

PURCHASE CONTROL SYSTEM

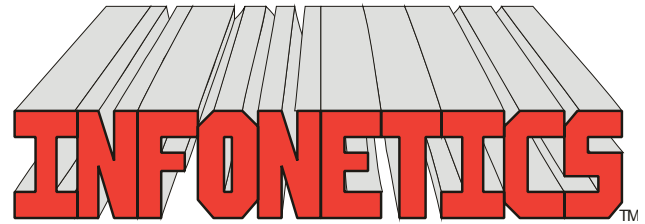
PURCHASE
CONTROL
SYSTEM



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.

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.



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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

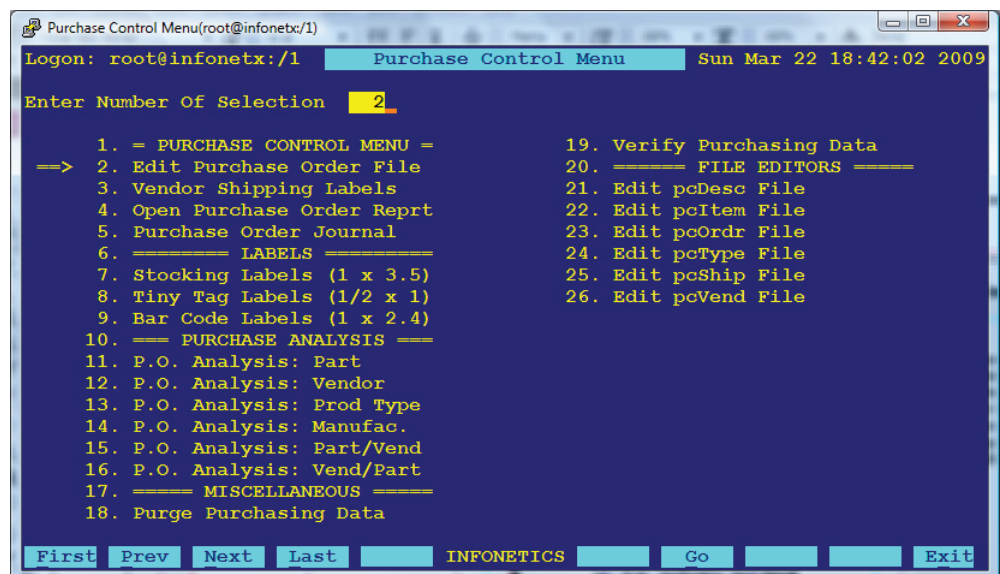
- The **PURCHASE ORDER ANALYSIS** programs generate monthly spreadsheet analysis of purchasing history and can be used to determine preferred purchasing policies. Can be sorted by vendor, by part, by vendor/part, and by part/vendor.

MISCELLANEOUS

- The **PURGE PURCHASING DATA** program is a maintenance 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.



PURCHASE CONTROL MENU SCREEN



EDIT PURCHASE ORDER

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.

Edit Purchase Order File(root@infonetx:1)

Logon: root@infonetx:/1 Edit Purchase Order File Sun Mar 22 18:46:14 2009
200 MIN/500 FRHT

Vendor Not Found

Tele: 708-260-0077 BOB JOHNSON
Order Number 1169-1 Fax: 708260-0078 V-ID: 78235623
Vendor I.D. OKIBE Customer/Ship-To STJOE 0
O.K.I. BERING CO. ST. JOE'S MANUFACTURING CO
5118 RANDY ROAD 516 1ST STREET
CAROL STREAM IL 60188 COLUMBUS OH 46123

