ULTRA

CertiflexDimension
Business Accounting Software

Operations Guide: PURCHASE ORDER

a product of The Versatile Group, Inc.

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Version 10.0

Printed in U.S.A.

PO10U – 07/12

Purchase Order Operations Guide

Introduction

Welcome to CertiflexDimension Purchase Order!

This *Operations Guide* is designed to help you get started using the program. It is organized in a fashion for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference to help you with day to day processing.

To get the most out of CertiflexDimension Purchase Order and to guard against wasted definition time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details the CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Purchase Order for Windows program.

What You Need To Know First

CertiflexDimension Purchase Order is used in conjunction with the CertiflexDimension Accounts Payable program. We strongly recommend that you read the Accounts Payable manual and define the Accounts Payable program before using the Purchase Order program.

This version of CertiflexDimension is a Microsoft Windows® application. You must be familiar with Windows before you can use the Purchase Order program.

Before you begin working, make sure that you have correctly installed CertiflexDimension Accounts Payable and Purchase Order on your computer. The CertiflexDimension Accounts Payable program must be installed on your computer in order for you to use CertiflexDimension Purchase Order. To install the programs, refer to the Installation Instructions included in your package.

Start-Up Cycle

You are ready to begin processing after you:

- Install CertiflexDimension,
- Read the *CertiflexDimension System Manager Guide*,
- Read the *Accounts Payable Operations Guide*,
- Read the *Purchase Order Operations Guide*, and
- Add Companies to your System

NOTE: If you are converting from CertiflexDimension version 9.0, you do not need to perform the start-up functions.

Schedule of Events

Please use the following **Schedule of Events** as a guide to using the CertiflexDimension Inventory program.

- **Order the Accounts Payable/Purchase Order forms**: The system is preset to print purchase orders on plain, 8½ x 11" paper. This allows you to avoid the expense of obtaining pre-printed purchase order forms or allows you to immediately begin printing purchase orders before your forms arrive. Enclosed with your CertiflexDimension program is a Certiflex Forms brochure for ordering purchase order forms. If you have any questions about the purchase order form or style, call Certiflex Forms directly at 800-544-3427.
- **Define the Master Data**: After you have added a company to the system, you need to define the company's Master Data before you can begin processing. Refer to the **Defining the Master Data** section for a detailed explanation of this procedure.
- **Define the Purchase Codes**: For each purchase order detail line you enter, the system will require you to specify a purchase code. Refer to the **Maintain Purchase Codes** section for a detailed explanation of this procedure.
- **Define the Purchasing Agents**: For each purchase order entered, the system will allow you to specify a purchasing agent for that order. Refer to the **Maintain Purchase Order Agents** section for a detailed explanation of this procedure.
- **Define the Accounts Payable data**: The Purchase Order program is used in conjunction with the Accounts Payable program. The Purchase Order program will not function without the proper definition of the Accounts Payable program. Be sure that you have defined all areas of the Accounts Payable program before using the Purchase Order program.
- **Define the General Ledger and Inventory data**: If you are operating interactively with these programs, you will need to define these programs in addition to the Accounts Payable and Purchase Order programs before you begin processing in Purchase Order.
- **Make a backup**: You have now added all of your Purchase Order information, and you are ready to begin normal processing. It is very important that you make a backup of the Purchase Order data files to guard against the possibility of losing your work.

Purchase Order Transaction Processing Cycle

Purchase Order transaction processing is comprised of three specific steps.

- **Step 1: Record Purchase Order –** Use this step to add, change and delete purchase orders. Purchase Order items that have been received but not vouchered cannot be edited. Entire Purchase Orders with any items received but not vouchered cannot be deleted.
- **Step 2: Record Purchase Order Receipts –** Use this step to record the receipt of items ordered.
- **Step 3: Record Purchase Order Voucher –** Use this step to record vendor invoices for received items.

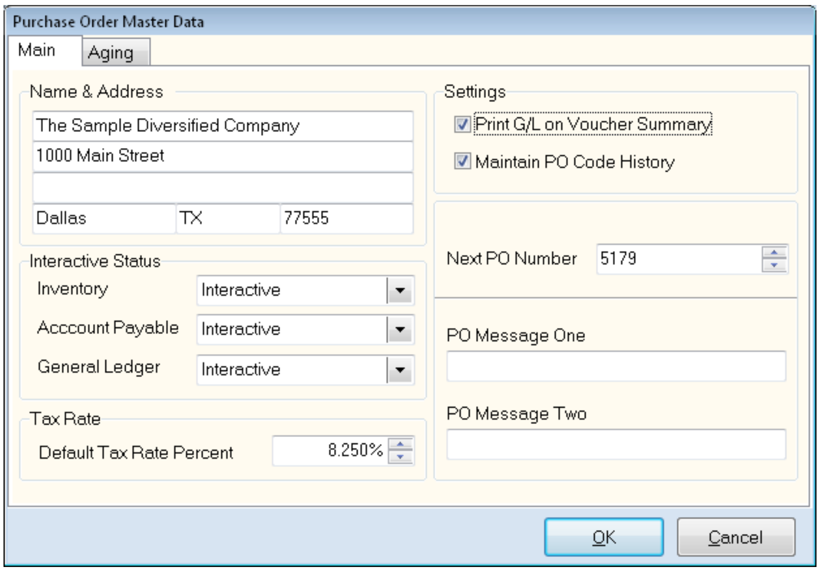
A Purchase Order is considered complete once all items have been both received and vouchered.

Defining the Master Data – Purchase Order

Company Master Data

Company Master Data Settings allows you to configure the Purchase Order program to fit the individual company's needs. The program is very flexible with respect to configuration, and the fields defined in this option are very important in regard to how the program will operate. Please read this section so that you may define the Master Data in the manner best suited for the company.

To open the Master Data, click **>File >Company Maintenance >Master Data Properties**. Click **>Purchase Order**.



Main

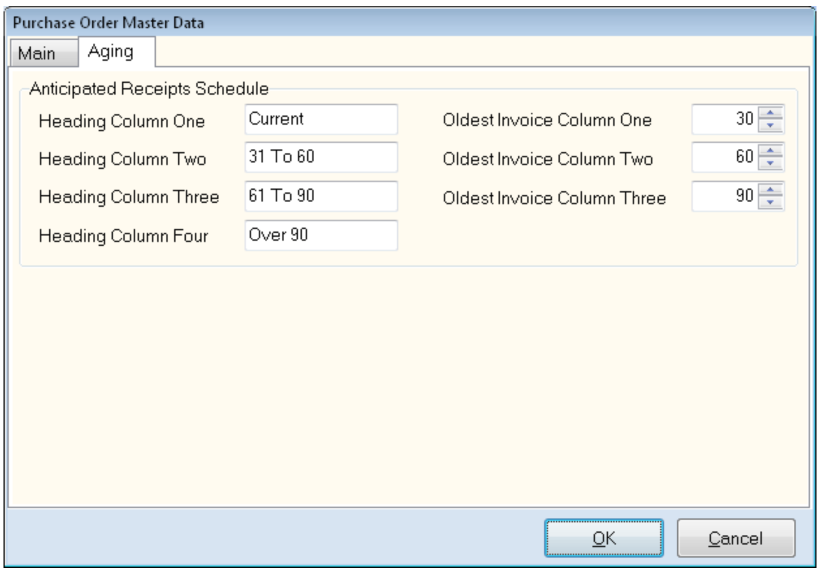
Select the **Main** tab to define the following:

- **Name & Address**: Enter or change the name of the company. This will be the company name the system will use when printing the purchase orders if the company name is not already pre-printed on the forms.
- **Inventory Interactive Status**: Set this field to **Interactive** if you are operating interactively with the CertiflexDimension Inventory program. This allows you to enter inventory receipts as part of the receiving purchase orders process. If you are not operating interactively with the Inventory program or if you do not plan on recording inventory receipts during receiving purchase orders, set this field to **Non-Interactive**.
- **Accounts Payable Interactive Status**: Accounts Payable is required for processing in CertifllexDimension Purchase Order. You should always leave this option set to **Interactive.**
- **General Ledger Interactive Status**: Set this field to **Interactive** if you are operating interactively with the CertiflexDimension General Ledger program. This allows you to record the Accounts Payable journal entry transactions as part of the receiving purchase orders process. If you are not operating interactively with the General Ledger program, set this field to **Non-Interactive**.
- **Default Tax Rate Percent**: Enter the default tax percentage to use for taxable purchase orders. The system will allow you to override this percentage during purchase order entry.

- **Print General Ledger on Voucher Summary**: Select this check box if you want the system to print the General Ledger journal entry information on the Voucher Summary report. If you do not want this information printed on the Voucher Summary, do not select this check box.
- **Maintain PO Code History**: Select this check box if you want the system to maintain a purchase code history file (data file PO4). If you select the check box, the system will allow you to print history reports of everything vouchered through the Purchase Order program in purchase code order.
- **Next PO Number**: Each time you enter a purchase order, the system assigns the purchase order a sequential purchase order number, based on the number you specify here. The purchase order number is saved with each purchase order transaction in the transaction files.
- **PO Message One**, **PO Message Two**: These fields allow you to enter any message that you would like the system to print on each purchase order.

Aging

Click the **Aging** tab to change the aging column calculations for the **Anticipated Receipts Schedule** report. When shipped, the system was set with defaults for the aging columns of Current, 31-60, 61-90, and Over 90. If the report aging columns need to be different, you can change the column definitions here.



The system takes into consideration four items to determine the age of each purchase order: the aging criteria (as defined here), the expected receipt date of the purchase order, the payment terms assigned to each purchase order, and the processing date.

For example, if you are using the system's default aging and you have the following purchase orders not yet received,

Purchase Order Number 147
- Payment Terms: Net 30 Days From Invoice Date
- Expected Receipt Date: 12/15/12
- Commitment Value: $325.78
- Anticipated Payment Date: 01/14/13

Purchase Order Number 184
- Payment Terms: Net 20 Days From Invoice Date
- Expected Receipt Date: 02/15/12
- Commitment Value: $1,174.51
- Anticipated Payment Date: 03/05/13

Purchase Order Number 219
- Payment Terms: Net 10 Days From End of Month
- Expected Receipt Date: 04/01/12
- Commitment Value: $2,824.62
- Anticipated Payment Date: 05/10/13

if you set the system date to 12/31/12 and print a commitment report, the aging of the Anticipated Cash Requirements Schedule would be:

Current	31 to 60	61 to 90	Over 90
3325.78	$0.00	$1,174.51	$2,824.62

- **Heading Column One**, **Heading Column Two**, **Heading Column Three**, **Heading Column Four**: These fields allow you to specify the aging column headings that will print on the Anticipated Receipts Schedule of the commitment reports.

  The system will allow you to enter anything that you would like for the headings. You will normally want to define each aging heading to correspond to the **Oldest Invoice in Days** fields. Otherwise the commitment reports may be difficult to understand because the system uses the **Oldest Invoice in Days** fields for aging calculations.

  Your input here is for printing and display purposes only. The system does not use your input here for aging calculations.
- **Oldest Invoice Column One**, **Oldest Invoice Column Two**, **Oldest Invoice Column Three**: These fields allow you to specify what future aging category each commitment amount should go.

Maintain Lists – Purchase Order

Maintain Purchase Codes

This option allows you to add new purchase codes, change information on existing purchase codes, or delete purchase codes.

The CertiflexDimension Purchase Order program uses purchase codes to allow a breakdown by type of purchase when you voucher invoices for received purchase order quantities. Purchase codes can be the same as purchase (or expense) accounts in the General Ledger chart of accounts, or they can be a further breakdown of these accounts. How you define the purchase code numbering scheme is entirely your choice. You may want to define purchase codes by department or division to track the purchases separately for various types of products.

If you use the CertiflexDimension Accounts Receivable program, you will notice that purchase codes operate in a manner very similar to sales codes.

When you add or change purchase orders, the system will ask you to enter a purchase code for each purchase order detail line.

> **NOTE**: If you are interactive with the CertiflexDimension Inventory program, each inventory item should have a purchase code defined on its record. The system will automatically use the item's purchase code, allowing you to override it, when you use an inventory item on a purchase order detail line.

It is very important that you be consistent in your use of purchase codes to allow the system to efficiently summarize all purchases in preparation for automatically displaying the voucher journal entry and printing the **Purchase Code Listing** report.

You do not have to actually define a separate General Ledger account number for each purchase code you use in purchase order processing. Instead, you may define one General Ledger account number to be used by several purchase codes.

