
Auto Generate Purchase Orders from S/O Entry

SO-1489

Overview

This Extended Solution to the Sales Order module adds a 'Create PO' Button to Sales Order entry Totals tab which allows you to create Purchase Orders from S/O Entry without using a utility or manual data entry.



The Custom Office module must be activated. Additional functionality is available if IM-1263, *Vendor Quote Maintenance*, CM-1001, *Enhanced Custom Office User Defined Fields*, or PO-1086, *Invoice Creation in Sales Order from Purchase Order Receipts* is installed and enabled.

Installation

Before installing this Extended Solution, please verify that the version level(s) printed on the CD label are the same as the version level(s) of the MAS 90 MAS 200 module(s) you are using. For further information, please see the Upgrades and Compatibility section below. Check your Shipping Manifest for a complete list of Extended Solutions shipped.

For detailed installation instructions, please refer to the Sage website at:

http://support.sagesoftwareonline.com/mas/extended_solutions/main.cfm

Installing Your Extended Solutions under Windows

From a CD

If you have the *autorun* function turned on for your PC, the installation program will start up automatically. If not, find the **autorun.exe** file on your CD-ROM drive and double-click it to start the installation program. Follow the on-screen instructions.

From the Sage FTP site

When your Extended Solution is ready to be downloaded, you will receive an email from 'extendedsolutions.na@sage.com' telling you that it is ready. The email will contain the Customer Name, Cross Reference, a case-sensitive Password, a link via which you can download your Extended Solution, instructions, and a Shipping Manifest. If you have any problems with this order, please email extendedsolutions.na@sage.com and we will assist you during normal business hours.

Extended Solutions Control Center

Installing any Extended Solution will add an Extended Solutions Control Center to the MAS 90 MAS 200 Library Master Utilities menu. When you open the Control Center, the following options will be available:

- Extended Solutions Manuals

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- Remove Extended Solutions
- Unlock Extended Solutions
- Merge Installation Files
- Extended Solutions Setup options

Custom Office

If you customize your MAS 90 MAS 200, you must run the Update Utility *every time* you install this Extended Solution.

Setup

Upon completion of software installation, you will need to access Extended Solutions Setup from the Sales Order Setup menu. Select this part number and the Setup screen for this Extended Solution will appear (Figure 1). Check the 'Enable Extended Solution' box to activate this Extended Solution. The manual for this Extended Solution can be viewed by clicking the 'Manual' button next to the 'Enable Extended Solution' check box. It can also be viewed via the Extended Solutions Control Center (see Installation, above).

Figure 1

Answer the following prompts:

CREATE PURCHASE ORDERS FOR: Select from the following options: Drop Ship Lines only, Non Drop Ship Lines Only, or Both.

SALES ORDER DETAIL UDF FOR 'VENDOR NUMBER': Specify the 10 character CM-1001 Special 'Vendor' type UDF otherwise, if you do not have CM-1001, specify a 9 character Multiline Uppercase UDF which holds the Vendor Number to be used for P/O creation. There

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is validation on this field with CM-1001. Without CM-1001, you must manually enter Division + Vendor Number.

SALES ORDER DETAIL UDF FOR 'P/O NUMBER': Specify the 7 character Multiline, Uppercase UDF that holds the P/O Number created for this Sales Order Line.

PURCHASE ORDER UDF FOR 'CUSTOMER PO NUMBER': Specify the 15 character Multiline P/O Header UDF that holds the 'Customer Purchase Order Number' from the originating sales order.

PURCHASE ORDER UDF FOR 'SALES ORDER NUMBER': Specify the 7 character uppercase UDF that holds the 'Sales Order Number' when SO-1489 creates a purchase order. This optional UDF will pass the 'Sales Order Number' to PO-1086 if you have that Extended Solution installed and enabled.

TRANSFER S/O PROMISE DATE TO P/O REQ'D DATE: Check this box to write the S/O Line Promise Date value to the P/O line Req'd Date.