Ordr'd	Want'd	Recv'd	Invo'd	Type	Description	Whse
11709	11709	0	0			1

ID	Part	Description	Ordered	Received	Unit	Cost	TotalCost
1	ADV00584	BRUSH, WIRE ADVANCE	5	0	6.50		32.50
2	ADV00209	BRUSH, WIRE ADVANCE	10	0	15.8700		158.70
3	ADV0108	BRUSH, WIRE ADVANCE	12	0	17.0600		204.72
4	ANT-38	CYLINDER CART, SOLID	1	0	19.4400		19.44
5	ELLRR1000	GLOVE, ELLIOT RED	30	0	7.9500		238.50
6	ELLJB1000A	GLOVES, JOHN BULL	10	0	9.4500		94.50
7	GER1501	RESPIRATOR DUST	10	0	7.6300		76.30
8	HOSE1234-100	HOSE 100' ROLL	2.00	0.00	150.0000		300.00
9	RULAPRON	BIB LEATHER, RULISON	3	0	9.0000		27.00
			134.00	0.00			1172.44

First Prev Next Last Recv'd INFONETICS Clear Update View Void Exit

EDITING SCREEN: EDIT PURCHASE ORDER FILE

PURCHASE ORDER

Your Company Name & Logo Goes Here

1234 Somewhere Street • Some City, OH 43123
Phone (123) 123-1234 • Fax (123) 123-1235

P.O. NO.	DATE	PAGE
1169-1	01/17/09	1

VENDOR

O.K.I. BERING CO.
5118 RANDY ROAD
CAROL STREAM IL 60188

SHIP TO

ST. JOE'S MANUFACTURING CO
516 1ST STREET
COLUMBUS OH 46123

VENDOR I.D.	DESCRIPTION	WHS	RECEIVED	INVOICED	CUSTOMER	TYPE	WANTED
OKIBE		1			STJOE	0	01/17/09

PART NO.	DESCRIPTION	ORD'D	RECY'D	UNIT PRICE	UM	AMOUNT
ADV00584	BRUSH, WIRE ADVANCE	5		6.50	EACH	32.50
ADV00209	BRUSH, WIRE ADVANCE	10		15.8700	EACH	158.70
ADV0108	BRUSH, WIRE ADVANCE	12		17.0600	EACH	204.72
ANT-38	CYLINDER CART, SOLID	1		19.4400	EACH	19.44
ELLRR1000	GLOVE, ELLIOT RED	30		7.9500	EACH	238.50
ELLJB1000A	GLOVES, JOHN BULL	10		9.4500	EACH	94.50
GER1501	RESPIRATOR DUST MASK	10		7.6300	EACH	76.30
HOSE1234-100	HOSE 100' ROLL	2.00		150.0000	ROLL	300.00
RULAPRON	BIB LEATHER, RULISON	3		9.0000	EACH	27.00
SOAP-FLT-P	FLAT SOAPSTONE GROSS	1		4.7800	/GRS	4.78
TWELL-35	CONTACT TIP .035	25		0.33	EACH	8.25
TWELL-45	TIP	25		0.3100	EACH	7.75

VENDOR CONTACT: BOB JOHNSON
FACSIMILE: 708260-0078
TELEPHONE: 708-260-0077
VENDOR ACCT ID: 78235623

TOTAL 1172.44

GOODS ARE SUBJECT TO OUR INSPECTION AND APPROVAL. ☐ MAIL ☐ FAX ☐ PHONE

IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE US IMMEDIATELY
STATING ALL NECESSARY FACTS. PLACED BY:

TO AVOID ERRORS, NOTE SPECIFICATIONS CAREFULLY AND IF UNABLE TO
COMPLETE ORDERS AS WRITTEN, NOTIFY US PROMPTLY. WITH WHOM:

SAMPLE OUTPUT: PURCHASE ORDER



Vendor Shipping Labels(root@infonetx:/1)

Logon: root@infonetx:/1 Vendor Shipping Labels Sun Mar 22 19:16:46 2009

Order Not Found

Purchase Order 1169-0
From

Ship To OKIBE O.K.I. BERING CO.
5118 RANDY ROAD
CAROL STREAM IL 60188


Contact BOB JOHNSON
Description
Number Of Labels 134603856
Output Device !

First Prev Next Last INFONETICS Clear Go View Exit

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.

