proteus

mmx

Training/User Manual – Purchase Orders

3.8

eagle

TECHNOLOGY

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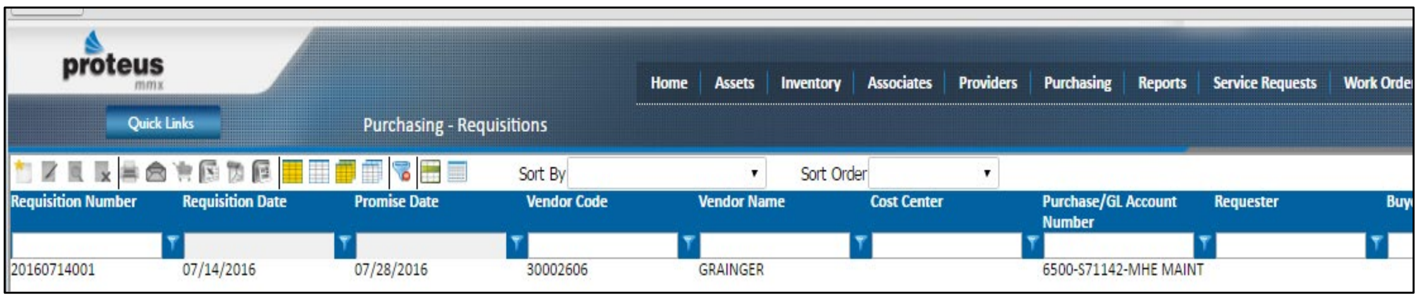
Requisitions

Overview

The Requisitions module in the *Purchasing* Functional Area is used to create, delete, or edit requisitions for parts and assets. Once a requisition is created, it can be issued a Purchase Order number, thus making it a purchase order.

> **Note**: Purchase Orders can also be created directly in the Purchase Order module. Where you create them depends on your company's purchase order process and your rights to Proteus MMX.

The Record Navigator displays a listing of the current requisitions. The fields listed in the Record Navigator are; Requisition Number, Requisition Date, Promise Date, Vendor Code, Vendor Name, Cost Center, Account Number, Requester, Buyer, and Grand Total.

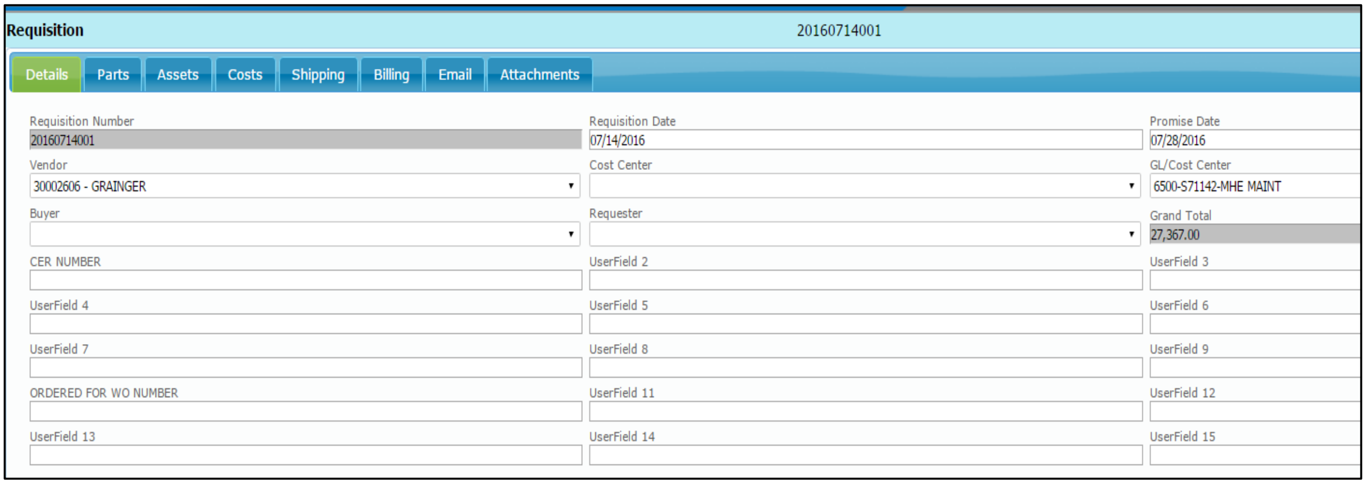


Record Navigator (Requisitions)

Details

The Details Tab consists of basic requisition fields. These fields are: Requisition Number, Vendor, Buyer, Requisition Date, Cost Center, Requester, Promise Date, Account, and Grand Total