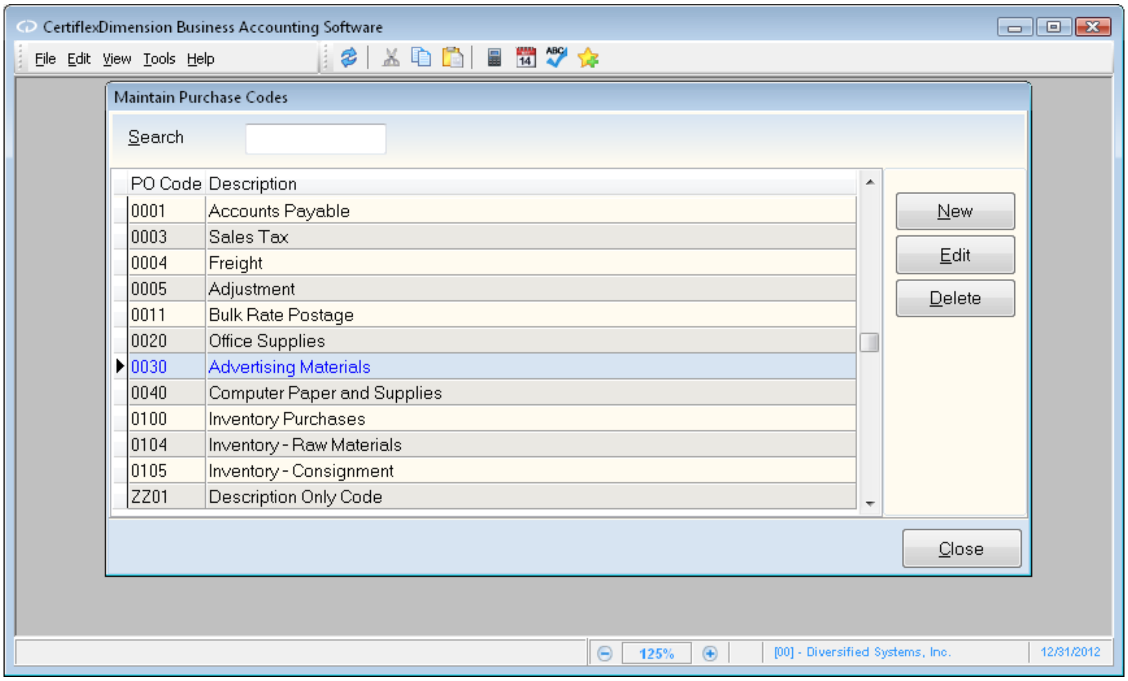
When you installed the Purchase Order program, the system created five purchase codes for you:

0001	Accounts Payable
0003	Sales Tax
0004	Freight
0005	Adjustment
0011	Default Purchase Code

These five purchase codes are required by the system. The system will not allow you to delete these purchase codes. However, the system will allow you to change information on these codes.

Adding a Purchase Code

To add a new purchase code, click **>Maintain Lists >Purchase Order >Purchase Codes**.

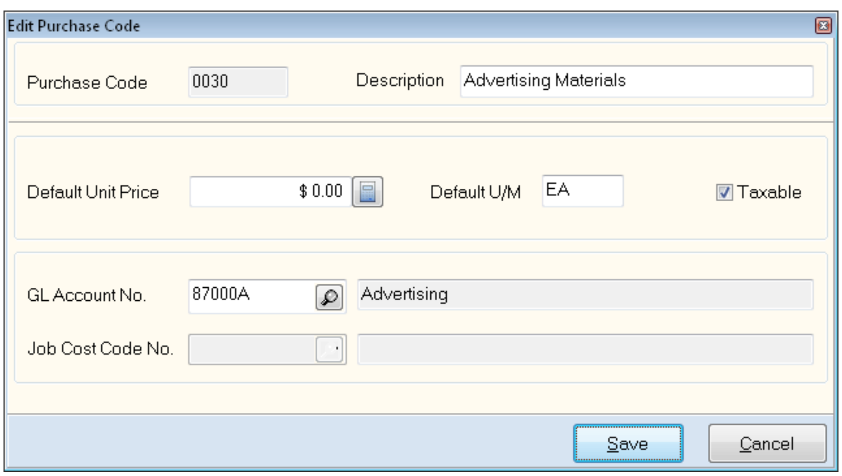


To add a new purchase code, click **>New**. The system will prompt you for the following:

- **New PO Code**: Enter the new purchase code number. Click **>Ok** to continue creating the new purchase code.

NOTE: To create a ZZ description only purchase code, enter a PO Code of ZZ## (ZZ00 - ZZ99).

Click **>Ok** to continue to the **Edit Purchase Code** screen.



- **Description**: Enter the description for this code.
- **Default Unit Price**: If you define a default unit price, the system will automatically use this amount when this purchase code is used during the addition or changing of detail lines. This helps speed data entry during recording receipts.

  If this purchase code is used in conjunction with an inventory item, you do not need to define this field. The system will use the default unit price as defined for the inventory item.

- **Default Unit of Measure**: If you define a default unit of measure, the system will use this input when this purchase code is used during the addition or changing of detail lines. This helps speed data entry during recording receipts.

  If this purchase code is used in conjunction with an inventory item, you do not need to define this field. The system will use the default unit of measure as defined for the inventory item.
- **Taxable**: Select this check box if this purchase code is always considered to be taxable. If this purchase code is tax exempt, do not select this check box.
- **General Ledger Account Number**: If you are operating interactively with the CertiflexDimension General Ledger program, define the General Ledger account number for this purchase code.
- **Job Cost Code Number**: If you are operating interactively with the CertiflexDimension Job Cost program, enter the job cost code number for this purchase code.

Click **>Save** to add the new purchase code to the system.

Changing a Purchase Code

To change a purchase code, click **>Maintain Lists >Purchase Order >Purchase Codes**.

When the Maintain Purchase Codes screen is displayed, enter the purchase code to change in the **Search**. Once the purchase code you want to change has been selected, click **>Edit** or simply double click on the desired code in the listing. The system will display the **Edit Purchase Code** screen for the selected purchase code. For detailed information on each field displayed, refer to the **Adding a Purchase Code** section.

Deleting a Purchase Code

To delete a purchase code, click **>Maintain Lists >Purchase Order >Purchase Codes**.

When the Maintain Purchase Codes screen is displayed, enter the purchase code to delete in the **Purchase Code** field. When a valid purchase code is entered, the system will display the information for the selected purchase code. To delete this purchase code, click **>Delete**.

> **NOTE**: The system will not allow you to delete the pre-defined purchase codes. These are codes 0001, 0003, 0004, 0005, and 0011.

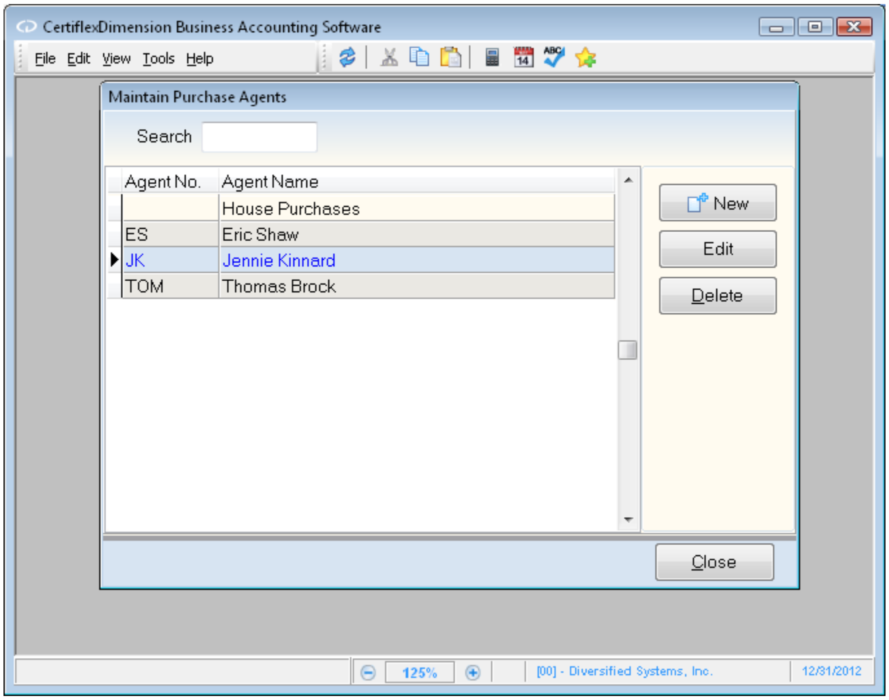
Maintain Purchase Order Agents

This option allows you to add, change, and delete the purchasing agents. Purchasing agents are representatives or entities of your company that will be making purchases. You may define purchasing agents as individual employees of your company or departments of your company.

The system allows you to maintain purchasing agents so you can track who placed each order. This is an optional feature and is not required by the system for the proper operation of the program.

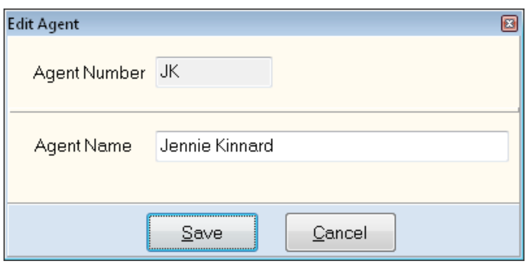
Adding a Purchase Order Agent

To add a new purchase order agent, **>Maintain Lists >Purchase Order >Purchase Agents**.



When the **Maintain Purchase Agents** screen is displayed, click **>New**. The system will prompt you for the new purchasing agent number. This field can be alphanumeric with no more than three characters in length.

Click **>Ok** to continue to the **Edit Agent** screen.



To add the name for the new agent, enter their name in the **Agent Name** field. Click **>Save** to add the new agent to the system.

Changing a Purchase Order Agent

To change a purchase order agent, click **>Maintain Lists >Purchase Order >Purchase Agents**.

When the **Maintain Purchase Agents** screen is displayed, select the agent you wish to change and click **>Edit** or simply double-click on the agent you wish to change and enter a new name for this agent. The system will display the **Edit Agent** screen. Make any desired changes and then click **>Save**.

Deleting a Purchase Order Agent

To delete a purchase order agent, click **>Maintain Lists >Purchase Order >Purchase Agents**.

When the **Maintain Purchase Agents** screen is displayed, select the agent you wish to delete and then click **>Delete**.

Transactions - Purchase Orders

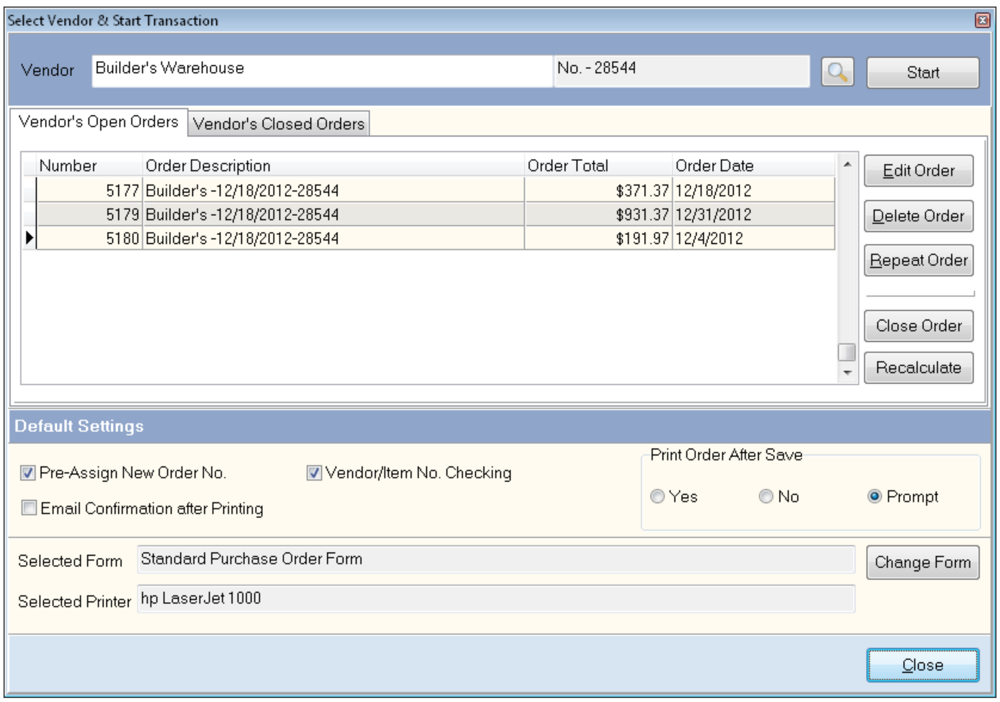
Record Purchase Orders

This option allows you to record purchase orders. You can add, change, and delete purchase orders. The input of purchase orders is normally the first step you perform in the purchase order entry process.

> **NOTE**: If you are operating interactively with the CertiflexDimension Inventory program, purchase order validation will update the quantity on order for each inventory item included in the purchase order.

Recording a Purchase Order

To record a purchase order, click **>Transactions >Purchase Order >Record Purchase Orders**. The system will display the **Select Vendor & Start Transactions** screen.



Open Orders

Under the **Vendor's Open Orders** tab, you can perform the following options:

- **Edit**: Select an open purchase order and click the **>Edit** button to make changes to the selected order.
- **Delete**: Select an open purchase order and click the **>Delete** button to delete the selected order. The system will then launch the **Purchase Order Listing,** displaying all open items. Double-click on the order you wish to delete and the system will prompt you for confirmation before deleting the open order.
- **Repeat**: Select an open purchase order and click the **>Repeat** button to create a new purchase order that has the same header and detail of the selected order.
- **Close**: Select an open purchase order and click **>Close** to close and delete the selected order. The system will prompt you for confirmation before closing and deleting the open order.

> **NOTE**: The Purchase Order system tracks two separate lists of orders. All open orders, received orders and partially complete orders are tracked in the "Open Order" file. All closed orders are tracked in the "Closed Order" file. The Purchase Order system automatically removes orders from the "Open Order" file when you fully voucher a completed order. You may manually close an "Open" or "Partial" order by clicking **>Close**. Once an order has been manually closed, it may not be re-opened.

- **Recalculate**: This option will recalculate all open orders and reset each order's status. If you are interactive with the CertiflexDimension Inventory program, the system will also reset each inventory item's **Quantity on Order**.

> **NOTE**: This option requires a supervisor's level 10 security access. Also, all other users should be logged out of both CertiflexDimension Purchase Order and Inventory programs before executing the **Recalculate** process.

