



## **Purchase Order Processing Enhancements for V4.4**

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### **1. Additional Date**

#### **1.1. Standard & Scheduled Purchase Orders**

The new and amend purchase order programs will be amended to prompt for an additional date against each purchase transaction line (text with price, stock and sub-contract op). The transaction entry screen will be amended to prompt for the following date in addition to the standard Date Delivery Due.

- Promised Date

This date will be mandatory as it will be used by the standard Performance (KPI) report. When adding an order line the date will default to the entered Date Delivery Due and will be amendable by the user.

This change will not apply to return notes.

#### **1.2. Overdue Orders**

This new enquiry will be added to the Purchase Order maintenance, Enquiries menu. It will list all purchase order items that still have an outstanding quantity and have passed their Promised Date. There will options of Account sequence or Order Number sequence. Where the report is by Account there will be a further option of a single account or a range of accounts by Account Number.

The information displayed will be:

- Order Number
- Supplier
- Supplier Name
- Order Status
- Item & Description
- Quantities Ordered, Delivered, Matched and Invoiced
- Required Date
- Promised Date

#### **1.3. Display Order Status**

This enquiry will be modified to display the new Promised Date.

## 2. Inserting Purchase Order Lines

Currently purchase order lines are entered in the order in which the supplier expects to see the order lines on the printed documents. If a change is required, for example to insert an order line between line 4 and line 5 then both line 5 and all of the subsequent items must be deleted and then re-added to ensure that the required order is kept.

To overcome this problem, the user will be allowed to specify the sequence number of the item details being added. It is recommended that order items be added with sequence numbers increasing by 10 for each new item. Then up to 9 further items can be inserted between two of the original order lines.

### 2.1. New and Amend Order Entry

This applies to return notes, scheduled and standard purchase orders.

When entering a new order line, either from within new or amend order, the user will be prompted to enter the required sequence number. The sequence number must not be zero, can be up to a maximum of 9999 and must not already exist on the order being updated. The default sequence number will always be controlled by the new parameter (see point 2.2).

Note:

- When amending an item the user will not be allowed to amend the sequence number.
- The method of selecting items to delete or amend will not change.
- An 'order line' is taken to mean purchase order lines of type stock, text-with-price, sub-contracting op and text.
- Default sequence numbers will always start at the default increment (see point 2.2). The next order line will default to the last sequence number on the sales order plus the default increment.

If an order line is inserted before an existing order line, on accepting the new item, the program returns to the item browse screen. The items, including the new item, will be displayed on the screen in sequence number order.

All supplier facing documents, e.g. purchase order print will report purchase order line items in sequence number order.

### 2.2. Purchase Order Parameters

A new parameter to control the default increment in sequence number will be added to the Options screen. The user will be able to enter a value of between 1 and 100.

For example, entering 10 will default the sequence numbers in new order entry to 10, 20, 30 etc.

### 2.3. Display Order Status

This enquiry will be modified to show the order line sequence numbers.

### 3. Performance (KPI) Report

This new report will be added to the purchase order reports menu. It will compare actual delivery dates against the expected delivery dates. Information will be shown for items delivered on time, items delivered early and items delivered late providing they fall within the specified ranges.

The following selection options will be available:

1. A single account or a range of accounts - the range will automatically default to the first and last account numbers
2. All dates or a specified range of dates. Where all dates is selected the start date will default to 1 January 2000 and the end date will default to the last day of the current month. These dates cannot be edited.

The actual delivery information will be taken from the GRN details and the expected delivery details will be taken from the current purchase order item and schedule.

The following information will be reported:

Purchase Order Number  
Item Number & Description  
Expected Quantity  
Actual Quantity  
Actual Delivery Date  
Number of Days Late  
Number of Days Early

For standard orders, the expected delivery date will be the new Promised Date (see point 1.1). For scheduled orders the expected delivery date will be the existing drop due date.

This information will be grouped and printed within an account number and name heading.

Note:

- No delivery information will be included for purchase orders that have been deleted or archived.