USE S/O COGS ACCOUNT: Check this option to transfer the S/O Line's COGS to the Purchase Order Line's Inventory Account. This box will default to checked.

TRANSFER S/O 'SHIP TO' ADDRESS FOR NON DROP SHIP LINES: When checked the S/O Ship To Address fields will be transferred to any Standard type Purchase Orders that are created. This check box will default to unchecked. The 'Ship To' Address is always transferred for Drop Ship items, regardless of this setting.

CREATE MASTER TYPE P/O'S FROM SALES ORDER QUOTES: Check this option to create master type P/O's from Sales Order quotes.

If you have enabled graphical P/O forms you will have access to the following option:

PROMPT TO PRINT P/OS AFTER CREATION: Check this option to be prompted to print P/O's after they are created.

The following option is available only when all these of these are true:

- 'Create P/O's For' is set to 'Drop Ship' or 'Both'
- Sales Order is integrated with Job Cost
- Purchase Order is integrated with Job Cost

TRANSFER JOB INFORMATION FOR DROP SHIP LINES: Check this option to transfer the Job Number from the order header and the Cost Code and Cost type from the line of any Sales Order line with its Drop Ship box checked to the respective Purchase Order line that is created.

PO NUMBER TO MATCH SO NUMBER: Check this option to give the Purchase Order the same number as the Sales Order it was created from.

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You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

Role Maintenance

The following Task has been added to Sales Order, Setup Options:

- Extended Solutions Setup

The following Security Event has been added to Sales Order:

- Auto Generate Purchase Orders from S/O Entry

Please review your security setup in Role Maintenance and make appropriate changes.

Operation

A 'Create PO' button has been added to the Sales Order Totals tab to the left of Tax Detail button (Figure 2). It is active on Standard type Sale Orders with at least one item type line.

The screenshot shows the 'Sales Order Entry (SDN) 3/16/2006' window. At the top, there are navigation buttons and a 'Copy from...' button. Below that, there are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The '4. Totals' tab is active. The window contains several input fields and buttons. The 'Order Date' is set to 5/31/2003, and the 'Order Type' is 'Repeating Order'. There is a 'Create PO' button next to the 'Tag Detail...' button. The 'Customer No.' is '02-ORANGE' and the 'Salesperson' is '0300'. Financial fields include 'Amount Subject to Discount' (10,261.13), 'Discount Rate' (15.000%), 'Discount Amount' (1,539.17), 'Taxable Amount' (.00), 'Non-Taxable Amount' (8,721.96), 'Commission Rate' (11.500%), 'Sales Tax Amount' (.00), and 'Order Total' (8,721.96). There are also fields for 'Ship Zone', 'Ship Weight' (00052), and 'Freight Amount' (.00). At the bottom, there are buttons for 'Quick Print...', 'Recalc Price', 'Accept', 'Cancel', 'Delete', and a help icon.

Figure 2

If you selected 'Drop Ship Lines Only' during Setup then when you click on the 'Create P/O' button the program will scan all of the lines on the Sales Order looking for those marked 'Drop Ship'. All Drop Ship lines for the same Vendor Number will then have one Drop Ship type Purchase Order created.

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If you selected 'Non Drop Ship Lines Only' during Setup then the auto creation process will produce a Standard Type Purchase Order using all of the logic it currently uses for determining the Vendor for each line which is not flagged as a Drop Ship. The Unit Cost field on the line will be available for non Drop Ships for the sole purpose of transferring a Unit Cost to the Purchase Order. It will not be the Unit Cost used in Sales Journal update. The same data will be copied to the P/O's Header and Lines and the P/O Number associated with that line will populate the S/O Line UDF for PO Number.

If you selected 'Both' then the auto creation process will produce both standard and drop ship type Purchase Orders. When the same Vendor is referenced on a multiple Sales Order Lines with some flagged Drop Ship and others not, it will result in two purchase orders being created: one Drop Ship and one Standard.

