COUGAR MOUNTAIN SOFTWARE

DENALI FUND

PURCHASE ORDER USER'S GUIDE

Microsoft GOLD CERTIFIED Partner

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Chapter

1

Learning About this Resource

How to Use This Guide

How This Guide Is Organized

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DENALI

Welcome to Denali by Cougar Mountain Software. This guide is designed to help you effectively learn and use the Purchase Order module. This chapter introduces you to the information contained in the guide.

How to Use This Guide

We wrote this documentation to accommodate a system that has all available modules and enhancements installed and integrated. If this is not the case, some windows and options might be different. After you review this guide, if you would like to expand your software package to get the most out of Denali, refer to our website or contact our Sales Department at (800) 388-3038 for more information.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue. This guide provides valuable information on the commonalities between the Denali modules, customization options to ensure Denali meets your needs, and overviews of the different types of help and training available.

How This Guide Is Organized

Refer to this section for a summary of what is covered in this user's guide and how to get the most out of it.

Chapter 1: Learning About this Resource

This chapter introduces you to the organization of this user's guide. It provides an overall look at the information you can find and how it is designed.

Chapter 2: Setting Up the Purchase Order Module

Setting up your module is one of the most important things to do to ensure you get the most from your software. This section covers the general setup, integration with other modules, printing preferences, and codes used in Purchase Order.

Chapter 3: Entering Purchase Orders

In this section, we provide you with information about entering or editing purchase orders. This includes changing vendor address information or adding items to an order from history. You will also find information on generating orders based on inventory levels.

Chapter 4: Entering Requisitions

In this section, we provide you with information about entering, editing, and approving purchase orders.

Chapter 5: Receiving Purchase Orders

This section provides information about receiving items in a purchase order. The information covers how you can receive partial orders, receive entire orders, or invoice orders. It also includes how to add items to an existing order when receiving it and how to track your landing costs.

Chapter 6: Purchase Order Management Tasks

There are times when certain tasks are handled by management personnel only. In This section we discuss tasks such as pre-issuing purchase order numbers, entering returns, correcting errors in transactions, posting receiving transactions, and purging unwanted history from the system.

Chapter 7: Working With Reports in Purchase Order

In this section, we cover the reports available to help you track ordering information.

Chapter 8: Quick Access in Purchase Order

This section is a great resource for learning about the shortcuts, hot keys, and quick accessibility options that are available in the Purchase Order entry windows. It also provides a quick reference of the right-click menu options that can help streamline your entry process.

Chapter 9: Additional Resources

This section provides information on format requirements you must use to import and export data in Purchase Order. You will also find calculations the system uses for the various fields in the PO Entry windows, a glossary of accounting terms, and information to help you format user-defined fields.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything that appears on the screen will appear in bold, exactly as it appears. •Select **Change Session Date** from the **Common Tasks** menu. •Click the **New** button. •Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. •Enter *Hardwood* in the **Description** box. •The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: •To delete an item in the detail grid, select the item and press the DELETE key. •To open the **Enter Transaction Comments** window, simultaneously press SHIFT+C.

Convention	Use
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program and Web Help

Cougar Mountain offers in-program help, which is part of the software, accessible from any Help button, and does not require an Internet connection. We also offer web help that you can access at https://cougarmtnservice.com/help/index.html. The web help includes features not available in the in-program help, such as the ability to comment on topics and share information on social networking platforms. The content is the same in the in-program and web help.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps you need to take to complete a task, you should access the procedural help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you select the question mark on the right side of the toolbar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix, which you can access from the Table of Contents in the in-program and web help.

Navigating the In-Program Help

When you access the Help in the software, you access the in-program help system. To help you find the information you're looking for, we outline the different parts of the Help window.

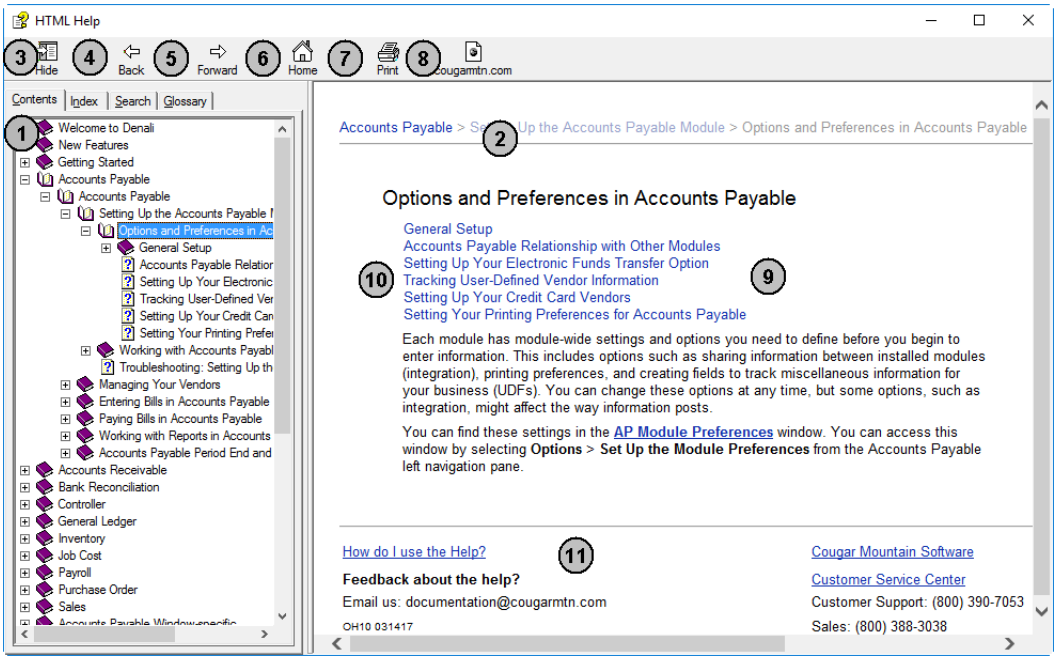


Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

To help you find the information you're looking for in the web help, we outline the different parts of the window.

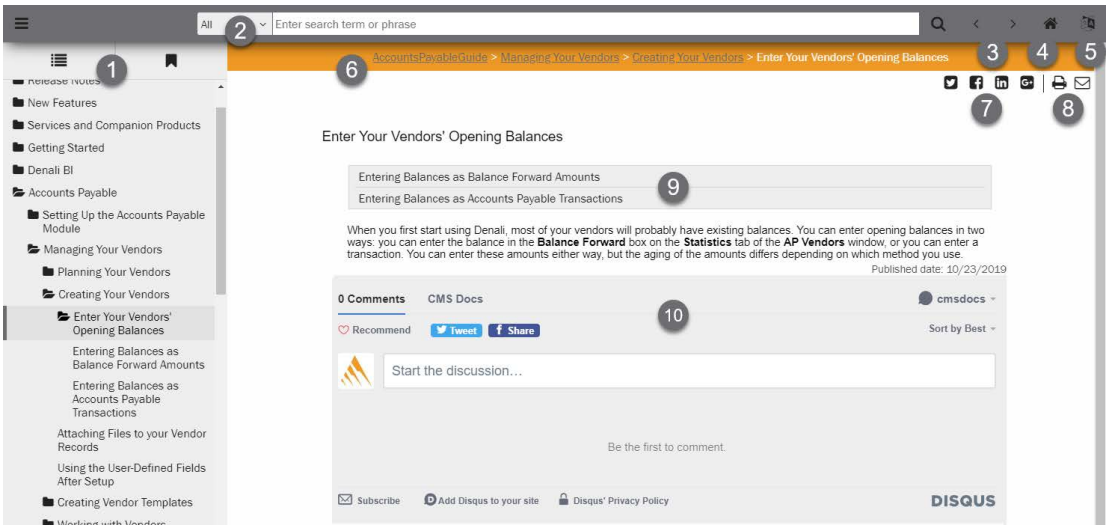


Figure 2: *Navigational points and features available in the web help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	Contents	This is the Table of Contents for the Help. Click on the folders to show the topics available.
2	Search	Use the search field to quickly find the information you're looking for. You can use the drop-down to filter the search to certain modules/ guides.
3	Forward and Back	Click these arrows to navigate forward and back through the help topics, one topic at a time.
4	Home	Click this button to go to the home page of the web help.
5	Translate	Click this button to translate the help to another language.
6	Breadcrumbs	These links show you where you are in the help. The first link reflects the main topic and the following links are subtopics. You can click these links to navigate backwards.

Reference Number	Option Name	Description
7	Social	Click these buttons to post a topic on social media.
8	Print & Email	Click these buttons to print the help topic or email the CMS Documentation team.
9	Sublinks	The links listed are subtopics of the open topic.
10	Disqus Comment	Use this feature to share public comment/questions with other users and the CMS Documentation team.

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1. Select the **Print** button or right-click and select **Print** from the right-click menu.
2. If the **Print Topics** window appears, select **Print the selected topic** and then select **OK**.
3. When the **Print** window appears, make any desired adjustments and then select **Print**.

To print multiple topics in the in-program help:

1. Verify the **Contents** tab is visible.
2. Highlight the heading of the section you would like to print.
3. Select the **Print** button.
4. The **Print Topics** window will appear.
5. Select **Print the selected headings and all subtopics** to print the entire section.

User Guides

Denali includes access to PDF (portable document format) versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program and web help. To access these user guides, click **Start** > **Denali by Cougar Mountain** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help. You need to have Acrobat® Reader® to view the PDF.

To access them from the **Start** menu, click **Start** >**Denali by Cougar Mountain** > **Release Notes**.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: https://www.cougarmtn.com/support-request/.

You can also visit the customer service site at https://service.cougarmtn.com to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	https://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. For this reason, as part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (https://service.cougarmtn.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential for your needs. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using network streaming technology via an internet connection between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Troubleshooting Options

One goal of Cougar Mountain Software is to make your accounting software experience a positive and effective one. For this reason, we included Troubleshooting sections throughout this documentation to provide answers to problems that might occur. It is our intent to provide many possible solutions to your questions. If you have suggestions for additions to the Troubleshooting sections, please feel free to email us at documentation@cougarmtn.com.

Chapter

2

Setting Up the Purchase Order Module

Options and Preferences in Purchase Order

Defining Your Purchase Order Screen Layouts

Purchase Order Codes

Managing Alert Email Addresses

Troubleshooting: Setting Up the Purchase Order Module

DENALI

Setting up Purchase Order is a process of defining your options, preferences, and codes. You can choose how you want Purchase Order to be integrated with other modules, set up any customized fields you want to include, and customize the layout of the entry and receiving windows. This chapter provides intial setup instructions and information for setting up Purchase Order.

Options and Preferences in Purchase Order

Every module has features and flexibility that allow you to customize the module to meet your needs. This is not intended as a comprehensive explanation of all your options, but we present some choices that you should make before you begin. We also show you where you can define these different options and introduce you to some basic functionality of the module.

To set up the Purchase Order module, you need to define preferences such as sharing information with other modules, defining module defaults, and setting up landing, if applicable to your business. These settings and options are found in the **PO Module Preferences** window that you can access by selecting **Options** > **Set Up the Module Preferences** from the left navigation pane. You can select the **Help** button in a window for detailed information on all of the available fields and options.

General Setup

On the **General** tab, you can choose to use multiple batches and/or multiple users in each batch. If you allow multiple users per batch, then you must use online purchase order numbering. If you want to pre-issue purchase order numbers, you cannot use online numbering and therefore can only have one user in a batch at a time. For more information on pre-issuing purchase order numbers, see “Pre-Issuing Purchase Order Numbers” on page 76.

You can choose to include a signature line on all of your printed purchase orders. Select the **Print signature line on purchase orders** check box if signatures are part of your entry or approval process. You can also choose to alert your buyers when the cost of an item increases from when it was previously purchased by selecting the **Show alert when cost increases** check box.

If you want to be able to post encumbered transactions when you enter them, select the **Enable encumbering** check box. This activates options on the Purchasing menu that allow you to set up and select batches, view an edit report, and post.

The **Open Purchase Order Method** drop-down field allows you to control how purchase orders are handled after they’ve been saved. For example, if you select the *All Purchase Orders are Closed* option, you can ensure that once a purchase order is entered and saved, it will not be edited.

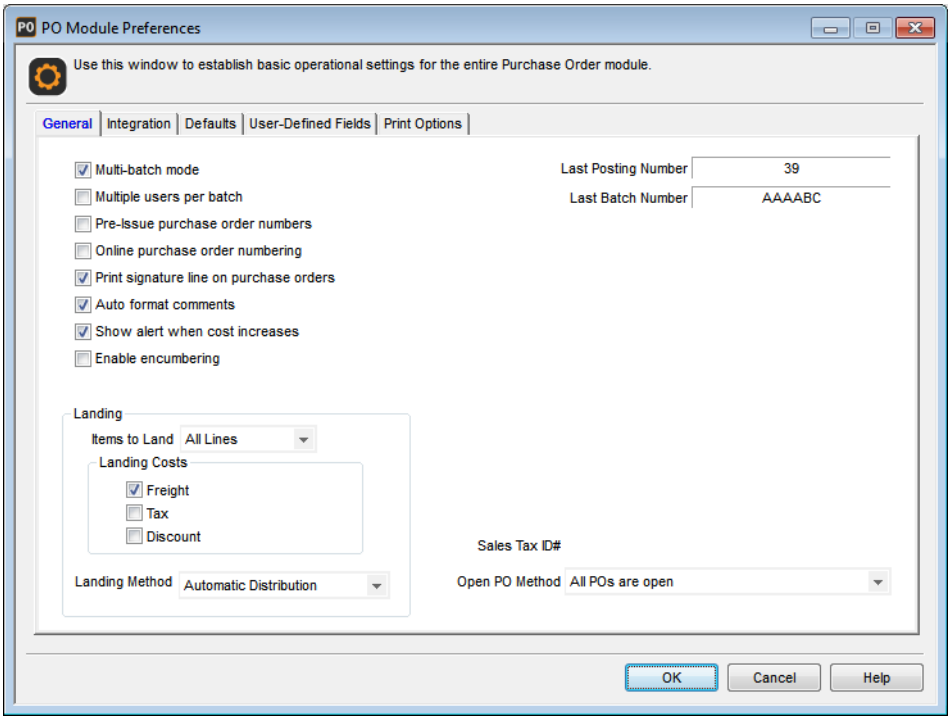


Figure 3: *PO Module Preferences window*

Working with Batches in Purchase Order

On the **General** tab of the **PO Module Preferences** window, you can select whether or not you want to use multi-batch mode when you receive purchase orders. You should select the **Multi-batch mode** check box if you want to store transactions in different batches so you can post them at different times. For example you might want to set up a batch for partially received purchase orders or you might want to set up a specific batch for each day of the week on which transactions are received. For more information on working with batches see “Transaction Batches” in the Getting Started guide.

You also have the option to use multiple batches when you enter purchase orders if you select the **Enable encumbering** check box in Module Preferences. When you select this, you can post encumbered transactions when you enter them. You can also place encumbrance transactions on hold and have multiple active batches that contain encumbrances until you are ready to post them.

If you want to allow multiple users to access the same receiving batch at the same time, select the **Multiple users per batch** check box on the **General** tab of Module Preferences. If you leave this option unchecked, only one person at a time can enter receiving transactions into a batch. As a security feature, you might want to leave the default of unchecked and only allow the user who set up the batch to process transactions in it.

Setting Up Batches

If you are using multi-batch mode, you can set up as many batches as necessary to meet the needs of your business (see “Transaction Batches” in the Getting Started guide). By considering all the ways you might use batches, you can determine an effective naming scheme. For example, you might include the clerk’s initials, the day of the week, and the date in the batch name for future reference. Keep in mind that when you post a batch, the batch will clear and become unavailable.

To set up a new receiving or purchasing batch:

1 In Purchase Order, select **Receiving Tasks** > **Set Up a New Receiving Batch** from the navigation pane or the **New** button in the **PO Select Receiving Batch** window

- or -

In Purchase Order, select **Purchasing Tasks** > **Set Up a New Purchasing Batch** from the navigation pane or the **New** button in the **PO Select Purchasing Batch** window.

The PO Set Up Batch window will open.

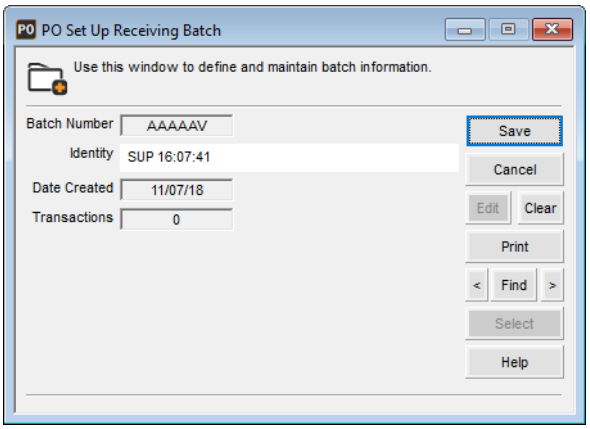


Figure 4: *PO Set Up Receiving Batch window*

2 Enter a unique identity for this new batch, or accept the default that includes the user name and time the batch was created. The identity you set up will not appear on any reports.
The information for the batch number, the date the batch was created, and the number of transactions is autogenerated by the system and cannot be edited.

3 Select **Save** to keep this new batch.
When you post activity using this batch, the autogenerated batch information shown in certain reports includes the module from which the activity is generated, the activity number, and the batch number. For example, the posting reference for the batch shown in the image in this section would appear something like PO000004565AAAAAA on the posting reports.

Setting Up Purchase Order Landing

Tracking landing costs allows you to account for acquisition costs in the final cost of an item. Because each vendor might have a different charge for freight and tax, and offer a different discount, tracking landing might help you decide from which vendor to order items. On the **General** tab of the **PO Module Preferences** window, you can define your default landing options. You can also specify to what items landing costs apply, whether freight, tax, and discounts are included in landing costs, and what type of landing method to use.

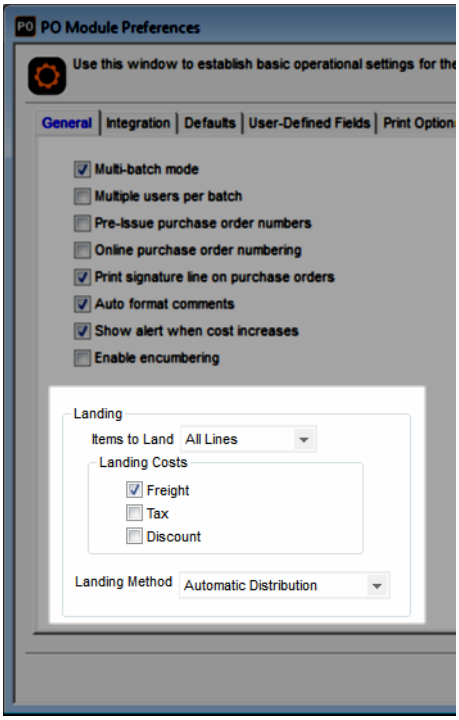


Figure 5: *PO Module Preferences window, Landing section*

If your business process does not include tracking landing, select *None* from the **Items to Land** drop-down. You can also choose to land Inventory items or all items on your order. If you choose to land items, you can then select from the **Landing Method** drop-down list if you want the landing costs to be distributed evenly across all items that have landing applied, or only on items you manually select.

The selections you make in this window determine what options appear and how landing is handled in the entering and receiving windows. For example, in order for the **Land Item** check box to appear in the PO Enter Purchase Orders window, you must select *Inventory* or *All Lines* from the **Items to Land** drop-down list and choose *Select Items to Land* from the **Landing Method** drop-down.

Purchase Order Relationship with Other Modules

Integration is the way information is shared between installed modules. If you integrate, information can be automatically sent to General Ledger, Accounts Payable, and Inventory when you post. You can also look up information from these modules. See “The Lookup Feature” in the Getting Started guide for more information.

> ***NOTE:*** *If you receive an error indicating integration failed, print the generated report, make the corrections listed, reopen Module Preferences, and select the Fix <Module> Integration button on the* ***Integration*** *tab.*

For example, if Purchase Order is integrated to Inventory, you have access to stock item information while you enter purchase orders, and stock item totals are immediately updated when you post. If you choose to integrate Purchase Order to Accounts Payable, you can access vendor information while you enter purchase orders, and Accounts Payable totals are immediately updated when you invoice and post received items. You can set integration on the **Integration** tab of the **PO Module Preferences** window.

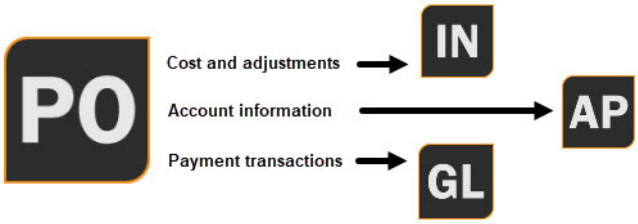


Figure 6: *Purchase Order's integration to other modules.*

Setting Up Other Purchase Order Defaults

On the **Defaults** tab, there are several defaults you can define to meet the needs of your business.

If you selected the **Online purchase order numbering** check box on the **General** tab, enter the purchase order number from which you want to start incrementing in the **Last Purchase Order Number** field. Choosing this method of numbering eliminates the possibility of duplicate purchase order numbers. If you use alpha characters in your purchase order numbers, we highly recommend that you end your numbers with a numeric character to increment by.

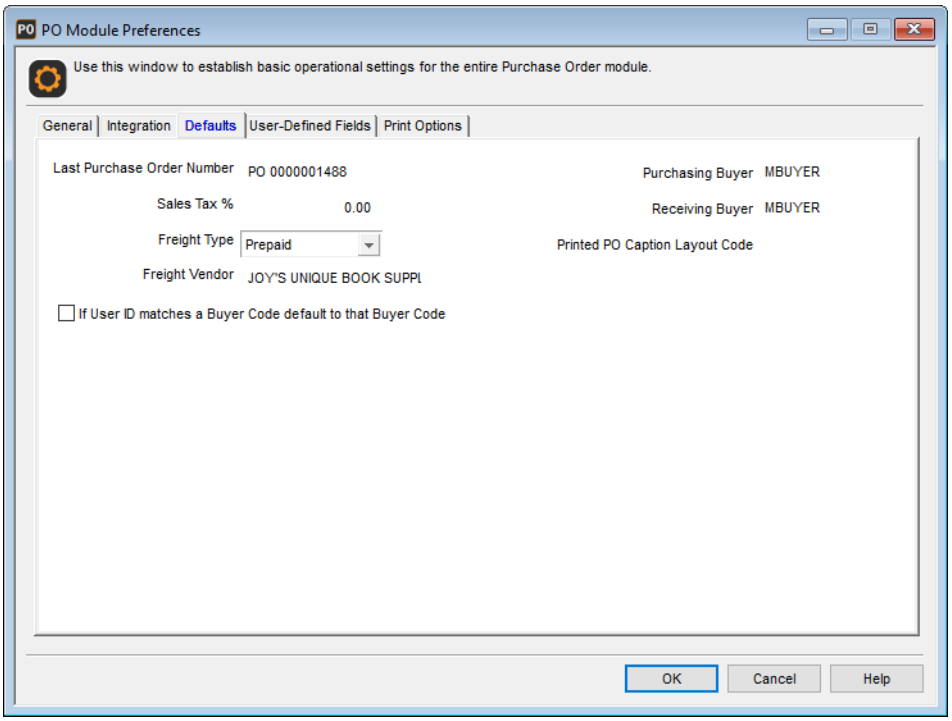


Figure 7: *PO Module Preferences window, Defaults tab*

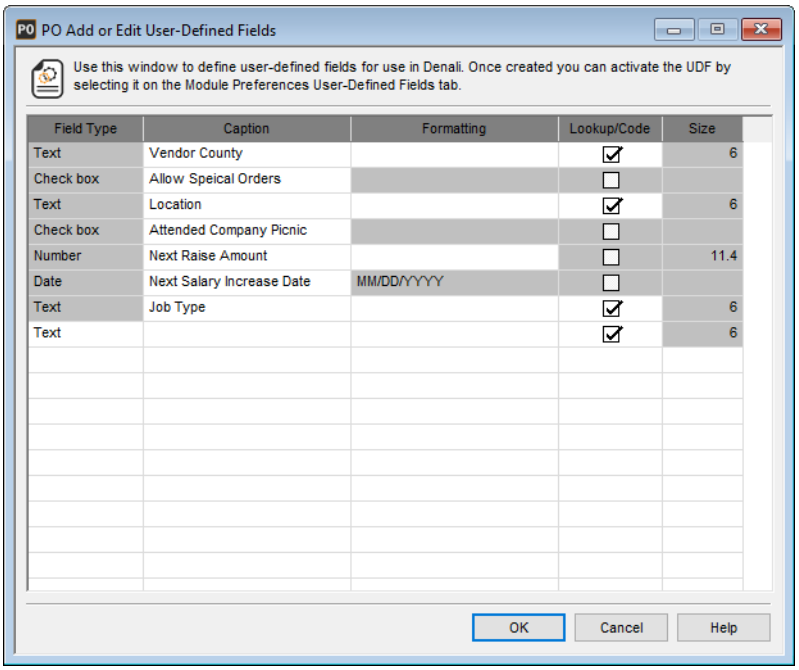
You can also choose your default Purchasing Buyer and Receiving Buyer (see "Setting Up Your Users (Buyer Codes)" on page 33 for more information on setting up Buyers), which you can override later in the entry windows if necessary. For detailed information on the options in this window, select the **Help** button in the software.

Tracking User-Defined Order Information

On the **User-Defined Fields** tab of the **PO Module Preferences** window, you can set up customized fields that track information of your choice. You can create Header user-defined fields, which will track information for the entire purchase order, or Detail user-defined fields, which will track information for a specific line item. You can also use these fields as filters on some reports.

To set up user-defined fields:

1. Select **Options** > **Establish User-Defined Tracking** from the navigation pane. The **PO Module Preferences** window will open.
2. On the **User-Defined Fields** tab, click the **Add or Edit User-Defined Fields** button. The **PO Add or Edit User-Defined Fields** window will open.



Field Type	Caption	Formatting	Lookup/Code	Size
Text	Vendor County		☑	6
Check box	Allow Speical Orders		☐	
Text	Location		☑	6
Check box	Attended Company Picnic		☐	
Number	Next Raise Amount		☐	11.4
Date	Next Salary Increase Date	MM/DD/YYYY	☐	
Text	Job Type		☑	6
Text			☑	6

Figure 8: *PO Add or Edit User-Defined Fields window*

3. In the **PO Add or Edit User Defined Fields** window that appears, set up the type of UDFs you want to use. You can select a *Text* **Field Type** and check the **Lookup/Code** check box to create a user-defined Code for which you can define specific Codes to enter in that field.
   For detailed information on the fields in this window, select the **Help** button in the software. See “Formatting User-Defined Fields” on page 115 for the characters you can use to define your UDFs.
4. Select **OK** to return to Module Preferences.
5. From the **Header user-defined fields** and **Detail user-defined fields** Lookups in Module Preferences, you can select which UDFs you want to appear and in what order.
6. When you are finished setting up your UDFs, select **OK**.

   For information about using these fields after setup, see “Using the User-Defined Fields After Setup” on page 28. To define codes for the Code type UDFs, see “Setting Up User-Defined Codes” on page 37.

Purchase Order Printing Preferences

Set your printing preferences on the **Print Options** tab. The types of printing you can specify are for purchase orders, posting reports, and any other reports printed from the module. You can select the output type, number of copies, format, and printer/file name for each type of report. Use the **Edit** check box to specify whether or not you want the ability to edit these preferences each time you print a report. For example, if you sometimes want to preview a report on the screen before printing it, select the **Edit** check box. After previewing the report, you can then choose to print the report to a printer, to a file, or select **Cancel**.

