



User Guide

.Net Purchasing
V21.1.0200

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EFI PrintStream | V21.1.0200 .Net Purchasing User Guide

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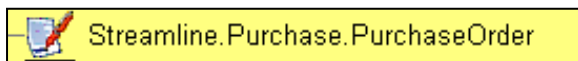
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Introduction

Overview

This document will discuss the setup and use of the Purchasing module. The Purchase order module is its own module which is included in the core programs. Accounting set up must be done prior to using the purchase order module. This document will not cover the accounting set up. Additional questions or training is available from your EFI-PrintStream support staff.



Contact Information

EFI Support

US Phone:	855.334.4457 (first select option 3, then press option 8, then press option 1)
US Fax:	415.233.4157
US E-mail:	printstream.support@efi.com
Regular Service Desk hours are 8:00 AM to 7:00 PM Central Time, Monday – Friday. Outside of these hours, you may leave a voice mail message and an on-call support representative will be paged. Response time is based on the severity of the issue.	
Note	For problems involving infrastructure (i.e., computers, networks, operating systems, backup software, printers, third-party software, etc.), contact the appropriate vendor. EFI cannot support these types of issues.

EFI Professional Services

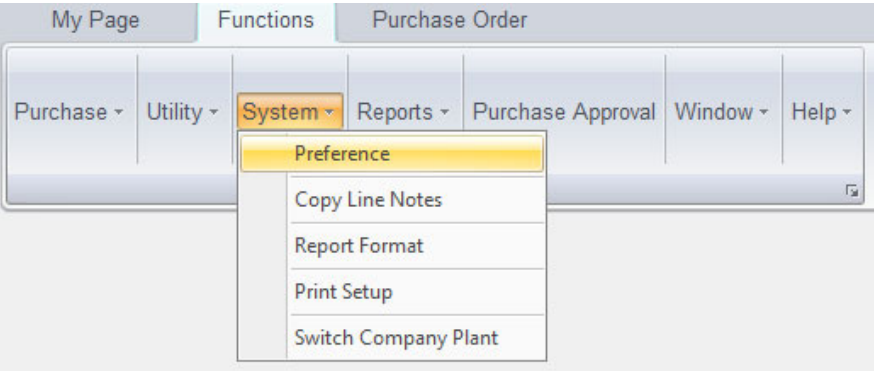
US Phone:	651.365.5321
US Fax:	651.365.5334
E-Mail:	ProfessionalServicesOperations@efi.com

EFI Professional Services can help you perform EFI software installations, upgrades, and updates. This group can also help you implement, customize, and optimize your EFI software plus offer a range of training options.

Functions

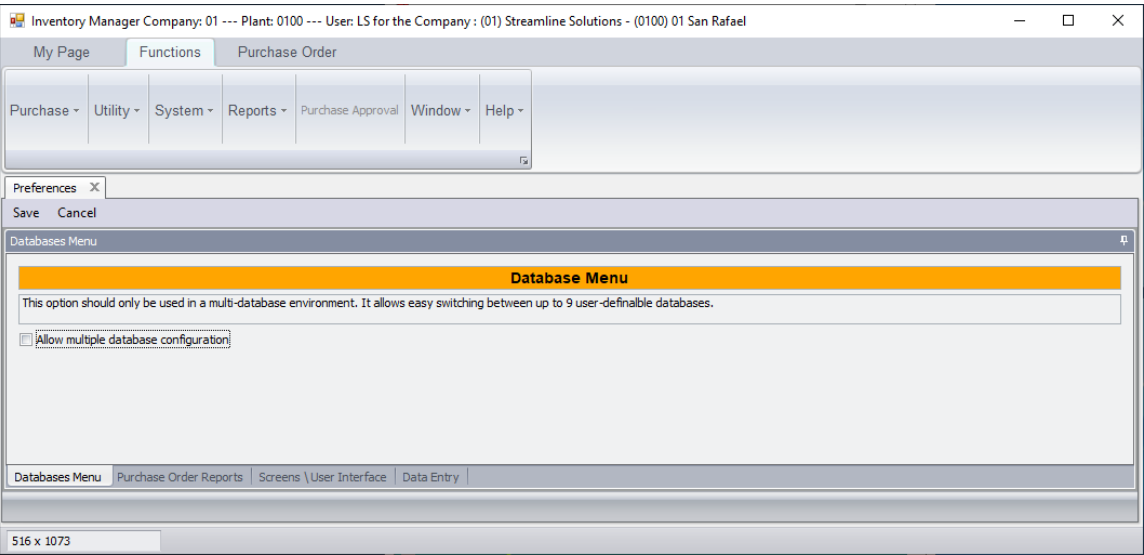
System > Preferences

To setup purchasing preferences, navigate to **Functions > System > Preferences**.



Databases Menu

- Select ONLY if the database is setup as multi company or multi plant
- Will allow up to 9 plants or companies
- If checked, can easily switch between plants/companies



Purchase Order Reports

Print

Item #: Displays Inventory Item Number on Purchase Order.

Item Code: Displays Inventory Item Code on Purchase Order.

The screenshot shows the 'Purchase Order Reports' preferences window. The window title is 'Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael'. The 'Purchase Order' tab is selected. The 'Print' section has two radio buttons: 'Item #' (selected) and 'Item Code'. Below this, there is a text field for 'By Default Print' with the value '3' and a 'Copies' label. A checkbox labeled 'PO: Use Paper Description - No Plant Code definition in description on PO' is present and unchecked. The bottom of the window shows a navigation bar with 'Databases Menu', 'Purchase Order Reports', 'Screens \ User Interface', and 'Data Entry'. The status bar at the bottom indicates '516 x 1073'.

By Default Print X Copies

Enter how many copies should print each time the PO is sent to the printer.

PO: Use Paper Description - No Plant Code definition in description on PO

Select to display Plant Code in item description.

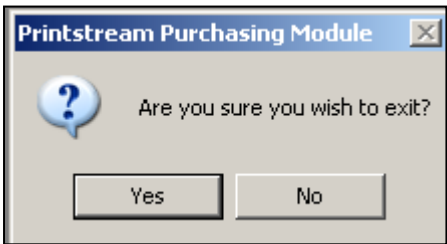
Cleared does not display Plant Code in item description.

Screens \ User Interface

The screenshot shows the 'Screens \ User Interface' preferences window. The window title is 'Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael'. The 'Purchase Order' tab is selected. The 'Screen \ User Interface' section has a checkbox labeled 'Confirm Exit from Application' which is unchecked. Below this, there is a section for 'Initial Screen' with three radio buttons: 'PO Search', 'New PO', and 'Blank' (selected). The bottom of the window shows a navigation bar with 'Databases Menu', 'Purchase Order Reports', 'Screens \ User Interface', and 'Data Entry'. The status bar at the bottom indicates '516 x 1073'.

Confirm Exit from Application

If selected, the system will produce a warning message upon exiting:



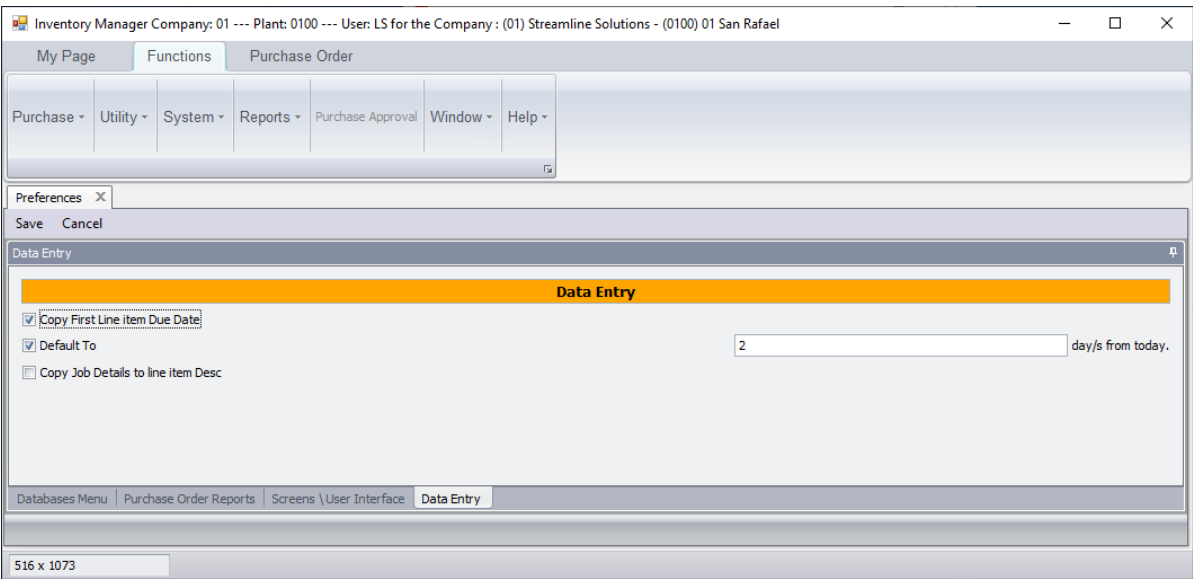
Initial Screen

PO Search: This option will default to the search screen upon opening the purchase order module.

New PO: This option will default the opening screen to a new purchase order entry screen.

Blank: This option will default the opening screen to just the tree.

Data Entry

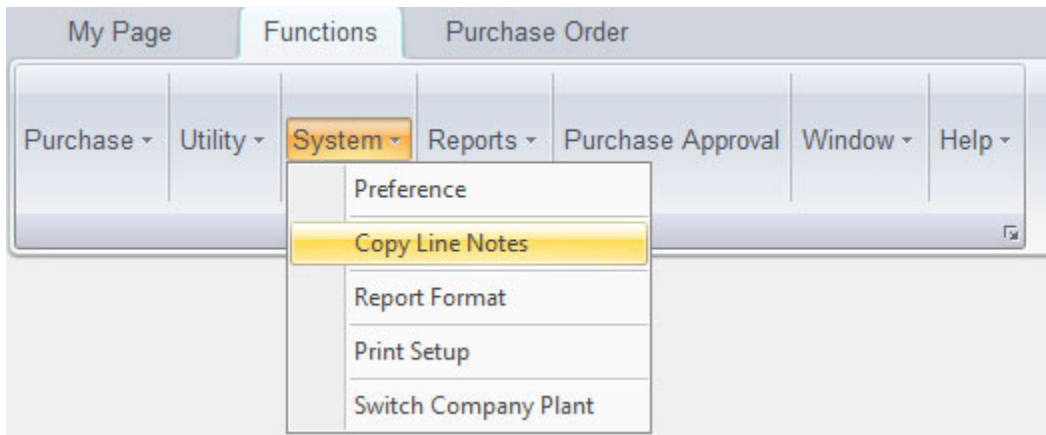


Copy First Line Item Due Date: This option will copy the due date entered in the first item of the purchase order to subsequent lines. The date can be changed.

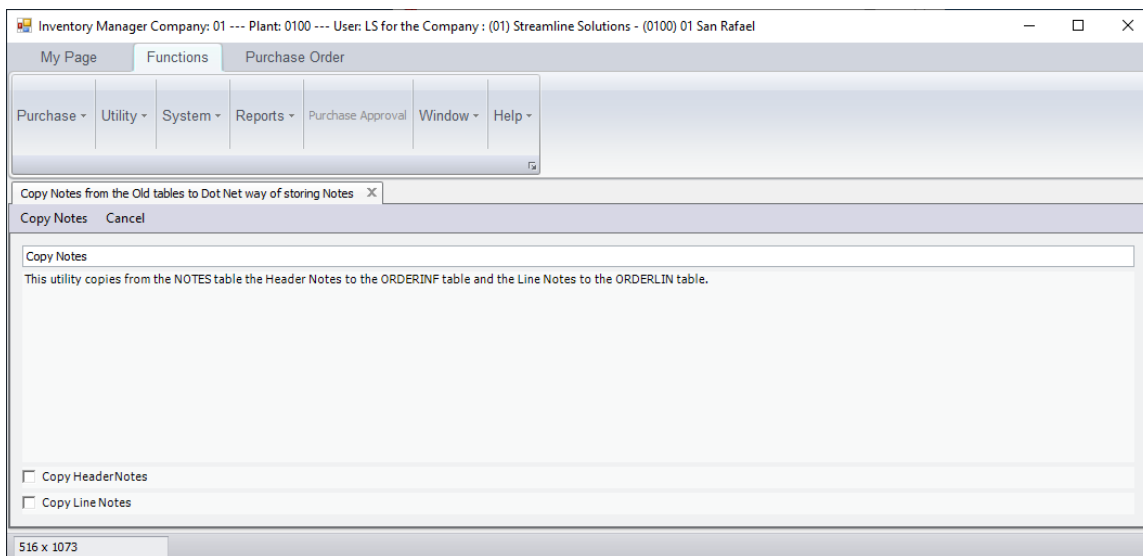
Default to X days from today: This check box, if selected and a number is entered, will automatically fill in the line item's DUE DATE field with the date the number of days from today that is entered. The date can still be overridden.

Copy Job Details to line item Desc: If this check box is selected, the PO line item will contain the Job Title from the corresponding job if the line item is a job-related purchase.

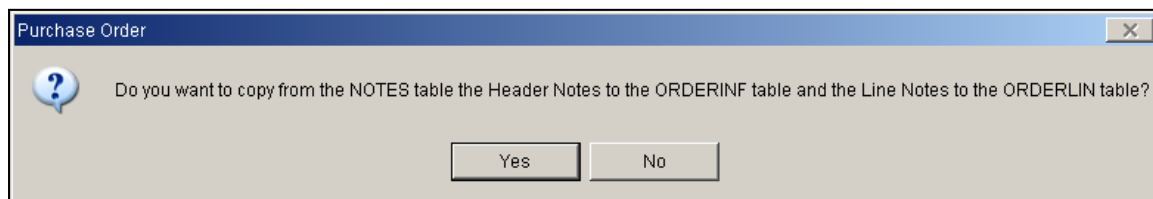
System > Copy Line Notes



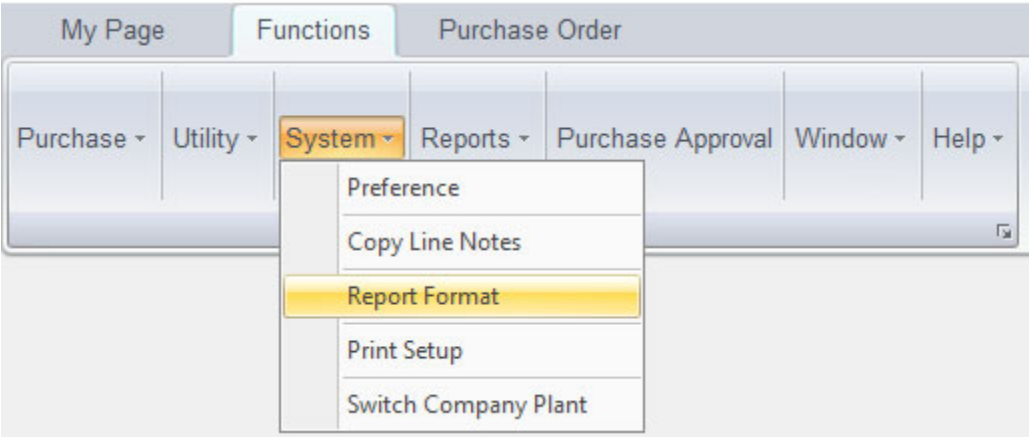
This utility copies from the NOTES table the Header Notes to the ORDERINFO table and/or the Line Item Notes to the ORDERLINE table.



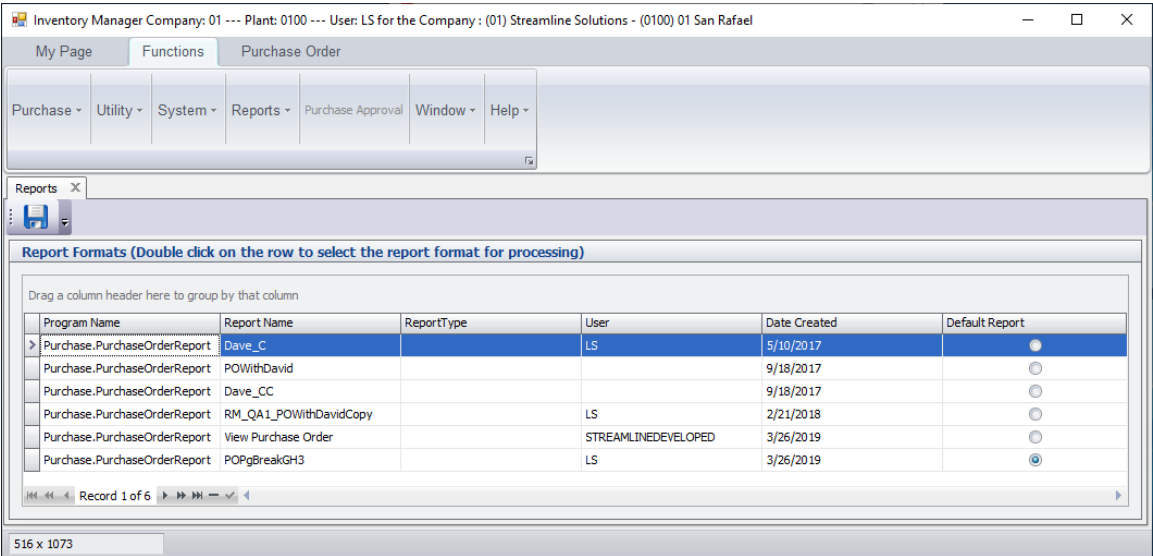
Select the **Copy Header Notes** and/or **Copy Line Notes** check box(es) then click the **Copy Notes** button.



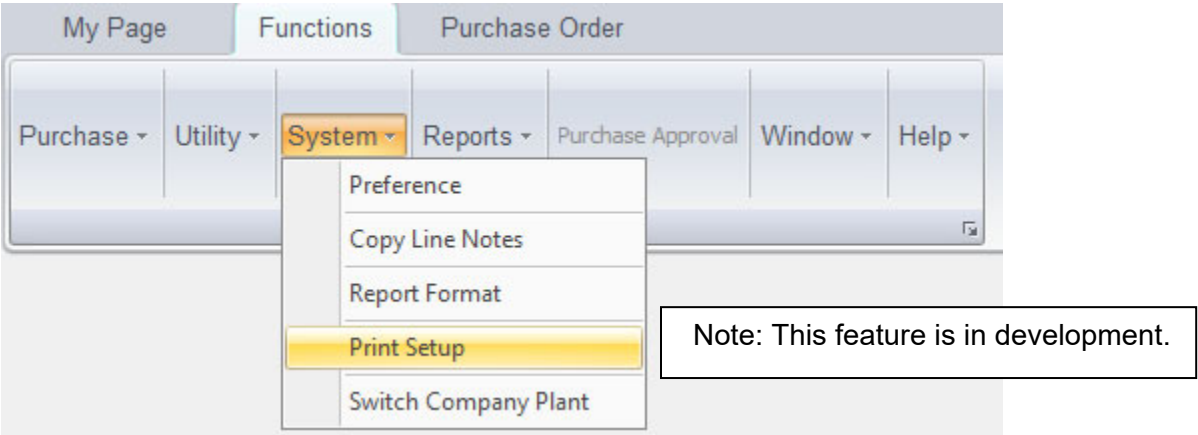
System > Report Format



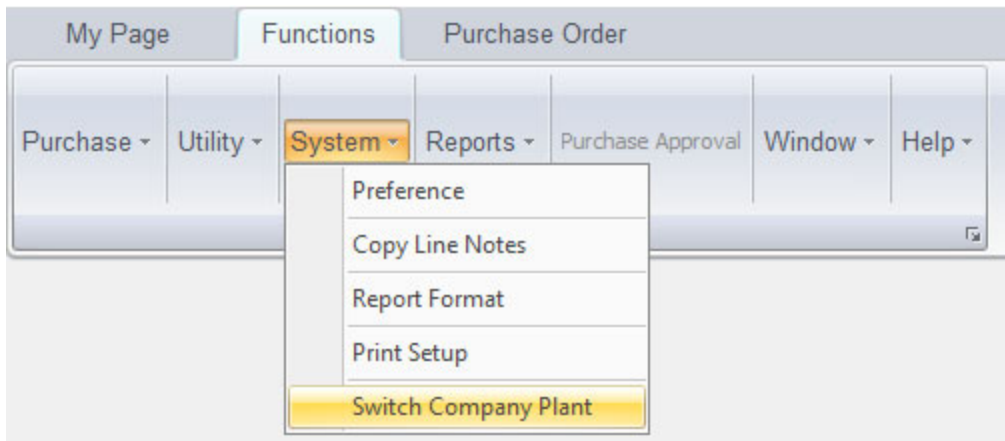
To select the default Purchase Order format, click the **Default Report** button and save. To edit/create new PO formats, see **Functions > Reports > Reports**.



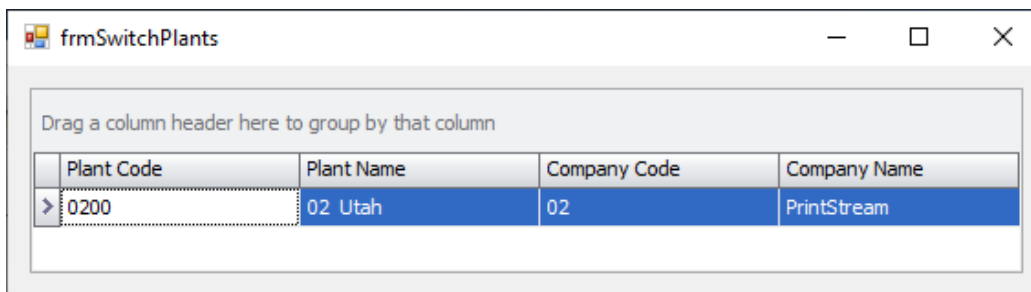
System > Print Setup



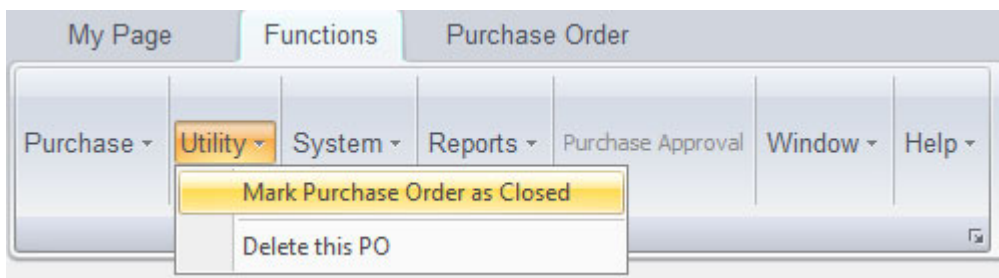
System > Switch Company Plant



If multi-company/plant then, you can switch between companies/plants.



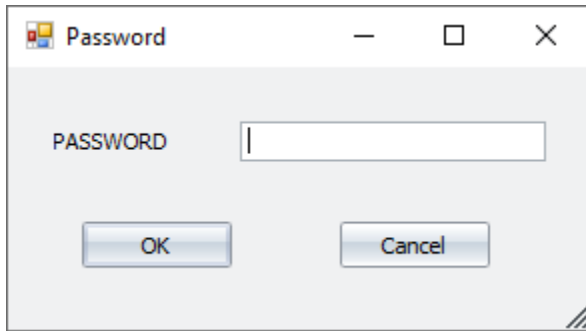
Utility > Mark Purchase Order as Closed



Mark Purchase Orders as Closed allows the user to mark outstanding purchase orders as closed. An outstanding purchase order is a purchase order that has been received, but not AP invoiced.

This utility has consequences if not used properly. Please see the ramifications for the different purchase order types.

This utility is password protected. Contact PrintStream support for assistance.



Inventory purchase orders – When an inventory purchase order is received into PrintStream, the quantity of the item as well as the value per the purchase order price will be updated. The general ledger is not updated with the value of this purchase until the AP invoice is entered. If this utility is used on an inventory purchase order, the only way the general ledger will be updated to reflect this purchase is if 1) a journal entry is created to debit the inventory asset account or 2), a miscellaneous AP invoice is entered and coded to the inventory asset account.

Job related purchase orders – When a job-related purchase order is received into PrintStream, the costing against the job is updated based on the value on the purchase order. If the AP invoice is not entered prior to the final AR invoice is created for the job, a dummy invoice (cost accrual), will take place on the final AR invoice to accommodate the outstanding purchase order. If this utility is used on a job-related purchase order, the dummy AR invoice will remain on the Dummy AP Invoice report. This report is the subsidiary for the AP without Invoice general ledger account. The only way this report can be cleared is to enter the AP invoice to the job-related purchase order. Therefore, the dates for this report will have to be changed to only reflect a current range, or a manual calculation will be required to back-out the value of this outstanding purchase order. ***It is NOT recommended to use this utility on job related purchase orders.*** Instead, enter an AP invoice into PrintStream, associate it to the job-related purchase order, enter a miscellaneous item to this invoice and allocate the miscellaneous line to the same expense account impacted during the dummy invoice process.

Miscellaneous purchase orders – This utility does not have any adverse effect on miscellaneous purchase orders.

Load Uninvoiced

To use this utility

1. Select either the **Use Due Date** or **Use PO Date** option.
2. Define the **From** and **To** date range.
3. Click **Load Uninvoiced**.

The grid will load based on the criteria entered.