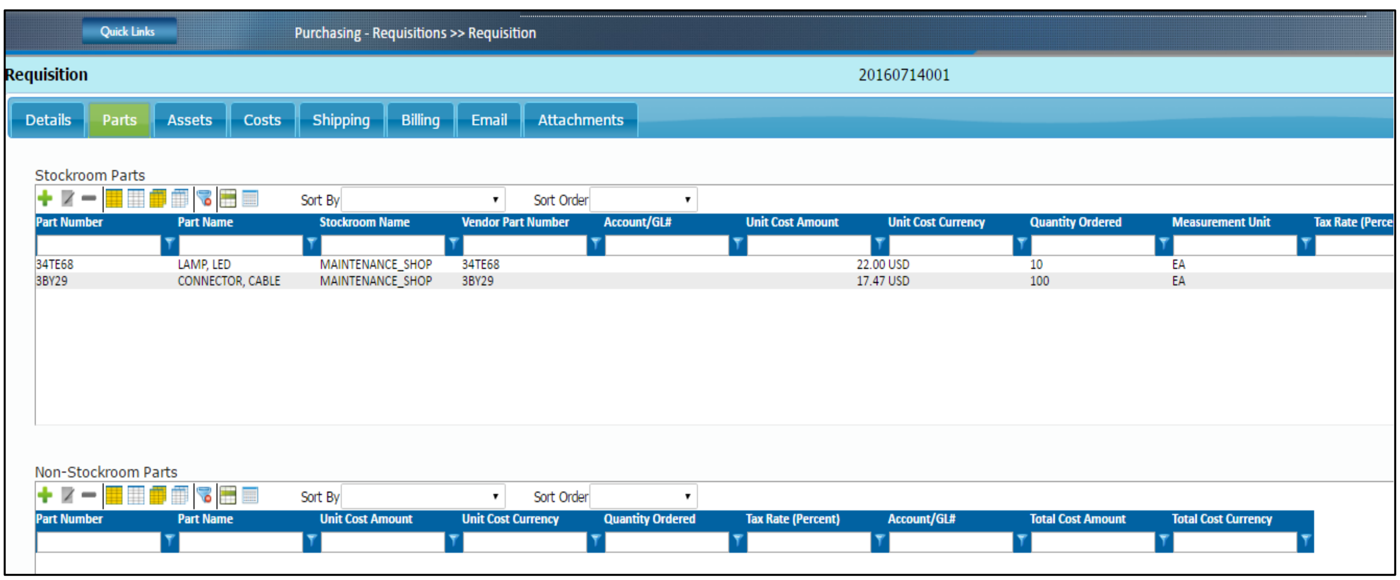
> **Note**: Vendor and Buyer are required fields in order to create a record. All other fields are optional with the default configuration.



Details Tab

Parts

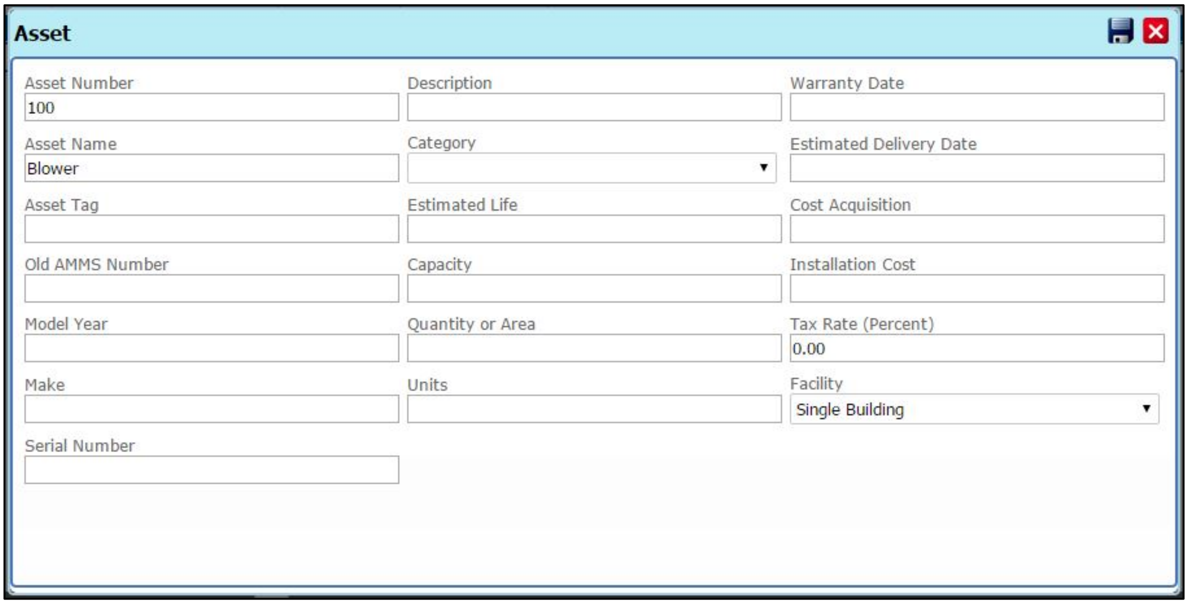
The Parts Tab consists of the parts that are being ordered and added to the requisition. These fields are Part Number, Part Name, Stockroom, Vendor Part Number, Account/GL#, Unit Cost, Quantity Ordered, Measurement Units, Total Quantity Required, Last Received Date, Tax Rate (Percent), and Total Cost.