Closed Orders

Under the **Vendor's Closed Orders** tab, you can perform the following options:

- **Repeat**: Select a closed purchase order and click the **>Repeat** button to create a new open purchase order that has the same header and detail of the selected order.

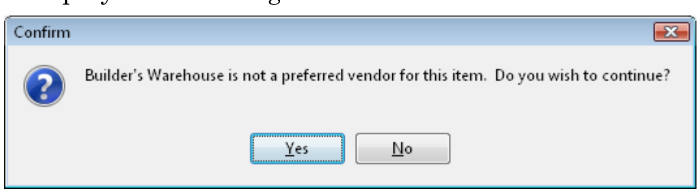
Default Settings

- **Pre-Assign Order Number**: Click this option if you would like to assign a purchase order number before entering the purchase order. Typically, a purchase order number is assigned to the purchase order once the purchase order is validated. However, you may have situations where you need the purchase order number before you have completed the purchase order. If this is the case, you can click this option to cause the system to assign a purchase order number to this purchase order prior to validation.

> **NOTE**: The next purchase order number will be incremented even if you do not save this order.

- **Vendor/Item Number Checking:** Select this checkbox if you want the system to verify that the inventory items listed in the purchase order are associated with their preferred vendor(s).

  If the **Vendor/Item Number Checking** feature is enabled and you record a purchase order using a vendor that is not set as "preferred" in the selected inventory item's **Purchase** settings, the system will notify you of this and display the following confirmation screen before continuing:



  For more information on setting an inventory item's preferred vendors, please refer to the **>Maintain Inventory Items >Add Inventory Item >Additional Options >Purchases** section of the *CertiflexDimension Inventory Operations Guide*.

- **Email Confirmation After Printing:** Click this option if you would like to automatically email a confirmation of your orders to your venders after **new** purchases orders have been validated and printed. If you select this option, a PDF copy of will automatically be attached to your emails. This option will be active only if you have selected to print orders after saving.

> **NOTE**: The system has default wording used in the email confirmation system. If you would like to change either the default email subject or body, please contact Customer Service for assistance.

- **Print Order After Save:** Select **Yes**, **No** or **Prompt** depending on if you want the system to automatically print each Purchase Order after saving. Selecting the **Prompt** option will force the system to ask if you wish to print each time an order is saved.
- **Selected Form:** This selection displays the Order form currently selected to print. To print a different format, click **>Change Form**.
- **Selected Printer**: This section displays the printer currently selected to print. To use a different printer, click **>Change Form >Printer Setup…**.
- **Change Form:** Select this option to change the default order form or printer.
    - **Order Form:** This displays the currently selected order form. To select a different form, click on the down arrow for a list of available forms
    - **Output**: This section allows you to define where the purchase order will print.
        - **Selected Printer**: Select this check box if you want the system to print the purchase order to the selected printer.
        - **Preview Screen**: Select this check box if you want the system to print the purchase order to screen.

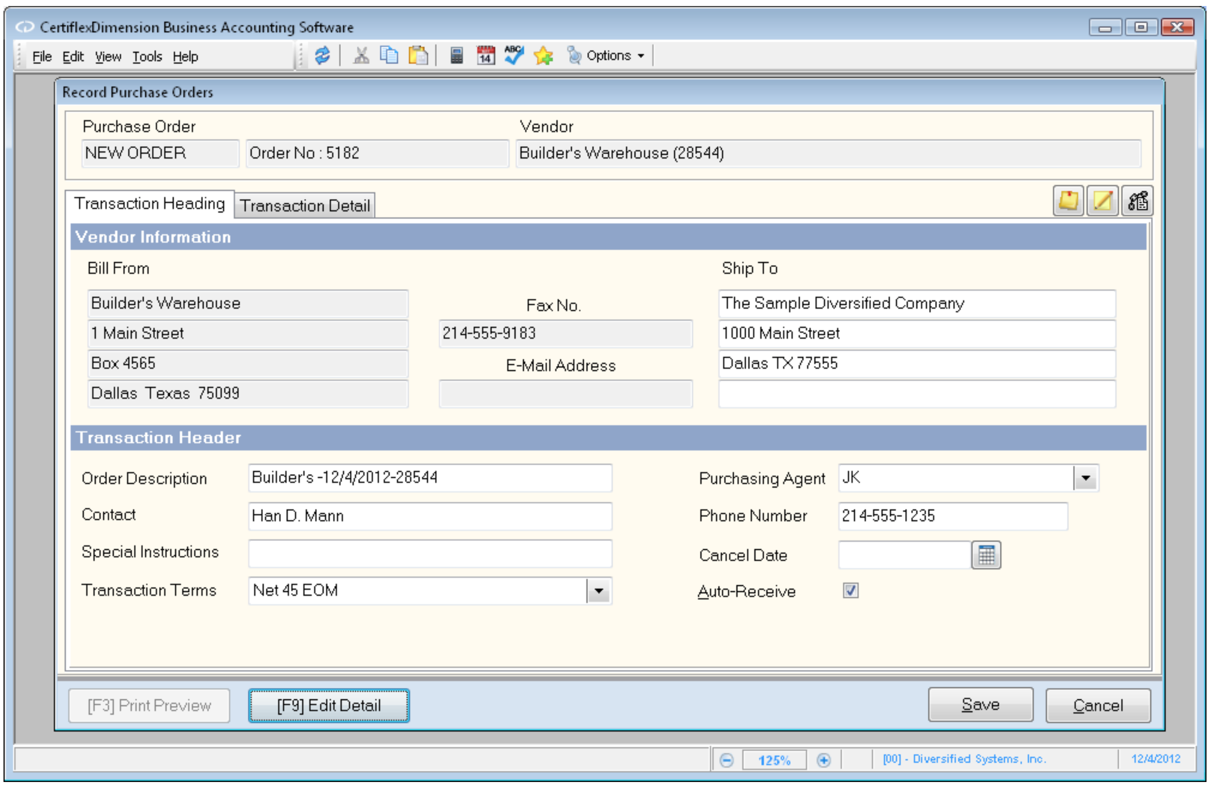
          NOTE: The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the complete report.
    - **Copies**: Enter the number of copies of this purchase order you want printed.
    - **Printer Setup…**: This button allows you to select which printer to print the purchase order to. The system will default to your Windows default printer. If you want to change the printer for this purchase order, click **Printer Setup…** and select the printer from your Windows printer selection list.
    - **Clipboard:** If you want to have the system automatically copy the vendor fax number or vendor email address to the Windows Clipboard for manually sending a fax or email, select either **Fax Number** or **Email Address** for this option.

Adding New Purchase Orders

- **Vendor**: Select the vendor to record the voucher for. You can press F5 to switch the vendor index (i.e. Vendor Name to Vendor Number) or press F6 to display a list of vendors.
- **Start**: When a valid vendor is selected, you must click **>Start** to access the remainder of the record voucher screen.

Hint: You can optionally scroll through your vendor list by pressing the up/down arrows. You can display your vendor list by pressing **[F6]**, or clicking the flashlight icon. You can optionally switch the vendor index between vendor name and vendor index by pressing **[F5]**. New vendors can be added by pressing **[F6]** and clicking **>Add New**.

When you click **>Start**, the system will display the **Record Purchase Orders** screen and prompt you for the following:



Vendor Information{v10New}

Ship To: Enter the ship to Name and address for this order. You may optionally various lookup lists for entering Purchase Orders not shipped to the primary delivery address. Four selectable options are available in this Ship To feature. Each option can be activated by clicking the appropriate delivery truck icon. The option will then present a full list. Selecting an item from the list will extract the ship to address for the selected item or location.

❖ Red Truck – Ship To – Customer List
If you have CertiflexDimension Accounts Receivable, you can use this option to present a list of customers. This list will use the "Ship To" address from the selected record. If the "Ship To" address for this customer is blank, the system will use the regular customer address.

❖ Yellow Truck – Ship To – Customer ShipTo Key List
If you have CertiflexDimension Accounts Receivable, you can use this option to present a list of customers. Once you select a customer, the system will display a list of Ship To Keys for the selected customer. This list will use the address from the selected record.

❖ Green Truck – Ship To – Open Sales Order List
If you have CertiflexDimension Order Entry, you can use this option to present a list of open Sales Orders. Once you select an order, the list will use the "Ship To" address from the selected record. If the "Ship To" address for this record is blank, the system will use the "Bill To" address from the selected record.

❖ Brown Truck – Ship To – Job Locations List

If you have CertiflexDimension Job Cost, you can use this option to present a list of Jobs. Once you select an order, the list will use the job locations lines from the selected record.

Hint: If you have multiple warehouse addresses used for delivery of inventory, you may wish to set-up an inactive customer in Accounts Receivable and use that customer's ship to keys to hold your various warehouse addresses.

Transaction Heading

- **Order Description**: Enter a description for this purchase order. The system will allow you to index on this field when you record receipts, voucher purchase orders, etc. This allows you to access the purchase orders by either the purchase order number or the purchase order description.
- **Contact**: Enter the vendor's main contact. The system will default to the vendor's contact defined on the vendor's account. This field is used by the system as a memo field and will appear on the purchase order review screen. The system will print the **Contact** field as the first line of the remit to address.
- **Special Instructions**: Enter any message that you would like to print on the purchase order.
- **Transaction Terms**: The system will default to the vendor's defined terms on the vendor's main record. If you want to select a term other than the vendor's default, select from the following:
    - **Select Days from Invoice Date**: Select this option if the invoice from this purchase order will be due a set number of days after the invoice date. If you select this option, the system will prompt you for the following:
        - **Number of Days Until Due**: Enter the number of days after the invoice date that the purchase order is due.
        - **Discount Percent**: If a discount percent for early payment is allowed by the vendor, enter the allowed discount percentage.
        - **Number of Discount Days**: If you entered a discount percentage above, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
    - **Select Days from End of Month**: Select this option if the invoice from this purchase order will be due a set number of days after the end of the month. If you select this option, the system will prompt you for the following:
        - **Number of Days from End of Month**: Enter the number of days after the end of the month that the invoice for this purchase order is due.
        - **Discount Percent**: If the vendor allows a discount percent for early payment, enter the allowed discount percentage.
        - **Number of Discount Days**: If you entered a discount percentage, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
    - **Select Batch Number**: Select this option if you will pay the invoice for this purchase order in a batch. If you select this option, the system will ask you for the batch number. The system will allow you to define up to 99 different batches.
    - **Specified Due Date**: Select this option if you want the invoice for this purchase order to be due on a specific date. If you select this option, the system will prompt you for the due date when the purchase order is recorded.
    - **Suspense**: Select this option if you want to place the invoice for this purchase order in suspense. An invoice for a purchase order placed in suspense is not considered for payment until its due date is rescheduled to a valid date.
    - **Next Run**: Select this option if you want to pay the invoice for this purchase order the next time you do a check run after the purchase order is invoiced, regardless of when the purchase order is due.
- **Purchasing Agent**: If a purchasing agent is associated with this purchase order, select the purchasing agent. If a purchasing agent is not associated with this purchase order, leave this field blank or select House Purchases.

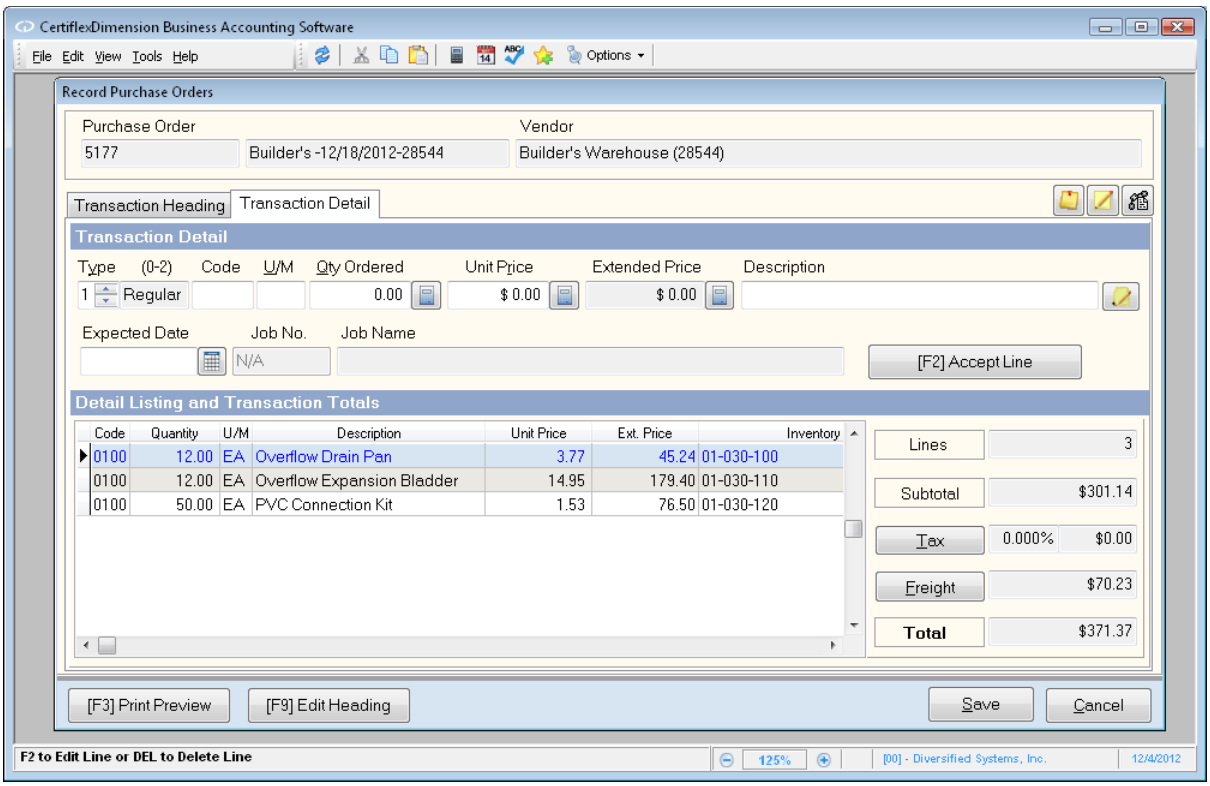
  If you select a purchasing agent, the system will print the purchasing agent information on the purchase order.

