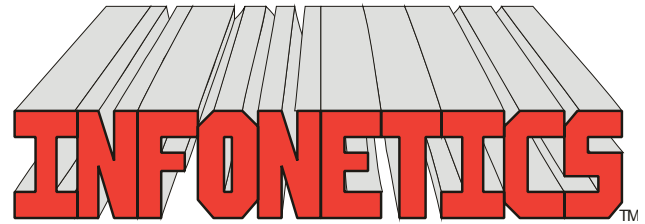The PURCHASE CONTROL SYSTEM is used to manage the purchasing activity of a company. It provides a link between the INVENTORY CONTROL SYSTEM and the ACCOUNTS PAYABLE SYSTEM. This system provides a means of recording purchase orders placed with your vendors, and tracking the orders through the different phases of receiving the product, backordering, and invoicing.

A special feature of the PURCHASE CONTROL SYSTEM allows the transfer of product between warehouses on a single transfer order document and tracks shipped and received cylinders to your gas vendor.

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A purchase order can be printed for faxing or faxed/emailed directly from the system to the vendor. Upon completion of the p.o., labels for affixing to the actual product can be generated. In addition, several different analytical reports provide insight into the purchasing activity.

PURCHASE CONTROL MENU

EDITING PROGRAMS

- The **POST/EDIT PURCHASE ORDERS** program is used to add, change, delete, view and print purchase orders in the purchasing database.

- The **VENDOR SHIPPING LABELS** program prints 5" wide x 4" high shipping labels used for shipping packages to vendors.

- The **OPEN PURCHASE ORDER REPORT** gives a journal listing in numerical order of only open (not finalized or closed) purchase orders.

- The **PURCHASE ORDER JOURNAL** gives a journal listing in numerical order of selected purchase orders.

LABELS

- The **LABEL PRINTING** programs print stock labels as requested when order was posted for affixing to inbound product. Three sizes are available, including specialized barcode labels.

PURCHASE ANALYSIS

- The **PURCHASE ORDER ANALYSIS** programs generate monthly spreadsheet analysis of purchasing history and can be used to determine preferred purchasing policies. Can be sorted by vendor, by part, by vendor/part, and by part/vendor.


```
Purchase Control Menu(root@infonetx:/1)
Logon: root@infonetx:/1        Purchase Control Menu      Sun Mar 22 18:42:02 2009

Enter Number Of Selection      2

        1. = PURCHASE CONTROL MENU =        19. Verify Purchasing Data
==>     2. Edit Purchase Order File         20. ====== FILE EDITORS =====
        3. Vendor Shipping Labels           21. Edit pcDesc File
        4. Open Purchase Order Reprt        22. Edit pcItem File
        5. Purchase Order Journal           23. Edit pcOrdr File
        6. ======== LABELS =========        24. Edit pcType File
        7. Stocking Labels (1 x 3.5)        25. Edit pcShip File
        8. Tiny Tag Labels (1/2 x 1)        26. Edit pcVend File
        9. Bar Code Labels (1 x 2.4)
       10. === PURCHASE ANALYSIS ===
       11. P.O. Analysis: Part
       12. P.O. Analysis: Vendor
       13. P.O. Analysis: Prod Type
       14. P.O. Analysis: Manufac.
       15. P.O. Analysis: Part/Vend
       16. P.O. Analysis: Vend/Part
       17. ===== MISCELLANEOUS =====
       18. Purge Purchasing Data

First   Prev   Next   Last        INFONETICS          Go              Exit
```

PURCHASE CONTROL MENU SCREEN

MISCELLANEOUS

- The **PURGE PURCHASING DATA** program is a maintenence program used to remove old data from the purchasing database.

- The **VERIFY PURCHASING DATA** program is a maintenance program to ensure internal data integrity in the purchasing database.