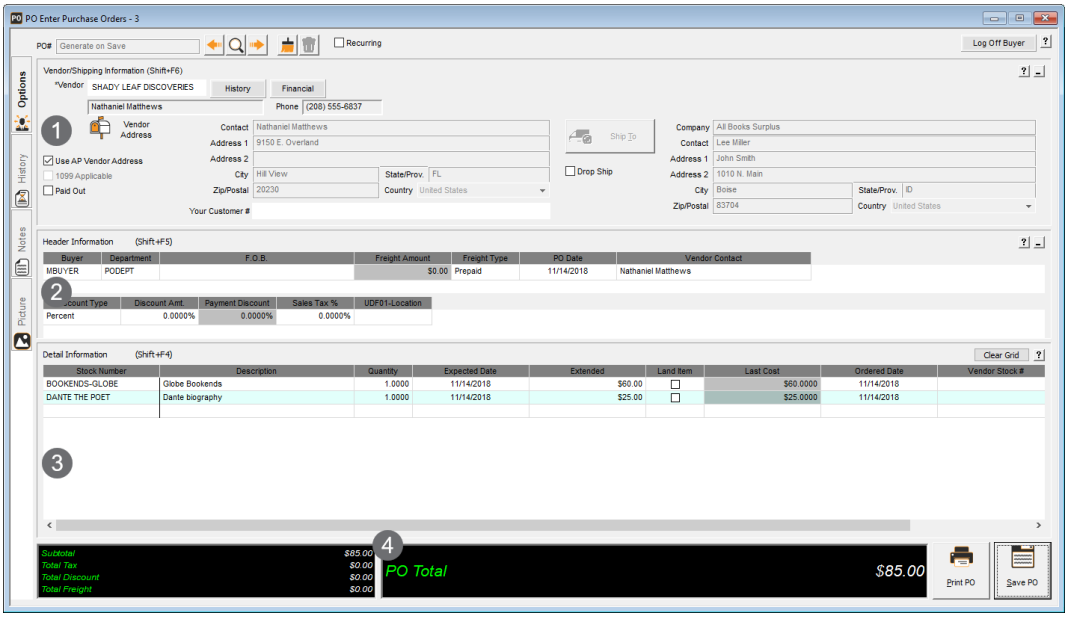
To learn more about printing reports in Denali, see “Reporting Overview” on page 89.

Defining Your Purchase Order Screen Layouts

By customizing the PO Enter Purchase Orders and PO Receive Items windows, you can control what information your buyers can view or edit when they enter, receive, or invoice orders. It’s important to become familiar with the different elements in the entering and receiving windows and how customizing these elements can act as a security control for you. Because you can attach the screen layouts you set up to different Buyer Codes, you can allow certain buyers to have rights to view and edit information that other buyers may not have. For example, if you don’t want a buyer to be able to change item prices, you can make the cost fields informational only or hide them for that layout. You can also customize these screens to specifically meet the needs of your business and processes. For instance, you can modify the field labels to be the same as your preprinted purchase orders or to use your company’s terminology. You can even set up the tab order of the fields in the windows to help increase efficiency.

Overview of the Entry Window

The PO Enter Purchase Orders window is broken into four sections. Each section contains different information and the tabs in the layout window allow you to customize what your buyers will see or be able to edit in each section. The image and table in this section will help you understand which parts of the entry window will be affected by the preferences you set on each tab in the **PO Set Up Purchasing/ Receiving Layout** window.



Reference Number	Window Section	Section Purpose
1	Vendor / Shipping Information	The fields in this section of the window are used to display and enter vendor and shipping information. See “Defining Vendor Information” on page 30 for information on setting up the layout of this section.
2	Header Information	The fields in this section of the window are used to enter and display information about the entire transaction. Refer to “Defining Header/Receiving Information” on page 30 for additional information on setting up the layout of this section.
3	Detail Information	The fields in this section of the window are used to enter the items for the purchase order. For additional information on setting up the layout of this section, see “Defining Detail Information” on page 31.
4	Transaction Totals	The fields in this section of the window reflect the various running totals pertaining to the current transaction.

Overview of the Receiving Window

The PO Receive Items window can be broken into five sections. Each section contains different information and the tabs in the layout window allow you to customize what your buyers will see or be able to edit in each section. The image and table in this section will help you understand which parts of the receiving window will be affected by the preferences you set on each tab in the **PO Set Up Purchasing/Receiving Layout** window.

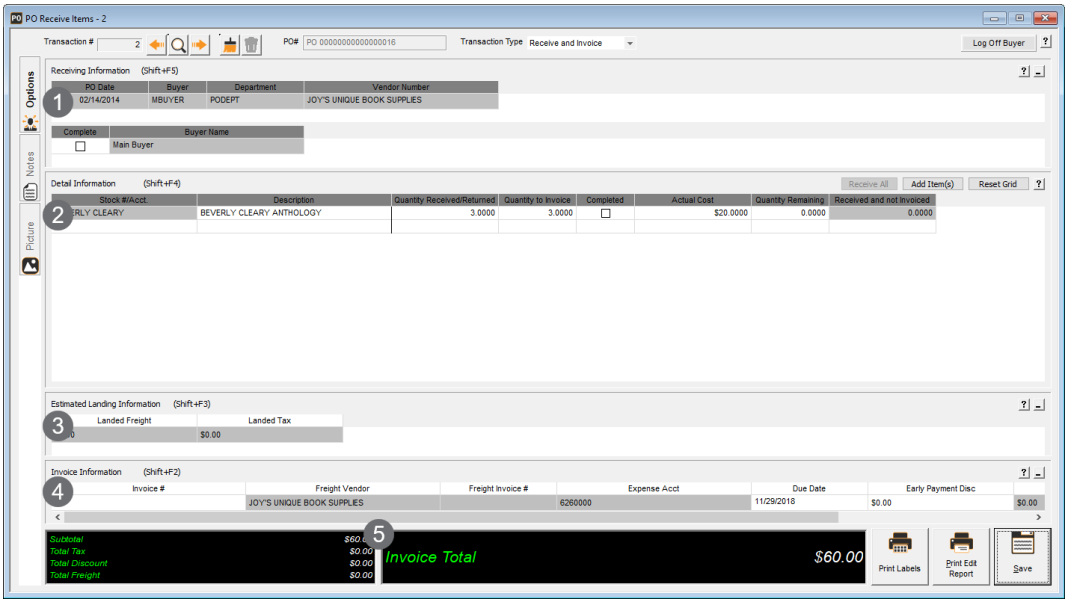


Figure 9: *PO Receive Purchase Orders window*

Reference Number	Window Section	Section Purpsose
1	Receiving Information	The fields in this section of the window are used to display and enter information about the entire transaction. See “Defining Header/Receiving Information” on page 30 for information on setting up the layout of this section.
2	Detail Information	The fields in this section of the window are used to display the items in the transaction. For additional information on setting up the layout of this section, see “Defining Detail Information” on page 31.
3	Landing Information	The fields in this section of the window are used to enter and display information about the landing costs for this transaction. Refer to “Defining Landing Information” on page 31 for additional information on setting up the layout of this section.
4	Invoice Information	The fields in this section of the window are used to enter and display information about the invoice. For additional information on setting up the layout of this section, see “Defining Invoicing Information” on page 31.
5	Transaction Total	The fields in this section of the window reflect the various running totals pertaining to the current transaction.

Using the User-Defined Fields After Setup

If you defined any user-defined fields on the **User-Defined Fields** tab of the **PO Module Preferences** window, those fields appear in the **Set Up Purchasing / Receiving Layout** window so you can add them to your purchasing and receiving windows. You can add fields to the header and detail section of your layout.

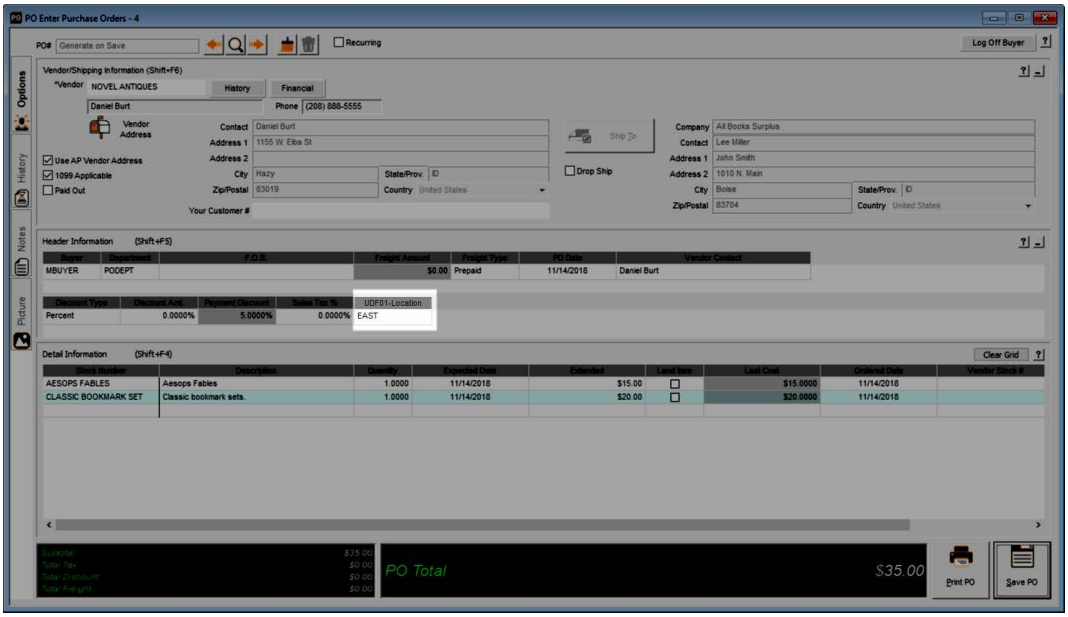


Figure 10: *PO Enter Purchase Orders window, Header UDF*

Creating a New Layout

Consider the needs of your business and either leave the default layout settings or use the instructions in this section to create as many screen layouts as you want.

To create a new Layout Code:

1 In the Purchase Order module, select **Options** > **Customize Purchasing and Receiving Windows** from the left navigation pane. The **PO Set Up Purchasing/Receiving Layout** window will open.

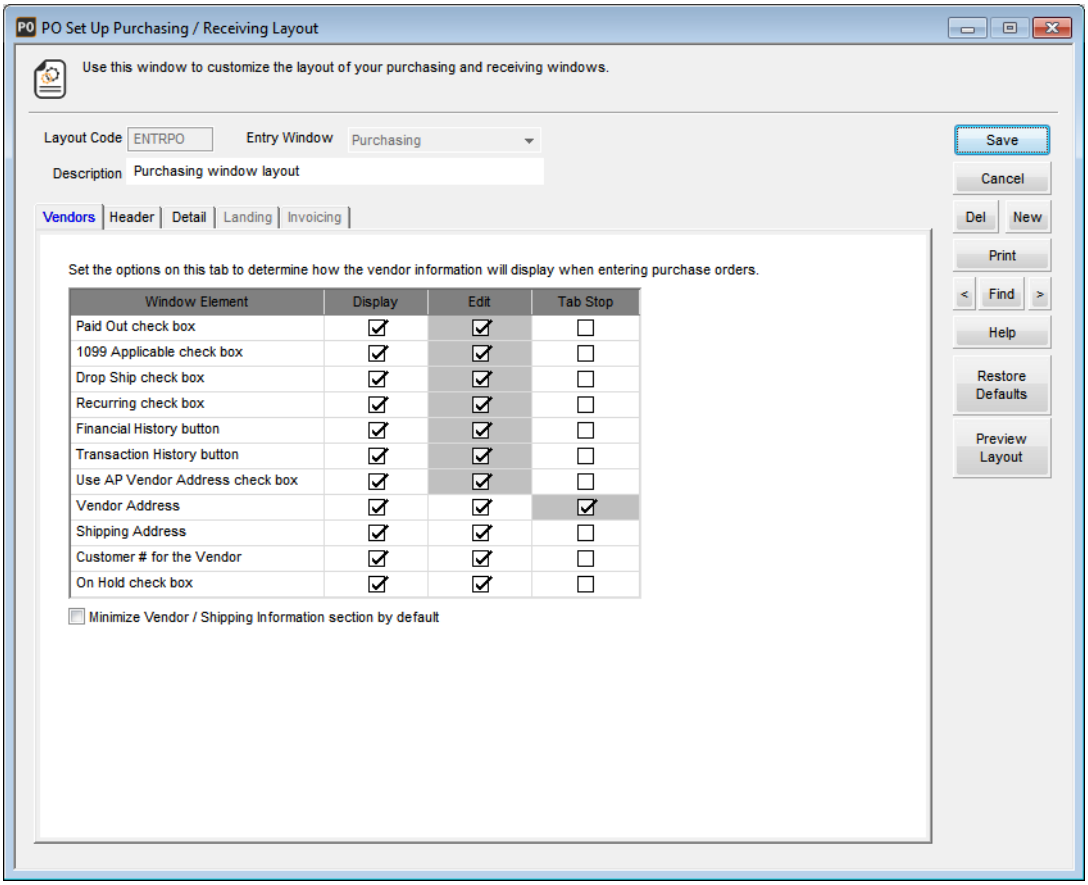


Figure 11: *PO Set Up Purchasing/Receiving Layout window*

2 In the **Layout Code** box, enter a new code of up to six characters.

3 In the **Entry Window** drop-down list, specify whether your buyers will use this layout for entering purchase orders or receiving transactions.

4 Enter a description of up to 50 characters to help you identify this code. Select the **Help** button in the software for specific information on the options in this window.

Defining Vendor Information

The **Vendor** tab of the **PO Set Up Purchasing/Receiving Layout** window is only visible if you selected *Purchasing* from the **Entry Window** drop-down list. Use this tab to define what vendor information is displayed or can be edited while you enter purchase orders. By allowing only certain buyers the ability to see or edit selected vendor information, you can maintain more control over your company information.

Defining Header/Receiving Information

Header fields are used for information that you expect to remain unchanged throughout a single transaction, such as the buyer name, department, or terms. These fields appear in the **Header Information** section of the purchasing window and the **Receiving Information** section of the receiving window. Information entered in the header section applies to all detail lines entered on the transaction. By using the **Text for heading** and **Column width** fields, you can enter a different heading for a field in the entry and receiving windows and adjust the column widths to what works best for your business.

Defining Detail Information

Detail fields are used for information that can vary within each transaction, such as the item's stock number, quantity, expected date, and unit cost. In the **Field Display Information** section of this tab, you can change the heading text for any field, apply a column width that best suits your needs, and decide whether or not a buyer will be able to input information into a specific field.

Defining Landing Information

Landing fields are used for information regarding landing costs, such as freight, tax, and discounts. This tab is only visible if you selected *Receiving* from the **Entry Window** drop-down list. If you want this section to be minimized by default, you can select the **Minimize Estimated Landing Information section by default** check box. You can maximize this section in the Receiving window to view the fields.

Defining Invoicing Information

Invoicing fields are used for invoice information, such as the due date, purchase discount, and discount date. This tab is only visible if you selected *Receiving* from the **Entry Window** drop-down list. On this tab you can choose which invoicing fields you want to appear in the receiving window, if you want to allow input into those fields, and whether the cursor will stop in the field when tabbing through the window.

Modifying an Existing Layout

At some point you might need to modify one or more settings in an existing layout. Remember that these settings will change for all of the buyers that have this layout attached to their Buyer Code. The changes you make will not take affect until the buyer closes and reopens the entry window.

To modify an existing layout:

1. In the Purchase Order module, select **Options** > **Customize Purchasing and Receiving Windows** from the left navigation pane. The **PO Set Up Purchasing/Receiving Layout** window will open.

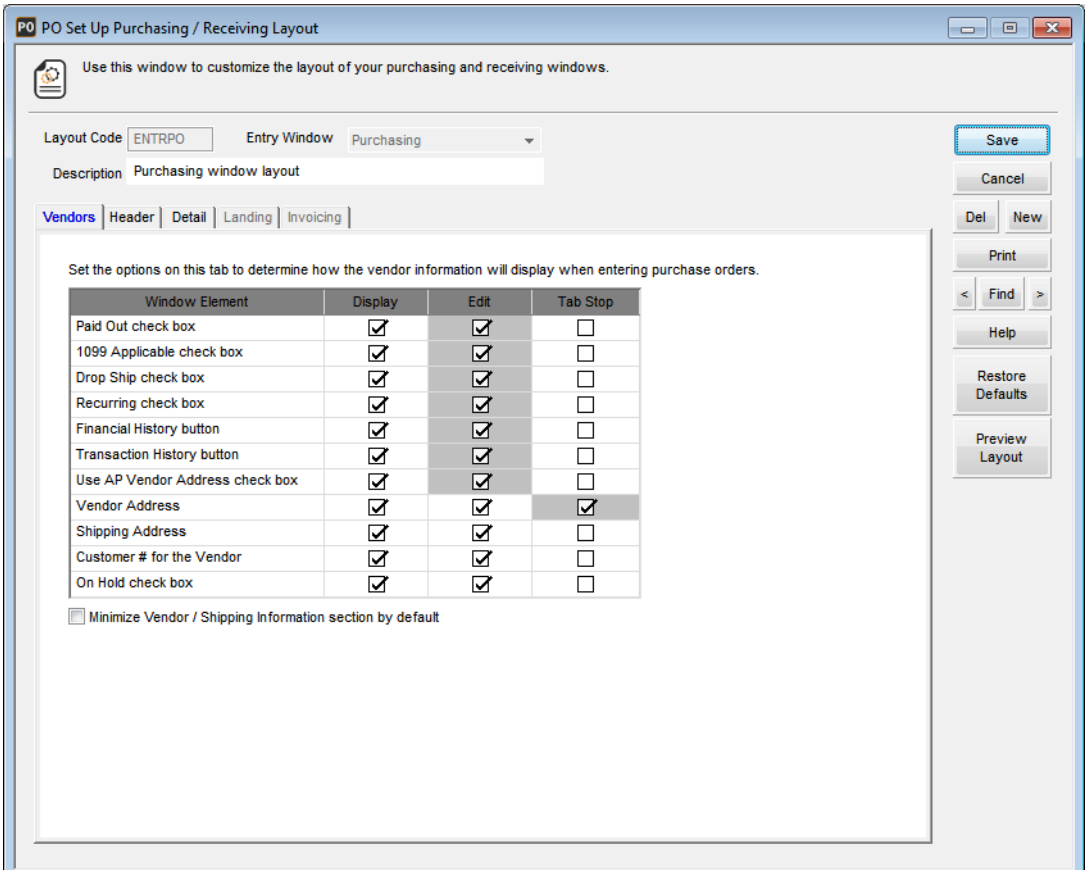


Figure 12: *PO Set Up Purchasing/Receiving Layout window*

2 Use the Lookup or enter the Layout Code you want to modify.

3 Select the **Edit** button, make any necessary changes, and save the layout. If you want to delete this layout, select the **Edit** button and then select the **Del** button.

Purchase Order Codes

In Purchase Order, you can use codes to identify buyers, departments, and shipping methods. You can also use codes to streamline certain tasks, such as adding comments to orders and tracking custom information for your business. You are required to set up some codes, including Buyers Codes, Department Codes, and Layout Codes. For your convenience, we included at least one predefined code for each type that is required, but you can modify these codes or create new ones to meet your needs.

This section includes information on each code and how you can benefit from using it. To set up codes, select **Options** on the left navigation pane and then select the desired code.

Depending on how you set up integration between installed modules, some features and functions of these codes might be different. For more information on integrating modules, see “Purchase Order Relationship with Other Modules” on page 23.

Establishing Purchasing Departments (Department Codes)

Department Codes allow you to track purchasing and receiving related costs for different departments within your business. They also define to which general ledger accounts purchasing expenses are posted. When you set up Buyer Codes (see “Setting Up Your Users (Buyer Codes)” on page 33) you can attach a Department Code to each Buyer Code to ensure that each buyer’s orders will be posted to the correct general ledger accounts.

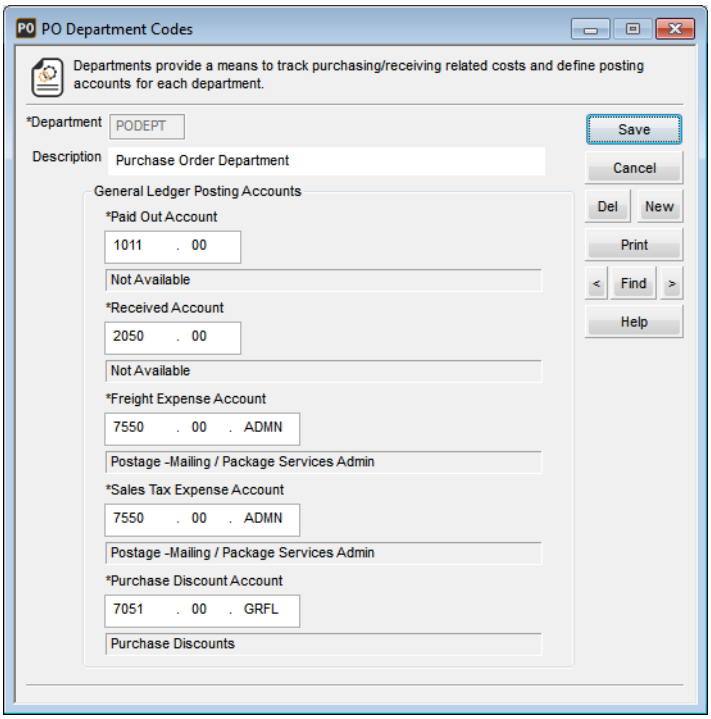


Figure 13: *PO Department Codes window*

Setting Up Your Users (Buyer Codes)

By setting up Buyer Codes for your users, you can control how much access they have to saved purchase orders/requisitions and vendor or stock item information. You can determine whether a buyer can edit, view, and generate only their own orders or other buyers’ orders as well. You can even control what they can enter in a purchase order/requisition, whether they can print it, and if they can post information when receiving.

On the **Purchasing** and **Receiving** tabs of the **PO Buyer Codes** window, you can attach a specific screen layout that you previously set up to the Buyer Code. This allows you to further control what each buyer has access to and what he or she can view or edit.

Keep in mind that you must have a Department Code and Layout Code set up that you can attach to the Buyer Code before you can save it. You can use the Denali default Codes or you can attach your own Layout and Department Codes. See “Establishing Purchasing Departments (Department Codes)”

on page 33 for information on setting up Department Codes. Any of these codes can be modified after you attach them, but remember that the changes you make will affect all of the Buyer Codes to which the modified codes are attached. These buyer settings override any user rights you set up in Controller.

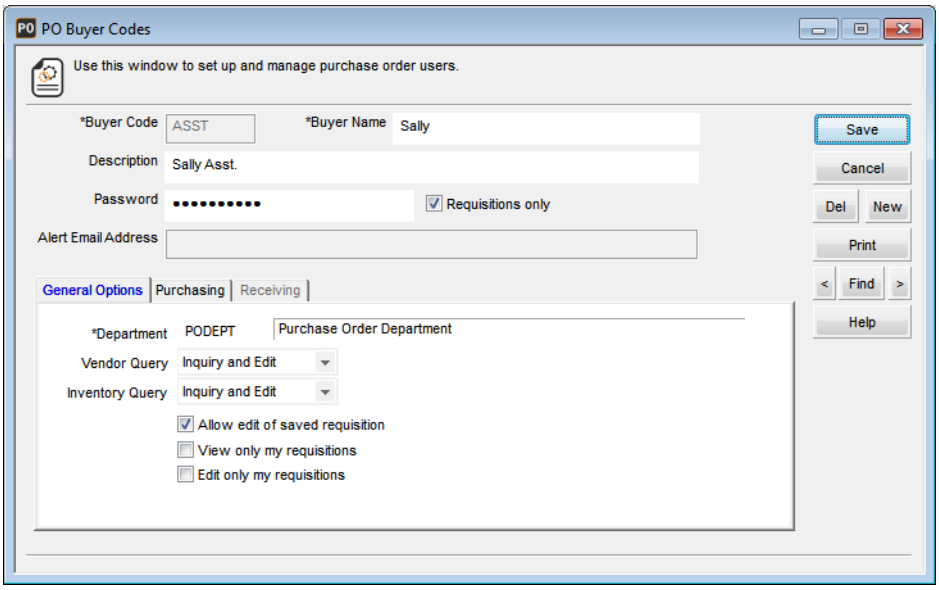


Figure 14: *PO Buyer Codes window*

windowSelect the **Help** button in the software window for detailed information about the options in this window.

Setting Up Frequently-Used Comments (Comment Codes)

There are several different types of comments you might need to enter on your purchase orders. Often the same comments are repeatedly entered into orders. For these types of comments you can set up a Comment Code, which can then be applied to a purchase order by the buyer. This ensures that the comments are consistent and accurate on the purchase orders to which they are applied. This can also decrease entry time by allowing the buyer to choose a code, instead of repeatedly typing out the message.

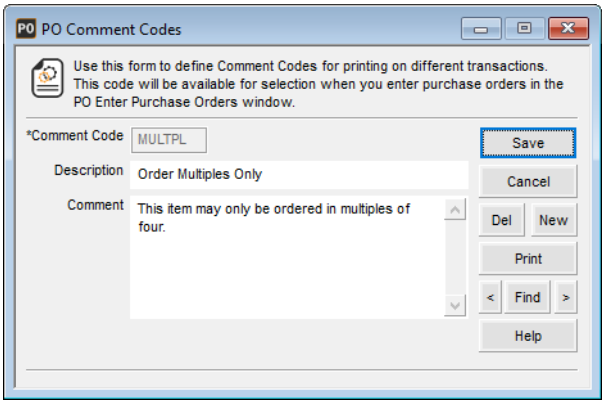


Figure 15: *PO Comment Codes window*

If you have comments that either require long descriptions or that sometimes appear together on purchase orders, you can create grouped Comment Codes to further decrease entry time.

Grouped codes have the first five characters alike and the sixth character different. The example in this section uses the following grouping method for Comment Codes:

SHPNG1

SHPNG2

SHPNG3

SHPNG4

Each Comment Code identifies a different comment line (line of text). The sixth character can be a letter or a number. When selecting a Comment Code using the Lookup during purchase order entry, the system adds all comments for all codes that have the same first five characters to the transaction. This feature is useful for both long descriptions and for different comments that sometimes appear together on transactions.

Example: How could I group comments for shipping instructions?
Suppose you have the following Comment Codes set up: SHPNG1 Please ship products using XYZ Shipping Company. SHPNG2 Contact us if a different shipping company must be used. SHPNG3 Please notify us if additional charges apply. SHPNG4 Please notify us if there will be a delay in shipping. If you enter the Comment Code SHPNG in the entry window, all four comment lines will appear, one after the other. If you enter the Comment Code SHPNG3, only the third and fourth comment lines will appear. By setting up groups of Comment Codes in this manner, you can keep similar comments together and help streamline purchase order entry.

If you have a one-time comment to add, you can do so directly in the entering or receiving detail grid (see “Entering Comments” on page 48).

Preparing for Recurring Orders (Frequency Codes)

Frequency Codes allow you to group together recurring purchase orders that you might want to generate together. For information on recurring purchase orders, see “Creating a Recurring Purchase Order” on page 79. Frequency Codes are user-defined, six character codes that represent the different groupings you use. When you generate recurring orders, you can select them based on their Frequency Code. For example, you might create a Frequency Code of *MONTH* for purchase orders that should be generated on a monthly basis, or you might create *MNTH15* to group together all transactions that should be generated on the fifteenth day of each month.