If the Vendor UDF on a line is blank and the line is an Inventory Item, then that Item's Primary Vendor will be used.

If the Vendor UDF on a line is blank and the line is a Miscellaneous Item or Special Item, or an Inventory Item with no Primary Vendor defined, then no action will be taken. *Note:* Comment Lines will not copy over.



If you wish to use this enhancement to transfer miscellaneous items from S/O to P/O, you must set up the miscellaneous item in both S/O and P/O Miscellaneous Charge Maintenance.

When the Create PO button has been clicked, the following will happen:

- Sales Order Header and Line Custom Office UDFs which have a corresponding Purchase Order Header or Line UDF of the same name will default the Sales Order value to the Purchase Order UDF's value. Additionally, if a P/O Header UDF was specified in Setup to receive the S/O Customer PO Number, then that value will default to the UDF.
- The User ID referenced on the Sales Order will be copied to the User ID field of the Purchase Order.
- The G/L account on the line of the Purchase Order will default from the COGS account on the Sales Order Line.
- The Purchase Order Number used will be written back to the Sales Order line it is referenced to.
- If 'PO Number to Match SO Number' was checked during setup, the Purchase Order Number will be the same as the number on Sales Order it was created from. If multiple Purchase Orders are created from the same Sales Order, the next PO number will be determined by substituting the digits 1 through 9 in the first digit position of the Sales Order Number. If all of these numbers are on file, the next Automatic Purchase Order number from Setup will be used.

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- The following fields are transferred from Sales Order to Purchase Order:

Header: Ship Via, FOB, Warehouse, Ship To Name, Address1, Address2, Address3, City, State, Zip and Country.

Line: Item Number, Item Description, Extended Item Description, Warehouse, Unit Of Measure, Ordered Quantity, Line Item Cost, General Alias Item Number, Tax Flag. If specified in setup, the S/O Line Promise Date will be copied to the P/O Line Req'd Date.

If 'Transfer Job Information for Drop Ship Lines' was checked during setup and Sales order is integrated to Job Cost and Purchase is integrated to Job Cost then the Job Number for the header along with the Cost Code and Cost type from the drop ship line will be transferred to the respective Purchase Order line that is created.

When the process is completed, a confirmation screen will pop up in Order Entry displaying the Purchase Order numbers and Vendor Names of the Purchase Orders created for this Sales Order (Figure 3).

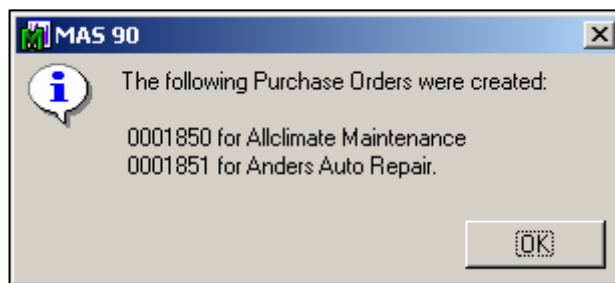


Figure 3

The presence of a value in the Sales Order line 'Purchase Order Number' UDF determines whether a Purchase Order should be generated or not. Therefore if all Sales Order lines have a value in their Purchase Order Number UDF, and the Generate P/O button is clicked, then no Purchase Orders will be created and the user will be told (Figure 4).

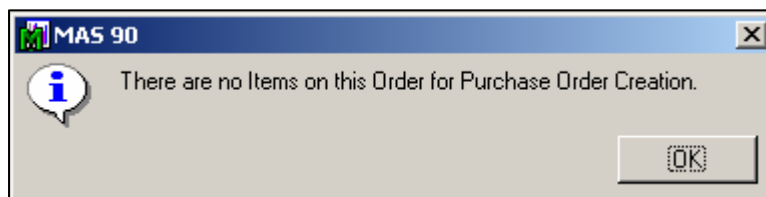


Figure 4

If you have checked 'Create Master Type P/O's from Sales Order Quotes' during setup, the auto creation process will create a Master Type Purchase Order when the Sales Order type is Quote.

