

Purchase Orders and Inventory Receiving Manual

Purchase orders and order receiving functions are very closely related to the inventory and private billing function. In fact these two functions basically complete the inventory sales cycle. In MaxGold you set up inventory (and services) in the inventory table. These would be the goods or items that you sell. Inventory is sold via the private billing function. Inventory is then replenished by purchasing additional goods from your suppliers. This is accomplished by issuing purchase orders, which are essentially orders for goods from suppliers and then the goods ordered are managed by the receiving which tracks what inventory has been received or delivered from suppliers. For a complete review of inventory, please refer to the private billing manual which discusses the inventory system in some detail.

Inventory is ordered from a particular supplier and MaxGold has a vendor table where you can set up the vendors that you purchase your inventory from.

Vendors:

Vendors would be those companies that you order inventory, supplies and/or equipment from. You can add and manage vendors from the main menu item FILES -> VENDORS:

Vendors

Vendor code is a user defined 5 character field

You can add complete address and phone information on both the MAIN and OTHER tabs as well as a contact person and your own notes

Main		Other	
Company	ACME SUPPLIES LTD.	Contact	Joe Smith
Address	200 Broadway Street	Phone	(416) 985-7878
		Fax	(416) 446-5555
City	TORONTO	Other	(416) 445-4566
State/Prov	ON		
Postal Code	M6Y 8U6		
Notes	Need two weeks on orders		

Vendor Code: Each vendor has a unique 5 character alphanumeric code assigned to them

Company: This is the Vendor name (up to 35 characters)

Address: You have two address lines, city, province/state and postal/zip code

Phone Fields: Phone number, fax number and alternate phone number (ie; mobile)

Contact: Contact person at the vendor

Notes: User defined general notes regarding the vendor

Purchase Orders:

The purchase order system is affected in large part based on settings in your inventory table. While you can manually place an order for any items you want at any time, MaxGold can be used to assist you in managing your orders and even suggesting when you should place an order for items and for what quantity.

In the inventory system there are several sections that will affect the purchase order system:

Purchase Order Management - Inventory Screen 1

Access minimum order quantity and re-order level settings by highlighting (clicking on) the location and then click on EDIT

Location	Qty
WINNIPEG MEDICAL CLINIC	1

Inventory on hand is displayed and so are any quantities that have been ordered, but not received yet.

Quantity:	
On Hand	1
Minimum Order	5
Re-Order	2
On Order	0

Indicate the minimum order quantity and at what point should a re-order be initiated. The example shows that you should order 5 Frames once the quantity on hand reaches 2 or less

Access minimum order quantity and re-order level settings by highlighting (clicking on) the location and then click on EDIT.

The detail screen indicates the minimum order quantity and at what point should a re-order be initiated. The example shows that you should order 5 Frames once the quantity on hand reaches 2 or less. Inventory on hand is displayed and so are any quantities that have been ordered, but not received yet.

The settings in the inventory will affect the purchase order system and allow you to run reports indicating what inventory is at low levels and should be ordered.

Purchase Order Management - Inventory Screen 2

Indicate which vendors can supply the inventory item in question and indicate the unique vendor part number for your inventory item.

Vendor	Vendor Part #	Min Re-Order Qty	Do Not Re-Order
Vendor 1	ACME SUPPLIES LTD. HB239823908	5	<input type="checkbox"/>
Vendor 2	XYZ COMPANY LIMITED LL-093833	5	<input checked="" type="checkbox"/>
Vendor 3		0	<input type="checkbox"/>

Indicate the minimum re-order quantity for the particular vendor. This re-order quantity will override the general re-order quantity indicated on the item location details. Can indicate if a vendor is currently on hold and item should not be re-ordered.

Indicate which vendors can supply the inventory item in question and indicate the unique vendor part number for your inventory item.

Indicate the minimum re-order quantity for the particular vendor. This re-order quantity will override the general re-order quantity indicated on the item location details. Can indicate if a vendor is currently on hold and item should not be re-ordered.

You can access the purchase order management through main menu item FILES -> INVENTORY/PROCEDURES -> MANGE PO'S:

The pick list generator will create a table of suggested orders where you can automatically create purchase orders. Vendor being ordered from is displayed as is a purchase order date (can be changed). Items to be re-ordered are displayed along with order quantity. Select items you want to order or click on ALL to order all items. Click on NONE to clear your selections. Create a purchase order automatically by simply clicking on the CREATE button.

Purchase Order Management - Pick List Generator

Vendor being ordered from is displayed as is a purchase order date (can be changed).

Items to be re-ordered are displayed along with order quantity.

PRINT button will print a report for items to be re-ordered.

Create a purchase order automatically by simply clicking on the CREATE button

Select items you want to order or click on ALL to order all items. Click on NONE to clear your selections.

You can also create a manual purchase order or edit an existing order or automatically generated order (ie; to add additional items).

Purchase Order Management - Manual Purchase Order

Location item is being ordered for, which vendor and order date can be indicated.

