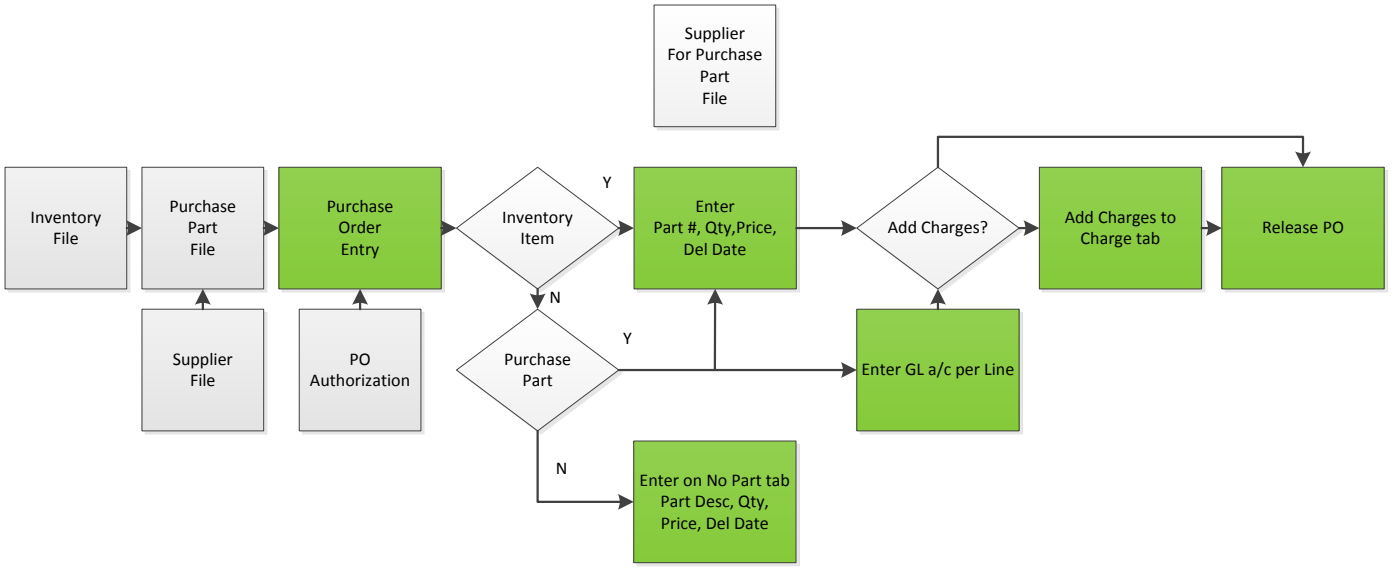
PO Generation Process

Phase

Function



Notes

Purchase Order Entry pulls information from the Supplier, Purchase Part and Inventory part files (and PO authorization matrix if necessary). Data includes Price, PO Address, EDI, tax etc. For any one line to be taxable site, supplier and part should be checked. (Note currently tax lines added as PO lines)

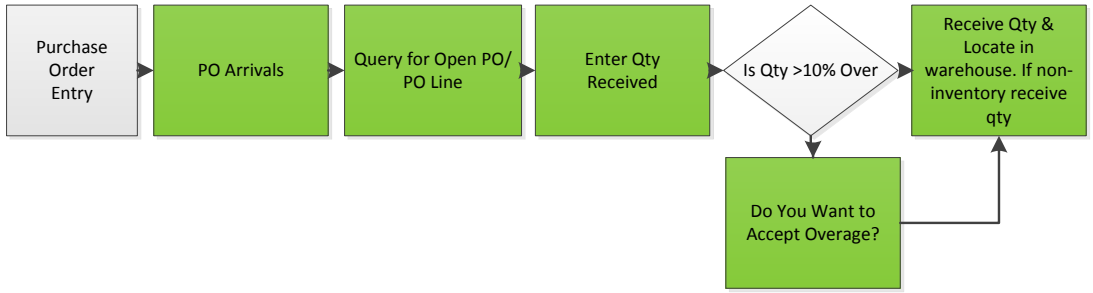
Purchase Orders from all sites are entered in PO screen. The PO items are either Inventory or Non-Inventory Parts and entered on the Parts tab OR non-part expense and entered on No Parts tab. If items are non-inventory then GL acct info is added per line

Charges can be added to the PO (pallets, freight and Misc charges. The PO is Released. This means it is ready to received. PO are printed (to printer or email) or sent via EDI (currently only Intercompany orders go through EDI and would be excluded from Syncada processing
Note: Purchasing often add lines to PO's (open ones and closed ones to act like Blanket Orders)
PO prices will be changed or may be inaccurate

PO Receipt Process

Phase

Function



In PO arrivals Warehouse clerk will query for PO#/Supplier or other identifiable info

Purchase Orders from all sites are entered in PO screen. The PO items are either Inventory or Non-Inventory Parts and entered on the Parts tab OR non-part expense and entered on No Parts tab. If items are non-inventory then GL acct info is added per line

Charges can be added to the PO (pallets, freight and Misc charges. The PO is Released. This means it is ready to received. PO are printed (to printer or email) or sent via EDI (currently only Intercompany orders go through EDI and would be excluded from Syncada processing
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Syncada Data Entry and Matching