4. Click in the gray box located in the far-left column to select all purchase orders, or select purchase orders individually.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Bulk Close PO X

Load Uninvoiced Close Marked Fix Incomplete Data Print List Mark Zero Amount

Search

Bulk Close PO

☒ Use due date for date range ☐ Use PO date for date range From Date 7/28/2019 To Date 8/28/2019

PO List

Drag a column header here to group by that column

	S	PO Line Due Date	PO Date	Vendor Account No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	Quantity Ordered	Quantity Received	Order Line Id	Schedfil Id
>	<input type="checkbox"/>	8/5/2019	8/29/2016	Aspace	adfdf	3527	1	\$810.00	999999	15,000	0	4072	0
	<input type="checkbox"/>	8/8/2019	8/8/2019	Aspace	adfdf	4213	1	\$0.00	999999	1,200	0	6868	0
	<input type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4214	1	\$0.00	999999	0	0	6869	0
	<input type="checkbox"/>	8/26/2019	8/26/2019	Aspace	adfdf	4216	1	\$317.19	999999	5,632	6,832	6870	0
	<input type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4217	1	\$0.00	999999	0	0	6872	0
	<input type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4218	1	\$0.00	999999	0	0	6873	0
	<input type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4219	1	\$0.00	999999	0	0	6874	0

516 x 1073

Mark Zero Amount

The **Mark Zero Amount** option will select the purchase orders that have a \$0.00 value.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Bulk Close PO

Load Uninvoiced

Close Marked

Fix Incomplete Data

Print List

UnMark Zero Amount

Search

Mark Zero Amount Purchase Orders

Bulk Close PO

☒ Use due date for date range

☐ Use PO date for date range

From Date 7/28/2019

To Date 8/28/2019

PO List

Drag a column header here to group by that column

	PO Line Due Date	PO Date	Vendor Account No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	Quantity Ordered	Quantity Received	Order Line Id	Schedfil Id
<input type="checkbox"/>	8/5/2019	8/29/2016	Aspace	adfdf	3527	1	\$810.00	999999	15,000	0	4072	0
<input checked="" type="checkbox"/>	8/8/2019	8/8/2019	Aspace	adfdf	4213	1	\$0.00	999999	1,200	0	6868	0
<input checked="" type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4214	1	\$0.00	999999	0	0	6869	0
<input type="checkbox"/>	8/26/2019	8/26/2019	Aspace	adfdf	4216	1	\$317.19	999999	5,632	6,832	6870	0
<input checked="" type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4217	1	\$0.00	999999	0	0	6872	0
<input checked="" type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4218	1	\$0.00	999999	0	0	6873	0
<input checked="" type="checkbox"/>	8/28/2019	8/26/2019	0002	Class Vendor	4219	1	\$0.00	999999	0	0	6874	0

516 x 1073

Close Marked

After the purchase orders have been selected, click **Close Marked** to close selected PO's. A reload of uninvoiced PO's will refresh the grid.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

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Print List

Mark Zero Amount

Search

Bulk Close PO

☒ Use due date for date range

☐ Use PO date for date range

From Date 7/28/2019

To Date 8/28/2019

PO List

Drag a column header here to group by that column

	PO Line Due Date	PO Date	Vendor Account No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	Quantity Ordered	Quantity Received	Order Line Id	Schedfil Id
--	------------------	---------	-------------------	-------------	-----------	---------	--------	--------------------	------------------	-------------------	---------------	-------------

516 x 1073

Print List

Select **Print List** to generate a report of the listed PO's in the display grid.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Bulk Close PO X

Load Uninvoiced Close Marked Fix Incomplete Data Print List Mark Zero Amount

Search

Bulk Close PO

☒ Use due date for date range ☐ Use PO date for date range From Date: 7/29/2019 To Date: 8/29/2019

PO List

Drag a column header here to group by that column

PO Line Due Date	PO Date	Vendor Account No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	Quantity Ordered	Quantity Received	Order Line Id	Schedfil Id
8/5/2019	8/29/2016	Aspace	adfdf	3527	1	\$810.00	999999	15,000	0	4072	0
8/26/2019	8/26/2019	Aspace	adfdf	4216	1	\$317.19	999999	5,632	6,832	6870	0
8/29/2019	8/27/2019	0002	Class Vendor	4222	1	\$0.00	999999	0	100	6877	0

The report below can be printed and/or exported.

Preview

File View Background

Thursday, August 29, 2019

Sele cted	PO Line Due Date	PO Date	Vendor Account No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	Quantity Ordered	Quantity Received	Order Line Id	Schedfil Id
<input type="checkbox"/>	8/5/2019	8/29/201	Aspace	adfdf	3527	1	\$810.00	999999	15,000	0	4072	0
<input type="checkbox"/>	8/26/2019	8/26/201	Aspace	adfdf	4216	1	\$317.19	999999	5,632	6,832	6870	0
<input type="checkbox"/>	8/29/2019	8/27/201	0002	Class Vendor	4222	1	\$0.00	999999	0	100	6877	0

Fix Incomplete Data

The **Fix Incomplete Data** option will confirm the ORDTRANS table is updated with the information the purchase order has been marked as cleared, in the event a purchase order marked as cleared continues to show on an open purchase order report.

Purchase Order

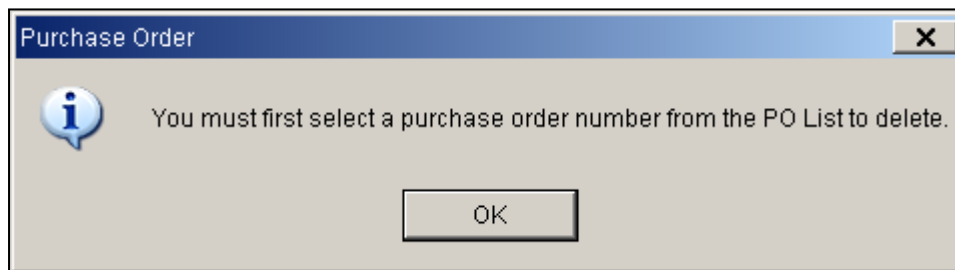
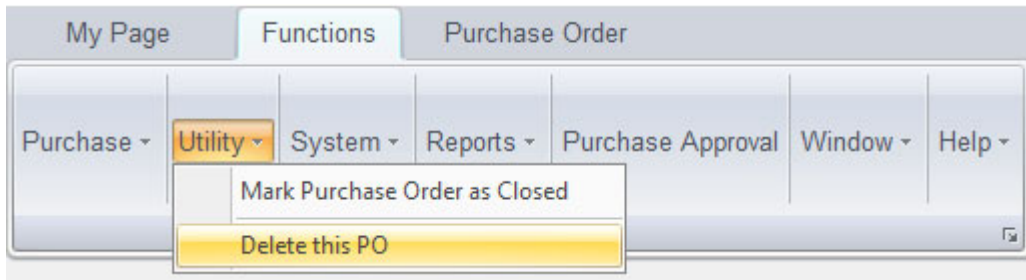
?

Will loop through all the PO lines For PO's Due Date specified as From/To Date and if there are invoices named as "ClrPo*" and if ORDTRANS does NOT have Invoice clearance info will do it this time. Are you ready to proceed?

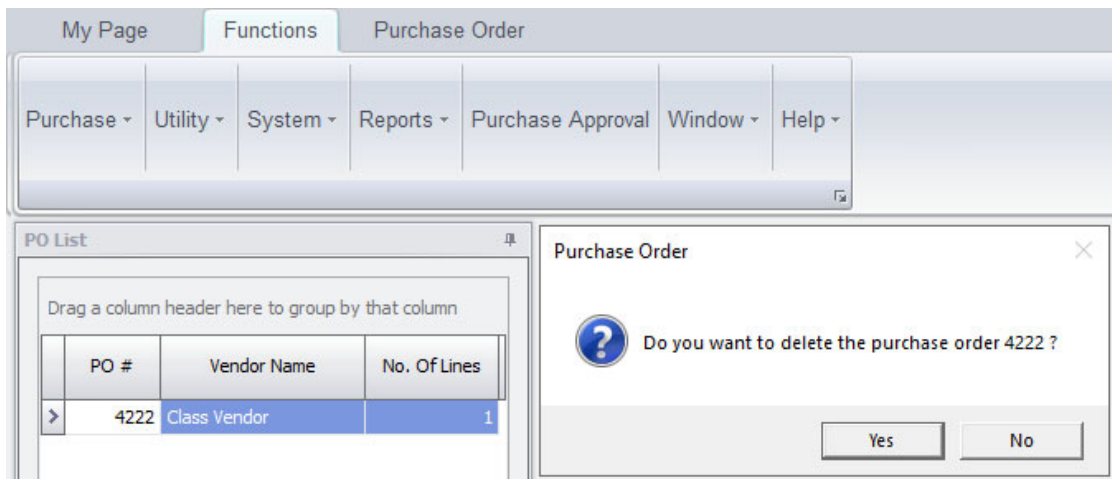
Yes No

Utility > Delete this PO

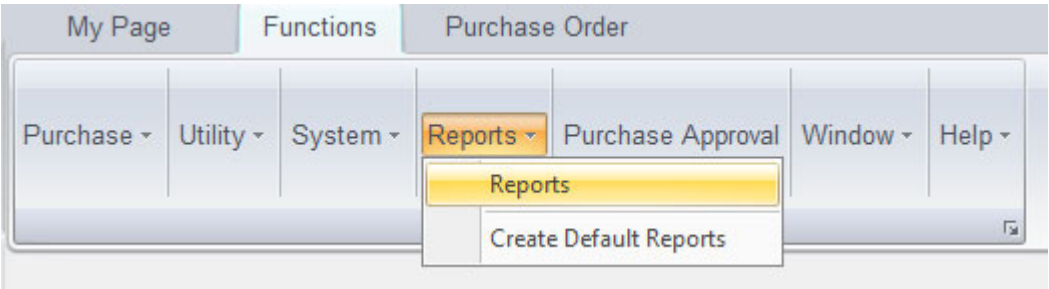
A purchase order can be deleted as long as it has not been received or AP invoiced.



Search and select (highlight) a PO then select **Utility > Delete this PO**. A confirmation message will then appear.



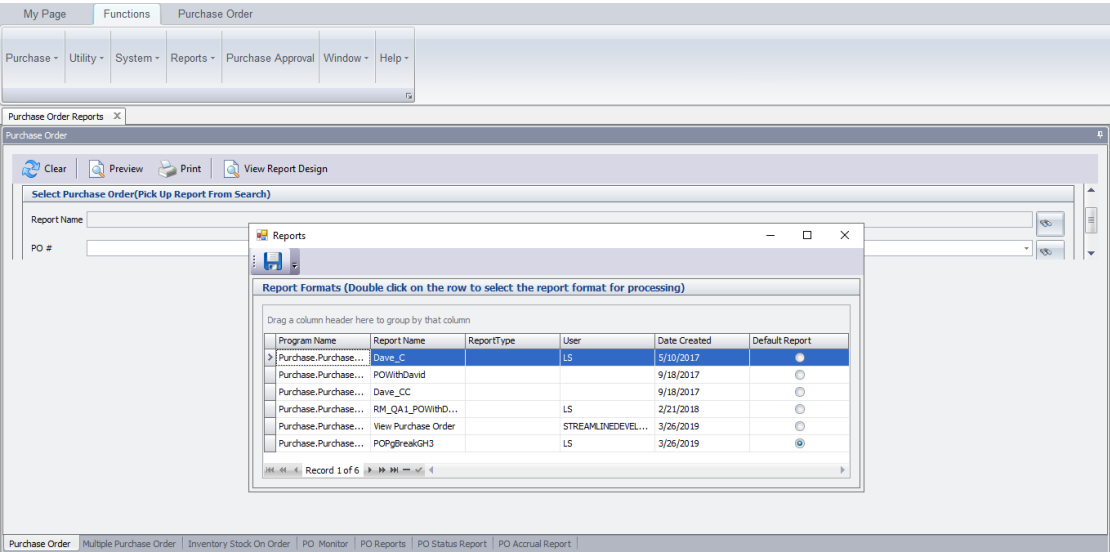
Reports > Reports



Purchase Order

To print or preview a PO

- 1. Select the **Binocular** icon to the far right of the **Report Name** field.
A report selection window opens. Double-click to select the desired PO format report.



2. Enter the PO number or click the **Binocular** icon to the far right of the **PO #**.

My Page Functions Purchase Order

Purchase ▾ Utility ▾ System ▾ Reports ▾ Purchase Approval Window ▾ Help ▾

Purchase Order Reports X

Purchase Order

Clear Preview Print View Report Design

Select Purchase Order(Pick Up Report From Search)

Report Name View Purchase Order

PO # 4222

Po #	Order Date	Order Type	Ship To Address1	Ship To Address2	Ship To Address3
4222	8/27/2019		4040 Civic Center Drive	Suite 543	SANFORD, AL 36420

X

3. Click **Print** or **Preview** to print or view the PO.

Preview

File View Background

Page 1 of 3

Purchase Order

4222

WH COPY 1

Ac No : 0002
Vendor : Class Vendor
123 Main St
ALPINE, UT 84004

Order Date 08/27/2019
Due Date 08/29/2019
Ordered By LS
Reference
Ship Attention

Ship To : Streamline Solutions
4040 Civic Center Drive
Suite 543
SANFORD, AL 36420

Ship Via :

Job # Item / Quote Quantity Item Description Unit Price Per Disc % Gross Amt Tax

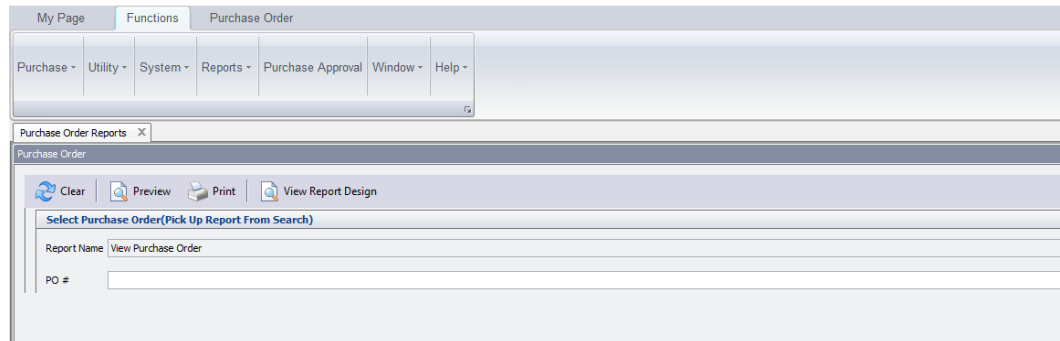
1	0	19.2TESTWARNPO	19.2TESTWARNPO	\$0.0000	1000.00	0.00	\$0.00	\$0.00
---	---	----------------	----------------	----------	---------	------	--------	--------

[GL 01-01-01-1400]

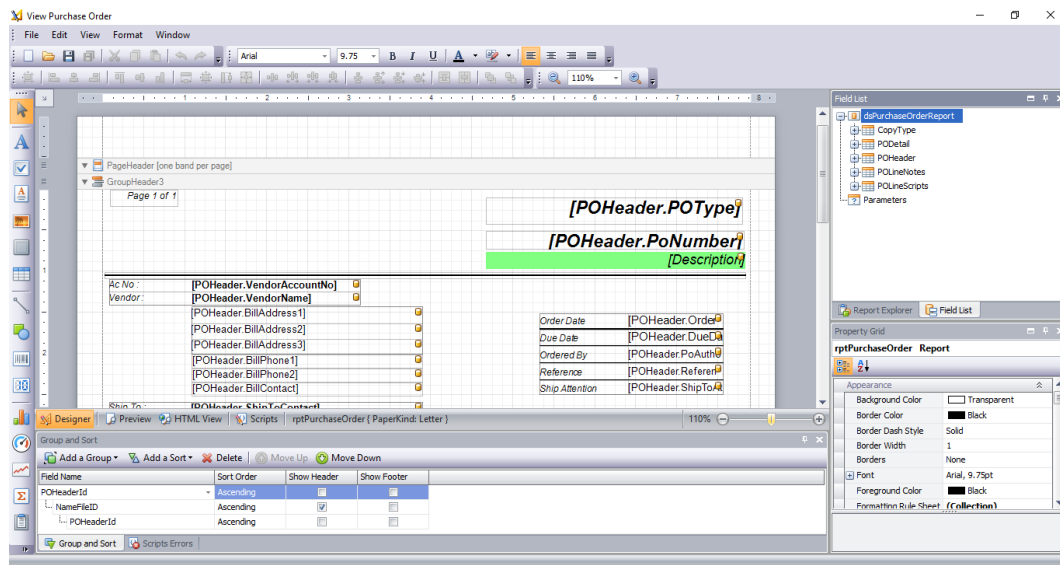
Page 1 of 3

Clear: The **Clear** button will clear the selections.

View Report Design: Select the **PO Report Name** then select **View Report Design** to open the report designer tool.



The report designer tool will open the selected report for editing. For documentation regarding this feature contact your PrintStream support team, ask for the DexExpress Report Designer doc.



Multiple Purchase Order

To print and/or preview multiple PO's, use the filters below to return a list of PO's.

The screenshot shows the 'Multiple Purchase Order' window in the Inventory Manager. The window has a title bar with the company name and user information. Below the title bar is a navigation bar with 'My Page', 'Functions', and 'Purchase Order'. The main area is titled 'Multiple Purchase Order' and contains a toolbar with 'Load Grid', 'Clear', 'Preview', and 'Print' buttons. Below the toolbar is a 'Filters' tab, which is currently selected. The 'Filters' section has a 'Selection' header and three filter criteria: 'PO No' (a text input field), 'Vendor' (a dropdown menu with '500' selected and 'Draper Paper' as the label), and 'Date Range' (two date pickers with '5/21/2019' and '8/29/2019' selected). At the bottom of the window is a status bar showing '490 x 1081'.

Load Grid: To view the list of PO's, then check the PO's to **Print** and/or **Preview**.

The screenshot shows the 'Multiple Purchase Order' window with the 'Results' tab selected. The 'Results' section displays a table of purchase orders. The table has five columns: 'Order #', 'Ac No', 'Vendor', 'Order Date', and 'Print'. The data is as follows:

Order #	Ac No	Vendor	Order Date	Print
973	500	Draper Paper	2/12/2009	<input type="checkbox"/>
999	500	Draper Paper	3/23/2009	<input checked="" type="checkbox"/>
1027	500	Draper Paper	4/28/2009	<input checked="" type="checkbox"/>
1058	500	Draper Paper	5/20/2009	<input type="checkbox"/>
1066	500	Draper Paper	5/28/2009	<input type="checkbox"/>

At the bottom of the table, it says 'Record 3 of 229'. The status bar at the bottom of the window shows '490 x 1081'.

Preview and Print: To print or preview the selected PO's.

Clear: The **Clear** button will clear the selections.

Inventory Stock On Order

Stock on Order Report – this report shows the status on all paper items which are currently on order. It allows you to filter by PO date range and for all items, a specific item or by a specific vendor. Selecting the **Include Items not Linked to a Job** check box will include any PO's that were ordered for inventory rather than for a specific job.

To print and/or preview Inventory Stock On Order report, use the filters below to return a list.

Load Grid: To view the list, then click **Print** and/or **Preview**.

Job...	Cus...	Job...	Ven...	PO ...	Pap...	Inv...	Des...	Des...	It...	Ord...	Ord...	Du...	Cus...	Del...	Job...	Ord...	Job...	Pap...	Sto...	Par...	Co...	Pla...	Ven...	Sort C...
101...	Lea...	Tes...	10	3798	764...	101...	Ce...	Whi...		10833	3/3...	3/3...	LEA...	3/3...	10833	4395	36288	190...	568...	01	0100	51	DueDate	
101...	Lea...	Tes...	10	3816	764...	101...	Ce...	Whi...		10833	4/5...	4/5...	LEA...	4/1...	10833	4419	36291	190...	568...	01	0100	51	DueDate	
101...	Lea...	Co...	10	3809	764...	101...	Ce...	Whi...		10833	4/4...	4/1...	LEA...	4/4...	10833	4409	36338	190...	568...	01	0100	51	DueDate	
101...	Lea...	Test	10	3807	764...	101...	Ce...	Whi...		10833	4/4...	4/1...	LEA...	4/1...	10833	4406	36330	190...	568...	01	0100	51	DueDate	
100...	Ala...	PO...	NY...	3813	92708	92708	Env...	White	4 1...	5	4/5...	4/1...	AL...	5/1...	5	4418	34120	16995	554...	01	0100	22	DueDate	
101...	Lea...	Multi	10	3852	764...	101...	Ce...	Whi...		10833	4/2...	4/2...	LEA...	4/1...	10833	4444	36334	190...	569...	01	0100	51	DueDate	
7540	Lea...	Test	100...	3960	92571	925...	FG ...			6660	9/2...	9/2...	LEA...	5/1...	6660	4559	-1	16867	540...	P	01	0100	1	DueDate
101...	Co...	100...	4120	795...	101...	Ce...	SO ...			10833	9/1...	9/1...		9/1...	10833	4751	37566	200...	570...	01	0100	1	DueDate	

Preview and Print: To print or preview the selected PO's.

Preview													
File View Background													
Streamline Solutions													
Stock On Order													
Date Range: From 1/29/2017 To 8/29/2019												For: LS	
3:28:22 PM 3:28:22 PM												Page: Page 1 of 1	
Order By: DueDate												Printed: 8/29/2019 3:31:31 PM	
JobNo	Customer	JobTitle	PONo	Vendor	Item #	InvCode	ItemDesc	QtyOrd	Size	OrderDt	PO Due	Job Due	Resv Qty
101381	Leah's Account Really	Test Job Cost	3798	10	764586	101381-PO# 3798-Line#1	Centura Gloss Book 60#	10,833		3/30/2017	3/30/2017	3/30/2017	10,833
101387	Leah's Account Really	Test Timesheet	3816	10	764618	101387-PO# 3816-Line#1	Centura Gloss Book 60#	10,833		4/5/2017	4/5/2017	4/1/2017	10,833
101402	Leah's Account Really	Copy of Test	3809	10	764613	101402-PO# 3809-Line#2	Centura Gloss Book 60#	10,833		4/4/2017	4/10/2017	4/4/2017	10,833
101400	Leah's Account Really	Test	3807	10	764611	101400-PO# 3807-Line#1	Centura Gloss Book 60#	10,833		4/4/2017	4/15/2017	4/15/2017	10,833
100278	Alaska Inc.	POD test master template	3813	NYENV	92708	92708	Env 24# Non-Window	5	4 1/8 x 9 1/2	4/5/2017	4/15/2017	5/18/2015	5
101401	Leah's Account Really	Multi	3852	10	764745	101401-PO# 3852-Line#1	Centura Gloss Book 60#	10,833		4/28/2017	4/28/2017	4/10/2017	10,833
7540	Leah's Account Really	Test	3960	100	92571	92571 FG Item	FG Item 92571	6,660		9/21/2017	9/23/2017	5/18/2011	6,660
101886		Copy of Copy of PS-14000	4120	100	795290	101886-PO# 4120-Line#1	Centura Gloss 60# Book	10,833		9/12/2018	9/12/2018	9/12/2018	10,833
Total								71,663					71,663

Clear: The **Clear** button will clear the selections.

PO Monitor

To print and/or preview Purchase Order Status report, use the filters below to return a list.

The screenshot shows the 'PO Monitor' window within the 'Inventory Manager' application. The window title bar indicates the user is 'LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael'. The interface includes a 'Purchase Order Reports' tab and a 'PO Monitor' sub-tab. Below the tabs are buttons for 'Load Grid', 'Clear', 'Preview', and 'Print'. The main area is divided into 'Filters' and 'Results' sections. The 'Filters' section contains a 'Job Delivery Date Range' with 'Start Date' and 'End Date' set to '8/29/2019'. Below this is a 'Filter By' section with radio buttons for 'None', 'CSR', 'Activity Code', 'Customer', 'SalesRep', 'JobNo', 'Product Type', 'Vendor', and 'Estimator'. To the right of the filters is a 'PO Status' section with checkboxes for 'Not Ordered', 'Final Delvd', 'Waiting for Rcpt', and 'Partial Delvd'. Further right is a 'Job Status' section with a checkbox for 'Not Final Shipped'. The 'Results' section is currently empty, showing 'None'. At the bottom of the window, there is a navigation bar with links to 'Purchase Order', 'Multiple Purchase Order', 'Inventory Stock On Order', 'PO Monitor', 'PO Reports', 'PO Status Report', and 'PO Accrual Report'. The status bar at the very bottom shows '598 x 1083'.

Job Delivery Date Range: Date range is actually entered based on PO due date range not job delivery date.

Job Status: Check for Not Final Shipped.

Not Ordered: Displays a list of materials on jobs which have not been ordered.

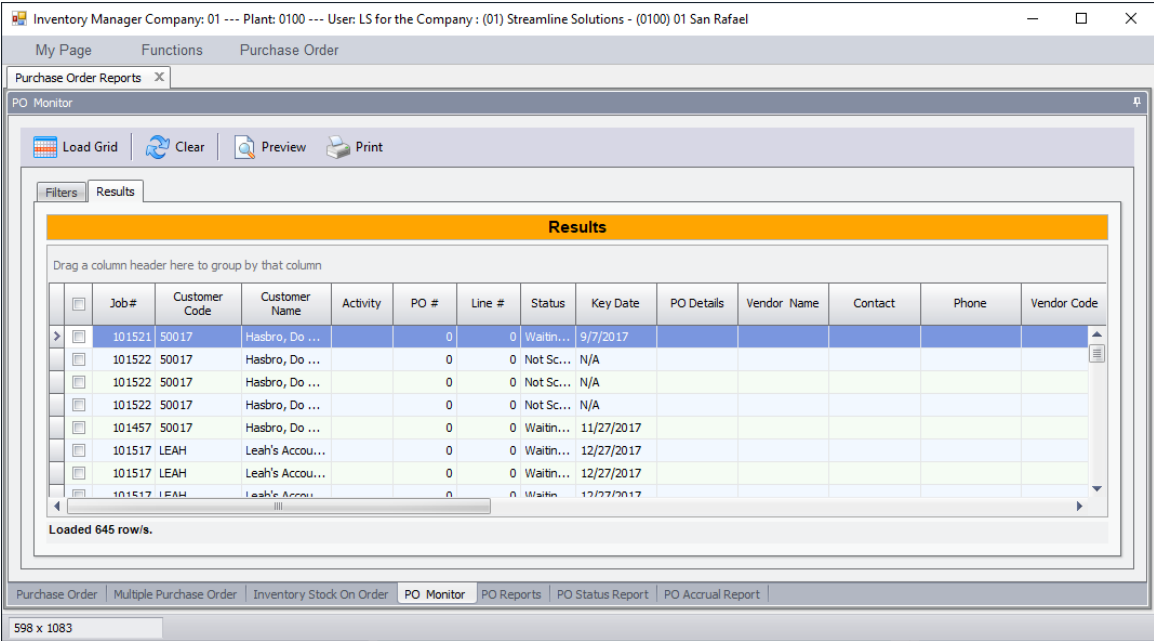
Final Delivered: Displays a list of PO's which have been flagged as Finally Delivered.

Waiting for Rcpt: Displays a list of PO's which have not been received.

