimated and actual costs will post to. See the discussion below on the Post Landed Cost Variances program.

Allocation Method – enter the value here to determine how additional merchandise costs such as freight should be allocated to the product when you receive the purchase order so that the item's cost is a true landed cost. Valid values are:

> **W**- cost will be allocated based on the item's weight. If this method is used it is imperative that you have assigned a weight to the item when it was set up using the Update Inventory Information program. If a purchase order can have items on it with different units of measure (LB vs. OZ) then this method should not be used as there is no mechanism in place to calculate a common UOM to be used for all items when apportioning the cost.
>
> **V** – cost will be allocated based on the item's volume. If this method is used it is imperative that you have assigned a volume to the item when it was set up using the Update Inventory Information program.

C – cost will be allocated based on the item's cost as it relates to the receipt as a whole.

Q – cost will be allocated based on the item's quantity as it relates to the receipt as a whole.

M – cost will be manually allocated by the user.

See the next chapter on how to attach landed costs to your purchase orders.

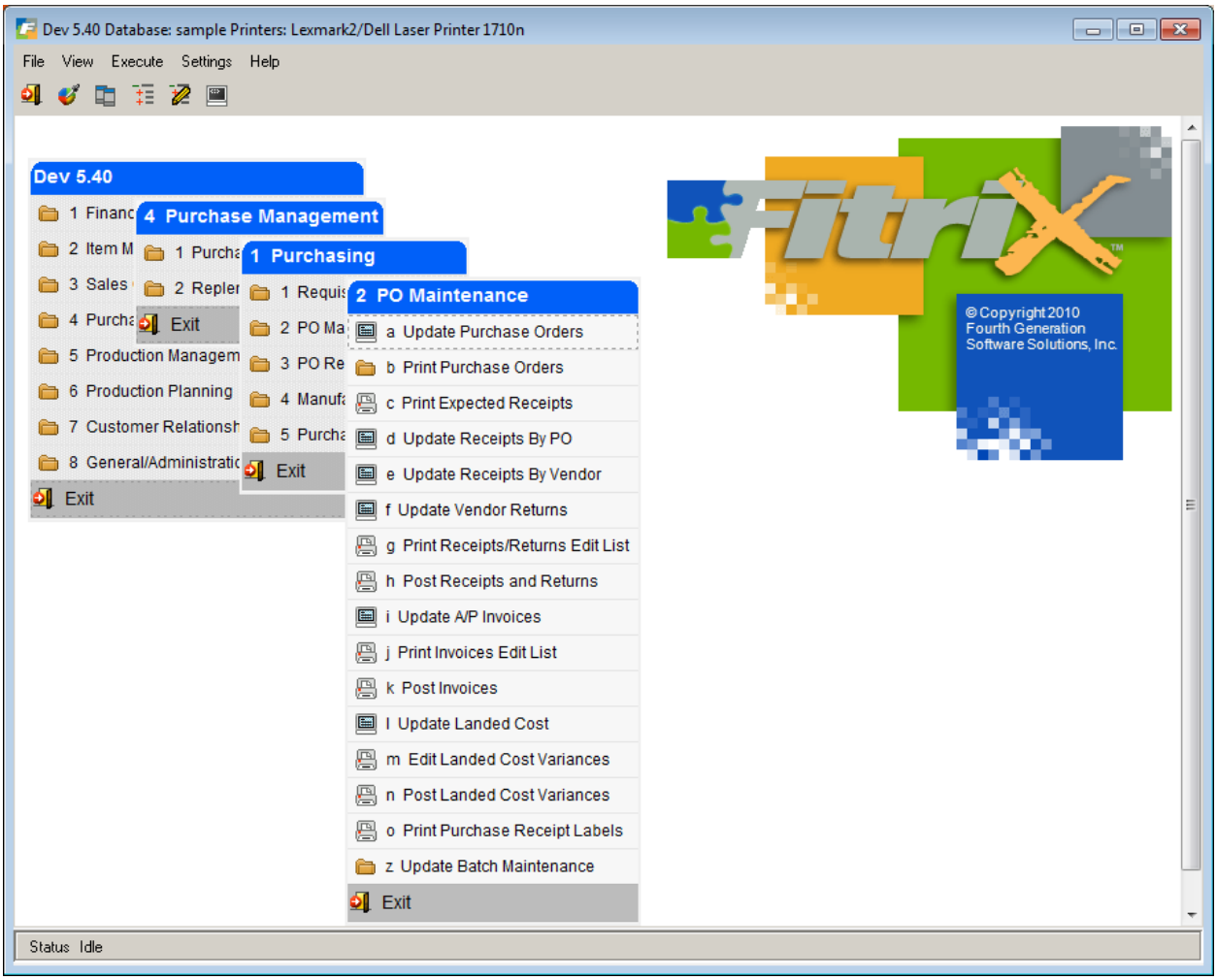
Chapter 3

Vendor Purchase Orders and Returns Maintenance

In this chapter, we will discuss the options on PO Maintenance menu. You use the options on this menu to enter and update purchase orders, receive goods you have purchased, post purchase orders to accounts payable for payment on goods received, and print various reports associated with these PO's, receipts, and invoices.

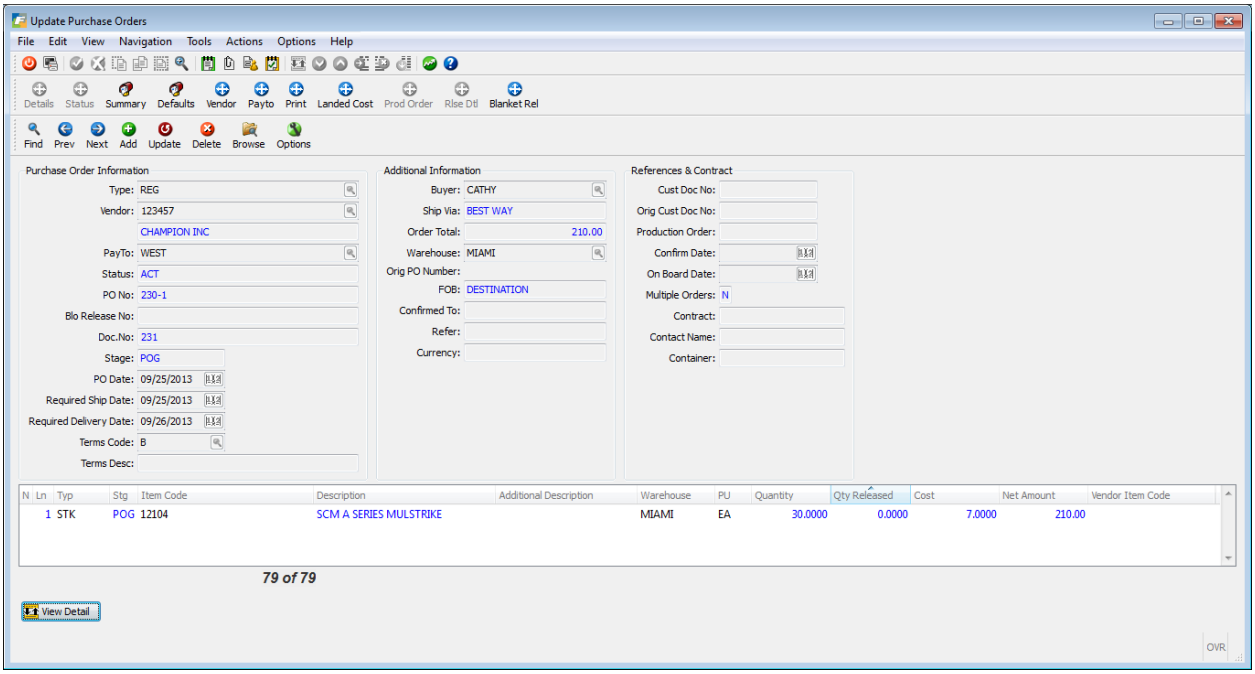
PO Maintenance menu

The PO Maintenance menu is the second option on the Purchasing main menu.



Update Purchase Orders

Use this option to enter and update purchase orders. When you choose this option from the PO Maintenance menu, the Update PO screen displays.

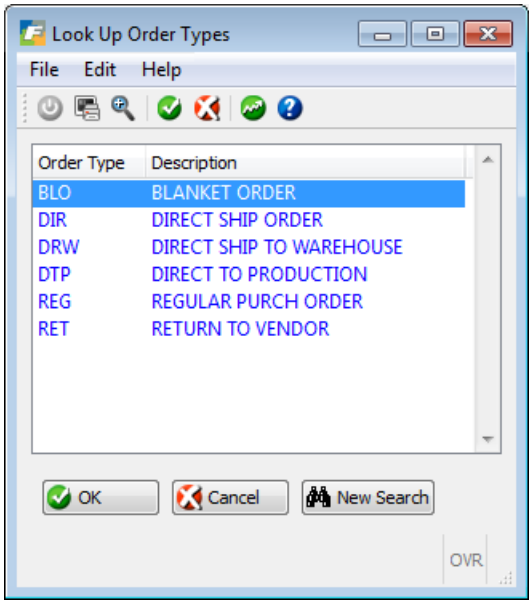


Update PO screen—header section

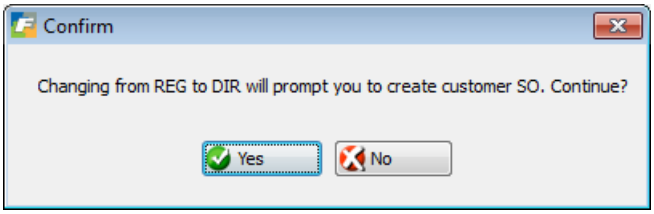
This section holds the basic information in the following fields:

Type

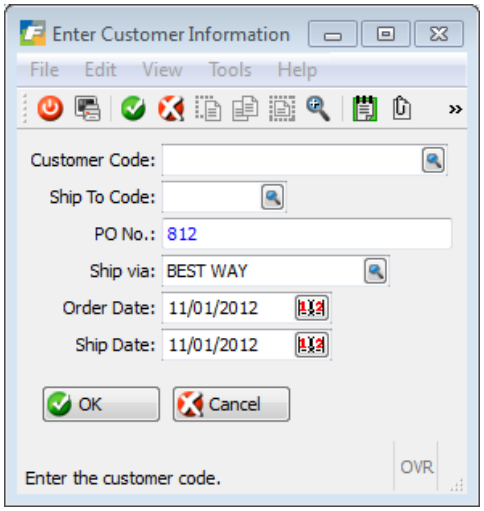
This field stores the code for the Order Type of this purchase order. You set up order types with Update Order Type Definitions program. You enter a defined code, press TAB to select the default, or click on magnifying glass or press Ctrl Z to view a list of valid order types.



There may be on occasion the situation where you want to lock in a price with your vendor for a shipment that will be shipped directly to your customer before the sales order from the customer is received. In this situation the vendor purchase order will be created with an order type of REG and there is no customer sales order. When you are ready to create the sales order for this direct shipment PO, change the purchase order's order type from REG to DIR or DRW. When you do this you will be prompted as follows:



If you select yes, you will then be prompted for the following information so that the corresponding sales order can be created:



Vendor

This field stores the vendor code for this purchaser order. You set up vendor codes using the Update Vendor Information program on the Setup Purchasing menu.

Note

A vendor (supplier) may have multiple Pay-To addresses. If this is the case, when you select a vendor, a window will automatically open that lists all the vendor's Pay-To addresses.

PayTo

Vendor Pay-To code. This code designates where to send the payment. You update Pay-To codes with Update PayTo Information.

Status

The Status of the order is updated by the system. As the purchase order is processed, the status changes:

ACT—Active is the initial status for a new purchase order.

COM —Complete means all lines have been invoiced and posted.

CAN—cancelled if any line in the purchase order is cancelled.

PO.No

You can enter your own 10 character alphanumeric purchase order number in this field or it will default to next sequential PO Document Number as defined in the Update Purchasing Defaults screen program upon saving if nothing is entered.

Blo Release No

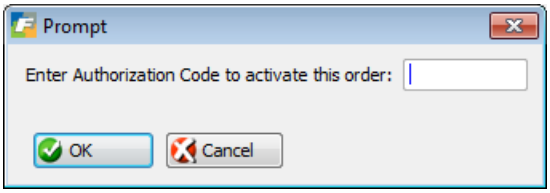
This display only field displays the latest release number for blanket purchase orders (order type BLO) and is updated automatically each time a PO is released from the blanket purchase order.

Doc No

Document Number is a unique number assigned by the system using the next sequential PO Document Number in the Update Purchasing Defaults screen program.

Stage

The Stage field holds the code that represents the LOWEST stage of any of the purchase order line items. See the PO line stages under the detail section below for possibilities. When entering a purchase order the stage will default to either ORD for ordered or HLD for held depending on the value you entered in the Update Purchasing Defaults screen program. If the stage is set to HLD you cannot print or process the purchase order. To change it from HLD to ORD you will be prompted to enter the password (this is the value you entered in the Held Release Auth field in the Update Purchasing Defaults screen program.



Any sales orders that generate purchase orders (DIR or DRW order type) that have been put on hold automatically set the PO to HLD as well.

PO Date

The system defaults to the current date when you create the original PO and you can update this date if needed.

Required Ship Date

This date is the date you need your vendor to ship the product.

Required Delivery Date

This date is the date you need to receive the product.

Terms Code

This field displays the terms code for the vendor and this can be changed if needed.

Buyer

This field holds the Buyer code. Buyer codes and related information are set up with the Update Buyer Information (option 4-c-c). This field has the following attributes:

Ship Via

This field holds a Sip Via code/description for the freight carrier you want to use. It is optional and can have up to 15 characters.

Order Total

This is a non-entry field and is the total is the sum of all the line items on the purchase order.

Whse.

Holds code for the warehouse where you want items on a PO shipped.

- Required, Zoom available

FOB

This field holds the code/description for the Freight On Board point. It is optional and holds up to 15 characters.

Confirmed To

Holds the name of the vendor representative that confirmed the order. This reference field is optional.

Refer

This field holds an Order Reference, which can be anything pertinent to the PO and is optional.

Cust Doc No

This display only field displays the customer doc/order number if this is a direct ship purchase order (type=DIR,DRW) that was automatically created through order entry or if the PO was created from a production work order that is ties to a customer sales order

Orig Cust Doc No

System maintained. If the user deletes a sales order with order type DIR or DRW they will be prompted to create a new sales order. If they answer Y a new one will be created and the original sales order number will be stored in this field. If they answer N both the sales order and purchase order will be deleted.

Production Order

If the PO was automatically generated from a production work order, the work order number will display in this field.

Confirm Date

Date that the vendor confirmed receipt of PO (optional).

On Board Date

Date that the merchandise was loaded for shipment (optional).

Multiple Orders

If you want to create multiple purchase orders, change this value to Y. For the initial purchase order you enter, enter the total quantity for all purchase orders you want to create from this purchase order. For example, you enter a PO with a qty of 1000. When you store the purchase you are prompted for the number of purchase orders you want to create. If you enter 4, four purchase orders will be created with a quantity of 250 on each one.

Contract

If the order is a direct ship order (order type DIR, DRW) and the sales order was entered and multiple sales orders were created from it, this display only field will display the sales contract number assigned to the sale orders as a cross reference.

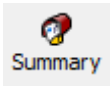
Contact Name

If you want this purchase order to go to the attention of a certain individual the name entered here will print on the purchase order.

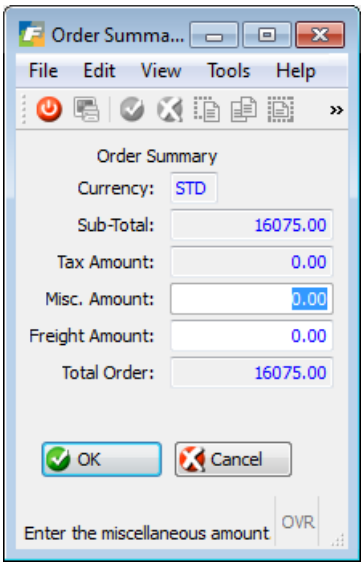
Container

Optional field to enter ocean container number.

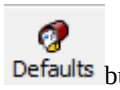
Order Summary Screen

Click on the 

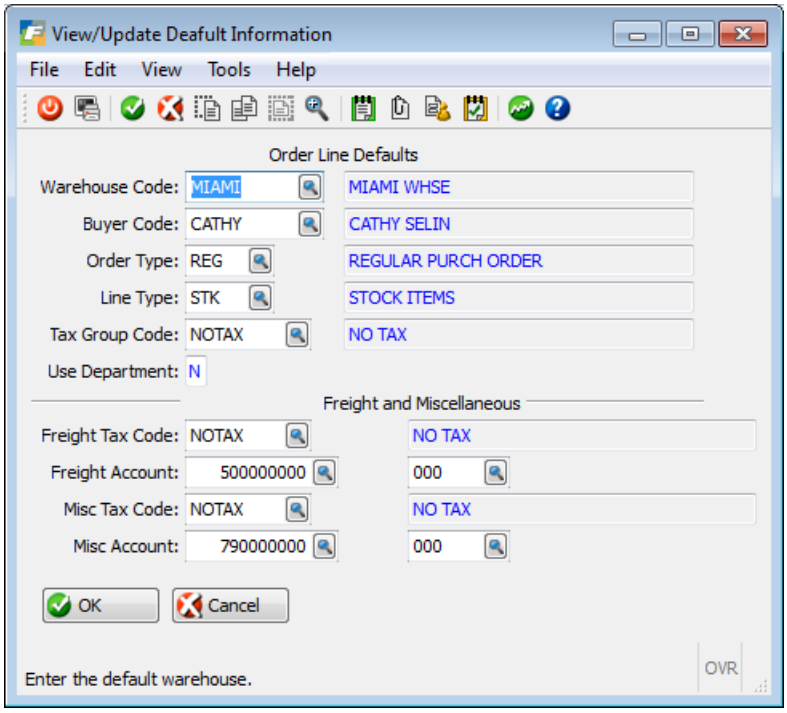
buttonn on the toolbar to launch the order summary screen. You can use this screen to enter ay miscellaneous or freight charges the vendor may charge you but it would best to use the landed cost functionality described below so that these charge are included in the cost of the product when you receive it.



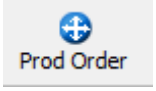
Order Defaults Screen

Use the 

buttom on the toolbar to launch this screen.



Production Order Screen

If the purchase order was created from a production work order you can click on the 

button to access the work order.

Update PO screen—detail section

Ln

The Line number is the system assigned, incremented number for each line item on the purchase order.

Typ

Type holds the type of item belonging to one of the following categories:

CAP—Capital purchases

NON—Non Stock keeping items

SER—Services

STK—Stock/inventory items

STN—Stock Treated as Non-stock (DIR and DRW lines default to this line type)

SUP—Supplies

DRN- Direct ship non-stock. You cannot enter this line type. They are generated from sales order entry.

DRS- Direct ship stock. You cannot enter this line type. They are generated from sales order entry.

Stg

This non-entry field holds the Stage of the line items. The different stages are as follows:

ORD—Order is the initial stages for an ordered line item

POG—PO Generated, item has been printed on a purchase order. A Po must be printed before you can receive it

REC—item has been received

INV—Item has been invoiced and posted through to AP

CAN—item has been cancelled

Item Code

Enter the item code you want to order. Zoom is available.

UM

Unit of Measure is the unit in which the line item is purchased, e.g., each (EA), boxes (BX), cartons (CT), etc. found in the item record. If the item master record for the item has a UOM list associated with it (meaning you can purchase this item in multiple units of measure you can zoom in to select a UOM that is different than the one found in the item master.

Quantity

Quantity represents the quantity you would like to order for the particular line item. If an item must be purchased in a certain number of incremental units (i.e. by the case) defined in the item record, the quantity entered here must be multiples of that increment. For example, if the incremental purchase unit is 2, then you can order 2,4,6, or even 120, but you cannot place an order for 3, 5, 7, or 121.

Quantity Released

For blanket purchase orders this display only field shows the quantity that has been previously released for this line item.

Cost

This represents the cost of an individual purchasing unit. You can enter the cost in this column directly to apply current cost, or set up a default cost with Update Item Catalog program .

Net Amount

Net Amount represents the Cost multiplied by the Quantity for the line.

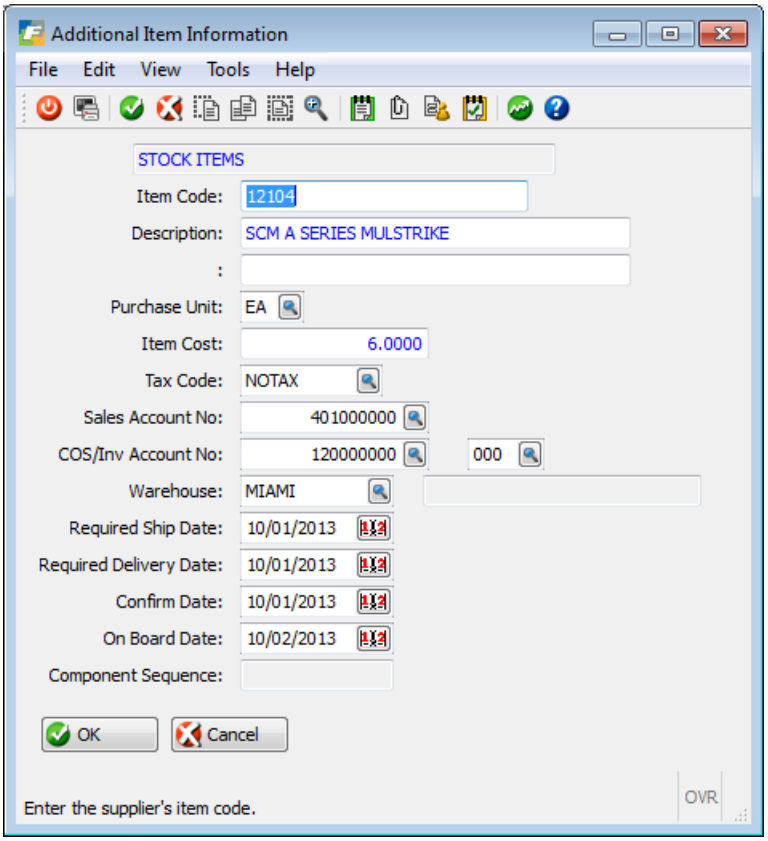
Vendor Item Code

This display only field displays the vendor item code found in the item catalog.

Line Detail

Two fields at the bottom of the Update PO screen display information about the current line item. You access these fields by clicking on the

icon on the toolbar and change if needed.

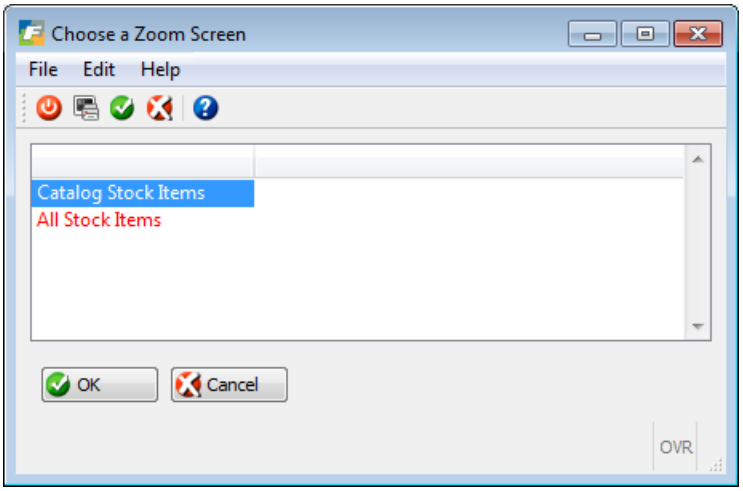


Entering and Updating Line Items

When you create a PO, you click Detail button or press Ctrl TAB to go to the detail section to enter items you want to order from the specified vendor. You can zoom in to select items or enter them directly.

Zoom for Stock Items

When you zoom in from the item field to select a stock (STK) item, the following screen displays:

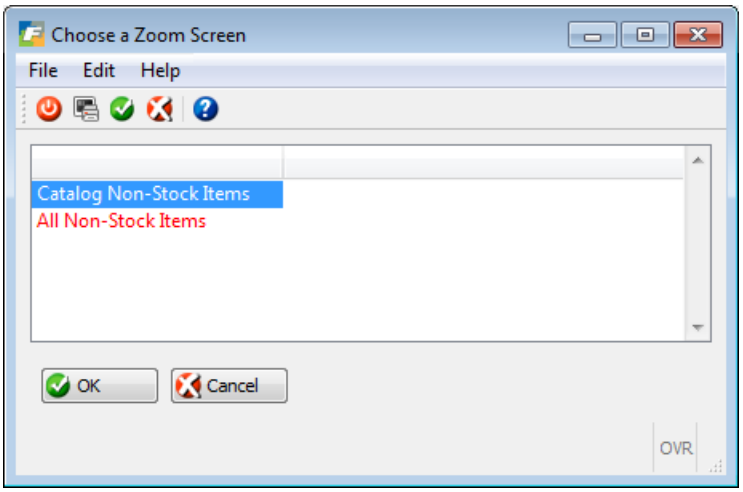


Catalog Stock Items—shows you all your stock items offered by the particular vendor for this PO.

All Stock Items—shows you all your inventory items for you to select from, regardless of vendor. If you choose a stock item other than one the vendor carries a screen will display that allows you to enter additional information about the item and prompts you to add this item to the catalog.

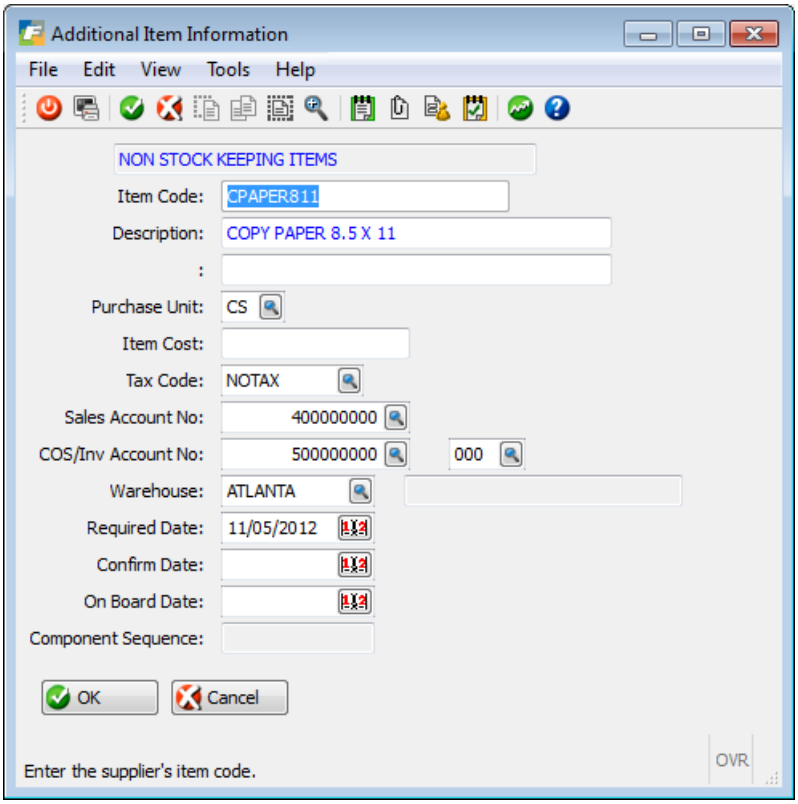
Zoom for Non-Stock Items

If you select a line type of NON, and zoom in to select a non-stock item, the following screen displays:



Catalog Non-Stock Items—shows you all your non-stock items offered by the particular vendor for this PO.

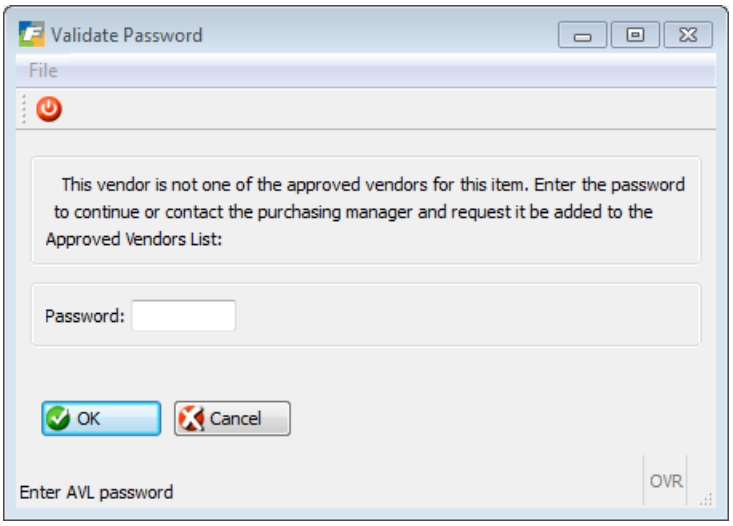
All Non-Stock Items—shows you all the non-stock items for you to select from, regardless of vendor. If you enter a non-stock item that does not exist in the Non Stock Catalog, the following screen displays:



After you click OK enter Y if you want to assign this item to the specified vendor, which will update the Vendor/Item Catalog.