Parts Tab

Assets

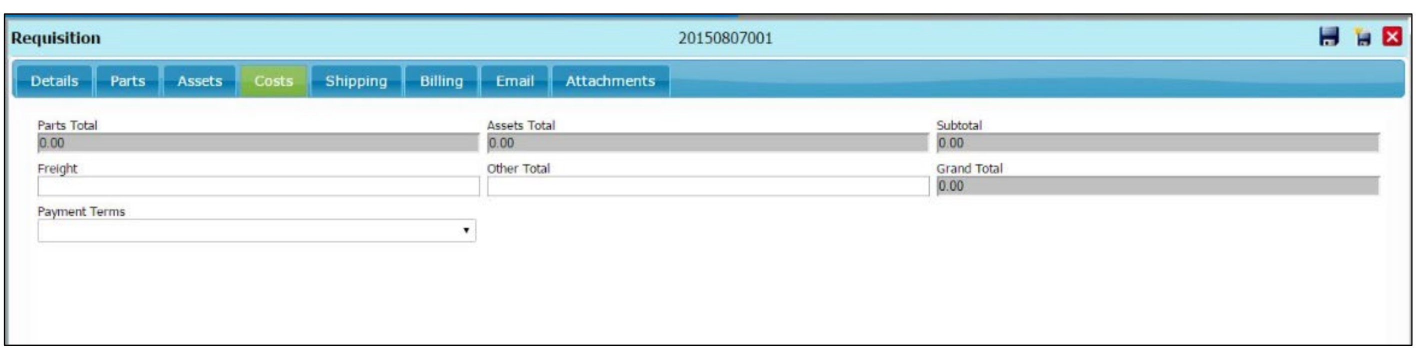
The Assets Tab consists of the assets that are being ordered and attached to the requisition. These fields are Asset Number, Asset Name, Asset Tag, Manufacturer, Model, Serial Number, Description, Category, Rating, Capacity, Weight, Warranty Date, Initial Cost, Estimated Delivery Date, Installation Cost, Tax Rate (Percent), and Total Cost. Assets are created after they are received.



Assets Tab

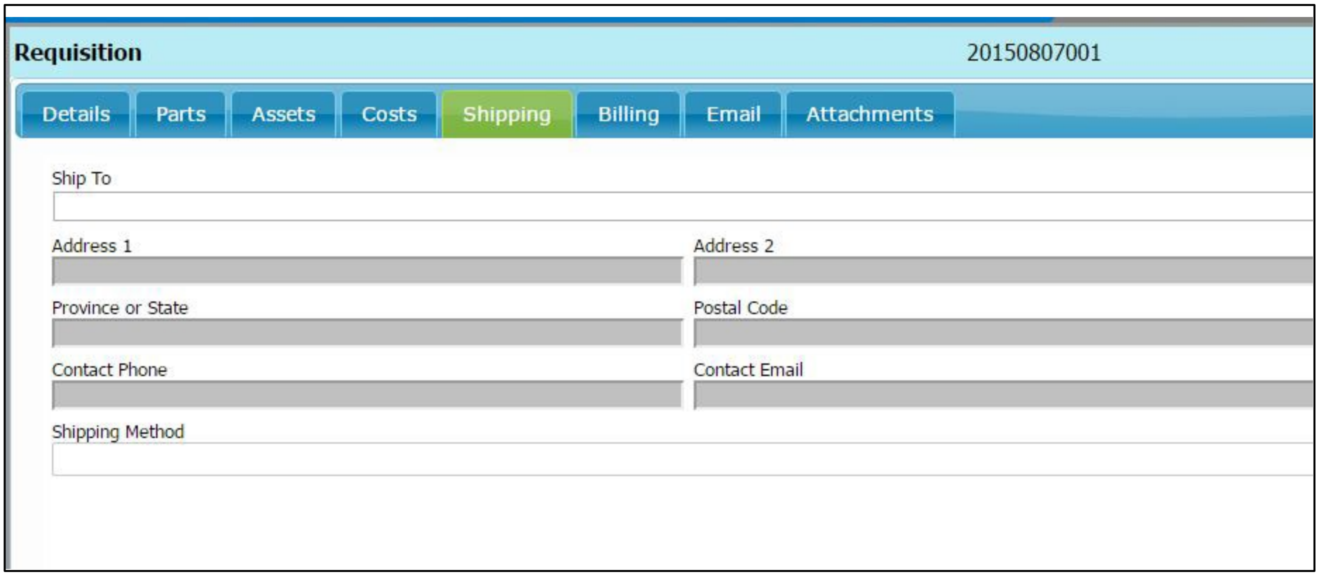
Costs

The Costs Tab consists of the cost information associated with the requisition. These fields are Parts Total, Payment Terms, Assets Total, Subtotal, Freight, Other Total, and Grand Total.