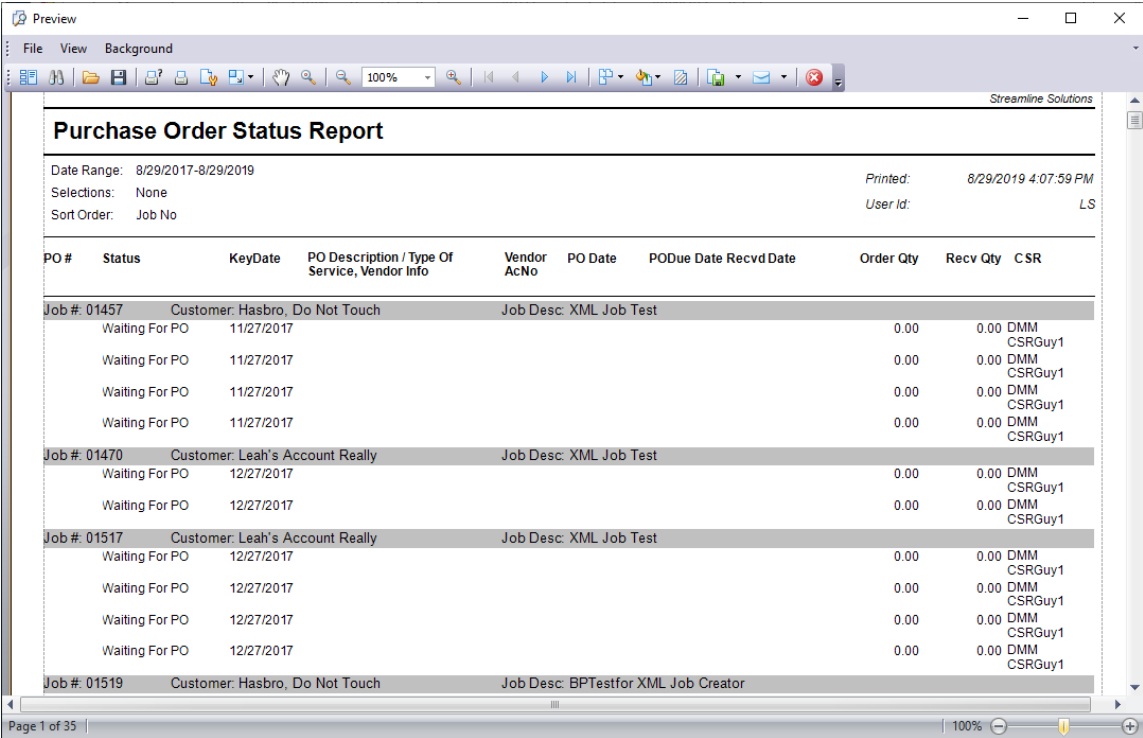
Partial Delivered: Displays a list of PO's which have partial delivery status

All of the above selection types can be filtered by any of the following as well: CSR, Activity Code, Customer, Sales Rep, Job Number, Product Type, Vendor, and Estimator.

Load Grid: To view the list, check the lines to report on, then click **Print** and/or **Preview**.



Preview and Print: To print or preview the selections.



Clear: The **Clear** button will clear the selections.

PO Reports

Overdue PO Report: Lists all PO's that have not been received as final. It can be sorted by PO#, PO Date, Vendor Name or GL Code#.

PO Receipts Accrual Report: Lists all PO receipts which have not yet been AP invoiced or dummy invoiced, for a specific date range. It can be sorted by PO#, PO Date, Vendor Name or GL Code#. This report is used to determine numbers for an AP accrual entry at month end.

PO Without AP Invoice Report: Can be filtered for final and partial receipts, using specific date ranges for both statuses. This report will also include receipts that have been dummy invoiced.

Unapproved PO Report: Lists all open PO's which have not yet been marked as approved. This report can be run for a specific date range or it can be generated to include all unapproved purchase orders.

Load Grid: To view the list, then click **Print** and/or **Preview**.

Preview and Print: To print or preview the selected PO's.

Clear: The **Clear** button will clear the selections.

PO Status Report

To print and/or preview Purchase Order Status report, use the filters below to return a list.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Purchase Order Reports

X

PO Status Report

+

-

X

Load Grid

Clear

Preview

Print

Export to Excel

Filters

+

-

X

Select PO

PO #

Select P.O.

Select Header Line Options

Job #

Job Title

Vendor...

Item #

Inv. Code

Rev. Code

Description

Search Words

Reference Number

Vendor Quote #

Date Selection

Order Date

Due Date

Delivery Date

Invoice Date

From

8/1/2019

To

8/29/2019

Report Options

Sort By

Order No

Date

GL Code

PO Line Status

PO Line Receipt Status

All

Invoiced

Both

Approved

Both

PO Type

Purchase Order

Filters

Results By PO Header

Results By PO Line

Purchase Order

Multiple Purchase Order

Inventory Stock On Order

PO Monitor

PO Reports

PO Status Report

PO Accrual Report

775 x 1083

Load Grid: To view the list, then click **Print** and/or **Preview**.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Purchase Order Reports

X

PO Status Report

+

-

X

Load Grid

Clear

Preview

Print

Export to Excel

Results By PO Line

+

-

X

Results

Drag a column header here to group by that column

Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	Is
>	3933	Draper Paper ... FG Item 8.25.17.A	8/27/2017	Misc	01-01-01-1...	Received		FINAL	\$322.30	\$0.30	
	3934	Draper Paper ... FG Item 8.28.17.A	8/31/2017	Misc	01-01-01-1...	Overdue		PART	\$250.00	\$0.00	
	3935	Draper Paper ... FG Item 8.28.17.A	8/29/2017	Misc	01-01-01-1...	Received		FINAL	\$125.00	\$125.00	
	3962	Draper Paper ... Test Thing	11/1/2017	5600	01-01-01-1...	Overdue		PART	\$1.00	\$0.00	
	3973	Draper Paper ... Husky Offset 50# Web	1/4/2018	Misc	01-01-01-1...	Received		FINAL	\$155.50	\$155.50	

23 Record(s) loaded.

Filters

Results By PO Header

Results By PO Line

Purchase Order

Multiple Purchase Order

Inventory Stock On Order

PO Monitor

PO Reports

PO Status Report

PO Accrual Report

560 x 1083

Preview and Print: To print or preview the selections.

Preview

File View Background

100%

Purchase Order Status Report Date & Time Printed: 8/29/2019 4:11:58 PM

[Order Date From : 8/1/2017 To 8/29/2019] | Recd Orders: All | Awaiting Invoices: Both | Approved: Both

Order No	Supplier	Order Date	Details	Order Due	Job No	GL Code	Order Qty	Rec #	Del. Qty	Del. Date	Bill To Come	PO Status	Inv No	Inv Date	Act. Cost
Order No : 3933															
3933	Draper Paper	8/25/2017	FG Item 8.25.17.A	8/27/2017	999999	21-01-01-1400	10,000	18252	10,000	8/25/2017	0	Received			0.32
Total For: 3933							10,000		10,000						0.32
Order No : 3934															
3934	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/31/2017	999999	21-01-01-1400	10,000				10000	Overdue			0.00
Total For: 3934							10,000		10,000						0.00
Order No : 3935															
3935	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/29/2017	999999	21-01-01-1400	5,000	18253	5,000	8/29/2017	5000	Received			125.00
3935	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/29/2017	999999	21-01-01-1400	5,000		-5,000	8/29/2017	0	Received			-125.00
Total For: 3935							10,000		5,000						0.00
Order No : 3962															
3962	Draper Paper	10/31/2017	Test Thing	11/1/2017	5600	21-01-01-1200	1				1	Overdue			0.00
Total For: 3962							1		1						0.00
Order No : 3973															
3973	Draper Paper	1/4/2018	Husky Offset 50# Web	1/4/2018	999999	21-01-01-1325	100	18433	100	1/4/2018	0	Received			155.50
Total For: 3973							100		100						155.50
Order No : 3977															

Page 1 of 4

100%

Export to Excel: To create an Excel file.

All Items (Compatibility Mode) - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Paragraph Alignment Number Styles Cells Editing

AutoSum Fill Sort & Find & Filter Select Share This File WebEx

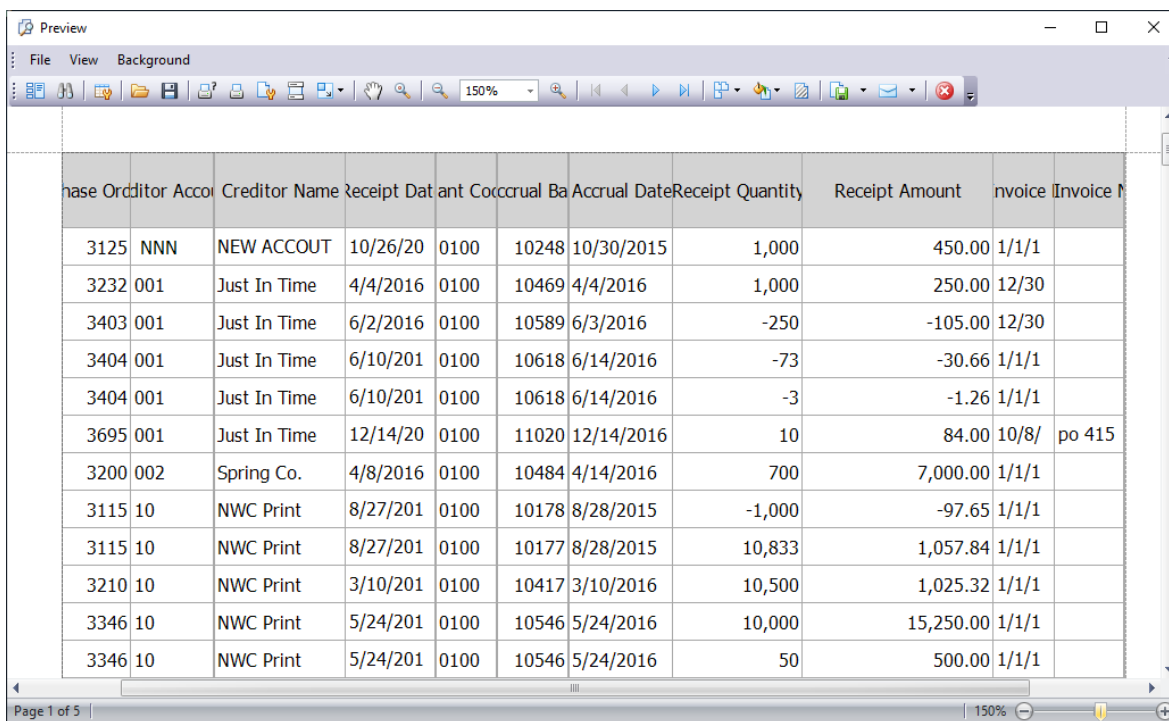
Order	PO Line #	Inv. Item Number	Vendor	Details	Due Date	Job #	Item Type	GL Code	PO Status	Delivery Date	Original Cost	Actual Cost	IsActive	Invoiced Status	PO Date	Vendor
1	3001	1.27	Draper Paper	Husky Offset 50#	3/13/2015	Misc	Paper	01-01-01-1325	Not Received		\$85.00	\$0.00	Yes	No	3/11/2015	500
2	3001	2.59	Draper Paper	Black Ink	3/13/2015	Misc	Raw Material	01-01-01-1200	Not Received		\$250.00	\$0.00	Yes	No	3/11/2015	500

Ready

100%

Clear: The **Clear** button will clear the selections.

Non Invoiced Accrued PO Receipts - Select **Load Grid** to display data.



In the PO Accrual report in .net purchasing added a prompt and field to entering a Cut Off Date.

My Page Functions Purchase Order

Purchase Order Reports X

PO Accrual Report

Load Grid Preview

PO Accrual Report - Non Invoiced Accrued PO Receipts

Non Invoiced Accrued PO Receipts

Cut off Date

Drag a column header here to group by that column

Purchase Order # Plant Code PO Accrual Batch # Accrual Date

Streamline.Accounting.AP

Would you please enter the cut off date for the reporting

OK

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order Reports X

PO Accrual Report

Load Grid Preview

PO Accrual Report - Non Invoiced Accrued PO Receipts

Non Invoiced Accrued PO Receipts

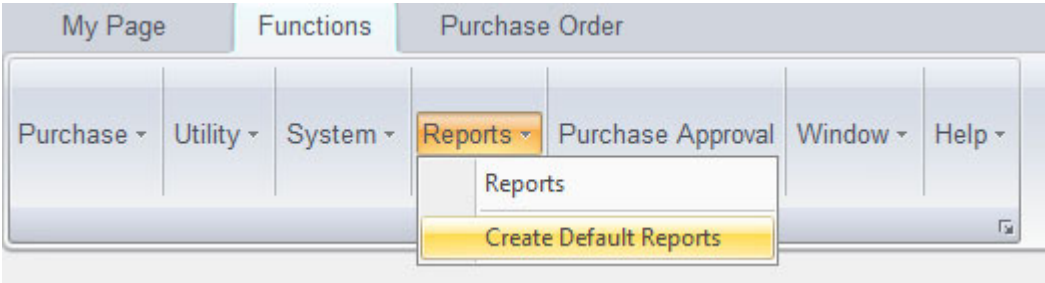
Cut off Date 4/30/2016

Drag a column header here to group by that column

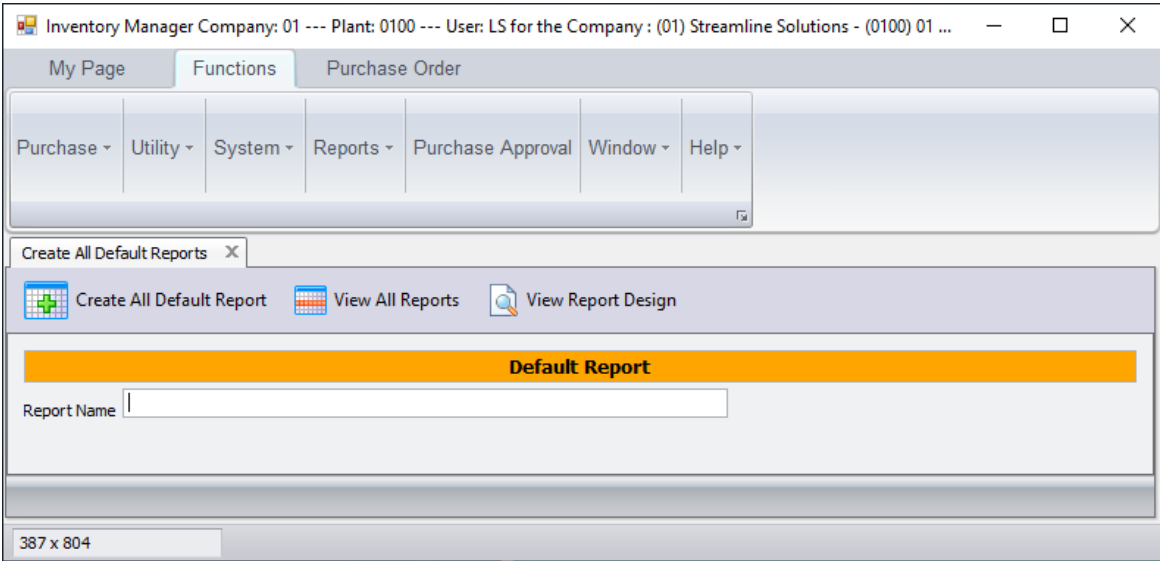
Purchase Order #	Creditor Account #	Creditor Name	Plant Code	Receipt Date	PO Accrual Batch #	Accrual Date	Receipt Quantity	Receipt Amount
3235	400	Utah Power & Light Company	0100	4/12/2016	10484	4/14/2016	80,000	600.00
3240	400	Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	160,000	1,600.00
3240	400	Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	160,000	870.00
3240	400	Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	80,000	770.00
3240	400	Utah Power & Light Company	0100	4/14/2016	10484	4/14/2016	80,000	1,333.00
3240	400	Utah Power & Light Company	0100	4/14/2016	10484	4/14/2016	80,000	700.00
3221	500	Draper Paper	0100	4/8/2016	10484	4/14/2016	58	3.01
3223	500	Draper Paper	0100	4/8/2016	10484	4/14/2016	146	12.41
3245	500	Draper Paper	0100	4/13/2016	10484	4/14/2016	20	1.20
3245	500	Draper Paper	0100	4/13/2016	10484	4/14/2016	700	80.00
3206	DMMVEND	DMM Test Vendor	0100	4/8/2016	10484	4/14/2016	46	0.92
3206	DMMVEND	DMM Test Vendor	0100	4/8/2016	10484	4/14/2016	432	8.64
3204	PRINT	PrintStream	0100	4/8/2016	10484	4/14/2016	770	7,700.00
3199	TG998	Test With Gina	0100	4/8/2016	10484	4/14/2016	28,800,000	50,400.00
3240	400	Utah Power & Light Company	0100	4/15/2016	10485	4/21/2016	640,000	10,400.00
3242	400	Utah Power & Light Company	0100	4/15/2016	10485	4/21/2016	160,000	96,000.00
3245	500	Draper Paper	0100	4/15/2016	10485	4/21/2016	3,000	75.00
3245	500	Draper Paper	0100	4/15/2016	10485	4/21/2016	1,011	85.94
							31,288,299	242,522.10

Purchase Order Multiple Purchase Order Inventory Stock On Order PO Monitor PO Reports PO Status Report PO Accrual Report

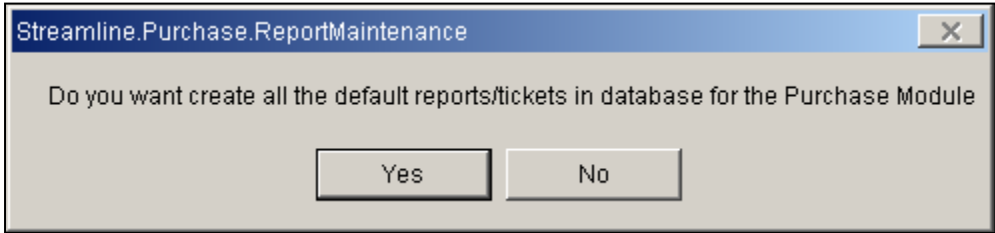
Reports > Create Default Reports



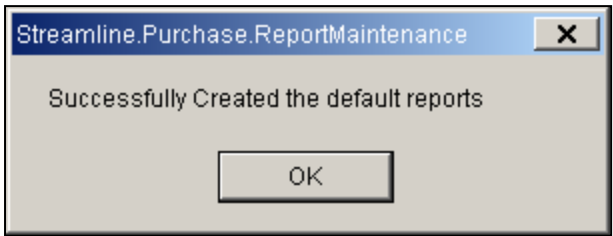
Create All Default Reports: To initialize or update Purchase Order reports.



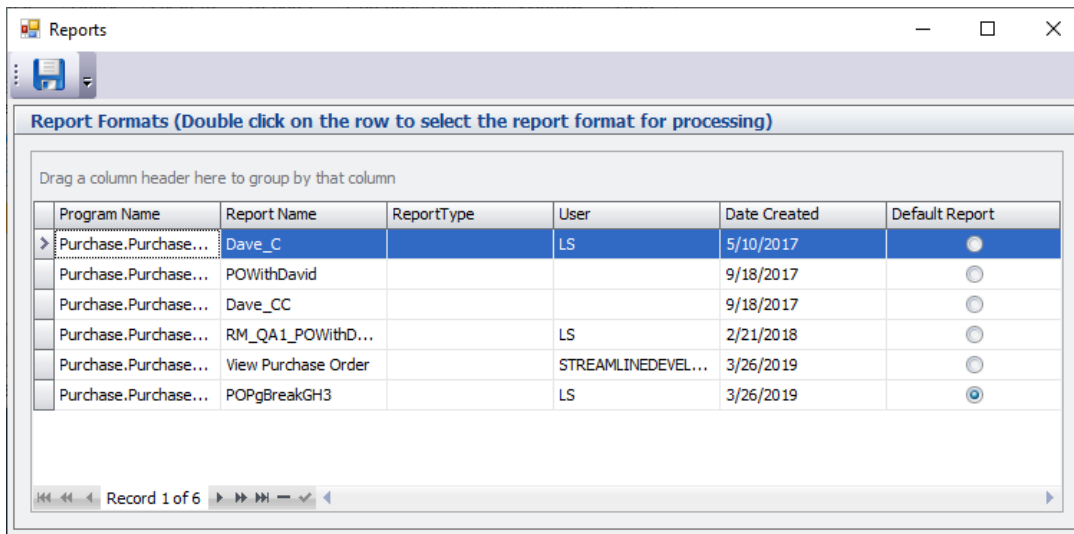
Yes



OK



View All Reports: Select to view all Purchase Order reports. Double-click to select to specific report.



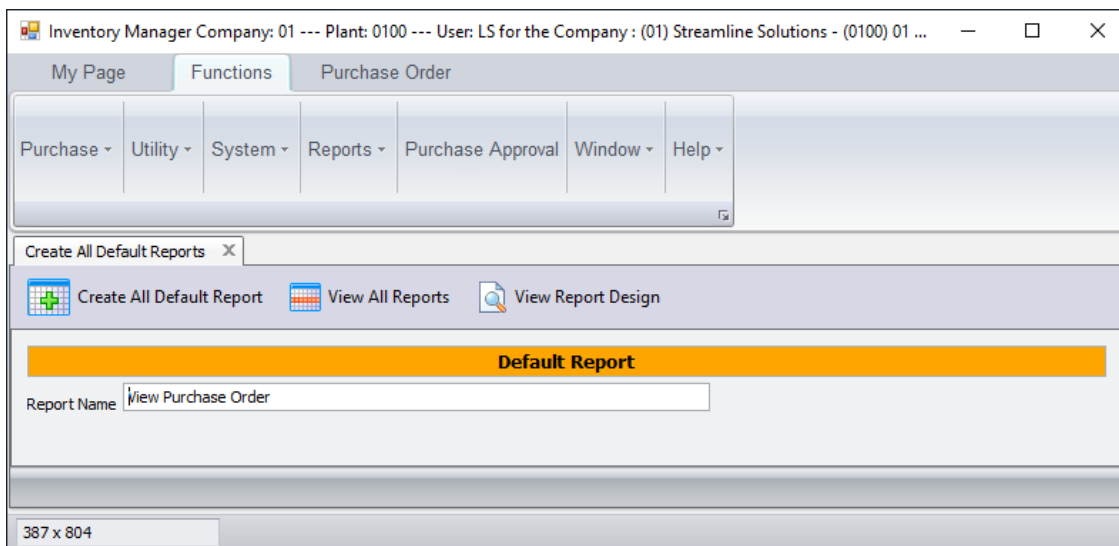
Report Formats (Double click on the row to select the report format for processing)

Drag a column header here to group by that column

Program Name	Report Name	ReportType	User	Date Created	Default Report
Purchase.Purchase...	Dave_C		LS	5/10/2017	<input checked="" type="radio"/>
Purchase.Purchase...	POWithDavid			9/18/2017	<input type="radio"/>
Purchase.Purchase...	Dave_CC			9/18/2017	<input type="radio"/>
Purchase.Purchase...	RM_QA1_POWithD...		LS	2/21/2018	<input type="radio"/>
Purchase.Purchase...	View Purchase Order		STREAMLINEDEVEL...	3/26/2019	<input type="radio"/>
Purchase.Purchase...	POPgBreakGH3		LS	3/26/2019	<input type="radio"/>

Record 1 of 6

The selected report displays in the field.



Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 ...

My Page Functions Purchase Order

Purchase ▾ Utility ▾ System ▾ Reports ▾ Purchase Approval Window ▾ Help ▾

Create All Default Reports

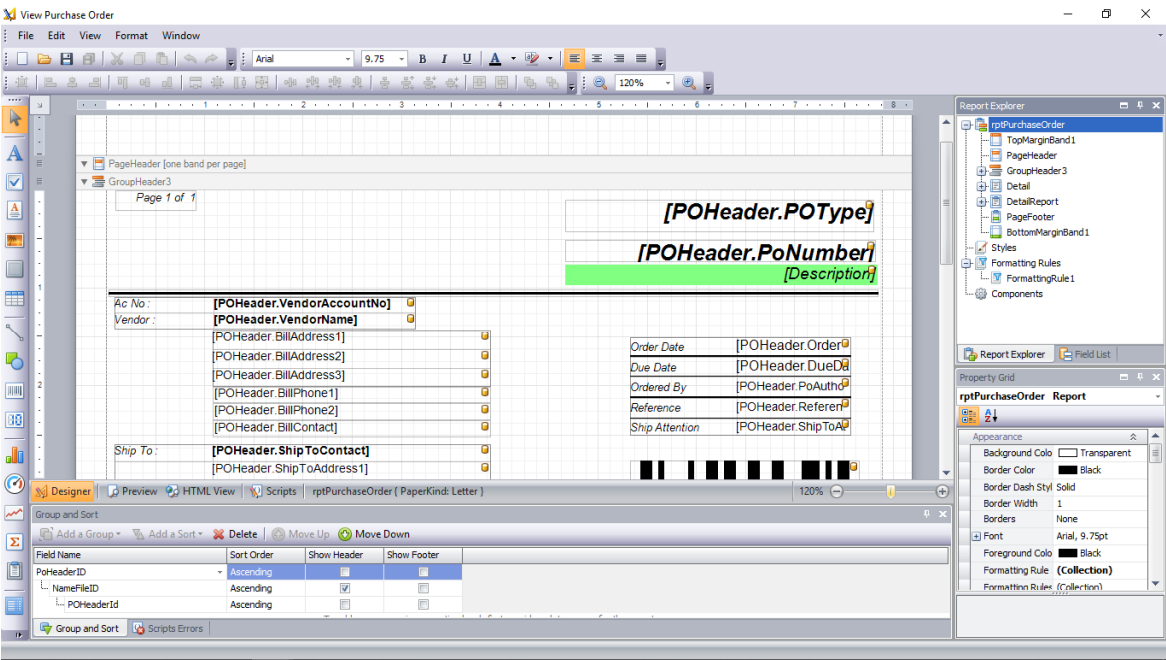
Create All Default Report View All Reports View Report Design

Default Report

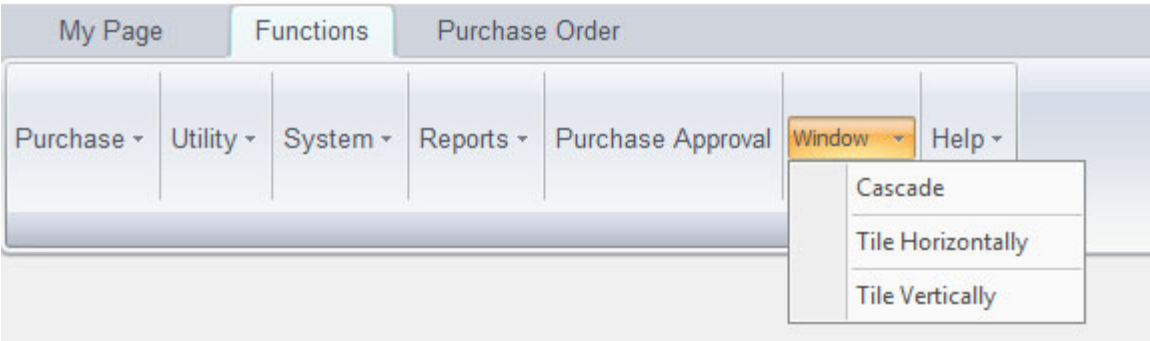
Report Name View Purchase Order

387 x 804

View Report Design: Select to view and edit the report in the report designer tool. The report designer tool will open the selected report for editing. For documentation regarding this feature contact your PrintStream support team, ask for the DexExpress Report Designer doc.