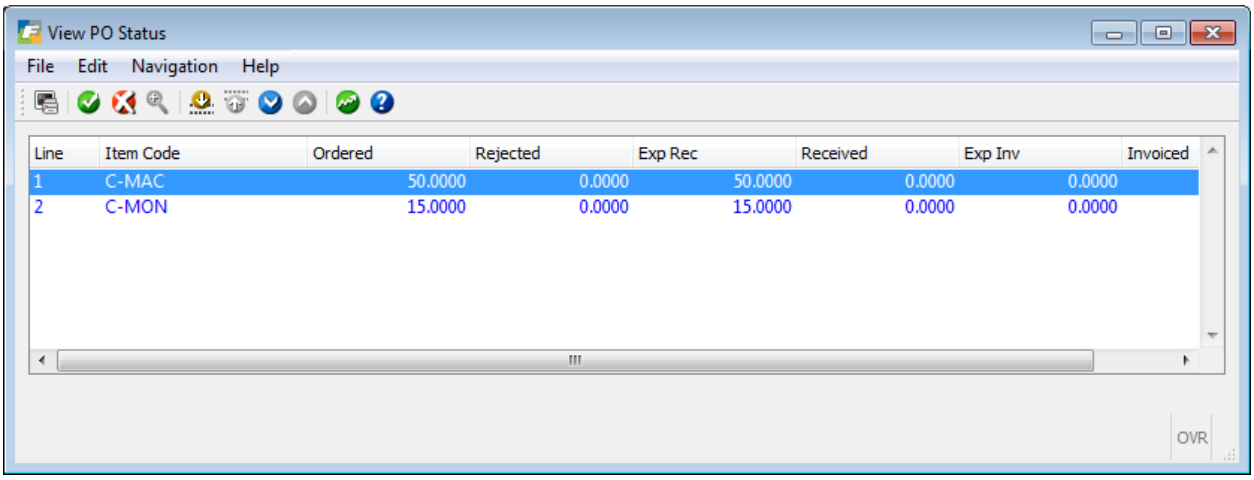
Approved Vendors

If you have the AVL checkbox in the Purchasing Defaults program checked and try to order an item from a vendor that is not set up as an approved vendor in the item catalog you will receive this message.



PO Status Screen

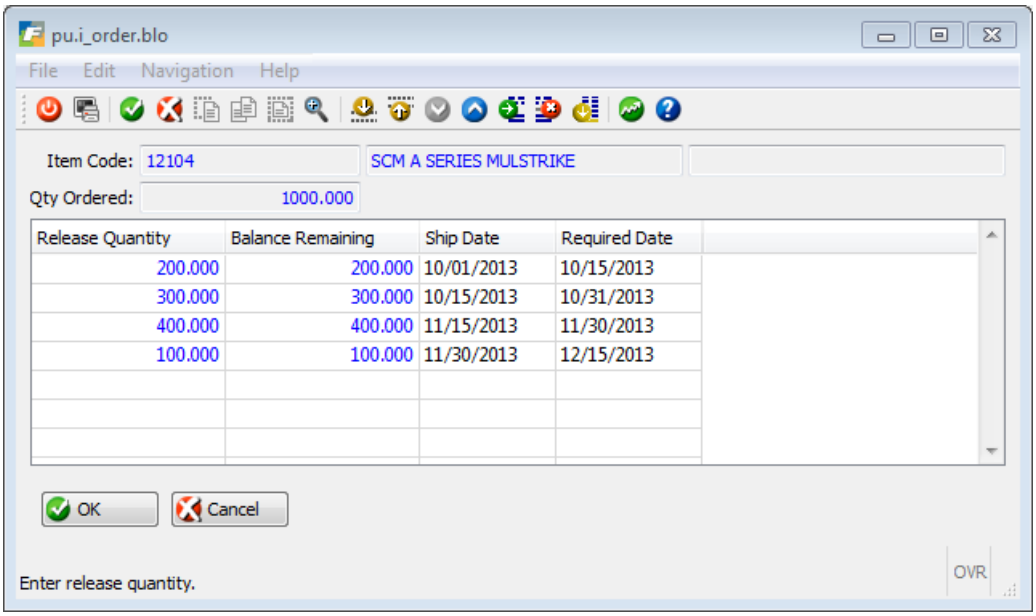
You can view the status of each line item by selecting Options from the ring menu and then Status.



Processing Blanket Purchase Orders

Entering Release quantities and Dates

If the order type is BLO when you enter the quantity for the item this release screen will display so that you can break out the total quantity to be shipped with varying dates. The total release quantity must equal the total ordered quantity and the required date must be later than the ship date and both dates must be entered in ascending order as shown here.

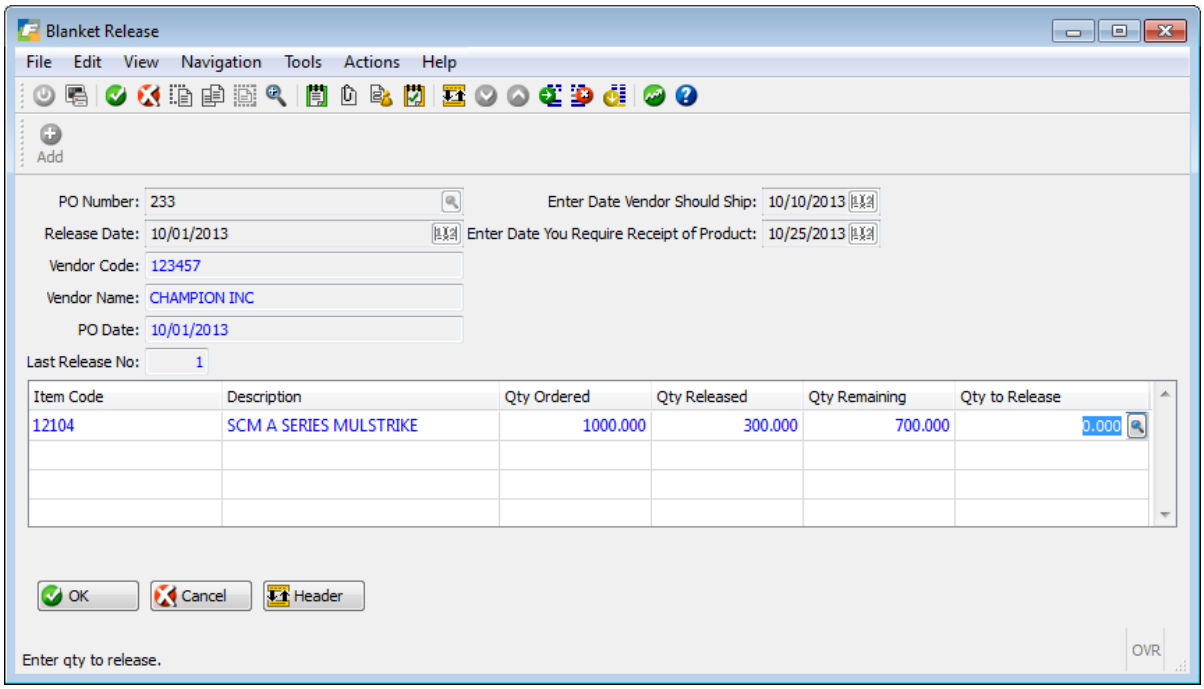


Please note that you can change dates on this screen but not the order quantity. To revise the order quantity you must first change it on the PO detail line item itself and this screen will then display so you can revise the ship quantities to match.

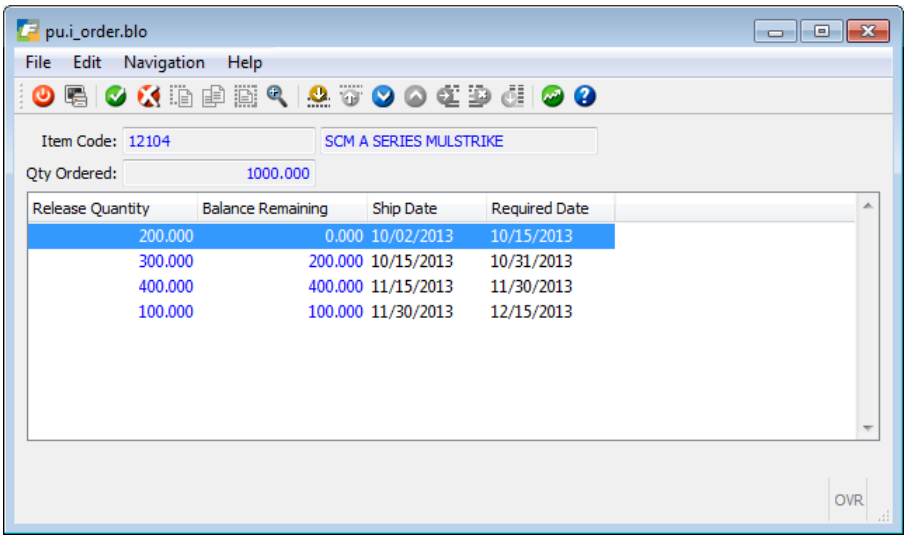
Releasing Purchase Orders from a Blanket Purchase Order

1. Go to the Update Purchase Orders program.
2. Click on the

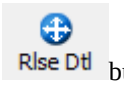
on the toolbar.
3. Click on Add and enter the PO number or zoom from the PO number field to find all blanket purchase order numbers that still have quantities that have not been released.
4. Entry of the date the vendor should ship the product and the date you should receive the product is mandatory as these dates will be used on the released PO.
5. Click on Detail and enter the quantity you want to release for each line item. The quantity entered cannot exced the quanity remaining to be released. When you save the transacton a new PO will be created and the PO number will be the blanket PO number followed by the release number. For example the first release for PO # 5000 will have PO# 5000-1, the second release will have PO # 5000-2, etc.. The blanket PO will have its Blo Release No updated accordingly after each release.



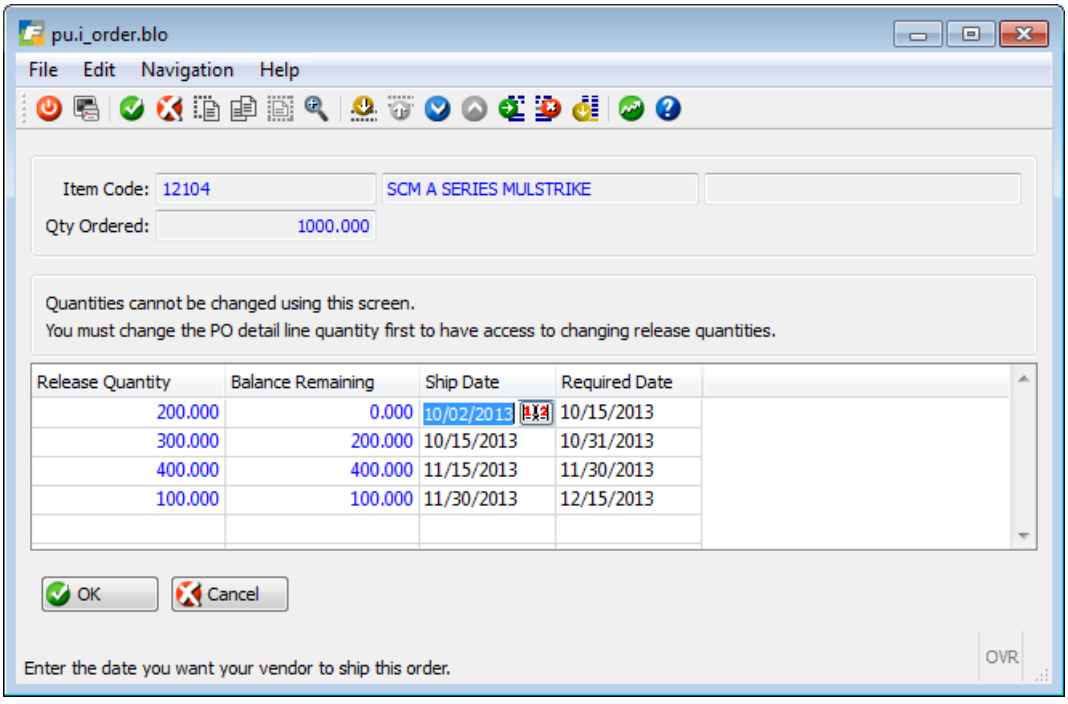
You can zoom from the Qty to Release field to view the release detail.



Viewing Release Information

To view the release detail go to the line item on the blanket PO and then click on the 

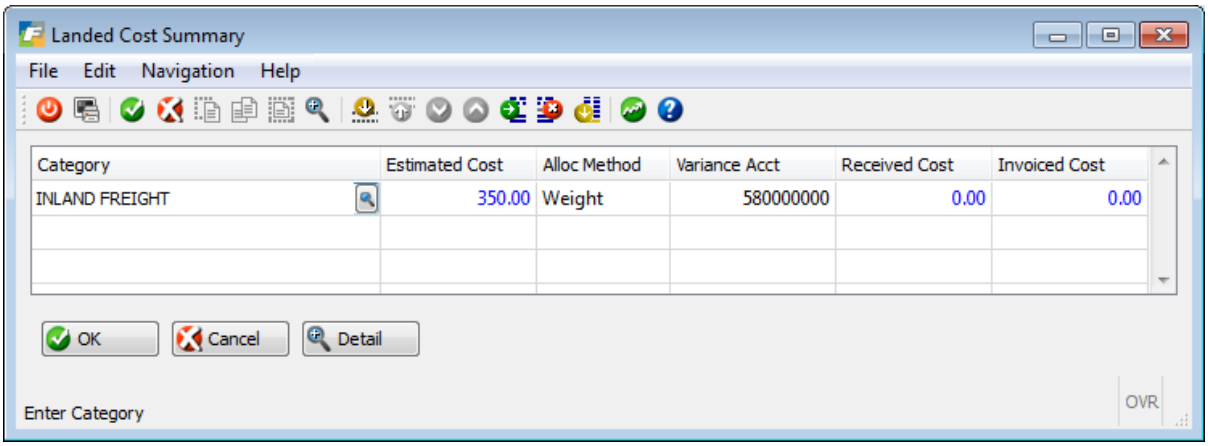
button found on the toolbar to view this screen.



Entering Landed Costs

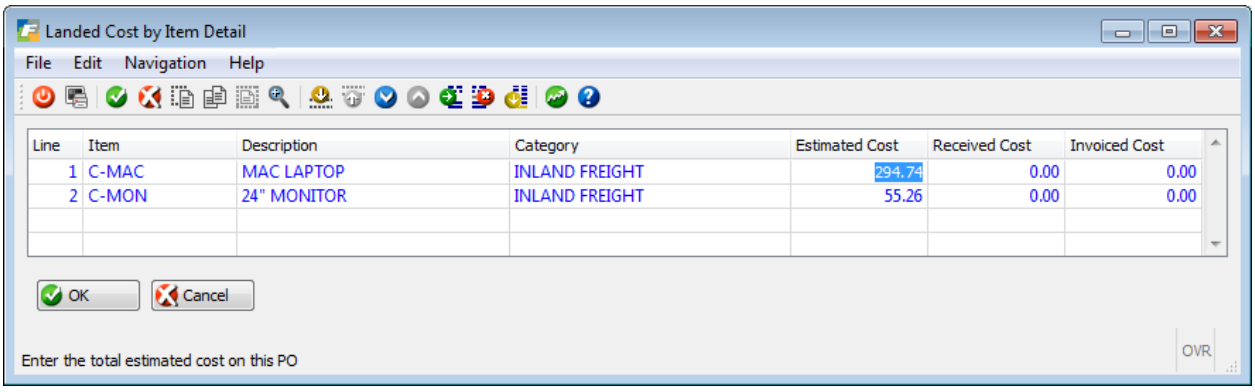
Once you have entered all of the line items on your purchase order you are ready to enter your estimated landed cost. These amounts can be revised prior to receiving the purchase order. In update mode, click on the

icon on the toolbar.



The Received Cost and Invoiced Cost fields are no entry fields. The costs that populate these fields will be calculated and possibly modified if initial estimates were not accurate when the purchase order is received and then is processed through to Accounts Payable.

When you click on detail you can view how the estimated costs were allocated to each item on the purchase order.

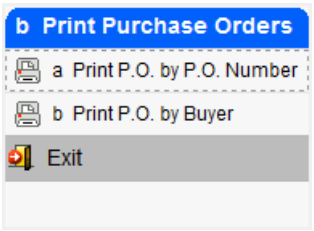


Please note that if you use a cost category that has a manual calculation method you will need to click on details and manually enter the cost you want to allocate to each item on the purchase order.

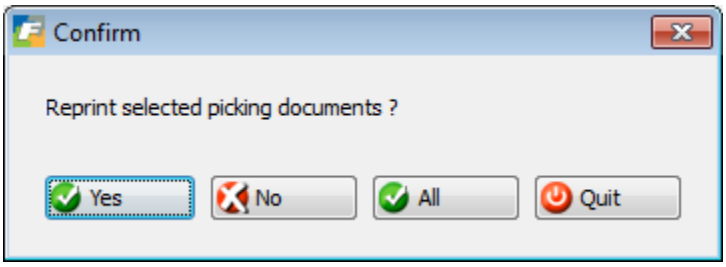
Important note: If you have set the Multiple Order flag to Y because you want to create multiple purchase orders from the purchase order entered, do not enter landed costs on the initial purchase order. They must be entered on each individual purchase order.

Print Purchase Orders

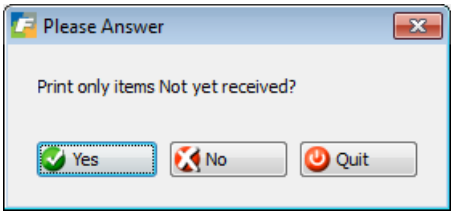
This menu option allows you to print all the new purchase orders or reprint old ones. When you select this option, the following submenu appears.



You will receive two prompts:

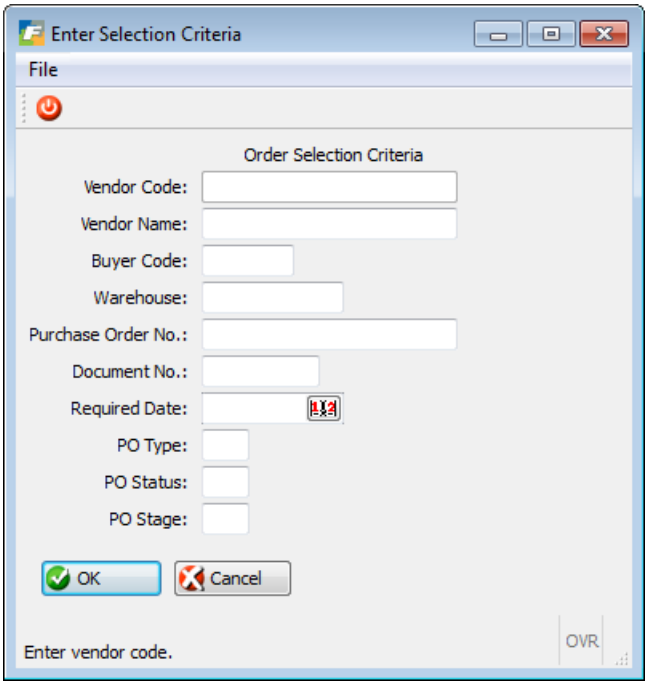


Select Yes to print purchase orders that have previously been printed, No to print only those purchase orders that have not yet been printed, and All to both print for the first time and reprint those that have been previously printed (Helpful Hint: if you are printing a PO and are not sure if it has been printed or not, select ALL)



By selecting Yes only items not yet received will print on the purchase order. This is useful if your vendor has already partially shipped some items and requests another copy of your PO. This will prevent duplicate shipments.

You can enter selection criteria in one or more of the fields in the Order Selection Criteria form to specify the POs you want to print.

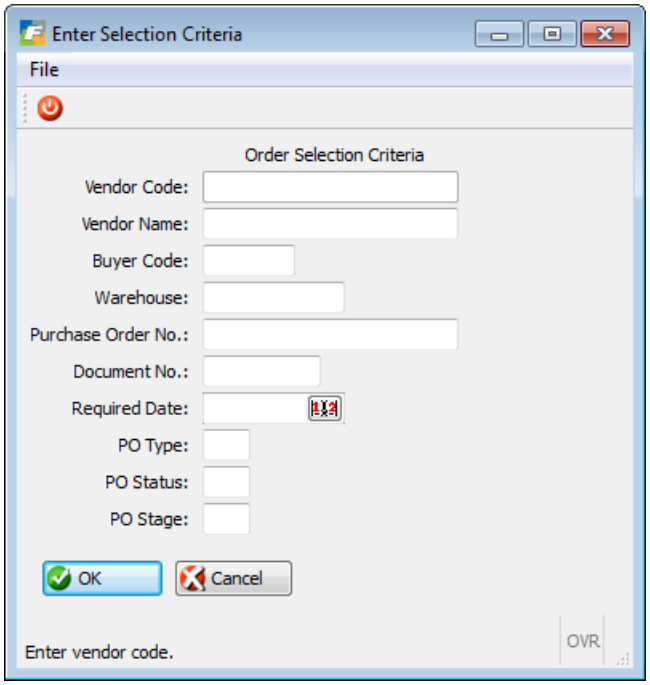


If the purchase order is for a return to your vendor “Purchase Return” will print on the PDF instead of Purchase Order.

If the purchase order is a blanket order “Blanket Purchase Order” will print on the form and the release detail (ship quantities and dates) will print underneath each line item.

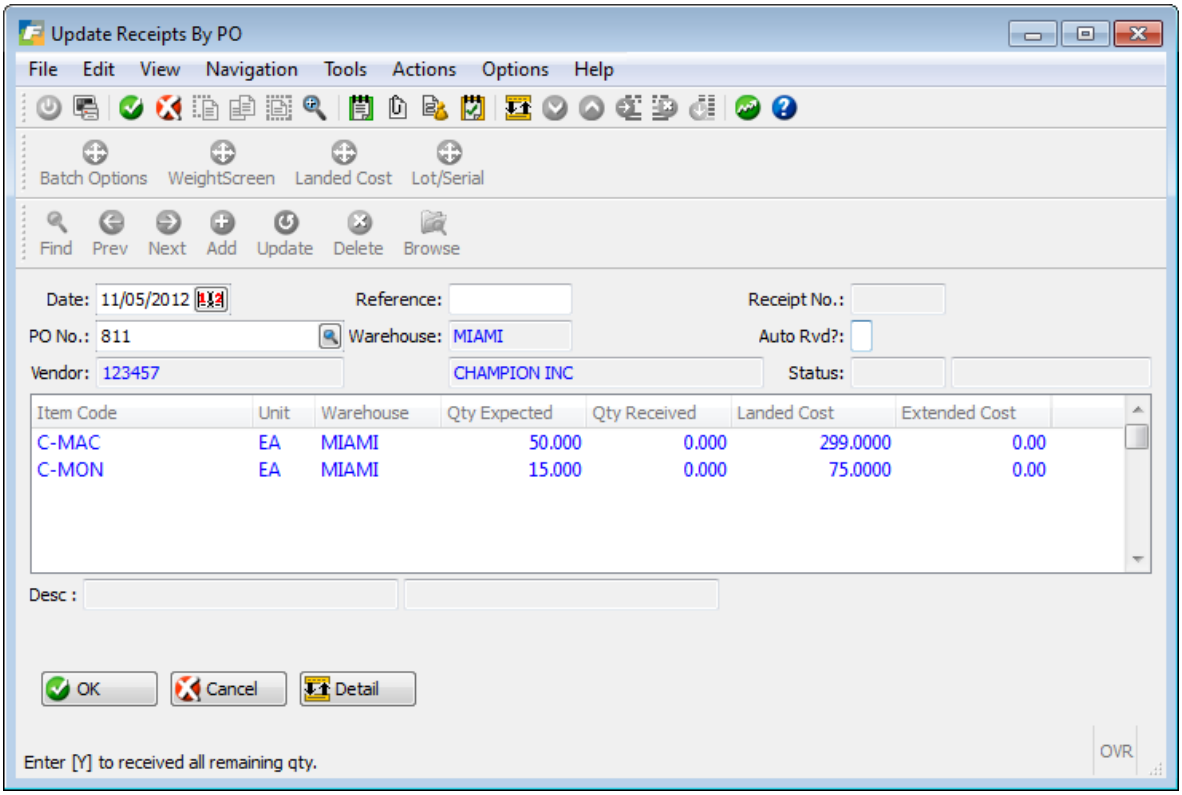
If the purchase order is a release from a blanket order “Blanket Release Purchase Order” will print on the form.

If the purchase order was created form a production work order the work order will print on the PO. If the production work order is linked to a sales order, the sale order number will also print.



Update PO Receipts by PO Number

You have entered a PO, printed it, and sent it off the vendor. You use this option to receive the goods you ordered. Please note that you must print the purchase order before it can be received. Printing the PO changes the line stage from ORD to POG.



Goods Received screen—header section

This header section contains the information in the following fields for referencing the items you are receiving based on purchase orders.

Date Received

Date items received. The default is the current date.

Reference

Any manually assigned reference to this receipt.

- Optional
- Up to 10 alphanumeric characters

Receipt No.

Receipt Number is a system assigned number.

P.O. No.

When you enter a PO number and press [TAB], the detail line items will be display . This field has the following attributes:

- Required

- Zoom available to select from current PO's.

Warehouse

Warehouse assignment is the receiving warehouse, which is tied to the original PO Ship-To and Vendor designation and requires no entry.

Auto Rvd?

Enter Y if all quantities received match the original order quantities. Enter N to change the quantities by entering the detail section of the screen.

Vendor

Display only field. Vendor holds the vendor code and vendor description from the original PO

Status

The Status of a receipt is a non-entry field and can have the following values:

ACT—the items from the PO are in the process of being received.

PST—all the items from the PO have been received and posted to appropriate inventory and ledger accounts.

CAN—the receipt of items on the PO has been cancelled.

Goods Received screen—detail section

Once you find the correct PO by entering the information in the header section, the line item information appears. The following columns make up the detail section:

Item Code

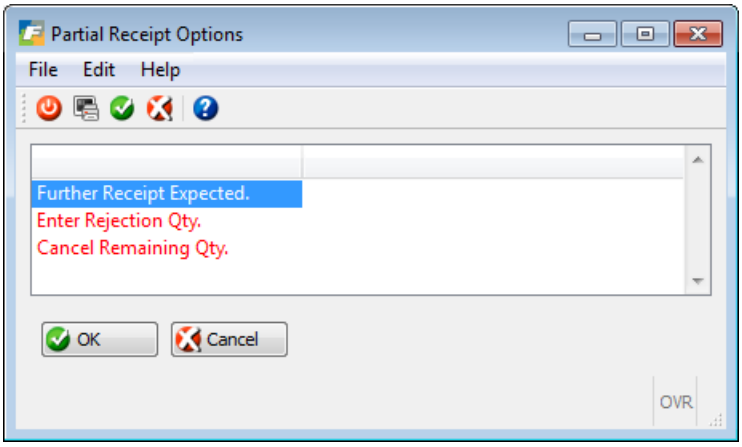
Non-entry field that shows the Item Code of the item you are receiving.

Unit

Non-entry field showing the Unit of measure for the item.

Qty. Received

If the quantity received is different than the quantity ordered, enter that quantity here. The following picker window will then display:



Further Receipt Expected - select this option if the vendor is going to make additional shipments.

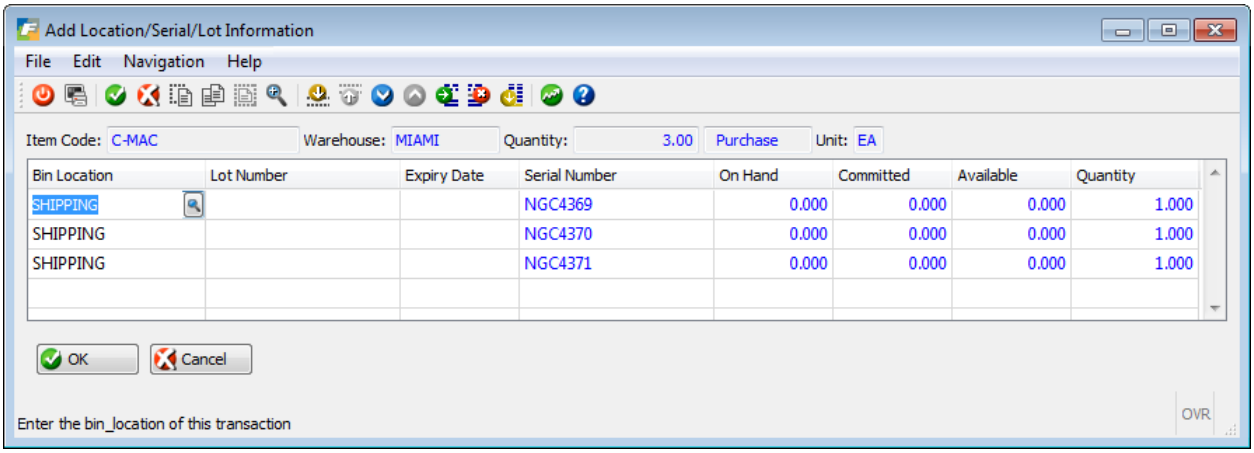
Enter Rejection Qty - select this option if you are rejecting the remaining quantity due to damage or other reasons. You will then be prompted to enter a rejection code which is free form.

C**ancel Remaining Qty** - select this option if no further receipt is expected. This will set the line stage of this quantity to CAN for cancelled.

Once you have received the PO you will be prompted to post the receipt. It can be done now or later from the menu. It is the posting that will increases the quantity on hand and create an entry in your GL activity tables.

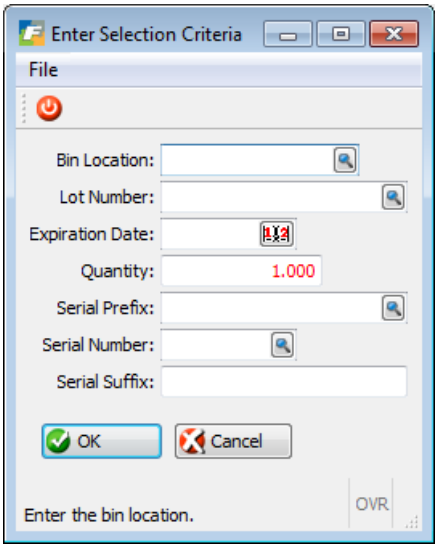
Receiving Serialized/Lot Controlled Items

The logic used here depends upon how you have set up Fitrix. If you set up your Inventory Control Defaults so that the receiving program automatically assigns serial #s for you (see chapter two of the Inventory Control User Guide) this screen will display the serial numbers the program has assigned to each item.



If the warehouse you are receiving the product into is location controlled the bin location defaults to the primary bin location defined with the item code but it can be changed. If the warehouse is not location controlled the bin location that displays is the static location defined with the item code and it cannot be changed.

If the auto serialization function is not turned on or you are receiving a Lot controlled item, you must manually enter the serial numbers or lot numbers on this screen.



Fill in the appropriate information in the following fields:

Bin Location:

If the warehouse is location controlled you must enter a valid bin location (zoo available).

Lot Number:

- Up to 20 alphanumeric characters

Quantity:

This field holds the number of items you are receiving and assigning serial numbers.