Shipping

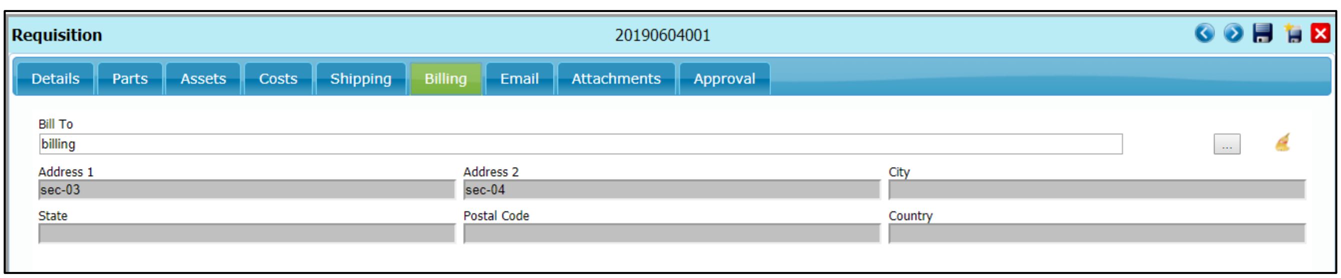
The Shipping Tab consists of the shipping information related to the requisition. These fields are Ship To, Address 1, Address 2, City, State, Zip Code, Country, Contact Phone, Contact Email, FOB, and Shipping Method.



Shipping Tab

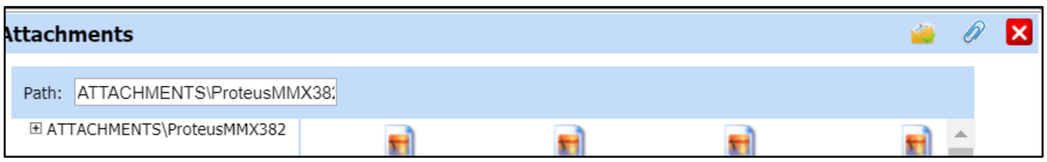
Billing

The Billing Tab consists of the billing information related to the requisition. These fields are Bill To, Address 1, Address 2, City, State, Zip Code, and Country.

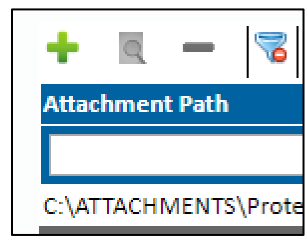


Billing Tab

Attachments



If it is not in the current folder, you can select *choose file,* which allows you to search any drive/folder and add a file to the requisition attachments. Selecting the file to be attached, and then select the upload icon.  The attachment will be uploaded to the requisition attachments, and appear in the attachments folder in the future. Any type of file can be attached to a requisition.



It can be viewed as long as the person trying to view the attachment has the proper tool to view the file type on their specific device. There is no limit to the number of attachments on a requisition.
The remaining icons on the tab are; view, delete and associate with every requisition. These Icons will only be active if one or more attachments are selected.

Creating a new Requisition

To create a new purchase order requisition:

2. On the Details tab, choose a Vendor. (You can also enter more information such as the Buyer, Requester, Promise Date, Cost Center, etc.)

4. On the Parts tab, add any Stockroom Parts to the Requisition by Selecting the green + sign  . In the Part window, Select the box with 3 dots next to the Vendor Stockroom Part field to access the list of Parts associated with the Vendor on the requisition. Select a part and Select the *OK* icon. Then enter the Quantity Ordered and Select the *Save* icon. (You can also change the default Unit Cost, enter a Tax Rate and add an Account/GL#.)

Note: You can also add Non-Stockroom Parts that aren't in your MMX database. When you receive these parts, they won't be added to the Parts or Stockrooms modules of Proteus MMX.

6. Enter any additional information on the Costs, Shipping and Billing tabs. Save the requisition when complete.

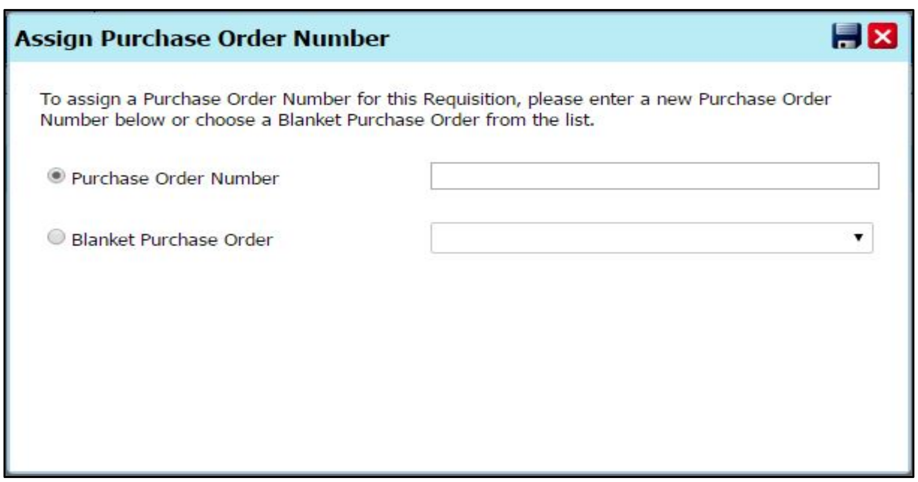
At this point, the Requisition might need to be approved by a Supervisor or Purchasing Manager. Once it's authorized, someone with sufficient MMX rights can assign a Purchase Order Number to the Requisition.