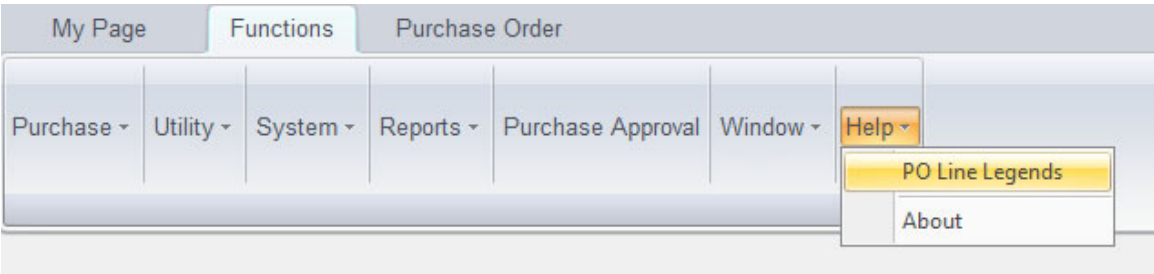
Window > Cascade, Tile Horizontally and Vertically



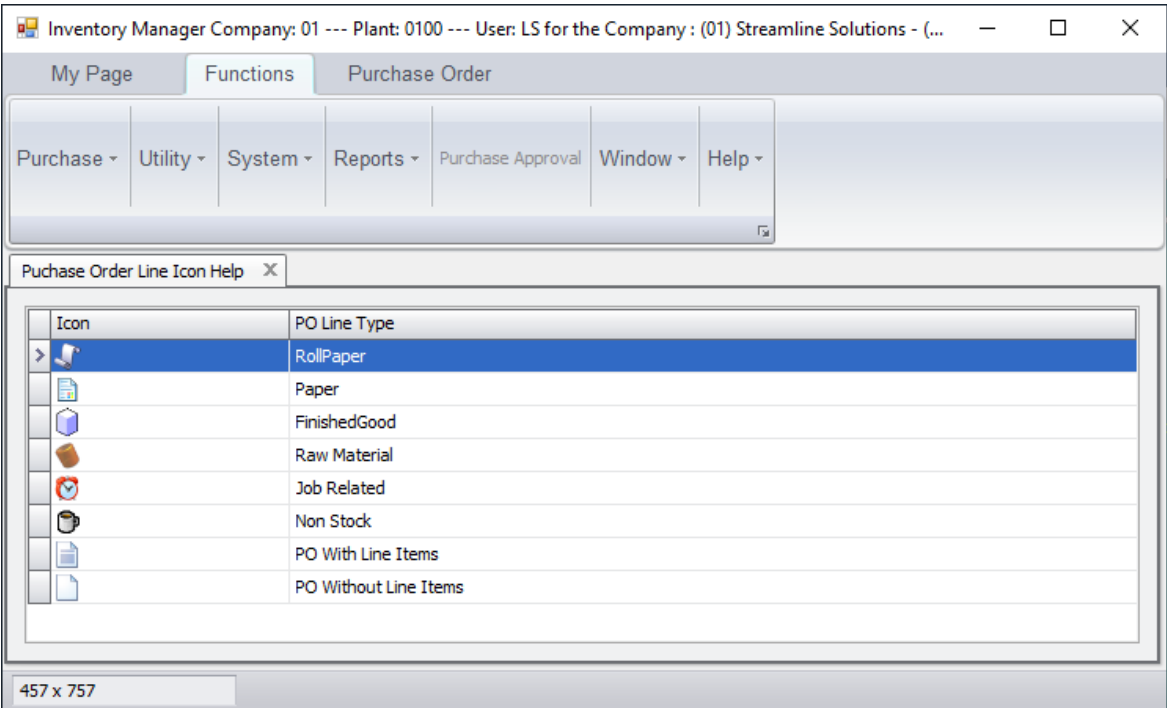
These are windows display features.

Note This feature is in development.

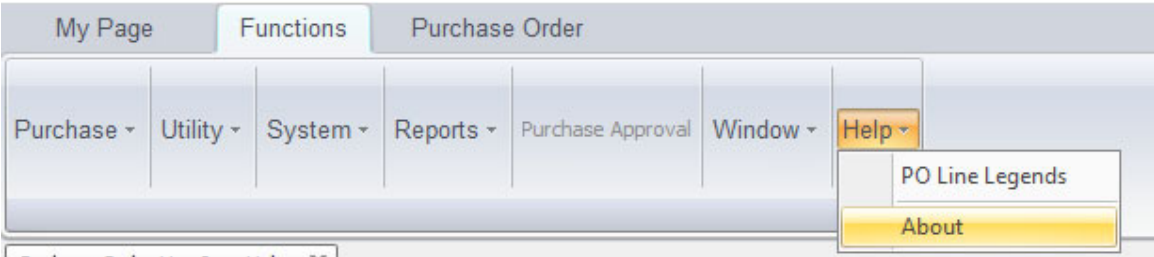
Help > PO Line Legends



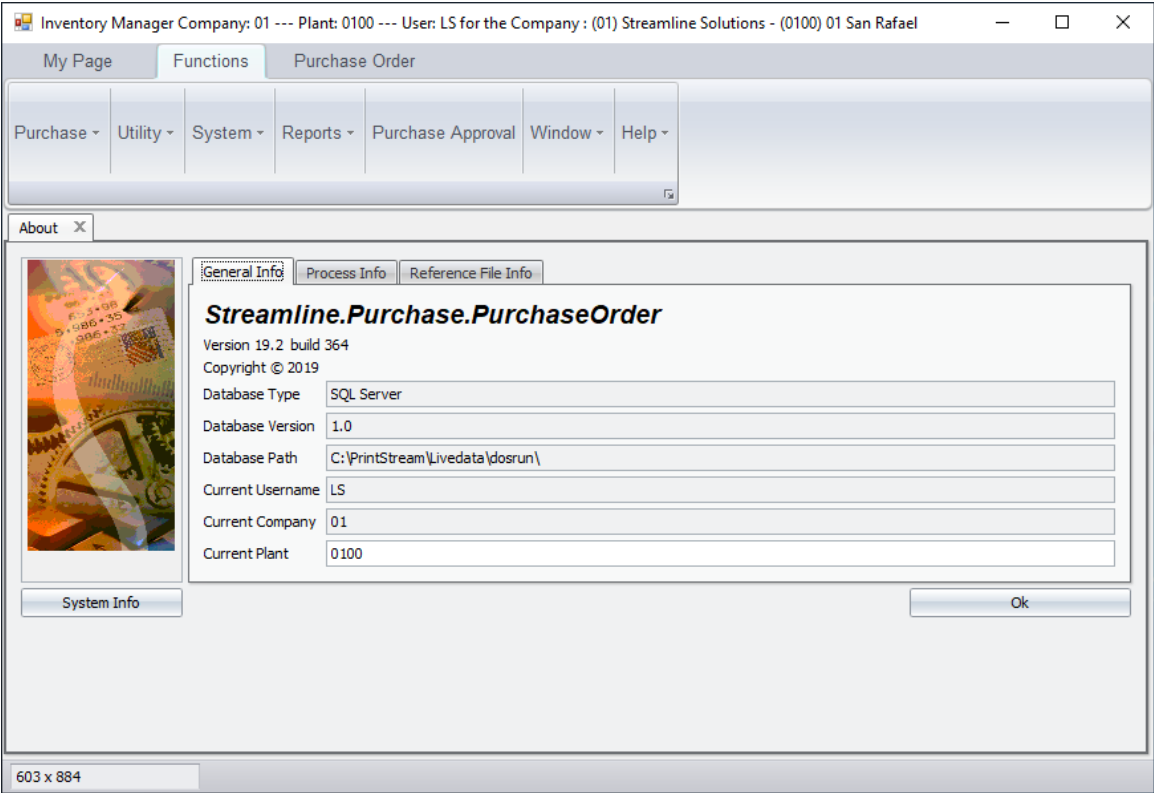
Displays the icons which represent the various PO Line Types.



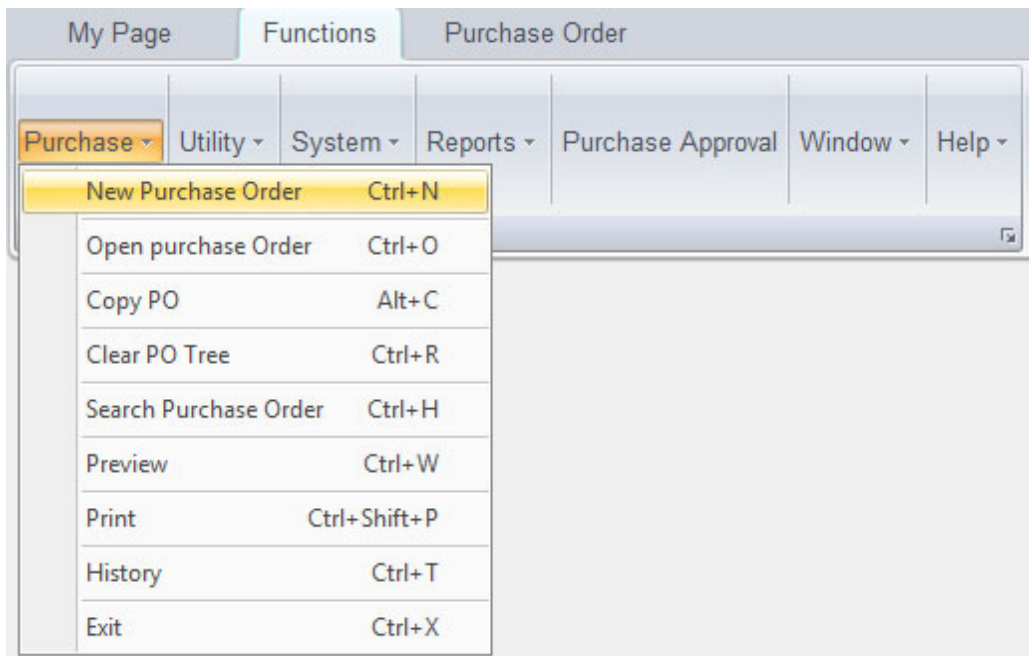
Help > About



Displays various information and details about the .Net Purchasing module.



Purchase > New Purchase Order



Select a Vendor by entering the first characters of the vendor name then select from the drop-down list.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order X

New Line Save Delete Line Preview Print Update Job Changes

PO Header

Order # 4224 Date 8/29/2019 Ordered By LS Reference Ref 1

Revision # 0 Revision Date 1/1/1900 Revised By LS

Addresses

Vendor

Vendor 500 Draper Paper

Address 1155 Main Street

Draper, UT, 84070

Telephone 801-111-2222 Fax Currency USD

Header Notes Header Notes 1

Ship To

Ship To Streamline Solutions

4040 Civic Center Drive

Suite 543

SANFORD, AL 36420

Ship To Attention Bob

Ship Via Truck

Details					Inventory		Quantities		Costs		Job	
Details	Approved	Due Date	Charge Type	Delivered Status	Invoice #	Item #	Inventory Type	Quantity	Quantity Received	Cost	Actual Cost	Job #
										\$0.00	\$0.00	

Addresses Line Items

784 x 1382

You can also enter/edit other fields as shown above as needed.

PO Header Fields

Order #: System assigned next sequential number. Cannot be altered.

Date: Defaults today's date. May override.

Ordered By: Defaults to log in users ID.

Reference: Reference Number – optional field. Will print on the PO.

Revision #: System generated revision Number. Tracks how many times the PO has been altered. Cannot be changed.

Revision Date: System generated Revision Date. Will display the date of the last revision. Cannot be changed.

Revised By: System generated Revised By. Will display the ID of the user whom did the last revision. Cannot be changed.

Vendor: Number and name and address of selected vendor. Can change if needed (must be a valid vendor from Master File Vendor). Can select a different address for vendor by selecting the down arrow.

Telephone: Entered in Master File Vendor. Cannot be changed here.

Fax: Entered in Master File Vendor. Cannot be changed here.

Currency: Reference only. Cannot be changed.

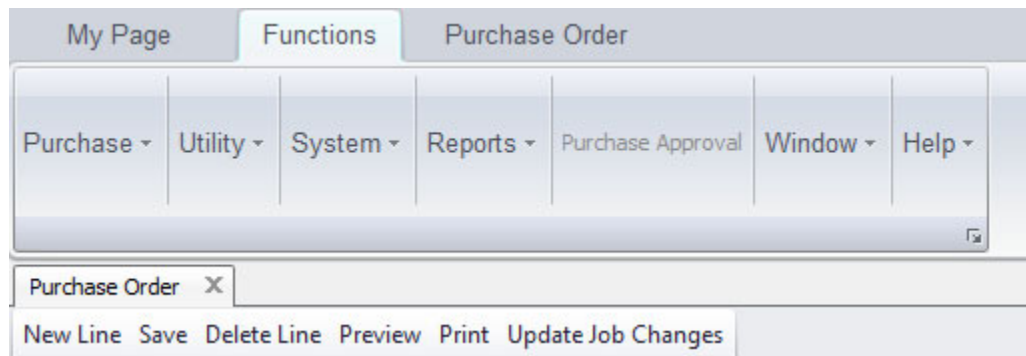
Header Notes: Select ... to enter Header Notes.

Ship To and Address: Defaults from the plant customer in **Master Files Reports > Production System > Plants**. Click the ... button to choose from the list of additional shipping addresses.

Ship To Attention: Optional. Free Form field - Will print on PO.

Ship Via: Optional. Free Form field - Will print on PO.

Purchase Order Menu Options



New Line: To enter a new line item to the purchase order, select PO Line Type for item to be ordered.

Save: Saves newly added PO Line Items and subsequent changes.

Delete Line: Removed selected PO Line.

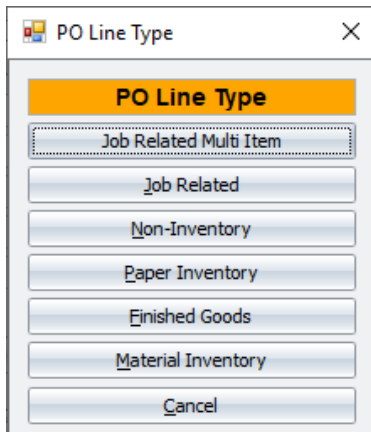
Preview: Display a preview of the PO.

Print: Opens a dialog box to print the PO.

Email: Sends an email to the Vendor. To setup PrintStream email capabilities, contact your Support Rep.

Update Job Changes: This feature will take any changes done in the estimate and overwrite the PO changes such as notes, scripts, etc.

Types of PO Line Items



The screenshot shows a software dialog box titled "PO Line Type". It contains a list of seven options, each in a button-like box. The first option, "Job Related Multi Item", is highlighted with a dashed border. The other options are "Job Related", "Non-Inventory", "Paper Inventory", "Finished Goods", "Material Inventory", and "Cancel".

Job Related Multi Item: Purchases directly tied to a job (e.g., Buyout/Subcontract). This option allows you to select multiple buyouts for one job to the vendor assigned to the purchase order.

Job Related: (Single Item) Purchases directly tied to a job (e.g., Buyout/Subcontract). This option allows you to select one buyout at a time for one job.

Non-Inventory: Expense immediately. Will not get used on a job (e.g., Office supplies).

Paper Inventory: Has dollar value/asset account (e.g., Paper, Envelopes. Print system only).

Finished Goods: Has dollar value/asset account (e.g., Binders, Diskettes used for a job).

Material Inventory: Has dollar value/asset account (e.g., Raw Materials: Ink, Labels, Plates).

Job Related Multi Item

1. Enter the **Job #** and **Load Data** button.
2. Select (check) item(s) to be purchased.
3. Enter the date required and the applicable tax code.
4. Select **Create PO Line Item**.

The Job-Related line item purchase has been added to this PO.

Job Related (Single Item)

1. Enter/search Job #.

Purchase Order (01 Streamline Solutions - (0100) 01 San Rafael)

My Page Functions Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference
Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Job Related Line Item

Item Details

Po Line # 2 Order Date 3/16/2015 Due Date 3/18/2015
Job # 100089 Job Title -POD Print
Customer Ac No 50045 Customer Name Need a New Customer

Pricing

Quantity / Hours 0 Qty Received 0
Price \$0.000 Per 0 Description
Discount % 0.00 % Discount Percentage
Discount Price \$0.000 Discount Price
Tax Amount Cost \$0.00 Unders/Overs 10

Accounting

Activity Code Activity Name
GL Code
Charge Type Normal
Rework Id
Tax Code 00 0% 0% non taxable
PSC

Details
Modifier
Notes Receiving Notes
Vendor Quote #

Planned Purchases Notes Print Cutting Slips

Addresses Line Items

778 x 1288

2. Click the **Planned Purchases** button.
3. Select or double-click the item to be purchased.

Purchase List

Select Close

Purchase List

Drag a column header here to group by that column

Description	Section	Color	Size	Vendor	Order #	Job #	Quantity	Cost
> Husky Offset 50#	1000004260.1	Blue	23 X 35		0	100089	253	\$24.53
fg item	Envelope		0 X 0		0	100089	228	\$22,800.00

4. The item purchase details will populate the screen. Enter other optional fields as needed and click **Save Line**.

The screenshot shows the 'Purchase Order' window for 'Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael'. The 'PO Header' section contains fields for Order # (3008), Date (3/16/2015), Ordered By (DAVEC), Revision # (0), Revision Date, Revised By (DAVEC), and Reference. The 'Line Items' section has a 'Save Line' button. The 'Job Related Line Item' section is active, showing details for Po Line # 2. The 'Item Details' section includes Job # (100089), Job Title (-POD Print), Customer Ac No (50045), and Customer Name (Need a New Customer). The 'Details' section shows Husky Offset 50# and Blue-23 x 35. The 'Pricing' section shows Quantity / Hours (253), Price (\$96.960), Discount % (0.00 %), Discount Price (\$0.000), Tax Amount, Cost (\$24.53), and Unders / Overs (10). The 'Accounting' section shows Activity Code (50000), Activity Name (PAPER), GL Code (1200), Charge Type (Normal), Reworking Id, and Tax Code (00). The 'Notes' section has Job Related Notes, Receiving Notes, and Job Related Receiving Notes. The 'Vendor Quote #' is A1234. The 'Planned Purchases', 'Notes', and 'Print Cutting Slips' buttons are at the bottom.

Non-Inventory

1. Enter purchase details similar to what is shown below.

The screenshot shows the 'Purchase Order' window for 'Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael'. The 'PO Header' section contains fields for Order # (3008), Date (3/16/2015), Ordered By (DAVEC), Revision # (0), Revision Date, Revised By (DAVEC), and Reference. The 'Line Items' section has a 'Save Line' button. The 'Non-Inventory Line Item' section is active, showing details for Po Line # 3. The 'Item Details' section includes Job # (100089), Job Title (-POD Print), Customer Ac No (50045), and Customer Name (Need a New Customer). The 'Details' section shows Widgets. The 'Pricing' section shows Quantity / Hours (5000), Price (\$57.000), Discount % (0.00 %), Discount Price (\$57.000), Tax Amount, Cost (\$285.00), and Unders / Overs (10). The 'Accounting' section shows AP Code (0101011200), Activity Name (wip), GL Code (1200), Charge Type (Normal), Reworking Id, and Tax Code (00). The 'Notes' section has Widgets Notes, Receiving Notes, and Widgets Receiving Notes. The 'Vendor Quote #' is B2345.

2. Enter an **AP Code** or search and select from this screen, select or double-click code.

Select Dissection Code

Select Cancel

Dissection Code

Drag a column header here to group by that column

Company Code	Company Name
01	Streamline Solutions

Branch

Drag a column header here to group by that column

Branch Code	Branch Name
01	Main Branch

Department

Drag a column header here to group by that column

Department Code	Department Name
01	Main Department

Dissection Code

Drag a column header here to group by that column

Dissection Code	Description
0101010123456	suellen added
0101011000	Cash
0101011100	cash postage
0101011200	wip
WIP DP	Wip to DP expense
WIP Print	WIP In Print Expense

3. The **AP Code**, **GL Code**, and **Tax Code** will populate the screen. Click **Save Line**.

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Non-Inventory Line Item

Item Details

Po Line # 3 Order Date 3/16/2015 Due Date 3/18/2015

Details

Widgets

Notes

Widgets Notes Receiving Notes Widgets Receiving Notes

Vendor Quote # 82345

Pricing

Quantity / Hours 5000 Qty Received 0

Price \$57,000 Per 1000 Description

Discount % 0.00 % Discount Percentage

Discount Price \$57,000 Discount Price

Tax Amount Cost \$285.00 Unders / Overs 10

Accounting

AP Code 0101011200 wip

GL Code 1200 wip 01

Tax Code 00

Addresses Line Items

778 x 1288

Paper Inventory

This purchase order type allows the user to purchase paper inventory held in the warehouse and used for multiple jobs; not specifically purchased for one job.

1. Enter/search for a paper item, enter a quantity, price, and other details as needed, and click **Save Line**.
2. Click **New Item** to create a new paper item to be ordered.

Purchase Order - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3000 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Paper Item

Item Details

Po Line # 4 Order Date 3/16/2015 Due Date 3/18/2015

Item # 27 New Item

Inv. Code HUSKY5023x35 Rev. Code

Description Husky Offset 50# White 23 x 35

Notes Paper Notes Receiving Notes Paper Receiv...

Vendor Quote # C45674 Stock Details Reservations

Pricing

Quantity / Hours 2500 Qty Received 0

Price \$135.000 Per 1000

Discount % 0.00 % Discount Percentage Discount Price

Discount Price \$135.000

Tax Amount Tax Code Cost \$337.50 Unders / Overs 15

Accounting

GL Code 1325 paper inventory 01

778 x 1288

3. Select **Stock Details** to see quantities and pricing.

Stock Details

Close

Stock Details

Code 27 Paper Husky Offset 50#

Color White Size 22080 X 33600

	On Hand	Warehouse	On Order	Total
Quantity	598,182	0	7,500	605,682
Committed	47,956	0	0	47,956
Available	550,226	0	7,500	557,726

Last Buy Price \$85.00 Average Price \$29.96

Last Buy Date 3/9/2015 12:00:00 AM

4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements.

Reservations

Save Close

Reservations

Drag a column header here to group by that column

	Job Number	Due Date	Customer	Title	Quantity	Quantity ...	PO Number
>	5582	11/9/2009	Leahs Account	Testing misc.	10000	0	
<input type="checkbox"/>	5846	12/18/2009	Abba Inc.	anotherWireless Test Job	21031	0	
<input type="checkbox"/>	6035	2/12/2010	Leahs Account	Testing	5000	0	1352
<input type="checkbox"/>	8395	5/25/2012 ...	Need a New Customer	-POD for Print	100	0	
<input type="checkbox"/>	8395	5/25/2012 ...	Need a New Customer	-POD for Print	100	0	
<input type="checkbox"/>	8613	8/30/2012 ...	Need a New Customer	-POD for Print	100	0	
<input type="checkbox"/>	8613	8/30/2012 ...	Need a New Customer	-POD for Print	100	0	
<input type="checkbox"/>	8842	12/19/2012	Sunshine, LLC.	TEST FOR PO	10425	0	
<input type="checkbox"/>	8924	2/18/2013 ...	Need a New Customer	-Printed POD	100	0	
<input type="checkbox"/>	9351	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
<input type="checkbox"/>	9351	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
<input type="checkbox"/>	9361	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
<input type="checkbox"/>	9361	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	

Total Quantity 0

Finished Goods

1. Enter/search for finished goods item, enter a quantity, price, and other details as needed, and click **Save Line**.
2. Click **New Item** to create a new finished goods item to be ordered.

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Finished Goods Line Item

Item Details

Po Line # 5 Order Date 3/16/2015 Due Date 3/18/2015

Item # 987 New Item

Inv. Code PK1300557 Rev. Code

Description NRA NEWS COTTON T-SHIRT PKG (8507) NRA NEWS COTTON T-SH...

Notes FG Notes Receiving Notes FG Receiving ...

Vendor Quote # D98754 Stock Details Reservations

Pricing

Quantity 150 Qty Received 0

Price \$15.000 Per 1

Discount % 0.00 % Discount Percentage Discount Price

Discount Price \$15.000

Tax Amount Cost \$2,250.00 Unders/Overs 0

Accounting

Activity Code 00002 Activity Name finished goods inventory

GL Code 1200 wip 01 M

Tax Code 00 0% 0% non taxable

Addresses Line Items

778 x 1288

3. Select **Stock Details** to see quantities and pricing.

Stock Details

Close

Code 987 Paper

Color Size 0 X 0

	On Hand	Warehouse	On Order	Total
Quantity	0	0	0	0
Committed	0	0	0	0
Available	0	0	0	0

Last Buy Price \$0.00 Average Price \$0.00

Last Buy Date 5/30/2006 12:00:00 AM

4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements. (See Paper Inventory for screen details.)

Material Inventory

1. Enter/search for material inventory item, enter quantity, price, and other details as needed, click **Save Line**.
2. Click **New Item** to create a new material inventory item to be ordered.