FILE EDITORS

- **FILE EDITORS** provide low level access to the database for programmer/system administrator use only.
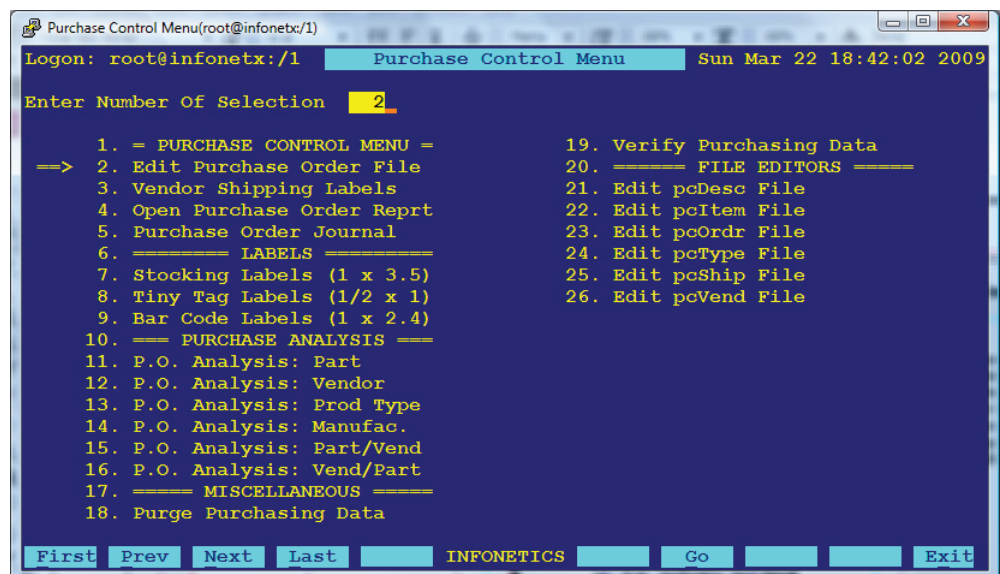
The POST/EDIT PURCHASE ORDERS program is used to add, change, delete, view or print purchase orders in the purchasing database.

- Purchase orders can be **printed as they are posted** or later in batches.

- All purchase orders or just those for selected vendor may be **located and reviewed on a view screen.**

- **Purchase and Inventory history** for individual items displayed on **view screen**.

- Purchase order header information includes a six character **vendor** ID, customer **drop-ship ID** and location, **dates** ordered, wanted, received and invoiced, type code & short reference **description**.

- Each purchase order contains as many line items as needed, each showing the **Part ID** and description, **quantity ordered** and eventually **received**, **unit cost** (to be used as last cost for profitability reports and averaged with previous cost history for valuation reports) and the number of **inventory labels** to be printed.

- May also be used to **transfer stock** between branches or warehouses.

- Tracks full and empty cylinders to gas vendors.

- Can be restricted to **authorized users** only.

- Option for **purchase orders to be created automatically** from INVENTORY CONTROL SYSTEM **based on preset min/max formulas** presented for **final review** here.

PURCHASE ORDER LIFE CYCLE

- When purchase orders are posted, the quantity ordered is **added into the ON ORDER** category in the INVENTORY CONTROL SYSTEM.

- When an order is **marked with a received date**, the quantity received is **moved into the ON HAND and AVAILABLE** category in the INVENTORY CONTROL SYSTEM. The remaining balance on order is **left in the ON ORDER** slot.

- Finally, when an order is **marked with an invoice date**, any remaining balance on order is simply **ignored**. A **backorder can be automatically prepared** to track the balance of the order if desired.

- Both the **inventory's Average and Latest Cost fields** are **automatically updated** here.

- If desired, a voucher can be automatically created in the ACCOUNTS PAYABLE SYSTEM for later payment.

EDITING SCREEN: EDIT PURCHASE ORDER FILE

SAMPLE OUTPUT: PURCHASE ORDER

SETUP SCREEN: VENDOR SHIPPING LABELS

The VENDOR SHIPPING LABELS program prints 5" wide x 4" high shipping labels used for shipping packages to vendors.