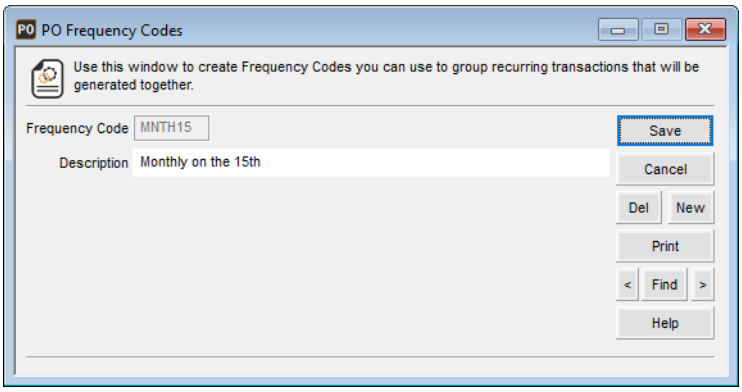


Figure 16: *PO Frequency Codes window*

Setting Up Your Shipping Options (Ship Via Codes)

You can create a Ship Via Code for each method by which you ship the items in your orders. This helps streamline the entry process by allowing buyers to choose a shipping option from those that are already set up in the system. If you have the Sales module installed and Ship Via Codes set up, those codes are also available for use in Purchase Order.

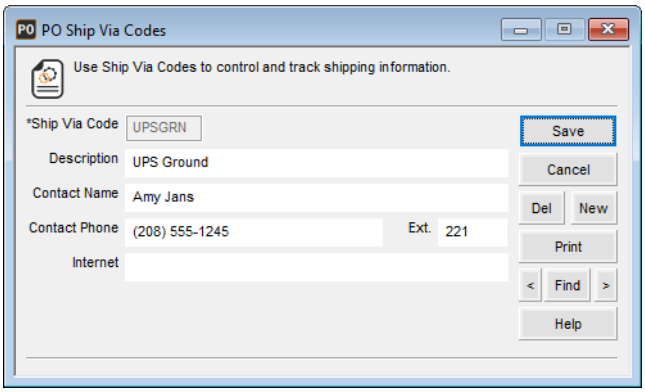


Figure 17: *PO Ship Via Codes window*

Setting Up User-Defined Codes

If you set up any of your User-Defined Fields (UDFs) as a Text Field Type and selected the **Lookup/ Code** check box in the **PO Add or Edit User-Defined Fields** window (see “Tracking User-Defined Order Information” on page 25), you can select the UDF from **Options** > **Codes** on the menu bar. After you select the code, you can define as many instances of it as you need for your business. You can then attach the specified codes to purchase orders if you set up the UDF to show in your layout. For example, if you have a UDF of *Approved By*, you can create codes that identify the different people in your company that approve purchase orders.

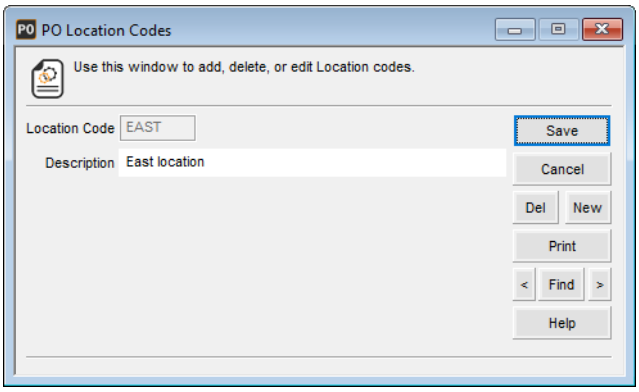


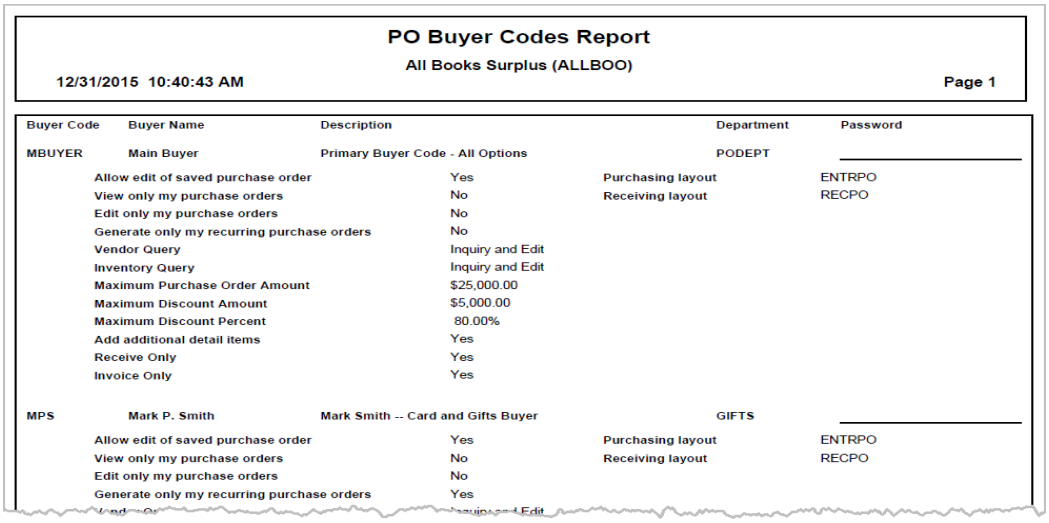
Figure 18: *PO Approved By Codes window.*

Printing a Code Report in Purchase Order

Once you create several codes, you might want to print out a complete list of all the codes for record keeping or for reference. A code report can be printed for any or all of the codes.

To print a code report in Purchase Order:

1. Select **Options** from the navigation pane and select the code for which you want to print the report. The code entry window appears for the selected code.
2. Select **Print**.
3. In the Print Codes window, select the **Print Current Code Only** check box if you only want to print a report for a single code.
4. Select **OK** to print the desired code(s).



PO Buyer Codes Report

All Books Surplus (ALLBOO)

12/31/2015 10:40:43 AM Page 1

Buyer Code	Buyer Name	Description	Department	Password
MBUYER	Main Buyer	Primary Buyer Code - All Options	PODEPT	

Allow edit of saved purchase order	Yes	Purchasing layout	ENTRPO
View only my purchase orders	No	Receiving layout	RECPO
Edit only my purchase orders	No		
Generate only my recurring purchase orders	No		
Vendor Query	Inquiry and Edit		
Inventory Query	Inquiry and Edit		
Maximum Purchase Order Amount	$25,000.00		
Maximum Discount Amount	$5,000.00		
Maximum Discount Percent	80.00%		
Add additional detail items	Yes		
Receive Only	Yes		
Invoice Only	Yes		

MPS	Mark P. Smith	Mark Smith -- Card and Gifts Buyer	GIFTS

Allow edit of saved purchase order	Yes	Purchasing layout	ENTRPO
View only my purchase orders	No	Receiving layout	RECPO
Edit only my purchase orders	No		
Generate only my recurring purchase orders	Yes		

Figure 19: *PO Buyer Codes Report*

Changing or Deleting Codes

Once a code is created in Purchase Order, you can change its description and some of the other information at any time. However, once a code is in use, it is important to know how a change will affect the rest of the software. For example, if you change a Department Code or a Layout Code, the change is going to affect all the buyers to which those codes are attached. Changes you make to codes will not affect previously posted transactions.

NOTE: *If you delete a code, please be aware that you might need to add a new code to any transactions or records it was attached to before you can successfully post.*

To change or delete a code:

1. Select **Options** > <Code you want to modify> from the left navigation pane.
2. Type the code or use the Lookup to select the code you wish to change or delete.
3. Click the **Edit** button. This button then changes to read **Del**.
4. If you are editing the code, make your changes and select **Save**.

   - or -

   If you are deleting this code, select the **Del** button.

   If you try to delete a code that should not be deleted because it's attached to records or transactions, you will receive an error message. You can then print out a report indicating what the code is attached to.

Code type	To delete it
Buyer	You must detach Buyer Codes from unposted transactions before you can delete the Codes.

Code type (Continued)	To delete it (Continued)
Comment	You can delete Comment Codes to prevent them from being used in the future. However, all Comment Codes that were already included with transactions will still be visible.
Department	You must detach Department Codes from all Buyer Codes and unposted transactions before you can delete the Codes.
Frequency	You must detach Frequency Codes from all records before you can delete the Codes.
Ship Via	You must detach Ship Via Codes from any unposted transactions before you delete the Codes.
Layout	You must detach Layout Codes from all Buyer Codes before you can delete the Layout Codes.

Managing Alert Email Addresses

If you want to send email alerts to let certain employees know that a batch is ready for processing, add the email addresses in the **Manage Internal Control Alerts** window. After you enter an email address, it will appear in the list box. The alert will be sent to all the email addresses with the check box selected in this window.

To access the **Manage Internal Control Alerts** window, select **Options** > **Manage Internal Control Alerts** from the left navigation pane. From the submenu, click either **Receiving** or **Purchasing**.

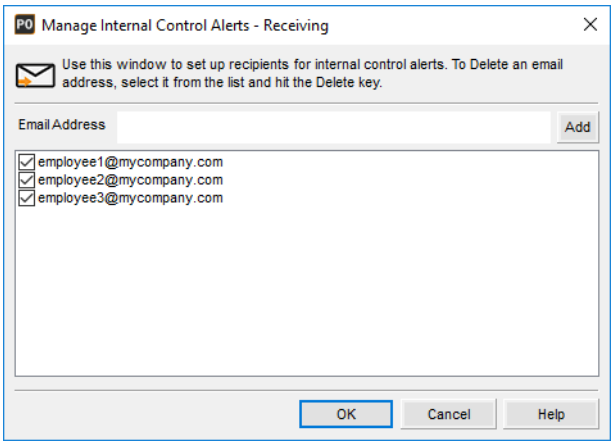


Figure 20: *Manage Internal Control Alerts - Receiving*

Enter an email address in the **Email Address** field and click **Add** or press Enter on your keyboard. You can only add one address at a time. Click the **OK** button when you're done adding email addresses.

To send out the alerts, open the **Send Internal Control Alerts** window on the **Receiving Tasks** or **Purchasing Tasks** menu. You must also set up the outgoing email account in Controller before you can use this feature.

Troubleshooting: Setting Up the Purchase Order Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I have preprinted purchase orders that I want to continue to use, but they do not match Denali’s entry window.	You can modify many of the fields in the purchasing and receiving windows. This includes disabling fields for editing, changing the field label, or removing the field completely from the window. To do this, either select **Options** > **Customize Purchasing and Receiving Windows** from the navigation pane or select the **Options** slide-out menu > **Set Up Purchasing/Receiving Layout** button from within the entry window.
I am unable to generate recurring purchase orders that I know my co-worker created.	You might not have rights to generate other buyers’ orders. You can verify this by selecting **Options** > **Set Up Buyer Security** from the navigation pane. On the **General Options** tab, verify that the **Generate only my recurring purchase orders** check box is unchecked. If it isn’t, check with your manager or if authorized, uncheck it and continue with your task.

Chapter

3

Entering Purchase Orders

Common Entry Tasks

Periodic Entry Tasks

Sending Email Alerts

Troubleshooting: Entering Purchase Orders

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There are many different tasks to complete when you enter purchase orders in the **PO Enter Purchase Orders** window. The information in this chapter will help you become acquainted with the entry window and the tasks you perform in it. You can set up this window in various ways for different buyers in order to maintain security and efficiency (see “Using the User-Defined Fields After Setup” on page 28).

Common Entry Tasks

There are several basic tasks you need to complete to enter a purchase order in the PO Enter Purchase Orders window. For example, you need to ensure the active batch is set to *Single* (or set up/select a batch if the **Enable encumbering** check box is selected in Module Preferences), enter the item(s) you are ordering, apply any freight charges or discounts, and possibly print the purchase order. The information in this section will help you complete these and other basic tasks.

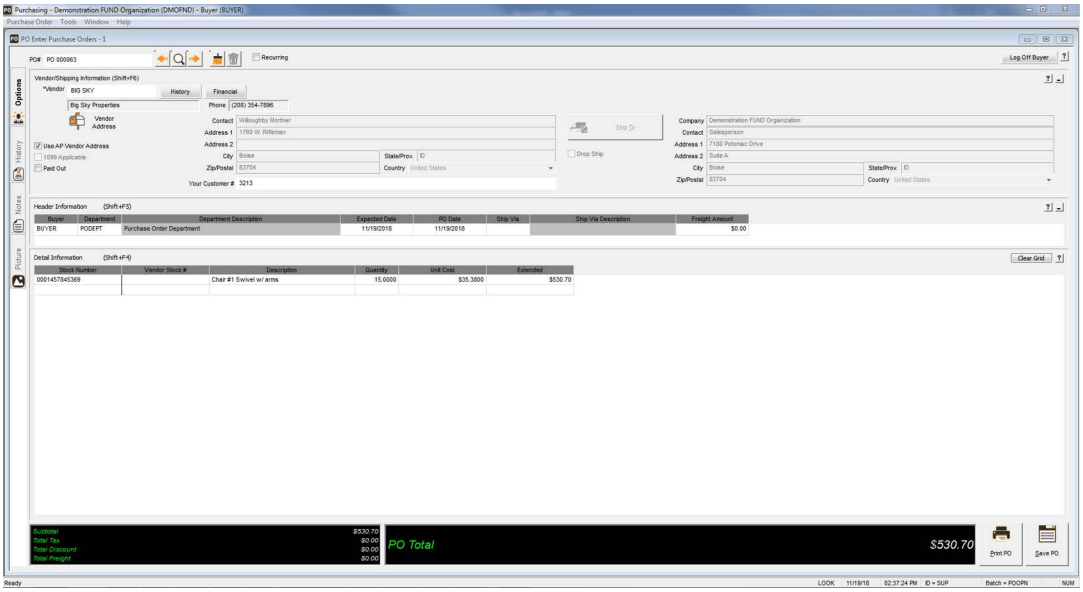


Figure 21: *PO Enter Purchase Orders window*

To become more familiar with the different elements in the window, see “Overview of the Entry Window” on page 26. If you need information on setting up batches, see “Working with Batches in Purchase Order” on page 21. For information on setting up the layout for the entry window, see “Using the User-Defined Fields After Setup” on page 28.

Select the **Help** button in the software for detailed information about the options in this window.

Selecting a Buyer

Before you can begin to enter purchase orders, you need to make sure the active batch is set to *Open* and log in with your Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33 for information on setting up Buyer Codes). If your Buyer Code exactly matches your Denali User ID and the **If User**

ID matches a Buyer Code default to that Buyer Code check box is selected on the **Defaults** tab of the **PO Module Preferences** window, the **PO Buyer Login** window appears defaulted to your Buyer Code. You just need to enter your password to access the entry window.

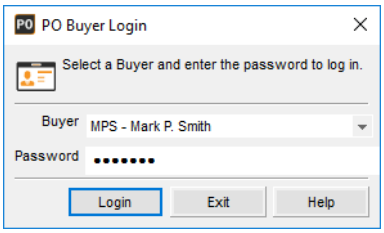


Figure 22: *PO Buyer Login window*

The entry window you see is based on the Layout Code attached to the buyer.

If different buyers enter purchase orders on the same workstation, you can log on and off between orders without having to exit and enter the module again. Select the **Log Off Buyer** button in the entry window and each buyer can enter his/her buyer login information.

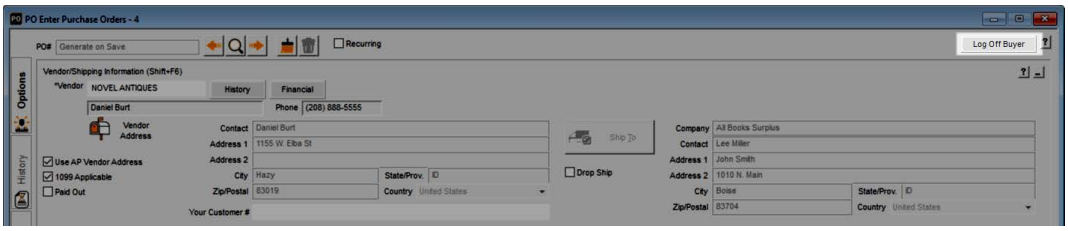


Figure 23: *PO Enter Purchase Orders window, Log Off Buyer button*

Entering a Purchase Order Number

Whether the purchase order number is auto-generated or you enter the number each time you create an order depends on a few settings in Module Preferences. If the **Pre-issue purchase order numbers** check box on the **General** tab of the **PO Module Preferences** window is checked, then you can use the Lookup to choose a pre-issued number (see “Pre-Issuing Purchase Order Numbers” on page 76). The numbers available in the Lookup are based on those assigned to your Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33). If you are encumbering, the Lookup will show open orders in the active batch.

If the **Online purchase order numbering** check box on the **General** tab of the **PO Module Preferences** window is selected, then the purchase order number is generated by the computer when you save the order.

If neither the pre-issue purchase order numbers or the online numbering system options are selected in Module Preferences, then the purchase order number is system-generated when you open the entry window. This number is based on what appears in the **Last Purchase Order Number** field on the **Default** tab of the **PO Module Preferences** window. If your rights allow, you can edit this number at any time before you save the purchase order.

Selecting a Vendor

If Purchase Order is integrated to Accounts Payable, and you are not entering a paid out purchase order (see “Entering a Paid Out Purchase Order” on page 51 for information on paid outs), you must select a vendor before you can save the order. You will have access to all of your vendor and past ordering information. By using the available history, financial, and reporting information, you can ensure that you are ordering from the best vendor for the item. If Purchase Order is not integrated to Accounts Payable, the Vendor field reads *PAID OUT*.

When you select a vendor, the vendor’s address entered in Accounts Payable populates the address fields by default. If you want to change the address for this order, uncheck the **Use AP Vendor Address** check box and type the address in the **Vendor Address** fields. If this vendor’s address is later changed in Accounts Payable, the address on the purchase order remains as it was entered when the order was saved. If you want to update the address on the purchase order to match the new address, select the **Use AP Vendor Address** check box.

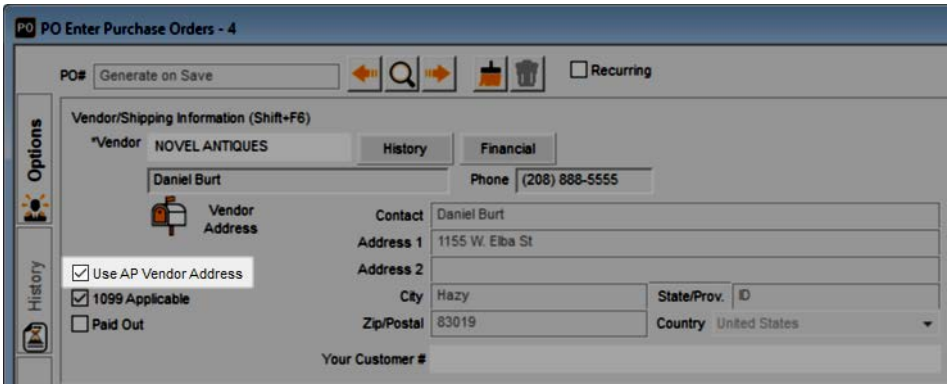


Figure 24: *PO Enter Purchase Orders window, Use AP Vendor Address check box*

If you have the rights to do so, you can add a vendor that is not already in the system. You can do this by double-clicking in the **Vendor** field and then selecting the **Add** button from the Lookup window that appears.

Handling Stock Items in a Purchase Order

You can include stock items in the purchase order by either typing in the item number or, if Purchase Order is integrated to Inventory, using the Lookup. If you have rights to do so, you can create inventory items on the fly for new items and you can even view previous orders and choose to place that same order. Review the information in this section to learn how to perform these and other tasks related to entering stock items in a purchase order.

Creating Inventory Items Not Showing in the Lookup

If you need to order a stock item that isn’t already in the system and you have rights to do so, you can add it on the fly without closing the entry window.

To add a stock item that isn’t already in Inventory:

1. In the **Stock Item** field of the PO Enter Purchase Orders window, type the new stock number or double-click to open the Lookup.
2. If you opened the Lookup, select **Add** to open the **IN Stock** window.

   - or -

If you typed the new stock item number, when the **No Information Detected in System** window appears, select **Add a New Inventory Stock Item** to add the item to Inventory.

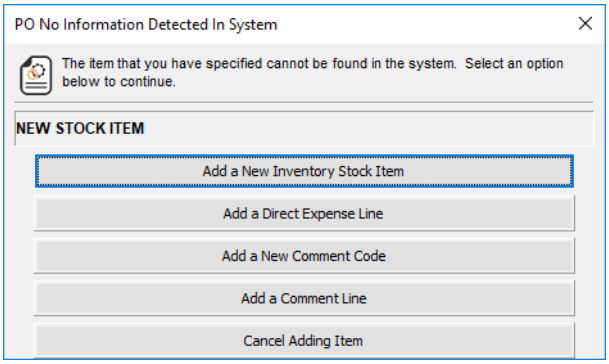


Figure 25: *PO No Information Detected in System window*

3 Once you finish adding the stock item to the system, it is automatically included in the current purchase order.

4 Continue entering information to complete the order.

Placing Orders from Purchase History

If you previously purchased items from the selected vendor, you can view your purchase history and select items from it to add to your current order. For example, if you are ordering from JOY'S UNIQUE BOOK SUPPLIES, you can view your purchase history by selecting either the **History** button in the entry window or the **Purchase History** button located on the **History** slide-out menu. In the Purchase History window that appears, you can select any item(s) you want to add to the current order.

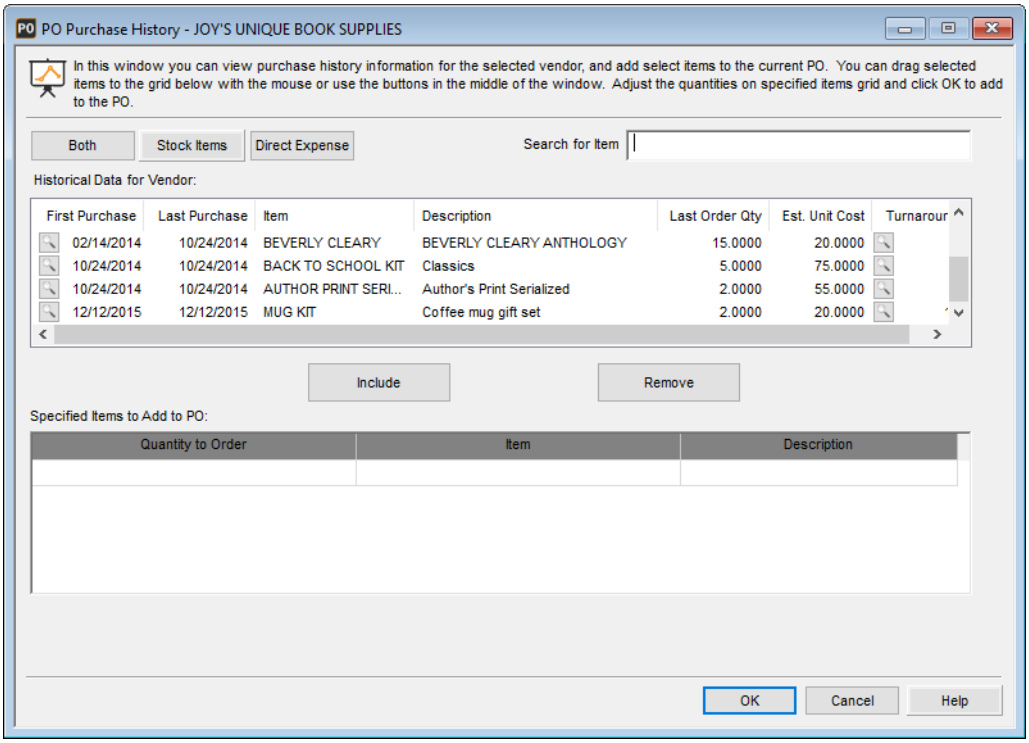


Figure 26: *PO Purchase History window*

Choosing a Stock Item Variant

If you set up stock items with variants you will need to choose which variant you want to purchase. When you enter the stock item in the Stock Number field, the Description column will have a Lookup to select the variant. If your variants were set up with a SKU/UPC attached, the correct variant will autofill.

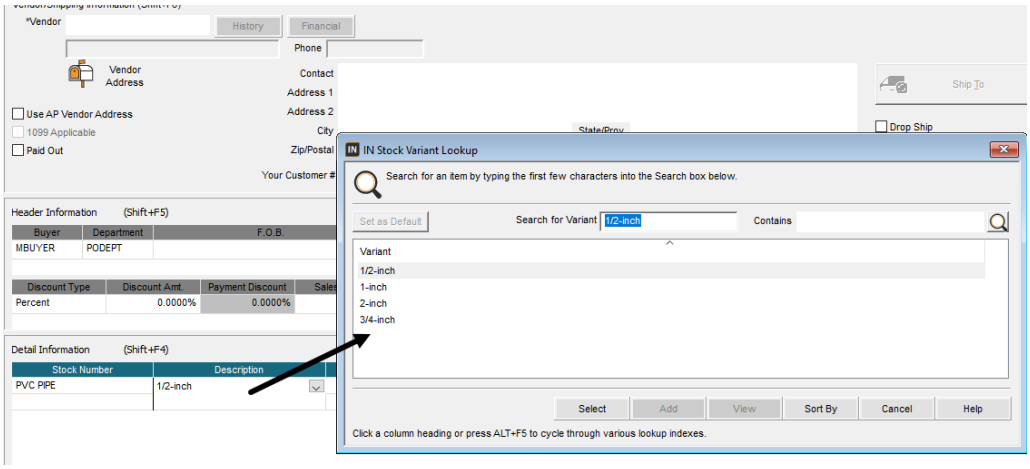


Figure 27: *PO Entry window, choose a variant from Description field*

Changing an Item on a Purchase Order

Once you add a detail line to a purchase order in the PO Enter Purchase Orders window, you can edit it as necessary. To change an item, click the field in the detail line you want to change and type the stock number or use the Lookup to enter the correct item. If the order has been saved, the information you can change depends on the rights established for your Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33).

Deleting an Item on a Purchase Order

If you realize you entered the wrong items in a purchase order, there are two ways to correct it. If you have multiple incorrect items, you could clear the entire order and start over (see “Clearing or Deleting a Purchase Order” on page 49). If you only have one item to delete or you don’t want to clear the entire order, right-click on the appropriate detail line and select **Delete Row** from the menu that appears. Or, highlight the detail line and press CTRL+D on your keyboard. On a previously saved order, the information you can delete depends on the rights established for your Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33).

Entering a Direct Expense

Some of your purchase orders might include a direct expense in addition to, or instead of, an inventory item. A direct expense, such as marketing brochures, is expensed directly to the general ledger account that you specify. These expenses are entered in the **Detail Information** section of the PO Enter Purchase Orders window. Right-click in the detail line and choose **Direct Expense** from the menu that appears. You can then choose the correct general ledger account and finish filling in the detail information.