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Material Line Item

Item Details

Po Line # 6 Order Date 3/16/2015 Due Date 3/18/2015

Item # 47 New Item

Inv. Code PLATES-240 Rev. Code

Description Heidelberg 240 Plates

Notes Mat Notes Receiving Notes Mat Receiving...

Vendor Quote # E66778 Stock Details Reservations

Pricing

Quantity 250 Qty Received 0

Price \$12.500 Per 1

Discount % 0.00 % Discount Percentage

Discount Price \$12.500 Discount Price

Tax Amount Cost \$3,125.00 Unders/Overs 0

Accounting

Activity Code 42500 Activity Name PLATE MATERIALS

GL Code 1200 wip 01 M

Tax Code 06 6% 6% Michigan

3. Select **Stock Details** to see quantities and pricing.

Stock Details

Close

Code 47 Paper

Color Size 0 X 0

	On Hand	Warehouse	On Order	Total
Quantity	0	0	0	0
Committed	0	0	0	0
Available	0	0	0	0

Last Buy Price \$0.00 Average Price \$0.01

Last Buy Date 12/30/1899 12:00:00 AM

4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements. (See Paper Inventory for screen details.)

Prevent creating an inventory related PO line if Track Quantities is not checked

New development prevents creating purchase orders if item is set up for Track Quantities is OFF.

Purchasing for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order X

New Line Save Delete Line Preview Print Email Update Job Changes

PO Header

Order # 3119 Date 7/31/2016 Ordered By LEAH Reference
Revision # 0 Revision Date
Revised By LEAH

Line Items

Material Line Item

Item Details Pricing

Po Line # 2 Order Date 7/31/2016 Due Date 8/2/2016 Quantity 0.00 Qty Received
\$0.00 Per 0
0.00 % ☐ Discount Percentage
\$0.00 ☒ Discount Price
\$0.00 Unders / Overs 10

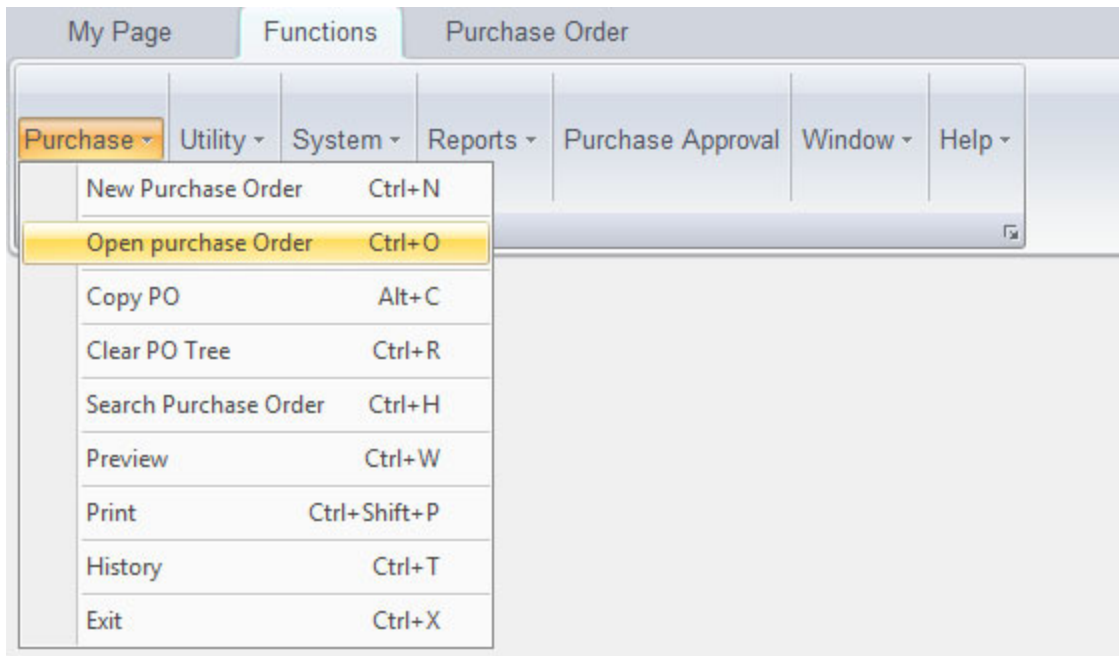
Item # 455429 Streamline.Purchase.Maintenance
Inv. Code No tracking Ink Rev. Code
Description On the shelf ink no track quantities
Items which are NOT tracked by quantity are NOT subject for Purchasing
OK

Notes
Receiving Notes
Vendor Quote #

Accounting

Activity Code
Activity Name
GL Code
Tax Code 00 0% 0% non tax

Purchase > Open Purchase Order



Open Purchase Order will open the selected PO in the tree.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order 1400 X

New Line Save Delete Line Preview Print Email Update Job Changes

PO Header

Order # 1400 Date 6/28/2010 Ordered By DMM Reference

Revision # 0 Revision Date 12/30/1899 Revised By DMM

Addresses

Vendor DMMVEND DMM Test Vendor

Address 158 Arborway Suite 1 Jamaica Plain, MA, 02118 Telephone 716-716-7161 Fax Currency USD

Header Notes

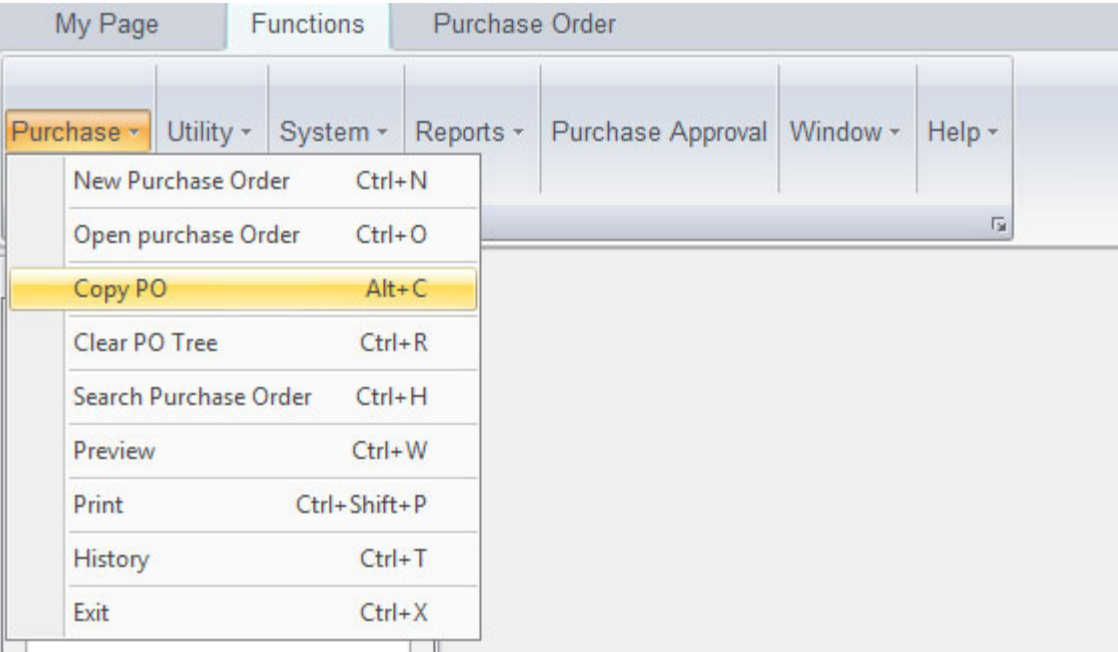
Ship To Streamline Solutions 100 American Way DETROIT MI 48204 Ship To Attention Ship Via

Details	Approved	Due Date	Charge Type	Delivered Status	Invoice #	Item #	Inventory Type	Quantity	Quantity Received	Cost	Ac
DMM Flexo Paper	Y	7/1/2010		Y	CKP09/7/2...	80176	Paper	100000.00	20000.00	\$2,160.00	
										\$2,160.00	

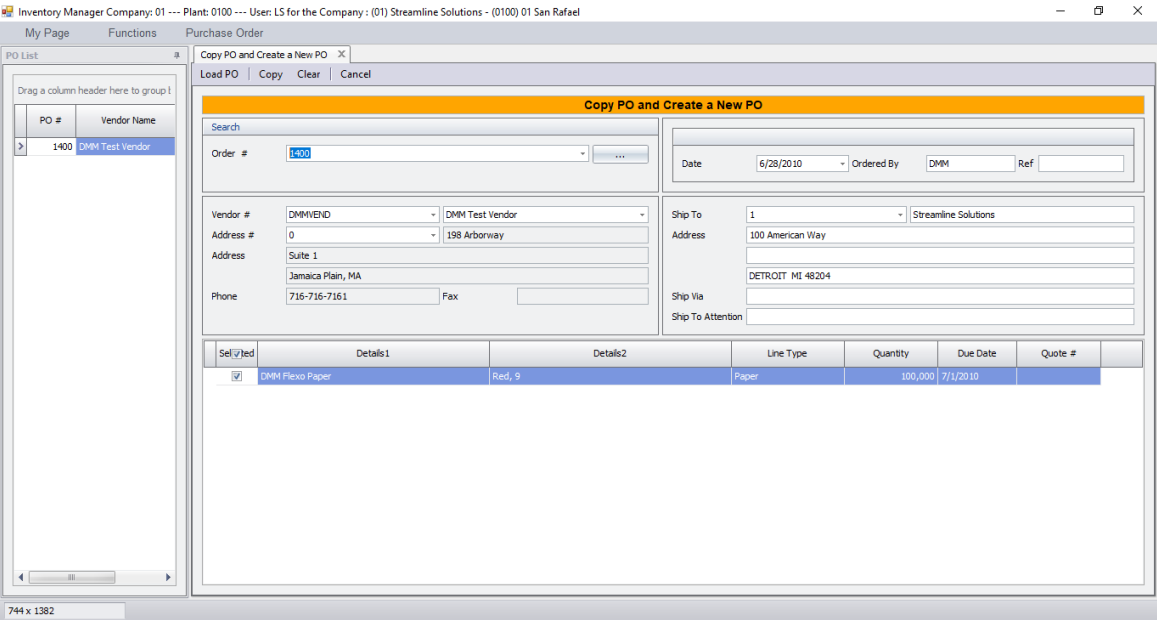
Addresses Line Items

744 x 1382

Purchase > Copy Purchase Order



Copy Purchase Order will open the selected PO in the tree.



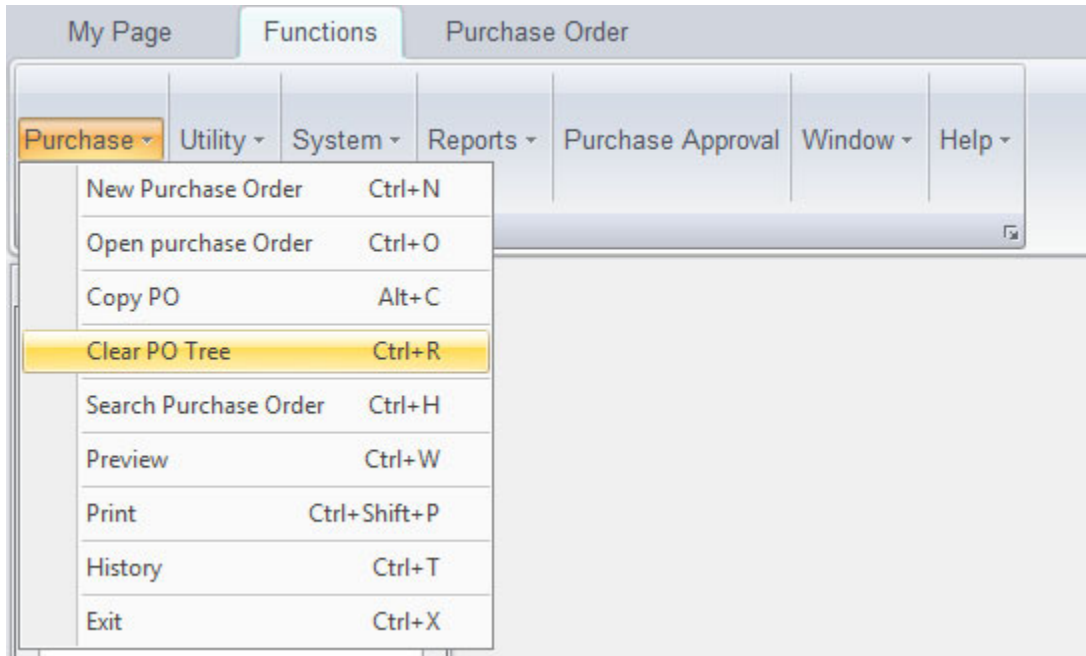
Load PO: Loads the Po selected from the PO Tree.

Copy: Copies the selected PO to a new PO.

Clear: Clears the display fields in the screen.

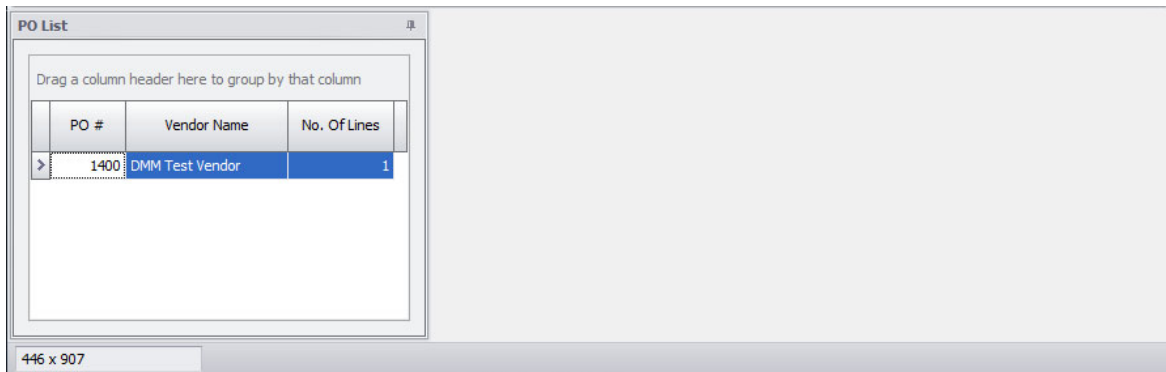
Cancel: Closes the Copy PO function.

Purchase > Clear PO Tree

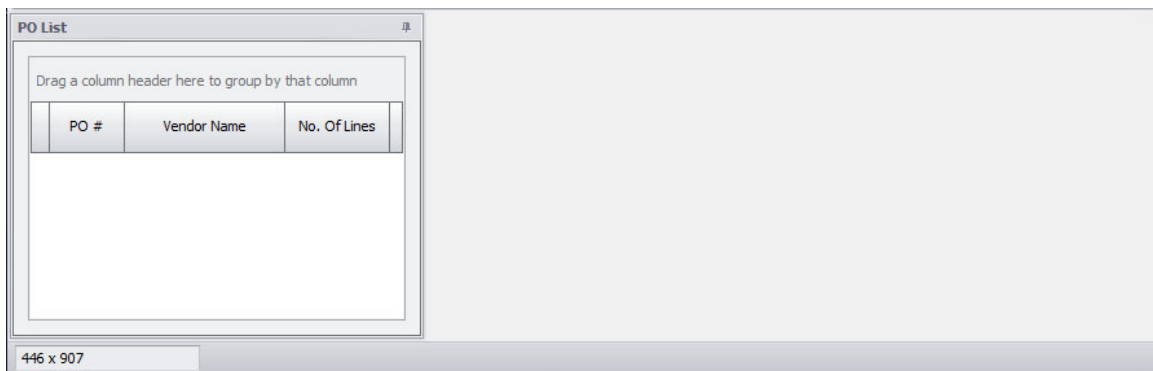


Select to clear PO's from the PO Tree display.

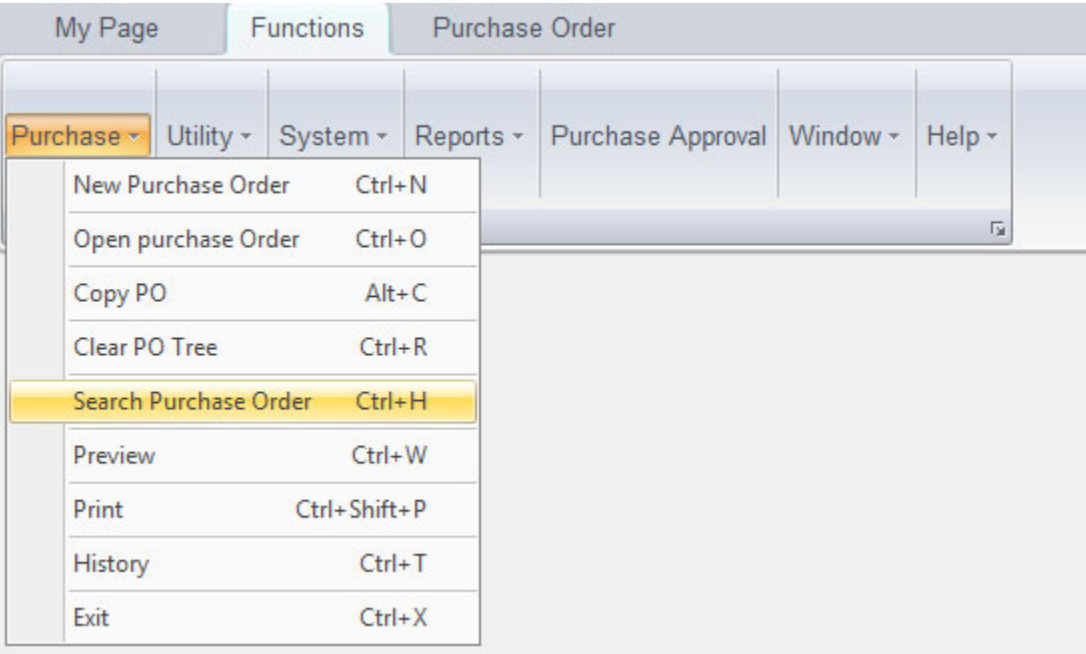
Before



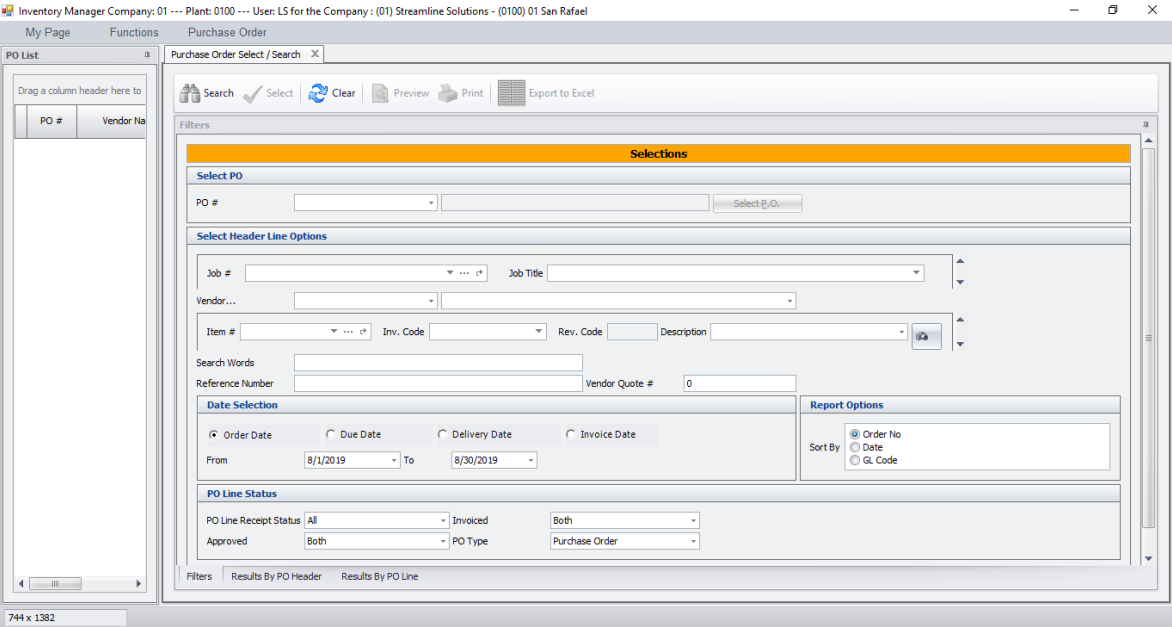
After



Purchase > Search Purchase Order



Search: Enter PO # and Select PO or enter search criteria and select Search view a PO list.



Select: Highlight PO to view/edit and select or double-click to select.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

PO List a Purchase Order Select / Search X

Drag a column header here to

PO # Vendor Na

Search Select Clear Preview Print Export to Excel

Results By PO Line

Results

Drag a column header here to group by that column

Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	IsActive	Invoiced Status
4214	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4216	adfff	NON SKID TRACKED RM	8/26/2019	Misc	01-01-01-2...	Received		FINAL	\$317.19	\$384.78	Yes	No
4216	adfff	Generic GFC	10/10/2019	Misc	01-01-01-2...	Received		FINAL	\$678.76	\$0.67	Yes	No
4217	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4217	Class Vendor	FG Item to Test Settings	9/1/2019	Misc	01-01-01-1...	Received		FINAL	\$1,350.00	\$1,363.50	Yes	No
4217	Class Vendor	Blank Skid entry	9/2/2019	Misc	01-01-01-1...	Received		FINAL	\$96.00	\$133.92	Yes	No
4217	Class Vendor	092513 DPL #1	9/10/2019	Misc	01-01-01-1...	Received		FINAL	\$70.00	\$70.00	Yes	No
4217	Class Vendor	092513 DPL #3	9/3/2019	Misc	01-01-01-1...	Received		FINAL	\$112.46	\$114.99	Yes	No
4217	Class Vendor	092513 DPL #4	9/2/2019	Misc	01-01-01-1...	Received		FINAL	\$51.00	\$61.71	Yes	No
4218	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4219	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4220	Class Vendor	19.2TESTWARINPO	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4221	Class Vendor	19.2TESTWARINPO	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4222	Class Vendor	19.2TESTWARINPO	8/29/2019	Misc	01-01-01-1...	Received		FINAL	\$0.00	\$0.00	Yes	No
4223	adfff	Sell Method - Standard Cost	9/5/2019	Misc	01-01-01-1...	Not Received		PART	\$33,000.00	\$0.00	Yes	No

15 Record(s) loaded.

Filters Results By PO Header Results By PO Line

744 x 1382

Clear: The Clear button will clear the selections.

Preview and Print: To print or preview a Purchase Order Status Report.

Preview

File View Background

100%

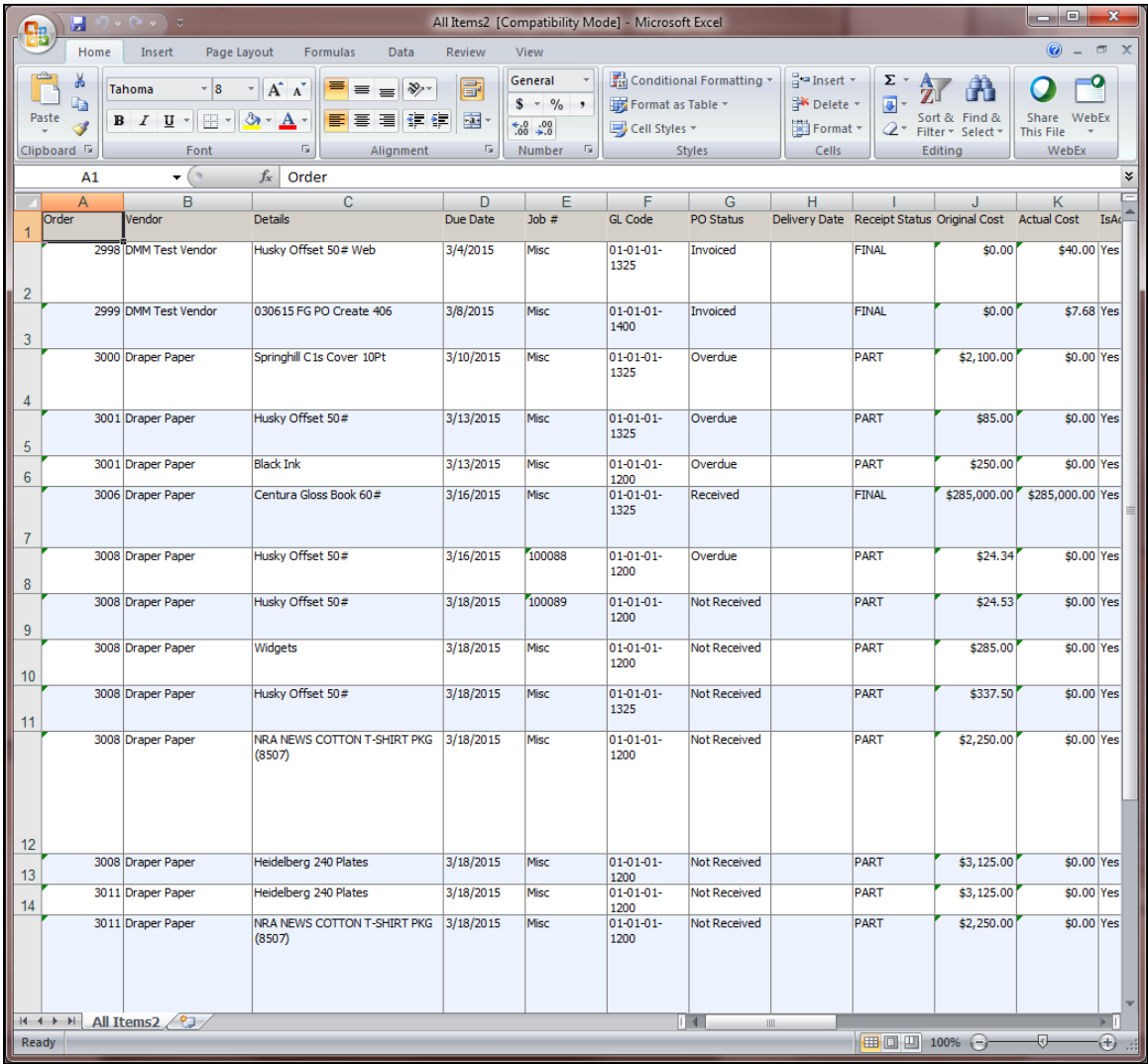
Purchase Order Status Report Date & Time Printed: 8/30/2019 4:13:51 PM

[Order Date From : 8/1/2019 To 8/30/2019] Recd Orders: All | Awaiting Invoices: Both | Approved: Both