Serial Prefix:

This field holds the actual serial number for a single item, or can make up the prefix part of the serial number for multiple items. As a prefix, this field is optional; if included, the prefix would be the same for each subsequent item serial number. If you use this field to type in the unique serial number for individual items, then the subsequent fields are optional.

- Up to 20 alphanumeric characters

Serial Number:

- Up to 10 numeric characters

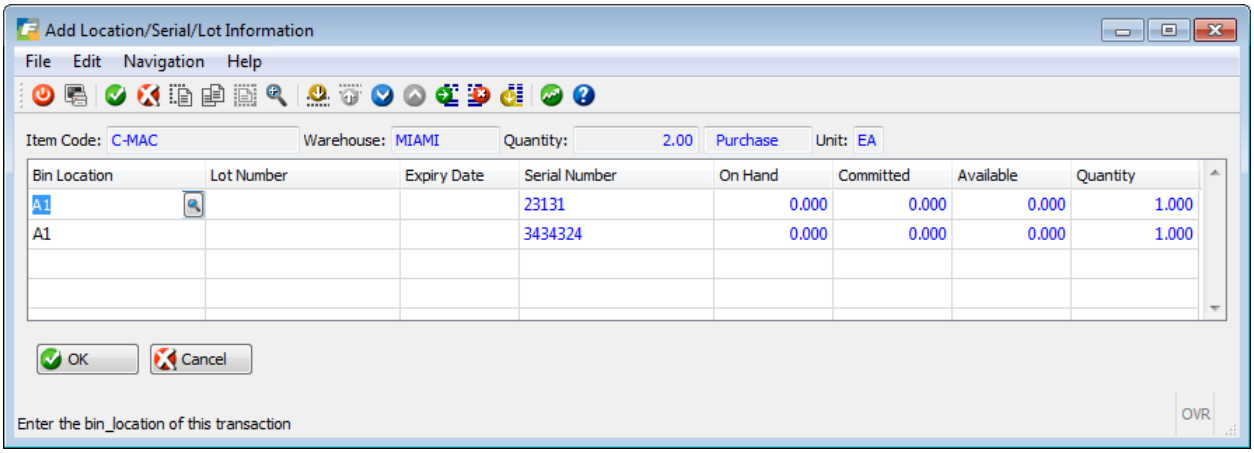
This field holds the numeric portion of a serial number. You would use this number field to assign serial numbers to multiple items automatically. For example, if you have a quantity of five items, by simply typing in the number 100 for the number portion of the serial number, the program automatically assigns the numbers in sequence to all five items, 100-104. This is a time saving feature if you happen to receive the items you want to serialize all at the same time. If you only have a single item to serialize or if you receive items randomly, you must assign subsequent serial numbers manually, either in the Serial Prefix field or, if you are utilizing a common prefix for all items, enter remaining part of the numbers in the Serial Number field. Remember that serial numbers that have been assigned to this item are stored on the previous screen for reference.

Serial Suffix:

- Up to 20 alphanumeric characters

This field holds the suffix portion of a serial number if you choose to have one. Like the prefix, the suffix would be the same for subsequent serial numbers for the same items.

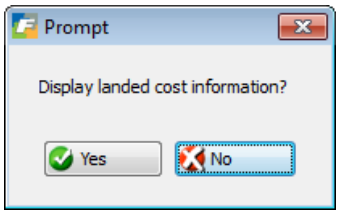
Once all of the information is entered on the screen, click OK. The following screen displays when the PO quantity equals the lot/serial number quantity and you can change the information if needed.



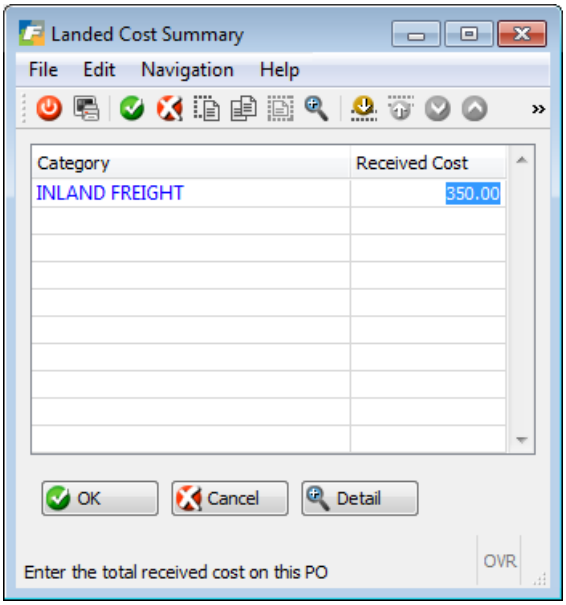
Click OK to return to the Update Receipts screen.

Updating Landed Costs for PO Receipts

If you entered estimated landed costs when you initially entered the purchase order, this prompt will display when you save the purchase order receipt.



By selecting yes you can view and update the landed costs with more accurate numbers before you post the receipt.



These costs are then added to the item's unit cost. For example, PO # 811 above will have the following unit costs for the items:

Item	Merchandise	Freight	Qty	Unit Cost
C-MAC	$ 14950.00	$ 294.75	50	$ 304.90
C-MON	$ 1125.00	$ 55.25	15	$ 78.68

The entry to the General Ledger for REG/DRW purchase orders will be:

Debit Inventory	$ 16,425.00
Credit AP Holding	16,425.00

For DIR purchase orders and purchase orders for Non-stock items, there is no entry made to the General Ledger when the receipt is posted. The entry is made when the purchase order is posted through to Accounts Payable using the Post Invoices program as follows.

DIR Orders:

Debit item's cost of goods account number
Credit AP

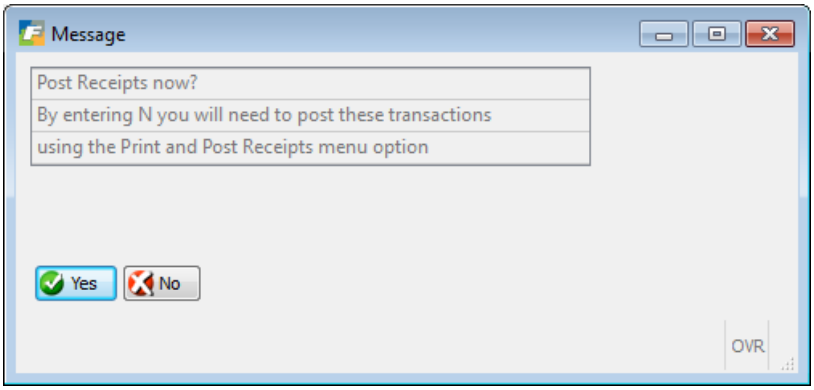
Nonstock items:

Debit item's account number in non-tock catalog
Credit AP

If there is a partial receipt of merchandise made, the costs will be prorated accordingly. For example, if the purchase order has a freight cost of $1000.00 but you only receive half of what was ordered, the freight on the first receipt will be adjusted to $500.00. The freight balance of $500.00 will remain with the PO for the next receipt of merchandise.

If when receiving the PO you don't know the exact cost, update the cost to be as accurate as possible and any possible variance discovered when you receive the invoices from the vendor will be addressed when we post the invoice to AP (discussed later in this user guide).

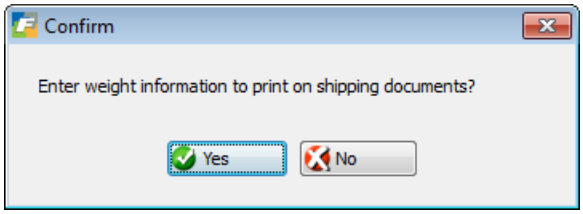
Once you press Enter or click on OK to save the transaction you will be prompted to post it. For STK (stock) items it is the posting program that increases your on hand quantity.



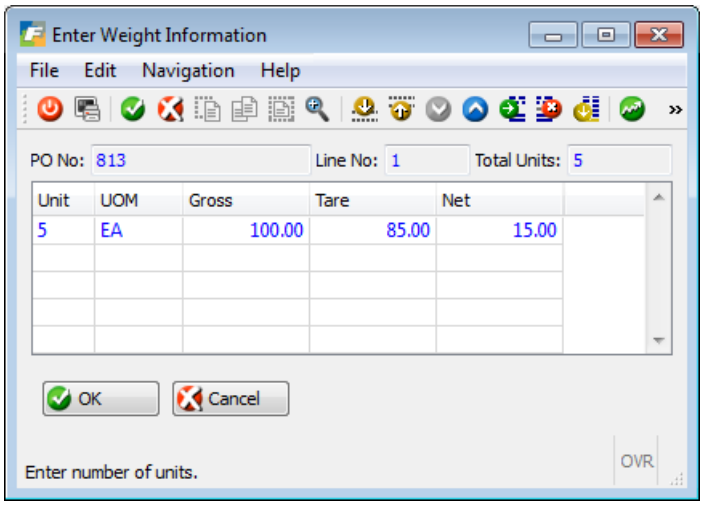
Assignment of Shipping Units and Weight

When receiving a DIR/DRW purchase order (a shipment from your vendor straight to your customer) you can enter shipping units and weights and this information will print on the various Export/Shipping forms discussed in the Order Entry User Guide.

When you receive a DIR/DRW purchase order using one of the Update Receipts programs you receive the following prompt when you store the transaction if you have not entered shipping units and weights:



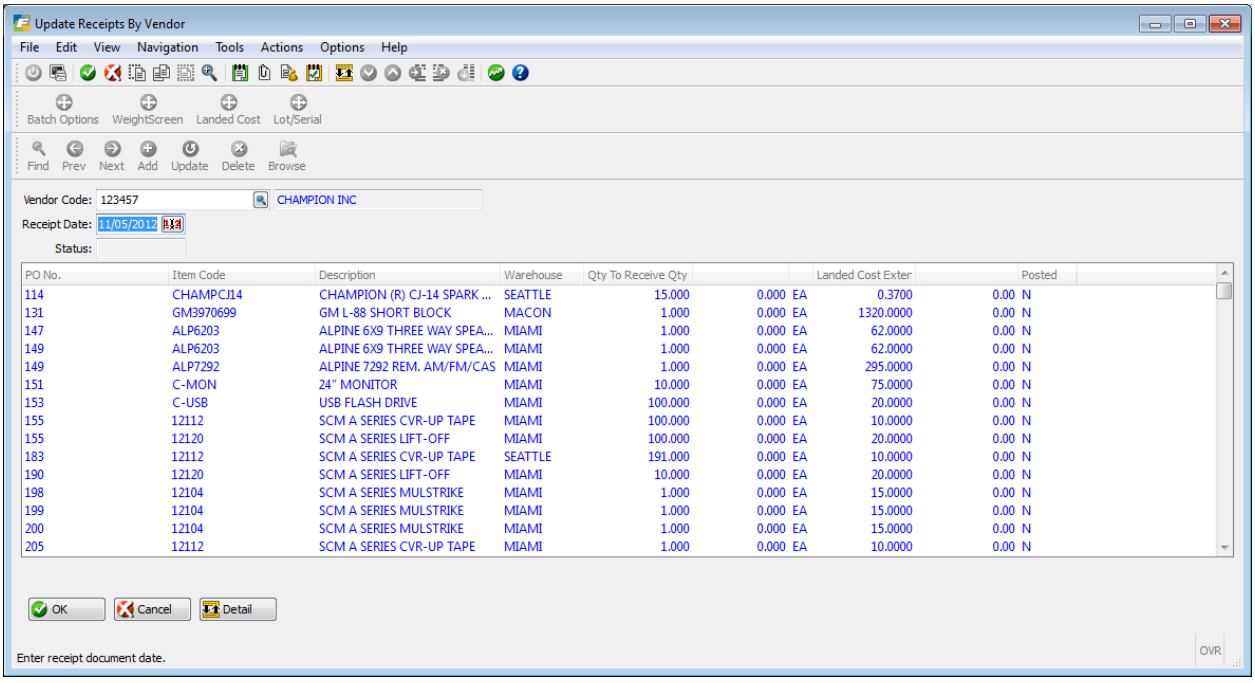
If you select Y you must then Ctrl Tab to enter the detail section of the screen and click on the Weight Screen icon on the toolbar for each item code on the receipt to enter the units and weights.



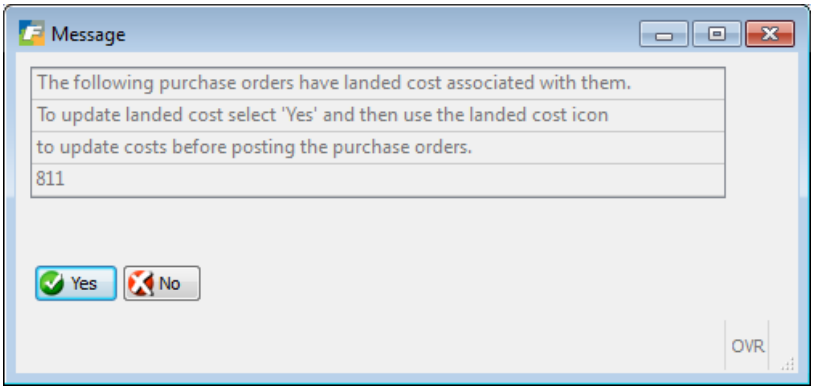
Update PO Receipts by Vendor

In addition to being able to receive purchase orders by PO number as explained in previous pages, you can also receive purchase orders by vendor code. This is handy in the event that you are receiving multiple purchase orders from the same vendor at the same time.

To receive purchase orders by vendor code, go into add mode, enter then vendor code, and all purchase orders with line items yet to be received will display in the detail section. Ctrl TAB or click Details to get to the detail section of the screen, find the PO number, and enter quantities.



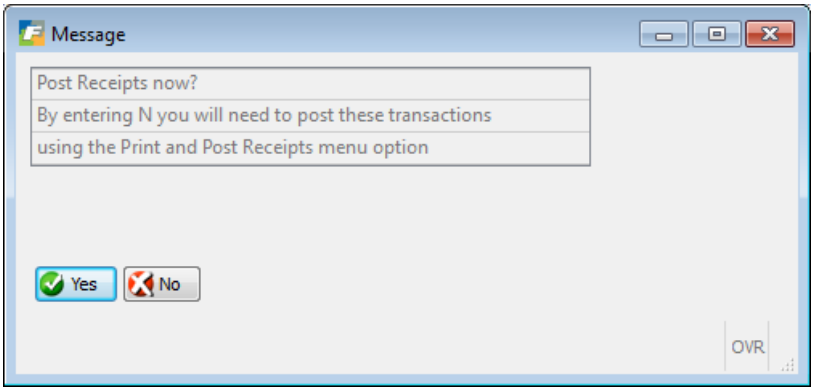
If any of the purchase orders received have landed costs landed costs attached to it, this prompt will display.



Click on the

icon to view the landed costs and revise if necessary.

When you enter a PO receipt with this program you do not have to return to the menu to run the edit and post list like you do if you enter PO receipts by PO number. Instead you receive this prompt when you store the receipt:



Print Receipts Edit List

Use this option to print a list of the items you received and details about them. The details include total costs, and accounts affected via a General Ledger summary. The GL summary will list which period this transaction will be posted to which is based on the receipt date you entered when receiving the PO. If "*FUTURE* prints, this tells you that this transaction is being held until the next (future) accounting period. This happens because the previous accounting period is not closed out yet, and the date of this transaction falls in the next period.

Post Receipts

Use this option to post the receipt of goods into your on hand inventory and create entries into your GL activity tables to.

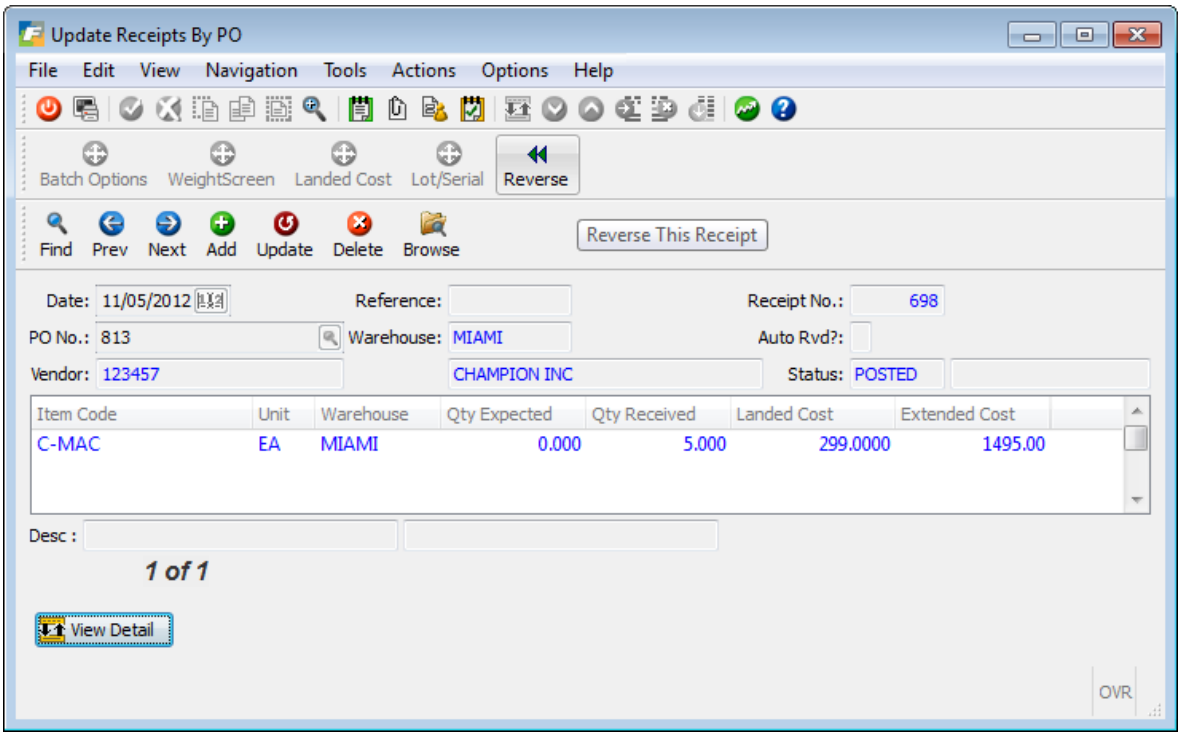
If any items being received will fill back orders on customer sales orders, the sales order and line number will print at the end of the posting report and the line stage on the sales order will change from BJKO to ORD

If any items being received will fill component shortages on production work orders, the work order and line number will print at the end of the posting report.

Reverse Posted PO Receipts

In the event that you receive the wrong PO or the quantities or cost were wrong, you can use this function to reverse the receipt. The posted PO can be deleted and all tables affected by the original receipt will be updated. You can then fix the quantities and costs and receive again.

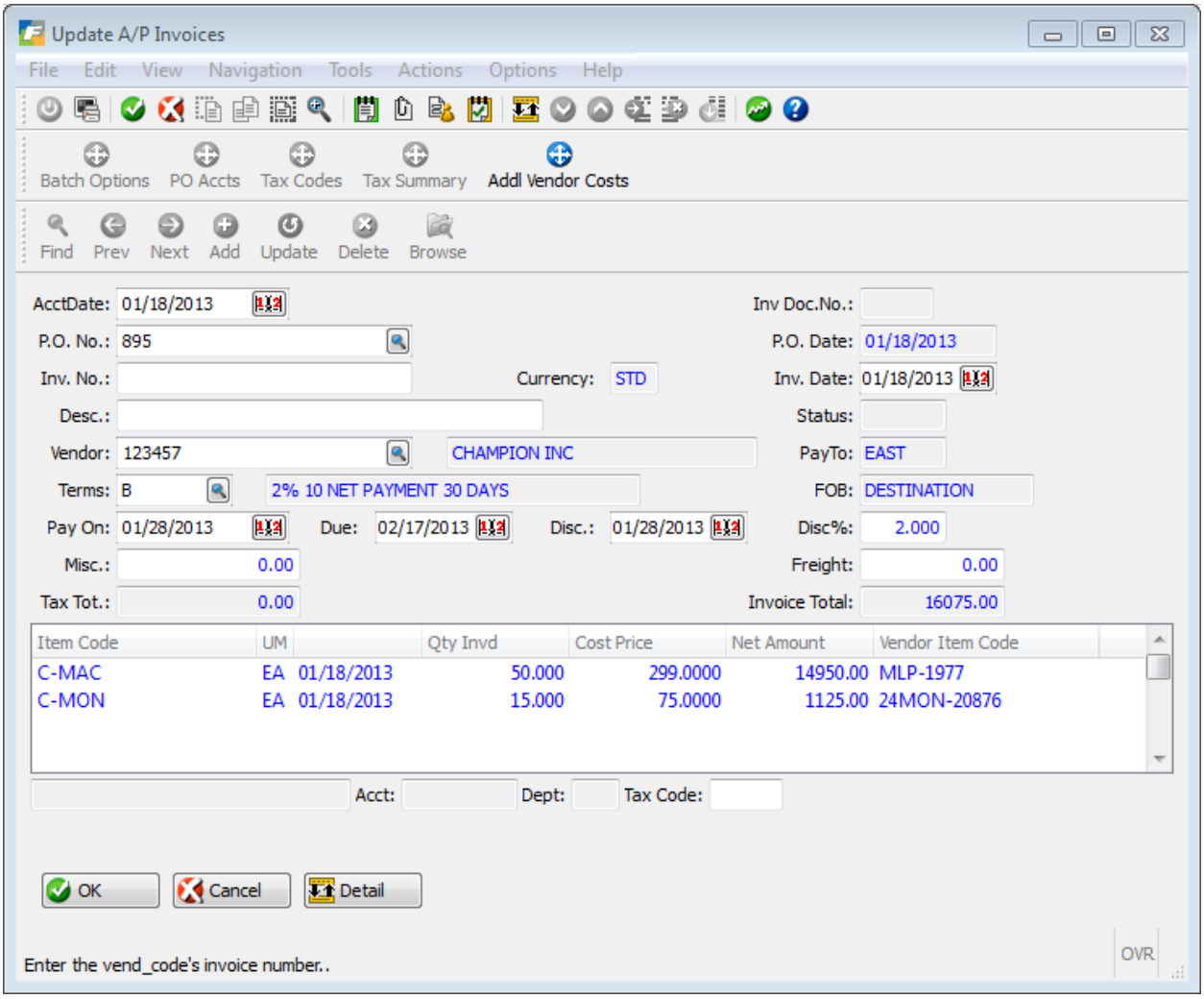
You can only reverse purchase orders that have not yet been posted to AP (stage = INV). To reverse the receipt go into Update Receipts by PO and do a (F)ind to find the purchase order. Next click on the reverse icon on the toolbar shown here. If all the related PO lines have not yet been invoiced, are still in stock and have not yet been reversed, the 'Reverse' Button will be active.



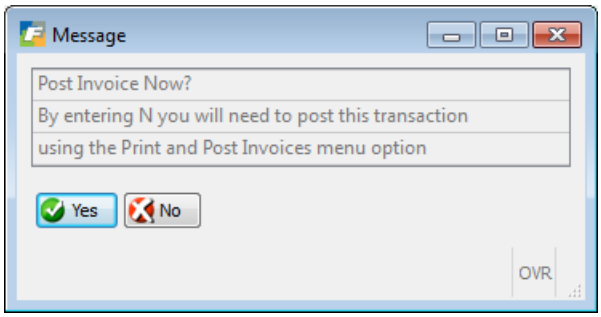
Once you click on this you will get the Post Receipt prompt. Press Y or click on Yes to post the receipt reversal now or run later from the menu.

Update A/P Invoices

Use this option to match a vendor invoice to a PO and create an open AP invoice on the vendor's account .Only items that have been received can be invoiced. .



When you save the transaction you will receive this prompt. Select Y to post immediately or N to post later using the edit and post programs on the menu



Invoice Clearing screen—header section

Acct'g Date

The date entered here will determine which GL period the transaction will post to. It defaults to the current system date.

Invoice Doc. No.

Invoice Document Number is a non-entry field. Each invoice is assigned a unique, sequential number when the record is posted.

P.O. No.

Purchase Order Number field is where you enter the valid number of the PO pertaining to the invoice you are creating. When you enter a PO number and press TAB, the remaining information, including detail line items, will display.

P.O. Date

Purchase order date is a non-entry field that displays the date on the PO.

Invoice No.

Invoice Number is where you enter the vendor's invoice number.

Currency

Holds the currency code for the vendor if the system has Fitrix Multicurrency installed. (USD = U.S. Dollar.)

Invoice Date

Enter the date of the vendor's invoice. It is this date that will be used by the AP aging report when determining how to age the invoice.

Description

Optional – enter a general description of the invoice, up to 20 alphanumeric characters.

Status

Status is a non-entry field. It holds a code that indicates the status of the invoice:

ACT - ACTIVE—the invoice is active.

CAN - CANCEL—the invoice has been cancelled.

PST - POSTED—the invoice has been posted to Accounts Payable.

Vendor

This non-entry field holds the vendor code pertaining to the PO.

Pay-To

The Pay-to code relates the vendor pay-to address, or where you will send payment for purchased goods.

Terms

Terms code indicates the terms of payment. The code that displays here is the terms code defined with the vendor but it can be overridden.

FOB

Freight On Board contains the designation for the point where responsibility of the shipment changes hands between you and vendor.

Pay On

Pay On date is the date the balance will be paid. May be overridden.

Due

Due Date is the date payments are due. May be overridden.

Disc.

Discount Date. May be overridden.

Disc%

Discount Percentage. May be overridden.

Miscellaneous

Miscellaneous Total is where you enter the total amount for any miscellaneous costs. In the Update mode, you can change miscellaneous costs that may have been entered in the original PO. It's recommended that you use landed cost functionality rather than this field to record any miscellaneous cost so that this cost is incorporated into the cost of the item received. If this field is used there is no effect on the item's unit cost and the GL debit goes to whatever account you entered in the "misc" account number field in the Update Purchasing Defaults program.

Freight

Freight Total is where you enter the total amount for any freight costs. In the Update mode, you can change freight charges that may have been entered in the original PO. It's recommended that you use landed cost functionality rather than this field to record any freight cost so that this cost is incorporated into the cost of the item received. If this field is used there is no effect on the item's unit cost and the GL debit goes to whatever account you entered in the "freight" account number field in the Update Purchasing Defaults program.

Tax Total

This non-entry field displays the total amount of tax due for the PO.

Invoiced Total

This non-entry field holds the total for the invoice.

Invoice Clearing screen—detail section

When you enter the PO number or other information in the header section, the detail lines for items received, printed, and posted on the PO appear with the following columns:

Item Code

Item code is a non-entry field that holds the code for the item being invoiced.

UM

Unit of Measure is a non-entry field that holds the purchasing unit for this item.

Date Rcvd

Date Received (mm/dd/yy) is non-entry field for the date the item was received.

Qty Invd

Quantity Invoiced will default to the quantity received, but can be overridden for partial receipts and partial invoices.

Cost Price

Cost Price will default to the price on the PO, but you can override it. If the price exceeds what was on the PO in relation to the price tolerance % set up in the Update Purchasing Defaults program, a warning is given.

Net Amount

Net Amount is a non-entry field and the amount in this field is calculated from price and quantity invoiced.

Vendor Item Code

Display only field that display the vendor code found in the item catalog.

Acct

This field holds the invoice account number for this line item. This is the G/L account to which this invoice line item will post depending on the type of item (STK, NON, STN, CAP, SUP, SER).

Dept

This field holds the department code for this line item.

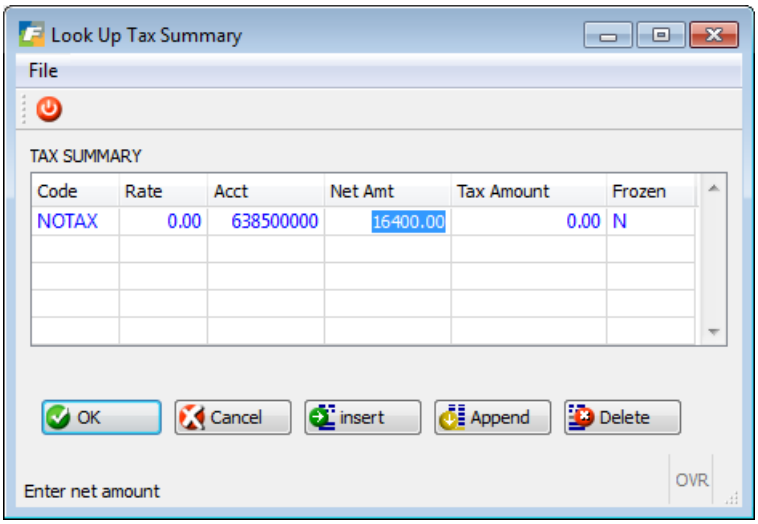
Tax Code

This field displays the tax group assigned to the specific line item. To modify the tax code, select Enter Tax Code option from the Zoom picker window.

Invoice Tax Adjustments

Use the

icon on the toolbar to access the Tax Summary screen. This screen program is used to adjust tax amounts to handle discrepancies between automatically calculated tax amounts and actual invoiced tax amounts. Additionally, you can use this screen to modify the distribution of taxes to different tax group codes.



It contains the following fields:

Code

This field holds the tax group codes that pertain to this invoice. You cannot change the codes here, but you can add new tax group codes that you want to assign to this invoice.

Rate

Display only field shows the total tax rate for this tax group code.

Acct

This display-only field holds the G/L account number this tax affects.

Net Amt

The net amount is the amount of the invoice being taxed at this rate. You can modify this amount as needed.

Tax Amount

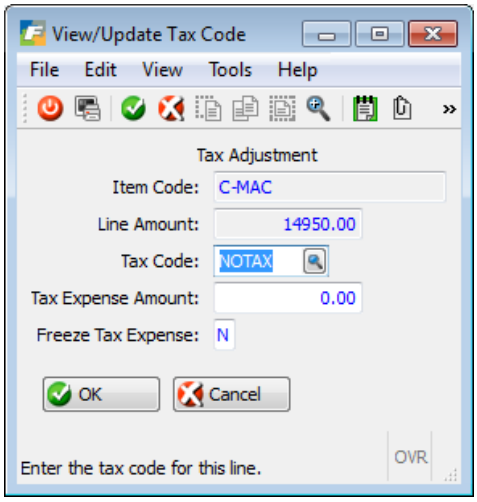
Tax amount is automatically calculated based on the net amount and the tax rate. You can override the calculated tax amount, and you must set the Frozen field to Y in order to keep this amount from being recalculated.