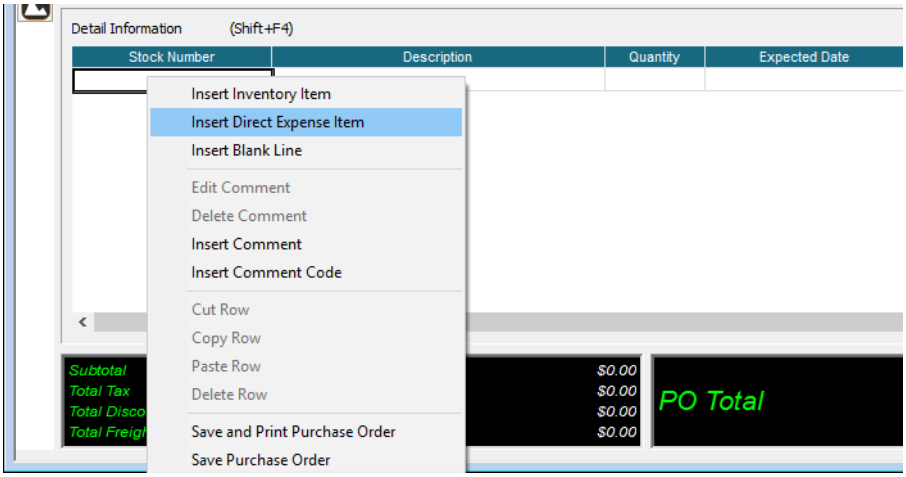


Figure 28: *PO Enter Purchase Orders window, direct expense*

Adding Other Items to Purchase Orders

Aside from general ordering information and adding stock items or direct expenses to the purchase order, there are other items or expenses that you might want to add. For example, you might have freight charges to add or a discount from the vendor to include. Refer to the content in this section for information on adding these additional items to an order.

Entering Freight Charges

If the **Freight Type** field in the Header of the PO Enter Purchase Orders window is set to *Collect* or *Added*, you can enter freight charges in the **Freight Amt** field for this purchase order. You can set the default freight type for this field on the **Defaults** tab of the **PO Module Preferences** window. If there is a specific location where you assume responsibility for the freight and freight charges, then you can enter this location into the **F.O.B** field.

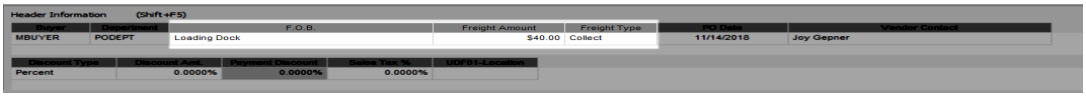


Figure 29: *PO Enter Purchase Orders window, freight charges*

The freight amount that you enter in the **Header Information** section will appear in the Totals section of the window.

You can select which items to distribute freight costs to in the Detail section of the window if you selected *Inventory* or *All Lines* as the **Items to Land** in Module Preferences.

Entering Discounts

Certain vendors might offer discounts that you can include in the purchase order. In the Header section of the entry window, you can select the type of discount (dollar or percent) and enter the discount amount. In the Detail section of the window, you can select which line items receive the discount.

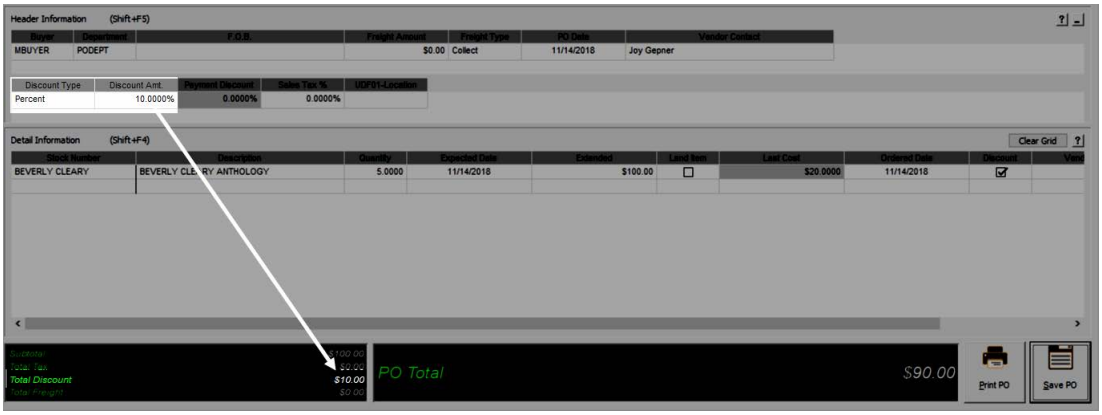


Figure 30: *PO Enter Purchase Orders window, discounts*

The total discount amount will appear in the Totals section of the window.

Entering Comments

There are two basic types of comments you might include in a purchase order—one-time comments and comments that you will reuse. Most likely you will type one-time comments in as you enter the purchase order, while recurring comments are most often set up in the **PO Comment Codes** window.

To add a comment that is specific to one purchase order:

1. In the **Stock Number** field of the Detail grid in the PO Enter Purchase Orders window, right-click and select **Insert Comment** from the drop-down menu. The **Enter Purchase Order Comments** window appears.
2. In the Comment window, enter the comment that you want to include in the purchase order.

You can type as much information as necessary. If the **Auto format comments** check box is checked on the **General** tab of Module Preferences, the system will format the comment when it is placed into the detail section of the purchase order. If the **Auto format comments** check box is unchecked, the comment will be formatted exactly as you typed it, including line breaks and blank lines. Each line cannot be longer than 50 characters; if it is you will receive an error message.

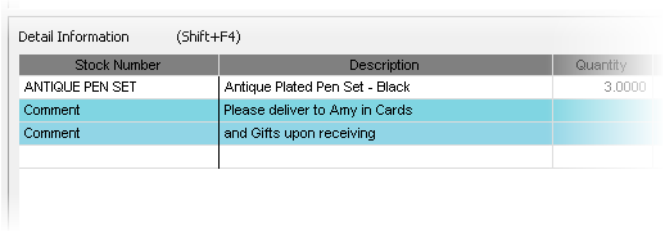


Figure 31: *PO Enter Purchase Orders window, comments*

3 When you are finished typing the comment, select **OK** to include it in the purchase order. The new comment line(s) will be inserted above the detail line you were on when you right-clicked the mouse and the column heading will change to read **Comment**.

4 If you need to edit the comment for any reason, right-click on any detail line and select **Edit Comment** from the menu.

To include a Comment Code in the purchase order:

1 In the detail line that you want the comment to appear, right-click and select **Insert Comment Code** from the menu that appears. The **PO Comment Codes Lookup** window will open.

2 In the Lookup window, select the Comment Code that you want to include. If there are multiple Comment Codes with the same beginning characters, all the Comment Codes subsequent to the one you select will be included in the order. See “Setting Up Frequently-Used Comments (Comment Codes)” on page 34 for more information on how this feature works.

3 Click **Select** from the Lookup to add the comment to the order.

Clearing or Deleting a Purchase Order

You might need to delete a purchase order that has already been saved or clear an entire order that you are currently entering. Whatever the reason, you can delete an order that has already been saved or clear a purchase order that has not yet been saved.

There are two ways that you can clear an unsaved purchase order. The first option is to select the New Purchase Order icon in the entry window, and then select **No** in the message that appears. The other option is to select **Purchase Order** > **New Purchase Order** from the entry window menu bar which opens another instance of the entry window. You can then enter the correct purchase order in the new window and close the first one without saving.

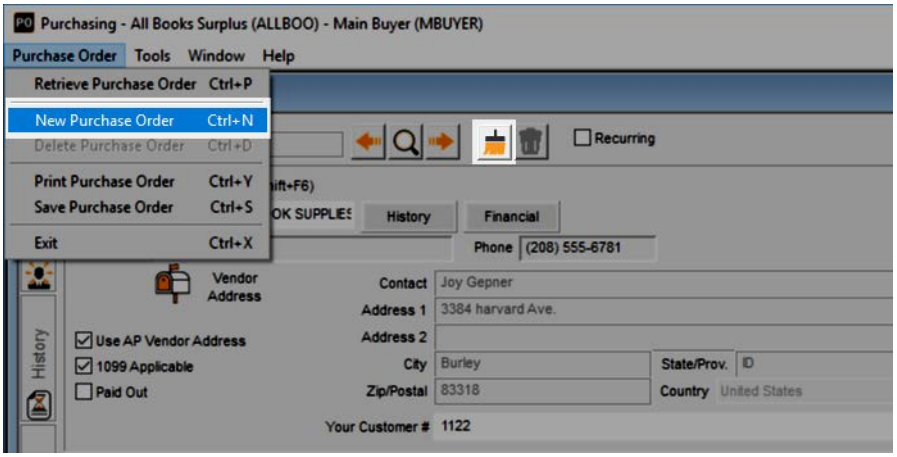


Figure 32: *PO Enter Purchase Orders window, create new purchase order*

To delete a saved, but not yet received purchase order, you first must recall the order. You can do this by selecting **Purchase Order** > **Retrieve Purchase Order** from the menu bar and select the order from the Lookup window, or select the Find arrows next to the **PO#** field until the correct purchase order appears. If you are encumbering, the Lookup will show open orders in the active batch. Then, you can either select **Purchase Order** > **Delete Purchase Order** from the menu bar, select the Delete Purchase Order icon in the entry window, or select the **Delete PO** button from the **Options** slide-out menu. Remember that to accomplish this task you must have rights to delete purchase orders.

If you want to edit a saved purchase order, see “Editing a Purchase Order” on page 54.

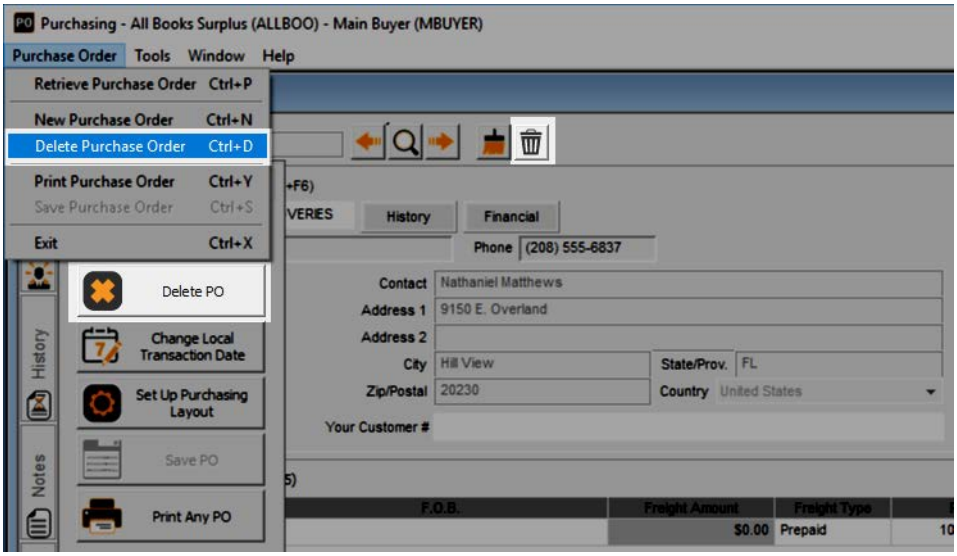


Figure 33: *PO Enter Purchase Orders window, delete saved purchase order*

Printing a Purchase Order

You can print a purchase order right after you enter and save it, or you can print purchase orders that were previously saved.

To print purchase orders as you enter them:

1. Enter the purchase order information in the PO Enter Purchase Orders window.
2. Either select the **Print PO** button or right-click in the detail grid and select **Save and Print Purchase Order** from the menu.
3. In the **PO Print Purchase Orders/Requisitions** window that appears, the current purchase order will be selected and ready to print. For detailed information about the options in this window, select the **Help** button.
4. Select **OK** to print the purchase order.

   To print purchase orders that were previously saved, see “Printing Purchase Orders and Requisitions” on page 99.

   If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

   You can add fields to preprinted purchase orders through Crystal Reports®. See the Crystal Reports documentation for information on how to do this.

Periodic Entry Tasks

Besides the most common entry tasks, there are other tasks a buyer might want to perform when entering purchase orders. These tasks include editing a previously saved purchase order, entering a drop ship address, and generating purchase orders from Inventory. These sections give detailed information on performing these entry tasks.

Entering a Paid Out Purchase Order

There might be occasions when you want to enter a purchase order for which there is no vendor. Perhaps you are placing an order that you know is going to be a one-time order or you are ordering from a vendor that you know you will not do business with again. In these instances you can enter a paid out purchase order. If you have Purchase Order integrated to Accounts Payable, when this order is received and posted, an invoice for freight charges will post to Accounts Payable.

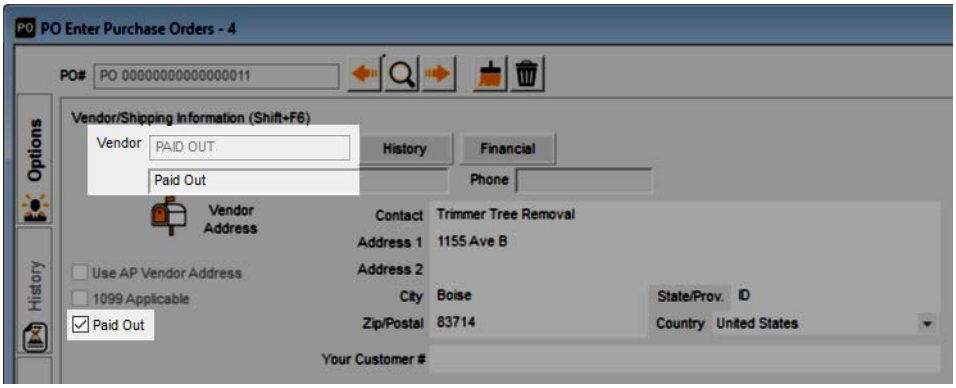


Figure 34: *PO Enter Purchase Orders window, paid out transaction*

To enter a paid out purchase order, select the **Paid Out** check box in the PO Enter Purchase Orders window. When you do this, the **Vendor** field will read *PAID OUT* and you can continue entering the remaining purchase order information (see “Common Entry Tasks” on page 42). When you open a Lookup, the Vendor Number will be blank for all Paid Out orders.

Entering a Drop Ship Address

If you want to ship an order straight to a customer or to an address other than the one set up in the **CMS Organization Information** window, you can select to drop ship the order to an address of your choice.

To drop ship a purchase order:

1 Select the **Drop Ship** check box in the **Vendor / Shipping Information** section of the PO Enter Purchase Orders window.

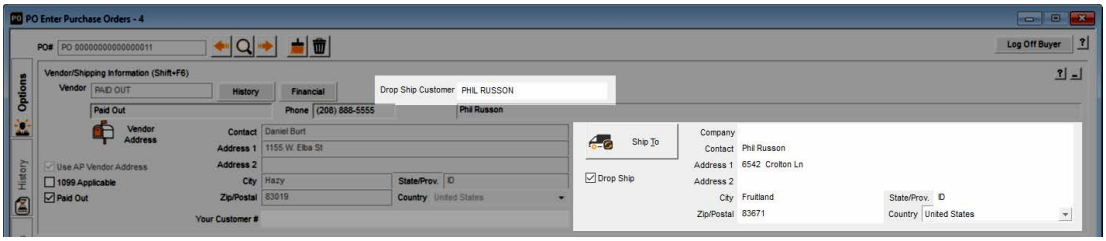


Figure 35: *PO Enter Purchase Orders window, drop ship transaction*

2 In the **Drop Ship Customer** field that appears, enter a customer number or select one from the Lookup.

3 If you do not want to save this address, enter the address that you want the order to ship to in the address fields.

- or -

Select the **Ship To** button to open the **PO Multiple Shipping Addresses** window from which you can choose the correct shipping address from those available for the selected customer. You can also add a new address in the window that will be saved for future use.

4 Complete the purchase order as you normally would (see “Common Entry Tasks” on page 42).

Viewing Vendor Information

If you have Purchase Order integrated to Accounts Payable, you can view three different types of vendor information while you enter purchase orders. You can view financial information about a vendor, transaction history, and purchase history. This information helps ensure that you are ordering item(s) from the vendor with the best price and delivery time.

Once you select a vendor for your purchase order you can select the **Financial** button in the entry window to view financial information about the vendor. You can view information such as the vendor’s credit limit, payment discount percentage, and total due.

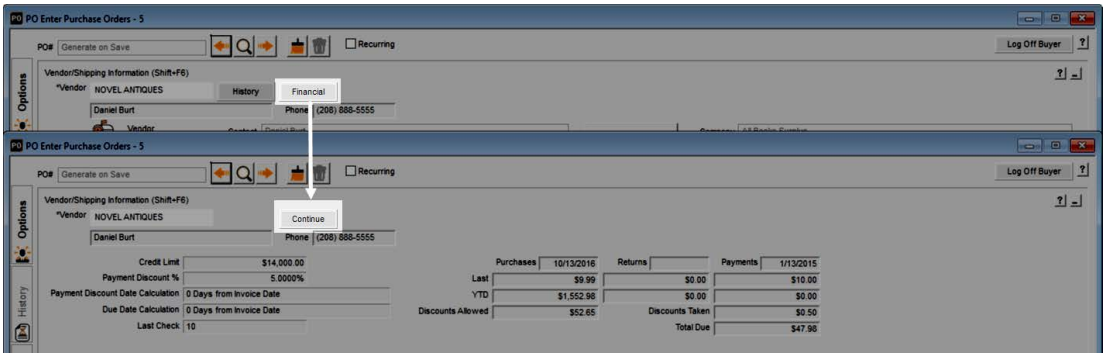
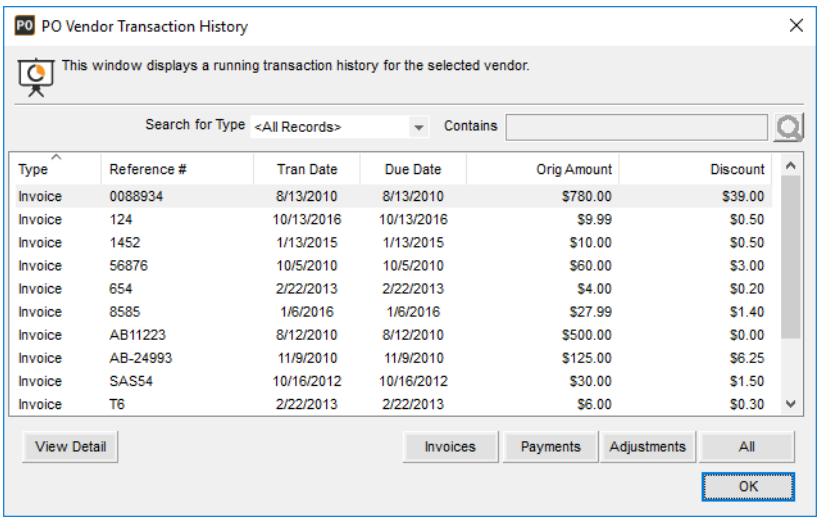


Figure 36: *PO Enter Purchase Orders window, view financial information*

This type of information helps you see your current standing with the vendor. You can also determine the discount amount, if any, you will receive with this order if you pay by a certain date. When you are finished reviewing this information, click the **Continue** button to close the Financial window.

After you select a vendor, you can view the vendor's transaction history by opening the **History** slide-out menu and selecting the **Vendor Transaction History** button. The **PO Vendor Transaction History** window appears which contains the same information shown on the **History** tab in the **AP Vendors** window. This information includes the reference number, due date, and total amount of each transaction processed for the selected vendor only. This feature allows you to view a running transaction history without having to leave the entry window.



Type	Reference #	Tran Date	Due Date	Orig Amount	Discount
Invoice	0088934	8/13/2010	8/13/2010	$780.00	$39.00
Invoice	124	10/13/2016	10/13/2016	$9.99	$0.50
Invoice	1452	1/13/2015	1/13/2015	$10.00	$0.50
Invoice	56876	10/5/2010	10/5/2010	$60.00	$3.00
Invoice	654	2/22/2013	2/22/2013	$4.00	$0.20
Invoice	8585	1/6/2016	1/6/2016	$27.99	$1.40
Invoice	AB11223	8/12/2010	8/12/2010	$500.00	$0.00
Invoice	AB-24993	11/9/2010	11/9/2010	$125.00	$6.25
Invoice	SAS54	10/16/2012	10/16/2012	$30.00	$1.50
Invoice	T6	2/22/2013	2/22/2013	$6.00	$0.30

Figure 37: *PO Vendor Transaction History window*

After you select a vendor, you can also view your purchase history with them directly from the entry window. You can add items to the current order from your purchasing history to speed the entry process. To accomplish this, you can either select the **History** button in the entry window or the **Purchase History** button from the **History** slide-out menu. See "Placing Orders from Purchase History" on page 45 for more information on adding items to the purchase order from this window.

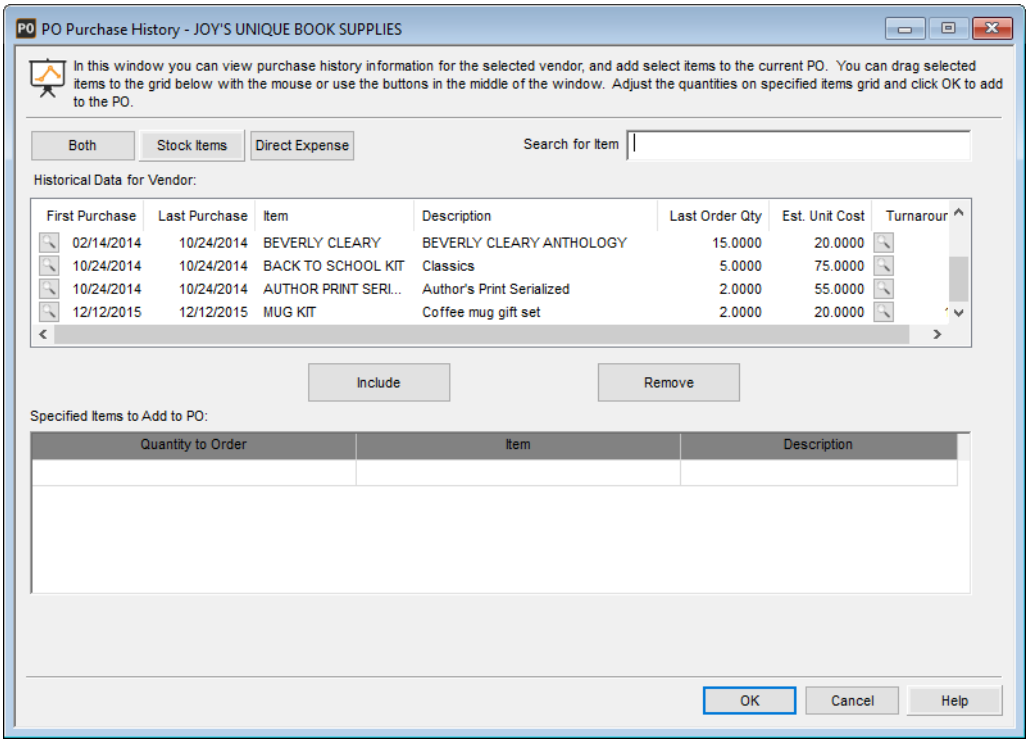


Figure 38: *PO Purchase History window*

Editing a Purchase Order

There might be times when you need to edit a previously saved purchase order. Perhaps you need to change an item, add an item, or adjust an item's quantity. Remember that you can only edit a purchase order that is open (it has not been marked complete) and if no unposted receiving transaction exists for it. You must also have rights to edit. For more information on editing rights, see "Setting Up Your Users (Buyer Codes)" on page 33.

There are three ways that you can recall the purchase order that you want to edit.

- Open the PO Enter Purchase Orders window, double-click in the **PO#** field, and then select the purchase order from the Lookup.
- Select **Purchasing Tasks** > **Edit an Open Purchase Order** from the navigation pane and then from the Lookup that appears, choose the purchase order you want to edit.
- Select **Purchase Order** > **Retrieve Purchase Order** from the Enter Purchase Order menu bar and select the correct order form the Lookup.

Once the order opens in the entry window, make the necessary changes and save the purchase order. If you want to clear or delete the purchase order, see "Clearing or Deleting a Purchase Order" on page 49.

Auto-generating Orders Based on Inventory

To save time, if Purchase Order is integrated to Inventory, you can create purchase orders that generate based on your stock counts. You can set up the system to automatically include items that are below a certain stock level, decide how many days you want to order for, and choose from which vendor to order.

This computer-assisted process helps ensure that items are ordered when necessary to help keep your business running smoothly. For information on setting up your stock items in Inventory to use with this feature, see the Inventory guide.

Stock items with variants cannot be generated from Inventory. You must order these items from the Entry window.

To generate purchase orders from Inventory:

1 Select **Purchasing Tasks** > **Generate Purchase Orders based on Inventory Levels** from the left navigation pane to open the **PO Generate from Inventory** window.

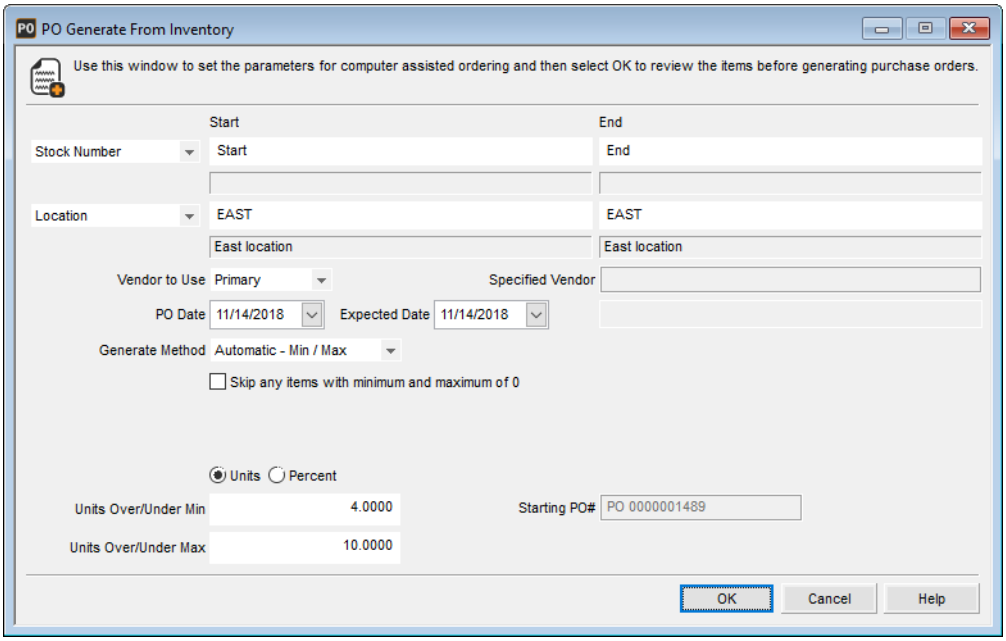


Figure 39: *PO Generate From Inventory window*

2 Choose from the options in the window to include all of the necessary items. For detailed information about the options in this window, select the **Help** button.

3 Select **OK** to review the items that are included in the purchase order in the **PO Generate From Inventory - Review and Select Items** window.

4 Make any necessary changes and select **Generate** to create purchase orders for the items you selected.
You can then view and edit the orders in the entry window.

Sending Email Alerts

You can send emails to let select employees know that a batch is ready for processing.

To send an email alert:

1 Select **Purchasing Tasks** > **Send Internal Control Alerts - Purchasing** from the left navigation pane. The **PO Select Batch** window will open.

2 From the drop-down, select the batch you want to send an alert for. The **Send Internal Control Alerts** window will open.