Order No	Supplier	Order Date	Details	Order Due	Job No	GL Code	Order Qty	Rec#	Del. Qty	Del. Date	Bl To Come	PO Status	Inv No	Inv Date	Act. Cost
Order No : 4214															
4214	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400					0	Invoiced			0.00
Total For: 4214															
Order No : 4216															
4216	adfff	8/26/2019	NON SKID TRACKED RM	8/26/2019	999999	01-01-01-2700	5,632	20762	6,832	8/27/2019	-1200	Received			384.78
4216	adfff	8/26/2019	Generic GFC	10/10/2019	999999	01-01-01-2700	56,563	20732	56	8/26/2019	56507	Received			0.67
Total For: 4216															
Order No : 4217															
4217	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400					0	Invoiced			
4217	Class Vendor	8/26/2019	FG Item to Test Settings	9/1/2019	999999	01-01-01-1400					-300	Received			1,363.50
4217	Class Vendor	8/26/2019	Blank Skid entry	9/2/2019	999999	01-01-01-1400	600	20760	730	8/27/2019	-237	Received			116.80
4217	Class Vendor	8/26/2019	Blank Skid entry	9/2/2019	999999	01-01-01-1400	600	20761	107	8/27/2019	0	Received			17.12
4217	Class Vendor	8/26/2019	092513 DPL #1	9/10/2019	999999	01-01-01-1400	1,000	20765	1,000	8/27/2019	0	Received			70.00
4217	Class Vendor	8/26/2019	092513 DPL #3	9/3/2019	999999	01-01-01-1400	2,000	20766	2,045	8/27/2019	-45	Received			114.99
4217	Class Vendor	8/26/2019	092513 DPL #4	9/2/2019	999999	01-01-01-1400	3,000	20767	3,630	8/27/2019	-630	Received			61.71
Total For: 4217															
Order No : 4218															
4218	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400					0	Invoiced			
Total For: 4218															

Page 1 of 2 | 100%

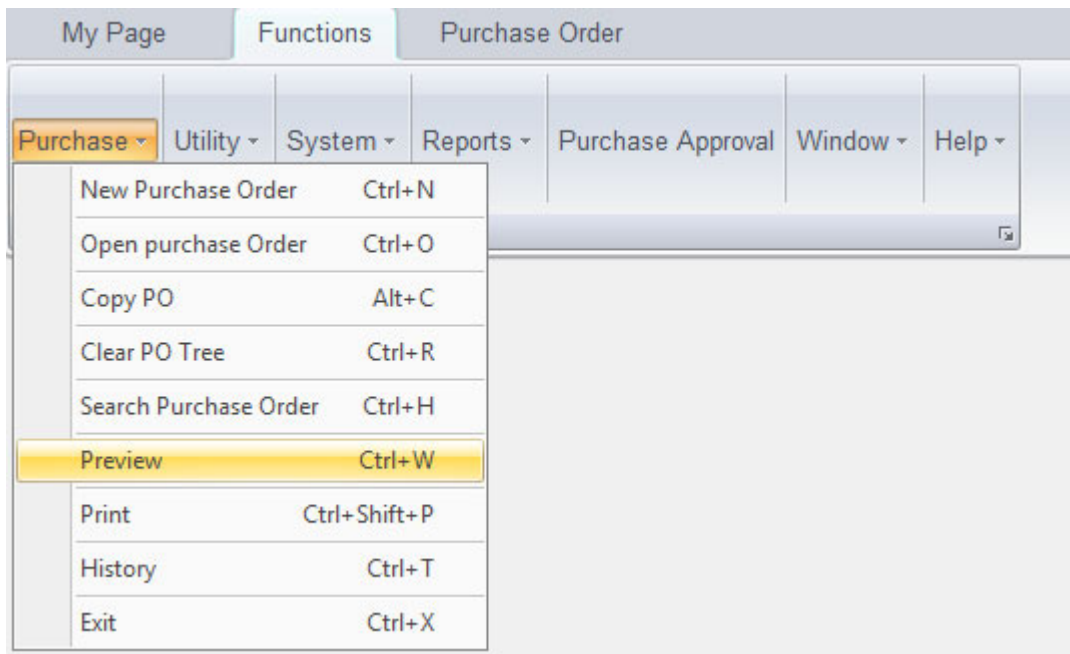
Export to Excel: To create an Excel file of the PO Search display grid.



Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	Is Approved
1	2998 DMM Test Vendor	Husky Offset 50# Web	3/4/2015	Misc	01-01-01-1325	Invoiced		FINAL	\$0.00	\$40.00	Yes
2	2999 DMM Test Vendor	030615 FG PO Create 406	3/8/2015	Misc	01-01-01-1400	Invoiced		FINAL	\$0.00	\$7.68	Yes
3	3000 Draper Paper	Springhill C1s Cover 10Pt	3/10/2015	Misc	01-01-01-1325	Overdue		PART	\$2,100.00	\$0.00	Yes
4	3001 Draper Paper	Husky Offset 50#	3/13/2015	Misc	01-01-01-1325	Overdue		PART	\$85.00	\$0.00	Yes
5	3001 Draper Paper	Black Ink	3/13/2015	Misc	01-01-01-1200	Overdue		PART	\$250.00	\$0.00	Yes
6	3006 Draper Paper	Centura Gloss Book 60#	3/16/2015	Misc	01-01-01-1325	Received		FINAL	\$285,000.00	\$285,000.00	Yes
7	3008 Draper Paper	Husky Offset 50#	3/16/2015	100088	01-01-01-1200	Overdue		PART	\$24.34	\$0.00	Yes
8	3008 Draper Paper	Husky Offset 50#	3/18/2015	100089	01-01-01-1200	Not Received		PART	\$24.53	\$0.00	Yes
9	3008 Draper Paper	Widgets	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$285.00	\$0.00	Yes
10	3008 Draper Paper	Husky Offset 50#	3/18/2015	Misc	01-01-01-1325	Not Received		PART	\$337.50	\$0.00	Yes
11	3008 Draper Paper	NRA NEWS COTTON T-SHIRT PKG (8507)	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$2,250.00	\$0.00	Yes
12	3008 Draper Paper	Heidelberg 240 Plates	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$3,125.00	\$0.00	Yes
13	3011 Draper Paper	Heidelberg 240 Plates	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$3,125.00	\$0.00	Yes
14	3011 Draper Paper	NRA NEWS COTTON T-SHIRT PKG (8507)	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$2,250.00	\$0.00	Yes

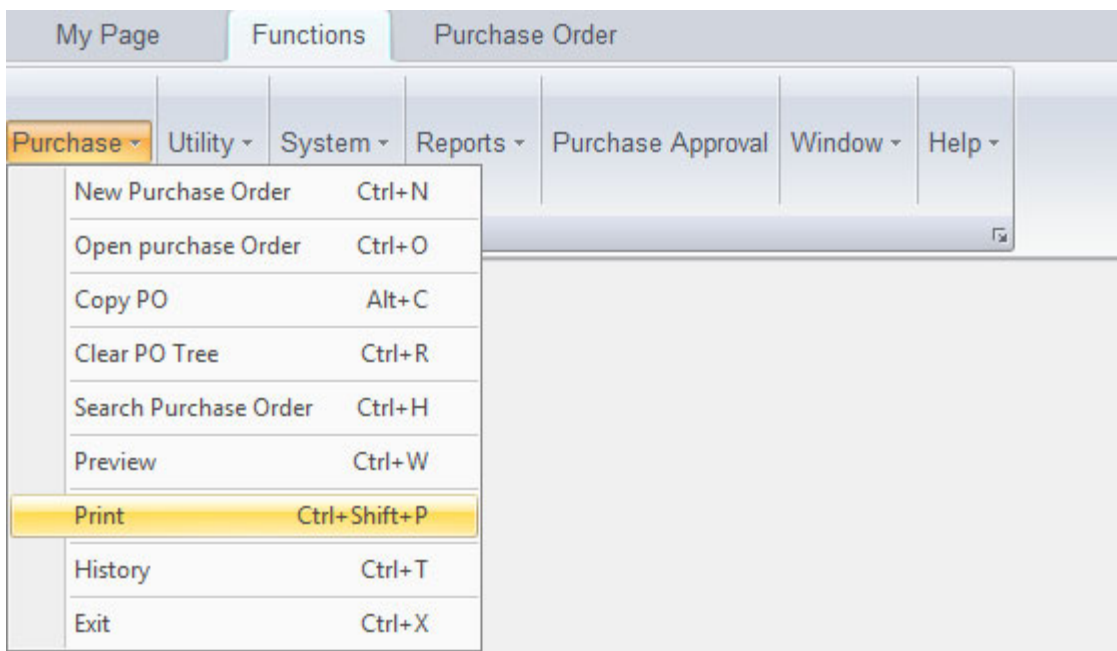
Purchase > Preview

To Preview the selected PO

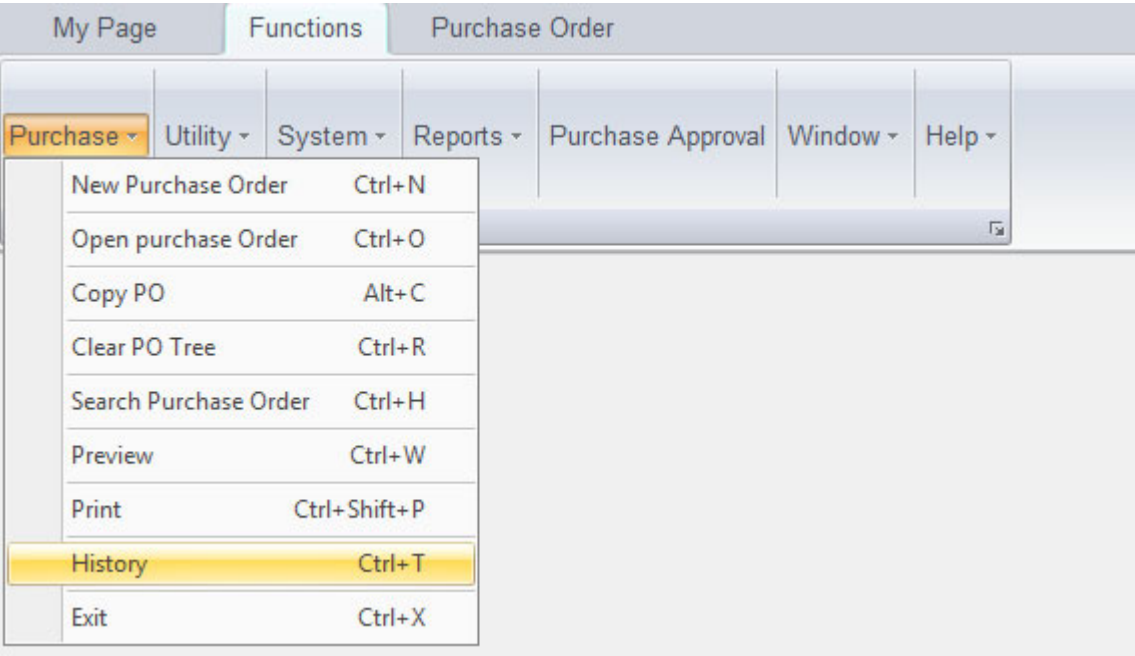


Purchase > Print

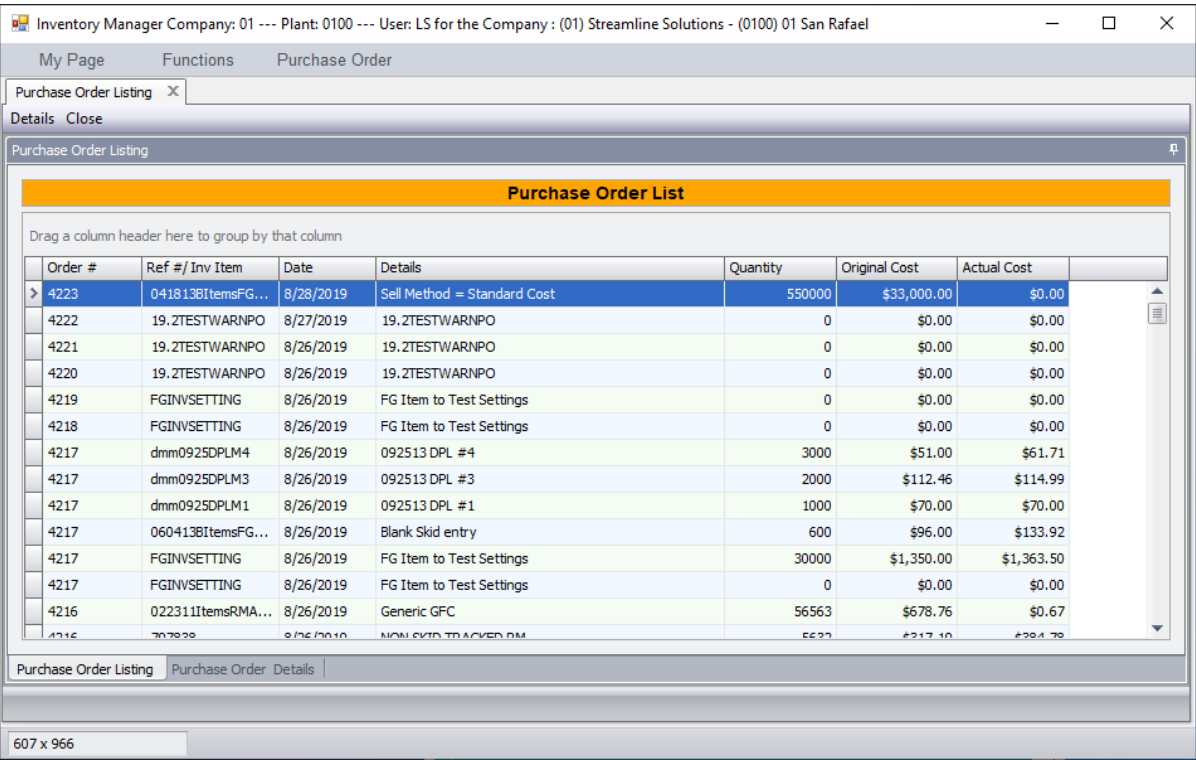
To Print the selected PO



Purchase > History



Displays a listing of PO's.



Highlight a line and select **Details** from the menu or **Purchase Order Details** to view the PO Line Item details.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order Listing X

Details Close

Purchase Order Details

Purchase Order Details

Item #	1	Job #	999999	Due Date	9/5/2019
Details	Sell Method = Standard Cost	Cost	\$33,000.00	Quantity	550000
		Cost To Date	\$0.00	Quantity Delivered	0
Title	Miscellaneous	Creditor	adfdf		

Drag a column header here to group by that column

Docket #	Date	Part/Final	Invoice #	Invoice Date	Quantity	Cost
----------	------	------------	-----------	--------------	----------	------

Purchase Order Listing Purchase Order Details

607 x 966

Purchase > Exit

Closes the Purchase Order module.

My Page Functions Purchase Order

Purchase Utility System Reports Purchase Approval Window Help

New Purchase Order Ctrl+N

Open purchase Order Ctrl+O

Copy PO Alt+C

Clear PO Tree Ctrl+R

Search Purchase Order Ctrl+H

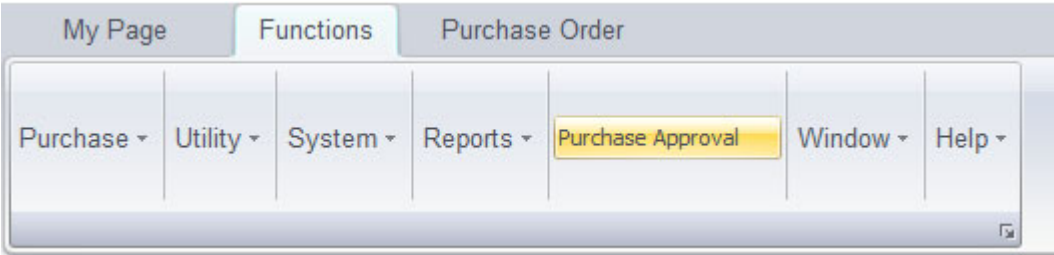
Preview Ctrl+W

Print Ctrl+Shift+P

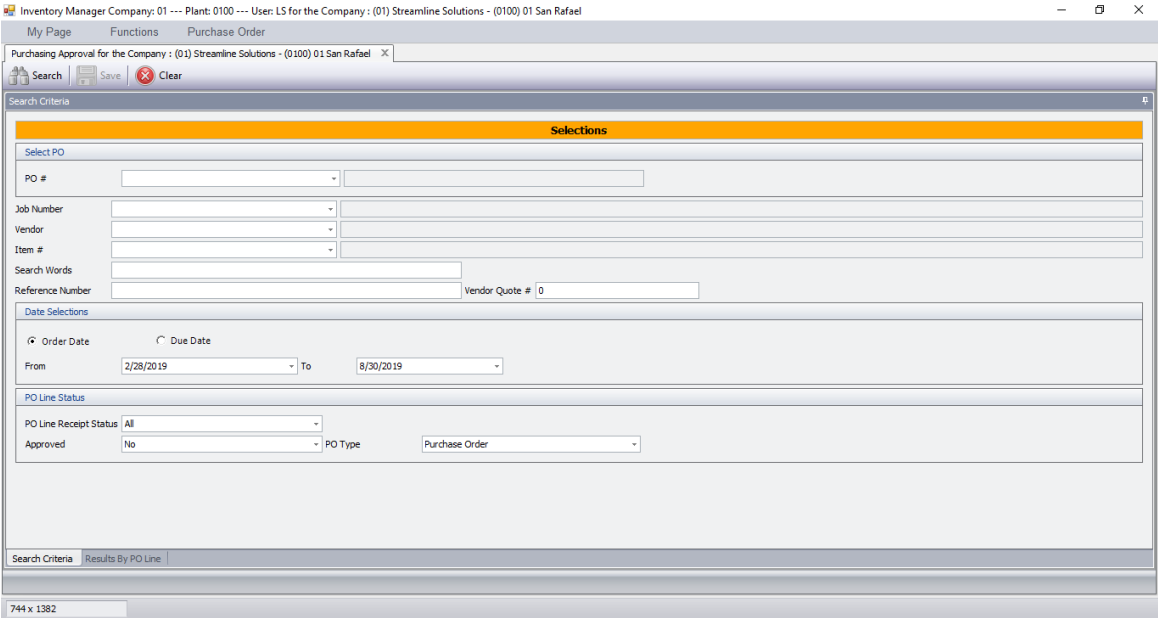
History Ctrl+T

Exit Ctrl+X

Purchase Approval



PrintStream offers an approval process to approve purchase orders prior to previewing or printing them. This is an option setting defined at the plant level for each plant defined in the database.



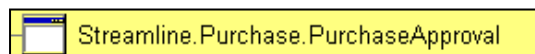
To activate this feature

1. Go to **Master File Reports > Production System > Plants PO Approval Required**.
2. Select the **PO Required** check box if the facility requires ALL PO's need approval.

DO NOT select if no approval is needed.

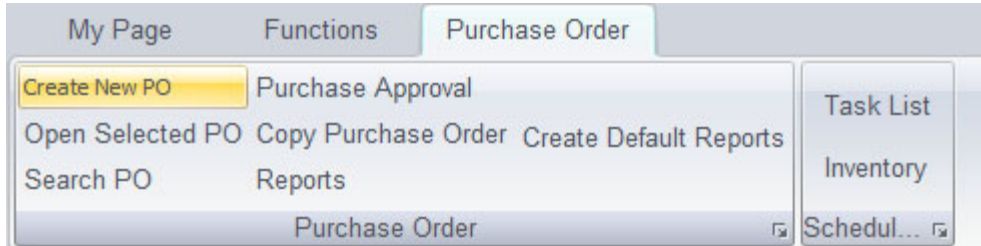
3. Search for and/or enter a **PO #**, then select **Yes** in the **Approval** drop-down control. This will allow this PO to be previewed and printed.

Purchasing Approval can also be accessed as a stand-alone module.



Purchase Order

Purchase Order > Create New PO



Select a Vendor by entering the first characters of the vendor name then select from the drop-down list.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Create New PO Purchase Approval

Open Selected PO Copy Purchase Order Create Default Reports

Search PO Reports

Purchase Order

Task List

Inventory

Schedul...

Purchase Order

New Line Save Delete Line Preview Print Update Job Changes

PO Header

Order # 4224 Date 8/29/2019 Ordered By LS Reference Ref 1

Revision # 0 Revision Date 1/1/1900 Revised By LS

Addresses

Vendor

Vendor 500 Draper Paper

Address 1155 Main Street

Draper, UT, 84070

Telephone 801-111-2222 Fax Currency USD

Header Notes Header Notes 1

Ship To

Ship To Streamline Solutions

4040 Civic Center Drive

Suite 543

SANFORD, AL 36420

Ship To Attention Bob

Ship Via Truck

Details				Inventory		Quantities		Costs		Job		
Details	Approved	Due Date	Charge Type	Delivered Status	Invoice #	Item #	Inventory Type	Quantity	Quantity Received	Cost	Actual Cost	Job #
										\$0.00	\$0.00	

Addresses Line Items

784 x 1382

You can also enter/edit other fields as shown above as needed.

PO Header Fields

Order #: System assigned next sequential number. Cannot be altered.

Date: Defaults today's date. May override.

Ordered By: Defaults to log in users ID.

Reference: Reference Number – optional field. Will print on the PO.

Revision #: System generated revision Number. Tracks how many times the PO has been altered. Cannot be changed.

Revision Date: System generated Revision Date. Will display the date of the last revision. Cannot be changed.

Revised By: System generated Revised By. Will display the ID of the user whom did the last revision. Cannot be changed.

Vendor: Number and name and address of selected vendor. Can change if needed (must be a valid vendor from Master File Vendor). Can select a different address for vendor by selecting the down arrow.

Telephone: Entered in Master File Vendor. Cannot be changed here.

Fax: Entered in Master File Vendor. Cannot be changed here.

Currency: Reference only. Cannot be changed.

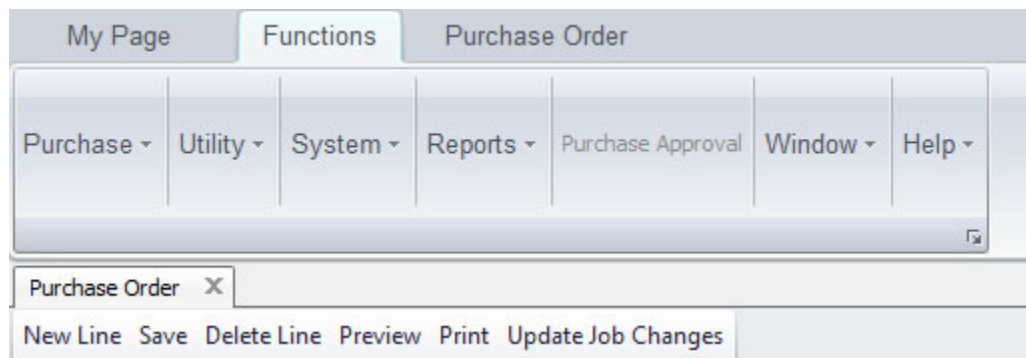
Header Notes: Select ... to enter Header Notes.

Ship To and Address: Defaults from the plant customer in **Master Files Reports > Production System > Plants**. Click the ... button to choose from the list of additional shipping addresses.

Ship To Attention: Optional. Free Form field - Will print on PO.

Ship Via: Optional. Free Form field - Will print on PO.

Purchase Order Menu Options



New Line: To enter a new line item to the purchase order, select PO Line Type for item to be ordered.

Save: Saves newly added PO Line Items and subsequent changes.

Delete Line: Removed selected PO Line.

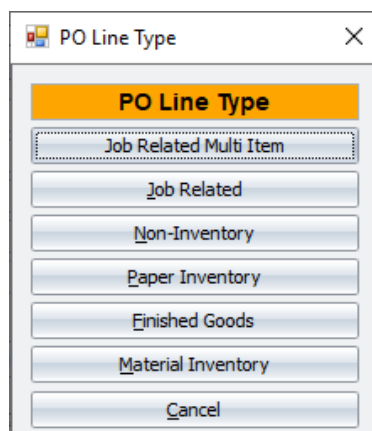
Preview: Display a preview of the PO.

Print: Opens a dialog box to print the PO.

Email: Sends an email to the Vendor. To setup PrintStream email capabilities, contact your Support Rep.

Update Job Changes: This feature will take any changes done in the estimate and overwrite the PO changes such as notes, scripts, etc.

Types of PO Line Items



Job Related Multi Item: Purchases directly tied to a job (e.g., Buyout/Subcontract). This option allows you to select multiple buyouts for one job to the vendor assigned to the purchase order.

Job Related: (Single Item) Purchases directly tied to a job (e.g., Buyout/Subcontract). This option allows you to select one buyout at a time for one job.

Non-Inventory: Expense immediately. Will not get used on a job (e.g., Office supplies).

Paper Inventory: Has dollar value/asset account (e.g., Paper, Envelopes. Print system only).

Finished Goods: Has dollar value/asset account (e.g., Binders, Diskettes used for a job).

Material Inventory: Has dollar value/asset account (e.g., Raw Materials: Ink, Labels, Plates).

Job Related Multi Item

1. Enter the **Job #** and **Load Data** button.
2. Select (check) item(s) to be purchased.
3. Enter the date required and the applicable tax code.
4. Select **Create PO Line Item**.

The Job-Related line item purchase has been added to this PO.

Job Related (Single Item)

- 1. Enter/search Job #.

The screenshot shows the 'Purchase Order' window in the 'Purchasing for the Company' application. The 'Job Related Line Item' section is expanded, showing various fields for item details, pricing, and accounting. The 'Planned Purchases' button is located at the bottom of the 'Job Related Line Item' section.

Item Details:

- Po Line #: 2
- Order Date: 3/16/2015
- Due Date: 3/18/2015
- Job #: 100089
- Job Title: -POD Print
- Customer Ac No: 50045
- Customer Name: Need a New Customer

Pricing:

- Quantity / Hours: 0
- Qty Received: 0
- Price: \$0.00
- Per: 0
- Description:
- Discount %: 0.00 %
- Discount Price: \$0.00
- Tax Amount:
- Cost: \$0.00
- Unders/Overs: 10

Accounting:

- Activity Code:
- Activity Name:
- GL Code:
- Charge Type: Normal
- Rework Id:
- Tax Code: 00
- 0%
- 0% non taxable
- PSC: ☐

Buttons:

- Planned Purchases
- Notes
- Print Cutting Slips

- 2. Click the **Planned Purchases** button.
- 3. Select or double-click the item to be purchased.