- **Phone Number**: Enter the vendor's phone number. This would be the number to call if you have a question about the purchase order.
- **Cancel Date**: If you want this purchase order to be canceled if it is not received complete by a certain date, enter that date here. This is an informational field and is not required.

  If you define a date here and the purchase order is not received complete by the defined date, the system WILL NOT automatically delete the purchase order. This field is for informational purposes only. You must manually delete/close the purchase order.
- **Auto-Receive**: Select this option if you have already received all items for this Purchase Order and wish to automatically record receipts for this new Purchase Order on validating. This option is not active during **Edit Purchase Orders**.

When the **Transaction Heading** fields are complete, click the **[F9] Edit Detail** button or select the **Transaction Detail** tab to enter the transaction detail lines.

TIP: You can press **[F9]** to proceed to the **Transaction Detail** tab. While in the **Record Purchase Orders** screen, pressing **[F9]** will toggle between the **Transaction Heading** and **Transaction Detail** tabs.



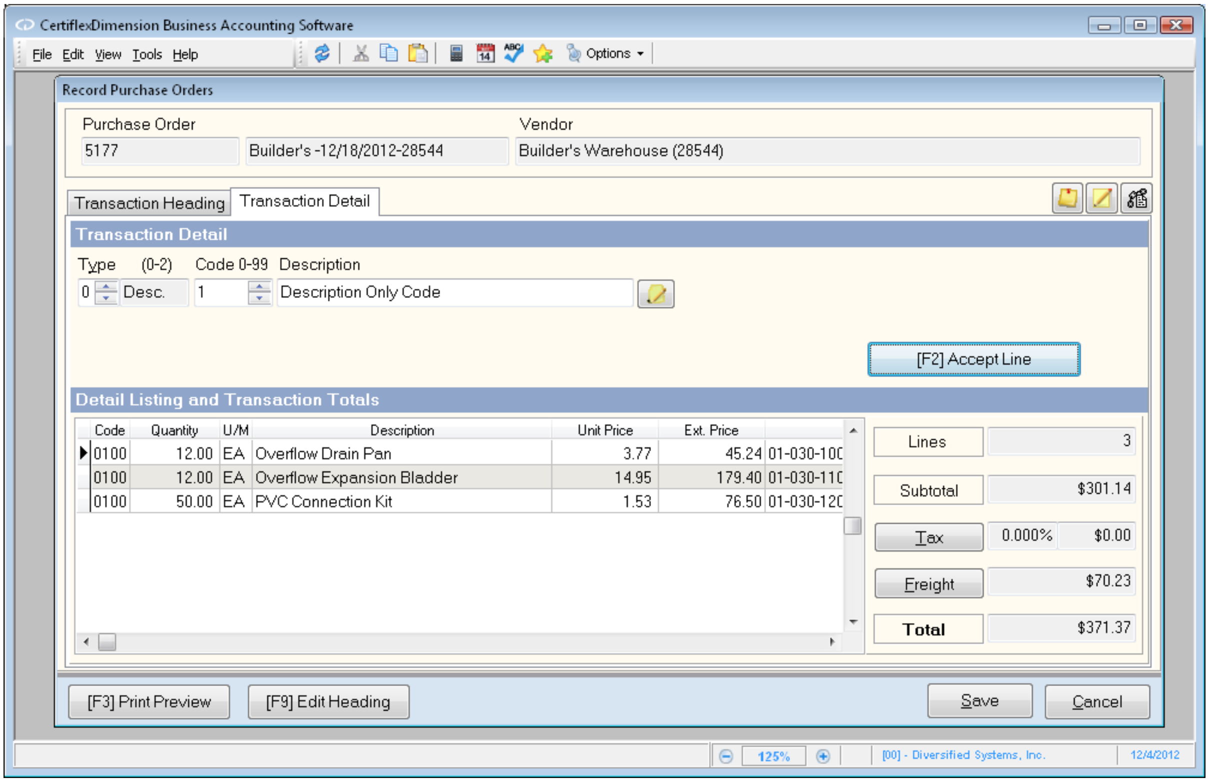
Transaction Detail

There are three types of transaction detail line items you can enter from this screen: **Description Only Lines**, **Non-Inventory Detail Lines** and **Inventory Detail Lines**. There are also special purchase order functions for changing the tax information and changing the freight amount from this screen.

Description Only Lines

The system allows you to enter description only lines to the purchase order. You can use description only lines to add further information on the purchase order about a line item entered, or to print pre-defined description only lines.

To enter a description only detail line, select **Type 0.**



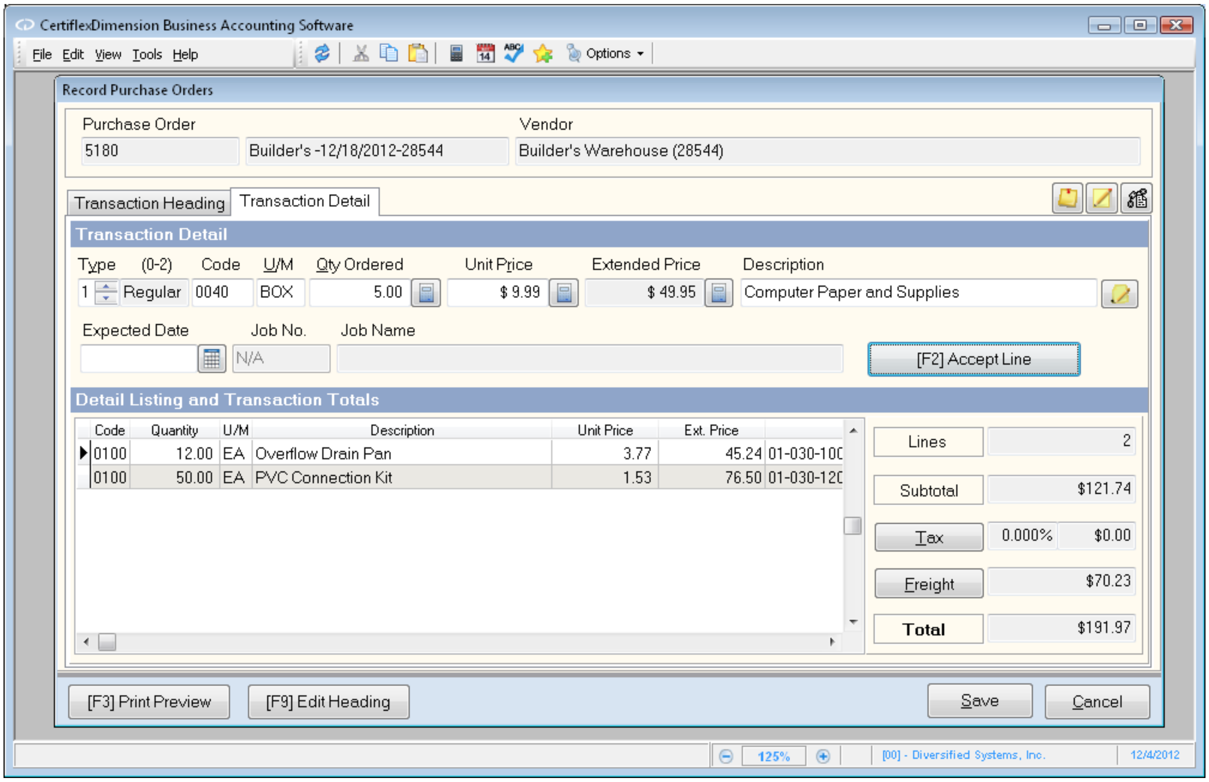
- **Code**: To select a pre-defined description, select a code from 0-99. For more information covering description only codes, refer to the **Maintain Purchase Codes** section.
- **Description**: Enter the description to add to the purchase order. If you need to enter more than one line of information, click the button.

When the description only detail line item information is entered, click **>Accept Line** to validate the detail line item.

Non-Inventory Detail Lines

Non-Inventory detail lines include all detail line types except for lines involving specific inventory items maintained in the CertiflexDimension Inventory program and description only lines.

To enter a non-inventory detail line, select **Type 1**. The system will allow you to enter the following information:



- **Code**: Select the desired purchase code to use.

  For every purchase order line, the system requires you to select a purchase code. The purchase code indicates the type of purchase for the current purchase order line. When you record an invoice for the purchase order (after the purchase order quantities are received), the system will automatically display a voucher journal entry for you. This journal entry is based on the General Ledger account numbers defined for each of the purchase codes used in Purchase Order.

- **Unit of Measure**: Enter the detail line's unit of measure. If the purchase code you used is defined with a default unit of measure, the system will automatically insert the default unit of measure in this field. The system will allow you to change the default for this detail line, if necessary.

- **Quantity Ordered**: Enter the quantity to order for this detail line. The system requires that you enter a quantity greater than 0.

- **Unit Price**: Enter the individual unit price for this detail line item. If the purchase code you used is defined with a default unit price, the system will display the default unit price in this field. The system will allow you to change the default unit price for this detail line, if necessary.

  When a unit price is entered, the system will update the **Extended Price** field automatically.

- **Description**: Enter the description for this detail line. The system will default to the description of the purchase code you used for this detail line. To enter additional description information, click the  button. You can enter up to 60 characters per line.

- **Expected Receipt Date**: Enter the date that you expect to receive this line item. If you do not know, or do not wish to enter an expected receipt date, leave this field blank.

If you enter an expected receipt date on the first detail line item, the system will assume the same expected receipt date for all remaining detail lines of this order. The system will allow you to change this date on the other detail lines, if necessary.

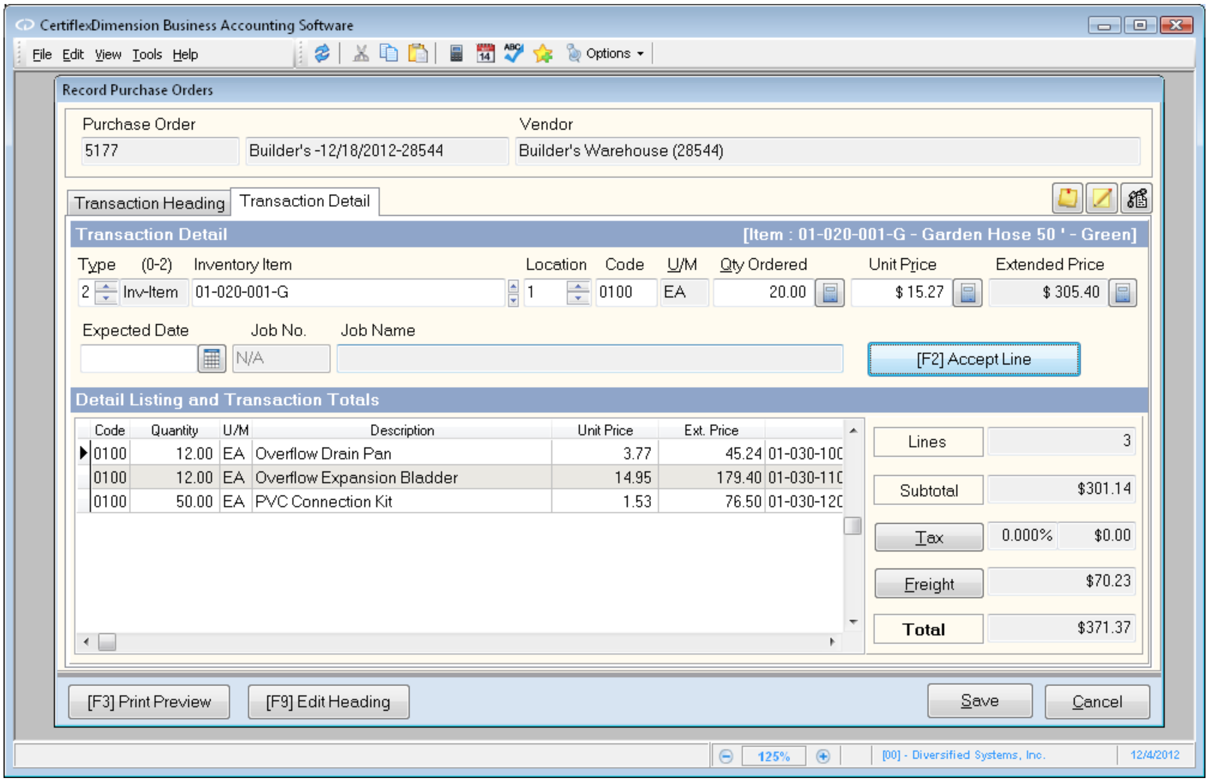
- **Job No.**: If you are operating interactively with CertiflexDimension Job Cost you may enter a valid Job Number for this detail line.

When all the detail line item information is entered, click **>Accept Line** to validate the detail line item.

Inventory Item Detail Lines

The system allows you to enter detail lines for the purchase of inventory items, if you are operating interactively with the CertiflexDimension Inventory program. When you enter an inventory item detail line, the system will retrieve the inventory item's information from the inventory data files and will also update the inventory data files for receipts of the item when you record receipts.