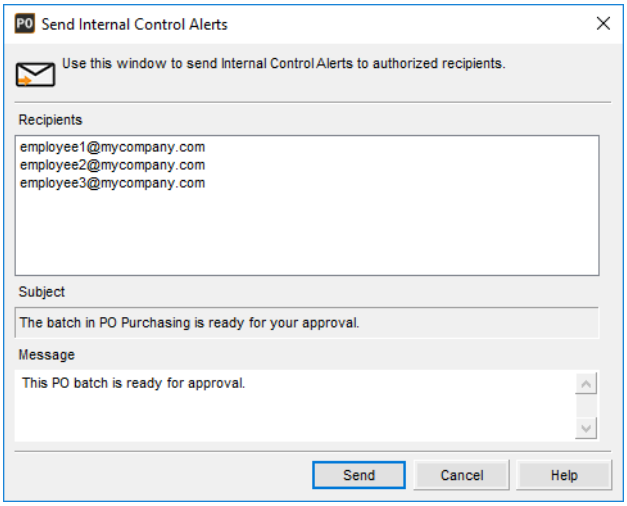


Figure 40: *Send Internal Control Alerts window*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You can only edit these addresses in the Manage Internal Control Alerts window (see “Managing Alert Email Addresses” on page 39 for information about adding email addresses.

The subject of the email includes the batch that is ready for processing.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Troubleshooting: Entering Purchase Orders

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
When attempting to edit a saved, but not yet received purchase order, I am unable to find it in the Lookup.	Check to make sure that you have the active batch set to *Single* and not *Recurring*. Do this by selecting **Purchasing Tasks** > **Set the Active Batch To Single** from the navigation pane. If you are still unable to locate the purchase order, you might consider running an edit report to make sure the order wasn’t accidentally deleted from the system.
I want to add freight charges to the purchase order, but the fields don’t appear in the entry window.	Make sure that the **Items to Land** drop-down in Module Preferences has either *Inventory* or *All Lines* selected. Also, make sure that your screen layout is set up to show these fields. See “Using the User-Defined Fields After Setup” on page 28 for information on setting up layouts.

Chapter

4

Entering Requisitions

Selecting a Buyer

Creating Requisitions

Approving Requisitions

Editing Requisitions

Printing Requisitions

Troubleshooting: Entering Requisitions

DENALI

If your organization's processes include using requisitions in addition to purchase orders, the information in this chapter will explain how to enter and approve a requisition. Like purchase orders, the entry screen layout you see will be the one that is attached to the Buyer who is logged in.

Selecting a Buyer

Before you can begin to enter requisitions, you need to make sure the active batch is set to *Open* and log in with your Buyer Code (see "Setting Up Your Users (Buyer Codes)" on page 33 for information on setting up Buyer Codes). If your Buyer Code exactly matches your Denali User ID and the **If User ID matches a Buyer Code default to that Buyer Code** check box is selected on the **Defaults** tab of the **PO Module Preferences** window, the **PO Buyer Login** window appears defaulted to your Buyer Code. You just need to enter your password to access the entry window.

Any buyer can enter requisitions, but only buyers with rights can view requisitions entered by other buyers, edit requisitions, or approve them.

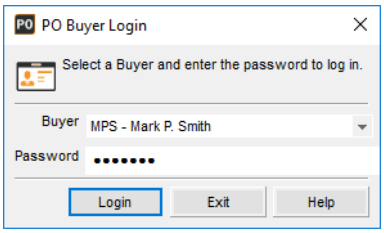


Figure 41: *PO Buyer Login window*

If different buyers enter requisitions on the same workstation, you can log on and off without having to exit and enter the window again. Select the **Log Off Buyer** button at the top of the entry window and each buyer can enter his/her buyer login information.

The entry window you see is based on the Layout Code attached to the buyer.

Creating Requisitions

Entering information for requisitions is the same as entering purchase orders. The **Approver** field is the only additional field and it is optional. If a certain buyer needs to approve the requisition, you can enter their Buyer Code in the **Approver** field.

To enter a requisition, select **Purchasing Tasks** > **Create a Requisition** from the left navigation pane. The PO Enter Requisitions window opens.

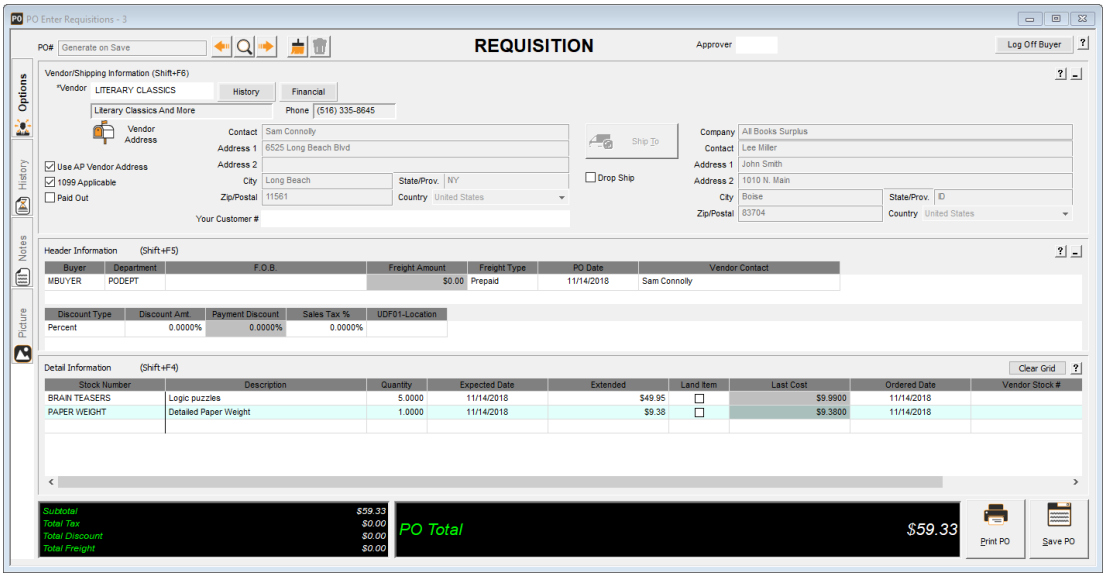


Figure 42: *PO Enter Requisitions window*

Enter all of the requisition information and save it. Buyers with rights can view the requisition and edit, approve, or deny it.

When a requisition is approved it becomes a purchase order, but you can view it in the Enter Purchase Orders or Enter Requisitions windows. This allows Buyers that only have requisition rights to see the status of requisitions they entered.

If you use encumbrances and multi-batch mode, and you delete a batch before you post, any changes to the requisitions in the batch will not be saved to the open batch.

Approving Requisitions

After a requisition is saved, it can be approved or denied. Buyers can run the Requisition Report to view requisitions that are awaiting approval. You can also have Buyers who enter requisitions send email alerts to the approvers so they know requisitions are ready. To see saved requisitions, select **Purchasing Tasks** > **Edit an Existing Requisition** from the left navigation pane. From the Lookup, select the requisition you want to see. The PO Enter Requisitions window will appear with the requisition you selected in view.

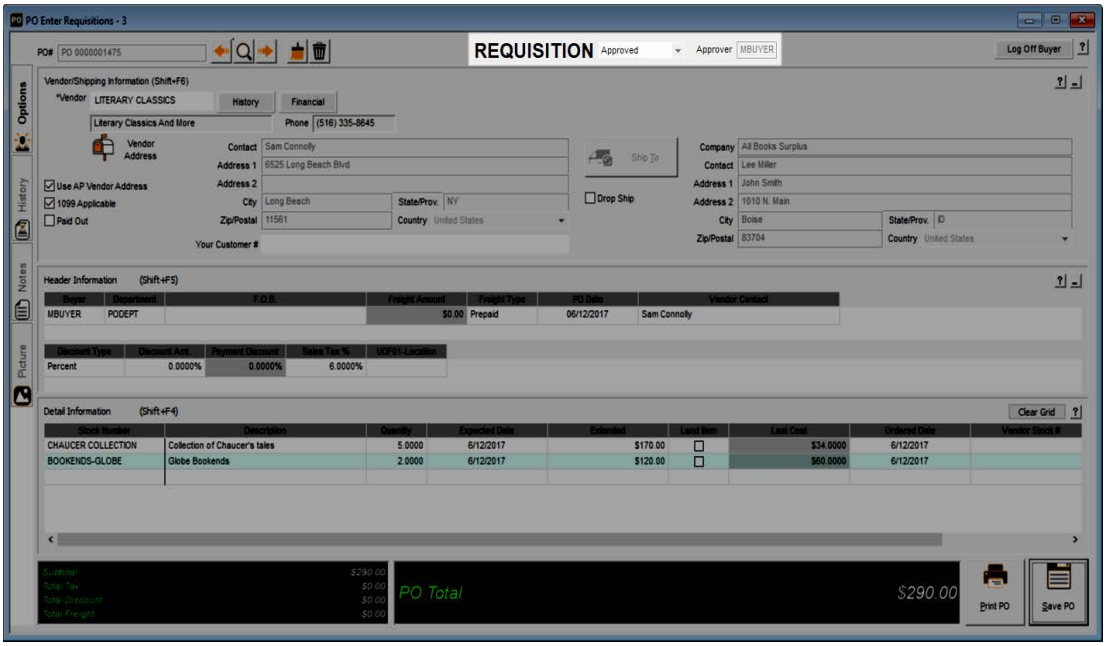


Figure 43: *PO Enter Requisitions window, Requisition drop-down*

Only buyers with rights can approve or deny requisitions. If the requisition was saved with a Buyer Code in the Approver field, only that Buyer can approve the requisition. However, any Buyer with editing rights, can change the Buyer Code that is in the **Approver** field.

If the **Approver** field is blank, any Buyer with rights can approve the requisition. Once a requisition is approved, the **Approver** field will auto-fill with the logged in buyer and you cannot change it.

There are three options from the Requisition Status drop-down—*Pending Approval*, *Approved*, and *Denied*. If you deny the requisition, it can be edited and sent through the approval process again. If you approve the requisition, it becomes a purchase order.

Editing Requisitions

If a requisition has been denied or needs to be edited for any reason, you must have buyer rights to make changes.

To edit a requisition, select **Purchasing Tasks** > **Edit an Existing Requisition** from the left navigation pane. Then, in the Lookup that appears, select the requisition you want to edit. The Enter Requisitions window will open with that requisition in view.

You can also edit a requisition from the Enter Requisitions window. To do this, click the magnifying glass next to the **PO #** field to open the Lookup. Find the existing requisition you want to edit and select it.

If a requisition has already been approved, you can make changes to it through the Requisition or Purchase Order windows. For all requisitions, even those that have been approved, a Requisition label will appear at the top of the window.

Printing Requisitions

You can print requisitions as you enter them, or you can print requisitions that were previously saved.

To print requisitions as you enter them:

1 Enter the requisition information in the PO Enter Requisitions window.

2 Either select the **Print PO** button or right-click in the detail grid and select **Save and Print Purchase Order** from the menu.

3 In the **PO Print Purchase Orders/Requisitions** window that appears, the current requisition will be selected and ready to print. For detailed information about the options in this window, select the **Help** button.

4 Select **OK** to print the requisition.

To print requisitions that were previously saved, see “Printing Purchase Orders and Requisitions” on page 99.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can add fields to the preprinted format through Crystal Reports®. See the Crystal Reports documentation for information on how to do this.

Sending Requisition Email Alerts

You can send emails to let select buyers know that requisitions are ready for approval.

To send an email alert:

1 Select **Purchasing Tasks** > **Send Internal Control Alerts - Requisitions** from the left navigation pane. The **PO Buyer Login** window will open.

2 From the drop-down, select your Buyer name and enter your password. The **Send Internal Control Alerts** window will open.

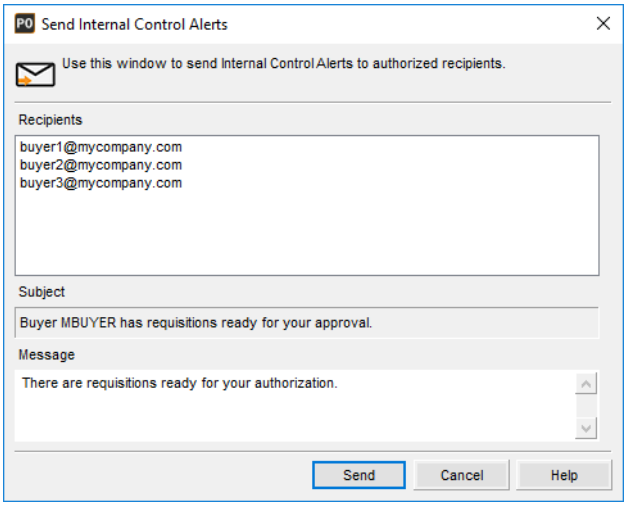


Figure 44: *Send Internal Control Alerts window*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You cannot edit this list. These are the email addresses attached to the Buyer Codes of the approvers on the requisitions of the buyer who is logged in.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Troubleshooting: Entering Requisitions

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I want to approve a requisition, but the drop-down that allows me to isn’t in the window.	Make sure your Buyer rights allow you to approve the requisition in question. The drop-down will only appear in the window for requisitions you have rights to approve. See “Setting Up Your Users (Buyer Codes)” on page 33 for more information.
I need to see a list of requisitions for a certain Buyer.	You can run the Requisition report and filter it to view only the Buyer Code you need. See “Requisition Report” on page 95 for more information.

Chapter

5

Receiving Purchase Orders

Receiving a Purchase Order

Sending Email Alerts

Clearing Receiving Transactions

Printing Inventory Stock Labels

Troubleshooting: Receiving Purchase Orders

DENALI

You have many different options when you receive purchase orders, including whether you want to receive the entire order or just part of it, if you want to receive and invoice the transaction, and if you want to print labels for the order. The information in this chapter explains how to complete tasks in the PO Receive Items window.

Receiving a Purchase Order

When you receive a purchase order, there are many different types of tasks you can perform. For example, you can receive part of an order or the entire order, choose how to track the landing costs, and add items to the existing order. All of this is accomplished within the PO Receive Items window. To perform certain actions in the receiving window, you must have rights to do so. These rights are established in the Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33 for information on setting up Buyer Codes). You can also set up the window layout to meet the needs of your business and expedite the receiving process (see “Defining Your Purchase Order Screen Layouts” on page 26 for information on setting up the window layout). Refer to this section for information on the tasks you need to complete in the Receive Items window.

Receiving an Entire Purchase Order

If you receive all of the items included in your purchase order and you want to complete it, you can receive the items into Inventory and invoice the items into Accounts Payable at the same time. Your Buyer Code must have rights assigned to receive and invoice a purchase order. See “Setting Up Your Users (Buyer Codes)” on page 33 for information on setting up Buyer Codes.

To receive and invoice the entire purchase order:

1. If you are using multi-batch processing, you need to set up or select a batch into which you will receive transactions. Then, select **Receiving Tasks** > **Receive Items into Inventory** from the left navigation pane. The PO Receive Items window will open.
2. In the Receive Items window, enter the purchase order number that you want to receive in the **PO#** field or select it from the Lookup. The detail information grid populates with the selected purchase order information.
3. Select *Receive and Invoice* from the **Transaction Type** drop-down menu.

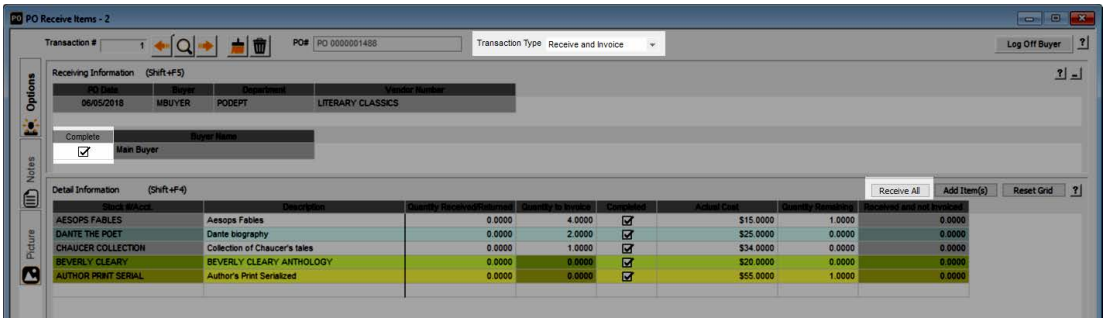


Figure 45: *PO Receive Items window, Receive and Invoice*

4 Select the **Complete** check box in the **Receiving Information** section of the window to mark all line items as complete.

- or -

Click the **Receive All** button in the **Detail Information** section of the window. For detailed information about the options in this window, select the **Help** button in the software. Once a receiving transaction is marked complete and the batch is posted, the purchase order is removed from the open batch and can no longer be edited.

If you are receiving serialized items, see “Receiving Serialized Items” on page 70 for more information. If you are receiving lot numbered items, see “Receiving Lot Numbered Items” on page 70.

5 Edit any necessary landing information in the Landing section of the window and enter the invoice information that you want to post to Accounts Payable in the Invoice section of the window.

6 When you finish filling in the information, select **Save** to keep the transaction. You can also print Inventory labels for the items you received (see “Printing Inventory Stock Labels” on page 73 for information on printing labels) or print the Edit Report.

Receiving Part of a Purchase Order

If you only received some of the items in your order, you might want to receive those items into the system to update inventory quantities, but not invoice the order because it hasn’t been completely filled. Or, you might want to receive and invoice certain items, but not the entire order. You can decide for each line item if you only want to receive the item or receive and invoice it. Keep in mind that you must have rights assigned to receive and/or invoice a purchase order. These rights are established in your Buyer Code. See “Setting Up Your Users (Buyer Codes)” on page 33 for information on setting up Buyer Codes.

To receive but not invoice items in a purchase order:

1 If you are using multi-batch processing, you need to set up or select a batch into which you will receive transactions. Then select **Receiving Tasks** > **Receive Items into Inventory** from the navigation pane. The PO Receive Items window will open.

2 In the Receive Items window, enter the purchase order number that you want to receive in the **PO#** field or select it from the Lookup.

3 Select *Receive Only* from the **Transaction Type** drop-down menu.

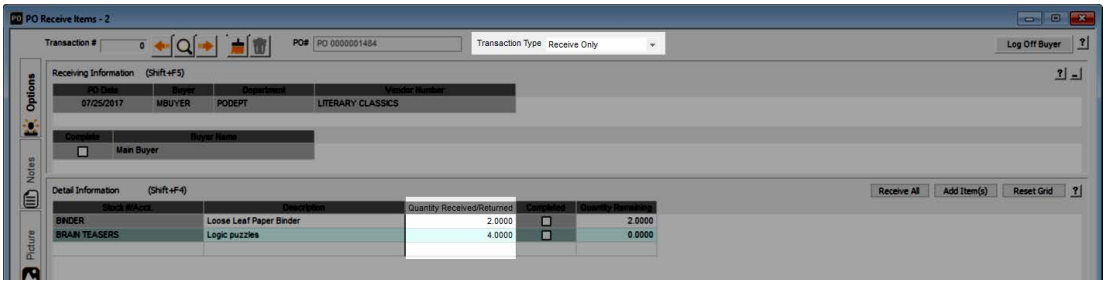


Figure 46: *PO Receive Items window, Receive Only*

4 Fill in the necessary fields in the detail information grid including the quantities of the items that you want to receive. Select the **Help** button in the software for detailed information about the options in this window.

If you are receiving serialized items, see “Receiving Serialized Items” on page 70 for more information. If you are receiving lot numbered items, see “Receiving Lot Numbered Items” on page 70.

5 When you finish filling out the detail grid, you can print Inventory labels for those items (see “Printing Inventory Stock Labels” on page 73 for information on printing labels) or select **Save** to save the transaction. Once you receive all of the items included in the purchase order, you can invoice them. Refer to “Invoicing a Purchase Order” on page 67.

To receive and invoice only some of the items in a purchase order:

1 In the PO Receive Items window, enter the purchase order number that you want to receive in the **PO#** field or select it from the Lookup. The detail information grid populates with the selected purchase order information.

2 Select *Receive and Invoice* from the **Transaction Type** drop-down menu.

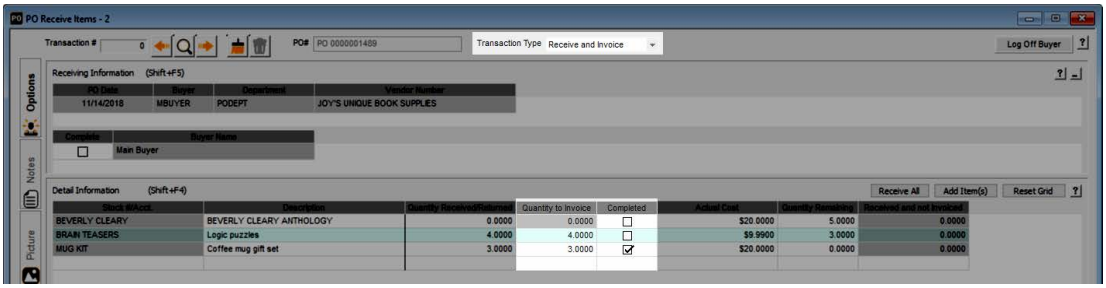


Figure 47: *PO Receive Items window, Receive and Invoice*

3 Fill in the necessary fields in the detail information grid, including the quantities of the items that you want to receive and invoice. If a line item is complete, select the **Complete** check box in that row. Select the **Help** button in the software for detailed information about the options in this window.
If you are receiving serialized items, see “Receiving Serialized Items” on page 70 for more information. If you are receiving lot numbered items, see “Receiving Lot Numbered Items” on page 70.

4 Edit any necessary landing information in the Landing section of the window and enter the invoice information that you want to post to Accounts Payable in the Invoice section of the window.

5 When you finish filling in all the necessary information, select **Save** to keep the transaction. You can also print Inventory labels for the items you received (see “Printing Inventory Stock Labels” on page 73 for information on printing labels) or print the Edit Report.

Invoicing a Purchase Order

If you previously received items in a purchase order, but did not invoice them, you can perform an invoice-only transaction. Items must be received in the system before they can be invoiced. For information on receiving items in a purchase order, see “Receiving Part of a Purchase Order” on page 66. You must have rights assigned to invoice a purchase order. These rights are established in your Buyer Code (see “Setting Up Your Users (Buyer Codes)” on page 33 for information on setting up Buyer Codes).

To invoice a purchase order:

1 If you are using multi-batch processing, you need to set up or select a batch into which you will receive transactions. Then select **Receiving Tasks** > **Receive Items into Inventory** from the left navigation pane. The PO Receive Items window will open.

2 In the Receive Items window, enter the purchase order number that you want to invoice in the **PO#** field or select it from the Lookup.

- or -

Select **Receiving Transaction** > **Retrieve Transaction** from the receiving menu bar. From the Lookup that appears, select the purchase order that you want to invoice.

3 Select *Invoice Only* from the **Transaction Type** drop-down menu.

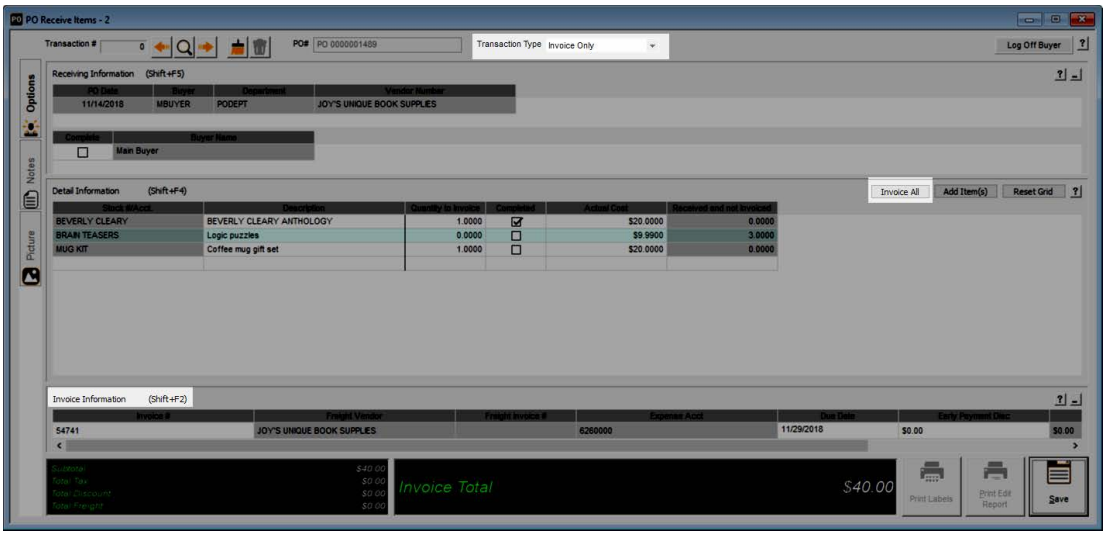


Figure 48: *PO Receive Items window, Invoice Only*

4 Select the **Invoice All** button in the **Detail Information** section of the window to invoice all items.

5 Enter the invoice information that you want to post to Accounts Payable in the **Invoice Information** section of the window. For detailed information about the options in this window, select the **Help** button.

6 When you complete the invoice information in this window, select **Save** to keep the transaction. You can also print the Edit Report or reprint the purchase order to show all of the items received and invoiced.

Tracking Landing Costs

You can apply landing costs when you receive a purchase order (see “Setting Up Purchase Order Landing” on page 22 for information on setting up landing defaults). You can modify the estimated landing information when you receive and invoice items because the actual costs aren’t applied to your general ledger accounts until the transaction is posted. The estimated landing costs are based on the information you entered in the entry window. See “Adding Items to an Existing Purchase Order” on page 68 for more information on entering estimated freight and discounts.

Adding Items to an Existing Purchase Order

There might be occasions when you are receiving a purchase order and you need to add items to it. Perhaps extra items were sent that you are going to receive or maybe your business process is to add new items to the same purchase order, even after previously received items were posted. If you only

need to change the quantity received of an item in the order, type the amount in the **Quantity Received/ Returned** field in the PO Receive Items window and continue with the receiving process. If you need to add a completely new item to the order, the instructions in this section will assist you.

To add an item to a purchase order:

1. In the **PO#** field of the Receive Items window, enter the purchase order number to which you want to add items or select it from the Lookup.
2. When the purchase order you selected appears, click the **Add Item(s)** button to open the **PO Add Items** window.

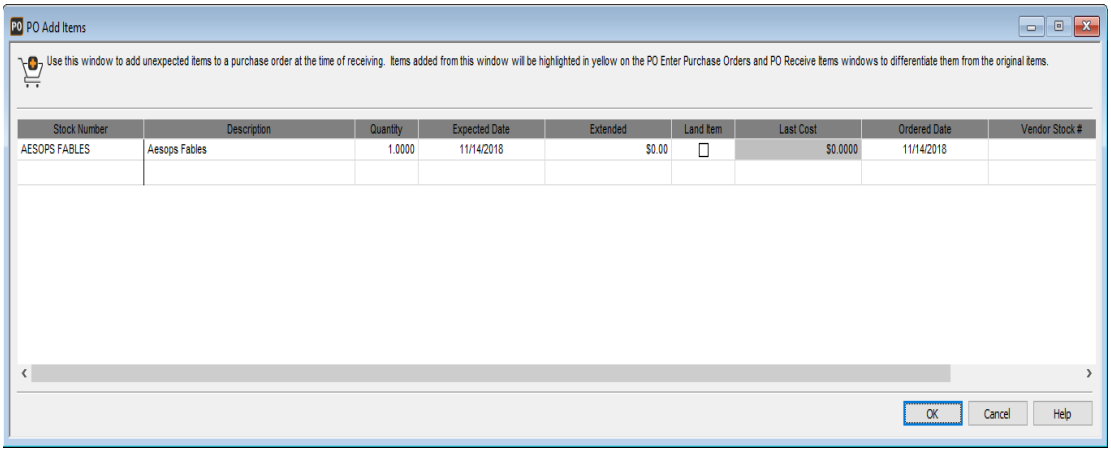


Figure 49: *PO Add Items window*

3. Enter the items and quantities that you want to add to the purchase order and fill in any additional information. Select the **Help** button in the software for detailed information about the options in this window.
4. When you are finished adding items in the **PO Add Items** window, select **OK** to add the items to the purchase order. Items that were added from this window are highlighted in yellow in the receiving window.