Assigning a Purchase Order Number

From a requisition, a user can create a purchase order.

To assign a Purchase Order Number:

1. Select a Requisition from the Record Navigator.
2. Select the *Assign Purchase Order Number* icon from the icon list.
3. Enter in a unique PO Number or select a Blanket PO from the dropdown.



Assigning a Purchase Order

The Requisition will then leave the Requisition module and move to the Purchase Order module.

Exercises

Create the following Requisitions and assign a Purchase Order Number after they're saved:

Vendor:	WWG – WW GRAINGER
Buyer:	Maint
Account:	M2100
Part Number:	BLT001 – BELT, DRIVE
Quantity Ordered:	20
Ship To:	Eagle Technology
Shipping Method:	FedEx
Purchase Order Number:	1001

Vendor:	HV001 – HVAC OUTFITTER
Buyer:	Maint
Account:	M2100
Part Number:	FLT004 – FILTER
Quantity Ordered:	100
Ship To:	Eagle Technology
Shipping Method:	FedEx
Purchase Order Number:	1002

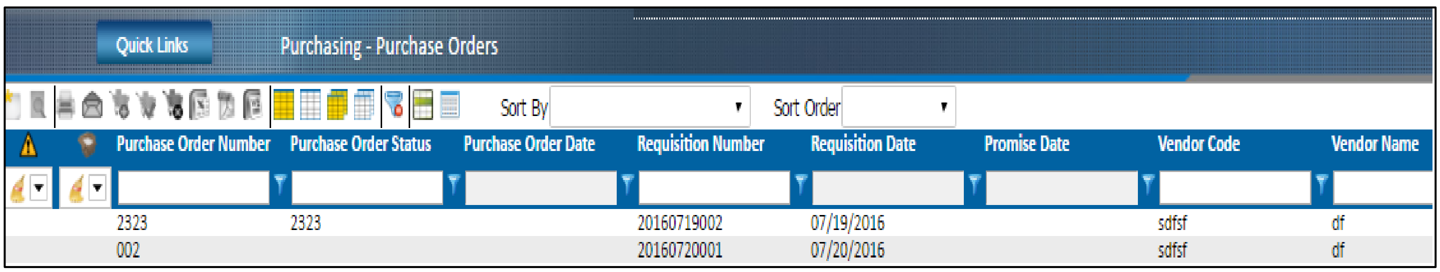
Vendor:	ABC – ALLIED BOILER
Buyer:	Maint
Account:	M2100
Part Number:	BRG001 – BEARING
Quantity Ordered:	100
Ship To:	Eagle Technology
Shipping Method:	FedEx
Purchase Order Number:	1003

Purchase Orders

Overview

The *Purchase Orders* page in the *Purchasing* Functional Area is used to create new Purchase Orders or to receive parts or assets against a Purchase Order. Once a Requisition has been assigned a Purchase Order Number, it becomes a Purchase Order. Purchase Orders can also be closed, amended, or canceled from the *Purchase Order* page.

The Record Navigator displays a listing of the current purchase orders. The fields listed in the Record Navigator are: Purchase Order Number, Requisition Number, Purchase Order Status, Purchase Order Date, Requisition Date, Promise Date, Vendor Code, Vendor Name, Cost Center, Account Number, Requester, Buyer, Grand Total and Grand Total Currency.



Purchase Orders

Creating a New Purchase Order

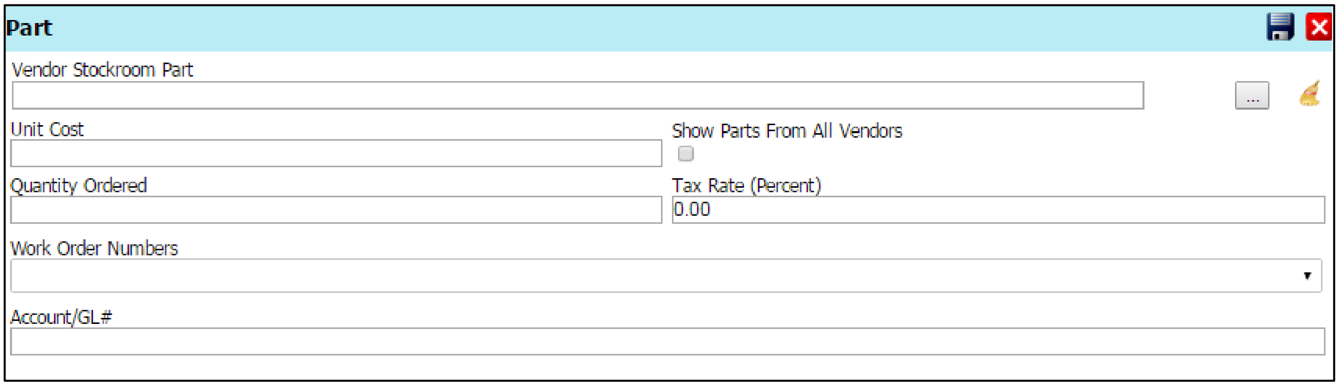
The steps for creating a Purchase Order are basically the same as creating a Requisition, except that you're able to add a Purchase Order Number as soon as you create the Purchase Order.