SETUP SCREEN: VENDOR SHIPPING LABELS



**Your Company Name
& Logo Goes Here**

1234 Somewhere Street • Some City, OH 43123
Phone (123) 123-1234 • Fax (123) 123-1235

S **O.K.I. BERING CO.**

H T **5118 RANDY ROAD**

I O **CAROL STREAM IL 60188**

P

ATTN: BOB JOHNSON

P.O. #
1169-0

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**.

Stocking Labels (1 x 3.5)(root@infonetx:/1)

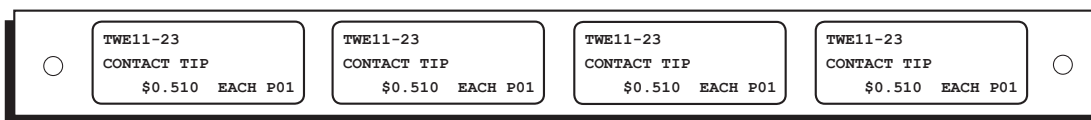
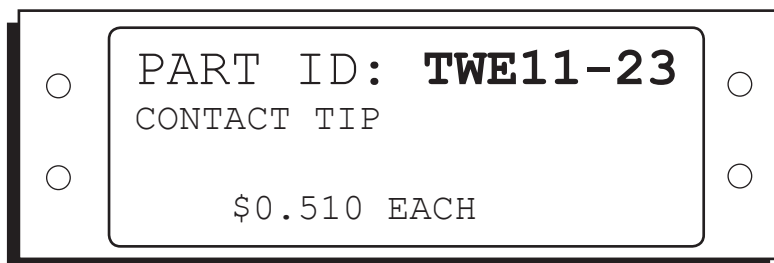
Logon: root@infonetx:/1 Stocking Labels (1 x 3.5) Sun Mar 22 19:31:53 2009

SMARTVIEW AND EXCLUSIVE RANGES IN EFFECT!

Order Number	0-0				
Order Codes	Vendor	Cust ID	Type	Desc	
Date Ranges	Ordr	Want	Recv	Inv	
Part Codes	ID	Wh	Type	Manf	
G/L Accounts	Asset	Sales	Cost		
Extra (Price/Loc/Desc)	Slot	(0=List, 1..9, 97=Ave, 98=Book, 99=LastCost)			
Output Device	1				

INFONETICS Go View Exit

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.

Purchase Order Journal(root@infonetx/1)

Logon: root@infonetx:/1 Purchase Order Journal Sun Mar 22 19:54:37 2009

SMARTVIEW AND EXCLUSIVE RANGES IN EFFECT!

Order Number 0-0
999999-9

Order Codes Vendor Cust ID Type Desc

Date Ranges Ordr 0 Want 0 Recv 0 Invc 0

Part Codes ID Wh Type Manf

G/L Accounts Asset Sales Cost

Detailed (Y/N/Total) Y

Output Device

INFONETICS Go View Exit

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.

Logon: root@infonetx:/1 INFONETICS, Inc. Sun Mar 22 19:57:07 2009 Page: 1

Purchase Order Journal

OrderItem	Vendor	Customer	Type	Description	Ordered	Wanted	Received	Invoiced
Part	Wh	Description	Unit	Cost	Ordered	Received	Full	Empt
1169-1	OKIBE	O.K.I. BERING CO.	STJOE	0	01/17/09	01/17/09	00/00/00	00/00/00
1	ADV00584	1 BRUSH, WIRE ADVANCE		6.50	5	0	0	0
2	ADV00209	1 BRUSH, WIRE ADVANCE		15.8700	10	0	0	0
3	ADV108	1 BRUSH, WIRE ADVANCE		17.0600	12	0	0	0
4	ANT-38	1 CYLINDER CART, SOLID		19.4400	1	0	0	0
5	ELLRR1000	1 GLOVE, ELLIOT RED		7.9500	30	0	0	0
6	ELLJB1000A	1 GLOVES, JOHN BULL		9.4500	10	0	0	0
7	GER1501	1 RESPIRATOR DUST MASK		7.6300	10	0	0	0
8	HOSE1234-100	1 HOSE 100' ROLL		150.0000	2.00	0.00	0	0
9	RULAPRON	1 BIB LEATHER, RULISON		9.0000	3	0	0	0
10	SOAP-FLT-P	1 FLAT SOAPSTONE GROSS		4.7800	1	0	0	0
11	TWELL-35	1 CONTACT TIP .035		0.33	25	0	0	0
12	TWELL-45	1 TIP		0.3100	25	0	0	0
ORDER TOTAL *					134.00	0.00	0	0
GRAND TOTAL **					134.00	0.00	0	0

