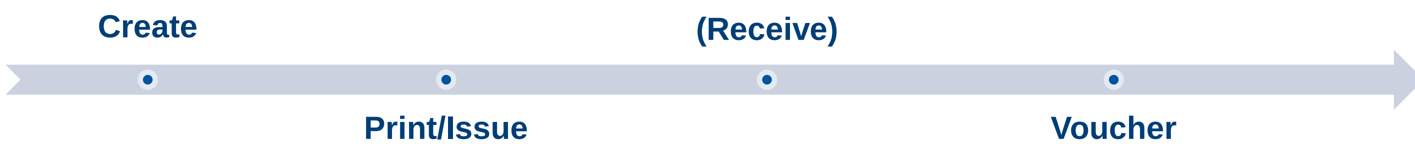
Other Purchase Order Topics

About Purchase Orders

Process Overview

Purchase Order Creation to Issuance Process Flow



Purchase Order Process Specifics

A PO Relationship with Inventory

If using **Inventory**, there are three important data elements to verify in a Purchase Order:

1. The correct **Inventory Abbrev**.
   If you have raw material and finished goods, you should purchase using the raw material abbrev or you would be adding the cost of the purchased part into the average actual costing of the part being manufactured. In Costpoint, a finished good type inventory abbrev is setup for WIP.
   Similarly, if you are bringing in returned material it is important that you use the inventory abbrev that is setup as the GFM type so that when it is received, it holds a zero dollar value.
2. A **Part type item**, not a Good type item.
   To maintain product traceability it is important to Purchase Parts for inventory instead of Goods. If a Part Number doesn't exist, contact the role and responsibility for managing the Part master in Costpoint to get it added or you will end up impacting costs and trying to adjust in the Good purchased.
3. Ensuring the PO is processed through a **Purchase Order Receipt** to ensure costs flow thru into inventory appropriately.

A PO for Buyer Credit Card Purchase

Costpoint can capture a Credit Card purchase approval through a Purchase Requisition, and capture the Purchasing details to ensure compliance. The Purchase Order should include the following important data elements:

1. The vendor selected should be vendor 183217 for First Citizens Bank, or vendor 6099891 for First State Bank, with payment term as CREDITCARD for these procurement credit card purchases.
2. On the PO Header tab, the Procurement Type should indicate “Credit Card” / “CC”.
3. On the PO Header Other Information tab: Vendor Terms should be set to “Credit Card”.
4. For each PO Line, the A/P tab should have the Commitment Type set to “Excluded” / “E”.

The PO will be PO Vouchered by Accounts Payable with Pay Vendor being the credit card company, so there will not be an open commitment as it will be excluded from PO Commitments.

Creating A Blanket Purchase Order Release

General Notes and When To Use:

- **Used By**: Buyers
- **Domain**: Materials
- **Module**: Purchasing
- **When**: To create a Blanket PO Release which authorizes purchase of a specific quantity by a specific date under the Blanket PO.

Instruction:

Materials > Purchasing > Purchase Orders > Create Blanket Purchase Order Releases

1) Upon opening the screen, a **Query** screen will open to search for a Blanket PO. Enter the PO number or parameters to locate the Blanket PO the release will be created for.
2) Under the **Create Blanket Releases (CTW) Section**, **select the PO Line** to create a release
3) On the **Create Blanket Release (CTW) Section – Basic Info Tab, check the “Copy” checkbox**
4) Complete the **Create Blanket Release (CTW) Section – Release Details Tab:**
   a) **Release Qty**: Enter the Qty to be released
   b) **Due Date**: Defaults from the PO. Click the date picker to select a date for the released qty. to be due.

c) **Orig Due Date:** Defaults from the PO. Click the date picker to update date as necessary.

d) Desired Date: Defaults from the PO. Click the date picker to update date as necessary.

5) Click the **Save** icon to save Record

Managing Purchase Orders

Managing PO Lines - Closing Or Voiding Purchase Order Lines

General Notes and When To Use:

- **Used By**: Buyers / Procurement Management
- **Domain**: Materials
- **Module**: Purchasing
- **When**: Buyers need to update a PO Line status
  - **Manually Close =** Some of the order has been fulfilled, but the remaining will not be fulfilled
  - **Void =** None of the PO Line full qty / amount will be fulfilled

It is recommended to use the Expedite Purchase Order Screen to best manage PO Lines. Or, it can be done in Manage Purchase Orders.

Materials > Purchasing > Purchase Orders > Expedite Purchase Orders or Manage Purchase Orders

1) Locate the Purchase Order and correlating Line(s) to Void or Close
2) In the PO Status field, select the drop-down list to locate the Void or Closed as appropriate to the reason.

Example:

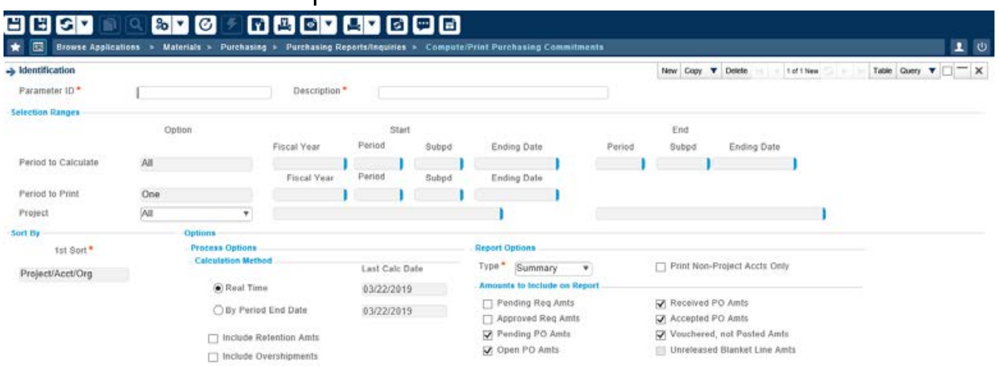
3) Type in the reason or background for the change in the Internal Notes field of the Notes tab on that PO line. You may also attach any documents as further backup to the change, by using the Attach button on the line.
4) Click the **Save** icon to save Record.

Purchasing Commitments

Compute/Print Purchasing Commitments

Materials > Purchasing > Purchasing Reports/Inquiries > Compute/Print Purchasing Commitments

1) Query for saved parameters or select desired report criteria
2) Hit the Gears button to process



3) Click Print

View Purchase Order Commitments Summary

Materials > Purchasing > Purchasing Reports/Inquiries > View Purchase Order Commitments Summary

1) Enter the Fiscal Year, Period, and Subperiod.
2) Select the to execute