Frozen

As stated above for the Tax Amount field, if you set this field to Y for the particular tax code, the Tax Amount will not be recalculated; if it is set to N, the system will recalculate the Tax Amount.

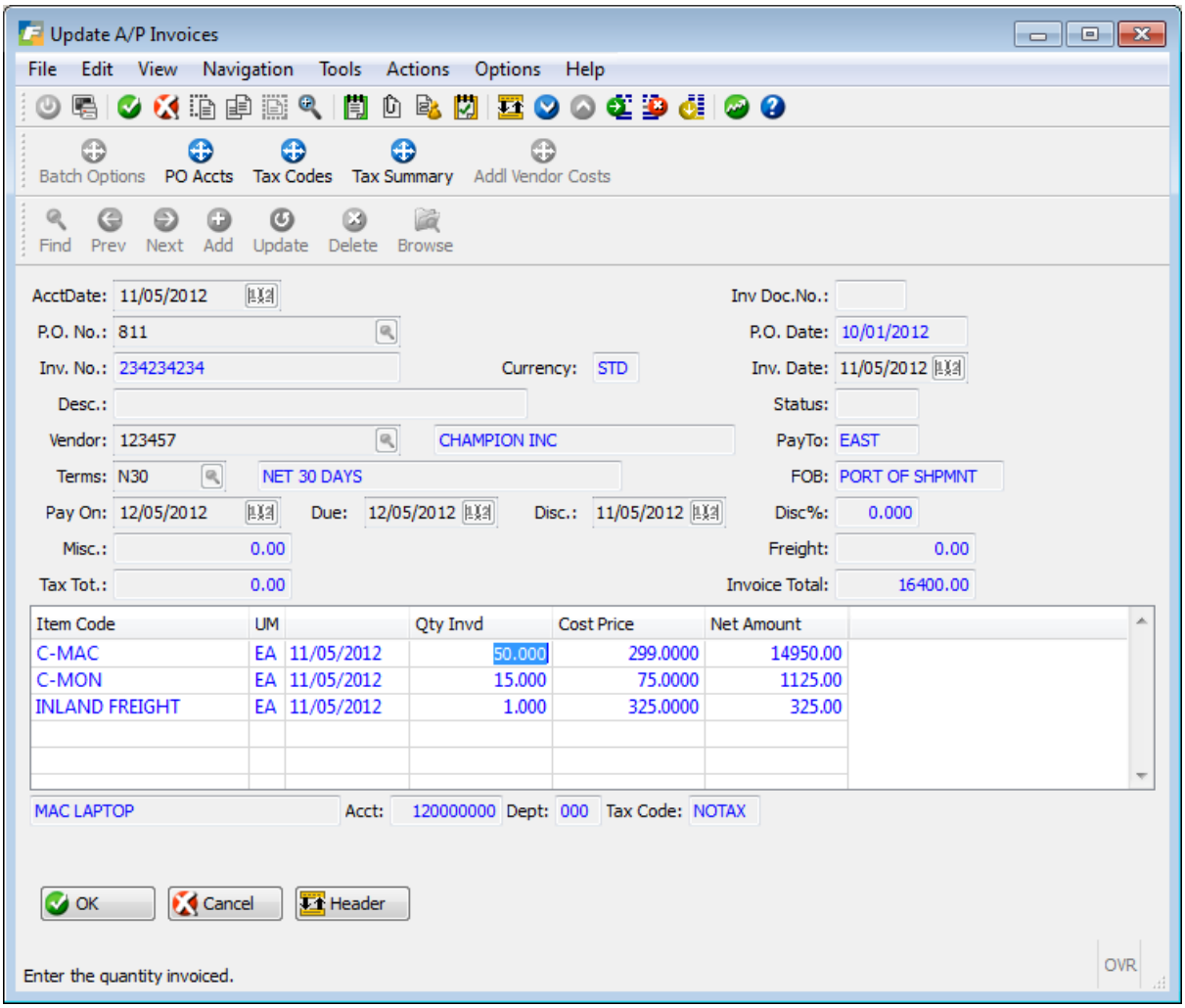
You can also click on the

icon if you want to change the tax information for a particular line item rather than the invoice as a whole.



Adjusting Landed Cost and Vendors on AP Invoices

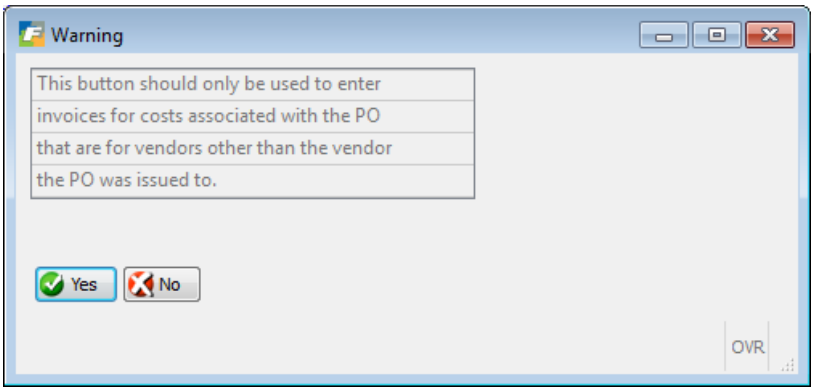
In the example below notice that the PO receipt has both merchandise and costs for duty and freight on the screen.



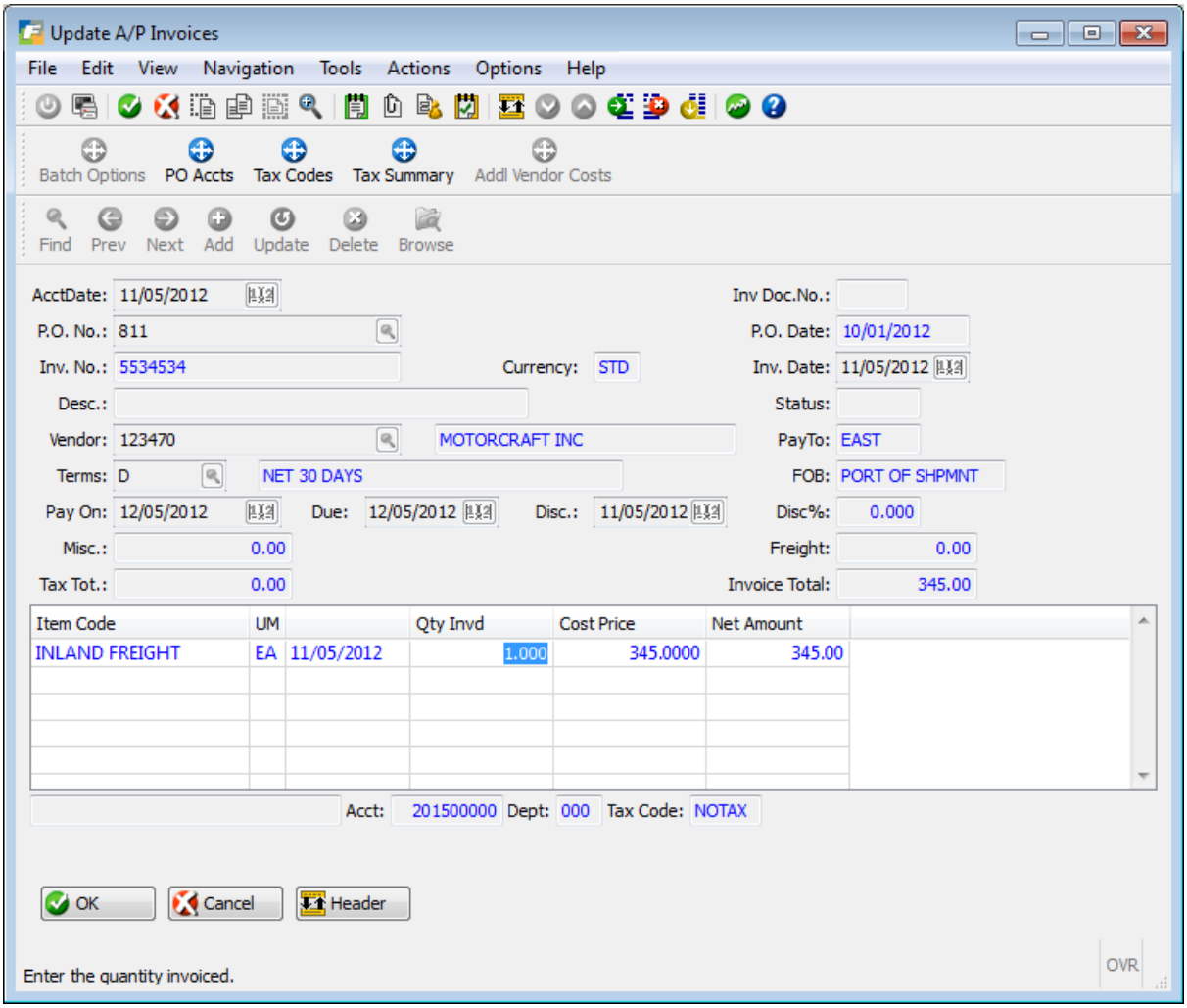
If all the costs are to be paid to the vendor the purchase order was issued to, simply enter the vendor's invoice number and invoice date and then run the edit and post program to create an open AP item for the entire cost to the one vendor. If however the costs are from different vendors the process is different. Using the example above let's assume that the freight was not charged by Champion Inc. You must enter the detail section of the screen and zero out the freight amount.

When the invoice is posted it will create an open AP item to Champion Inc. for only the cost of the merchandise.

Now the invoice from the vendor that needs to be paid for the freight is received. Again using the Update AP invoices program, enter the purchase order number, vendor invoice number, and vendor invoice date. The vendor code field is a no entry field and will display the vendor code that the purchase order was issued to. To change this code to the correct vendor code, click on the **Addl Vendor Costs** icon on the toolbar and you will receive this warning message:



Select Yes to continue and enter the correct vendor code. When the edit and post are run, an open AP item will be created for freight for the vendor code entered. In this example below the freight is being increased to $345 because that is what is on the vendor's invoice. How this variance is handled from an accounting perspective is discussed in the section below titled Landed Cost Variances.



Print Invoice Edit List and Post Invoices

Use these options to print an edit list to check against actual invoices and then post the checked invoices to Accounts Payable (A/P).

Note

You must print an invoice edit list before you can post invoices to Accounts Payable.

When you post invoices, the program will first look in the vendor information file in A/P to find the A/P account number and A/P department, and cash account number and cash departments.

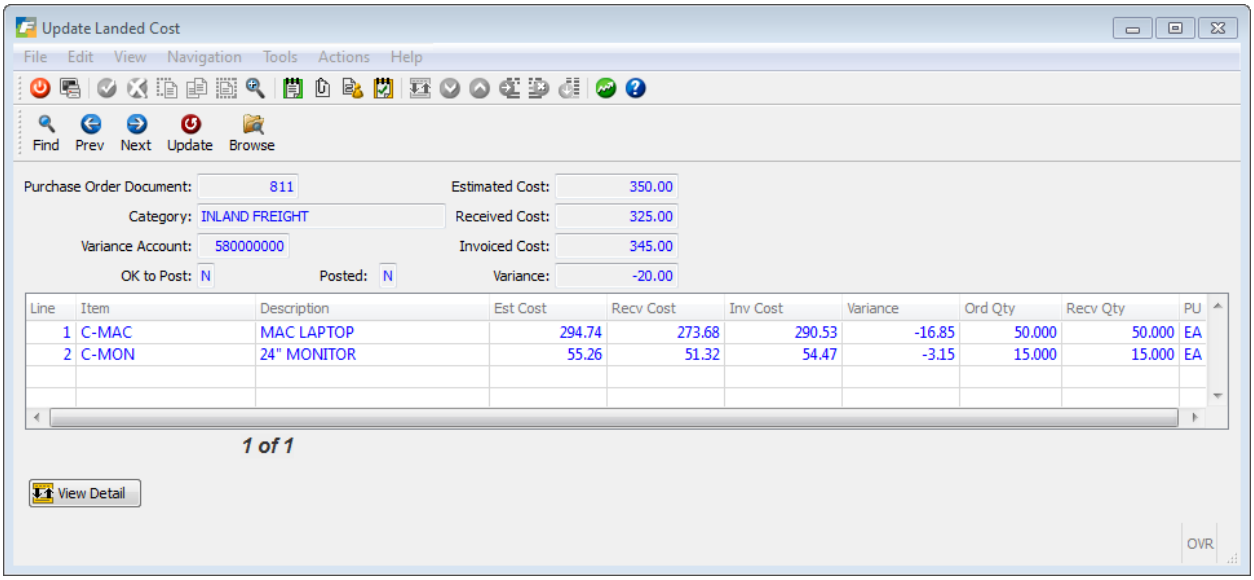
If the A/P account number and cash account number are not found in the vendor information, they will be assigned values from purchasing defaults.

Here is how the different departments are used:

- Freight and miscellaneous charges are posted to the department associated with the purchase order.
- Expenses are posted to the department for the detail line that the expense is associated with.
- Inventory is posted to the department for the detail line the item is associated with.
- Cash is posted to the department of the vendor for the cash account.
- Accounts Payable is posted to the department of the vendor for the accounts payable account.

Update Landed Cost Variances- Posting to GL

This program is option (l) on the PO maintenance menu. Once all costs for a purchase order have been recorded, if there were any variances in costs between the time the estimated costs were initially entered when the purchase order was entered and when it was posted to AP, these variances can be found here. In the example below, the estimated freight cost when the purchase order was received was $325.00 but when the invoice from the vendor was received and posted to AP the freight cost was for $345. This created a freight variance of $20.00.



When you are ready to post the variance to your general ledger, set the OK to Post flag to Y and run the edit and post landed cost variances programs.

The general ledger transactions created in each posting routine for the purchase order number as follows:

Receive and post PO:

Debit Inventory
Credit AP Holding

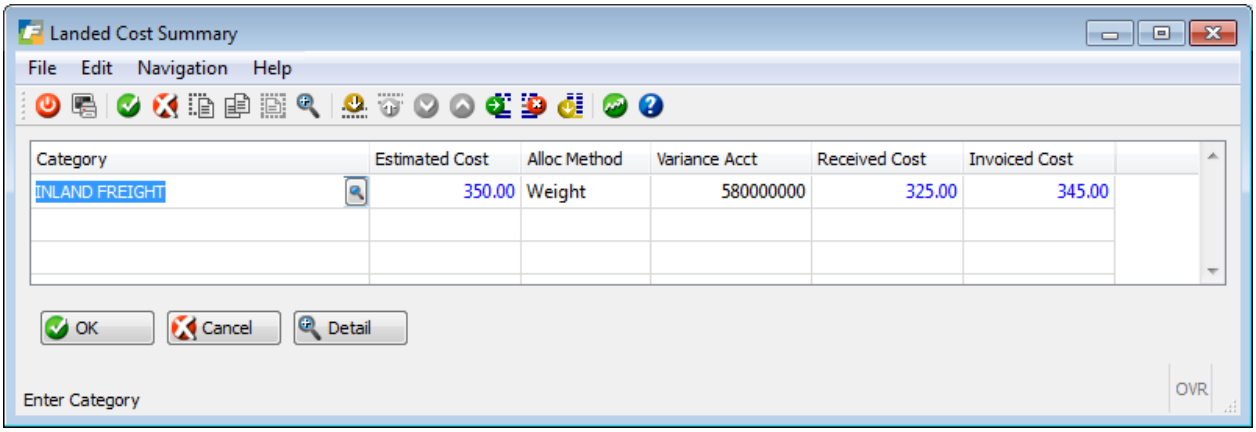
Post purchase order to AP:

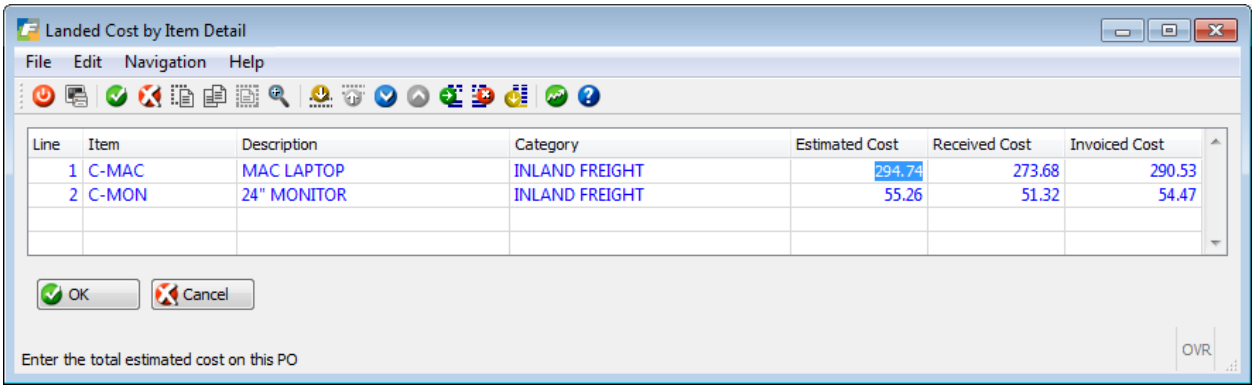
Debit AP Holding
Credit AP

Post landed cost variance:

Debit Variance Account defined with the landed cost category
Credit AP Holding

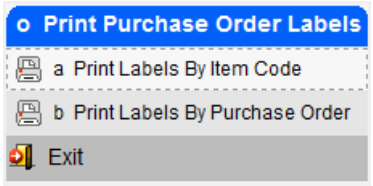
You can view the landed cost detail in the Update Purchase Orders program by clicking on the Landed Cost icon. This way you will always know what additional costs were associated with your purchase orders.





Print Purchase Receipt Labels

Use these programs to print labels for items in inventory. Menu option (a) prompts you for item code and # of labels you need to print. Menu option (b) prompts you for a purchase order number and will print a label for each item on the PO and for the quantity ordered.



Processing Merchandise Returns to Vendors

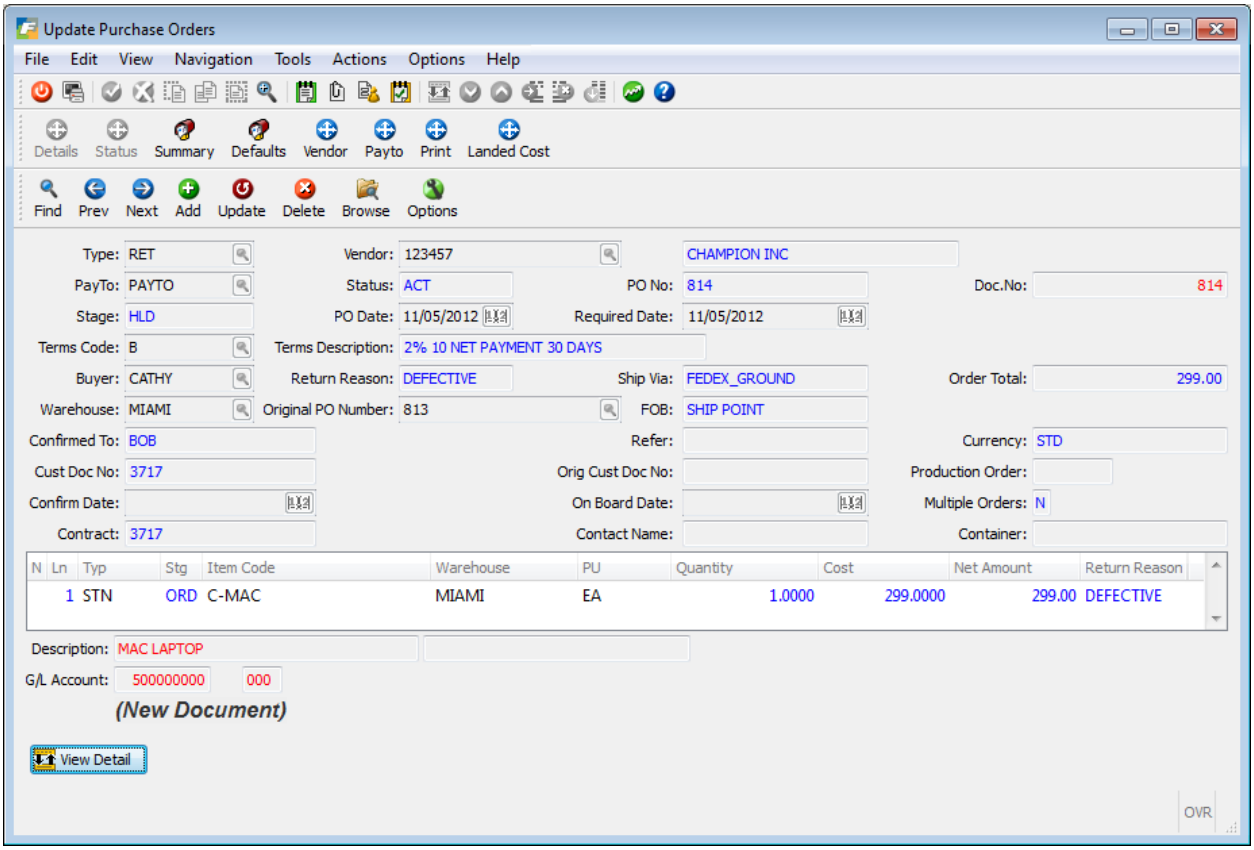
Entering Vendor Returns

Use the Update Purchase Order program to enter the return to your vendor. When entering vendor returns the order type used should be RET. This order type creates a "negative" purchase order. Other changes to the Update Purchase Order screen program for vendor returns include the following:

Return Reason – enter the reason you are returning the merchandise to the vendor. To add additional information about the return use Order Notes. You can enter different return reasons at the line item level should they differ from the return reason entered in the header section of the screen.

Original PO Number – entry here is optional. If you want to reference the original PO number you can enter it here and the detail lines will automatically populate with the items on the original PO and the quantity still in inventory from the PO. For example, if there was a quantity of 10 on the original PO but 3 have since been sold, the quantity that displays in the detail will be 7 as that is all that is left to return. You can delete lines and change quantities as needed.

If you do not enter an original PO number and manually enter the line items the program will check to see what is available for return. For example, if you try to return 10 of an item and there are only 7 available you will receive this message "Return Quantity Decreased to the Available Inventory Quantity" and the quantity will be reduced to 3. If there are none available you will receive this message "There Is No Available Inventory of this Item to Return".



Print Vendor Returns

Before you can process the return you must print the return using the Print Purchase Order program. The form that prints looks exactly like the purchase order but prints “PURCHASE RETURN” instead of “PURCHASE ORDER”.

Update Vendor Returns

This program works exactly like the Update Receipts programs but is used only for vendor returns. Simply enter the vendor return number (or zoom to find) and auto receive if everything is being returned or manually enter the quantity being returned.

If your warehouse is location controlled or the item is serial or lot number controlled this screen will display for you to enter the bin, serial, or lot number information. In this example the warehouse is location controlled so you need to enter the bin(s) the item is being removed from.

Edit and Post Vendor Returns

The next step in the return process is to run the edit and post programs. When the return is posted the following takes place:

Quantity on hand will be reduced

GL entry is:

Debit AP Holding
Credit Inventory

Process Vendor Return Through to AP

Use the Update AP Invoices program to enter information about the debit memo to your vendor. A vendor return is processed exactly like any AP invoice; you simply enter a debit memo number and debit memo date.

Once this has been done run the edit and post listing. When the post is run the following takes place:

A debit memo is created on the vendor's account thereby reducing the amount you owe.

GL entry is:

Debit AP
Credit AP Holding

Chapter 4

Requisitions

This chapter contains reference information about the options you use to create requisitions and generate purchase orders from those requisitions.

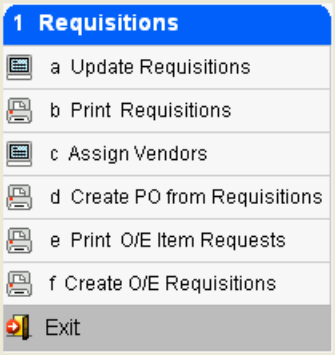
Requisitions menu

The Requisitions menu option is the first option on the Purchasing main menu. As a buyer for your company or just an employee wanting to acquire some goods, you use the options under the Requisitions menu to create, update, and print requisitions.

You use options on this menu to approve requisition items and assign vendors. Then an authorized purchasing agent can create a purchase order from the approved requisitions.

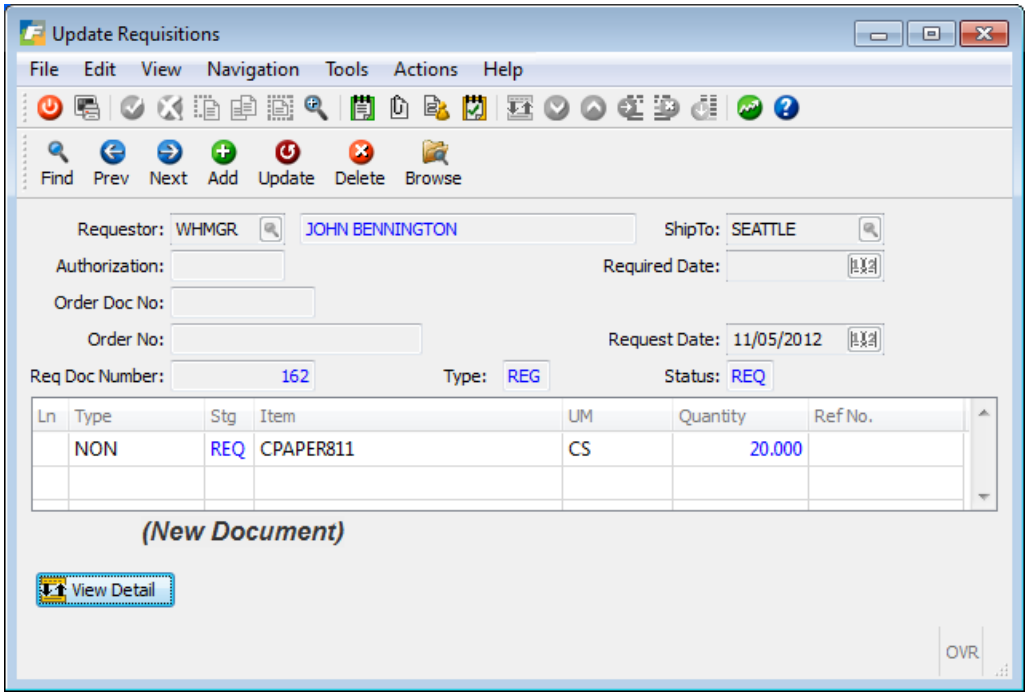
You can also create requisitions for items that are on backorder for sales orders generated in Order Entry.

When you enter a 1 for Requisitions on the Purchasing Main menu, the Requisitions menu displays.



Update Requisitions

You use this program to enter and update requisitions. The header section contains general information about the requisition and the detail section is for you to enter the items you are requesting.



Purchase Requisition screen—header

This portion of the Purchase Requisition form contains the following fields where you enter and update information pertaining to a requisition:

Requestor

This field takes the requestor code of the person requesting a purchase of item(s). Requestor codes are set up with Update Requestor Definitions.

ShipTo

This field contains the ShipTo Warehouse code indicating where you want to ship the items you are ordering. You set up warehouse codes with the Update Warehouse Definitions program. You can also enter a warehouse code when defining a requestor so this field is automatically filled in when you enter your requestor code. The following properties apply to this field:

Authorization

This field holds the code for an authorized approver. Once authorized or approved, the requisition is locked and toy can create a purchase order from the requisition. No update of the requisition is allowed once authorized.

Required Date

Enter the date you require the item(s).

Order Doc No.

If the requisition was automatically created by the Create O/E requisitions program, the document number of the sales order will display here. The order document number may be different than the sales order number if you manually assign order numbers.

Order No

If the requisition was automatically created by the Create O/E Requisitions program, the sales order number will display here.

Request Date

The system automatically puts in the current date when you create a requisition, but you can change the date by entering a new date.

Req Doc No.

A unique document number is assigned by the system.

Type

This is a system assigned field that defaults to the order type entered in Update Purchasing Defaults (option 4-a)

Status

Requisition status field holds system assigned status code that reflects the lowest line item stage (see Stg. in the detail section). The system updates the requisition status when you save a document.

Purchase Requisition screen—detail

Once you enter or update the information in the header section, click *Detail* to go to the detail section to enter line items. The detail section has the following columns for each line:

Ln

This is the line number assigned by the system. These line numbers are used for an audit trail (e.g., tracking line items on a P.O. to a requisition).

Type

This is the type of item you are requesting. If you don't enter a line type, it will default to the type you entered in the Update Purchasing Defaults. The following types are predefined:

CAN—Cancels that line of the requisition.

CAP—Capital purchases.

NON—Non-stock keeping items, items you sell but do not stock.

STK—Stock items, merchandise that you purchase and stock for resale.

STN—Stock treated as non-stock.

SUP—Supplies.

Stg

The stage of line item is updated by the system as it proceeds through the requisition process. The following are the requisition stages:

REQ—Active requisition waiting for authorization. At this point, the requestor can still modify the requisition.

AUT—Authorized requisition awaiting vendor assignment and transfer to purchase order. Only an authorized approver can modify at this stage.

LCK—Locked requisition, approved and assigned a vendor, only an authorized approver can modify at this stage.

ORD—Ordered, requisition has been transferred to purchase order.

CAN—Line item has been cancelled.

Item

Enter the item code of item you are requesting.

- Zoom to select from current list of stock or non-stock items.

UM

Unit of measure or purchasing unit for this item, e.g., box (BX), carton (CT), pallet (PL), etc.

Quantity

This is the number of items in purchasing units that you want to order.