1 Orders Processed

Account	Ordered	Received	Volume	Cost
121010 INVENTORY: ARC WELD EQUIP	50.00	0.00	0.00	16.00
121030 INVENTORY: GAS WELD EQUIP	1.00	0.00	0.00	19.44
121040 INVENTORY: WELDING AIDS	1.00	0.00	0.00	4.78
121060 INVENTORY: SAFETY EQUIP	43.00	0.00	0.00	360.00
121070 INVENTORY: TOOLS	39.00	0.00	0.00	772.22

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 hddrive on the server.

P.O. Analysis: Vendor(root@infonetx:/1)

Logon: root@infonetx:/1 P.O. Analysis: Vendor Sun Mar 22 21:27:24 2009

SMARTVIEW AND EXCLUSIVE RANGES IN EFFECT!

Order Number 0-0
999999-9

Order Codes Vendor Type

Date Ranges Ord 0 Want 0 Recv 0 Invc 0
999999 999999 999999 999999

Part Codes ID Wh Type Manf

G/L Accounts Asset Sales Cost

Fields To Print Quantity Fulls Empties Volume Cost Cost/Unt Cost/Vlm
Y Y Y Y Y Y Y

Aging Criteria
Detail (Y/N) I N !
Output Device

INFONETICS Go View Exit

SETUP SCREEN: P.O. ANALYSIS: VENDOR

Logon: root@infonetx:/1		INFONETICS, Inc.										Sun Mar 22 21:43:31 2009	
		P.O. Analysis: Vendor										Page: 1	
NoDate	January	February	March	April	May	June	July	August	September	October	November	December	Total
LINCO LINCOLN ELECTRIC CO.													
Quantity	23677.00	35.00	1000.00	7815.00	4305.00	4452.00	4692.00	1482.00	2526.00	257.00	2.00		50443.00
Fulls Recv'd	0	0	0	2	0	0	0	0	0	0	0		2
Empties Ret'd	0	0	0	2	0	0	0	0	0	0	0		2
Total Volume	6	31	0	4	0	400	0	1220	0	0	0		1661
Total Cost	20059.30	25.70	1855.00	4869.03	9507.00	2551.05	5398.30	2401.28	2168.89	704.08	4.04		49543.67
Average Cost/Unit	0.84	0.73	1.85	0.62	2.21	0.57	1.15	1.62	0.86	2.74	2.02		0.98
Average Cost/Vol	m3343216.67	829.03		1217257.50		6377.62		1968.26					29827.62
GRAND TOTAL ***													
Quantity	23677.00	35.00	1000.00	7815.00	4305.00	4452.00	4692.00	1482.00	2526.00	257.00	2.00		50443.00
Fulls Recv'd	0	0	0	2	0	0	0	0	0	0	0		2
Empties Ret'd	0	0	0	2	0	0	0	0	0	0	0		2
Total Volume	6	31	0	4	0	400	0	1220	0	0	0		1661
Total Cost	20059.30	25.70	1855.00	4869.03	9507.00	2551.05	5398.30	2401.28	2168.89	704.08	4.04		49543.67
Average Cost/Unit	0.84	0.73	1.85	0.62	2.21	0.57	1.15	1.62	0.86	2.74	2.02		0.98
Average Cost/Vol	m3343216.67	829.03		1217257.50		6377.62		1968.26					29827.62

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