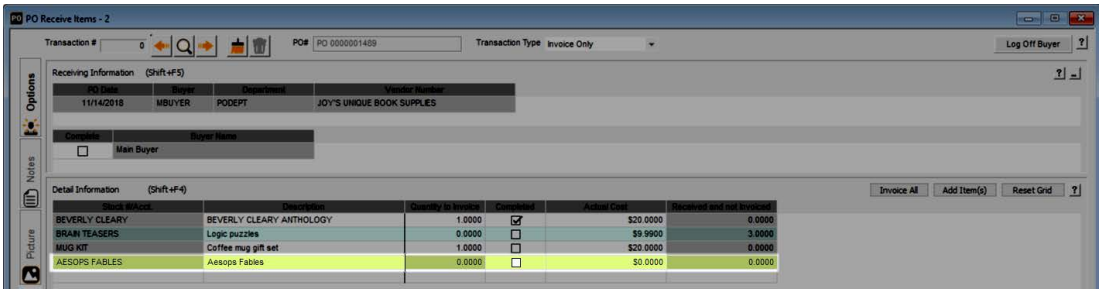


Figure 50: *PO Receive Items window, Detail Information grid with added items*

5. In the PO Receive Items window, make any additional changes to the order, and select **Save** to keep the transaction.

Receiving Serialized Items

Items must be set up in Inventory as serialized items in order to receive them as such in Purchase Order (see the Inventory guide). When you enter the quantity of a serialized item in the PO Receive Items window and move to the next field in the grid, the **PO Receive Serialized Items** window automatically appears.

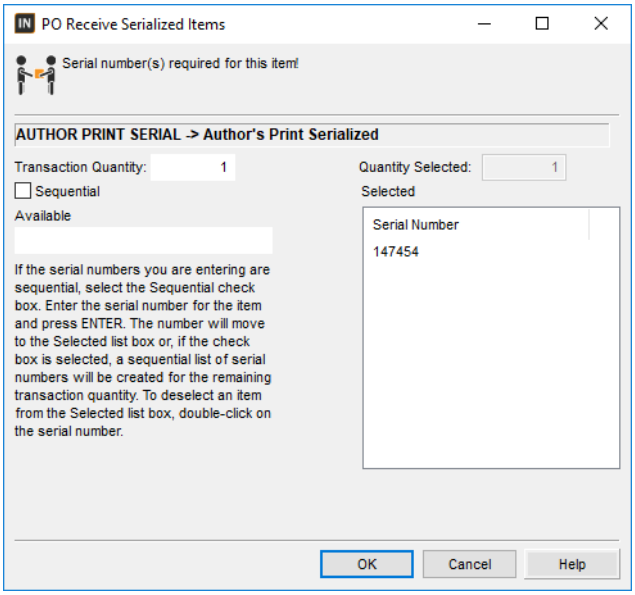


Figure 51: *PO Receive Serialized Items window*

The window appears for each item received on the purchase order that is serialized. If you need to return a serialized item, see “Returning Serialized Items” on page 78. Select the **Help** button for information about the options in this window.

Receiving Lot Numbered Items

You must set up lot numbered stock items in Inventory if you want to add lot numbers as you receive items in Purchase Order. When you enter the quantity of a lot numbered item in the PO Receive Items window and move to the next detail line in the grid, the **PO Receive Items - Assign Lot Numbers** window appears. Enter each lot number and the quantity you received. You can add new lot numbers or use the Lookup to select existing lot numbers. You can also add an expiration date for each lot number, if applicable.

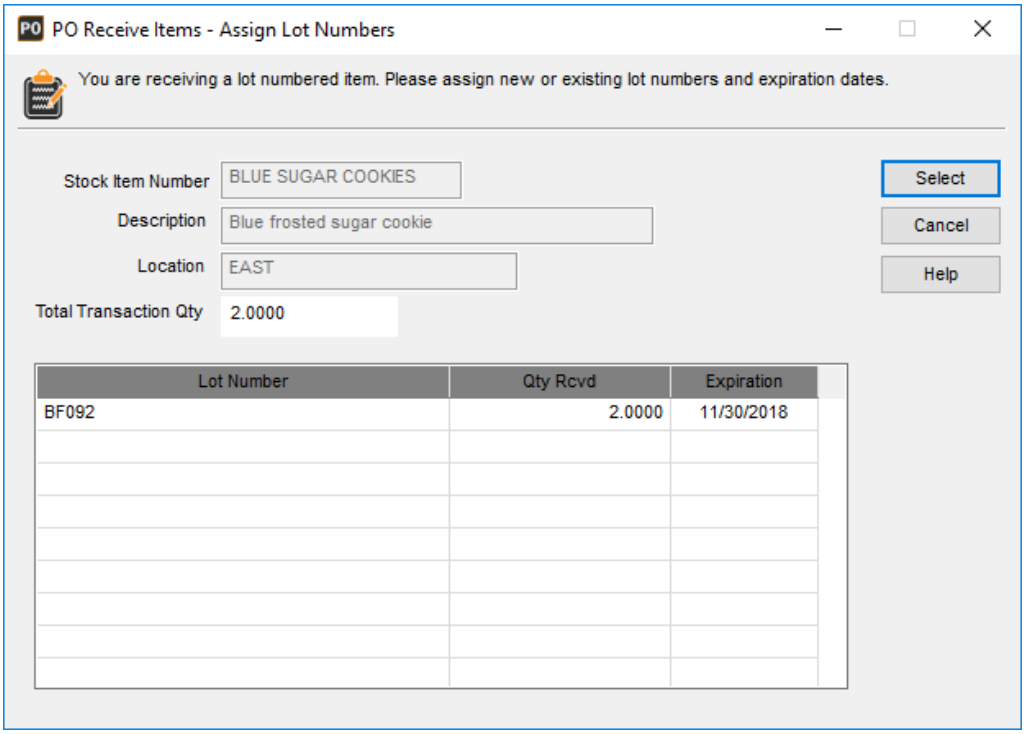


Figure 52: *PO Assign Lot Numbers window*

The window appears for each lot numbered stock item received on the purchase order.

Sending Email Alerts

You can send emails to let select employees know that a batch is ready for processing.

To send an email alert:

1. Select **Receiving Tasks** > **Send Internal Control Alerts** from the left navigation pane. The **PO Select Receiving Batch** window will open.
2. From the drop-down, select the batch you want to send an alert for. The **Send Internal Control Alerts** window will open.

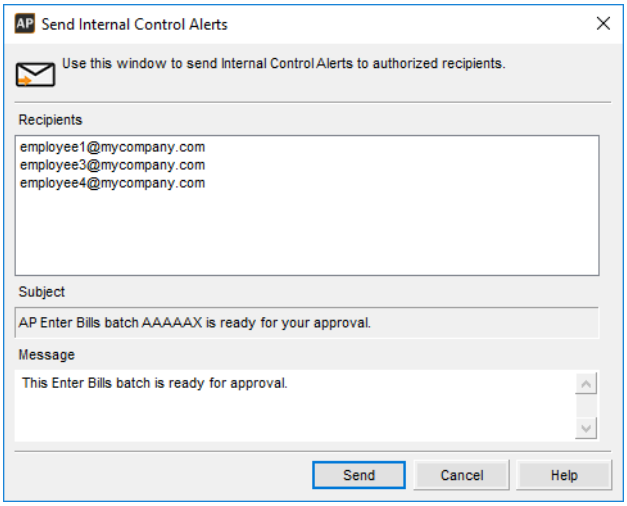


Figure 53: *Send Internal Control Alerts window - Enter Bills*

The alert email will be sent to all the addresses listed in the **Recipients** list box. You can only edit these addresses in the Manage Internal Control Alerts window (see “Managing Alert Email Addresses” on page 39 for information about adding email addresses.

The subject of the email includes the batch that is ready for processing.

3 Add the body text of your email in the **Message** text box.

4 Click **Send** to send the email. It will be sent from the email account set up in Controller.

Clearing Receiving Transactions

If you do not want to post receiving transactions, you can clear the transactions in the batch or remove the batch completely. Always print an Edit Report and verify that you want to delete all transactions shown in the report before you clear the batch. Once you clear transactions, you cannot recall them. If you only want to clear one transaction in the batch, see “Clearing or Deleting a Purchase Order” on page 49.

To clear all unposted transactions in a receiving batch:

1 Select **Receiving Tasks** > **Clear Transactions from a Batch** from the navigation pane. The **PO Clear Receiving Transactions** window will open.

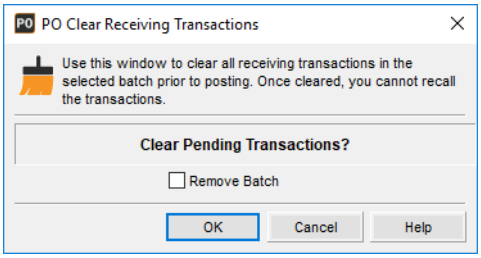


Figure 54: *PO Clear Receiving Transactions window*

2 If you are using multi-batch processing, select the **Remove Batch** check box to clear the transactions as well as the batch. If you want to only clear the transactions and retain the batch for future use, leave this check box unchecked.

3 Select **OK** to clear the transactions.

Printing Inventory Stock Labels

If Purchase Order is integrated to Inventory, you can print inventory stock labels for the items you receive any time before you post. You can choose what you want to print on your labels, including whether you want to generate a bar code or just the stock item information.

To print stock labels:

1 Select **Receiving Tasks** > **Print Labels for Received Items** from the left navigation pane.

- or -

Open an existing purchase order in the PO Receive Items window and select the **Print Labels** button in the window or from the **Options** slide-out menu.

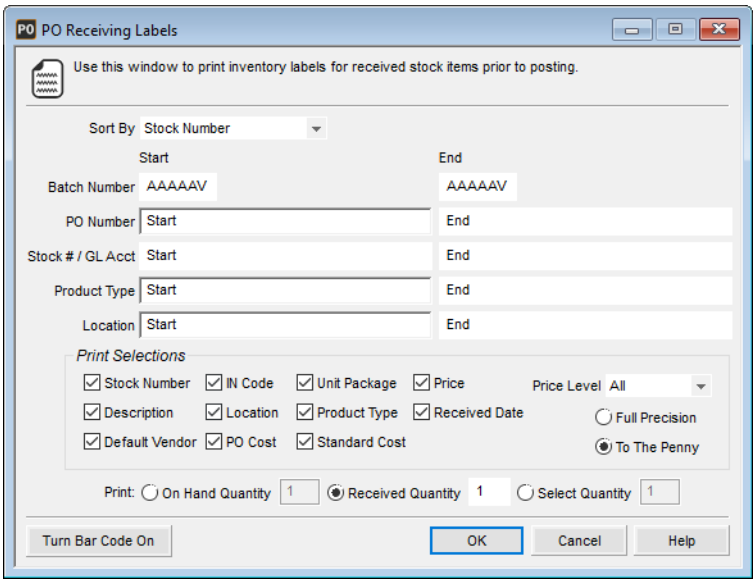


Figure 55: *PO Receiving Labels window*

2 If you want to generate bar codes on your labels, make sure that the bar code option is turned on (the button will read **Turn Bar Code Off**).
You must have the *BarTender Label Maker* program installed to use this option. To order the BarTender program, call Cougar Mountain Sales at (800) 388-3038. You can format your labels according to the BarTender functionality. For more information on using this program and setting up your bar code labels, see the BarTender documentation.

3 Make the appropriate selections in the window and select **OK** to print the labels.

Troubleshooting: Receiving Purchase Orders

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
When receiving items in a purchase order, I am unable to view/enter landing information.	Check first to make sure you set up the window layout associated with your Buyer Code to show landing information (see “Using the User-Defined Fields After Setup” on page 28). Then, check to see what landing settings are in place in the module preferences (see “Setting Up Purchase Order Landing” on page 22).
I am unable to invoice purchase orders.	You might not have the rights to do so. Check your Buyer Code to make sure your rights are not set for **Receive Only** (see “Setting Up Your Users (Buyer Codes)” on page 33).
When receiving items, I would like the system to alert my buyers when an item’s price is higher than its last cost.	You can set up Purchase Order to do this by selecting the **Show alert when cost increases** check box in Module Preferences. See “Setting Up Other Purchase Order Defaults” on page 24 for more information.

Chapter

6

Purchase Order Management Tasks

Pre-Issuing Purchase Order Numbers

Entering Returns in Purchase Order

Creating a Recurring Purchase Order

Reviewing Transactions

Posting Transactions

Purging Purchase Order History

Troubleshooting: Purchase Order Management Tasks

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There are many managerial tasks you can complete in Purchase Order. For example, you can pre-issue purchase order numbers for buyers, create and generate recurring purchase orders, post transactions, and purge history. Use the information in this chapter to learn about the different management options available.

Pre-Issuing Purchase Order Numbers

If you pre-issue purchase order numbers, you control which numbers buyers use for all purchasing activity. This could be used as an internal security feature within Purchase Order. To pre-issue numbers, you must select the **Pre-issue purchase order numbering** check box in Module Preferences. You will need to issue purchase order numbers to all of your buyers.

Be aware that if you choose to pre-issue purchase order numbers, you cannot use online purchase order numbering. You also will not be able to create purchase orders from the Sales entry windows.

After a buyer uses all of the pre-issued numbers, you must issue new numbers before that buyer can enter any more orders. If you use alpha characters in your purchase order numbers, we highly recommend that you end your numbers with a numeric character so they increment properly.

To issue or unissue purchase order numbers:

1 Select **Options** > **Issue Purchase Order Numbers** from the left navigation pane. The **PO Pre-Issue Purchase Orders** window will open.

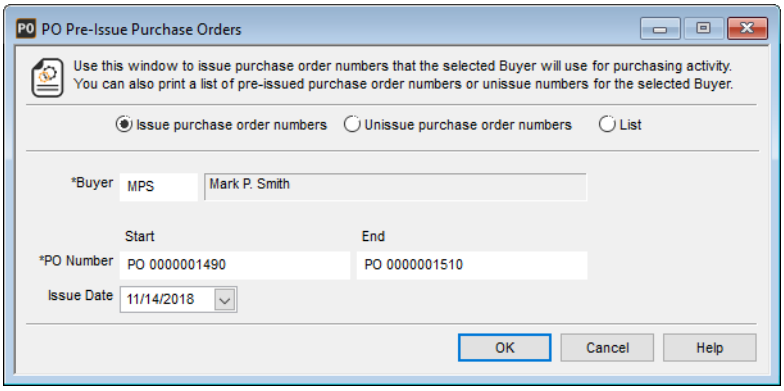

Figure 56: *PO Pre-Issue Purchase Orders window*

2 Select either **Issue purchase order numbers** or **Unissue purchase order numbers** depending on which task you want to accomplish.

3 Choose the buyer and enter the range of order numbers.

4 Click **OK**.

If you want to view a list of all the numbers that are currently pre-issued or provide a list to the buyers of their numbers, select the **List** radio button (see “Generating a List of Pre-issued Purchase Order Numbers” on page 98 for more information).

Entering Returns in Purchase Order

If you need to return an item to a vendor, you can either use an existing purchase order or a new purchase order. If a purchase order already exists for the vendor, you can enter the return on a separate detail line of that purchase order. If a purchase order does not exist for the vendor, you need to create a new one to handle the return.

If Purchase Order is integrated to Accounts Payable, after posting the return, the system creates a debit invoice memo (DB INV) for the vendor you're returning the items to. You need to apply this debit memo to either the original invoice or another invoice (refer to the Accounts Payable guide).

To enter a return in an existing purchase order:

1. Click **Receive Your Stock Items** in the Workflow. If you are using multi-batch processing, you'll be prompted to select or set up a batch to receive transactions. The Receive Items window will open.
2. Use the Lookup to open an existing purchase order for the vendor you want to return the items to.
3. Click the **Add Item(s)** button to open the **PO Add Items** window and enter the stock numbers that you want to return.
4. In the **Quantity** field of the **PO Add Items** window, enter the quantities that you want to return as a negative number.
5. Select **OK** to return to the receiving window. The items you are returning appear in the Detail grid in yellow.

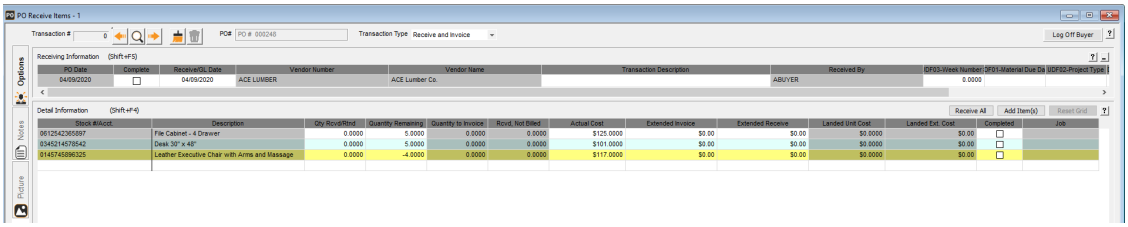

Figure 57: *PO Receive Items window, with return*

If you are returning serialized items, the **PO Return Serialized Items** window will appear when you enter the negative quantity in the **Quantity Received/Returned** field (see "Returning Serialized Items" on page 78 for information on this window).
If you are returning lot numbered items, the **PO Receive Items - Assign Lot Numbers** window will appear when you enter the negative quantity in the **Quantity Received/Returned** field.

6. Select **Save**. If integration is turned on between modules, posting will update the appropriate information and/or accounts in Inventory, Accounts Payable, and General Ledger.

To enter a return by creating a new purchase order:

1. Click **Enter Purchase Orders** from the Workflow. The Enter Purchase Orders window will open.
2. Enter the vendor that you want to return the items to in the **Vendor** field or select a vendor from the Lookup.
3. In the **Detail Information** section, enter the items you want to return in the **Stock Number** field and enter the quantity you want to return as a negative number in the **Quantity** field.

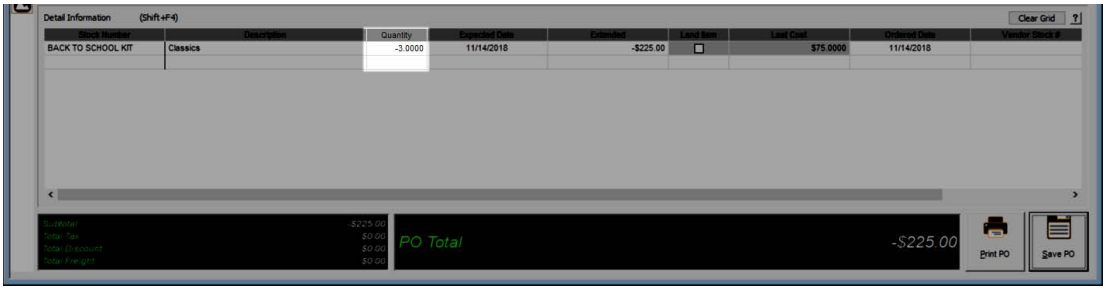

Figure 58: *PO Enter Purchase Orders window, negative quantity*

4 Save the purchase order.

5 Click **Receive Your Stock Items** in the Workflow. If you are using multi-batch processing, you'll be prompted to select or set up a batch to receive transactions. The Receive Items window will open.

6 Open the purchase order you just created for the return and verify its accuracy. If necessary, you can adjust the quantity in the **Quantity Received/Returned** field. Because you entered a negative number in this field when you created the purchase order, you can only enter a negative number when you receive it. For detailed information about the options in this window, select the **Help** button in the software.

If you are returning serialized items, the **PO Return Serialized Items** window will appear after you enter the negative quantity received/returned (see "Returning Serialized Items" on page 78 for information on this window).

If you are returning lot numbered items, the **PO Receive Items - Assign Lot Numbers** window will appear after you enter the negative quantity received/returned.

7 Receive the item(s) and save the transaction. If integration is turned on between modules, posting will update the appropriate information and/or accounts in Inventory, Accounts Payable, and General Ledger.

Be sure to check the Edit Report before you post.

Returning Serialized Items

If you are returning serialized items, the **PO Return Serialized Items** window will open when you enter the Received/Returned quantity for each item that is set up as a serialized item in Inventory. If you select the **Manual Input** button, you can enter the serialized numbers manually; if you select the **List Select** button, you can choose them from a list generated from Inventory.

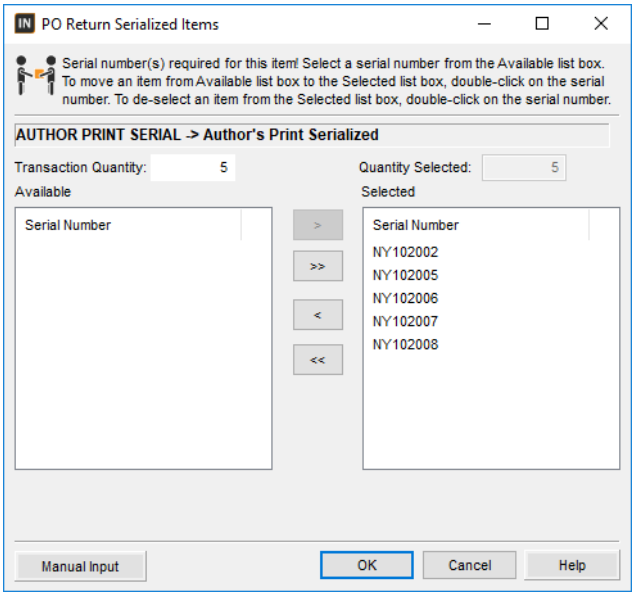

Figure 59: *PO Return Serialized Items window*

Creating a Recurring Purchase Order

If you have purchase orders that you enter on a regular basis, you can use the recurring function to create a template for the order and generate it without having to enter all of the information each time. Once you create the template, you can generate the orders as needed (see “Generating a Recurring Purchase Order” on page 80).

You can also set up a recurring order at the same time you enter a regular purchase order by selecting the **Recurring** check box and entering a Frequency Code in the Entry window.

To create a recurring purchase order:

1 Select **Purchasing Tasks** > **Set the Active Batch to Recurring** from the left navigation pane.

2 Select **Purchasing Tasks** > **Set Up Recurring Orders** from the left navigation pane. The Enter Purchase Orders window will open with the **Recurring** check box checked.

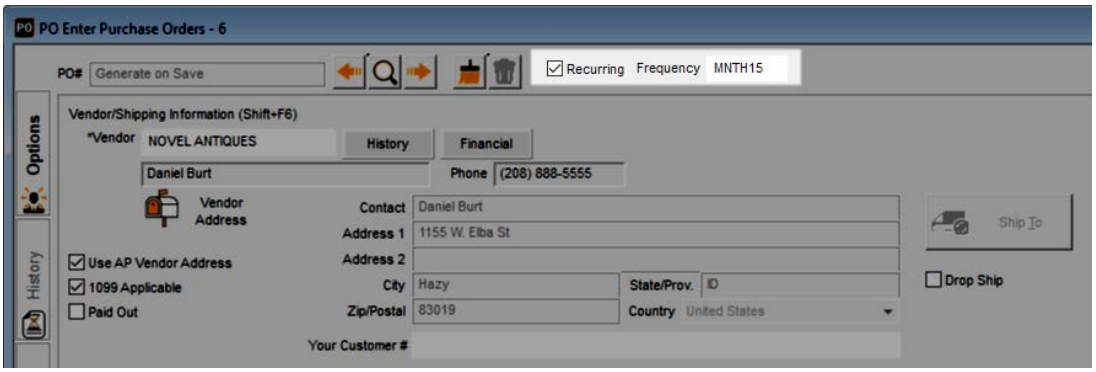

Figure 60: *PO Set Up Recurring Purchase Orders window, Frequency field*

3 Enter a Frequency Code in the **Frequency** field or select one from the Lookup. Frequency Codes are used to group orders that you will generate together. For more information on these codes, see “Preparing for Recurring Orders (Frequency Codes)” on page 36.

4 Enter the information for the order as you would a regular order (see “Entering Purchase Orders” on page 41 for information on entering a purchase order).

5 Select **Save**. The order will be saved in the recurring batch and you can generate it any time.

When you’re done entering recurring orders, remember to change the active batch to open by selecting **Purchasing Tasks** > **Set the Active Batch to Single** .

Generating a Recurring Purchase Order

After you create a recurring order template (see “Creating a Recurring Purchase Order” on page 79), you can generate the orders any time.

To generate recurring orders:

1 Click **Generate Recurring Purchase Orders** on the Workflow. The Enter Purchase Orders window will open.

- or -

In the PO Enter Purchase Orders window, select **Generate Recurring** from the **Options** slide-out menu.

2 If you are using multi-batch processing, select the batch you want to generate the orders into (see “Working with Batches in Purchase Order” on page 21). If you are not using multi-batch processing, continue to the next step.

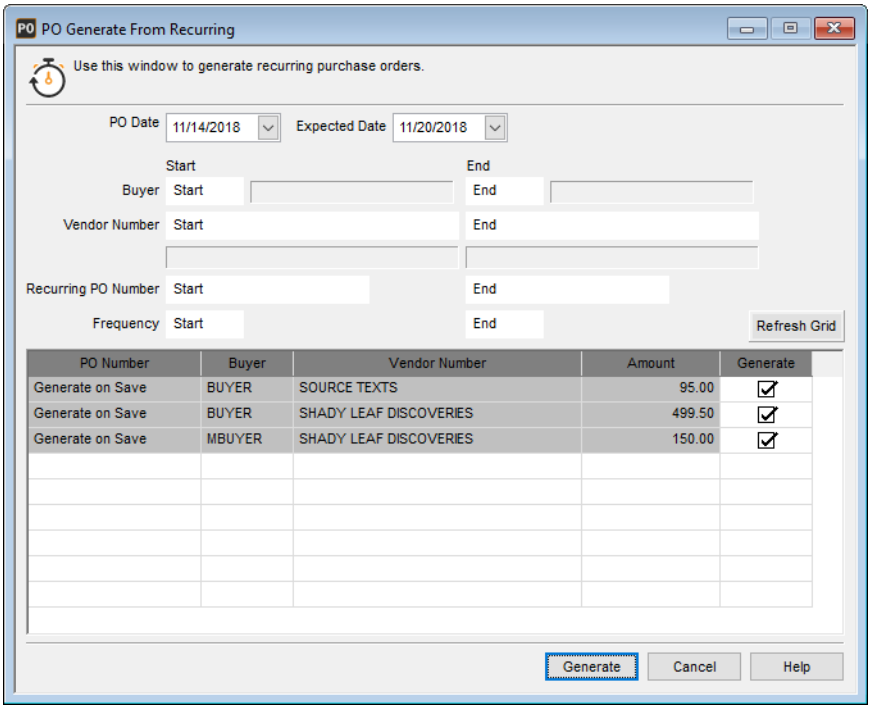

Figure 61: *PO Generate from Recurring window*

3 Enter the start and end ranges for the orders you want to generate. For detailed information about the options in this window, select the **Help** button in the software.

4 Click **Refresh Grid** to see to see the purchase orders that will be generated. You can then choose not to generate certain orders.

5 Select **Generate** to process your recurring orders.

You can view the generated orders in the Enter Purchase Orders window and make any edits you need to.

Reviewing Transactions

Before you post transactions, it's important to review them using the Edit Reports. These reports allow you to check the accuracy of your data before you post. You can also run the Receiving Report to see the quantity of the items that arrived and what is still outstanding. We strongly recommend that you print and check these reports carefully. Errors are easier to correct if you catch them before you post.