To enter an inventory item detail line, select **Type 2**.



- **Inventory Item**: Select the desired inventory item for this detail line.
- **Location**: If the Inventory program is operating with multiple locations, select the location where the inventory item you wish to purchase will be located. The system will default to Location 1.
- **Code**: Select the desired purchase code.

  For every purchase order line, the system requires you to select a purchase code. The purchase code indicates the type of purchase for the current purchase order line. When you record an invoice for the purchase order (after the purchase order quantities are received), the system will automatically display a voucher journal entry for you. This journal entry is based on the General Ledger account numbers defined for each of the purchase codes used in Purchase Order.
- **Unit of Measure**: The system will display the unit of measure defined for this inventory item on the item's main inventory record.
- **Quantity Ordered**: Enter the quantity to order for this detail line. The system requires that you enter a quantity greater than 0.
- **Unit Price**: Enter the individual unit price for this detail line item. The system will display the last unit price saved for this item. You can press **F4** to display a history of prices for this item. The system will allow you to change the unit price for this detail line, if necessary.

  When a unit price is entered, the system will update the **Extended Price** field automatically.
- **Expected Receipt Date**: Enter the date that you expect to receive this line item. If you do not know or do not wish to enter an expected receipt date, leave this field blank.

If you enter an expected receipt date on the first detail line item, the system will assume the same expected receipt date for all remaining detail lines of this order. The system will allow you to change this date on the other detail lines, if necessary.

- **Job No.**: If you are operating interactively with CertiflexDimension Job Cost you may enter a valid Job Number for this detail line.

When the detail line item information is entered, click **>Accept Line** to validate the detail line item.

Changing Existing Detail Lines

To change an existing detail line item for the current transaction, double-click on the desired detail line item in the **Detail Listing and Transaction Totals** screen. You can change any field and then click **>Accept Edit** to validate the changes.

> **Note:** If you are editing an existing order, you cannot edit detail lines that have been received but not vouchered.

Deleting Existing Detail Lines

To delete a detail line item from the current transaction, select the detail line item in the **Detail Listing and Transaction Totals** screen and press the **[Delete]** key on your keyboard. A prompt will be displayed, confirming that you want to delete the selected line.

> **Note:** If you are editing an existing order, you cannot delete detail lines that have been received but not vouchered.

Additional Options

The system includes a variety of additional options that are available during the addition of purchase orders. These options are found by clicking **Options**.

- **Insert New Detail Line**: Select this option to insert a new detail line item between existing line items. To use this option, select the detail line item in the Detail Line Item Listing screen you want a new line inserted above, click **Options,** and then click **Insert New Detail Line**.
- **Edit Additional Description**: Select this option to edit the additional description for the selected detail line. To use this option, select a detail line in the Detail Line Item Listing screen, click **Options** and then select Edit Additional Description. The system will then allow you to edit or add additional description information for the selected detail line item.

These options are found in the summary fields located in the lower right corner of the **Transaction Detail** screen:

- **Tax**: When you select this option, the system will prompt you for the following:
  - **Taxable Order**: Select this check box if this purchase order is taxable.
  - **Tax Rate**: Enter the tax rate for this order.
- **Freight**: Select this option to add a freight amount to this order.

> **Note:** If you do not enter a freight amount when adding the purchase order or if you enter the freight amount incorrectly, the system will allow you to add a freight amount or override the entered freight amount while recording receipts.

Adding Order Memos

The **Memos** button allows you to maintain information that is not already captured on each purchase order. Memos can be used to track special reminders, discounts, secondary contacts, etc.

You can add Memos while recording purchase orders. The headings for the memo lines are defined in the **Maintain Memo Names** supervisor option. To access **Maintain Memo Names** from the CertiflexDimension System Manager screen, click **>File >Supervisor Options >Maintain Memo Names**.

NOTE: You must have Supervisor rights (access level 10) to be able to modify the memo headings in the Configure Memos options.

Each memo line can be assigned an access level (1-10). If you do not have an access level equal to or greater than the one assigned to the memo line, you cannot edit the memo line.

- **Memo Lines**: If you have access to the memo lines, enter the information in each appropriate field.

Refer to the *CertiflexDimension System Manager Guide* for more information on configuring memos.

Adding Order Notes

The **Notes** button allows you to organize and access information about purchase orders from one location. Notes can be used to document disputes, incomplete order information, etc.

You can add and review notes while recording or reviewing purchase orders. For detailed steps on adding notes, refer to the *CertiflexDimension System Manager Guide*.

Adding Order Links

The **Links** button allows you to organize and access information about purchase orders from one location. Links can be used to connect to vendor web sites, drawings, and online order systems.

You can add and review links while recording or reviewing purchase orders. For detailed steps on adding links, refer to the *CertiflexDimension System Manager Guide*.

Saving and Printing Purchase Orders

When all detail line items are entered, click **Save** to add the order. A purchase order form may be printed or emailed after validating if you have activated these options.

Changing a Purchase Order

To change a purchase order, click **>Transactions >Purchase Order >Record Purchase Orders**.

At the **Select Vendor & Start Transactions** screen, select the order you want to change from the **Vendor's Open Orders** listing and click **>Edit Order**. When a valid purchase order is selected, the system will display the information for the selected order. For detailed information on each field displayed, refer to the **Recording a Purchase Order** section.

NOTE: You can also select an existing Purchase Order to edit by selecting the vendor and double clicking the desired order from the vendor's previous order List.

Deleting a Purchase Order

To delete a purchase order, click **>Transactions >Purchase Order >Record Purchase Orders**.

At the **Select Vendor & Start Transactions** screen, click **>Delete Order**. The system will then open the **Purchase Order Listing** screen, displaying all open orders for all vendors. Double-click on the purchase you wish to delete and the system will prompt you for verification.

NOTE: You cannot delete a Purchase Order that has been received but not vouchered.

Repeating a Purchase Order

To repeat a purchase order, click **>Transactions >Purchase Order >Record Purchase Orders**.

This option allows you to copy a previous purchase order's information to the new purchase order. This is useful when you have similar orders. To use this option, select the vendor and highlight the desired order from either the **Vendor's Open Order** or **Closed Order** list and then click **>Repeat Order**. The system will then open the **Record Purchase Orders** screen, with the heading and detail information copied from the original order.

Closing a Purchase Order

To close a purchase order, click **>Transactions >Purchase Order >Record Purchase Orders**.

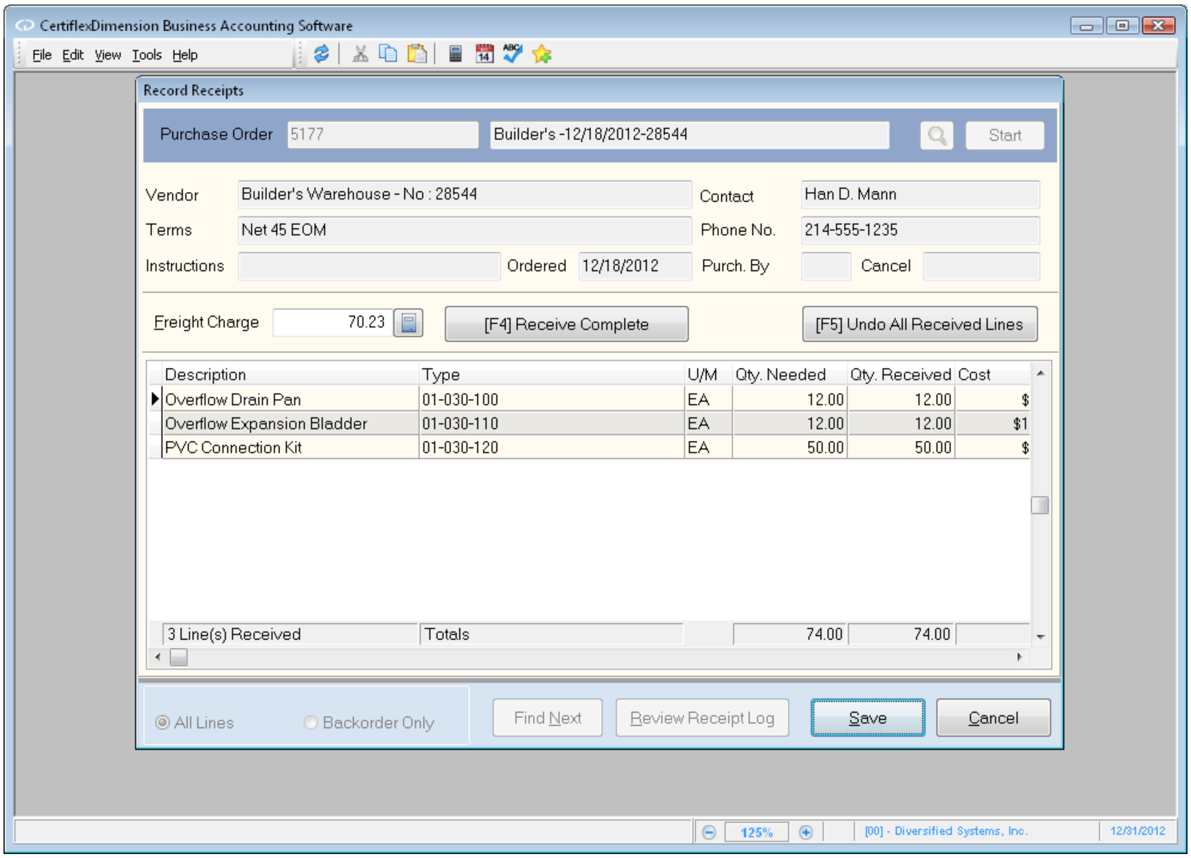
This option allows you to close and delete an open purchase order. To use this option, select the vendor and highlight the desired order from the **Vendor's Open Order** and then click **>Close Order**. The system will prompt you for confirmation before closing and deleting the order.

Record Receipts

This option allows you to enter the quantity for each purchase order detail line that was actually received. To record receipts, you should first print the Receiving Reports and give them to your receiving department personnel. When the receiving department personnel receives stock items as detailed on the receiving reports, they should mark the quantity of the items ordered that were actually received on each receiving report detail line. When they have finished receiving the order, the personnel should return the marked up Receiving Report to you so you can use the information for recording receipts.

If you are operating interactively with the CertiflexDimension Inventory program, the system will update the inventory items in Inventory when you record receipts.

To record receipts, click **>Transactions >Purchase Order >Record Receipts**.



- **Purchase Order**: Enter the purchase order number to record its receipt and then click **>Start**. To select a purchase order from the **Purchase Order Listing**, click on the spyglass  or press **[F6]**.
- **Freight Charge**: Enter or change the previously entered freight amount for this purchase order.
- **[F4] Receive Complete**: If the entire purchase order was received complete, you can click this button to cause the system to automatically mark the entire order as received.
- **[F5] Undo all Received Lines**: Click this option if you wish to clear all previously unvouchered receipts for this order.

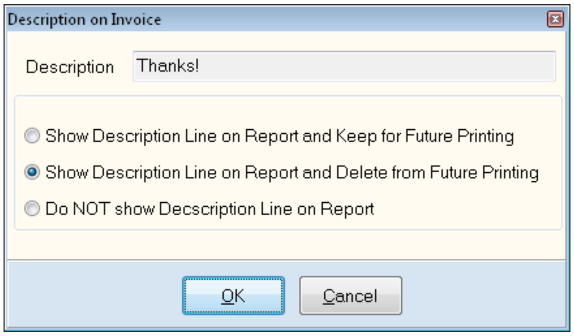
If the order is not received complete, you will need to record receipts on a line by line basis for both the detail line items and for any description only lines.

To record receipts for a detail line item, double-click on the individual line item. The system will prompt you for the quantity received for that line item. Enter the amount and click **>Ok**. Continue until all received line items are recorded.

NOTE: We do not recommend that you enter a quantity received that is greater than the quantity needed. If you actually received more of an item than was originally entered on the purchase order, you should change the quantity for the line item to the correct amount through Record Purchase Orders. If you record receipts for a detail line for an amount greater than the quantity needed and you are interactive with the CertiflexDimension Inventory program, the system will update the inventory item's 'Quantity On Order' to be incorrect.

The system handles the recording of receipts for description only lines a little differently. Until it is recorded as received, even partially, you can never print a description only line on vouchers for received orders. Description only lines are often used to extend the description for a particular order line. Therefore, you need a way to control when the description only lines will print on the vouchers generated for the order when the order line is recorded as received. In the event that the order line with which a description only line belongs is partially shipped, you also need to be able to control whether the description only line will appear only on the first voucher generated or also on subsequent vouchers generated for the order.

When you double-click on a description only line item, the system will prompt you for the following:



- **Show Description Line on Report and Keep for Future Printing**: If this order is not received complete, select this option if you want the description only line to print and you also want to retain the description only line for future printing.
- **Show Description Line on Report and Delete from Future Printing**: Select this option if you want the description only line to print but you do not want to retain the description only line for future printing. You would select this option if the order or line item was received complete.
- **Do NOT Show Description Line on Report**: Select this option if you do not want the system to print the description only line.

When the selected purchase order is received complete or received per the receiving report notations, click **>Save** to save and record the receipt.

- **Show Detail Lines**: Click this button to perform additional functions:
  - **All Detail Lines**: You should always use this option when you are recording receipts if you want to record the description only lines as received as well as the detail line items.
  - **Backorder Only**: You should use this option to record receipts when you want the system to access only purchase order line items that have not been completely received. This means the system will only access purchase order line items for receipts that have a quantity on order.
- **Find Next**: Click this button and the system will automatically find the next available order.
- **Review Receipt Log**: Once you save the first record receipt entry, the system will activate the **Review Receipt Log** button. Click this button to see a review of the receipts recorded during the current session.