To create a new Purchase Order:

2. On the Details tab, enter a unique Purchase Order Number, choose a Vendor and enter the Requisition Date. (You can also enter more information such as the Buyer, Requester, Promise Date, Cost Center, etc.)

4. On the Parts tab, add any Stockroom Parts to the Purchase Order by Selecting the green + sign.

   In the Part window, select the box with 3 dots  next to the Vendor Stockroom Part field to access the list of Parts associated with the Vendor on the Purchase Order. Select a part and Select the *OK* icon. Then enter the Quantity Ordered and Select the *Save* icon. (You can also change the default Unit Cost, enter a Tax Rate, Work Order Number and add an Account/GL#.)



Purchase Order for Stockroom Part

Note: You can also add Non-Stockroom Parts that aren't in your MMX database. When you receive these parts, they won't be added to the Parts or Stockrooms modules of Proteus MMX.

6. Enter any additional information on the Costs, Shipping and Billing tabs. Save the Purchase Order when complete.

Amending a Purchase Order

If you need to make any changes to a Purchase Order, you can use the Amend Purchase Order function.

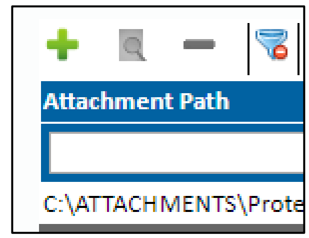
Note: You will need sufficient rights to perform this function.

To amend a Purchase Order:

1. Select the Purchase Order you want to amend from the Record Navigator.

Attachments

If it is not in the current folder, you can select *choose file,* which allows you to search any drive/folder and add a file to the purchase order attachments. Selecting the file to be attached, and then select the upload icon.  The attachment will be uploaded to the purchase order attachments, and appear in the attachments folder in the future.



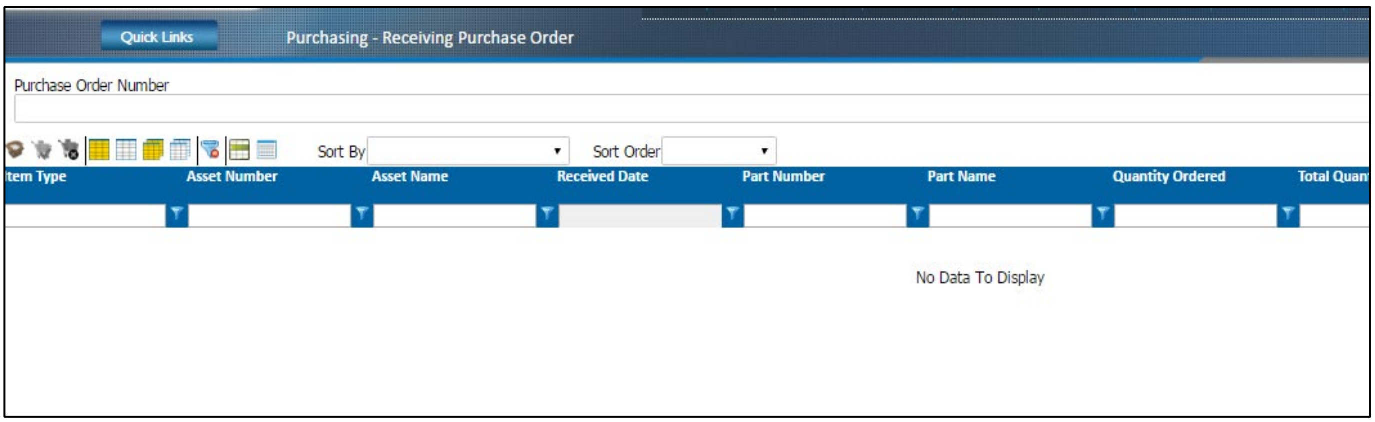
Any type of file can be attached to a purchase order. It can be viewed as long as the person trying to view the attachment has the proper tool to view the file type on their specific device. There is no limit to the number of attachments on a purchase order.

The remaining icons on the tab are view, delete, and associate with every purchase order. These Icons will only be active if one or more attachments are selected.

Receiving

Overview

The *Receiving/Update Tracking Information* tab in the *Purchasing Order* Functional Area is used to receive all parts and assets on Purchase Orders. When Purchase Orders are received, the quantities and part/asset data will be updated in its specific area.