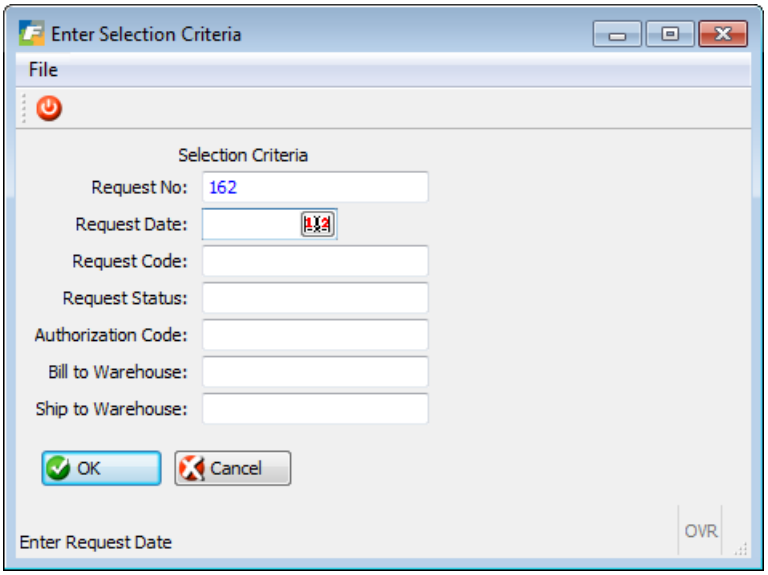
Ref No.

This reference number field is "free form," meaning you can enter any kind of reference you feel appropriate. If this requisition item was from an order entered with Fitrix Order Entry, the sales order number and line number is the reference.

Print Requisitions

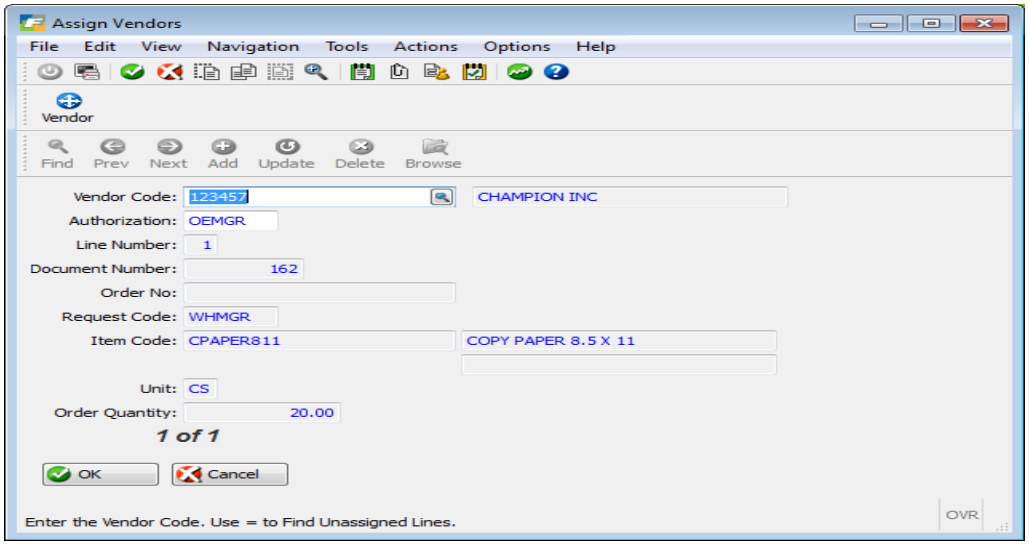
This menu option prints out all new requisitions. You would use this option if you are required to submit a copy of your requisition or if you want a file copy.

This option displays a prompt to see if you would like to print specific requisitions. If you enter Y for Yes, the system will return the following selection criteria screen:



Assign Vendors

You use this program to authorize the requisition and assign a vendor. You must assign a vendor before a requisition can be transferred to a PO.



Use the Find command to select the requisition document number. Assign a vendor and authorize the requisition for each line item. Enter information in the following fields:

Vendor Code

This field accepts a vendor code which assigns that vendor to the line item in the lower portion of the screen.

This value will initially default to the primary vendor found in the item's catalog .Zoom from this field will display all vendors that have the item in their vendor catalog. If the item is not in a vendor catalog, all vendor codes will display. When one is selected, you will be prompted to enter the item cost that will be used on the purchase order. There will also be a record inserted into the vendor catalog for this item and cost.

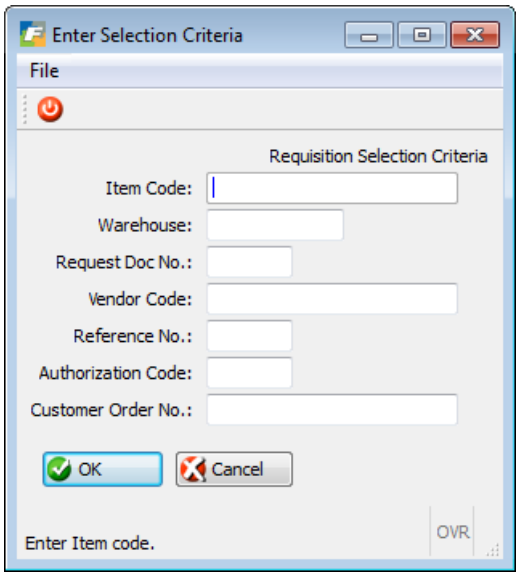
Authorization

This field accepts the code for an authorized approver. The authorizer must have an approval level higher than that of the original requestor. Once authorized, the requisition line item is locked and you can transfer it to a PO. No update of the requisition is allowed after authorization.

Create PO from Requisitions

This program selects all requisition lines that are approved and have been assigned a vendor. The program creates purchase orders by assigning these requisition line items to purchase orders based on the vendor code.

You can narrow down which requisitions create purchase orders by entering values into the selection criteria screen.

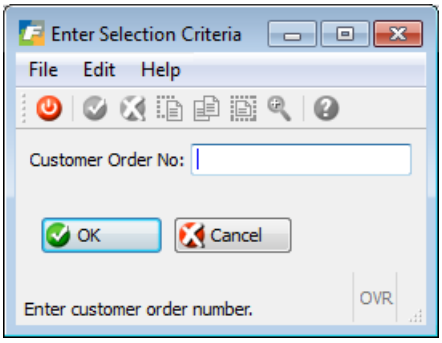


This program prints a report showing all the purchase orders created.

The next two menu options (1-e and 1-f) relate to items that need to be purchased due to backorders created from Order Entry.

Print O/E Item Requests

Use this program to print a listing of all the backordered line items from sales orders entered via Order Entry. If you want to create a requisition for one specific customer order, enter this order number in the selection criteria screen shown here:



Create O/E Requisitions

Use this program to create requisitions for all of the Order Entry line items that are currently on backorder. You do not have to use this option as you may prefer to manually create requisitions for these backordered items.

After you create the requisition, the requisition document number is recorded in the Backorder Ref. field, which is on the Customer Orders screen. This cross references the backordered item to its requisition.

The next steps will be to assign a vendor, approve the requisition, and create a purchase order.

Chapter 5

Manufacturer Rebates

In this chapter we will discuss how to import rebate data and post the amount due you to General Ledger

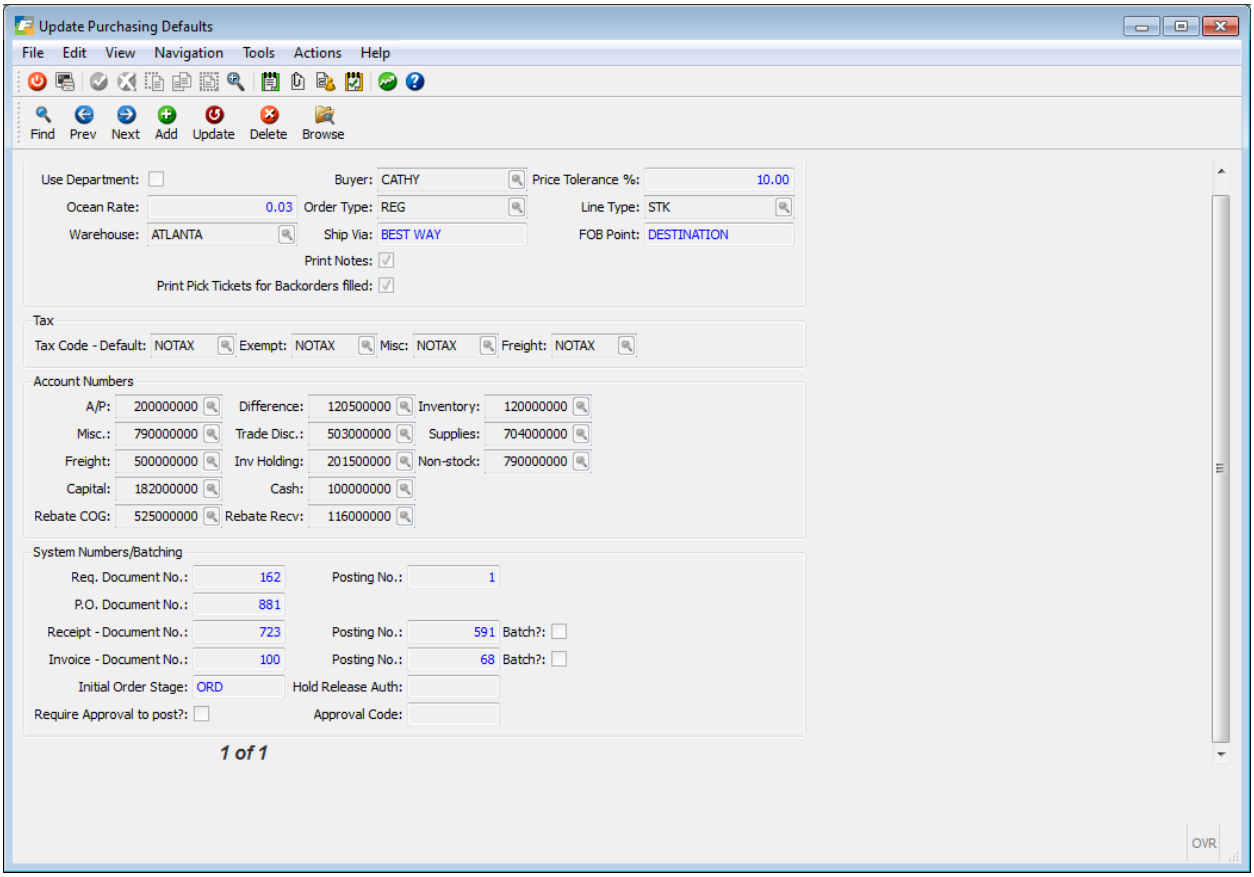
The Manufacturer Rebates feature addition to Fitrix Purchasing supports the definition of items purchased from manufacturers offering rebates when the items are sold. After sale of an eligible item, reports analyze the rebate amounts to be processed, and update processes post the amounts as credits to cost of sales in the General Ledger.

Manufacturer Rebates is composed of the following functions:

- Update Import Templates – define layouts of rebate data being imported
- Update Rebate Date – create new contracts by vendor/item, update contracts, delete contracts
- Import Rebate Import – Import contract data from an external source to create a new contract
- Rebate Report – print report of items sold within a time period, to determine the rebate amount to be paid.
- Process Rebates Report – creates General Ledger journal of rebate requests to be sent to manufacturers.
- Rebate Expiration Report – prints list of rebate contracts due to expire within a user-defined number of days.

Update Purchasing Defaults:

Enter the rebates accounts for Rebates Receivable and Rebates Earned in the Update Purchasing Defaults program shown here:



Update Import Templates

The following screen displays:

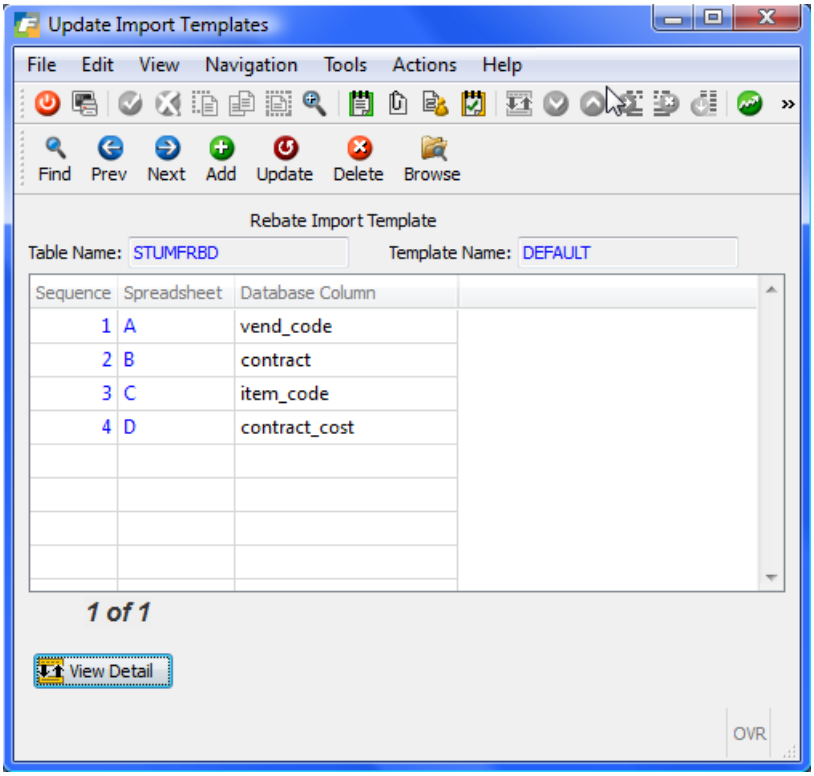


Table Name – enter STUMFRBE for the contract header data, or STUMFRBD for the contract detail data.

Template Name – enter a value unique to this template for table STUMFRBE/STUMFRBD

Spreadsheet – Enter the column from the spreadsheet or text file

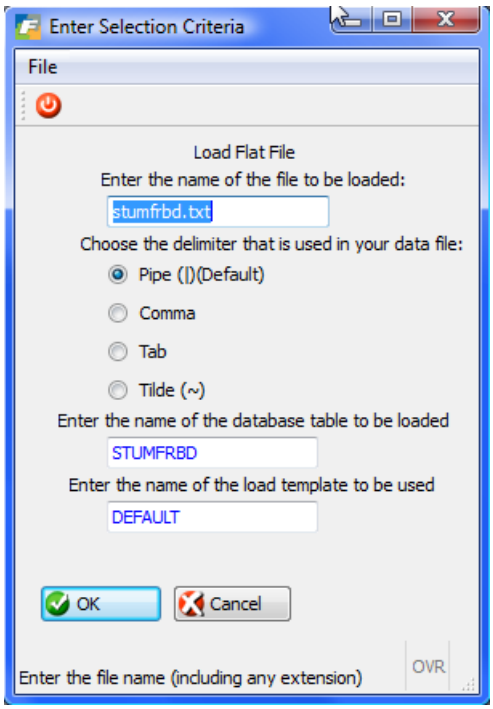
Database Column – Enter the column from table STUMFRBE/STUMFRBD that is to receive the data

NOTE 1: All columns in the spreadsheet or test file must be defined on this screen. If any columns containing data are not included, it is possible that incorrect data will be loaded into the database columns.

NOTE 2: It is not necessary that the spreadsheet/text columns be defined in the order by column. The program will rearrange the columns after maintenance is completed, by assigning a unique sequence number to each column.

Import Rebate Data

After selecting the destination for the print output, the following screen appears:



Enter the name of the file to be loaded: The file containing the spreadsheet or text data must be placed in a specific directory on the server's system. Work with your system administrator to place the file in the correct directory ($fg/data/load). Once you verified the proper location, enter the name of the file, including the extension assigned to the file.

Choose the delimiter that is used in your data file: Select one of the choices, based on the character you used to separate the columns in your spreadsheet or text file. For Microsoft Excel spreadsheets, the most common separators are: comma (save as a 'Comma-separated' file) or tab (save as a 'Tab-delimited' file).

Enter the name of the database table to be loaded – Enter STUMFRBE for the import header, or STUMFRBD for the contract detail.

Enter the name of the load template to be used – Enter the template name you defined in 'Update Import Templates'.

Click OK to process the file.

A report will print, showing the status of the imported data. Each successfully imported line is included in a total count of successful import. If any errors are encountered with a line, a message is printed with the column and its values, and a description of the error in more detail. Possible error messages are:

' The number of values do not match the number of rows in the template'
' Character data is too long'
' Invalid numeric data'
' Invalid date'

'Row already in table. Cannot add'

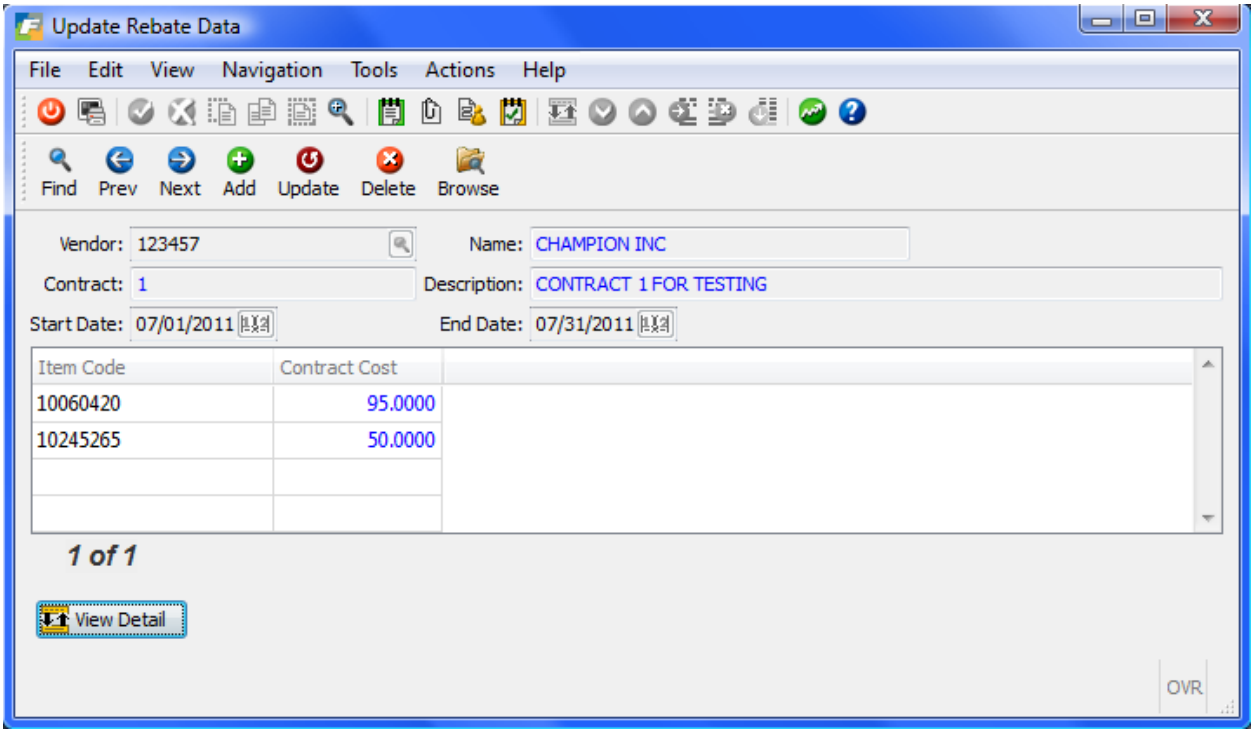
Any errors must be corrected with the lines rejected, and another import must be executed.

NOTE: If a file you imported contains accepted and rejected lines, you can correct the data in the rejected lines directly, then:

- Re-import the entire text file again. If you choose this approach, the lines previously accepted will be rejected as duplicates.
- Re-import only the rejected lines again, by placing them in a separate file with a new name, them importing the newly named file.

Update Rebate Data

Use this option to maintain Rebate Contract information. You can use this option to manually enter a new contract (as an alternative to the Import Rebate Option), or to perform updates to an existing contract.



Vendor – Enter the vendor code for the manufacturer, or use the Zoom key to see a list. The name for the vendor displays automatically.

Contract – Enter the unique contract identifier for this vendor

Description – Enter a description for the contract

Start Date – Enter the date this contract starts. Any sales after this date will use the contract costs for the items in the contract.

End Date - Enter the date this contract ends. Any sales before of on this date will use the contract costs for the items in the contract.

Item Code - enter the item code to include in the contract

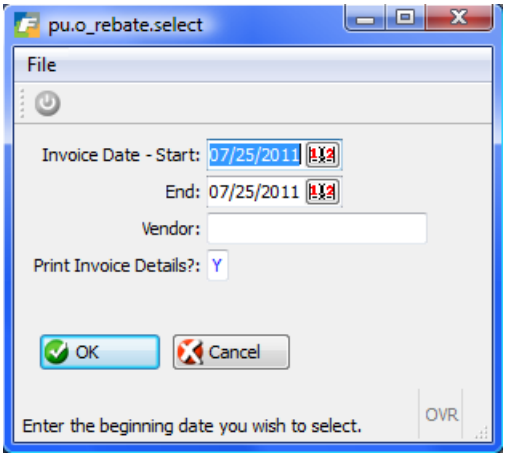
Contract Cost – enter the rebate cost for the item on this contract.

NOTE 1: The amount due per unit sold, from the manufacturer on the Rebate Report and Rebate Processing Report, will be the difference between the purchased cost of the item and the Contract Cost defined on this screen.

NOTE 2: As items are sold and invoiced in the Order Entry module, the Post Order Entry Documents menu option in Order Entry will create rebate transactions which will be included in the Rebate Reports and Rebate Processing Reports.

Rebate Report

Use this option to print a report that compares the cost of sold items to their associated rebate costs, to compute an amount due from manufacturers. After selecting the destination for the print output, the following prompt screen appears:



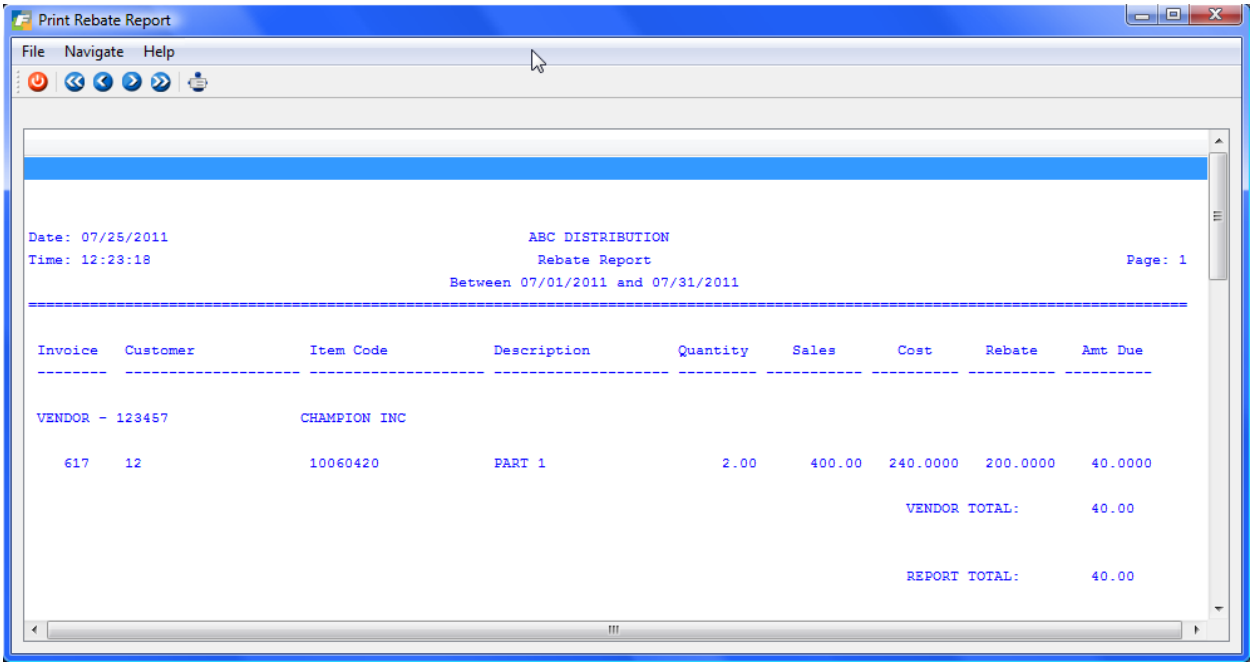
Invoice Date – Start – Line items on invoices with invoice dates on or after this date will be included on the report.

Invoice Date – End – Line items on invoices with invoice dates on or before this date will be included on the report.

Vendor – Enter an option vendor code, or leave blank for all vendors

Print Invoice Details – Enter Y to print one line per invoice/line item for each eligible invoiced items. If you enter N, only vendor totals for cost amount, rebate amount, and amount due are printed.

The following report prints:



Sales – The net sale amount to the customer on the invoice

Cost – The extended cost of goods sold for them

Rebate – The extended rebate cost of the item

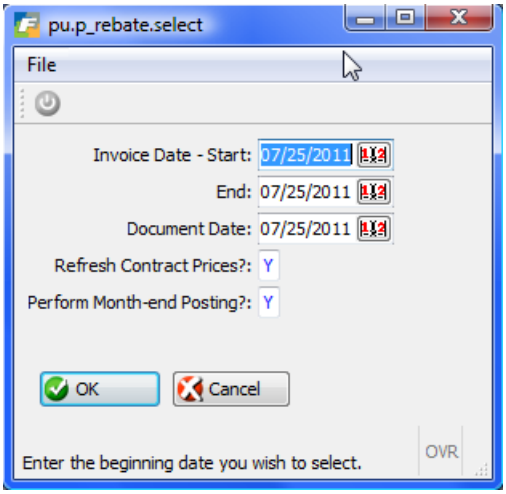
Amount Due – The total amount due from the manufacturer for the item sold

Process Rebates Report (Month End Processing)

Use this option to print a report that compares the cost of sold items to their associated rebate costs, to compute an amount due from manufacturers, and to optionally:

- Refresh the contract price for any items sold. Useful if the contract rebate cost changed since the invoice was posted.
- Post the new amount due from the vendor to a General Ledger Transaction Journal, with offsetting entries credited to Cost of Goods Sold.

After selecting the destination for the print output, the following prompt screen appears:



Invoice Date – Start – Line items on invoices with invoice dates on or after this date will be included on the report.

Invoice Date – End – Line items on invoices with invoice dates on or before this date will be included on the report.

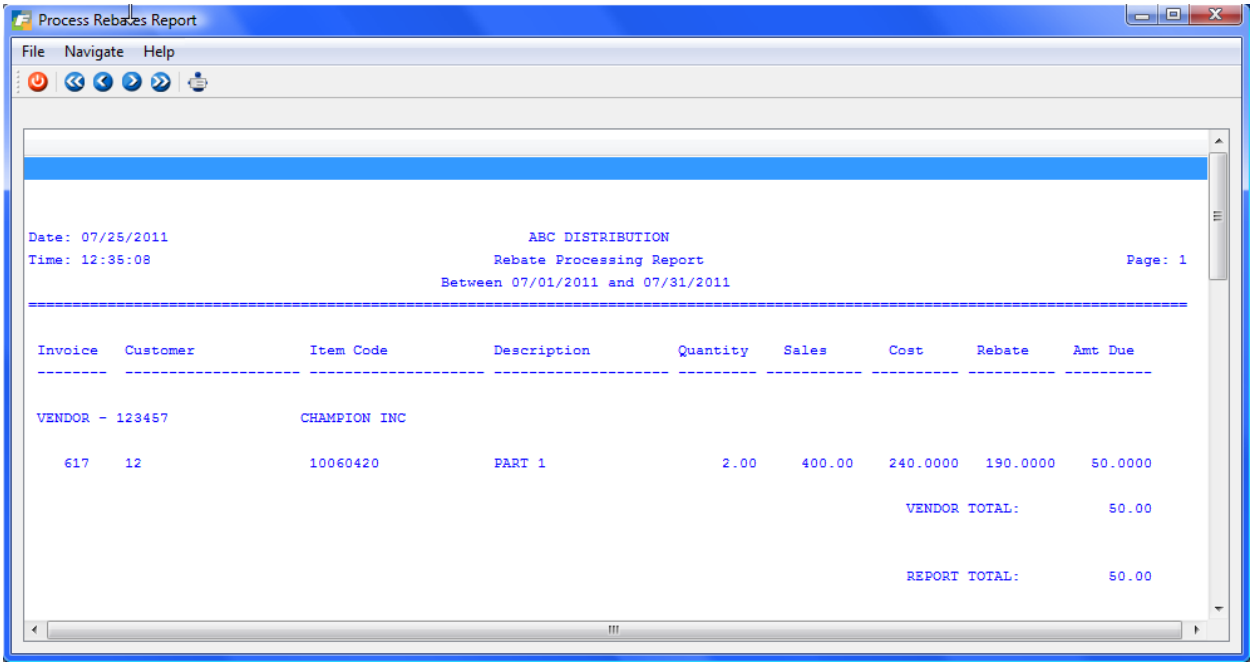
Document Date – Enter the date to be used for the General Ledger Journal posting. The default value is the current system date.

Refresh Contract Prices ? – Enter Y to update the rebate cost assigned at Invoice Posting with the current contract cost in the Rebate Contract file for the vendor/item.

Perform Month-end Posting? – Enter Y to create a General Ledger Journal of the amounts dues by vendor.

NOTE: if you select Y, all transactions included in the Amount Due calculation for the report are flagged as POSTED to the General Ledger, to prevent a possible additional re-posting of the same transactions on another report execution.