When you exit the **Record Receipts** screen, the system will prompt you to print the **Receiving Log** report.

Record Purchase Order Vouchers

This option allows you to voucher the invoices you received from vendors for purchase order items received. Until all purchase order quantities are entered as received and this process is performed for a purchase order, the purchase order is considered outstanding by the system. When this option is performed, the invoice is vouchered into the Accounts Payable system automatically and the General Ledger accounts affected by the voucher are also updated, if you are operating interactively with the CertiflexDimension General Ledger program.

NOTE: When you perform this option, the system will voucher invoices for received purchase orders and create an open item for each vendor that a voucher was entered for. DO NOT voucher invoices through **Record Vouchers** in the Accounts Payable program for purchase order lines. If you do, you may duplicate open items for the vendors.

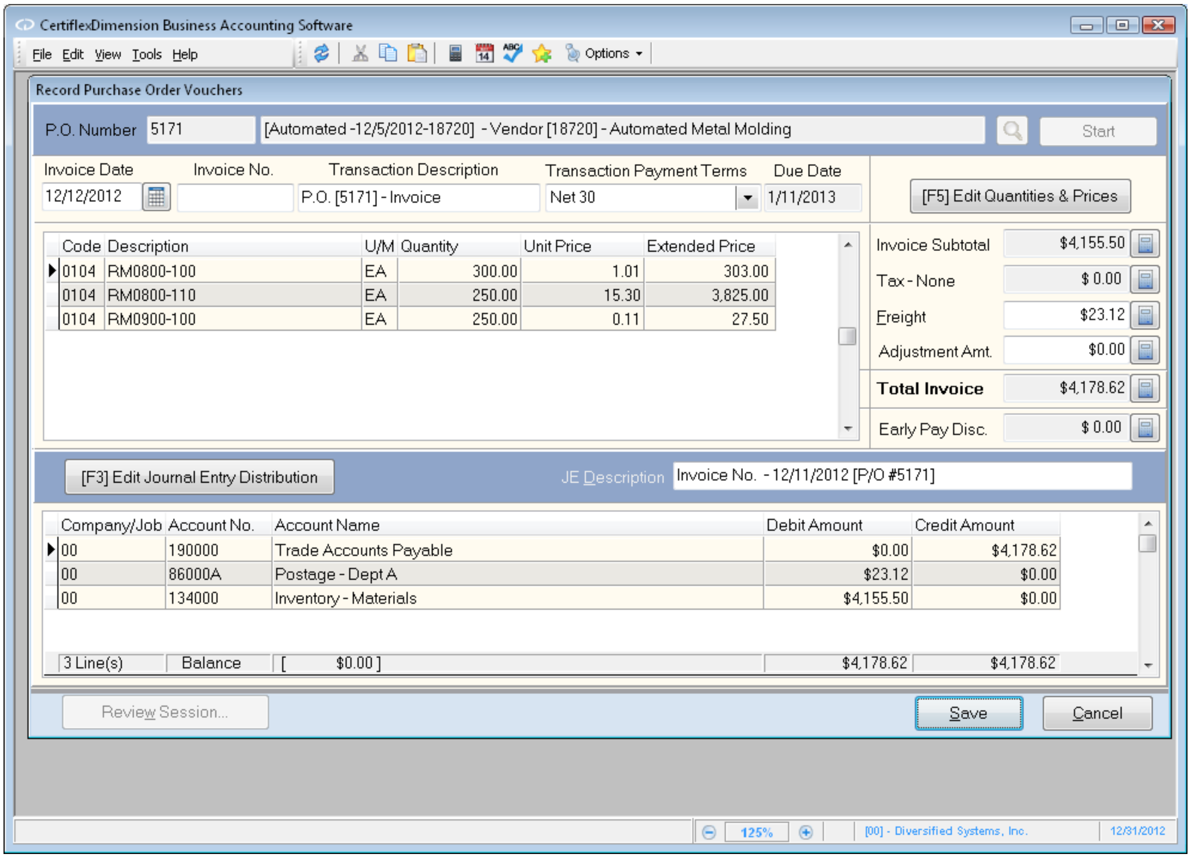
When you validate a voucher, the system will automatically assign it a sequential voucher number based on the next voucher number defined in the Accounts Payable Master Data. As voucher transactions are validated, the system immediately updates the Purchase Order file. When you perform the voucher process, the applicable lines on the purchase order are marked as complete.

The system will also update the following files:

- **The Vendor File**: Voucher transactions normally increase the vendor's account balance and add one or more lines to the vendor's open items listing.
- **The Vendor History File**: The invoices included in the voucher are added to the vendor's history file.
- **The Accounts Payable Transaction File**: This file is used by the Accounts Payable system to print the Voucher Register report.
- **The Inventory File**: If you are operating interactively with Inventory, when you voucher invoices for purchase orders received and you made changes to the unit price of received Inventory items, the system will make adjusting entries to the Inventory history and cost information.
- **The General Ledger File**: If you are operating interactively with General Ledger, validation of a voucher transaction will cause the voucher journal entry to be updated to the General Ledger files. This journal entry will normally consist of a debit to one or more asset or expense accounts, and a credit to the Accounts Payable account.

Recording a Purchase Order Voucher

To record purchase order vouchers, click **>Transactions >Purchase Order >Record Purchase Order Vouchers**.



- **Purchase Order Number**: Select the purchase order to voucher and click **>Start**. To select a purchase order from the **Purchase Order Listing**, click on the spyglass  or press **[F6]**.
- **Invoice Date**: Enter the date of this invoice. The system will use this date to calculate the due date of the open item.

  The system will default to the current processing date. If you are vouchering the purchase order several days after they are received, be sure to change the invoice date to the correct date. When you pay this invoice, the system can optionally print this date on the vendor's check stub.

NOTE: The system will allow you to enter a prior period date. The system will not allow you to enter a future period date.

If you enter a prior period date, the system will update the invoice information to the Accounts Payable files and to the vendor based on the date entered for the invoice date. The system will update the General Ledger accounts based on the current processing date. This can make balancing the General Ledger accounts payable account to the Accounts Payable program difficult.

If you enter a prior period invoice date that is also in the prior fiscal year, the system will not perform the end-of-month calculations correctly. For these reasons, we recommend that you always use the current processing period invoice date.

If you need to voucher a purchase order for the prior period, we recommend that you exit this program, change the current system date to the prior period, and restart **Record Purchase Order Vouchers**.

- **Invoice Number**: Enter the vendor's invoice number. If **Check For Duplicates** is selected and you enter a duplicate invoice number, the system will display a warning message when you click **Accept**. You can have the system automatically check for duplicate transaction numbers by clicking **Options** and then clicking **Check For Duplicates**.

  The system will save the invoice number to the open item created for this invoice. When this invoice is paid, the invoice number is printed on the vendor's check stub.
- **Transaction Description**: Enter the description for this voucher.
- **Transaction Payment Terms**: The system will default to the payment terms defined when the purchase order was entered. You may change the terms here, if necessary.
  - **Select Days from Invoice Date**: Select this option if the invoice from this purchase order will be due a set number of days after the invoice date. If you select this option, the system will prompt you for the following:
    - **Number of Days Until Due**: Enter the number of days after the invoice date that the purchase order is due.
    - **Discount Percent**: If a discount percent is allowed by the vendor for early payment, enter the allowed discount percentage.
    - **Number of Discount Days**: If you entered a discount percentage, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
  - **Select Days from End of Month**: Select this option if the invoice from this purchase order will be due a set number of days after the end of the month. If you select this option, the system will prompt you for the following:
    - **Number of Days from End of Month:** Enter the number of days after the end of the month that the invoice for this purchase order is due.
    - **Discount Percent**: If the vendor allows a discount percent for early payment, enter the allowed discount percentage.
    - **Number of Discount Days**: If you entered a discount percentage above, enter the maximum number of days from the invoice date that you must pay the invoice in order to receive the discount.
  - **Select Batch Number**: Select this option if you will pay the invoice for this purchase order in a batch. If you select this option, the system will ask you for the batch number. The system will allow you to define up to 99 batches.
  - **Specified Due Date**: Select this option if you want the invoice for this purchase order to be due on a specific date. If you select this option, the system will prompt you for the due date when you click **Accept**.
  - **Suspense**: Select this option if you want to place the invoice for this purchase order in suspense. An invoice for a purchase order placed in suspense is not considered for payment until its due date is rescheduled to a valid date.
  - **Next Run**: Select this option if you want to pay the invoice for this purchase order the next time you do a check run after the purchase order is invoiced, regardless of when the purchase order is due.
- **[F5] Edit Quantities and Prices**: Select this option if you have received an invoice with either quantities or prices that are different from the amounts previously recorded. When you select this option, the system will display a list of all active lines for this order. To change a single line, highlight the desired line and click **Edit Line**. To change all lines click **Edit All Lines**. Once all lines have been adjusted, click **Close** to return to the main voucher window.

NOTE: The system will allow you to change the extended price instead of the unit price to avoid any possible rounding errors that could arise from partial quantities received. Since the vendor is more than likely displaying the total amount owed for a line item on his invoice instead of the unit price for each item owed, the system prompts you to change the total amount owed for each line item instead of the unit price of each item. You may also use a “Quick Key” to change a voucher quantity for individual lines to zero. Instead of manually selecting the “Edit Quantities and Prices”, then picking each individual line that was not invoiced and then changing that line’s quantity vouchered to zero, you can select a line that is not invoiced and press the ‘F4’ key. The system will automatically change the selected line quantity vouchered to zero.

- **Tax**: If the tax amount charged on the invoice is different from the calculated tax amount of the invoice enter the correct tax amount here. If you manually change the tax amount, the system will discontinue the automatic tax calculation for this order. To activate tax on a transaction set to non-taxable, use the **[Ctrl+R]** option.

> **NOTE**: If you are operating interactively with the CertiflexDimension Inventory program, tax amounts do not affect the inventory cost for inventory detail lines included.

- **Freight**: If the freight amount charged on the invoice is different than the freight amount entered when the purchase order was added, enter the correct freight amount here.

  If you are operating interactively with the CertiflexDimension General Ledger program, when a freight amount is included, the voucher journal entry made will automatically separate the freight amount.

> **NOTE**: If you are operating interactively with the CertiflexDimension Inventory program, freight amounts do not affect the inventory cost for inventory detail lines included.

- **Adjustment**: You can use this field to adjust the invoice total for an amount that is not freight or tax.
- **Early Pay Discount**: If the selected terms for this transaction include an early pay discount, you may manually adjust the early pay discount amount, if needed. If you manually change this amount, the system will discontinue the automatic early pay discount calculation for this order.

[F3] Edit Journal Entry Distribution

The system will automatically calculate the journal entry distribution for you based on the Purchase Codes used on the current order. You may optionally adjust any detail lines distribution by selecting this option. Distribution lines related to system purchase codes may not be edited.

- **Company**: Enter the company ID for the selected journal entry leg.
- **Account**: Enter the appropriate General Ledger account for the current entry leg. To access the General Ledger accounts by account name, press F5. To display a list of General Ledger accounts, press F6.
- **Debit Amount**:
  Credit Amount: Enter the current journal entry leg’s amount in the correct field.
- **Accept**: When an amount is entered, click **>Accept** to validate the entry leg.

When the entry leg is validated, the system will update the **Debits**, **Credits**, and **Balance** total fields. The **Balance** amount represents the total amount needed to balance the journal entry.

- **Edit**: Click **>Edit** or double-click on a leg to edit an existing journal entry leg.
- **Delete**: Click **>Delete** to remove the currently selected journal entry leg.
- **Balance**: Click **>Balance** to automatically balance the journal entry.

Once the journal entry is balanced, the system will allow you to click **>Save** to validate and save the journal entry General Ledger account distribution.

Options

- **J.E. Description**: Enter the description you want the system to post as the second description line to the General Ledger for this journal entry. The system will always post the vendor’s name as the first description line.

The system will default to the description based on the options setting of Journal Entry Descriptions. If you do not want a second description line for this invoice, leave this field blank.

- **Check For Duplicates:** If **Check For Duplicates** is selected and you enter a duplicate number, the system will display a warning message. You can have the system automatically check for duplicate transaction numbers by clicking **Options** and then clicking **Check For Duplicates**.

  The system will save the reference number to the open item created for this transaction. When this transaction is paid, the reference number is printed on the vendor's check stub.

- **Include Description Only Lines**: Select this option if you wish to see description only lines displayed in the edit Quantities and Prices window.
- **Ask/Change Quantity**: Select this option if you wish to be prompted for both quantity and extended prices when making changes to previously received detail lines.
- **Change Freight GL Account:** Select this option to change the General Ledger account that the freight amount for this transaction will be recorded to.
- **Change Adjustment GL Account:** Select this option to change the General Ledger account that the adjustment amount for this transaction will be recorded to.
- **Exclude Tax from Early Pay Discounts**: Select this option if you wish to exclude the invoice tax amount from the early pay discount calculated amount.
- **Exclude Freight from Early Pay Discounts**: Select this option if you wish to exclude the invoice freight amount from the early pay discount calculated amount.
- **Change Tax Rate/Status**: Select this option if you need to change either the tax rate or tax status of the current invoice.