Purchase Order Receiving

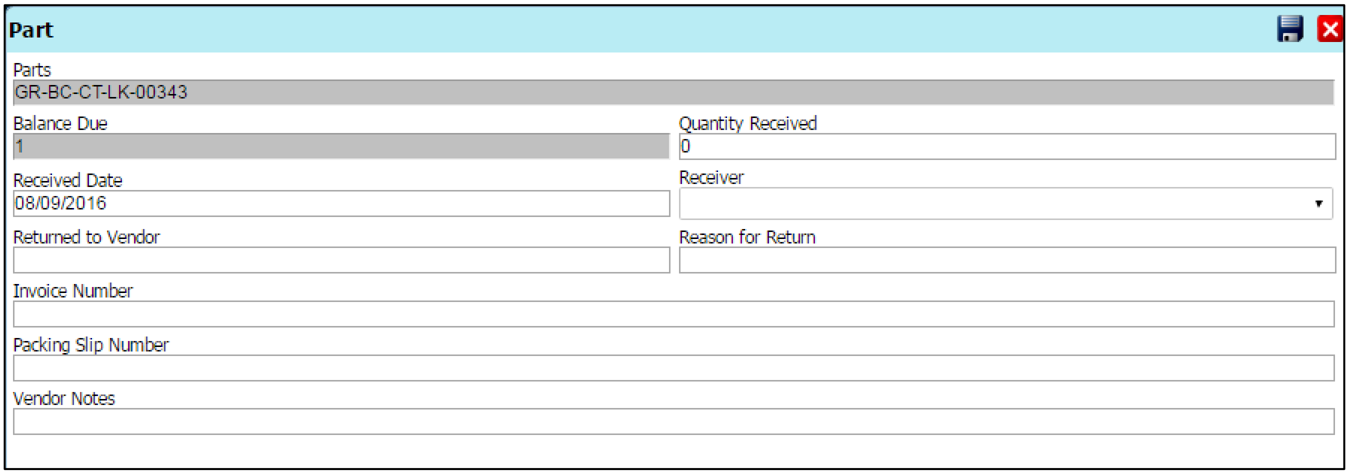
Receiving Parts

To receive parts on a purchase order:

1. Open the Purchase Orders module.
2. Select a Purchase Order from the drop-down list.
3. Select the Part to receive.

5. Enter Comments in the ‘Vendor Notes’ field (these will save to the Vendor and become part of the additional details for that Vendor).
6. Enter a quantity in ‘Returned to Vendor’ if any parts need to be returned and ‘Reason for Return’.
   (In Vendors a Return Log tab has been added to view all returned parts).
7. Enter the amount in the *Quantity Received* field. Then enter the *Received Date* and *Receiver*.

Note: You can also enter the shipment's *Invoice Number* and *Packing Slip Number*.



Receiving Assets

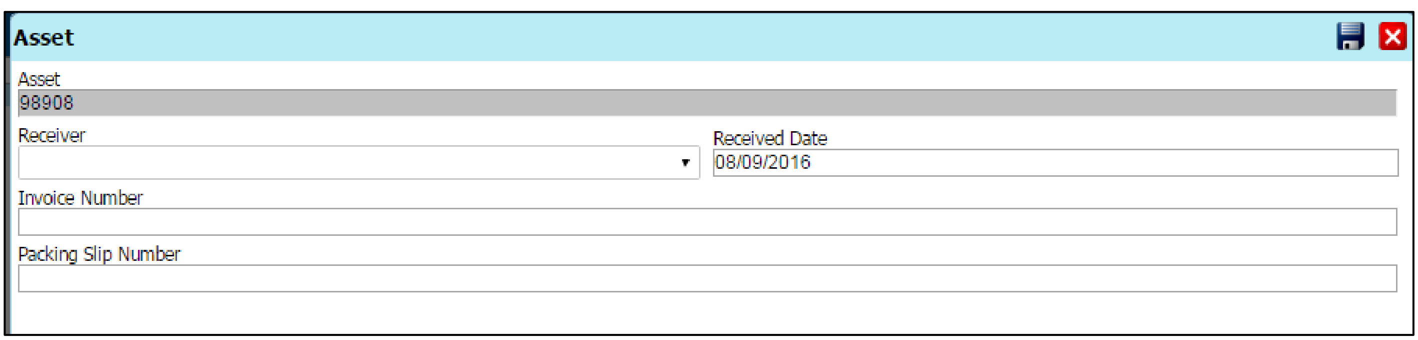
To receive assets on a purchase order:

1. Open the Purchase Orders module.
2. Select a Purchase Order from the drop-down list.
3. Select the Asset to receive.

5. Enter the *Receiver* and *Received Date*.

Note: You can also enter the shipment's *Invoice Number* and *Packing Slip Number*.

6. Select *Save.*



Closing a Purchase Order

Once you have received all the Parts and Assets on a Purchase Order, you can close the Purchase Order.