Indicate item number, vendor part #, unit cost (if known) and quantity ordered.

Items ordered are displayed

PRINT function will print the purchase order. Once printed a purchase is set and can no longer be changed.

POST button is used to indicate that items are officially received. Once all items ordered are received, the purchase order is archived.

Item #	Vendor Part #	GST	PST	Other	Unit Cost	Qty	Extended
9002B	LL-093833	7.00	0.00		200.00	5	1070.00
G47243878	NEEDLE				1.00	250	250.00

Total For P.O.: \$1320.00

Location: Location item is being ordered for, which vendor and order date can be indicated. Indicate item number, vendor part #, unit cost (if known) and quantity ordered.

PRINT function will print the purchase order. Once printed a purchase is set and can no longer be changed.

POST button is used to automatically indicate that all items on the purchase order are automatically received.

Steps to create a Purchase Order:

1. Add a purchase order from the purchase order table form.
2. Indicate the location that the order is for, the vendor being ordered from and items that are to be ordered and in what quantity.
3. Once the items being ordered have been entered, PRINT the purchase order. Once printed the purchase order is set and cannot be changed. This also activates the purchase order (which is now live and in play). Note that activated purchase orders display in green on the purchase order table:

Vendor	PO Number	Order Date
ACME SUPPLIES LTD.	0000000001	11 January 2007
ACME SUPPLIES LTD.	0000000004	15 January 2007
ACME SUPPLIES LTD.	0000000005	15 January 2007

Steps to Receive Items on a Purchase Order:

1. Go to an activated purchase order (displays as green on the purchase order table) and double click on it.
2. On the purchase order form click on the receive inventory ("R") button:

Purchase Orders - Receiving Ordered Items Part 1

Item #	Vendor Part #	Model #	Size/Color	Qty	Unit Cost	R	Extended
H8239823908	9002B	9002B		25	25.83	R	690.95

Click on the receive button to open the inventory receiving form and indicate inventory received

Total For P.O.: \$690.95

Click on the receive button to open the inventory receiving form and indicate inventory received. Item number, vendor's part number, model number, size and colour, type of inventory, and description are automatically brought forward. Mark-up, cost, selling price and taxes are defaulted from values as indicated in the inventory table.

Purchase Orders - Receiving Ordered Items Part 2

The screenshot shows the 'Receive Inventory' form with the following fields and callouts:

- Item # 9002B**: Item number, vendor's part number, model number, size and color, type of inventory, and description are automatically brought forward.
- Rec Invoice # 738739**: Can indicate the vendor's invoice number on receipt of items (if known).
- Vendors Part # H8239823908**: Vendor's part number.
- Model # 9002B**: Model number.
- Size/Color**: Size and color of the item.
- Description Frames**: Description of the item received.
- Category**: Can indicate the category of the item received (with user defined look-up to the category table).
- Lot #** and **Exp. Date**: You can indicate lot number and expiry date of items received.
- Markup 2.00**, **Cost 25.83**, **Sell 51.00**: Mark-up, cost, selling price and taxes are defaulted from values as indicated in the inventory table.
- Qty Rec. 25**: Indicate the quantity received. Quantity defaults to amount ordered.
- Sales Acct#**, **COS Acct#**, **Asset Acct#**: Can indicate account codes (with look-up to user defined accounting codes).

Receiving Invoice #: Can indicate the vendor's invoice number on receipt of items (if known).

Category: Can indicate the category of the item received (with user defined look-up to the category table).

Lot Number / Expiry Date: You can indicate lot number and expiry date of items received.

Quantity Received: Indicate the quantity received. Quantity defaults to amount ordered.

Accounting Codes: Can indicate account codes (with look-up to user defined accounting codes)

- Once items have been received click on the SAVE button to save the quantities received. This will take you back to the Purchase Order form.
- Click on the POST button to post all items received and add them to the inventory table:

Purchase Orders - Receiving Ordered Items Part 3

The screenshot shows a software window titled "Purchase Order 000000005 Sent". The interface includes a menu bar with "Add", "View", "Delete", and "Save". Below the menu bar, there are fields for "Loc" (OF), "Vendor" (1), and "ACME SUPPLIES LTD.". The "Order Date" is 15/01/2007. A "Post Inventory?" dialog box is open in the center, asking "Post Received Items?" with "Yes" and "No" buttons. A red box highlights the "Post" button in the main window's toolbar, with a callout box stating: "Click on the POST button to post all items received and add them to the inventory table." The main window also displays a table with columns: "Ven Part #", "Item #", "model #", "size/color", "Qty", "Unit Cost", "R", and "Extended". The table contains one row with the following data:

Ven Part #	Item #	model #	size/color	Qty	Unit Cost	R	Extended
T7389739	BLADE PACK			100	2.00	R	200.00

At the bottom of the window, it says "Total For P.O.: \$200.00".

Once all items have been received the purchase order can be completed and archived to history.