Saving Your Voucher

Once all voucher information is correct, click **>Save** to update the voucher. Once you have recorded and saved all desired purchase order vouchers, click **>Close** to exit the **Record Purchase Order Vouchers** program. The system will then prompt you to print the **Voucher Transaction Listing**.

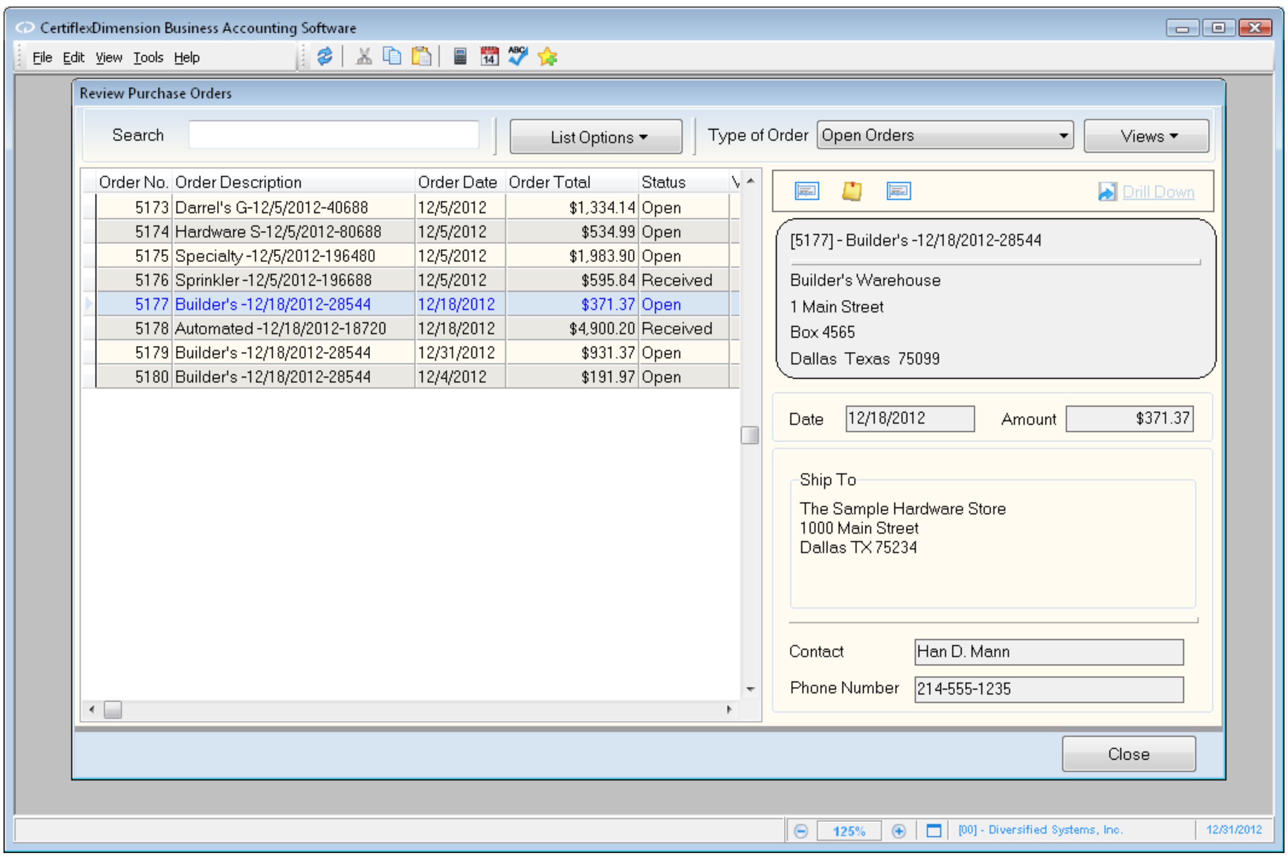
Reviews – Purchase Order

Reviewing Purchase Orders

Reviewing purchase orders allows you to look up and review information about a purchase order without accessing the purchase order through the **Transactions** screen. When you need to verify information for a purchase order, you can use the **Review** option instead of the **Transactions** option.

Reviewing a Purchase Order

To review a purchase order, click **>Reviews >Purchase Order >Review Purchase Orders**.



- **Search**: Enter a purchase order number into this field to locate it on the purchase order listing.

  Once located, the purchase order will be highlighted and its vendor information, date, amount, shipping address, and contact information will displayed in the corresponding fields to the right of the purchase order listing.

- **Type of Order**: At the **Review Purchase Orders** screen, the system defaults to display your current open orders. To review closed orders, select **Closed Orders** from the **Type of Order** dropdown menu. If you then need to review open orders, select **Open Orders** from the **Type of Order** dropdown menu.

- **Views**: In addition to the open and closed purchase order listing, you can select from the following detailed and summarized views:

  - **Open Order Summary**: Displays a list of open orders, summarized per order.

- **Open Order Detail**: Displays a list of open orders, with each line item detailed.
- **Closed Order Summary**: Displays a list of closed orders, summarized per order.
- **Closed Order Detail**: Displays a list of closed orders, with each line item detailed.

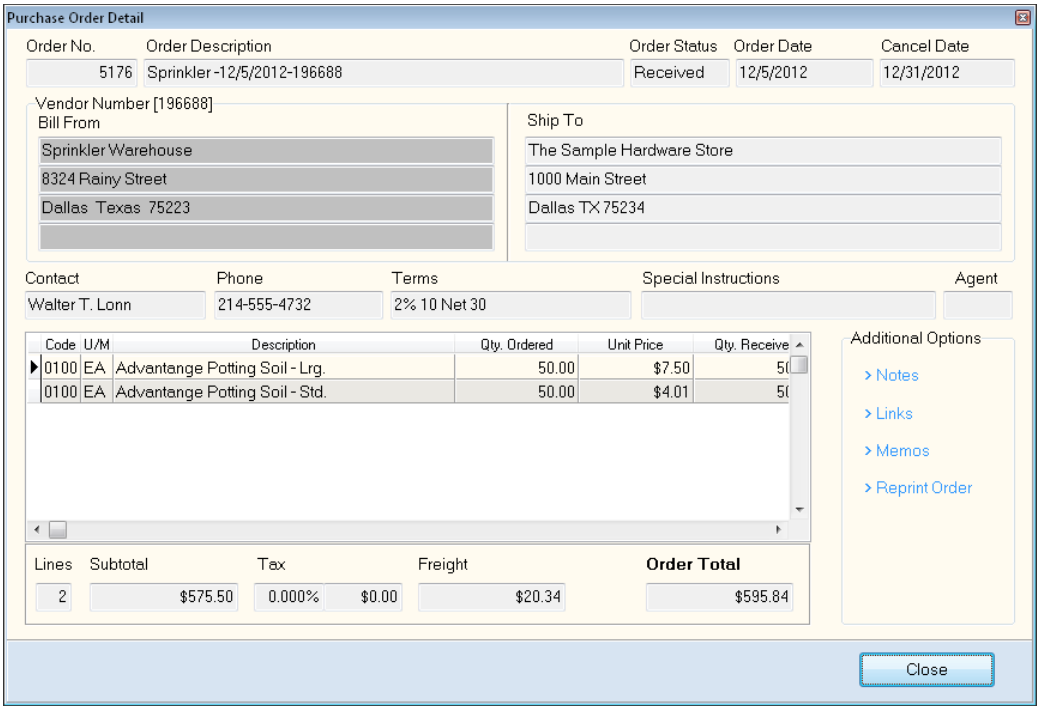
- **Quick Print Vendor or Shipping Label** : Allows you to print a user defined context label for the current account to a specific label printer. For more detail information on configuring and/or changing Quick Labels for Vendors, Customer, Items and Orders, please refer to your *CertiflexDimension System Manager Guide – Quick Print Labels*.
- **Quick Copy Vendor Label** : Copies the selected order's vendor information to your Windows clipboard.
- **Create New MyNote** : Allows you to record and attach a **MyNote** that will be associated with the selected order. All of your **MyNotes** can be accessed from the main **CertiflexDimension System Manager** window. For more information on how to get the most out of your **MyNotes** system, please refer to the **MyNotes** overview in your *CertiflexDimension System Manager Guide*.

NOTE: Since "Alternate Account Views" contain report totals, these options are only available to user having security access to both the "Review" and "Report" options per accounting system.

To view detailed information, select the desired purchase order from the listing and click **>Drill Down** or simply double-click on the purchase order you wish to review. The system will then display the **Purchase Order Detail** screen.

Purchase Order Detail

The **Purchase Order Detail** screen displays information for the selected order.



Additional Options

- **Notes, Links, and Memos**: Click **>Note**, **>Link**, or **>Memo** to display the corresponding information for the selected vendor's.

For detailed information **Notes**, **Links**, and **Memos**, refer to the *CertiflexDimension System Manager Guide*.

- **Reprint Order**: To reprint the selected order, click **>Reprint Order**.

> **NOTE**: The **Reprint Order** feature located in **>Review Purchase Orders >Purchase Order Detail** is the only way to reprint a ***closed*** order.

Reports – Purchase Order

Standard Purchase Order Reports

Printing reports in CertiflexDimension Purchase Order is an easy, yet powerful portion of the program. You can define the system to print almost any report based on almost any criteria you desire.

To print a Standard Purchase Order Report, click **>Reports >Purchase Order >Standard Purchase Order Reports** and select the report you wish to print. Click **>Options >Report Criteria** to define the report specifications.

Refer to your *CertiflexDimension System Manager Guide* for an explanation of each field on the Print Reports & Graphs screen and how to use the **Sort/Selects** feature.

Below is a list of Purchase Order reports and the printing options available for each report.

NOTE: Purchase Orders and Receiving Reports do not use the standard report printing options. These two reports are explained separately at the end of this chapter.

Commitment Reports

The Commitment Reports are available in four formats, by purchase order, by vendor, by expected receipt date, and by inventory item. Each report can also be printed in a summarized or detailed format.

Each commitment report includes an Anticipated Receipts Schedule. This report reflects the dollar value of anticipated receipts aged by expected receipt date and provides anticipated cash requirements.

We recommend that you print and review the commitment reports periodically to ensure that there are no canceled purchase orders remaining in the system. These reports also serve to assist you in making decisions regarding inventory stock levels.

Commitment Report by Purchase Order Number, Vendor, and Item Number

Report Criteria

- **Print Item Number**: Select this check box if you want the system to include the inventory item number for each detail line item on the commitment report. The system will only include the item numbers when you are printing a Detailed Commitment Report or a Detailed - Open Only Commitment Report.
- **Report Type**: Select which type of report to print.
  - **Detailed**: This report will print for all outstanding purchase order lines. The report includes quantities ordered, received, not yet received and vouchered, expected delivery date, unit price, and the commitment value for each purchase order line. Totals are provided for the quantity fields and the commitment value fields.
  - **Summary**: This report will print summarized information for all quantities ordered, received, not yet received, and vouchered. The commitment value is also provided in a summary format on this report.
- **Item Location**: If needed, define a range of item locations. By default, the report will include all locations.

Commitment Report by Expected Receipt Date

Report Criteria

- **Print Item Number**: Select this check box if you want the system to include the inventory item number for each detail line item on the commitment report. The system will only include the item numbers when you are printing a Detailed Commitment Report or a Detailed - Open Only Commitment Report.
- **Report Type**: Select which type of report to print.
  - **Detailed**: This report will print for all outstanding purchase order lines. The report includes quantities ordered, received, not yet received and vouchered, expected delivery date, unit price, and the commitment value for each purchase order line. Totals are provided for the quantity fields and the commitment value fields.
  - **Summary**: This report will print summarized information for all quantities ordered, received, not yet received, and vouchered. The commitment value is also provided in a summary format on this report.
- **Reporting Period**: Select the period to report. If you select Date Range, the system will prompt you for the beginning and ending dates to report.
- **Item Location**: If needed, define a range of item locations. By default, the report will include all locations.

Commitment Report by Job Number

Report Criteria

- **Print Item Number**: Select this check box if you want the system to include the inventory item number for each detail line item on the commitment report. The system will only include the item numbers when you are printing a Detailed Commitment Report or a Detailed - Open Only Commitment Report.
- **Report Type**: Select which type of report to print.
  - **Detailed**: This report will print for all outstanding purchase order lines. The report includes quantities ordered, received, not yet received and vouchered, expected delivery date, unit price, and the commitment value for each purchase order line. Totals are provided for the quantity fields and the commitment value fields.
  - **Summary**: This report will print summarized information for all quantities ordered, received, not yet received, and vouchered. The commitment value is also provided in a summary format on this report.
- **Item Location**: If needed, define a range of item locations. By default, the report will include all locations.

Closed Order by Vendor

The Closed Order by Vendor report will display all closed purchase orders, in order of vendor number.

Report Criteria

- **Print Item Number**: Select this check box if you want the system to include the inventory item number in the **Description** column of the closed order report.
- **Include Job Number**: Select this check box if you want the report to display the job number associated with the closed job, if applicable.
- **Item Location**: If needed, define a range of item locations. By default, the report will include all locations.

Closed Order by Item Number

The Closed Order by Item Number report will display all closed purchase orders, in order of item number.

- **Print Item Number**: Select this check box if you want the system to include the inventory item number in the **Quantity Vouchered** column of the closed order report.

- **Include Job Number**: Select this check box if you want the report to display the job number associated with the closed job, if applicable.
- **Item Location**: If needed, define a range of item locations. By default, the report will include all locations.

Voucher History

The Voucher History report prints everything vouchered through the Purchase Order program in purchase code order.