• Shipping address is **linked to the information in the vendor database** or may be **entered from the keyboard**.

• Uses attractive **double-high double-wide** printing font for easy reading.

• Can be printed on **pre-printed custom label stock** or on **blank stock**.

• Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

SAMPLE OUTPUT: SHIPPING LABEL

The LABEL PRINTING programs print stock labels for affixing to inbound product as requested when order was posted.

- Three sizes available:

  – **Stocking Labels** (1" High x 3.5" Wide).

  – **Tiny Tag Labels** (1/2" High x 1" Wide).

  – **Barcode Labels** (1" High x 2.4" Wide).
    Uses optional **thermal transfer barcode label** printer.

- Labels can be **generated in batches** either **as Purchase Orders are created**, or when the **items are received**.

SETUP SCREEN: STOCKING LABELS (1 x 3.5)
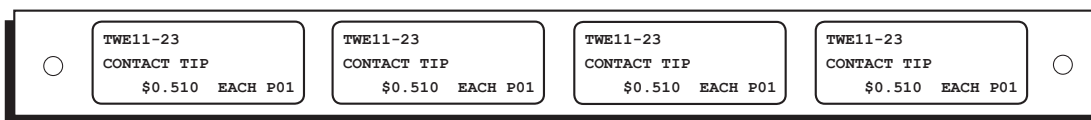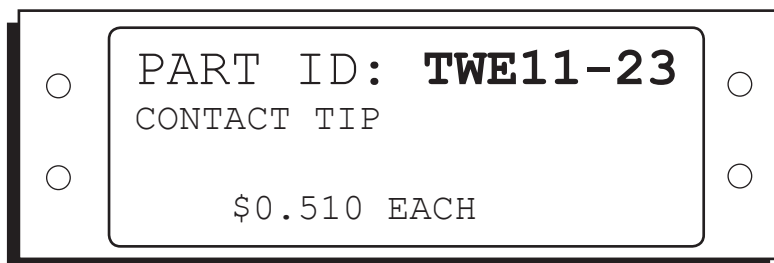
SAMPLE OUTPUT: BARCODE LABEL, 1" X 3 1/2" LABEL, AND TINY TAG LABELS

The PURCHASE ORDER JOURNAL produces a journal listing of selected purchase orders, in numerical order while the OPEN PURCHASE ORDER REPORT shows only open (not finalized or closed) purchase orders.

SETUP SCREEN: PURCHASE ORDER JOURNAL

- Reports can be generated in **detailed mode** showing all information, or in **summary mode** for just totals.

- Information shown can include **vendor ID** and **name**, **date ordered**, **wanted**, **received and invoiced**, **type code**, **description**, and each **line item with pricing**.

- Orders to be included can be restricted by **number**, **part code**, **date**, **and vendor**. For example:

  – Open orders only (no invoice date filled in).
  – Orders placed during a specified date range.
  – Orders received during a specified date range.
  – Orders invoiced during a specified date range.

- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

SAMPLE OUTPUT: PURCHASE ORDER JOURNAL IN DETAILED MODE

The PURCHASE ORDER ANALYSIS programs generate monthly spreadsheet analyses of purchasing history and can be used to determine preferred purchasing policies and other useful information.

- Analysis type report which **ages quantity and pricing** information into **monthly categories** with totals.

- Can be **sorted** by **vendor**, by **part**, by **vendor/part**, and by **part/vendor**.

- Output includes **quantity received**, average **unit cost**, and **total cost**.

- Orders included can be restricted by **vendor, dates, order number, part ID** and more.

- Output can be directed to the screen, .PDF preview, any printer, fax, email or a networked harddrive on the server.

SETUP SCREEN: P.O. ANALYSIS: VENDOR

SAMPLE OUTPUT: P.O. ANALYSIS: VENDOR IN SUMMARY MODE