The following report prints:



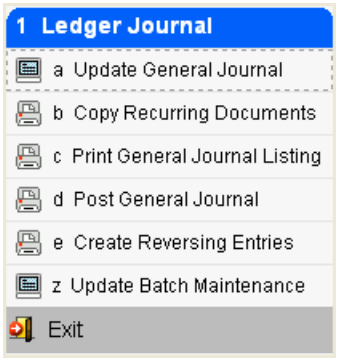
Sales – The net sale amount to the customer on the invoice

Cost – The extended cost of goods sold for them

Rebate – The extended rebate cost of the item

Amount Due – The total amount due from the manufacturer for the item sold

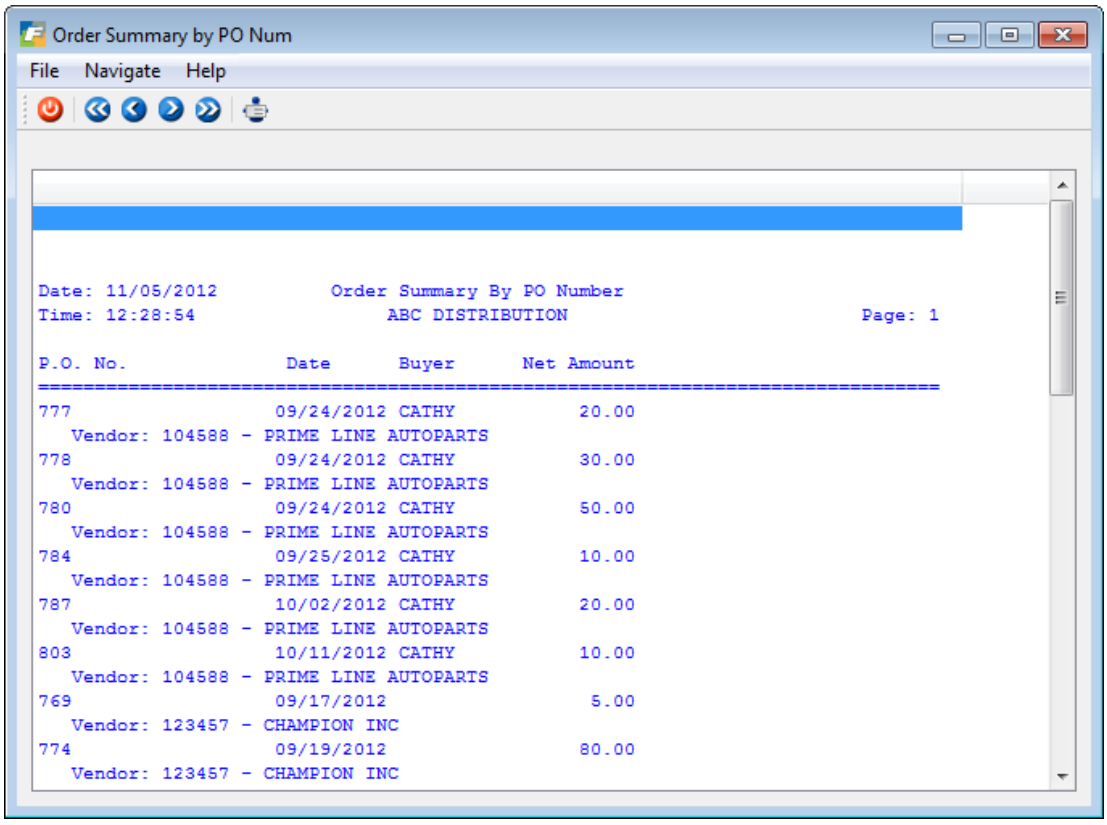
If you select 'Perform Month-end Processing' with Y, a General Ledger journal entry is created and you must post this using the options (c) and (d) on the Ledger Journal menu.



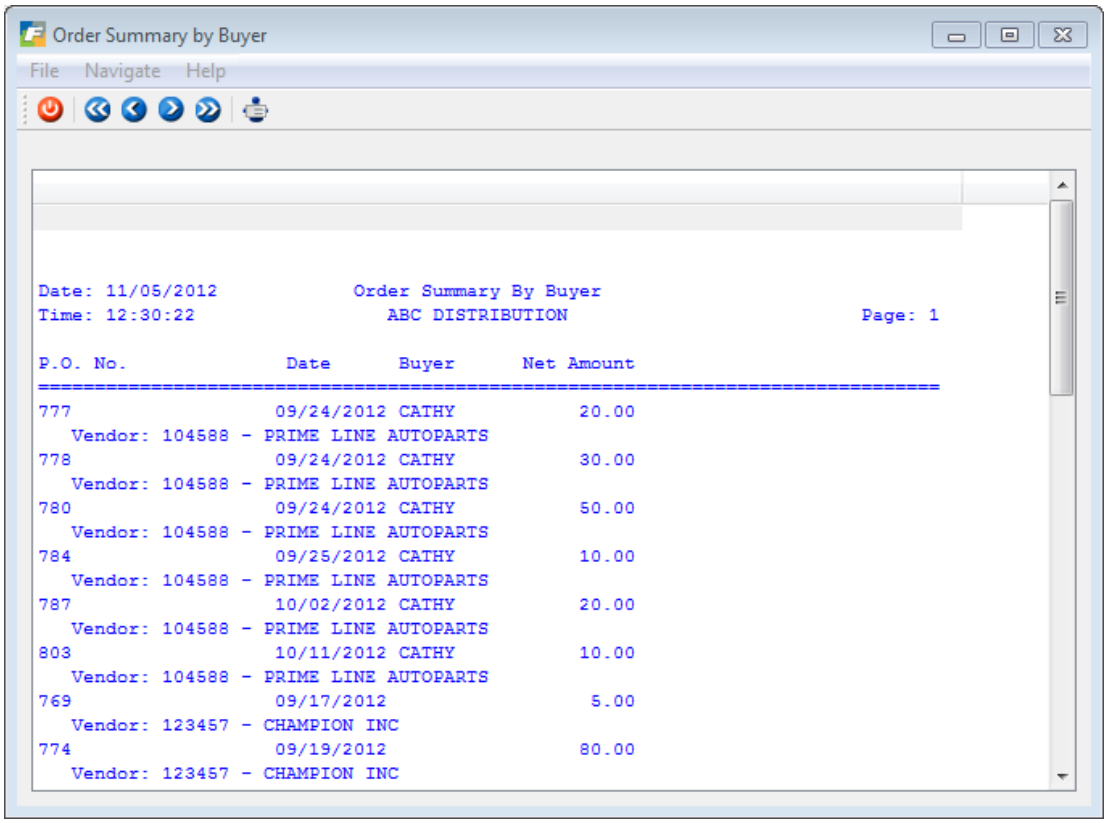
Chapter 6

Sample Reports

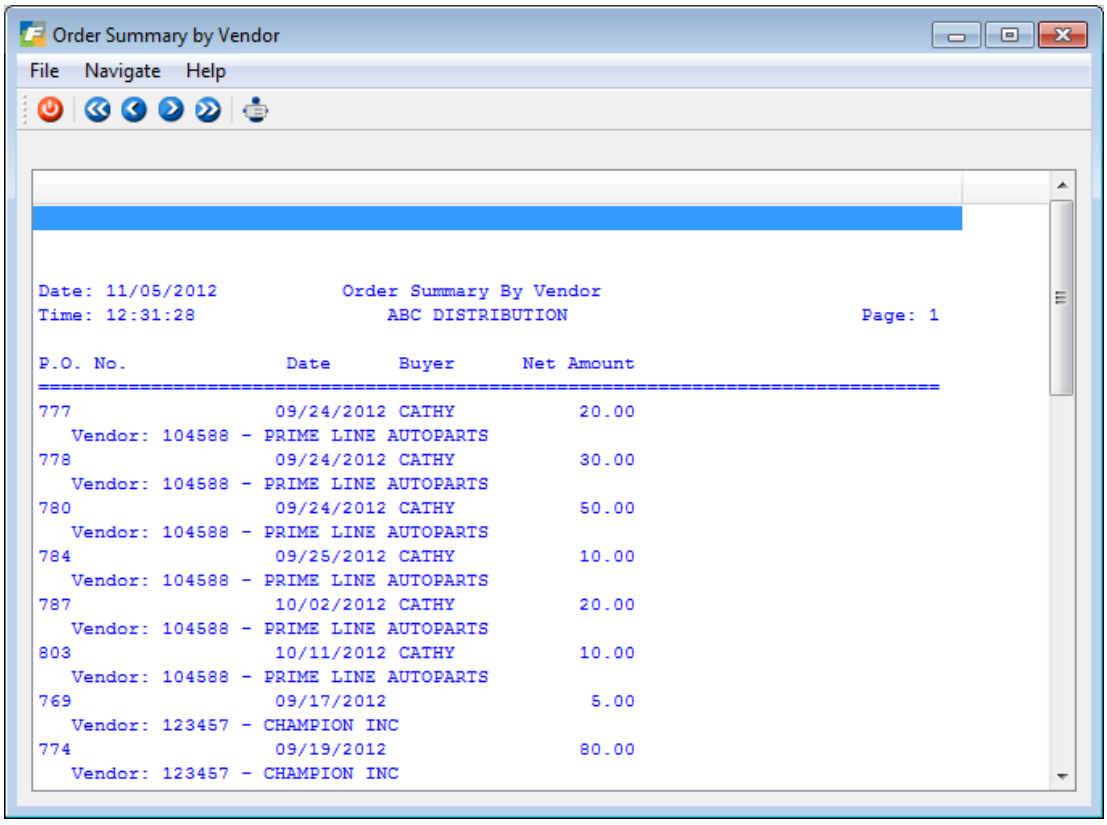
Order Summary by PO Number



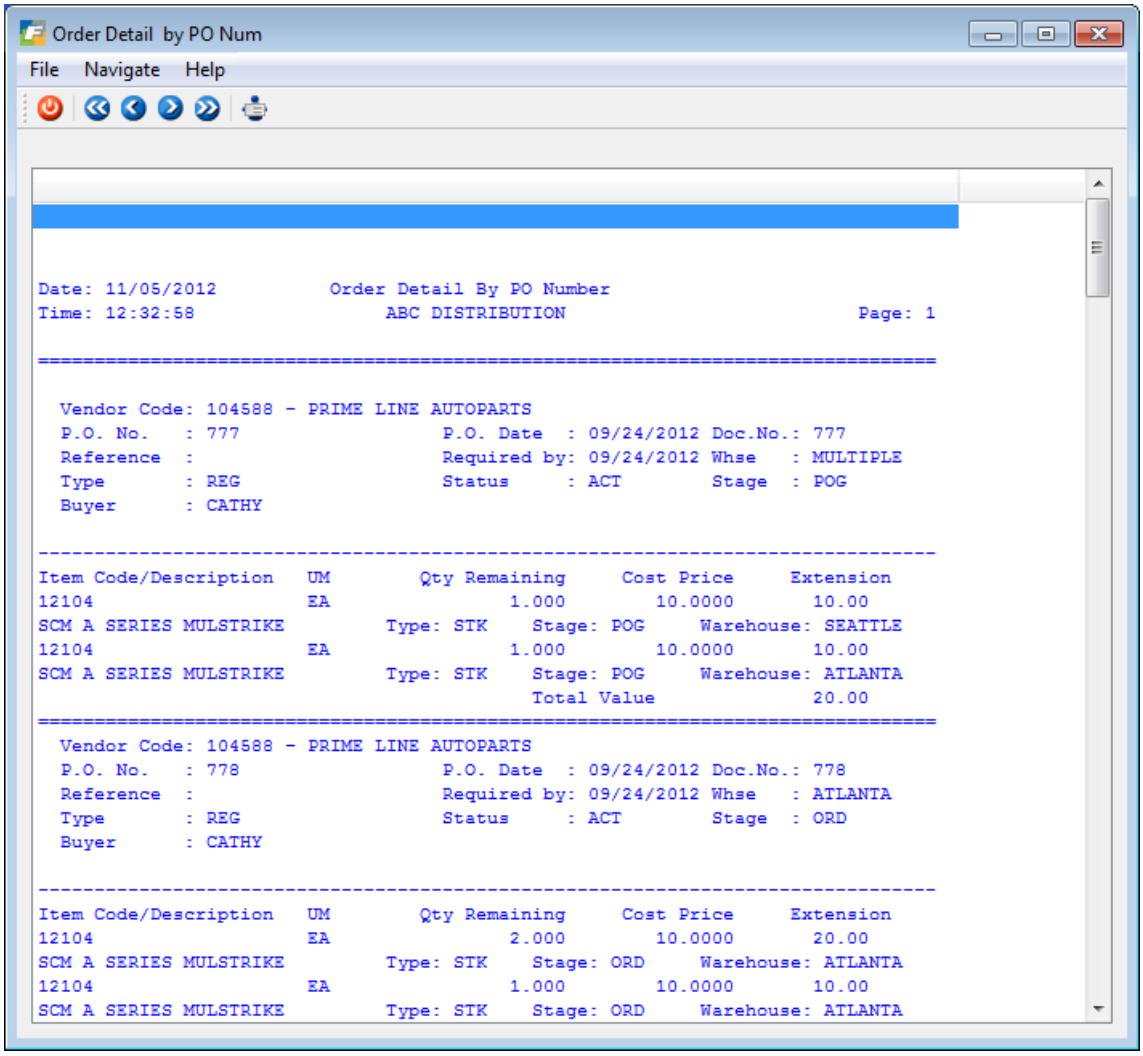
Order Summary by Buyer



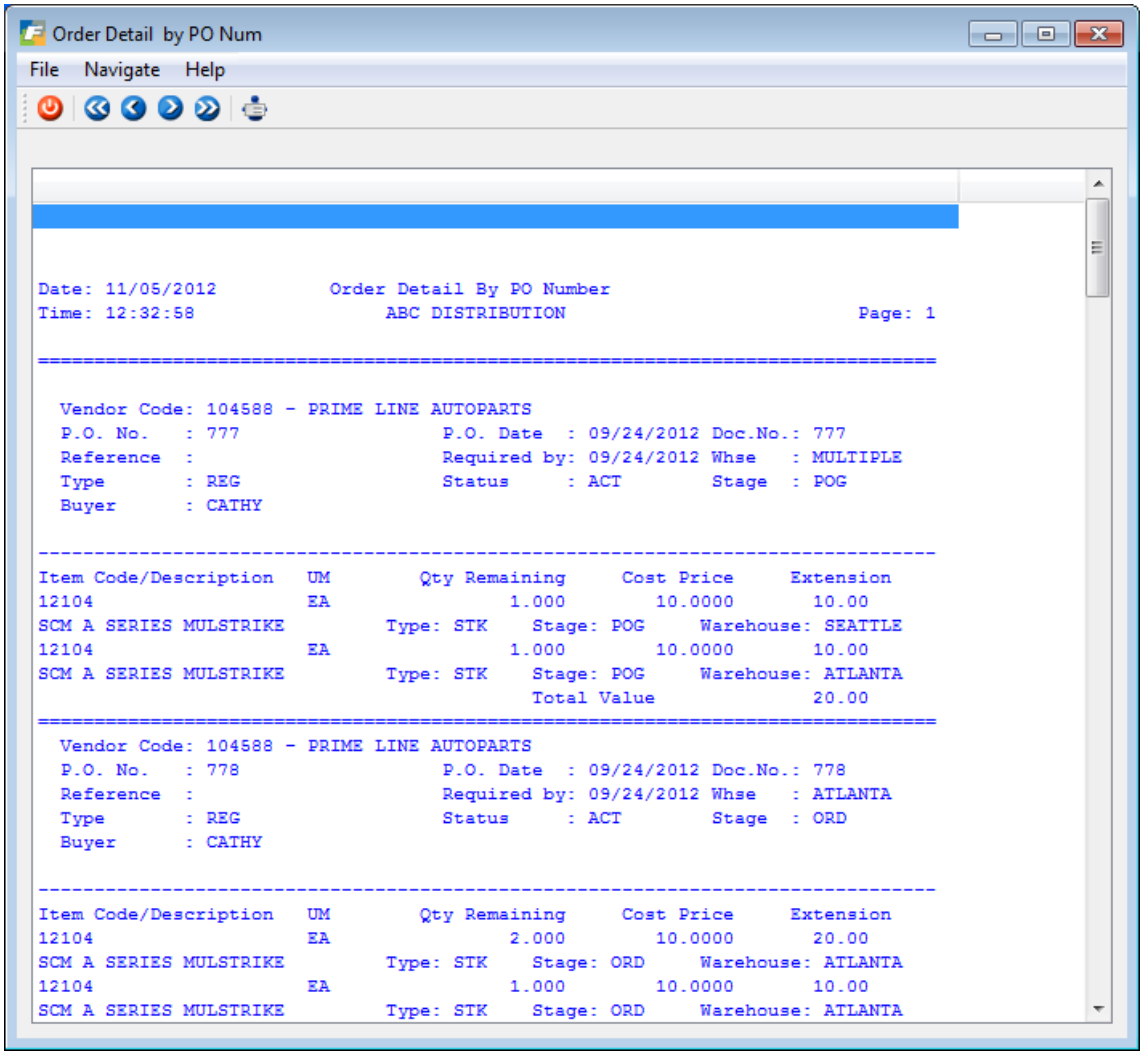
Order Summary by Vendor



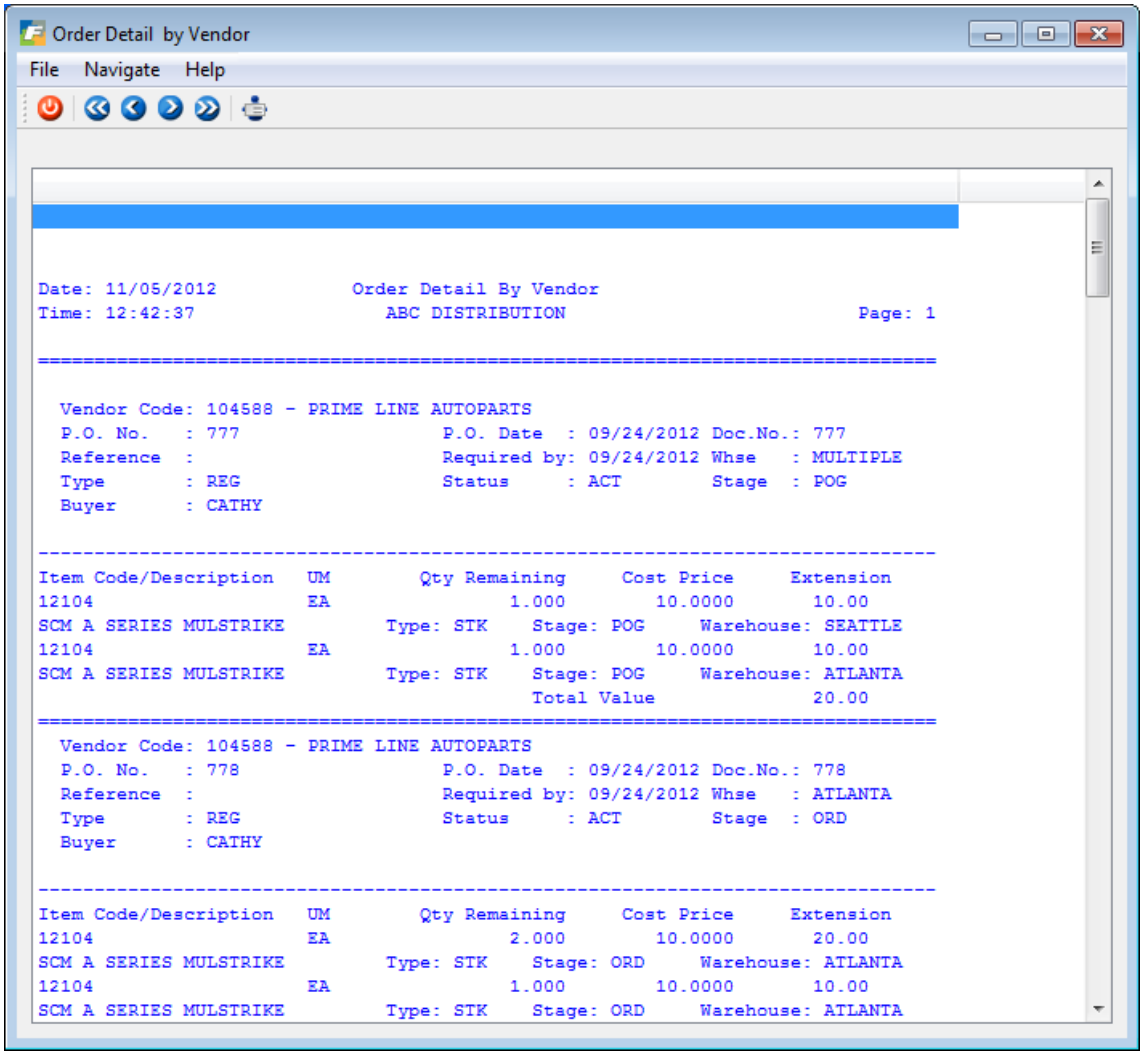
Order Detail by PO Number



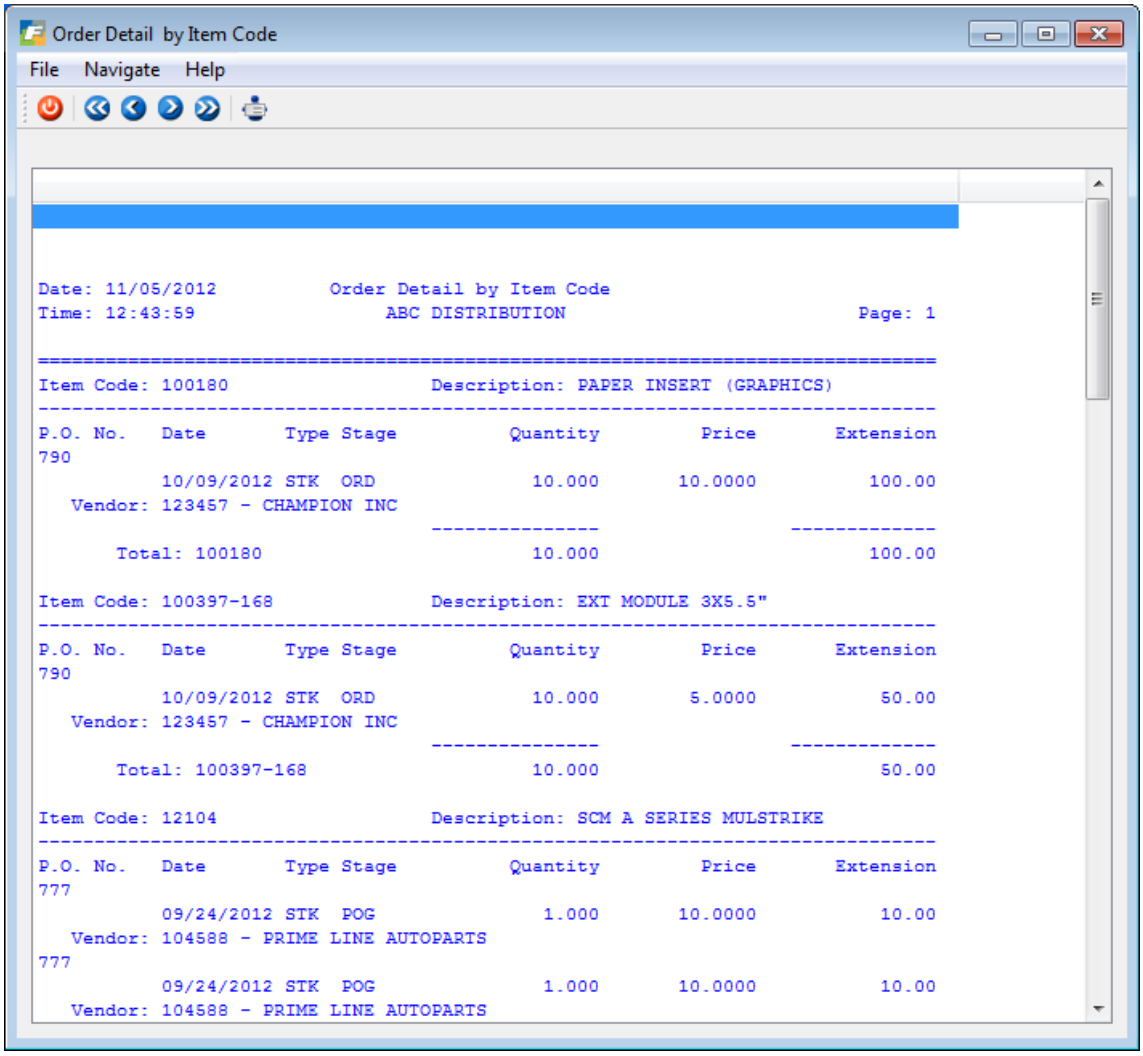
Order Detail by Buyer



Order Detail by Vendor

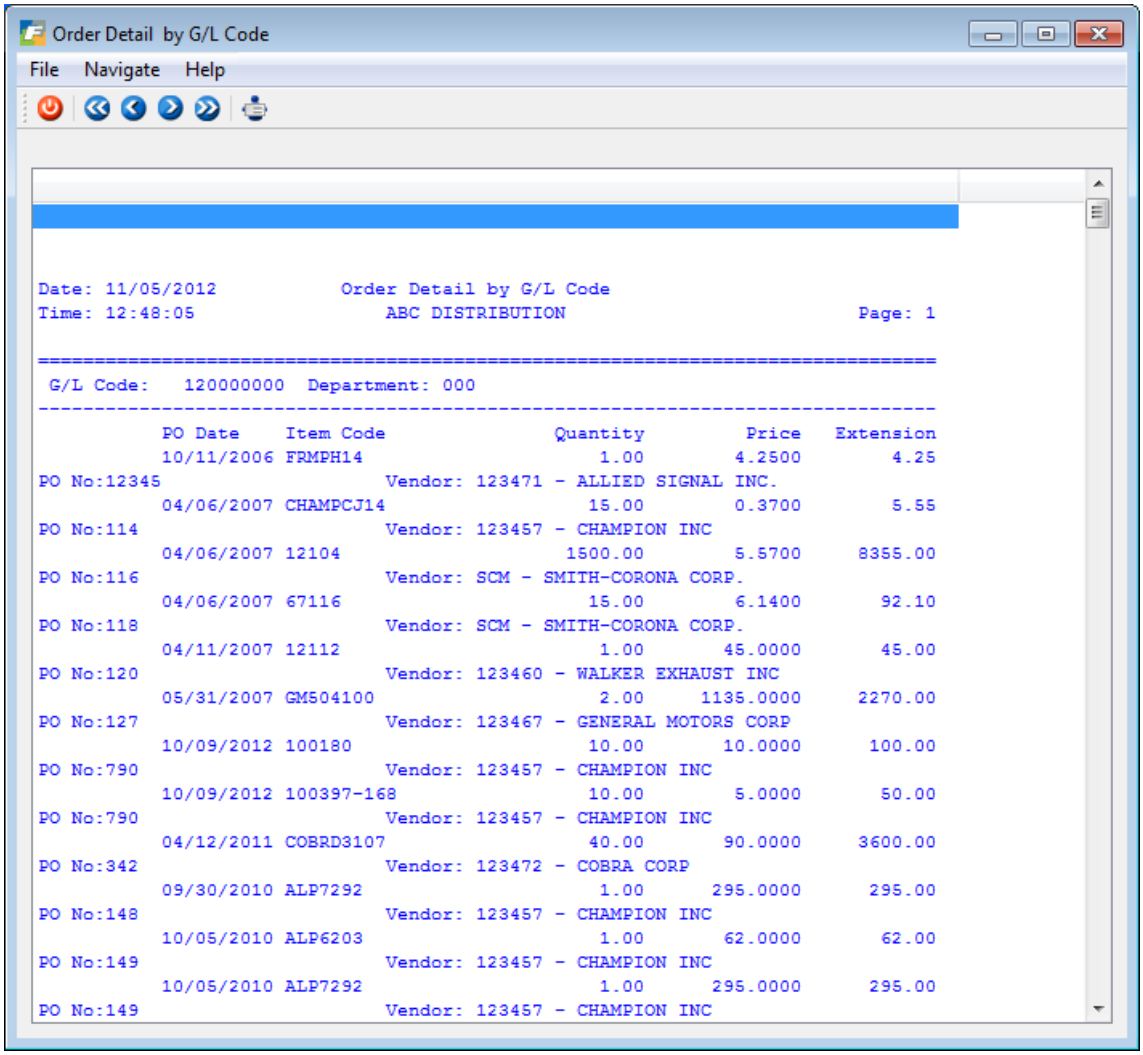


Order Detail by Item Code

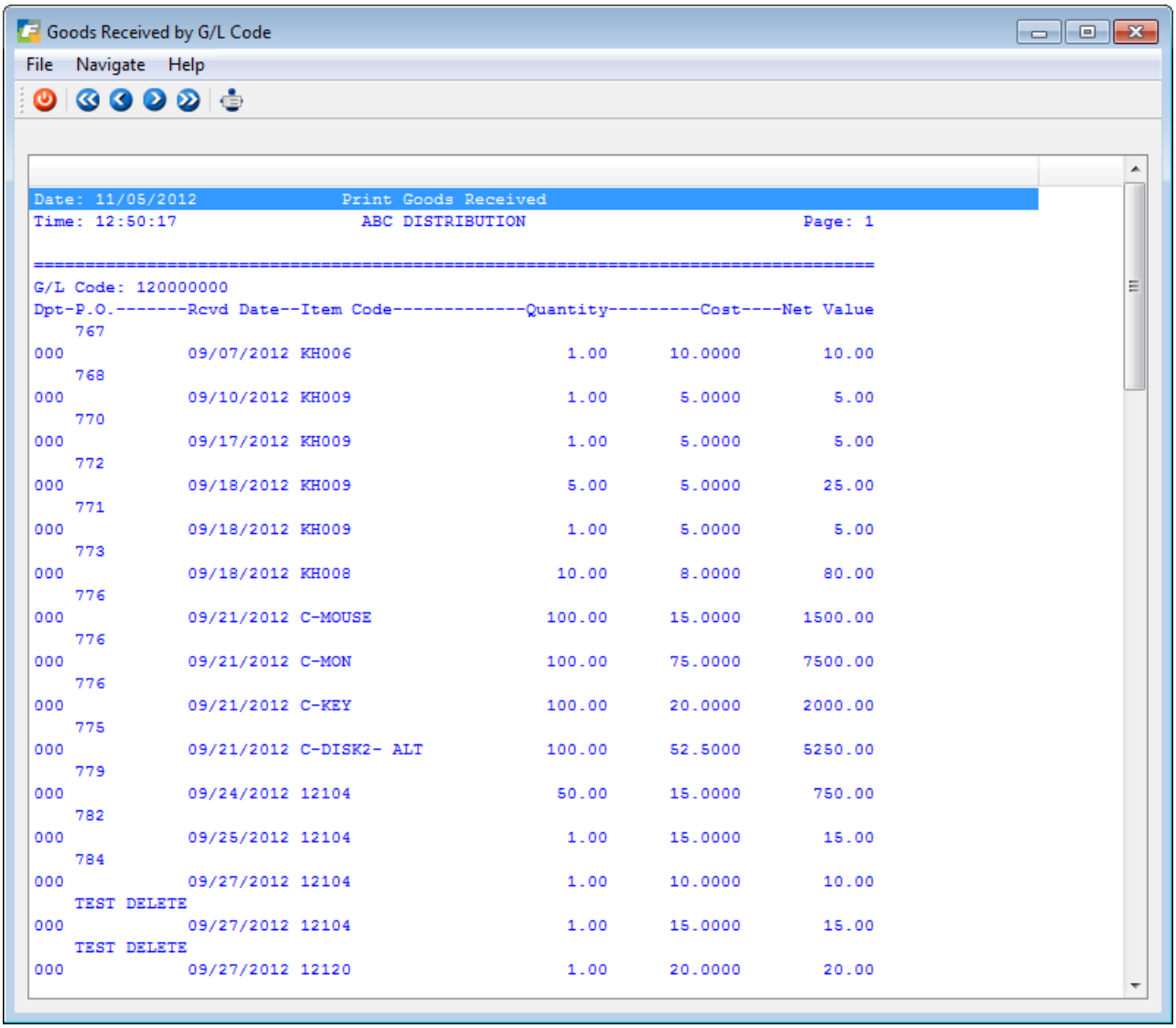



```
Date: 11/05/2012          Order Detail by Item Code
Time: 12:43:59                 ABC DISTRIBUTION                          Page: 1

================================================================================
Item Code: 100180                  Description: PAPER INSERT (GRAPHICS)
--------------------------------------------------------------------------------
P.O. No.   Date       Type Stage          Quantity         Price       Extension
790
           10/09/2012 STK  ORD              10.000       10.0000          100.00
   Vendor: 123457 - CHAMPION INC
                                      ---------------                -------------
       Total: 100180                       10.000                        100.00

Item Code: 100397-168              Description: EXT MODULE 3X5.5"
--------------------------------------------------------------------------------
P.O. No.   Date       Type Stage          Quantity         Price       Extension
790
           10/09/2012 STK  ORD              10.000        5.0000           50.00
   Vendor: 123457 - CHAMPION INC
                                      ---------------                -------------
       Total: 100397-168                   10.000                         50.00

Item Code: 12104                   Description: SCM A SERIES MULSTRIKE
--------------------------------------------------------------------------------
P.O. No.   Date       Type Stage          Quantity         Price       Extension
777
           09/24/2012 STK  POG              1.000       10.0000           10.00
   Vendor: 104588 - PRIME LINE AUTOPARTS
777
           09/24/2012 STK  POG              1.000       10.0000           10.00
   Vendor: 104588 - PRIME LINE AUTOPARTS
```