Report Criteria

- **Detailed**: Select this check box if you want the report to include, for each detail line item vouchered, the date, purchase order number, vendor number, invoice number, description, quantity, and extended price in purchase code order.

  If you do not select this check box, the system will print the totals for all detail line items vouchered to a purchase code in purchase code order and will include the code number, description, General Ledger account number, total quantity, and total extended price.
- **Reporting Period**: Select the period to report for. If you select **Date Range**, the system will prompt you for the beginning and ending dates to report for.

Voucher History by Job

The Voucher History by Job report prints everything vouchered through the Purchase Order program that has been associated with a job.

Report Criteria

- **Detailed**: Select this check box if you want the report to include, for each detail line item vouchered, the date, purchase order number, vendor number, invoice number, description, quantity, and extended price in purchase code order.

  If you do not select this check box, the system will print the totals for all detail line items vouchered to a purchase code in purchase code order and will include the code number, description, General Ledger account number, total quantity, and total extended price.
- **Reporting Period**: Select the period to report for. If you select **Date Range**, the system will prompt you for the beginning and ending dates to report for.

Purchase Code Listing

The Purchase Code Listing lists each purchase code's code number, description, taxable status, unit of measure, unit price, and General Ledger account number in purchase code order.

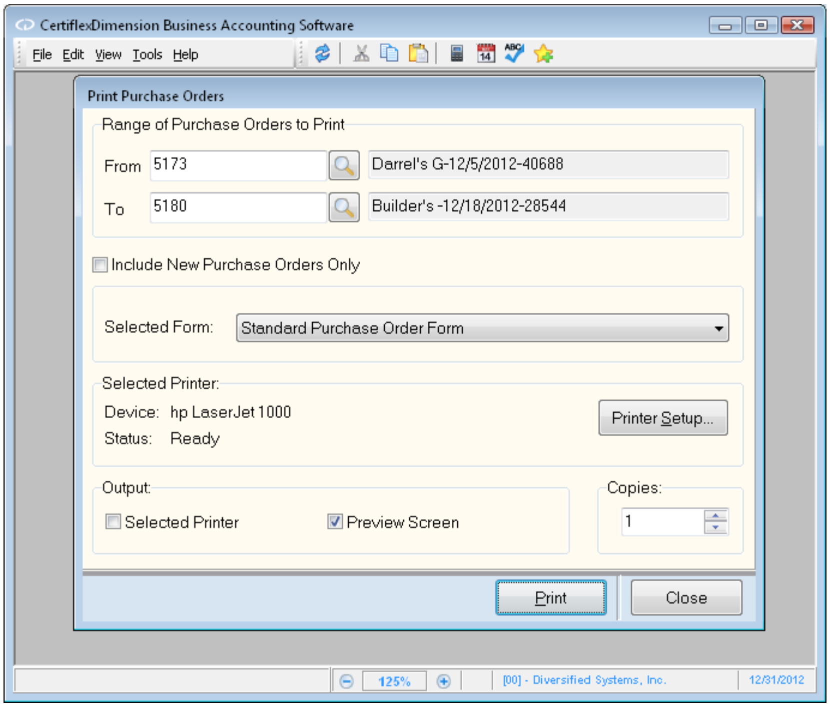
Purchase Agent Listing

The Purchase Agent Listing lists each purchasing agent's code and name in purchasing agent code order.

Print Purchase Orders

This report allows you to print all open purchase orders. The system will allow you to print the purchase orders as many times as necessary and on any schedule you desire. We recommend that you print all new purchase orders at the end of the day. You should also reprint any purchase orders that have changed.

To print purchase orders, click **>Reports >Purchase Order >Print Purchase Orders**.



- **From**: Select the purchase order you want to begin printing with.
- **To**: Select the purchase order you want to finish printing with.
- **Include New Purchase Orders Only**: Select this check box if you want the report to print only the purchase orders within the selected range that have not been printed before. If you want the system to print all purchase orders in the selected range, do not select this check box.
- **Selected Form**: Select the form type you wish to use for printing.
- **Selected Printer**: This section displays the printer currently selected. To change this setting, click **Printer Setup**.
- **Output**: This section allows you to define where the report will print.
  - **Selected Printer**: Select this check box if you want the system to print the report to the selected printer.
  - **Preview Screen**: Select this check box if you want the system to print the report to the screen.

> **NOTE**: The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the whole report.

- **Copies**: Enter the number of copies of this report you want printed.

- **Printer Setup…**: This button allows you to select the printer to print the report. The system will default to your Windows default printer. If you want to change the printer for this report, click **>Printer Setup…** and select the printer from your Windows printer selection list.

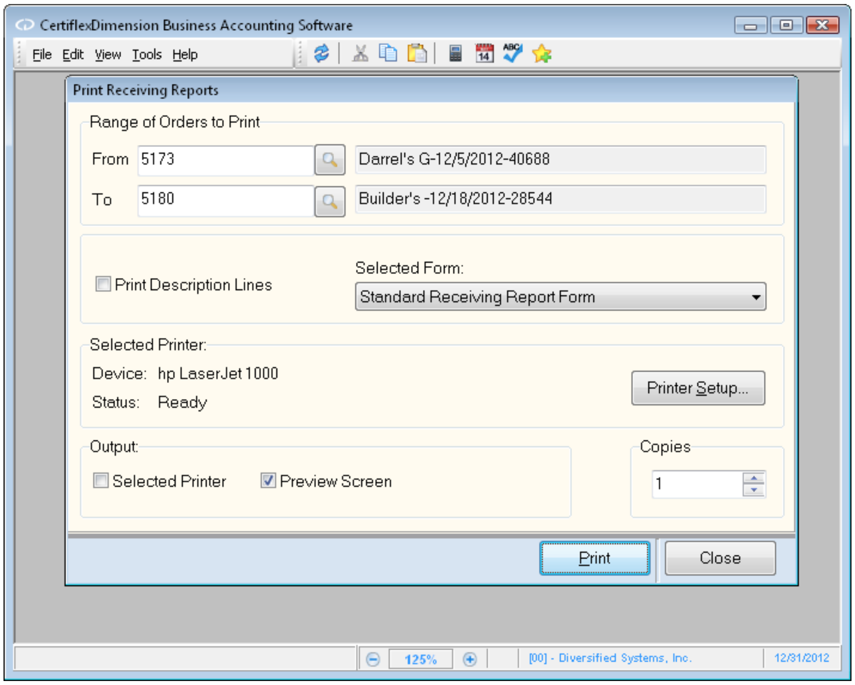
Print Receiving Reports

This report allows you to print reports that Receiving Department personnel can use to note quantities received for outstanding purchase orders. Each purchase order's Receiving Report will begin printing on a new page. Purchase Order heading information such as vendor's name and address, and the purchase order number and date are included on the Receiving Reports.

Also included is the quantity not yet received, unit of measure, description, and stock number (if applicable) for each outstanding purchase order detail line. A space is provided beside each outstanding purchase order detail line for receiving personnel to note the quantity actually received.

You use this report to aid you in recording receipts.

To print receiving orders, click **>Reports >Purchase Order >Receiving Reports**.



- **From**: Select the purchase order you want to begin printing with.
- **To**: Select the purchase order you want to finish printing with.
- **Print Description Lines**: Select this check box if you want the system to include description only purchase order detail lines.
- **Selected Form**: Select the form type you wish to use for printing.
- **Selected Printer**: This section displays the printer currently selected. To change this setting, click **Printer Setup**.
- **Output**: This section allows you to define where the report will print.
    - **Selected Printer**: Select this check box if you want the system to print the report to the selected printer.
    - **Preview Screen**: Select this check box if you want the system to print the report to the screen.

> **NOTE**: The system will allow you to select both check boxes. If you want to review a report to screen first and then want to print a copy, the system will allow you to do so from the preview screen. In addition, when printing from the preview screen, you can print a range of pages instead of printing the entire report.

- **Copies**: Enter the number of copies of this report you want printed.

- **Printer Setup…**: This button allows you to select which printer to print the report. The system will default to your Windows default printer. If you want to change the printer for this report, click **Printer Setup…** and select the printer from your Windows printer selection list.

Purchase Order WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use a Purchase Order WorkSheet Report, click **>Reports > Purchase Order >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

NOTE: Each WorkSheet can be saved in three different styles. The system will always start with the "Default" style saved for this WorkSheet.

The options for formatting and printing WorkSheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide* – WorkSheet Reports.

WorkSheets

Below is a list of WorkSheet Reports available for this module.

- Open Order Summary
- Open Order Detail
- Closed Order Summary - MTD
- Closed Order Summary - YTD
- Closed Order Detail - MTD
- Closed Order Detail - YTD

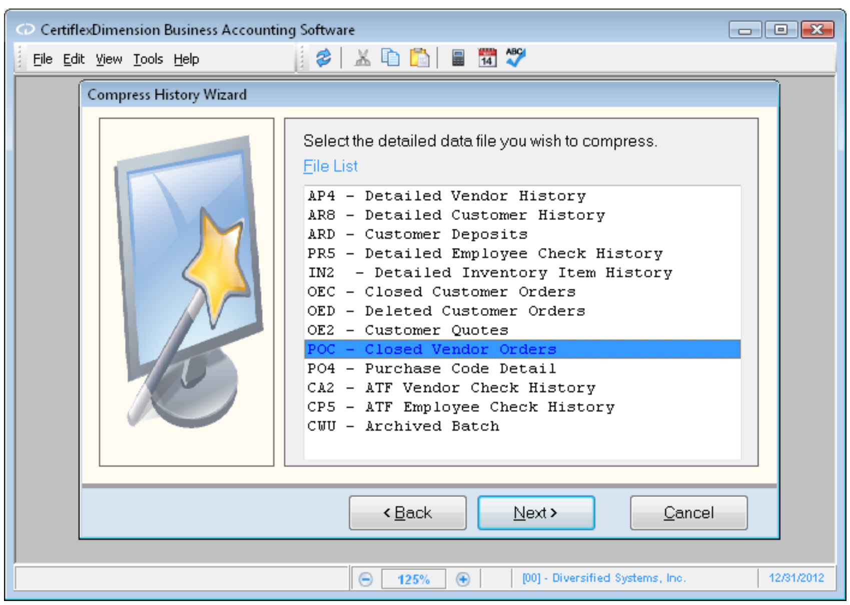
Compressing Data Files

Compress Closed Vendor Orders and Purchase Code Detail

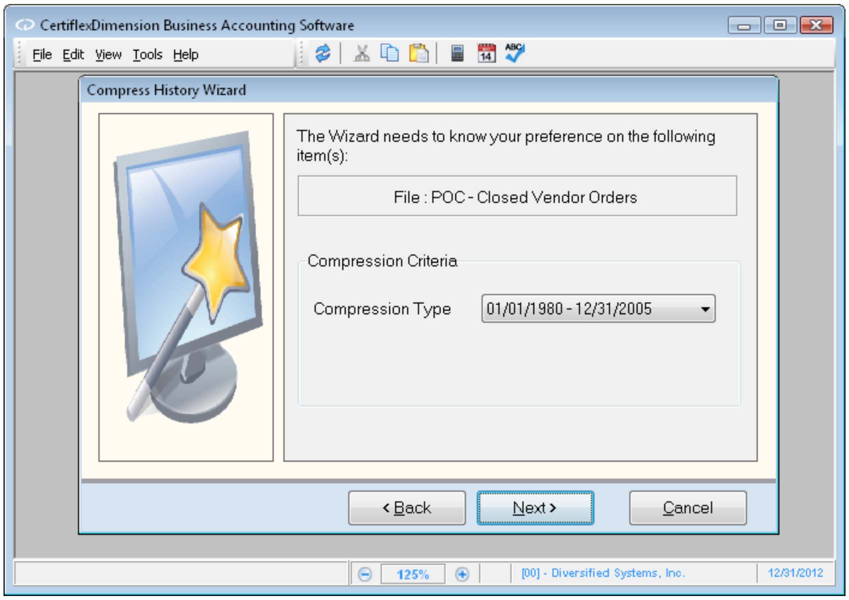
Compressing vendor orders and purchase code detail files allows you to remove old order and detail information from the system's data files. You would periodically choose this option to remove old information that is no longer needed or wanted.

We recommend that you perform this option as part of the year-end processing procedures. For example, if the company needs to have the last two years of transaction information on file, at the beginning of each year, you would compress the unneeded year.

To compress the vendor order and purchase code detail information, click **>File >Data File Maintenance >Compress Data Files**. The **Compress History Wizard** screen will be displayed. Click **>Next** to continue.



- **File List:** Select the data file to compress. For the closed vendor orders, select **POC – Closed Vendor Orders**. To compress purchase code detail, select **PO4 – Purchase Code Detail**. Click **>Next**.



- **Compression Type**: This selection allows you to compress all completed orders or canceled orders from previous years.

Click **>Next**. The system will display a screen detailing the information selected to compress. To begin the compression, click **>Compress**.

NOTE: Make sure that you have at least two good backups of the data files before you begin compression. Once compression begins, you must allow the system to complete the process. If you experience a power failure, or if anything interrupts the compression process, the system will require you to restore a backup.

If you are operating on a network, make sure that all users have logged off CertiflexDimension. The compression program will not operate properly if there are users other than the one initiating the compression process logged on to the CertiflexDimension program.

The amount of time the compression program takes is dependent upon the number of orders currently in the file and the processing speed of your computer. We recommend that you do not perform this option during the busy part of your day because after you start the compression, you cannot stop it for any reason without having to restore a backup.

Once the compression program is complete, all orders and code detail through the selected order number that met the compression criteria will have been deleted. You will not be able to access that information again without restoring a backup.