This section includes information about the two Purchase Order Receiving Reports, the Purchasing Edit Report, and how to correct errors in unposted and posted transactions.

Printing the Receiving Edit Report

We highly recommend you run the Receiving Edit Report to review receiving transactions before you post. This report shows you all the items received, including their costs and quantities. You must have security rights assigned to run this report.

Following are four ways you can access the Receiving Edit Report:

- Select **Receiving Tasks** > **Preview Received Items before Posting** from the navigation pane.
- Click **Verify Accuracy of Received Items** from the Workflow.
- Click the **Print Edit Report** button in the PO Receive Items window.
- Select the **Print Edit Report** button from the **Options** slide-out menu in the PO Receive Items window.

Use the start and end ranges in the window to filter the report to the transactions you want to see. After you set the criteria in the window, you should see a report similar to the following image.

PO Receiving Edit Report

All Books Surplus (ALLBOO)

12/30/2015 04:14:50 PM Page 1

Transaction Number: 1 Batch Number: AAAAAQ

PO Number	Invoice Number	Received By	Department	Received	Invoiced	Invoice Due	Disc Date	Paid Out
PO 0000001452	25245	MBUYER	GIFTS	12/23/2015	12/23/2015	01/07/2016	01/15/2016	No

Description: Vendor: JOY'S UNIQUE BOOK SUPPLIES

Line#	Stock # / GL Acct / Cost Code	Location	Description / Job-Phase	Ordered	Expected	Complete
	Qty Received / Qty Invoiced / Qty Remaining		Landed Amt / Received Cost	Invoiced Cost		Invoiced Ext
1	MUG KIT	MAIN	Coffee mug gift set	12/12/2015	12/29/2015	No
	1.0000 / 1.0000 / 1.0000		$20.00 / $20.0000	$20.0000		$20.00

Transaction Totals	Expected	Received/Landed	Invoiced
Freight Collect:	$0.00	$0.00	$0.00
Freight Added:	$0.00	$0.00	$0.00
Sales Tax:	$0.00	$0.00	$0.00
Purchase Discount:	$0.00	$0.00	$0.00
Line Items:	$40.00	$20.00	$20.00
Total:	$40.00	$20.00	$20.00

Transaction Number: 2 Batch Number: AAAAAQ

PO Number	Invoice Number	Received By	Department	Received	Invoiced	Invoice Due	Disc Date	Paid Out

Figure 62: *PO Receiving Edit Report*

Printing the Purchasing Edit Report

We highly recommend you run the Purchasing Edit Report to review purchasing transactions before you post. This report shows all the items ordered, including their costs and quantities. You must have security rights assigned to run this report.

Following are four ways that you can access the Purchasing Edit Report:

- Select **Purchasing Tasks** > **Preview Purchased Items before Posting** from the navigation pane.
- Click **Verify Accuracy of Purchased Items** in the Workflow.
- Click the **Print Edit Report** button in the PO Enter Items window.
- Select the **Print Edit Report** button from the **Options** slide-out menu in the PO Enter Items window.

Use the start and end ranges in the window to filter the report to the transactions you want to see. After you set the criteria, you should see a report similar to the following image.

PO Purchasing Edit Report

Demonstration FUND Organization (DMOFND)

12/31/2015 08:54:03 AM **Page 1**

Transaction Number: 1 **Batch Number:** AAAAAI

PO Number:	PO 000022	**Buyer:**	BUYER	**Total Amount:**	$223.42
Vendor Number:	GRAPHIX INC	**Hold:**	No	**Sales Tax:**	0.00%
Vendor Contact:	KY Kotto	**Drop Ship:**	No	**Discount:**	Percent
Paid Out:	No	**Shipping Method:**		**Discount Amount:**	0.00%
Paid Out Vendor:	KY Kotto	**Freight:**	Added		
Order Date:	12/31/2015				

Line Number **Type**	**Stock Number / GL Account** **Description** **Vendor Stock Number**	**Qty Ordered** **Ordered** **Committed Account**	**Unit Cost** **Expected**	**Extended** **Tax** **Discount**
1 5	12453654785 G NIVIDA graphic card 6000 12453654785	1.00 12/31/2015 1010.00	$99.17 12/31/2015	$99.17 No No
2 5	0745125463258 Flat Panel Display 17" 0745125463258	1.00 12/31/2015 4700.00	$124.25 12/31/2015	$124.25 No No

Sub Total: $223.42

Figure 63: *PO Purchasing Edit Report*

Printing the Receiving Report

You can run the Receiving Report to review purchase order transactions before you post. This report shows you the quantities received and the quantities remaining for all of the items in the batch(es) you want to post.

Following are three ways that you can access the Receiving Report:

- Click **View the Receiving Report** from the Workflow.
- Select **Receiving Tasks** > **Print the Receiving Report** from the navigation pane.
- From the PO Receive Items window, click the **Print Receiving Report** button on the **Options** slide-out menu.

Use the start and end ranges in the window to filter the report to the transactions you want to see. After you set the criteria, you should see a report similar to the following image.

PO Receiving Report

All Books Surplus (ALLBOO)

12/30/2015 04:12:52 PM **Page 1**

Batch Number: AAAAAQ

Tran #	Line #	Type / Description / Job-Phase	Stock # / GL Acct / Cost Code	PO Number	Location / Vendor	Qty Received	Qty Remaining
2	1	Inventory	AESOPS FABLES	PO 0000001464	EAST	0.0000	0.0000
		Aesops Fables			SHADY LEAF DISCOVERIES		
2	2	Inventory	ANNA KARE TRADE	PO 0000001464	MAIN	1.0000	1.0000
		Anna Karenin trade paper			SHADY LEAF DISCOVERIES		
2	3	Inventory	BEVERLY CLEARY	PO 0000001464	EAST	0.0000	0.0000
		BEVERLY CLEARY ANTHOLOGY			SHADY LEAF DISCOVERIES		
1	1	Inventory	MUG KIT	PO 0000001452	MAIN	1.0000	1.0000
		Coffee mug gift set			JOY'S UNIQUE BOOK SUPPLIES		
2	4	Inventory	POE CLASSICS	PO 0000001464	MAIN	0.0000	0.0000
		volume of Poe classics			SHADY LEAF DISCOVERIES		
2	5	Inventory	POETRY ANTHOLOGY	PO 0000001464	EAST	1.0000	0.0000
		Anthology of American Poetry			SHADY LEAF DISCOVERIES		

Figure 64: *PO Receiving Report*

Correcting Errors in Unposted Transactions

You can correct any mistakes you find on the Receiving or Purchasing Reports before you post. After you correct the errors, we recommend you run the reports again to verify the corrections before you post your transactions. If you already posted a transactions that has an error, see “Correcting Errors in Posted Transactions” on page 85. You must have rights to edit purchase orders; these rights are established in your Buyer Code. See “Setting Up Your Users (Buyer Codes)” on page 33 for information on assigning Buyer rights.

To correct a receiving error:

1. Click **Receive Your Stock Items** from the Workflow. The Receive Items window will open.
2. In the **PO#** field, enter the purchase order number for the order that you need to edit or select it from the Lookup.
3. Make the necessary changes to the purchase order.
4. Save the transaction and run the receiving reports again (see “Printing the Receiving Report” on page 83 or “Printing the Receiving Edit Report” on page 81).

To correct a purchasing error:

1. Select **Purchasing Tasks** > **Edit an Open Purchase Order** from the left navigation pane. The Purchase Order Lookup will open.
2. From the Lookup, select the purchase order you need to edit.
3. Make the necessary changes to the purchase order.
4. Save the transaction and run the Purchasing Edit Report again (see “Printing the Purchasing Edit Report” on page 82).

Correcting Errors in Posted Transactions

If you already posted a transaction with an error, there are two ways to correct it. If General Ledger, Inventory, and Accounts Payable are installed and integrated, you can manually make the adjustments in each module. For information on adjusting accounts in General Ledger, see the General Ledger guide. For information on adjusting inventory quantities, see the Inventory guide. For information on making adjustments in Accounts Payable, see the Accounts Payable guide.

Your other option to correct errors that are already posted is to create a new purchase order in which you adjust all the errors, and then receive and post the transaction. See “Entering Purchase Orders” on page 41 for information on entering purchase orders, “Receiving Purchase Orders” on page 64 for information on receiving purchase orders, and “Posting Transactions” on page 85 for information on posting receiving transactions.

If you have not yet posted the transactions, you can correct the error before you post. See “Correcting Errors in Unposted Transactions” on page 84 for more information.

Posting Transactions

After you print and check the Receiving or Purchasing Reports and make any corrections, you are ready to post your transactions. Posting will update all integrated modules (see “Purchase Order Relationship with Other Modules” on page 23 for integration information).

> ***NOTE:*** *We recommend you have all users exit modules that are affected by posting before you post. This can help prevent data corruption.*

To post receiving transactions, select **Post Receiving Transactions** from the Workflow. If you are using multi-batch mode, select the batch that you want to post.

To post entry transactions, select **Post Purchasing Orders** from the Workflow. This option is only available if you selected the **Enable encumbering** check box in Module Preferences (see “Setting Up Other Purchase Order Defaults” on page 24 for more information). If you are using multi-batch mode, select the batch you want to post. If there are hold transactions in the batch, the batch won’t be deleted after you post.

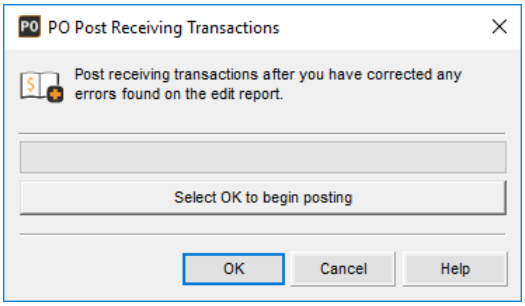

Figure 65: *PO Post Received POs window*

The posting process first validates all the entered information to ensure it meets the posting criteria. The information is written to the file, and then the Posting/Audit reports are printed. Examine these reports carefully before you continue. We highly recommend that you print these reports and keep them until you are sure that no errors will need to be manually corrected in any modules. If an error is found, a Posting Error Report is generated that tells you the transaction number and the problem.

Purging Purchase Order History

If your files have become too large, purging history can be a valuable tool. Purging removes all transactions that have a transaction date older than and including the purge date you specify. You are not required to purge transactions, but doing so might speed up the processing time when you sort or print reports from history.

CAUTION: ***Always back up your data files and print a History Report (see "History Report" on page 97) before you purge the history file. See the "Backing Up, Restoring, and Deleting Data" section of the Controller guide for information on backing up your data.***

To purge purchase order history, select **Resources and Tools** > **Purge History** from the left navigation pane.

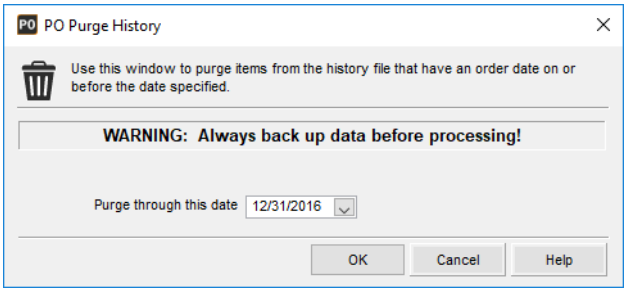

Figure 66: *PO Purge History window*

Enter the date through which you want to purge the history files. Only history information that is prior to and including the date you enter will be purged.

Troubleshooting: Purchase Order Management Tasks

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I want to pre-issue purchase orders, but I am unable to locate the menu item to do so.	You must first check the **Pre-issue purchase order numbers** check box on the **General** tab of the **PO Module Preferences** window. This activates the **Issue Purchase Order Numbers** option on the **Options** menu.
I want to pre-issue purchase orders to some buyers, but not all buyers.	You cannot pre-issue purchase order numbers to some buyers and not others. If you choose to pre-issue purchase order numbers, you must pre-issue them to all buyers.
I have orders that I place every month from certain vendors and I want to decrease my entry time.	You might consider setting up recurring purchase orders to decrease your entry time. Refer to “Creating a Recurring Purchase Order” on page 79 for more information on setting up and working with recurring orders.

Chapter

7

Working with Reports in Purchase Order

Reporting Overview

Purchase Order Reports

Troubleshooting: Working with Reports in Purchase Order

DENALI

Monitoring productivity is very important for many businesses. In Purchase Order, you have some reports that can help monitor your ordering/receiving progress. These report include tracking late, expected, or received items or purchase history from vendors. Refer to this chapter for the various reports available and the sort and filter options for each report.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

NOTE: *Depending on how your print options were set up in the Module Preferences window, when you click* ***OK****, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to “Purchase Order Relationship with Other Modules” on page 23 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field's value.
not equal to	The information returned is not equal to the entered value or the selected field's value.
greater than	The information returned is greater than the entered value or the selected field's value.
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2017 = 12/10/2017*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.

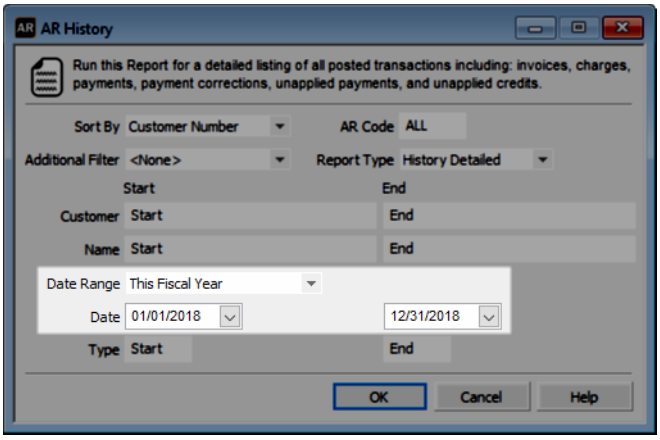

Figure 67: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End**:** *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.
- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.
- You can also apply additional filters using the **Additional Filter** box. These filters include any User-Defined Fields you set up (see “Tracking User-Defined Order Information” on page 25).

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

Purchase Order Reports

Purchase Order reports provide information about items you ordered, when they are expected, and the vendors you ordered them from. This section provides summaries of the different reports you can run in Purchase Order. A sample of each report is included; you might need to choose different options in the report windows to get the exact information you need.

Open Purchase Order Report

If you want to view all open purchase orders, including those that have been received and invoiced, you can run the Open Purchase Order Report. All purchase orders that are not marked complete or purged from the system are considered open.

PO Open Purchase Order Report

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PO Number	PO Date	Expected Date	Total Expected	Total Received	Total Invoiced	Total Remaining
PO 0000001464	12/23/2015	12/23/2015	$183.00	$0.00	$0.00	$183.00

Description: **Buyer:** Mark P. Smith

Vendor Number: SHADY LEAF DISCOVERIES **Vendor Contact:** Nathaniel Matthews

Ship Via:		**Sales Tax:**	6.0000%	**Estimated Discount:**	$0.00	**Actual Discount:**	$0.00
Freight Type:	Prepaid	**Purchase Disc:**	0.0000%	**Estimated Freight:**	$0.00	**Actual Freight:**	$0.00
Drop Ship:	No	**Payment Disc:**	0.0000%	**Estimated Tax:**	$0.00	**Actual Tax:**	$0.00

Line #	Type	Stock # / GL Acct / Cost Code		Location	Vendor Stock #	Description / Job-Phase	
				Expected	Received	Invoiced	Remaining
1	Inventory	AESOPS FABLES		EAST		Aesops Fables	
		Ordered: 12/23/2015	**Quantity:**	3.0000	0.0000	0.0000	3.0000
		Expected: 12/23/2015	**Unit Cost:**	$15.0000	$15.0000	$15.0000	$15.0000
		Tax/Discount: No / No	**Extended:**	$45.0000	$0.0000	$0.0000	$45.0000
2	Inventory	ANNA KARE TRADE		MAIN		Anna Karenin trade paper	
		Ordered: 12/23/2015	**Quantity:**	4.0000	0.0000	0.0000	4.0000
		Expected: 12/23/2015	**Unit Cost:**	$7.0000	$7.0000	$7.0000	$7.0000
		Tax/Discount: No / No	**Extended:**	$28.0000	$0.0000	$0.0000	$28.0000
3	Inventory	BEVERLY CLEARY		EAST		BEVERLY CLEARY ANTHOLOGY	
		Ordered: 12/23/2015	**Quantity:**	1.0000	0.0000	0.0000	1.0000
		Expected: 12/23/2015	**Unit Cost:**	$20.0000	$20.0000	$20.0000	$20.0000
		Tax/Discount: No / No	**Extended:**	$20.0000	$0.0000	$0.0000	$20.0000
4	Inventory	POE CLASSICS		MAIN		volume of Poe classics	
		Ordered: 12/23/2015	**Quantity:**	1.0000	0.0000	0.0000	1.0000

Figure 68: *PO Open Purchase Order Report*

Requisition Report

If you want to view your requisitions, including those that have been approved, you can run the Requisition Report. You can choose from several sort and filter options to tailor the report to your needs. This report gives you all the information you would find on the Open Purchase Order Report.

PO Requisition Report

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Req Number	Created Date	Expected Date	Total Expected	Total Received	Total Invoiced	Total Remaining
PO 0000001479	06/20/2017	06/28/2017	$1,130.00	$0.00	$0.00	$0.00

Description: **Buyer:** Main Buyer

Vendor Number: LITERARY CLASSICS **Vendor Contact:** Sam Connolly

Ship Via:		**Sales Tax:**	6.0000%	**Estimated Discount:**	$33.90	**Actual Discount:**	$0.00
Freight Type:	Prepaid	**Purchase Disc:**	3.0000%	**Estimated Freight:**	$0.00	**Actual Freight:**	$0.00
Drop Ship:	No	**Payment Disc:**	0.0000%	**Estimated Tax:**	$65.77	**Actual Tax:**	$0.00
Buyer:	MBUYER	**Status**	Pending	**Approver:**			

Line #	Type	Stock # / GL Acct / Cost Code		Location	Vendor Stock #	Description
					Expected	
1	Inventory	CHAUCER COLLECTION		MAIN	CHAUCER COLLECTION	Collection of Chaucer's tales
		Ordered: 06/13/2017	**Quantity:**		3.0000	
			Unit Cost:		$34.0000	
		Tax/Discount: Yes / Yes	**Extended:**		$102.0000	
2	Inventory	SHAKESPEARE POETRY		MAIN	SHAKESPEARE POETRY	Collection of Shakespeare poet
		Ordered: 06/13/2017	**Quantity:**		5.0000	
			Unit Cost:		$200.0000	
		Tax/Discount: Yes / Yes	**Extended:**		$1,000.0000	
3	Inventory	ANNA KARE TRADE		MAIN	ANNA KARE TRADE	Anna Karenin trade test
		Ordered: 06/20/2017	**Quantity:**		4.0000	
			Unit Cost:		$7.0000	
		Tax/Discount: Yes / Yes	**Extended:**		$28.0000	

Figure 69: *PO Requisition Report*

Expected/Late Items Report

On this report, you can view items that are expected to arrive by a certain date or are past the date you expected them. You can choose to view all items that you are expecting or only items that are late. This provides a method for you to track the arrival dates for your orders and follow up on late shipments.

PO Expected Items Report

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Type	Expected Date	PO Number	Line	Expected Qty	Expected Cost	Extension
Stock # / GL Acct / Cost Code: AESOPS FABLE			**Description / Job-Phase:** Aesops Fables			
Inventory	12/23/2015	PO 0000001464	1	3.0000	$15.0000	$45.00
Location: EAST			**Vendor:** SHADY LEAF DISCOVERIES			
Stock # / GL Acct / Cost Code: ANNA KARE TR			**Description / Job-Phase:** Anna Karenin trade paper			
Inventory	12/23/2015	PO 0000001464	2	4.0000	$7.0000	$28.00
Location: MAIN			**Vendor:** SHADY LEAF DISCOVERIES			
Stock # / GL Acct / Cost Code: BEVERLY CLEA			**Description / Job-Phase:** BEVERLY CLEARY ANTHOLOGY			
Inventory	12/23/2015	PO 0000001464	3	1.0000	$20.0000	$20.00
Location: EAST			**Vendor:** SHADY LEAF DISCOVERIES			
Stock # / GL Acct / Cost Code: POE CLASSICS			**Description / Job-Phase:** volume of Poe classics			
Inventory	12/23/2015	PO 0000001464	4	1.0000	$40.0000	$40.00
Location: MAIN			**Vendor:** SHADY LEAF DISCOVERIES			
Stock # / GL Acct / Cost Code: POETRY ANTHO			**Description / Job-Phase:** Anthology of American Poetry			
Inventory	12/23/2015	PO 0000001464	5	2.0000	$25.0000	$50.00
Location: EAST			**Vendor:** SHADY LEAF DISCOVERIES			

Totals:

Expected Quantity: 11.0000 **Average Cost:** $16.6364 **Extended Cost:** $183.00

Figure 70: *PO Expected Items Report*

Vendor Performance Report

The Vendor Performance Report shows detailed information about the variance between information entered on the purchase order and the actual values after the order was received from the vendor. For example, you can view the estimated costs, expected dates, and quantities of the items ordered compared to the actual costs, dates received, and quantities received. This lets you compare vendors to ensure you are ordering from the vendor that best meets your needs. This report does not display direct expense line items.

PO Vendor Performance Report

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Vendor Number: LITERARY CLASSICS

Stock Number / Description	PO Number		Qty Received / Ordered	Expected Cost / Expected Date	Received Cost / Received Date	Cost Variance / Days Variance
AESOPS FABLES	PO 0000001451		3.0000	$45.0000	$45.0000	$0.0000
Aesops Fables			12/14/2015	12/29/2015	12/17/2015	-12
Location: EAST					Turnaround Days:	3
AESOPS FABLES		Avg. Turnaround:	3.0	Total Cost Var:	$0.0000	Avg. Days Var: -12.0
BOOKENDS-THINKER	PO 0000001450		5.0000	$275.0000	$275.0000	$0.0000
Bookends Thinker			12/10/2015	12/29/2015	12/14/2015	-15
Location: MAIN					Turnaround Days:	4
BOOKENDS-THINKER		Avg. Turnaround:	4.0	Total Cost Var:	$0.0000	Avg. Days Var: -15.0
MACBETH	PO 0000001451		2.0000	$10.0000	$10.0000	$0.0000
Macbeth mass market			12/14/2015	12/29/2015	12/17/2015	-12
Location: MAIN					Turnaround Days:	3
MACBETH		Avg. Turnaround:	3.0	Total Cost Var:	$0.0000	Avg. Days Var: -12.0

Figure 71: *PO Vendor Performance Report*

History Report

Use the History Report to view the history of items ordered through Purchase Order. You can view completed, partially received, or deleted purchase orders.

PO Purchase Order History Report

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PO Number: PO 0000001464

Vendor: SHADY LEAF DISCOVERIES

Buyer: Mark Smith -- Card and Gifts Buyer Paid Out: No Completed: No

PO Date: 12/23/2015 Sales Tax: 6.0000% Freight Type: Prepaid

Exp Date: 12/23/2015 Purchase Disc: 0.0000% Ship Via:

Subtotal: $183.00
Total Purchase Discount: $0.00
Total Freight: $0.00
Total Sales Tax: $0.00
PO Total: $183.00

Line # / Description / Job-Phase	Stock # / GL Acct / Cost Code	Location	Qty Received	Qty Invoiced	Vendor Stock # / Landed Ext Amt	Tax	Discount / Actual Cost	Ordered	Expected / Extended Receive
1	AESOPS FABLES	EAST				No	No	12/23/2015	12/23/2015
Aesops Fables			12.0000	12.0000	$0.00		$15.00		$180.00
2	ANNA KARE TRADE	MAIN				No	No	12/23/2015	12/23/2015
Anna Karenin trade paper			2.0000	2.0000	$0.00		$7.00		$14.00
3	BEVERLY CLEARY	EAST				No	No	12/23/2015	12/23/2015
BEVERLY CLEARY ANTHOLOGY			1.0000	1.0000	$0.00		$20.00		$20.00
4	POE CLASSICS	MAIN				No	No	12/23/2015	12/23/2015
volume of Poe classics			1.0000	1.0000	$0.00		$40.00		$40.00
5	POETRY ANTHOLOGY	EAST				No	No	12/23/2015	12/23/2015

Figure 72: *PO Purchase Order History Report*

Recurring Purchase Order Report

If you want to view all or just some of the recurring orders that you set up, you can run the PO Recurring Purchase Order Report. In the **PO Set Up Recurring Purchase Orders** window, select the **Print Report** button from the window or the **Options** slide-out menu. For information on setting up recurring orders, see “Creating a Recurring Purchase Order” on page 79.

PO Recurring Purchase Order Report

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Frequency	PO Number	Buyer	Department	Vendor Number
10TH	PO 00000000000000004	BUYER	PODEPT	SOURCE TEXTS

Freight Type: Prepaid Drop Ship: No Sales Tax: 0.0000% Discount: 0.0000% Vendor Contact: Ashley Dawn

Line #	Stock # / GL Acct / Description	Location / Tax/Discount	Vendor Stock # / Quantity	Unit Cost	Extended
1	ANTIQUE PEN SET Antique Plated Pen Set - Black	MAIN No/No	5.00	19.00	95.00

Subtotal:	95.00
Total Purchase Discount:	0.00
Total Freight:	0.00
Total Sales Tax:	0.00
PO Total:	95.00

Frequency	PO Number	Buyer	Department	Vendor Number
10TH	PO 00000000000000011	MBUYER	PODEPT	SHADY LEAF DISCOVERIES

Freight Type: Prepaid Drop Ship: No Sales Tax: 0.0000% Discount: 0.0000% Vendor Contact: Nathaniel Matthews

Line #	Stock # / GL Acct / Description	Location / Tax/Discount	Vendor Stock # / Quantity	Unit Cost	Extended
1	BACK TO SCHOOL KIT Classics	MAIN No/No	BACK TO SCHOOL KIT 2.00	75.00	150.00

Subtotal:	150.00
Total Purchase Discount:	0.00
Total Freight:	0.00
Total Sales Tax:	0.00
PO Total:	[illegible]

Figure 73: *PO Recurring Purchase Order Report*

Generating a List of Pre-issued Purchase Order Numbers

If you want to see a list of pre-issued purchase order numbers, you can run the Pre-issue Purchase Orders Report. To run this report, select **Options** > **View a List of Pre-issued Purchase Orders** from the navigation pane and in the window that appears, select the **List** radio button. You can then sort the report by PO Number, Buyer, or Vendor.

PO Pre-Issue Purchase Orders Report

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PO Number	Buyer	Issue Date	Vendor Number	PO Date
PO 0000001450	MPS	12/01/2015	LITERARY CLASSICS	12/10/2015
PO 0000001451	MPS	12/01/2015	LITERARY CLASSICS	12/14/2015
PO 0000001452	MPS	12/01/2015	JOY'S UNIQUE BOOK SUPPLIES	12/12/2015
PO 0000001453	MPS	12/01/2015	TEXTBOOK HUT	12/11/2015
PO 0000001454	MPS	12/01/2015	SHADY LEAF DISCOVERIES	12/15/2015
PO 0000001455	MPS	12/01/2015		
PO 0000001456	MPS	12/01/2015		
PO 0000001457	MPS	12/01/2015		
PO 0000001458	MPS	12/01/2015		
PO 0000001459	MPS	12/01/2015		
PO 0000001460	MPS	12/01/2015		
PO 0000001461	MPS	12/01/2015		
PO 0000001462	MPS	12/01/2015		
PO 0000001463	MPS	12/01/2015		
PO 0000001464	MPS	12/01/2015		
PO 0000001465	MPS	12/01/2015		
PO 0000001466	MPS	12/01/2015		

Figure 74: *PO Pre-Issue Purchase Orders Report*

Printing Purchase Orders and Requisitions

You can print purchase orders and requisitions after you save them or you can print them individually as you go. You can also reprint orders that were previously printed. To print purchase orders as you enter each one, see “Printing a Purchase Order” on page 50. To print requisitions as you enter each one, see “Printing Requisitions” on page 61.