If 'Prompt to Print P/O's after Creation' was checked during setup, you will receive a prompt asking 'Do you want to print these Purchase Orders?' (Figure 5) after an auto creation process is completed. If you answer yes, then only the purchase orders which were just created will be printed.

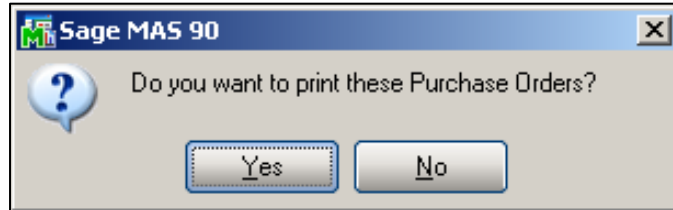


Figure 5

When you answer yes to the prompt to print the Purchase Orders the 'Crystal Purchase Order Printing' screen will open (Figure 6). The options available are the same as for quick printing a Purchase Order.

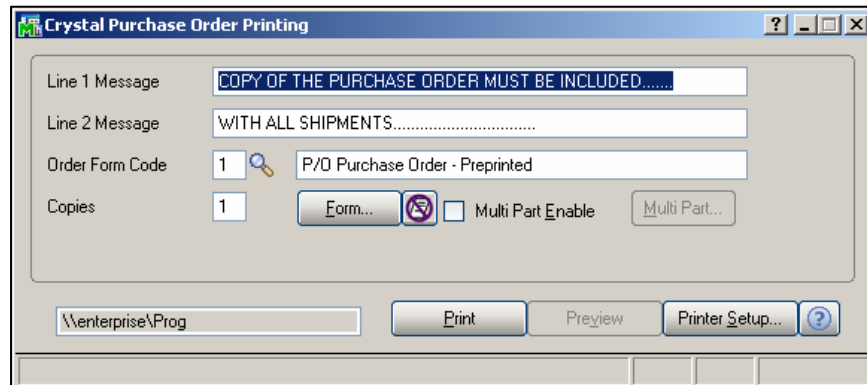


Figure 6

IM-1263: Vendor Quote Maintenance

With IM-1263 enabled and the option for 'Create Master Type P/O's from Sales Order Quotes' checked, each sales order quote's line will be queried to see what vendors were specified for 'inclusion on an RFQ' in the dialog. (If a Vendor UDF was noted in setup, it will be ignored.) The program will then create one master type purchase order, per vendor, per selected line. The logic for creating one purchase order for all lines referencing the same vendor remains unchanged.

Helpful Hints

If you specify a Vendor by line, are not using CM-1001, and are not divisionalized, then '00' must precede the vendor number in the Vendor UDF.

What's New

With the 04/01/08 release:

- Added new Setup option 'Purchase Order UDF for Sales Order Number'

With the 03/04/08 release:

- Added new Setup option 'PO Number to Match SO Number'

Upgrades and Compatibility

The installation CD is labeled with the version of the MAS 90 MAS 200 module for which this Extended Solution was prepared. This Extended Solution will check its compatibility with the appropriate MAS 90 MAS 200 modules and will be disabled if an incompatibility is found. If you upgrade your MAS 90 MAS 200 modules, this Extended Solution must be upgraded as well. Your MAS 90 MAS 200 dealer can supply this upgrade.



Documentation

Only changes made to the standard operation of MAS 90 MAS 200 have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 90 MAS 200 processing. Standard MAS 90 MAS 200 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

Parts of this document may refer to the *Specific Purpose Rule*. When referenced, the described feature was developed for a specific client to its specifications and may not conform to generally accepted MAS 90 MAS 200 standards and procedures. These features may or may not benefit you in your application of MAS 90 MAS 200.

Acknowledgments

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