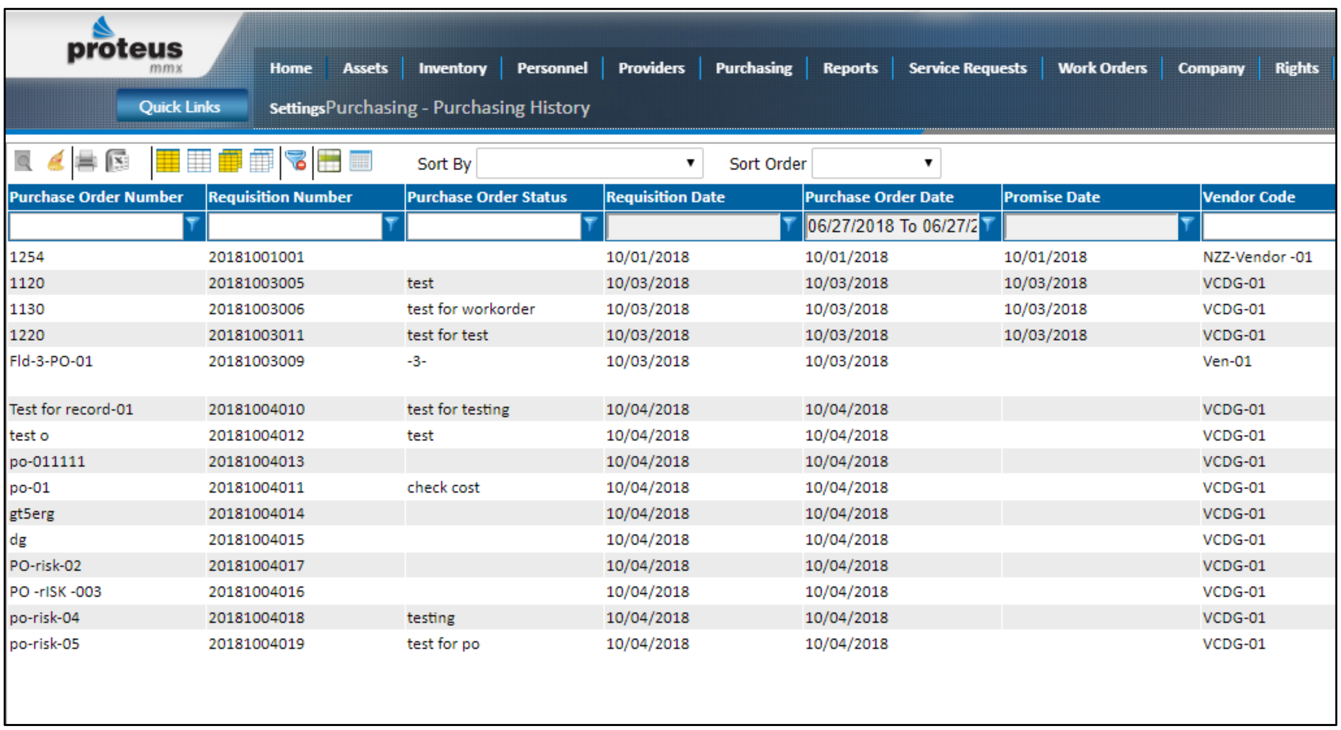
> **Note**: If you haven't received all of the Parts and Assets, but still wish to close the Purchase Order, you will need to amend the Purchase Order so that the Quantity Ordered and Quantity Received match for each part.

To close a Purchase Order:

1. Select the Purchase Order from the record navigator.

3. When asked, "*Are you sure you want to close the selected Purchase Order?*" Select *Yes*.

The purchase order will then leave the purchase order module and move to the Purchasing history module.



Purchase Order Number	Requisition Number	Purchase Order Status	Requisition Date	Purchase Order Date	Promise Date	Vendor Code
1254	20181001001		10/01/2018	10/01/2018	10/01/2018	NZZ-Vendor -01
1120	20181003005	test	10/03/2018	10/03/2018	10/03/2018	VCDG-01
1130	20181003006	test for workorder	10/03/2018	10/03/2018	10/03/2018	VCDG-01
1220	20181003011	test for test	10/03/2018	10/03/2018	10/03/2018	VCDG-01
Fld-3-PO-01	20181003009	-3-	10/03/2018	10/03/2018		Ven-01
Test for record-01	20181004010	test for testing	10/04/2018	10/04/2018		VCDG-01
test o	20181004012	test	10/04/2018	10/04/2018		VCDG-01
po-011111	20181004013		10/04/2018	10/04/2018		VCDG-01
po-01	20181004011	check cost	10/04/2018	10/04/2018		VCDG-01
gt5erg	20181004014		10/04/2018	10/04/2018		VCDG-01
dg	20181004015		10/04/2018	10/04/2018		VCDG-01
PO-risk-02	20181004017		10/04/2018	10/04/2018		VCDG-01
PO -rISK -003	20181004016		10/04/2018	10/04/2018		VCDG-01
po-risk-04	20181004018	testing	10/04/2018	10/04/2018		VCDG-01
po-risk-05	20181004019	test for po	10/04/2018	10/04/2018		VCDG-01

Canceling a Purchase Order

To cancel a Purchase Order:

1. Select the Purchase Order from the record navigator.

3. When asked, "*Are you sure you want to cancel the selected Purchase Order?*" Select *Yes*.

Exercises