If you defined a custom report for this window in Controller, you can select the **Use a custom report** check box and then choose the custom report you want to run from the drop-down. See the Controller guide for more information on setting up custom reports.

You can add fields to preprinted purchase orders through Crystal Reports®. See the Crystal Reports documentation for information on how to do this.

To print purchase orders and requisitions:

1 Select **Purchasing Tasks** > **Print Purchase Orders** from the left navigation pane.

- or -

If you’re in the Entry window, select **Print Any PO** from the **Options** slide-out menu.
The **PO Print Purchase Orders/Requisitions** window will open.

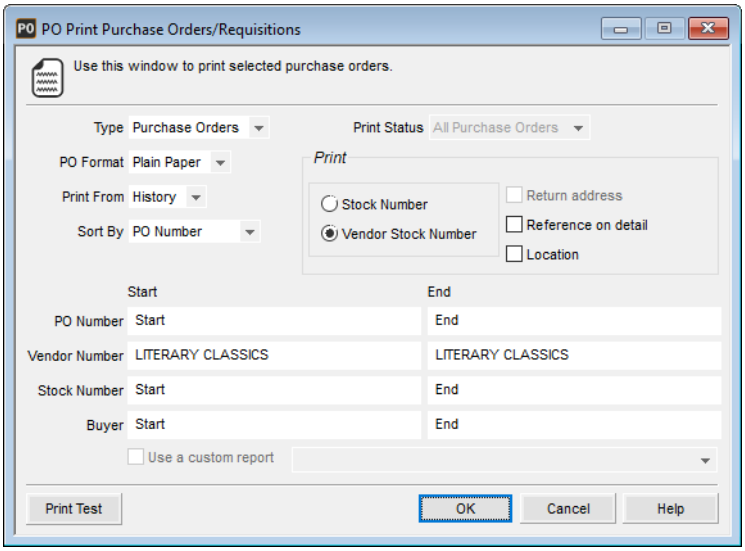

Figure 75: *PO Print Purchase Orders/Requisitions window*

2 From the **Type** drop-down, select if you want to print purchase orders or requisitions.

3 If you are printing purchase orders, select if you want to print orders from the open batch or the history batch. Requisitions only print from the open batch (approved requisitions become purchase orders).

4 If you are printing from the open batch, choose from the **Print Status** drop-down whether you want to print previously printed, not yet printed, or all orders.

5 From the **PO Format** drop-down, choose if you want to print the orders on plain paper or use preprinted forms.

6 Use the filter ranges to define the orders you want to print.

7 When you are ready to print, click **OK**.

For detailed information about the options in this window, click the **Help** button.

Troubleshooting: Working with Reports in Purchase Order

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the Documentation section of our Customer Service Center at https://service.cougarmtn.com/documentation/ before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
When I try to print a report, it continually goes straight to the printer, but I want to view it first.	You need to modify the module preferences settings for printing. Select **Options** > **Set up the Module Preferences** from the navigation pane. On the **Print Options** tab, make sure the **Edit** check box is checked. This allows you to select from sending the print job to the printer, to a file, or viewing it on the screen.

Chapter

8

Quick Access in Purchase Order

Shortcut Keys

Quick Access Bar

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Because there are many different tasks that buyers complete when they enter and receive purchase orders, it can be helpful to know shortcuts and quick entry options in the entry windows.

Shortcut Keys

These are the various shortcut keys that are available with the Purchase Order module in Denali. Some of the shortcuts are also used in other modules, but the following information is tailored to the purchasing and receiving processes. If all modules are not installed and integrated, some options might not be available.

Window Navigation: Purchasing

You can use these shortcut keys to quickly move throughout the purchasing window.

Navigate To	Shortcut Keys
PO # / Recurring PO #	F5
Vendor / Shipping Information	SHIFT + F6
Ship To Button	ALT + S
Header Information	SHIFT + F5
Detail Information	SHIFT + F4

Purchasing Shortcuts

The shortcut keys in this table provide a quick way to enter various aspects of the transaction. The shortcuts are organized according to their location in the PO Enter Purchase Orders or PO Set Up Recurring Purchase Orders window and which box/field the cursor is in.

You can also use the right-click button on your mouse to bring up a menu that contains many of the most commonly-used functions, including adding items, comments, and discounts to your transaction (see “Right-Click Menu for Purchasing” on page 103).

To	Shortcut Key
Retrieve a purchase order or recurring order	CTRL + P
Open the Purchase Order Lookup in the header section	F5
Create a new purchase order or recurring order	CTRL + N
Log Off/On Buyer	CTRL + L
Access the online help	ALT + H or F1
Open the Inventory Lookup in the detail grid and set the line type to *Inventory*	F5

To	Shortcut Key
Open the **PO Comment Codes** window and add a comment	ALT + F5
Open the **PO Enter Purchase Order Comments** window and add/modify a comment	ALT + F6
Set the line type in the detail grid to *Direct Expense* and open the GL Master Lookup	ATL + F7
Delete the current purchase order or recurring order	CTRL + D
Print the current purchase order or recurring order	CTRL + Y
Save the current purchase order or recurring order	CTRL + S
Exit the entry window	CTRL + X

Right-Click Menu for Purchasing

When you work with items in the detail section of the window, you can use the right-click menu to expedite certain tasks. Place the mouse over the line item with which you want to work and right-click. On the menu that appears, there are several options from which to choose specific to purchasing items.

Menu Option	Function
Insert Inventory Item	This option inserts an inventory-type line item above the detail line from which the menu was accessed. Then the **IN Available Inventory Lookup** window opens from which you can select the stock item to add to the purchase order.
Insert Direct Expense Item	This option inserts a direct expense-type line item above the detail line from which the menu was accessed. Then the **GL Account Lookup** window opens from which you can select the general ledger account to add to the purchase order.
Insert Blank Line	This option inserts a blank line item above the detail line from which the menu was accessed.
Edit Comment	This option is only available when you click on a comment-type line item and it opens the **PO Enter Purchase Order Comments** window in which you can edit the selected comment.
Delete Comment	This option is only available when you click on a comment-type line item and it deletes the selected comment.
Insert Comment	This option opens the **PO Enter Purchase Order Comments** window in which you can enter a new comment.
Insert Comment Code	This option opens the **PO Comment Codes Lookup** window from which you can select a predefined Comment Code to add to the purchase order.
Cut Row	This option is only available when you click on a detail line containing content and it removes the line from the purchase order and stores it in the clipboard to paste.

Menu Option	Function
Copy Row	This option is only available when you click on a detail line containing content and it copies the line and stores it in the clipboard to paste.
Paste Row	This option is available when you click on any detail line (with content or blank) and it pastes the content from the clipboard into the purchase order.
Delete Row	This option is only available when you click on a detail line containing content and it removes the line from the purchase order and the content cannot be recovered.
Save and Print Purchase Order	This option saves the current purchase order, and then opens the **PO Print/Reprint Purchase Orders** window from which you can print the current purchase order.
Save Purchase Order	This option saves the current purchase order, and then refreshes the window so you can enter another order.

Window Navigation: Receiving

You can use these shortcut keys to quickly move through the receiving window.

Navigate To	Shortcut Keys
Receiving Information	SHIFT + F5
Detail Information	SHIFT + F4
Invoice Information	SHIFT + F2
Estimated Landing Information	SHIFT + F3
Print Labels Button	CTRL + R
Print Edit Report Button	CTRL + P

Receiving Transactions

The shortcut keys indicated in this table provide a quick way to enter the various aspects of the transaction. The shortcuts are organized according to their location in the PO Receive Items window and which box/field the cursor is in.

You can also use the right-click button on your mouse to bring up a menu that contains many of the most commonly-used functions, including adding items, comments, and discounts to your transaction (see “Right-Click Menu for Receiving” on page 105).

To	Shortcut Key
Retrieve transaction	CTRL + T
Open the Purchase Order Lookup	F5
Create a new receiving transaction	CTRL + N

To	Shortcut Key
Log Off/On Buyer	CTRL + L
Access the online help	ALT + H or F1
Delete the current receiving transaction	CTRL + D
Print stock item labels	CTRL + R
Print the Receiving Edit Report for the items in the current batch	CTRL + P
Save the current receiving transaction	CTRL + S
Exit the receiving window	CTRL + X

Right-Click Menu for Receiving

When you work with items in the detail section of the window, you can use the right-click menu to expedite certain tasks. Place the mouse over the line item with which you want to work and right-click. On the menu that appears, there are several options from which to choose specific to receiving and/or invoicing items.

Depending on the transaction type you select in this window, some options might be disabled. Also, depending on the remaining quantity to receive or invoice, certain options are not applicable and are unavailable.

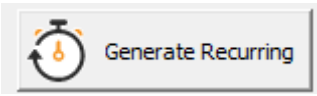
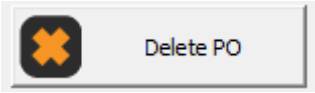
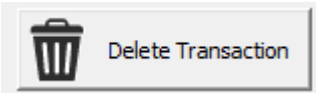
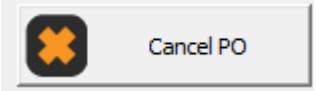
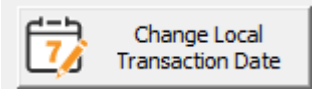
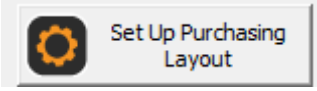
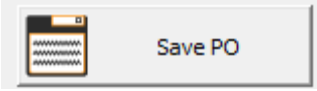
Menu Option	Function
Receive All	This option zeros out the **Quantity Remaining** field for the selected line item in the purchase order and adds the remaining quantity to the **Quantity Received/Returned** field.
Receive None	This option zeros out the **Quantity Received/Returned** field for the selected line item in the purchase order and adds the amount to the **Quantity Remaining** field.
Invoice All	This option zeros out the **Received and Not Invoiced** field for the selected line item in the purchase order and adds the amount to the **Quantity to Invoice** field.
Invoice None	This option zeros out the **Quantity to Invoice** field for the selected line item in the purchase order and adds the amount to the **Received and Not Invoiced** field.
Reset Line Item	This option zeros out the **Quantity Received/Returned** field for the selected line item in the purchase order and adds the amount to the **Quantity Remaining** field. Also, this option zeros out the **Quantity to Invoice** field for the selected line item and adds the amount to the **Received and Not Invoiced** field.
Edit Serial Numbers	This option is only available when the menu is accessed for a serialized inventory line item. This option opens the **PO Receive Serialized Items** window in which you can assign or remove serialized items from inventory.

Quick Access Bar

This bar is located on the left-hand side of the PO Enter Purchase Orders, PO Set Up Recurring Purchase Orders, and PO Receive Items windows. Many of the features used during transaction entry can be accessed from this bar. When you click on one of the bar options, a slide-out menu appears with various choices. You can keep a slide-out open by clicking on the pin, or thumbtack, button. When you are finished with the slide-out, you can close it by clicking the **X**. The information in this section assumes all modules are installed and integrated. If this is not the case, some options might not be available.

Quick Access Options

The options on this slide-out menu change depending on whether you are in the PO Enter Purchase Orders, PO Enter Requisitions, PO Set Up Recurring Purchase Orders, or PO Receive Items windows. The slide-out contains various options for handling the transaction as well as setting up the layout or printing a purchase order. Also, some options are only available after you select a purchase order with which to work.

Menu Button	Function
	This button opens the **PO Recurring Purchase Order Lookup** window from which you can select a purchase order to generate.
	This button deletes the currently open purchase order from the system, provided you have security rights to do so. If you are in the recurring batch, this button reads **Delete Recurring**.
	This button is accessed from the Receive Items window and deletes the currently open transaction from the system. The purchase order will still be available in the last saved state.
	This button is accessed from the Receive Items window and cancels any remaining items on the purchase order and marks it as complete. Items that were previously received and posted will remain in Inventory.
	This button opens the **PO Change Local Transaction Date** window in which you can modify the current date used for the Purchase Order module only.
	This button opens the **PO Set Up Purchasing/Receiving Layout** window through which you can set up or modify the layout of the entry windows. You can modify any layout code, but you will only see changes to the layout you are currently logged in with.
	This button saves the currently open purchase order and refreshes the window so that you can enter another order. If you have a recurring order in view, this button reads **Save Recurring**.

Menu Button	Function
Print Any PO	This button opens the **PO Print / Reprint Purchase Orders** window through which you can print/reprint a single purchase order or range of orders.
Print Edit Report	This button opens the **PO Receiving Edit Report** or **PO Purchasing Edit Report** window defaulted to the information for the current batch.
Print Labels	This button opens the **PO Receiving Labels** window defaulted to the information for the selected receiving transaction. This button is only available if Inventory is installed and integrated with Purchase Order. It is not available for *Invoice Only* transaction types.
Print Receiving Report	This button opens the **PO Receiving Report** window defaulted to the information for the current batch.

Quick Access History

The options on this slide-out menu change depending on whether you are in the PO Enter Purchase Orders or PO Set Up Recurring Purchase Orders windows and only appear if Accounts Payable and Purchase Order are integrated and a vendor is selected. The slide-out contains options to view different aspects of history for the selected vendor.

Menu Button	To View
Financial Information	This button displays the selected vendor's financial information in the upper section of the window.
Purchase History	This button opens the **PO Purchase History** window in which you can view past purchases from the selected vendor and choose to add them to the current order.
Vendor Transaction History	This button opens the **PO Vendor Transaction History** window in which you can view a running transaction history for the selected vendor.

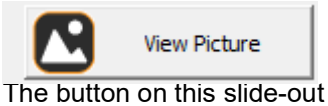
Quick Access Notes

You can use the options on this slide-out menu to view or include various information about a vendor, purchase order, or stock item. This might be important if, for instance, you have a stock item that is continually on back order from the selected vendor. In the Inventory notes, you could indicate this information to alert management.

Menu Button	To View or Enter
PO Notes	This radio button shows any existing notes for the selected purchase order and allows you to add or edit a note.
Vendor Notes	This radio button shows any existing notes for the selected vendor and allows you to add or edit a note. This option is only available if integrated to Accounts Payable.
Inventory Notes	This radio button shows any existing notes for selected line item and allows you to add or edit a note. This option is only available if integrated to Inventory.
Time Stamp	This button adds the time to the note that includes the hour, minute, and second.
Text Search	This button opens the **PO Search Notes** window through which you can search existing notes.
Find Next	This button allows you search for all occurrences of the selected text in existing notes.

Quick Access Picture

Depending on how the system is set up, you might have the option to view pictures of stock items.



The button on this slide-out opens the **IN Image Viewer** window which displays a larger view of the stock item selected in the detail grid. This option is only available if the stock item has a picture associated with it.

Chapter

9

Additional Resources

Purchase Order Calculations

Formatting User-Defined Fields

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These additional resources are provided to better aid you with issues that might occur in Denali. Refer to the sections in this chapter for explanations of the detailed calculations and how to format user-defined fields.

Purchase Order Calculations

This section provides detailed explanations of the calculations used in the various fields in the PO Enter Purchase Orders and PO Receive Items windows. These calculations work behind the scenes and are complex in nature. Because of this, we provide this information as a troubleshooting aid when you have a figure that appears incorrect when in a purchase order.

Entering Calculations: Subtotals/Totals Fields

The table in this section reflects the fields in the Totals section of the PO Enter Purchase Orders window that use calculations. For information on using the fields in the entering window, select the **Help** button.

Detail Field	Calculation Used
Subtotal	Sum of all Extended detail fields for Inventory and Direct Expense line types
Total Tax	Sum of the sales tax for all detail lines with the **Taxable** check box checked
Total Discount	If a Percent discount: (Extended sum for all discountable line items) * (Discount Amt) If a Dollar discount: equals the amount in the **Discount Amt** field
Total Freight	Equals the amount in the **Freight Amt** field
PO Total	Subtotal - Total Discount + Total Tax + Total Freight

Receiving Calculations: Detail Fields

The table in this section reflects the fields in the Detail Information section of the PO Receive Items window that use calculations. For information on using the fields in the receiving window, select the **Help** button.

Detail Field	Calculation Used
Extended Invoice	Qty Invoiced * Actual Cost of the line item
Inv. Unit Discount	Inv. Ext. Discount / Quantity to Invoice

Detail Field	Calculation Used
Inv. Ext. Discount	If a Percent discount and the **Purchase Discount** field in the **Invoice Information** section is unedited: (Extended Invoice amount for the line item) * (Discount Amt percentage from the original purchase order) If a Dollar discount or if recalculating after the **Purchase Discount** field in the **Invoice Information** section is edited: (Extended Invoice / Extended Invoice subtotal of all items with the **Discount** check box checked) * (Purchase Discount)
Inv. Unit Tax	Inv. Ext. Tax / Quantity to Invoice
Inv. Ext. Tax	If the **Tax** field in the **Invoice Information** section is unedited: (Extended Invoice - Inv. Ext. Discount) * Sales Tax % from the original purchase order If the **Tax** field in the **Invoice Information** section is edited: (Extended Invoice - Inv. Ext. Discount / ((Extended Invoice subtotal of all items with the **Taxable** check box checked)-(Inv. Ext. Discount subtotal of all items)) * (**Tax** field in the **Invoice Information** section)
Inv. Unit Freight	Inv. Ext. Freight / Quantity to Invoice
Inv. Ext. Freight	(Extended Invoice / Extended Invoice subtotal of all items with the **Apply Freight** check box checked) * (**Freight** field in the **Invoice Information** section)
Extended Receive	For *Receive Only* transactions: Quantity Received/Returned of the line item * Estimated Actual Cost of the line item For *Receive and Invoice* transactions: Quantity Received/ Returned of the line item * Actual Cost of the line item
Land Unit Tax	Land Ext. Tax / Quantity Received/Returned
Land Ext. Tax	If the **Landed Tax** field in the **Estimated Landing Information** section is unedited): (Extended Receive - Land Ext. Discount) * Sales Tax % from the original purchase order. If the **Landed Tax** field in the **Estimated Landing Information** section is edited: ((Extended Receive - Land Ext. Discount) / ((Extended Receive sum of all items with the **Taxable** and the **Land Item** fields checked in the original purchase order) - (Land Ext. Discount subtotal of all items)) * (**Landed Tax** field in the **Estimated Landing Information** section))
Land Unit Discount	Land Ext. Discount / Quantity Received/Returned

Detail Field	Calculation Used
Land Ext. Discount	If a Percent discount and the **Landed Purchase Discount** field in the **Estimated Landing Information** section is unedited: (Extended Receive amount for the line item) * (Discount Amt percentage for the original purchase order) If a Dollar discount or if recalculating after the **Landed Purchase Discount** field in the **Estimated Landing Information** section is edited: (Extended Receive / Extended Receive subtotal of all items with the **Discount** check box checked) * (**Landed Purchase Discount** field in the **Estimated Landing Information** section)
Land Unit Freight	Land Ext. Freight / Quantity Received/Returned
Land Ext. Freight	(Extended Receive / Extended Receive sum of all items with the **Apply Freight** and **Land Item** fields checked in the original purchase order) * (**Landed Freight** field in the **Estimated Landing Information** section)
Landed Unit Cost	Landed Ext. Cost / Quantity Received/Returned
Landed Ext. Cost	Extended Receive + Land Ext. Tax - Land Ext. Discount + Land Ext. Freight

Receiving Calculations: Landing Fields

The table in this section reflects the fields in the Estimated Landing Information section of the PO Receive Items window that use calculations. For information on using the fields in the receiving window, select the **Help** button.

Landing Field	Calculation Used
Landed Purchase Discount	If a Percent discount, then the Land Ext. Discount sum for all discountable line items with **Land Item checked** shows in this field If a Dollar discount, then one of these three outcomes occurs: • If *B* is less than or equal to zero, then the Landed Purchase Discount is zero • If *A* is less than *B*, then the Landed Purchase Discount equal *A* • If *A* is greater than *B*, then the Landed Purchase Discount equals *B* *A* = (Extended Receive sum for all discountable line items with **Land Item** checked) / (Sum for all discountable line items with **Land Item** checked ((Quantity Received/Returned + Quantity Remaining + Quantity already posted) * (Estimated Actual or Actual Cost))) * (Discount Amt field from the original purchase order) *B* = (**Discount Amt** field from the original purchase order) - Total Landed Purchase Discount already posted for the purchase order)
Landed Tax	(Extended Receive sum for all Taxable line items with **Land Item** checked) - (Extended Discount sum for all Discountable line items with Discount checked) * (Sale Tax% from original purchase order)
Landed Freight	Depending on the amount, one of these three outcomes occurs: • If *B* is less than or equal to zero, then the Landed Freight is zero • If *A* is less than *B*, then the Landed Freight equal *A* • If *A* is greater than *B*, then the Landed Freight equals *B* *A* = (Extended Receive sum for all discountable line items with **Land Item** checked) / (Sum for all discountable line items with **Land Item** checked ((Quantity Received/Returned + Quantity Remaining + Quantity already posted) * (Estimated Actual or Actual Cost))) * (Freight Amt field from the original purchase order) *B* = (**Freight Amt** field from the original purchase order) - (Total Landed Freight already posted for the purchase order)

Receiving Calculations: Invoicing Fields

The table in this section reflects the fields in the Invoice Information section of the PO Receive Items window that use calculations. For information on using the fields in the receiving window, select the **Help** button.

Detail Field	Calculation Used
Early Payment Discount	(Subtotal - Total Discount) * (Discount percentage as defined in the **AP Vendors** window)
Purchase Discount	If a Percent discount: (Extended Invoice sum for all discountable line items) * (Discount Amt percentage from the original purchase order) If a Dollar discount, one of these three outcomes occurs: • If *B* is less than or equal to zero, then the Purchase Discount is zero • If *A* is less than *B*, then the Purchase Discount equal *A* • If *A* is greater than *B*, then the Purchase Discount equals *B* *A* = (Extended Invoice sum for all discountable line items) / (Sum of all discountable line items (Received and Not Invoiced + Quantity Invoiced + Quantity already invoiced) * (Actual Cost))) * (Discount Amt field from the original purchase order) *B* = (**Discount Amt** field from the original purchase order) - Total Purchase Discount already posted for the purchase order)
Tax	(Sales Tax %) * (Extended Invoice sum for all Taxable line items) - (Extended Discount sum for all Discountable line items)
Freight	Depending on the amount, one of these three outcomes occurs: • If *B* is less than or equal to zero, then the Freight is zero • If *A* is less than *B*, then the Freight equal *A* • If *A* is greater than *B*, then the Freight equals *B* *A* = (Extended Invoice sum for all discountable line items) / (Sum for all discountable line items (Received and Not Invoiced + Quantity Invoiced + Quantity already invoiced) * (Actual Cost))) * (Freight Amt field from the original purchase order) *B* = (**Freight Amt** field from the original purchase order) - (Total Freight already posted for the purchase order)

Receiving Calculations: Subtotals/Totals Fields

The table in this section reflects the fields in the Totals section of the PO Receive Items window that use calculations. For information on using the fields in the receiving window, select the **Help** button.

Detail Field	Calculation Used
Subtotal	If an *Invoice Only* or *Receive and Invoice* transaction: (Sum of all items (Quantity to Invoice * Actual Cost)) If *Receive Only* transaction: (Sum of all items (Extended Receive))
Invoice Total	Subtotal - Total Discount + Total Tax + Total Freight
Receive Total	Subtotal - Landed Discount + Landed Tax + Landed Freight

Formatting User-Defined Fields

To change the default of how a user-defined field is going to appear in the entry screens, you need to format it. Numeric fields allow a maximum of 11 digits with 4 decimals. Text fields have a default of 50 characters (30 in Payroll), but can be modified by the number you enter in the **Size** field. Date fields allow caption entry only—the date format is already specified. The characters used to create user-defined formats are listed in the table provided here.

Formatting Character	Description	Results
. (period)	Decimal placeholder	Determines how many digits are displayed to the left and right of the decimal separator. The actual character used is the one specified as the decimal placeholder in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
, (comma)	Thousand separator	Separates thousands from hundreds within a number that has four or more places to the left of the decimal separator. The actual character used is the one specified as the thousands separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
: (colon)	Time separator	Separates time elements, such as hour:minute:second. The actual character used is the one specified as the time separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.
/ (slash)	Date separator	Separates date elements such as day/month/year. The actual character used is the one specified as the date separator in the international settings in the Control Panel. This character is treated as a literal for masking purposes.

Formatting Character	Description	Results
#	Digit placeholder	Displays a digit (0-9). For example, ####.## accepts *1234.12*.
A	Alphanumeric placeholder	Displays an alphanumeric character (a-Z and 0-9) and is required.
?	Alphabetic placeholder	Displays an alphabetic character (a-Z) and is optional.
>	Alphabetic placeholder, but forces uppercase characters (A-Z)	All characters are displayed in uppercase format.
<	Alphabetic placeholder, but forces lowercase characters (a-z)	All characters are displayed in lowercase format.
&	Character placeholder	Valid values are ANSI characters in the following ranges: 32-126 and 128-255 and is required.
\	Displays the next character in the format string	Many characters in the format expression have a special meaning and can't be displayed as literal characters unless they are preceded by a backslash. The backslash itself is not displayed. Note that two backslashes must be used in string literals to accommodate for the fact that this is also treated as an escape character for ANSI/ISO string formatting.

A

Accounting Period The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.

Batch Processing A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.

Batch Status The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.

Batch Type Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.

Benefit Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

c

CMS Date The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.

Cash Basis of Accounting The practice of recording revenue when received in cash and recording expenses when they are paid in cash.

Cash Flow Statement A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.

Cash Key An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.

Chart of Accounts A list of the general ledger accounts and corresponding account numbers used to record the events of a business.

Committed In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.

Consolidated Financial Statements Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).

Contra Account A ledger account which is deducted from a related account.

Contra-Asset Account An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.

Contra-Liability Account An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.

Cost Activity In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.

Cost Code In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.

Credit An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.

Credit Memo A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.

Debit A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.

Deduction Amount deducted from pre-tax or after-tax wages.

Default A value automatically placed in a data entry field that is saved unless it's overridden to a different value.

Department Code A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.

Detail Line Type The type of transaction item entered on a particular line of a transaction document.

Discount Code A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.

Double-Entry Accounting System A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From An asset account that indicates the amount of deposits held in another account.

Due To A liability account that indicates the amount payable to another account.

E

Earnings Wages, salary, or other compensation.

Edit Report A listing of entered but not posted transactions for checking the accuracy of the data entry work.

EFT Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).

EFTPS Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.

EIN Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.

Electronic Constants Method of saving data in a report format to submit the report electronically, rather than on paper.

Encumber Setting aside an amount as a planned expense or obligation.

Equity See *Owner's Equity*.

Expense The cost of goods or services used for the purpose of generating revenue.

Expense Allocation The process of allocating indirect expenses of a business among departments.

Extended Price The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.

FIFO Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.

Finished Good A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.

Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return.

Form 941 Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See Form 940).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities The claims against the assets of a business. The debts or financial obligations of a business.

LIFO Also known as “last in, first out” and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method The practice used to assign costs to inventory items sold.

W

W-2 Employee wage and tax statement, provided by the employer to the employee.

W-3 Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

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