The screenshot shows the 'Purchase List' window. It contains a table with the following data:

Description	Section	Color	Size	Vendor	Order #	Job #	Quantity	Cost
Husky Offset 50#	1000004260.1	Blue	23 X 35		0	100089	253	\$24.53
fg item	Envelope		0 X 0		0	100089	228	\$22,800.00

- The item purchase details will populate the screen. Enter other optional fields as needed and click **Save Line**.

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference
Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Job Related Line Item

Item Details

Po Line # 2 Order Date 3/16/2015 Due Date 3/18/2015

Job # 100089 Job Title -POD Print
Customer Ac No 50045 Customer Name Need a New Customer

Details

Husky Offset 50#
Blue-23 x 35

Modifier

Notes Job Related Notes Receiving Notes Job Related Receiving N...
Vendor Quote # A1234

Pricing

Quantity / Hours 253 Qty Received 0
Price \$96.960 Per 1000 Description
Discount % 0.00 % Discount Percentage
Discount Price \$0.000 Discount Price
Tax Amount Cost \$24.53 Unders / Overs 10

Accounting

Activity Code 50000 Activity Name PAPER
GL Code 1200 wip 01 M
Charge Type Normal
Rework Id
Tax Code 00 0% 0% non taxable
FSC

Planned Purchases Notes Print Cutting Slips

Addresses Line Items

778 x 1288

Non-Inventory

- Enter purchase details similar to what is shown below.

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference
Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Non-Inventory Line Item

Item Details

Po Line # 3 Order Date 3/16/2015 Due Date 3/18/2015

Details

Widgets

Notes Widgets Notes Receiving Notes Widgets Receiving Notes
Vendor Quote # B2345

Pricing

Quantity / Hours 5000 Qty Received 0
Price \$57.000 Per 1000 Description
Discount % 0.00 % Discount Percentage
Discount Price \$57.000 Discount Price
Tax Amount Cost \$285.00 Unders / Overs 10

Accounting

AP Code 0101011200 wip
GL Code 1200 wip 01
Tax Code 00

Addresses Line Items

778 x 1288

2. Enter an **AP Code** or search and select from this screen, select or double-click code.

Select Dissection Code

Select Cancel

Dissection Code

Drag a column header here to group by that column

Company Code	Company Name
01	Streamline Solutions

Branch

Drag a column header here to group by that column

Branch Code	Branch Name
01	Main Branch

Department

Drag a column header here to group by that column

Department Code	Department Name
01	Main Department

Dissection Code

Drag a column header here to group by that column

Dissection Code	Description
0101010123456	suellen added
0101011000	Cash
0101011100	cash postage
0101011200	wip
WIP DP	Wip to DP expense
WIP Print	WIP In Print Expense

3. The **AP Code**, **GL Code**, and **Tax Code** will populate the screen. Click **Save Line**.

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Non-Inventory Line Item

Item Details

Po Line # 3 Order Date 3/16/2015 Due Date 3/18/2015

Details

Widgets

Notes

Vendor Quote # 82345

Receiving Notes

Widgets Receiving Notes

Pricing

Quantity / Hours 5000 Qty Received 0

Price \$57,000 Per 1000 Description

Discount % 0.00 % Discount Percentage

Discount Price \$57,000 Discount Price

Tax Amount Cost \$285.00 Unders / Overs 10

Accounting

AP Code 0101011200 wip

GL Code 1200 wip 01

Tax Code 00

Addresses Line Items

778 x 1288

Paper Inventory

This purchase order type allows the user to purchase paper inventory held in the warehouse and used for multiple jobs; not specifically purchased for one job.

1. Enter/search for a paper item, enter a quantity, price, and other details as needed, and click **Save Line**.
2. Click **New Item** to create a new paper item to be ordered.

Purchase Order - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference
Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Paper Item

Item Details

Po Line # 4 Order Date 3/16/2015 Due Date 3/18/2015

Item # 27 New Item
Inv. Code HUSKY5023x35 Rev. Code
Description Husky Offset 50# White 23 x 35

Pricing

Quantity / Hours 2500 Qty Received
Price \$135.000 Per 1000
Discount % 0.00 % Discount Percentage
Discount Price \$135.000 Discount Price
Tax Amount Cost \$337.50 Unders / Overs 15

Accounting

Tax Code
GL Code 1325 paper inventory 01
PSC

Notes Paper Notes Receiving Notes Paper Receiv...
Vendor Quote # C45674 Stock Details Reservations

Addresses Line Items

778 x 1288

3. Select **Stock Details** to see quantities and pricing.

Stock Details

Close

Stock Details

Code 27 Paper Husky Offset 50#
Color White Size 22080 X 33600

	On Hand	Warehouse	On Order	Total
Quantity	598,182	0	7,500	605,682
Committed	47,956	0	0	47,956
Available	550,226	0	7,500	557,726

Last Buy Price \$85.00 Average Price \$29.96
Last Buy Date 3/9/2015 12:00:00 AM

4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements.

Reservations

Save Close

Reservations

Drag a column header here to group by that column

	Job Number	Due Date	Customer	Title	Quantity	Quantity ...	PO Number
>	5582	11/9/2009	Leahs Account	Testing misc.	10000	0	
	5846	12/18/2009	Abba Inc.	anotherWireless Test Job	21031	0	
	6035	2/12/2010	Leahs Account	Testing	5000	0	1352
	8395	5/25/2012 ...	Need a New Customer	-POD for Print	100	0	
	8395	5/25/2012 ...	Need a New Customer	-POD for Print	100	0	
	8613	8/30/2012 ...	Need a New Customer	-POD for Print	100	0	
	8613	8/30/2012 ...	Need a New Customer	-POD for Print	100	0	
	8842	12/19/2012	Sunshine, LLC.	TEST FOR PO	10425	0	
	8924	2/18/2013 ...	Need a New Customer	-Printed POD	100	0	
	9351	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
	9351	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
	9361	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	
	9361	11/8/2013 ...	Need a New Customer	-POD for Print	250	0	

Total Quantity 0

Finished Goods

1. Enter/search for finished goods item, enter a quantity, price, and other details as needed, and click **Save Line**.
2. Click **New Item** to create a new finished goods item to be ordered.

3. Select **Stock Details** to see quantities and pricing.

	On Hand	Warehouse	On Order	Total
Quantity	0	0	0	0
Committed	0	0	0	0
Available	0	0	0	0

Last Buy Price: \$0.00 Average Price: \$0.00
 Last Buy Date: 5/30/2006 12:00:00 AM

4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements. (See Paper Inventory for screen details.)

Material Inventory

- 1. Enter/search for material inventory item, enter quantity, price, and other details as needed, click **Save Line**.
- 2. Click **New Item** to create a new material inventory item to be ordered.

Purchase Order

PO Header

Order # 3008 Date 3/16/2015 Ordered By DAVEC Reference

Revision # 0 Revision Date Revised By DAVEC

Line Items

Save Line

Material Line Item

Item Details

Po Line # 6 Order Date 3/16/2015 Due Date 3/18/2015

Item # 47 New Item

Inv. Code PLATES-240 Rev. Code

Description Heidelberg 240 Plates

Notes Mat Notes Receiving Notes Mat Receiving...

Vendor Quote # E66778 Stock Details Reservations

Pricing

Quantity 250 Qty Received 0

Price \$12.500 Per 1

Discount % 0.00 % Discount Percentage

Discount Price \$12.500 Discount Price

Tax Amount Cost \$3,125.00 Unders/Overs 0

Accounting

Activity Code 42500 Activity Name PLATE MATERIALS

GL Code 1200 wip 01 M

Tax Code 06 6% 6% Michigan

- 3. Select **Stock Details** to see quantities and pricing.

Stock Details

Close

Code 47 Paper

Color Size 0 X 0

	On Hand	Warehouse	On Order	Total
Quantity	0	0	0	0
Committed	0	0	0	0
Available	0	0	0	0

Last Buy Price \$0.00 Average Price \$0.01

Last Buy Date 12/30/1899 12:00:00 AM

- 4. Click the **Reservations** button to see all jobs and quantities in need of this item. You can also check lines to order the item quantities to cover the job(s) requirements. (See Paper Inventory for screen details.)

Prevent creating an inventory related PO line if Track Quantities is not checked

New development prevents creating purchase orders if item is set up for Track Quantities is OFF.

Purchasing for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order X

New Line Save Delete Line Preview Print Email Update Job Changes

PO Header

Order # 3119 Date 7/31/2016 Ordered By LEAH Reference
Revision # 0 Revision Date Revised By LEAH

Line Items

Material Line Item

Item Details

Po Line # 2 Order Date 7/31/2016 Due Date 8/2/2016

Item # 455429 New Item

Inv. Code No tracking Ink Rev. Code

Description On the shelf ink no track quantities

Notes Receiving Notes

Vendor Quote # Stock Details Reservations

Pricing

Quantity 0.00 Qty Received 0

\$0.00 Per 0

0.00 % Discount Percentage

\$0.00 Discount Price

\$0.00 Unders / Overs 10

Accounting

Activity Code Activity Name

GL Code

Tax Code 00 0% 0% non tax

Streamline.Purchase.Maintenance

Items which are NOT tracked by quantity are NOT subject for Purchasing

OK

Purchase Order > Open Selected PO

My Page

Functions

Purchase Order

Create New PO

Purchase Approval

Open Selected PO

Copy Purchase Order

Create Default Reports

Search PO

Reports

Purchase Order

Task List

Inventory

Schedul...

Open Purchase Order will open the selected PO in the tree.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

PO List

Drag a column header here to group

PO #	Vendor Name
> 1400	DMM Test Vendor

Purchase Order 1400

New Line Save Delete Line Preview Print Email Update Job Changes

PO Header

Order # 1400 Date 6/28/2010 Ordered By DMM Reference

Revision # 0 Revision Date 12/30/1899 Revised By DMM

Addresses

Vendor

Vendor DMMVEND DMM Test Vendor

Address 158 Arborway

Suite 1

Jamaica Plain, MA, 02118

Telephone 716-716-7161 Fax Currency USD

Header Notes

Ship To

Ship To Streamline Solutions

100 American Way

DETROIT MI 48204

Ship To Attention

Ship Via

Details				Inventory		Quantities		Costs			
Details	Approved	Due Date	Charge Type	Delivered Status	Invoice #	Item #	Inventory Type	Quantity	Quantity Received	Cost	Ac
> DMM Flexo Paper	Y	7/1/2010		Y	ChPo9/7/2...	80176	Paper	100000.00	20000.00	\$2,160.00	
										\$2,160.00	

Addresses

Line Items

744 x 1382

Purchase Order > Search PO

My Page	Functions	Purchase Order
Create New PO	Purchase Approval	Task List Inventory Schedul...
Open Selected PO	Copy Purchase Order	
Search PO	Create Default Reports	
Reports		
Purchase Order		

Search: Enter PO # and Select PO or enter search criteria and select Search view a PO list.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page	Functions	Purchase Order
---------	-----------	----------------

PO List

Drag a column header here to

PO #	Vendor Na
------	-----------

Purchase Order Select / Search

Search

Select

Clear

Preview

Print

Export to Excel

Filters

Selections

Select PO

PO #

Select P.O.

Select Header Line Options

Job #

Job Title

Vendor...

Item #

Inv. Code

Rev. Code

Description

Search Words

Reference Number

Vendor Quote #

Date Selection

Order Date

Due Date

Delivery Date

Invoice Date

From

To

Report Options

Sort By

Order No

Date

GL Code

PO Line Status

PO Line Receipt Status

Invoked

Both

Approved

Both

PO Type

Purchase Order

Filters

Results By PO Header

Results By PO Line

744 x 1382

Select: Highlight PO to view/edit and select or double-click to select.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

PO List a Purchase Order Select / Search X

Drag a column header here to

PO # Vendor Na

Search Select Clear Preview Print Export to Excel

Results By PO Line

Results

Drag a column header here to group by that column

Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	IsActive	Invoiced Status
4214	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4216	adfff	NON SKID TRACKED RM	8/26/2019	Misc	01-01-01-2...	Received		FINAL	\$317.19	\$384.78	Yes	No
4216	adfff	Generic GFC	10/10/2019	Misc	01-01-01-2...	Received		FINAL	\$678.76	\$0.67	Yes	No
4217	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4217	Class Vendor	FG Item to Test Settings	9/1/2019	Misc	01-01-01-1...	Received		FINAL	\$1,350.00	\$1,363.50	Yes	No
4217	Class Vendor	Blank Skid entry	9/2/2019	Misc	01-01-01-1...	Received		FINAL	\$96.00	\$133.92	Yes	No
4217	Class Vendor	092513 DPL #1	9/10/2019	Misc	01-01-01-1...	Received		FINAL	\$70.00	\$70.00	Yes	No
4217	Class Vendor	092513 DPL #3	9/3/2019	Misc	01-01-01-1...	Received		FINAL	\$112.46	\$114.99	Yes	No
4217	Class Vendor	092513 DPL #4	9/2/2019	Misc	01-01-01-1...	Received		FINAL	\$51.00	\$61.71	Yes	No
4218	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4219	Class Vendor	FG Item to Test Settings	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4220	Class Vendor	19.2TESTWARINPO	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4221	Class Vendor	19.2TESTWARINPO	8/26/2019	Misc	01-01-01-1...	Invoiced		FINAL	\$0.00	\$0.00	Yes	Yes
4222	Class Vendor	19.2TESTWARINPO	8/29/2019	Misc	01-01-01-1...	Received		FINAL	\$0.00	\$0.00	Yes	No
4223	adfff	Sell Method - Standard Cost	9/5/2019	Misc	01-01-01-1...	Not Received		PART	\$33,000.00	\$0.00	Yes	No

15 Record(s) loaded.

Filters Results By PO Header Results By PO Line

744 x 1382

Clear: The Clear button will clear the selections.

Preview and Print: To print or preview a Purchase Order Status Report.

Preview

File View Background

100%

Purchase Order Status Report Date & Time Printed: 8/30/2019 4:13:51 PM

[Order Date From : 8/1/2019 To 8/30/2019] Recd Orders: All | Awaiting Invoices: Both | Approved: Both

Order No	Supplier	Order Date	Details	Order Due	Job No	GL Code	Order Qty	Rec#	Del. Qty	Del. Date	Bl To Come	PO Status	Inv No	Inv Date	Act. Cost
Order No : 4214															
4214	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400			0			Invoiced			0.00
Total For: 4214															
Order No : 4216															
4216	adfff	8/26/2019	NON SKID TRACKED RM	8/26/2019	999999	01-01-01-2700	5,632	20762	6,832	8/27/2019	-1200	Received			384.78
4216	adfff	8/26/2019	Generic GFC	10/10/2019	999999	01-01-01-2700	56,563	20732	56	8/26/2019	56507	Received			0.67
Total For: 4216															
Order No : 4217															
4217	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400			0			Invoiced			
4217	Class Vendor	8/26/2019	FG Item to Test Settings	9/1/2019	999999	01-01-01-1400	30,000	20758	30,300	8/27/2019	-300	Received			1,363.50
4217	Class Vendor	8/26/2019	Blank Skid entry	9/2/2019	999999	01-01-01-1400	600	20760	730	8/27/2019	-237	Received			116.80
4217	Class Vendor	8/26/2019	Blank Skid entry	9/2/2019	999999	01-01-01-1400	600	20761	107	8/27/2019	0	Received			17.12
4217	Class Vendor	8/26/2019	092513 DPL #1	9/10/2019	999999	01-01-01-1400	1,000	20765	1,000	8/27/2019	0	Received			70.00
4217	Class Vendor	8/26/2019	092513 DPL #3	9/3/2019	999999	01-01-01-1400	2,000	20766	2,045	8/27/2019	-45	Received			114.99
4217	Class Vendor	8/26/2019	092513 DPL #4	9/2/2019	999999	01-01-01-1400	3,000	20767	3,630	8/27/2019	-630	Received			61.71
Total For: 4217															
Order No : 4218															
4218	Class Vendor	8/26/2019	FG Item to Test Settings	8/28/2019	999999	01-01-01-1400			0			Invoiced			
Total For: 4218															

Page 1 of 2 | 100%

Export to Excel: To create an Excel file of the PO Search display grid.

The screenshot shows a Microsoft Excel window titled 'All Items2 [Compatibility Mode] - Microsoft Excel'. The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'Home' ribbon is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The data is displayed in a grid with the following columns: Order, Vendor, Details, Due Date, Job #, GL Code, PO Status, Delivery Date, Receipt Status, Original Cost, Actual Cost, and IsAc. The data is organized into rows, with some rows having a green checkmark in the 'IsAc' column.

Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	IsAc
1	2998 DMM Test Vendor	Husky Offset 50# Web	3/4/2015	Misc	01-01-01-1325	Invoiced		FINAL	\$0.00	\$40.00	Yes
2	2999 DMM Test Vendor	030615 FG PO Create 406	3/8/2015	Misc	01-01-01-1400	Invoiced		FINAL	\$0.00	\$7.68	Yes
3	3000 Draper Paper	Springhill C1s Cover 10Pt	3/10/2015	Misc	01-01-01-1325	Overdue		PART	\$2,100.00	\$0.00	Yes
4	3001 Draper Paper	Husky Offset 50#	3/13/2015	Misc	01-01-01-1325	Overdue		PART	\$85.00	\$0.00	Yes
5	3001 Draper Paper	Black Ink	3/13/2015	Misc	01-01-01-1200	Overdue		PART	\$250.00	\$0.00	Yes
6	3006 Draper Paper	Centura Gloss Book 60#	3/16/2015	Misc	01-01-01-1325	Received		FINAL	\$285,000.00	\$285,000.00	Yes
7	3008 Draper Paper	Husky Offset 50#	3/16/2015	100088	01-01-01-1200	Overdue		PART	\$24.34	\$0.00	Yes
8	3008 Draper Paper	Husky Offset 50#	3/18/2015	100089	01-01-01-1200	Not Received		PART	\$24.53	\$0.00	Yes
9	3008 Draper Paper	Widgets	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$285.00	\$0.00	Yes
10	3008 Draper Paper	Husky Offset 50#	3/18/2015	Misc	01-01-01-1325	Not Received		PART	\$337.50	\$0.00	Yes
11	3008 Draper Paper	NRA NEWS COTTON T-SHIRT PKG (8507)	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$2,250.00	\$0.00	Yes
12	3008 Draper Paper	Heidelberg 240 Plates	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$3,125.00	\$0.00	Yes
13	3011 Draper Paper	Heidelberg 240 Plates	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$3,125.00	\$0.00	Yes
14	3011 Draper Paper	NRA NEWS COTTON T-SHIRT PKG (8507)	3/18/2015	Misc	01-01-01-1200	Not Received		PART	\$2,250.00	\$0.00	Yes

Purchase Order > Purchase Approval

My Page

Functions

Purchase Order

Create New PO

Purchase Approval

Open Selected PO

Copy Purchase Order

Create Default Reports

Search PO

Reports

Purchase Order

Task List

Inventory

Schedul...

PrintStream offers an approval process to approve purchase orders prior to previewing or printing them. This is an option setting defined at the plant level for each plant defined in the database.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Purchasing Approval for the Company : (01) Streamline Solutions - (0100) 01 San Rafael X

Search

Save

Clear

Search Criteria

Selections

Select PO

PO #

Job Number

Vendor

Item #

Search Words

Reference Number

Vendor Quote # 0

Date Selections

Order Date

Due Date

From 2/28/2019 To 8/30/2019

PO Line Status

PO Line Receipt Status All

Approved No

PO Type

Purchase Order

Search Criteria Results By PO Line

744 x 1382

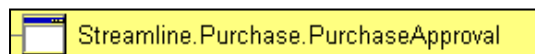
To activate this feature

1. Go to **Master File Reports > Production System > Plants PO Approval Required**.
2. Select the **PO Required** check box if the facility requires ALL PO's need approval.

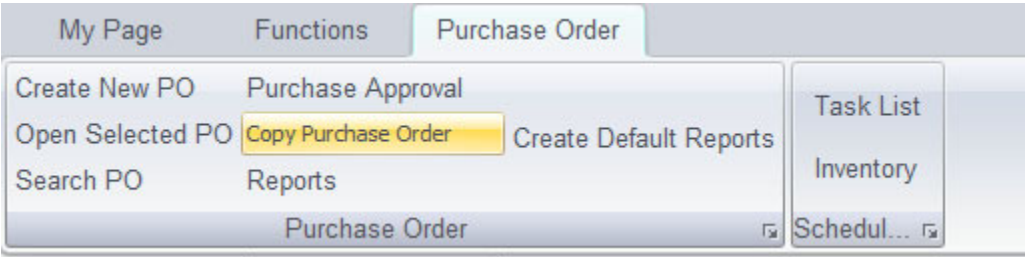
DO NOT select if no approval is needed.

3. Search for and/or enter a **PO #**, then select **Yes** in the **Approval** drop-down control. This will allow this PO to be previewed and printed.

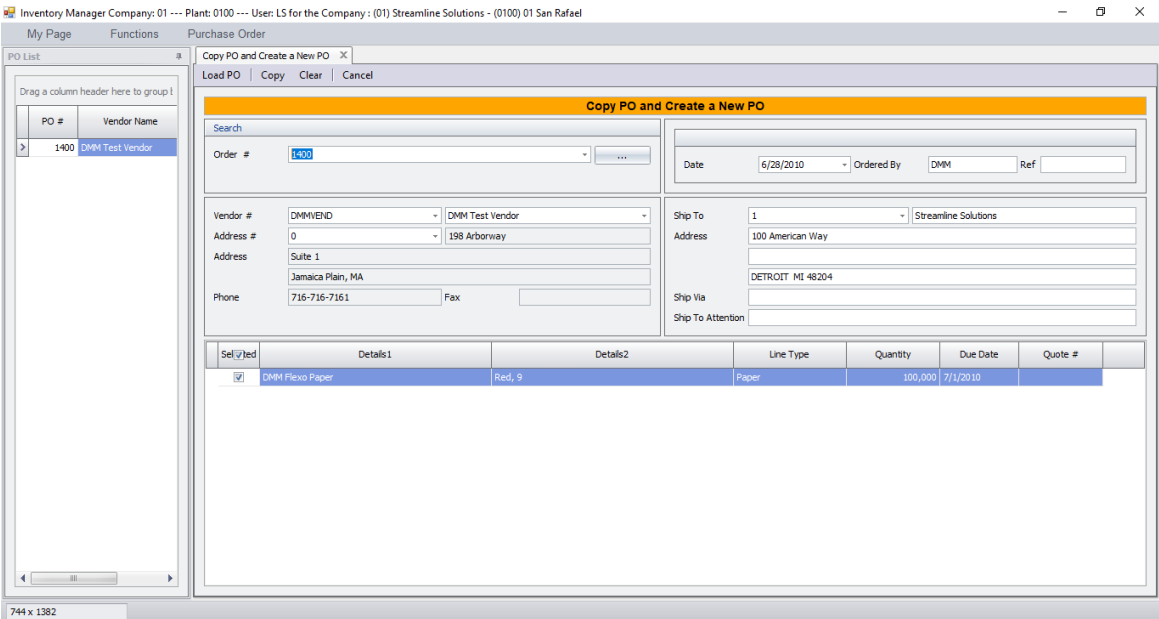
Purchasing Approval can also be accessed as a stand-alone module.



Purchase Order > Copy Purchase Order



Copy Purchase Order will open the selected PO in the tree.



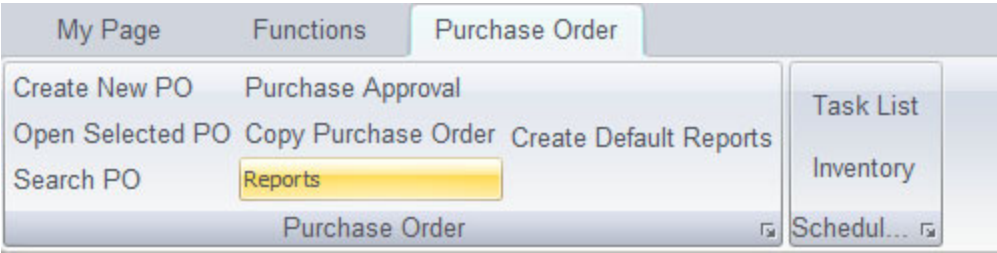
Load PO: Loads the Po selected from the PO Tree.

Copy: Copies the selected PO to a new PO.

Clear: Clears the display fields in the screen.

Cancel: Closes the Copy PO function.

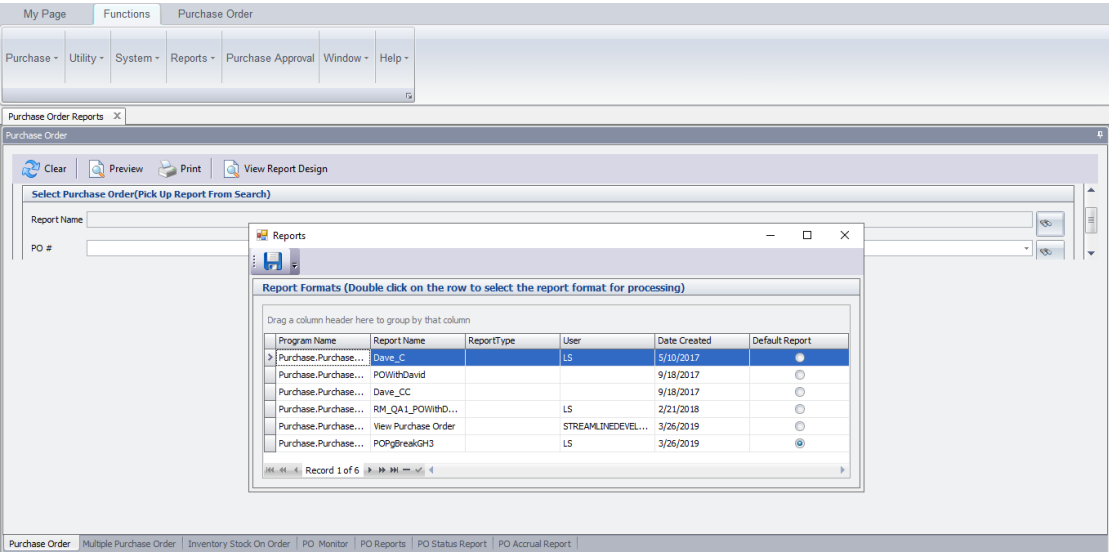
Purchase Order > Reports



Purchase Order

To print or preview a PO

1. Select the **Binocular** icon to the far right of the **Report Name** field.
- A report selection window opens. Double-click to select the desired PO format report.