Order Detail by G/L Code



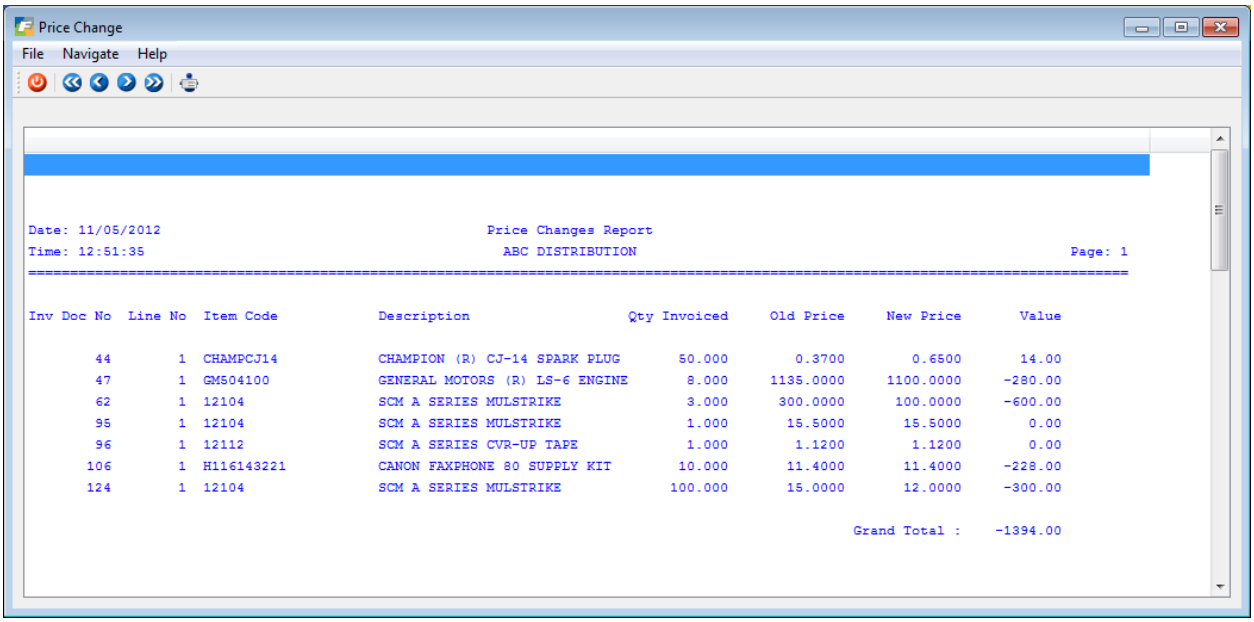
Goods Received by G/L Code




```
Date: 11/05/2012              Print Goods Received
Time: 12:50:17                  ABC DISTRIBUTION                          Page: 1

================================================================================
G/L Code: 120000000
Dpt-P.O.-------Rcvd Date--Item Code-------------Quantity---------Cost----Net Value
    767
000            09/07/2012 KH006                      1.00      10.0000        10.00
    768
000            09/10/2012 KH009                      1.00       5.0000         5.00
    770
000            09/17/2012 KH009                      1.00       5.0000         5.00
    772
000            09/18/2012 KH009                      5.00       5.0000        25.00
    771
000            09/18/2012 KH009                      1.00       5.0000         5.00
    773
000            09/18/2012 KH008                     10.00       8.0000        80.00
    776
000            09/21/2012 C-MOUSE                  100.00      15.0000      1500.00
    776
000            09/21/2012 C-MON                    100.00      75.0000      7500.00
    776
000            09/21/2012 C-KEY                    100.00      20.0000      2000.00
    775
000            09/21/2012 C-DISK2- ALT             100.00      52.5000      5250.00
    779
000            09/24/2012 12104                     50.00      15.0000       750.00
    782
000            09/25/2012 12104                      1.00      15.0000        15.00
    784
000            09/27/2012 12104                      1.00      10.0000        10.00
    TEST DELETE
000            09/27/2012 12104                      1.00      15.0000        15.00
    TEST DELETE
000            09/27/2012 12120                      1.00      20.0000        20.00
```

Price Change

Use this report to see any purchase orders where the price on the vendor invoice differed from the price on the purchase order. The variance between the two prices is posted to the “difference” account as defined on the Update Purchasing Defaults screen.



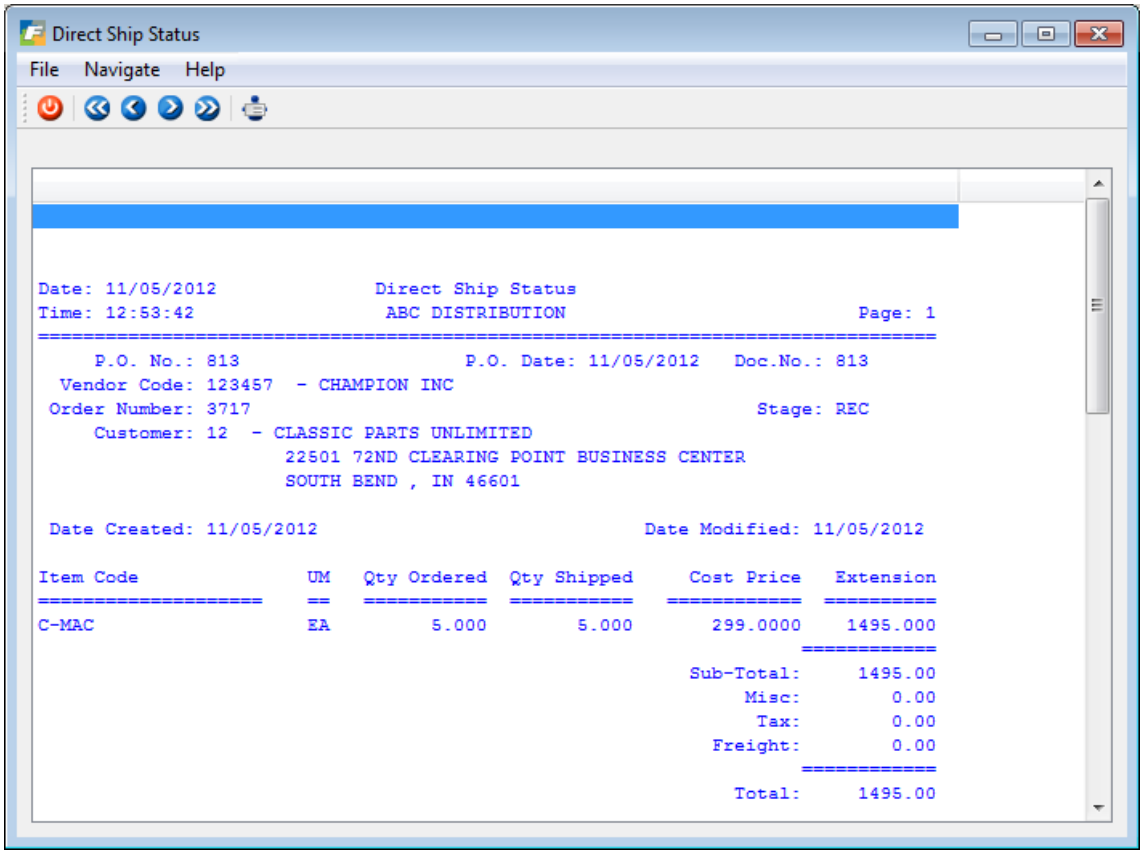
Direct Ship Status

This report option lists the current orders that are direct ship orders (order type = DIR/DRW). You can use it to see where these orders are in the direct ship process via the order stage shown on this report.

POG—purchase order generated and sent to vendor.

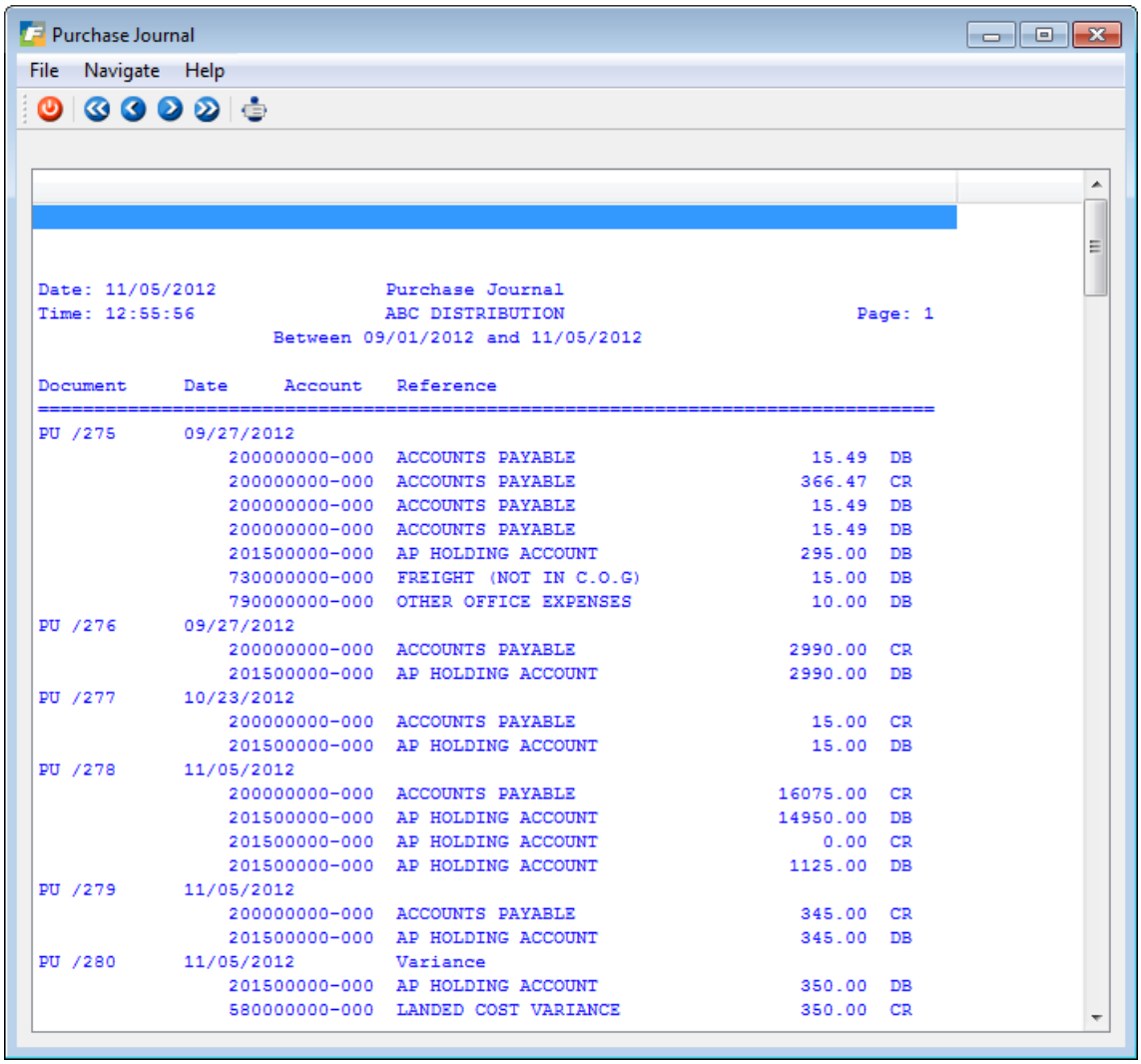
REC—the merchandise has been shipped to the customer.

INV—the DIR order has been invoiced and posted to accounts payable.



Purchase Journal

This option allows you to print a ledger report showing the account activity generated from transactions in Purchasing. This report shows all the GL debits and credits sorted by the document number assigned to each transaction. You select a date range for which you want to print transactions for.




```
Date: 11/05/2012                Purchase Journal
Time: 12:55:56                  ABC DISTRIBUTION                          Page: 1
                      Between 09/01/2012 and 11/05/2012

Document     Date      Account    Reference
================================================================================
PU /275      09/27/2012
                 200000000-000  ACCOUNTS PAYABLE                    15.49  DB
                 200000000-000  ACCOUNTS PAYABLE                   366.47  CR
                 200000000-000  ACCOUNTS PAYABLE                    15.49  DB
                 200000000-000  ACCOUNTS PAYABLE                    15.49  DB
                 201500000-000  AP HOLDING ACCOUNT                 295.00  DB
                 730000000-000  FREIGHT (NOT IN C.O.G)              15.00  DB
                 790000000-000  OTHER OFFICE EXPENSES               10.00  DB
PU /276      09/27/2012
                 200000000-000  ACCOUNTS PAYABLE                  2990.00  CR
                 201500000-000  AP HOLDING ACCOUNT                2990.00  DB
PU /277      10/23/2012
                 200000000-000  ACCOUNTS PAYABLE                    15.00  CR
                 201500000-000  AP HOLDING ACCOUNT                  15.00  DB
PU /278      11/05/2012
                 200000000-000  ACCOUNTS PAYABLE                 16075.00  CR
                 201500000-000  AP HOLDING ACCOUNT               14950.00  DB
                 201500000-000  AP HOLDING ACCOUNT                   0.00  CR
                 201500000-000  AP HOLDING ACCOUNT                1125.00  DB
PU /279      11/05/2012
                 200000000-000  ACCOUNTS PAYABLE                   345.00  CR
                 201500000-000  AP HOLDING ACCOUNT                 345.00  DB
PU /280      11/05/2012         Variance
                 201500000-000  AP HOLDING ACCOUNT                 350.00  DB
                 580000000-000  LANDED COST VARIANCE               350.00  CR
```

Purchase Replenishment Advice

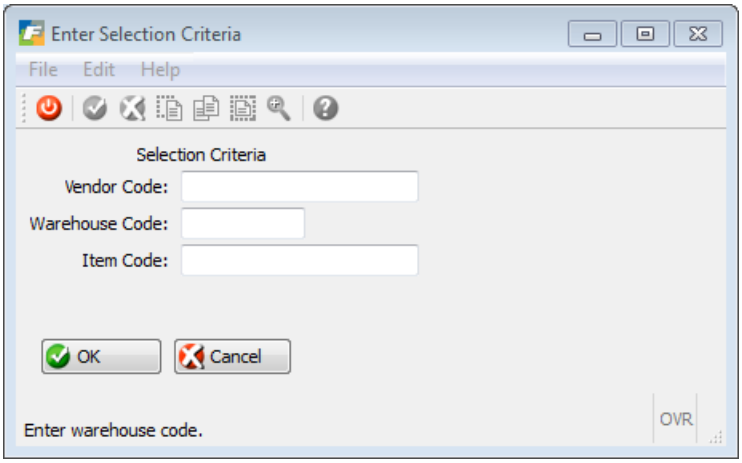
This report is option (g) on the PO reports menu and is a tool to help you determine what products needs to be purchased.

Please note that this report is too wide to view if you redirect to the screen so your options to view the entire report include:

1. View via PDF
2. View via Word editor
3. Export to Excel.
4. Print in compressed print

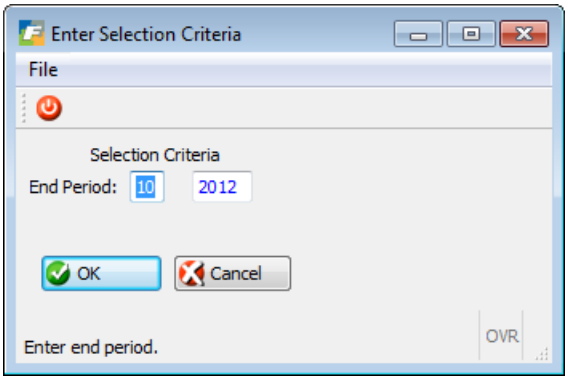
There are three selection criteria screens:

Screen 1:



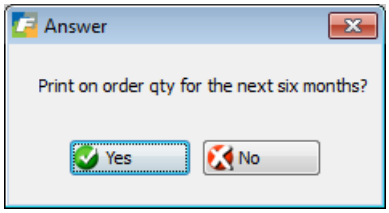
Screen 2:

Enter the most current month/year of usage you want to print on the report and the 11 months previous usage will also print.



Screen 3:

If you would like to see the purchase orders for each item that are due to come in within the next six months, click Yes.



The information that prints is as follows:

Primary vendor code as assigned in the item catalog

Item code
Warehouse code
Unit cost charged by primary vendor
Purchase unit of measure
Sales usage per month
Total Usage
Average Usage for 12 months
Available on hand
On order with vendors
Total = Available + On Order
Months on hand = Total/Average (if average usage is 0 then Months on Hand will print “No Usage”).

AP Holding Report

This reports list purchase orders that have been received but you have yet to receive the invoice from your vendor so that you can post it to AP.

Received Amount - $ amount of merchandise received

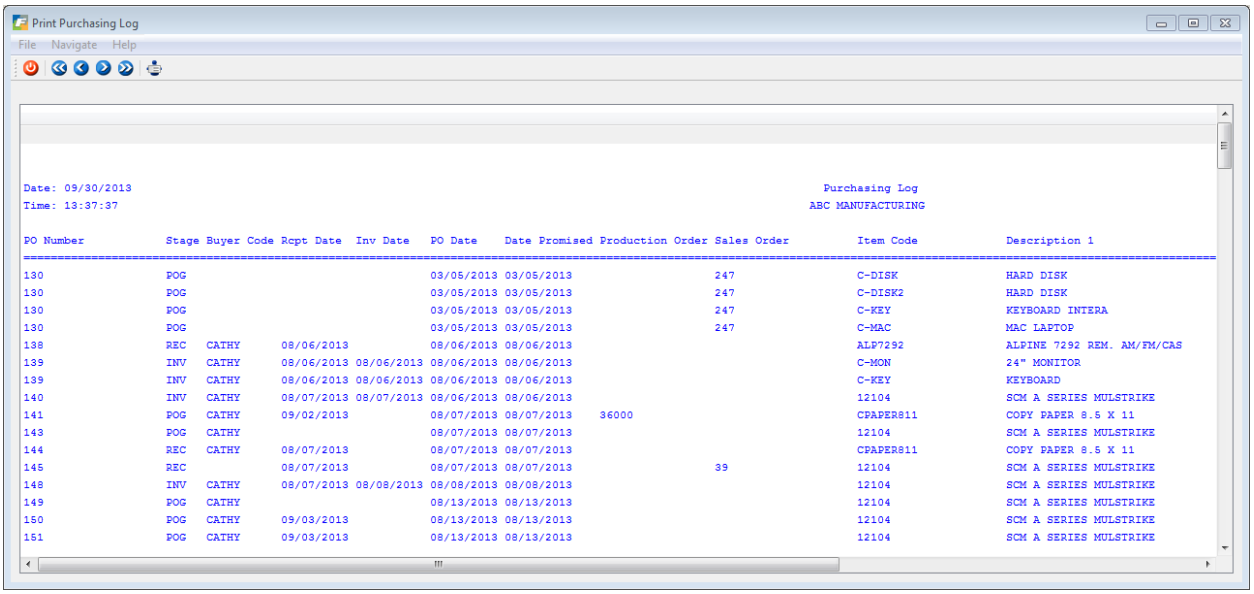
Invoice Amount - $ amount of PO receipts posted to AP

Cost Diff - any cost variance between what was received versus what was posted to AP. For example, if item was received at $100.00 but cost on vendor invoice is $95.00 the cost difference would be $5.00 and open amount in the AP Holding account is therefore 0.

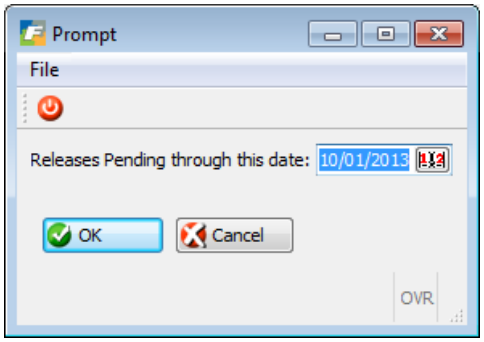
Open Amount in AP Hold account on balance sheet = received amount – invoiced amount +/- cost difference

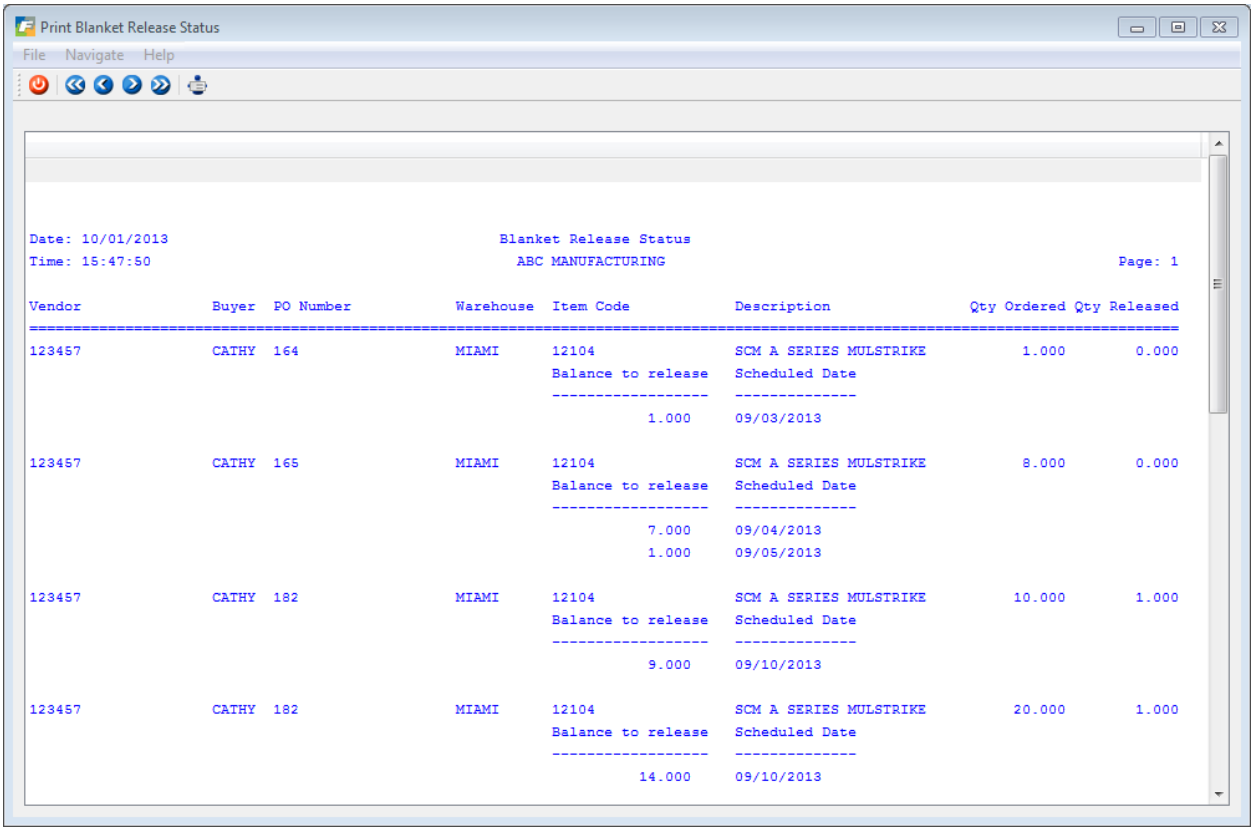
Purchasing Log

This report lists all purchase orders for the year entered. Excel is the best output choice given the width of this report.



Blanket Release Status





Date: 10/01/2013 Blanket Release Status
Time: 15:47:50 ABC MANUFACTURING Page: 1

Vendor	Buyer	PO Number	Warehouse	Item Code	Description	Qty Ordered	Qty Released
123457	CATHY	164	MIAMI	12104	SCM A SERIES MULSTRIKE	1.000	0.000
				Balance to release	Scheduled Date		
				1.000	09/03/2013		
123457	CATHY	165	MIAMI	12104	SCM A SERIES MULSTRIKE	8.000	0.000
				Balance to release	Scheduled Date		
				7.000	09/04/2013		
				1.000	09/05/2013		
123457	CATHY	182	MIAMI	12104	SCM A SERIES MULSTRIKE	10.000	1.000
				Balance to release	Scheduled Date		
				9.000	09/10/2013		
123457	CATHY	182	MIAMI	12104	SCM A SERIES MULSTRIKE	20.000	1.000
				Balance to release	Scheduled Date		
				14.000	09/10/2013		

Vendor Delivery Performance

Date: 08/06/2015 Vendor Delivery Performance
Time: 12:26:32 ABC MANUFACTURING Page: 1

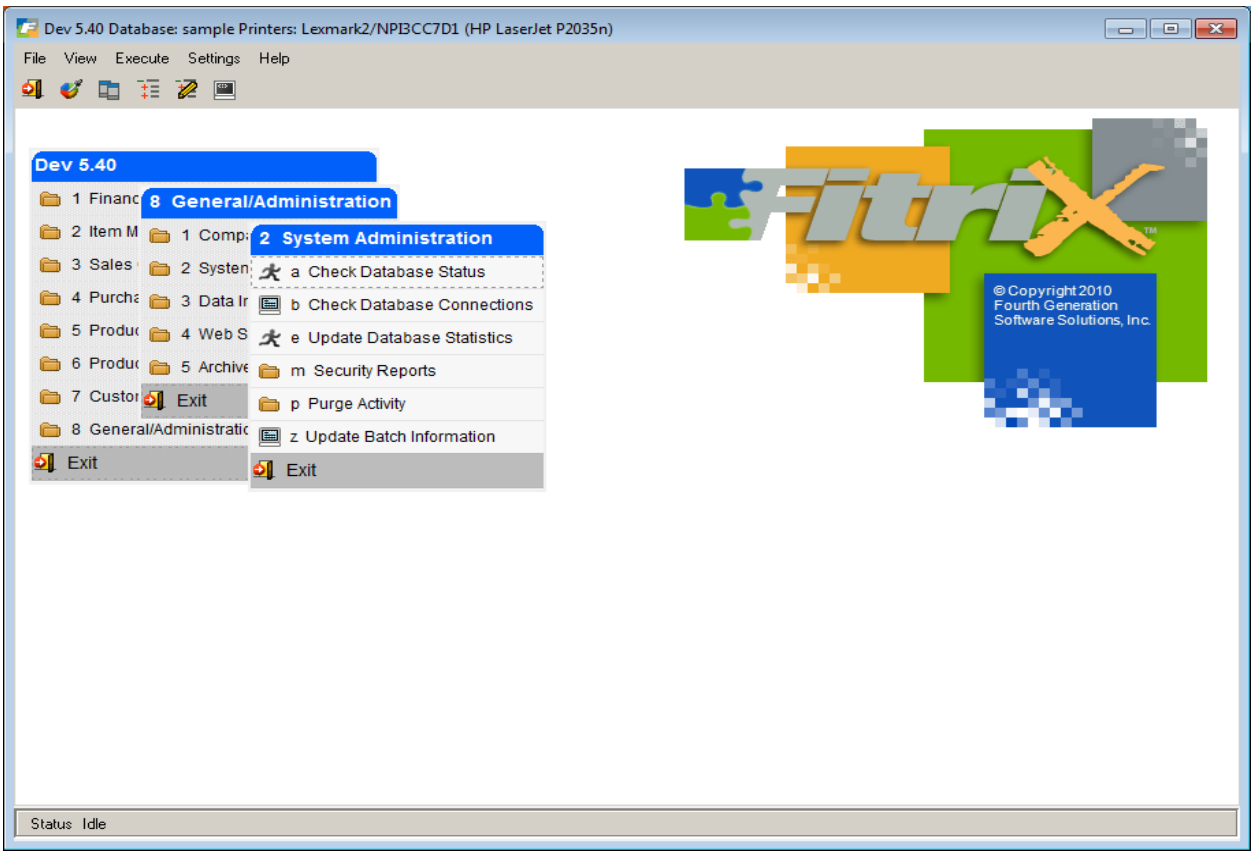
Warehouse	Vendor	Item	Number of Receipts Early	On-time	Late	Percentage Early	On-time	Late
MIAMI								
	123458							
		C-MEMORY	0	0	1	0.00%	0.00%	100.00%
		C-MON	0	2	0	0.00%	100.00%	0.00%
		C-PROCESSOR	0	2	0	0.00%	100.00%	0.00%
		FR3000MFG-1	0	0	1	0.00%	0.00%	100.00%
		FR3000MFG-1A	0	1	0	0.00%	100.00%	0.00%
		FR3000MFG-2	0	0	1	0.00%	0.00%	100.00%
		FR3000MFG-2A	0	1	0	0.00%	100.00%	0.00%
		FR4000WO-1	1	0	0	100.00%	0.00%	0.00%
		FR4000WO-2	1	0	0	100.00%	0.00%	0.00%
		GPA-2	0	4	0	0.00%	100.00%	0.00%
		MISC	0	1	0	0.00%	100.00%	0.00%
	Subtotal		2	11	3	12.50%	68.75%	18.75%
Total MIAMI			2	11	3	12.50%	68.75%	18.75%

Chapter 7

Administration

- Check Database Status
- Check Database Connections
- Update Database Statistics
- Security Reports
- Purge Activity
- Update Batch Information

The Administration Menu:



The following Options are available:

Check Database Status

Note

This function should only be used by your System Administrator. Please contact your Fitrix Representative for further information.

Check Database Status (option a). Use this option to see if the database is up and running. If the status is "Online" then the database is up and ready for connections. Shows the current status of the database such as:

- Database version
- Status- Online/Quiescent/Offline

- Number of days the database has been up
- Size of memory allocated.

Check Database Connections

Note

This function should only be used by your System Administrator. Please contact your Fitrix Representative for further information.

Check Database Connections (option b). Shows information about the current users connected to the database. There will be one line of information for each user that is currently connected to the database in the following report:

- Session ID
- SQL Statement type - Select/Insert/Update/Delete
- Database name
- Isolation Level
- Error info if any.

Role Based Menus Setup

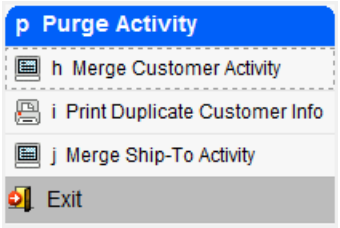
Use these programs to set up custom menu structures for each role/user. See the *Getting Started with Fitrix* User Guide for instructions on how to do this.

Security Reports

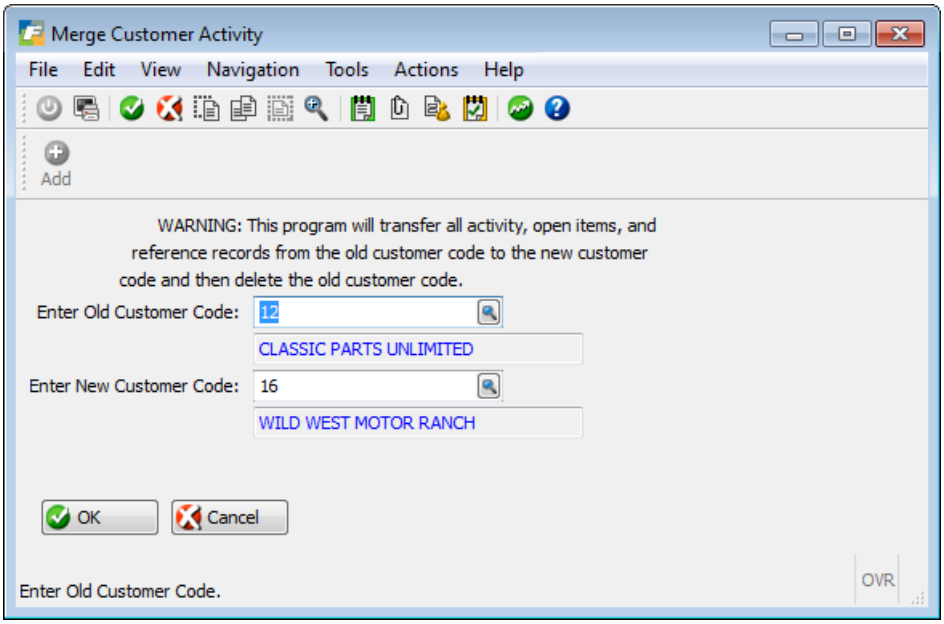
This menu option (option m) allows you to print a report of current security settings (ie- who is allowed to do what with the Fitrix software).

Purge Activity

Purge Activity (option p). This menu option has the following submenu:



Merge Customer Activity - this program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.



Print Duplicate Customer Information - this report program will list any information that could not be merged into the new customer code because it is a duplicate. For example, if old customer 2 has a ship-to code 01 and new customer 12 also has a ship-to code 01, ship-to 01 can't be merged. What you will need to do in this case is set up a new ship-to code under customer 12 for this shipping address.

Merge Ship To Activity - This program transfers all sales history/activity to the new code and then deletes the old code.

Update Batch Information

Update Batch Information (option z). See the chapter entitled Batch Control Maintenance in the *Getting Started with Fitrix* guide for information on this program.

Chapter 8

SQL Queries

•Why SQL Queries are run

•SQL Commands - Select, Order By, Group By

Using SQL

SQL stands for Structured Query Language. It is a standard method for accessing a SQL-compatible database. This section of the manual discusses how to use SQL to gather information from the database.

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Informix ISQL, allow you to enter and run standard SQL queries with a simple set of commands. Other productivity tools allow you to link data in the SQL database to spreadsheets, word-processing documents, charts, and graphs. As the information in the database changes, the spreadsheet changes automatically.

Before you use SQL report generators or productivity tools, you must know how SQL itself works. Though a particular SQL front-end tool may differ, the basic instruction sets should work in a similar manner. This section introduces you to the basic use of these statements and gives you examples of how they are used in a variety of ways

The examples use General Ledger tables and columns. Since all accounting transactions eventually end up in the General Ledger, it is a common application for SQL queries. The point of this section, however, is to cover the basics of SQL, not to teach you how to create specific queries in individual applications.

SELECT Command

The SELECT statement gets information from the database. There are only six different clauses that control which information this SELECT retrieves. They are called clauses since they describe a part of the overall SELECT command. Only two of these clauses are required for any SQL database query. These commands or clauses are listed and described below.

SELECT: The SELECT clause is the start of all SQL queries. It is required for all information retrieval. It is used to tell the system which information categories or fields—in SQL they are called columns—you want to access.

FROM: The FROM clause is also required for all SQL Selects. It is used to tell the system from which file or table to take the data.

WHERE: The WHERE clause is optional. It lists the selection criteria for the Select statement. It allows you to describe which records you want to see.

ORDER BY: The ORDER BY clause is also optional. It allows you to tell the system in what order to put retrieved records.

GROUP BY: The GROUP BY clause is also optional. It allows you to tell the system how to group records for totals and subtotals.

HAVING: The HAVING clause is also optional. It allows you to tell the system which groups to select.

You can retrieve any type of information from a SQL database with these six clauses. In the next several sections we will cover these commands in more detail.

Using SELECT and FROM

The format for the most basic SQL query is:

```
SELECT column-names FROM table-names
```

In this statement, SQL commands are printed in all capital letters; however, most SQL tools are not case sensitive.

Column-names refer to the names of the actual columns or information categories created in the table. Table-names refer to the database tables that contain the data.

Selecting All Columns

When you don't want to specify specific column names, you can use the asterisk (*) to indicate that you want the values in all columns. For example, suppose you want to see all information from a control table. Enter:

```
SELECT * FROM stxcntrc
```

"Stxcntrc is the name of the control table. Typically, there is only one record in this control table and, in this example, the columns in it are company name, address #1, address #2, city, state, zip, county, country, the first current asset account, the first fixed asset account, first current liability account, the first long term liability account, first capital account, the first income account, first cost of goods account, and the first expense account.

In response to this query, the system displays the values associated with each of these columns. The exact format in which this information is displayed differs from system to system.

Selecting Specific Columns

If you just want to see specific columns from a table, enter the names of the columns. For example, if you want just the name and address information from the database, enter:

```
SELECT co_name, addr1, addr2, city, state, zip, county, country
FROM stxcntrc
```

The names used are those that are part of the data dictionary. In order to select specific columns, you must know what they are named in the database. Some SQL query systems provide a display of these column and table names. Typically, however, you must work from printed table definitions. There are SQL queries that allow you to retrieve information about the names of the columns and tables in the database, but they are not covered here.

Notice that the different column names are separated by commas. This is usually required. The last column name does not have a comma after it.

Using Math in the SELECT Statement

You can also include mathematical operations within your SELECT statement. The mathematical operators recognized are:

+ Addition

- Subtraction

* Multiplication

/ Division

Here is an example of addition:

```
SELECT doc_no, amount, amount + 1 FROM stgactvd
```

The result of this query shows the document number, the amount of the transaction, and that amount + 1.

Here is an example of multiplication:

```
SELECT doc_no, amount, amount * .077 FROM stgactvd
```

You do not need to use literal amounts as part of your math. You can use other column names.

```
SELECT doc_no, amount, amount / doc_no FROM stgactvd
```

You can combine multiple mathematical operations (for example, you can multiply, divide, add, and subtract all in the same SELECT statement), and you may combine column names and literals in calculations.

```
SELECT doc_no, amount, doc_no + amount, amount / 2
FROM stgactvd
```

You can also use parentheses to show the order of precedence of mathematical operations.

```
SELECT doc_no, amount / (1 + 2)
FROM stgactvd
```

This expression adds 1 + 2 before dividing this sum into amount.

Selecting Specific Rows: WHERE

The simplest selection statements show all the information in a file or table. However, you may only want to see specific rows (records) that meet a given selection criteria. To make such a selection, use the WHERE clause.

The format for the WHERE clause is:

```
WHERE column-name relational-operator value
```

This may seem a little complicated, but an example should clarify how it is used. For example, Fitrix Business uses a table to store all of the accounting detail from the General Ledger system. If you want to see the entries for a particular original journal, use the following statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AP"
```

The asterisk causes the system to display all columns in this table. The table named stgactvd is the activity data table for the General Ledger system.

In the WHERE clause, you see the name of a column orig_journal, followed by a relational operator = and finished by a value, AP. What this statement means is: list all the columns in the table stgactvd where the column orig_journal contains AP.

In composing this query, you can use any column name in the table.

Relational operators consist of the following:

Symbol	Meaning
=	Equal To
<>	Not Equal To
>	Greater Than
<	Less Than
>=	Greater Than or Equal To
<=	Less Than or Equal To

Matching Character Patterns

The keyword MATCHES can be used within the WHERE clause to select rows that contain certain string patterns.

The format is as follows:

```
WHERE column-name MATCHES value
```

In this case, the column name must be a character type column. This means that it must contain characters, not numbers. The value is a pattern of characters and must be enclosed in quotation marks. For example, our previous query of the general ledger activity table could have been stated using the MATCHES keyword like this:

```
SELECT * FROM stgactvd WHERE orig_journal MATCHES "AP"
```

In this example, we require an exact match, which is exactly the same as an = command. The real power of MATCHES comes into play when you use wildcards to find a meaningful character string within a longer character column.

MATCH Wildcards

There are three wildcards:

* This matches any set of characters or no characters

? This matches any single character.

[X-Y] This matches the range of characters indicated.

You can use these wildcards in a variety of ways to select the proper rows from a table. For example, in the General Ledger detail table, there is a column that contains the department code. Note that even though department codes typically consist of digits, it is still a character field, not a numeric field. These codes can be any character string up to three characters long. Use these codes to select line item detail in the variety of ways detailed below:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
```

This finds any rows where the department code begins with the character 1.

```
SELECT * FROM stgactvd WHERE department MATCHES "*10*"
```

This finds any rows where the department code contains the character string 10 anywhere within it.

```
SELECT * FROM stgactvd WHERE department MATCHES "?10"
```

This finds any line item where the department contains the characters 10 preceded by any other single character. It does not find a department beginning with 10, but it finds 110, 210 and so on.

```
SELECT * FROM stgactvd WHERE department MATCHES "1[1-5]*"
```

This finds all rows containing department codes that begin with the digit 1, followed by the digits 1 through 5, and then followed by any other characters. This does not find rows where the digits 1 through 5 do not immediately follow the beginning digit 1.

Using AND and OR in the Where Clause

You can make your WHERE clause more complicated by using AND and OR as follows:

- **AND:** Makes the clause more restrictive. In order to be selected, the data must pass all tests joined by the AND clauses.
- **OR:** Makes the clause less restrictive. To be selected, the data only need pass one test or the other. The syntax for the use of AND and OR is:

  ```
  WHERE column_name relational-operator value
  AND column_name relational-operator value
  ```

  Or

  ```
  WHERE column_name relational-operator value
  OR column_name relational-operator value
  ```

In the next example, the WHERE clause selects only rows in which the department code begins with the digit 1 and whose document number is greater than one hundred. Rows in which the department code begins with 1 and whose document number is less than or equal to 100 are not selected. Rows in which the document number is greater than one hundred, but in which the department code does not begin with 1 are also not selected.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

In the following example, even more documents are selected. All documents in which the department code begins with 1 are selected because they pass the first test. In addition, all documents with numbers greater than one hundred are selected because they pass the second test.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Note

Even though some documents may pass both tests, they are only selected *once*.

Using Multiple ANDs and ORs

You can use AND and OR to join any number of phrases.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
AND orig_journal = "AR"
AND amount > 1000
```

Note

Remember: adding multiple AND statements makes the test more and more restrictive; in order to be selected, the row must meet all of these criteria.

You can also use parentheses to group ANDs and ORs.

```
SELECT * FROM stgactvd WHERE (department MATCHES "1*"
AND doc_no > 100) OR (orig_journal = "AR"
AND amount > 1000)
```

In this test, selected records or rows must either have a department code that begins with 1* and a document number greater than 100 or they must have an original journal code of AR and an amount greater than 1000.

Improper Use of AND or OR

Remember the AND and the OR are used to join complete column_name relational-operator value phrases within the WHERE clause. It is not used to join separate WHERE clauses or to join values to a single column_name.

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Incorrect:

```
SELECT...
OR WHERE doc_no > 100
```

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR department MATCHES "*1"
```

Incorrect:

```
SELECT...
OR MATCHES "*1"
```

WHERE Using LIKE

LIKE is a keyword that works almost identically to MATCHES. The major difference is that it has different wild cards. Instead of using an asterisk to match characters, a percent sign (%) is used. Instead of question marks to match a single character, an underscore is used.

```
SELECT * FROM stgactvd WHERE department LIKE "1%"
```

This finds all departments that begin with 1 and are followed by any combination of other characters. LIKE can only be used for character columns (letters or digits). The values used must be enclosed with quotation marks.

WHERE Using BETWEEN

You can use the keyword BETWEEN to indicate that you want to select a value between two other values.

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

This selects all rows in which the amount column has a value from 10 and 40, inclusive.

When you use BETWEEN, you must use AND, as shown below, to indicate the second set of values.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 10 40
```

You also must show the values in the proper order with the smallest value first. The wrong example does not produce an error message, but no rows are selected.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 40 AND 10
```

You can also use BETWEEN to specify a range of dates or alphanumeric characters.

```
SELECT * FROM stgactvd WHERE orig_journal
BETWEEN "A" AND "Z"
```

This query selects all documents with an original journal code beginning with a capital letter.

WHERE Using IN

Use the keyword IN to compare the value in a column with a list of possible values. You could do the same thing using a series of ORs, but IN makes this somewhat more straight-forward.

The syntax:

```
WHERE column-name IN (list of values)
```

Here is an example of selection from a list of possible values.

```
SELECT * FROM stgactvd
WHERE orig_journal IN ("AR","AP","GJ")
```

This select statement finds any rows which contain AR, AP, or GJ in the original journal code column.

It is the same as the following SELECT statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AR"
OR orig_journal="AP"
OR orig_journal="GJ"
```

You can see the advantage of using the IN keyword.

Matching NULL Values

SQL discriminates between a column filled with spaces or zero and one filled with a NULL value. A column with a NULL value has never had any values entered into it or has had those values removed. Spaces or the value zero are not considered NULL.

You may wish to identify the values that are NULL when selecting records. For this purpose, you have IS NULL keywords for use with the WHERE clause.

The syntax:

```
WHERE column_name IS NULL
```

For example:

```
SELECT * FROM stgactvd WHERE department IS NULL.
```

This finds all records in the activity table which have no department code associated with them.

Using NOT

With many WHERE statement keywords, you can use the keyword NOT to select records that are *not* matched by your selection criteria. NOT can be used with the following keywords:

- MATCHES
- LIKE
- BETWEEN
- IN
- NULL

For example, if you wanted to find all records with a value NOT NULL in the department column, use the following:

```
SELECT * FROM stgactvd WHERE department IS NOT NULL.
```

finds all the rows with values in the department column

```
SELECT * FROM stgactvd WHERE orig_journal
NOT IN ("AR","AP","GJ")
```

selects all rows that have orig_journal codes that are not equal to AR, AP, or GJ

```
SELECT * FROM stgactvd WHERE department
NOT BETWEEN "A" AND "Z"
```

selects rows whose department codes do not begin with a capital letter

```
SELECT * FROM stgactvd WHERE department NOT MATCHES "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

Selecting From Multiple Tables

So far, we have shown only SQL queries that take data from one table. Using the WHERE command you can also join two tables together and get related information from them.

For example, in Fitrix General Ledger, the activity table, stgactvd, contains the information about each line item that is posted to the system. It does not contain the basic information about the document, such as when it was created and a general description of the document. This information is in a general reference table for all transactions on the system. This table is called stxtranr.

To see the document date as well as the information about specific line items, select columns from both of these tables and join them together using a WHERE clause so that only the related records are selected.

The syntax for joining multiple tables is:

```
SELECT [table-name].column-name,[table-name.]column-name,...
FROM table1, table2,...
WHERE table1.column-name=table2.column-name
```

The WHERE clause causes the SELECT statement to return only those rows where the specified columns in each table are identical. The table name after the SELECT statement only needs to be used when the column name appears in both tables.

In Fitrix Business, the table name must always be used because when two columns carry matching data used for joins, they are named identically. You can see which columns need to be joined in the WHERE clause, by noting which columns in the two tables have the same name.

Here is an example of a query that returns a list of amounts for the individual lines that make up a transaction, selected from the general ledger activity table, along with the corresponding document date and description of the transaction from the general transaction table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount
FROM stxtranr, stgactvd
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

This selection produces one row for each line that was entered under the Update General Journal option. Each line contains the document number, the document date, the description of the transaction, and the amount posted for that line.

Notice that doc_no after the SELECT is preceded by the table name, stxtranr. This table name is required because doc_no is used as a column in both tables. Their contents are identical, but you need to specify in SQL which table you want to use.

Also notice that we did not have to use the table names for doc_date, doc_desc, and amount. This is because these columns only appear in one table or the other.

Joining More Than Two Tables

You can use any number of tables in a SELECT statement. If more tables are used, you simply extend the WHERE clause to equate columns within each table.

For example, in Fitrix, there is another table that holds information about a transaction. This table is stgtranr and it contains information such as the accounting period and year for the transaction. If you want to see this information for each of your activity lines, extend your query to include this third table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, acct_period, acct_year, amount
FROM stxtranr, stgactvd, stgtranr
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.orig_journal=stgtranr.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
AND stxtranr.doc_no = stgtranr.doc_no
```

Notice that two new columns have been added: acct_period and acct_year. No tables need to be specified for these columns because they occur only in the table stgtranr. Stgtranr has been added to the FROM clause. The AND clauses have also been duplicated to join the columns from stxtranr to the matching ones in stgtranr. The choice of stxtranr for the join in this case was arbitrary since all tables involved contain the same keys. Stgactvd could have just as easily been used. However, this may not always be the case; many joins may take place on columns that are unique to a particular table.

ORDER BY Command

Use the ORDER BY clause to sort the output. It is optional and can be used in conjunction with any other optional clauses.

The syntax:

```
ORDER BY column-name
```

Column-name must be an element in the SELECT list of columns; that is, you cannot ORDER BY a column that has not been selected. For example, to see all of the rows in the General Ledger activity table sorted by document number, use the following command:

```
SELECT * FROM stgactvd ORDER BY doc_no
```

If you want to do the same thing but select only a specific original journal, use the following command:

```
SELECT * FROM stgactvd
WHERE orig_journal = "AR" ORDER BY doc_no
```

Sorting By Multiple Columns

You can create sorts within sorts. For example, if you want to see all order lines organized by original journal, and within each original journal, organized by department number, use the following command:

```
SELECT * FROM stgactvd
ORDER BY orig_journal, doc_no
```

Using Aggregate Functions

There are a number of special functions that perform calculations among the rows selected. These are called aggregate functions because they work on a group of rows. When they are used, you do not see the individual rows themselves, but the results of the operation on all rows or groups of rows.

The aggregate keywords and their functions are:

AVG (column-name) Calculates the average of the column specified for the rows selected.

COUNT (*) Counts the number of rows retrieved by the WHERE clause.

MAX (column-name) Finds the maximum value in the column specified for the rows selected.

MIN (column-name) Finds the minimum value in the column specified for the rows selected.

SUM (column_name) Adds the column specified and totals it for the rows selected.

These aggregate functions are used like column names after the SELECT keyword. They do not subtotal unless you use the GROUP BY clause (explained in the next section).

Correct:

```
SELECT sum(amount) FROM stgactvd WHERE doc_no = 4
```

This query produces the total amount for document 4. It does not, however, show the document number itself.

Incorrect:

```
SELECT doc_no, sum(amount) FROM stgactvd
```

This produces an error requesting a GROUP BY phrase.

GROUP BY Command

This clause gives you subtotals for different groups of rows using aggregate functions. The syntax:

```
SELECT column-list, aggregate-functions FROM table-name
GROUP BY column-list
```

For example:

```
SELECT doc_no, sum(amount) FROM stgactvd
GROUP BY doc_no
```

This produces a list showing each document number and the total for that document next to it.

You must have a GROUP BY clause for each column selected.

Correct:

```
SELECT doc_no, acct_no, sum(amount) FROM stgactvd
GROUP BY doc_no, acct_no
```

This produces a line for each unique combination of a document number and an account number. In other words, you get the sum for document number one, for the first account number, then the sum for document number one, for the second account number, and so on. You do *not* get the sum for a given document number alone.

Incorrect:

```
SELECT...
GROUP BY doc_no
```

This produces a GROUP BY error because you referenced acct_no in the column selection but did not repeat it in the GROUP BY column list.

Appendix A

Standard Forms

The standard Fitrix products have been designed to work with forms manufactured by the Harland Company. These forms can be ordered through the Harland Company, at 1-800-346-5316. Sample forms are also available.

Note: Those forms that have 530 in their number are for Fitrix version 530 and higher.

Screen Number	Screen	Type
4GEN1	Invoice	Continuous
4GEN1-530	Invoice	Continuous
4GEN6	Invoice	Laser
4GEN6-530	Invoice	Laser
4GEN2	Statement	Continuous
4GEN7	Statement	Laser
4GEN3	Pick Ticket	Continuous
4GEN3-530	Pick Ticket	Continuous
4GEN8	Pick Ticket	Laser

4GEN8-530	Pick Ticket	Laser
4GEN5	Payroll Check	Continuous
4GEN10	Payroll Check	Laser
4GEN14	AP Check	Continuous
4GEN19	AP Check	Laser
4GEN11	Purchase Order	Continuous
4GEN12	Purchase Order	Laser
4GEN14	Order Acknowl-edgement	Continuous
4GEN20	Packing List	Continuous
4GEN21	Packing List	Laser
DW2	Double Window	Envelopes
DW73	Double Window	Envelopes

Appendix B

Glossary

Account: An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account's "balance." Depending on the type of account, an account's balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

Account Number: Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a "1" followed by up to eight numbers.

Example: a basic Chart of Accounts

Number	Account Description	Type
100000000	CASH ACCOUNT	ASSET
200000000	ACCOUNTS PAYABLE	LIABILITY
300000000	EQUITY	CAPITAL
400000000	PRODUCT SALES	INCOME
500000000	COST OF GOODS	EXPENSE
600000000	GENERAL EXPENSE	EXPENSE

Account Types: There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners' equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

Accounting Periods or General Ledger Periods: Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

Accrual Method: A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

Adding a Row: Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

Adjusting Entries: Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

Age: The number of days between the date on a particular document and the "aging date." When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

Alphanumeric field: An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

Asset Account: Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

Audit Trail: The ability to verify and track accounting transactions or ledger balances.

Automatic Reorder: The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

Average Cost: Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

Backorder: If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

Backup: In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

Balance: The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

Balance Forward Customers: Statements for "balance forward" customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, "open item" statements show each outstanding invoice, and payments may be applied to a particular invoice.

Balance Sheet: The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

Blanket Order: This is a large order that is split into more than one shipment, possibly to different locations.

Blanket Release: A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

Capital Accounts: (Also called owners' equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

Cash Method: A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

Cash Receipt: Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

Cash Receipts Journal: The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

Chart of Accounts: A "chart" is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

Check Journal/Cash Disbursement Journal: This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

Column: A column is a category slot into which you enter information in a table. For example, if the computer puts "Enter Company:" on the form, the space following the colon is the "column" into which information is entered. This is the "Company" column.

Cost of Goods (COG) Accounts: These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

Count Adjustment Account: This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

Count Sheet: This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

Credit: The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

Credit Memo: If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

Creditor: A person or company to whom you owe money. Your vendors are creditors when you owe them money.

Current Accounting Period or General Ledger Period: This is the accounting period for which you are currently posting transactions.

Current Assets: Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

Customer Accounts: Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

Customer Activity: Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

Customer Aging: The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

Customer Balance: The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

Customer Terms: Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

Database: A database is all the related information within a computer system to which you have access in one form or another.

Debit: The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

Debit Memo: If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

Debits and Credits: Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: assets = liabilities + capital. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense accounts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit, revenue accounts are increased with a credit. Similarly, expense accounts decrease retained earnings and capital accounts are decreased with a debit. Therefore, expense accounts are increased with a debit.

Deleting a Row: Deleting a row is the process of removing it from the computer database after it has been added or updated.

Department Code: A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

Document: Transactions entered in the Fitrix Accounting system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

Drop Ship Order: This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

Employee Code: Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

Employee Type: Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

Expense Accounts: Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

Field: A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

FIFO: "First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

Finance Charges: Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

Flat Rate: A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the "rate" value is applied. Thus the "calculated" value due to a flat rate is the same each time it is applied.

FOB: FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

Form: A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

General Journal: The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

General Ledger: The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

Income Accounts: These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

Income/Deduction/Obligation Codes: Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it is re-

ferred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

Income Statement: The income statement (also referred to as a "profit and loss" statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

Inventory Account: This is the current assets account that represents the value of the goods in stock.

Inventory Adjustment Account: This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

Inventory Control (I/C): This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

Inventory Item: This is a single unit of merchandise from inventory.

Item Code: An item code is a unique alphanumeric string identifying a type of inventory item.

Journal: Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

Ledger: A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

Liability Accounts: Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

LIFO: "Last-In First-Out" is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items "last in" (most recently purchased) are considered the "first out" (first to be sold).

Open Item Customers: Statements for open item customers show each outstanding invoice. For open item customers, payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

Open Items: Open items are the invoices that have been posted and contain outstanding balances. These balances represent an amount owed by the customer or due to a vendor. The document is considered an open item until that balance is paid or otherwise adjusted to zero.

Order Acknowledgment: An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

Payable Document: There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

Payable Ledger: A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

Payroll Deduction: A payroll deduction is any amount withheld from an employee's check. For every deduction there is typically an employer liability incurred.

Payroll Document: A payroll document is the complete record of a payroll disbursement. This document includes an employee's gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

Payroll Income: Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

Payroll Journal: The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

Payroll Ledger: A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

Payroll Obligation: A payroll obligation is an employer liability resulting from a payroll transaction. For example, when an employer withholds federal taxes from an employee's paycheck, the employer incurs a liability (an obligation) to pay the amount withheld to the federal government.

Posting: Posting is the process of transferring transactions (documents) from the journal to the ledger.

Posting Sequence Numbers: All processes which "post" entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

Prepaid Asset: This is an asset that you have paid for, but not yet received.

Profit Center: A "profit center" identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a "sub-account" number.

Example: A Simple Chart of Accounts with Two Profit Centers

Number	Sub Account	Description	Type
100000000		CASH IN BANK	ASSET
200000000		ACCOUNTS PAYA-BLE	LIABILITY
300000000		EQUITY	CAPITAL
400000000	100	PRODUCT SALES	INCOME
400000000	200	PRODUCT SALES	INCOME
450000000	100	SERVICE SALES	INCOME
450000000	200	SERVICE SALES	INCOME
500000000	100	COST OF GOODS	EXPENSE
600000000	100	GENERAL EXPENSE	
400000000	200	PRODUCT SALES	INCOME
500000000	200	COST OF GOODS	EXPENSE
600000000	200	GENERAL	EXPENSE

Purchase Order: A purchase order represents the purchase of merchandise from a vendor.

Purchasing: The purchasing system is one of several Fitrix Accounting modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

Receivable Documents: There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

Receivable Journal: The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

Receivable Ledger: A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

Retained Earnings: Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

Row: A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

Statement: The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

Store or Record: Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

Table: A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

Transaction: A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the Fitrix Accounting system is referred to as a "document."

Trial Balance: This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

Update: Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

Vendor Accounts: Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

Vendor Activity: Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

Vendor Aging: A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to "age" in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

Vendor Balance: The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor's account has a credit balance. If the vendor owes you money, the vendor's account has a debit balance. A vendor's balance is the sum of all open items pertaining to that vendor.

Vendor Terms: Vendor "terms" are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor's invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

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