2. Enter the PO number or click the **Binocular** icon to the far right of the **PO #**.

My Page Functions Purchase Order

Purchase ▾ Utility ▾ System ▾ Reports ▾ Purchase Approval Window ▾ Help ▾

Purchase Order Reports X

Purchase Order

Clear Preview Print View Report Design

Select Purchase Order(Pick Up Report From Search)

Report Name View Purchase Order

PO # 4222

Po #	Order Date	Order Type	Ship To Address1	Ship To Address2	Ship To Address3
4222	8/27/2019		4040 Civic Center Drive	Suite 543	SANFORD, AL 36420

X

3. Click **Print** or **Preview** to print or view the PO.

Preview

File View Background

Page 1 of 3

Purchase Order

4222

WH COPY 1

Ac No : 0002
Vendor : Class Vendor
123 Main St
ALPINE, UT 84004

Order Date 08/27/2019
Due Date 08/29/2019
Ordered By LS
Reference
Ship Attention

Ship To : Streamline Solutions
4040 Civic Center Drive
Suite 543
SANFORD, AL 36420

Ship Via :

Job # Item / Quote Quantity Item Description Unit Price Per Disc % Gross Amt Tax

1	0	19.2TESTWARNPO	19.2TESTWARNPO	\$0.0000	1000.00	0.00	\$0.00	\$0.00
---	---	----------------	----------------	----------	---------	------	--------	--------

[GL 01-01-01-1400]

Page 1 of 3

Clear: The **Clear** button will clear the selections.

View Report Design: Select the **PO Report Name** then select **View Report Design** to open the report designer tool.

The report designer tool will open the selected report for editing. For documentation regarding this feature contact your PrintStream support team, ask for the DexExpress Report Designer doc.

Multiple Purchase Order

To print and/or preview multiple PO's, use the filters below to return a list of PO's.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order Reports X

Multiple Purchase Order

Load Grid Clear Preview Print

Filters Results

Selections

Selection

PO No [] [] []

Vendor 500 Draper Paper

Date Range 5/21/2019 8/29/2019

Purchase Order Multiple Purchase Order Inventory Stock On Order PO Monitor PO Reports PO Status Report PO Accrual Report

490 x 1081

Load Grid: To view the list of PO's, then check the PO's to **Print** and/or **Preview**.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order Reports X

Multiple Purchase Order

Load Grid Clear Preview Print

Filters Results

Results

Order #	Ac No	Vendor	Order Date	Print
973	500	Draper Paper	2/12/2009	<input type="checkbox"/>
999	500	Draper Paper	3/23/2009	<input checked="" type="checkbox"/>
1027	500	Draper Paper	4/28/2009	<input checked="" type="checkbox"/>
1058	500	Draper Paper	5/20/2009	<input type="checkbox"/>
1066	500	Draper Paper	5/28/2009	<input type="checkbox"/>

Record 3 of 229

Purchase Order Multiple Purchase Order Inventory Stock On Order PO Monitor PO Reports PO Status Report PO Accrual Report

490 x 1081

Preview and Print: To print or preview the selected PO's.

Clear: The **Clear** button will clear the selections.

Inventory Stock On Order

Stock on Order Report – this report shows the status on all paper items which are currently on order. It allows you to filter by PO date range and for all items, a specific item or by a specific vendor. Selecting the **Include Items not Linked to a Job** check box will include any PO's that were ordered for inventory rather than for a specific job.

To print and/or preview Inventory Stock On Order report, use the filters below to return a list.

Load Grid: To view the list, then click **Print** and/or **Preview**.

Job...	Cus...	Job...	Ven...	PO ...	Pap...	Inv...	Des...	Des...	It...	Ord...	Ord...	Du...	Cus...	Del...	Job...	Ord...	Job...	Pap...	Sto...	Par...	Co...	Pla...	Ven...	Sort C...
> 101...	Lea...	Tes...	10	3798	764...	101...	Ce...	Whi...		10833	3/3...	3/3...	LEA...	3/3...	10833	4395	36288	190...	568...		01	0100	51	DueDate
101...	Lea...	Tes...	10	3816	764...	101...	Ce...	Whi...		10833	4/5...	4/5...	LEA...	4/1...	10833	4419	36291	190...	568...		01	0100	51	DueDate
101...	Lea...	Co...	10	3809	764...	101...	Ce...	Whi...		10833	4/4...	4/1...	LEA...	4/4...	10833	4409	36338	190...	568...		01	0100	51	DueDate
101...	Lea...	Test	10	3807	764...	101...	Ce...	Whi...		10833	4/4...	4/1...	LEA...	4/1...	10833	4406	36330	190...	568...		01	0100	51	DueDate
100...	Ala...	PO...	NY...	3813	92708	92708	Env...	White	4 1...	5	4/5...	4/1...	AL...	5/1...	5	4418	34120	16995	554...		01	0100	22	DueDate
101...	Lea...	Multi	10	3852	764...	101...	Ce...	Whi...		10833	4/2...	4/2...	LEA...	4/1...	10833	4444	36334	190...	569...		01	0100	51	DueDate
7540	Lea...	Test	100...	3960	92571	925...	FG ...			6660	9/2...	9/2...	LEA...	5/1...	6660	4559	-1	16867	540...	P	01	0100	1	DueDate
101...	Co...	100...	4120	795...	101...	Ce...	SO ...			10833	9/1...	9/1...		9/1...	10833	4751	37566	200...	570...		01	0100	1	DueDate

Preview and Print: To print or preview the selected PO's.

Preview													
File View Background													
Streamline Solutions													
Stock On Order													
Date Range: From 1/29/2017 To 8/29/2019										For: LS		Page 1 of 1	
3:28:22 PM 3:28:22 PM										Page:		Page 1 of 1	
Order By: DueDate										Printed: 8/29/2019 3:31:31 PM			
JobNo	Customer	JobTitle	PONo	Vendor	Item #	InvCode	ItemDesc	QtyOrd	Size	OrderDt	PO Due	Job Due	Resv Qty
101381	Leah's Account Really	Test Job Cost	3798	10	764586	101381-PO#:3798-Line#1	Centura Gloss Book 60#	10.833		3/30/2017	3/30/2017	3/30/2017	10,833
101387	Leah's Account Really	Test Timesheet	3816	10	764618	101387-PO#:3816-Line#1	Centura Gloss Book 60#	10.833		4/5/2017	4/5/2017	4/1/2017	10,833
101402	Leah's Account Really	Copy of Test	3809	10	764613	101402-PO#:3809-Line#2	Centura Gloss Book 60#	10.833		4/4/2017	4/10/2017	4/4/2017	10,833
101400	Leah's Account Really	Test	3807	10	764611	101400-PO#:3807-Line#1	Centura Gloss Book 60#	10.833		4/4/2017	4/15/2017	4/15/2017	10,833
100278	Alaska Inc.	POD test master template	3813	NYENV	92708	92708	Env 24# Non-Window	5	4 1/8 x 9 1/2	4/5/2017	4/15/2017	5/18/2015	5
101401	Leah's Account Really	Multi	3852	10	764745	101401-PO#:3852-Line#1	Centura Gloss Book 60#	10.833		4/28/2017	4/28/2017	4/10/2017	10,833
7540	Leah's Account Really	Test	3960	100	92571	92571 FG Item	FG Item 92571	6,660		9/21/2017	9/23/2017	5/18/2011	6,660
101886		Copy of Copy of PS-14000	4120	100	795290	101886-PO#:4120-Line#1	Centura Gloss 60# Book	10.833		9/12/2018	9/12/2018	9/12/2018	10,833
Total								71,663		71,663			

Clear: The **Clear** button will clear the selections.

PO Monitor

To print and/or preview Purchase Order Status report, use the filters below to return a list.

The screenshot shows the 'PO Monitor' window within the 'Inventory Manager' application. The window title bar indicates the user is 'LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael'. The interface includes a 'Purchase Order Reports' tab and a 'PO Monitor' sub-tab. Below the tabs are buttons for 'Load Grid', 'Clear', 'Preview', and 'Print'. The main area is divided into 'Filters' and 'Results' sections. The 'Filters' section contains a 'Job Delivery Date Range' with 'Start Date' and 'End Date' set to '8/29/2019'. Below this is a 'Filter By' section with radio buttons for 'None', 'CSR', 'Activity Code', 'Customer', 'SalesRep', 'JobNo', 'Product Type', 'Vendor', and 'Estimator'. To the right of the filters is a 'PO Status' section with checkboxes for 'Not Ordered', 'Final Delvd', 'Waiting for Rcpt', and 'Partial Delvd'. Further right is a 'Job Status' section with a checkbox for 'Not Final Shipped'. The 'Results' section is currently empty, showing 'None'. At the bottom, there is a navigation bar with links to 'Purchase Order', 'Multiple Purchase Order', 'Inventory Stock On Order', 'PO Monitor', 'PO Reports', 'PO Status Report', and 'PO Accrual Report'. The status bar at the very bottom shows '598 x 1083'.

Job Delivery Date Range: Date range is actually entered based on PO due date range not job delivery date.

Job Status: Check for Not Final Shipped.

Not Ordered: Displays a list of materials on jobs which have not been ordered.

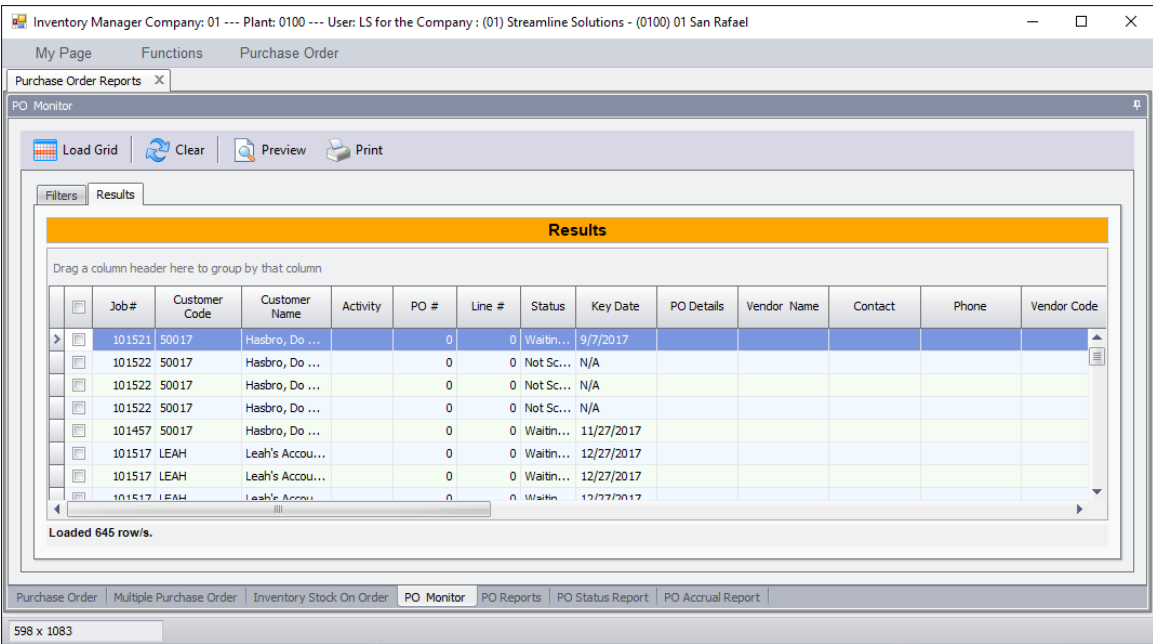
Final Delivered: Displays a list of PO's which have been flagged as Finally Delivered.

Waiting for Rcpt: Displays a list of PO's which have not been received.

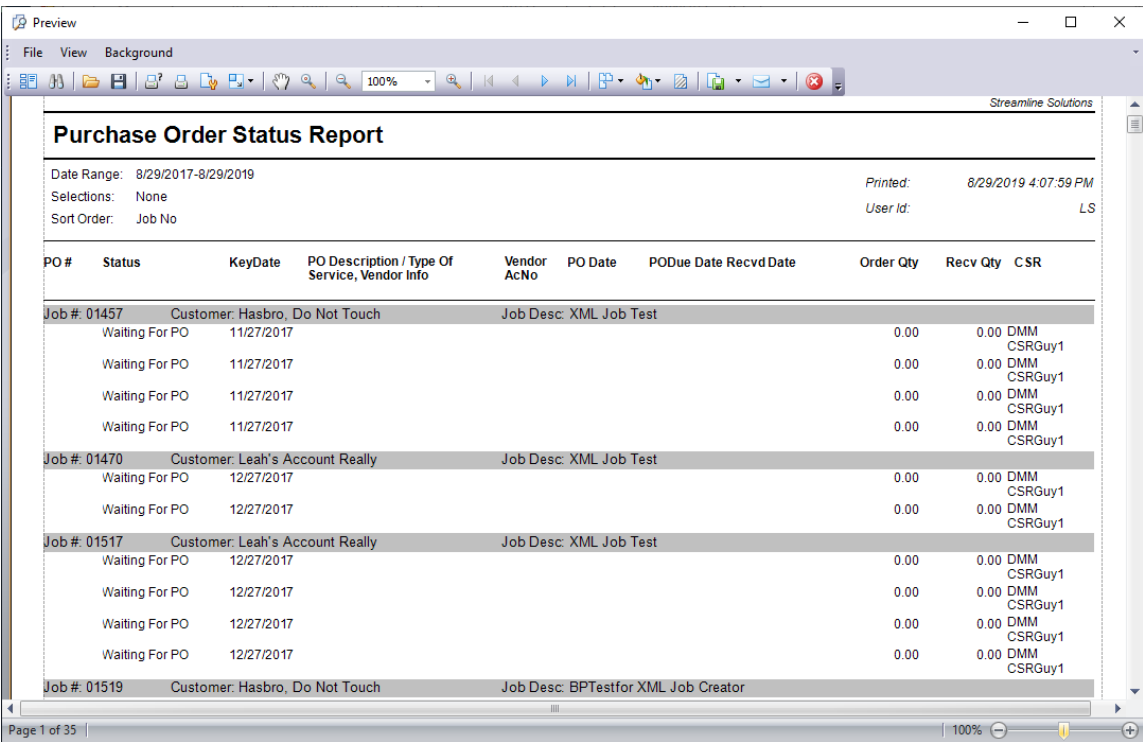
Partial Delivered: Displays a list of PO's which have partial delivery status

All of the above selection types can be filtered by any of the following as well: CSR, Activity Code, Customer, Sales Rep, Job Number, Product Type, Vendor, and Estimator.

Load Grid: To view the list, check the lines to report on, then click **Print** and/or **Preview**.



Preview and Print: To print or preview the selections.



Clear: The **Clear** button will clear the selections.

PO Reports

Overdue PO Report: Lists all PO's that have not been received as final. It can be sorted by PO#, PO Date, Vendor Name or GL Code#.

PO Receipts Accrual Report: Lists all PO receipts which have not yet been AP invoiced or dummy invoiced, for a specific date range. It can be sorted by PO#, PO Date, Vendor Name or GL Code#. This report is used to determine numbers for an AP accrual entry at month end.

PO Without AP Invoice Report: Can be filtered for final and partial receipts, using specific date ranges for both statuses. This report will also include receipts that have been dummy invoiced.

Unapproved PO Report: Lists all open PO's which have not yet been marked as approved. This report can be run for a specific date range or it can be generated to include all unapproved purchase orders.

Load Grid: To view the list, then click **Print** and/or **Preview**.

Preview and Print: To print or preview the selected PO's.

Clear: The **Clear** button will clear the selections.

PO Status Report

To print and/or preview Purchase Order Status report, use the filters below to return a list.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Purchase Order Reports

X

PO Status Report

+

-

X

Load Grid

Clear

Preview

Print

Export to Excel

Filters

+

-

X

Select PO

PO #

Select P.O.

Select Header Line Options

Job #

Job Title

Vendor...

Item #

Inv. Code

Rev. Code

Description

Search Words

Reference Number

Vendor Quote #

Date Selection

Order Date

Due Date

Delivery Date

Invoice Date

From

8/1/2019

To

8/29/2019

Report Options

Sort By

Order No

Date

GL Code

PO Line Status

PO Line Receipt Status

All

Invoiced

Both

Approved

Both

PO Type

Purchase Order

Filters

Results By PO Header

Results By PO Line

Purchase Order

Multiple Purchase Order

Inventory Stock On Order

PO Monitor

PO Reports

PO Status Report

PO Accrual Report

775 x 1083

Load Grid: To view the list, then click **Print** and/or **Preview**.

Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 San Rafael

My Page

Functions

Purchase Order

Purchase Order Reports

X

PO Status Report

+

-

X

Load Grid

Clear

Preview

Print

Export to Excel

Results By PO Line

+

-

X

Results

Drag a column header here to group by that column

Order	Vendor	Details	Due Date	Job #	GL Code	PO Status	Delivery Date	Receipt Status	Original Cost	Actual Cost	Is
>	3933	Draper Paper ...	FG Item 8.25.17.A	8/27/2017	Misc	01-01-01-1...	Received	FINAL	\$322.30	\$0.30	
	3934	Draper Paper ...	FG Item 8.28.17.A	8/31/2017	Misc	01-01-01-1...	Overdue	PART	\$250.00	\$0.00	
	3935	Draper Paper ...	FG Item 8.28.17.A	8/29/2017	Misc	01-01-01-1...	Received	FINAL	\$125.00	\$125.00	
	3962	Draper Paper ...	Test Thing	11/1/2017	5600	01-01-01-1...	Overdue	PART	\$1.00	\$0.00	
	3973	Draper Paper ...	Husky Offset 50# Web	1/4/2018	Misc	01-01-01-1...	Received	FINAL	\$155.50	\$155.50	

23 Record(s) loaded.

Filters

Results By PO Header

Results By PO Line

Purchase Order

Multiple Purchase Order

Inventory Stock On Order

PO Monitor

PO Reports

PO Status Report

PO Accrual Report

560 x 1083

Preview and Print: To print or preview the selections.

Preview

File View Background

100%

Purchase Order Status Report Date & Time Printed: 8/29/2019 4:11:58 PM

[Order Date From : 8/1/2017 To 8/29/2019] | Recd Orders: All | Awaiting Invoices: Both | Approved: Both

Order No	Supplier	Order Date	Details	Order Due	Job No	GL Code	Order Qty	Rec#	Del. Qty	Del. Date	Bill To Come	PO Status	Inv No	Inv Date	Act. Cost
Order No : 3933															
3933	Draper Paper	8/25/2017	FG Item 8.25.17.A	8/27/2017	999999	21-01-01-1400	10,000	18252	10,000	8/25/2017	0	Received			0.32
Total For: 3933							10,000		10,000						0.32
Order No : 3934															
3934	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/31/2017	999999	21-01-01-1400	10,000				10000	Overdue			0.00
Total For: 3934							10,000		10,000						0.00
Order No : 3935															
3935	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/29/2017	999999	21-01-01-1400	5,000	18253	5,000	8/29/2017	5000	Received			125.00
3935	Draper Paper	8/29/2017	FG Item 8.28.17.A	8/29/2017	999999	21-01-01-1400	5,000		-5,000	8/29/2017	0	Received			-125.00
Total For: 3935							10,000		5,000						0.00
Order No : 3962															
3962	Draper Paper	10/31/2017	Test Thing	11/1/2017	5600	21-01-01-1200	1				1	Overdue			0.00
Total For: 3962							1		1						0.00
Order No : 3973															
3973	Draper Paper	1/4/2018	Husky Offset 50# Web	1/4/2018	999999	21-01-01-1325	100	18433	100	1/4/2018	0	Received			155.50
Total For: 3973							100		100						155.50
Order No : 3977															

Page 1 of 4

100%

Export to Excel: To create an Excel file.

All Items (Compatibility Mode) - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing WebEx

Wrap Text Merge & Center

Conditional Formatting as Table Styles

AutoSum Fill Clear Sort & Find & Filter Select Share This File WebEx

Order	PO Line #	Inv. Item Number	Vendor	Details	Due Date	Job #	Item Type	GL Code	PO Status	Delivery Date	Original Cost	Actual Cost	IsActive	Invoiced Status	PO Date	Vendor
1	3001	1.27	Draper Paper	Husky Offset 50#	3/13/2015	Misc	Paper	01-01-01-1325	Not Received		\$85.00	\$0.00	Yes	No	3/11/2015	500
2	3001	2.59	Draper Paper	Black Ink	3/13/2015	Misc	Raw Material	01-01-01-1200	Not Received		\$250.00	\$0.00	Yes	No	3/11/2015	500

Ready

100%

Clear: The **Clear** button will clear the selections.

Non Invoiced Accrued PO Receipts - Select **Load Grid** to display data.

Preview to preview a report. Options include Print and Export.

Phase	Order	Account	Creditor Name	Receipt Date	Unit	Contract	Accrual Date	Receipt Quantity	Receipt Amount	Invoice	Invoice Date
	3125	NNN	NEW ACCOUNT	10/26/20	0100	10248	10/30/2015	1,000	450.00	1/1/1	
	3232	001	Just In Time	4/4/2016	0100	10469	4/4/2016	1,000	250.00	12/30	
	3403	001	Just In Time	6/2/2016	0100	10589	6/3/2016	-250	-105.00	12/30	
	3404	001	Just In Time	6/10/201	0100	10618	6/14/2016	-73	-30.66	1/1/1	
	3404	001	Just In Time	6/10/201	0100	10618	6/14/2016	-3	-1.26	1/1/1	
	3695	001	Just In Time	12/14/20	0100	11020	12/14/2016	10	84.00	10/8/	po 415
	3200	002	Spring Co.	4/8/2016	0100	10484	4/14/2016	700	7,000.00	1/1/1	
	3115	10	NWC Print	8/27/201	0100	10178	8/28/2015	-1,000	-97.65	1/1/1	
	3115	10	NWC Print	8/27/201	0100	10177	8/28/2015	10,833	1,057.84	1/1/1	
	3210	10	NWC Print	3/10/201	0100	10417	3/10/2016	10,500	1,025.32	1/1/1	
	3346	10	NWC Print	5/24/201	0100	10546	5/24/2016	10,000	15,250.00	1/1/1	
	3346	10	NWC Print	5/24/201	0100	10546	5/24/2016	50	500.00	1/1/1	

In the PO Accrual report in .net purchasing added a prompt and field to entering a Cut Off Date.

My Page Functions Purchase Order

Purchase Order Reports X

PO Accrual Report

Load Grid Preview

PO Accrual Report - Non Invoiced Accrued PO Receipts

Non Invoiced Accrued PO Receipts

Cut off Date

Drag a column header here to group by that column

Purchase Order # Plant Code PO Accrual Batch # Accrual Date

Streamline.Accounting.AP

Would you please enter the cut off date for the reporting

OK

Purchasing for the Company - (01) Streamline Solutions - (0100) 01 San Rafael

My Page Functions Purchase Order

Purchase Order Reports X

PO Accrual Report

Load Grid Preview

PO Accrual Report - Non Invoiced Accrued PO Receipts

Non Invoiced Accrued PO Receipts

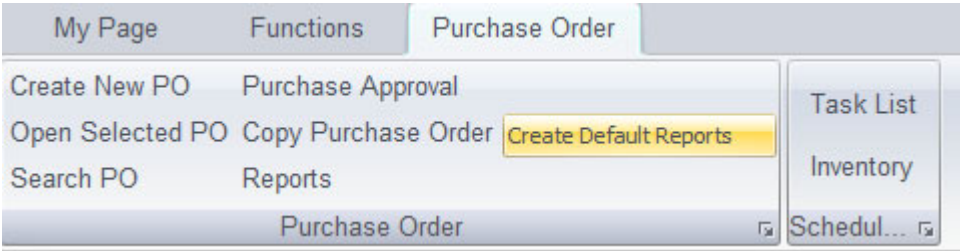
Cut off Date 4/30/2016

Drag a column header here to group by that column

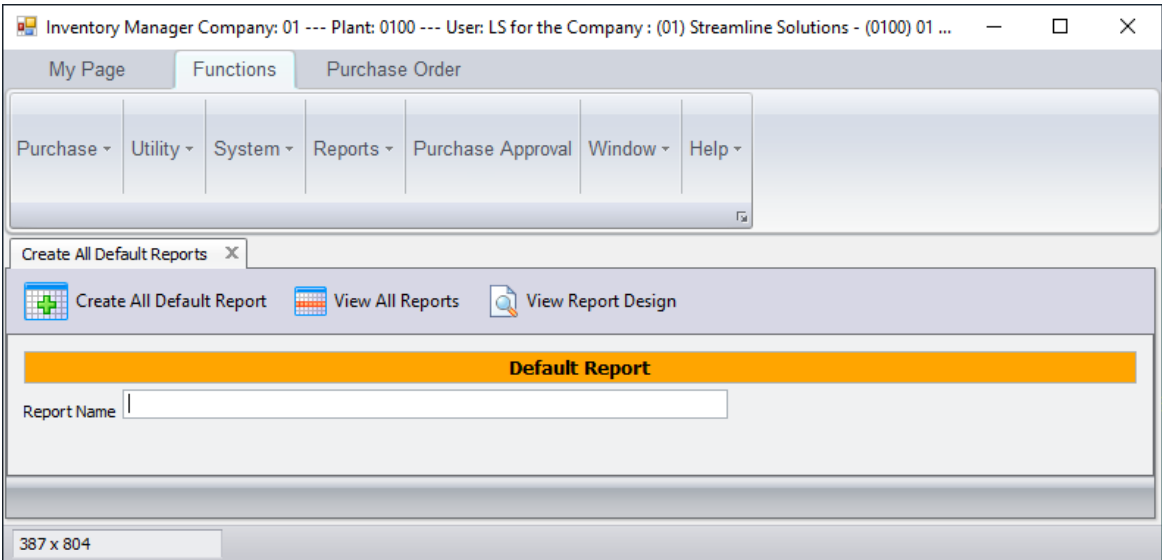
Purchase Order #	Creditor Account #	Creditor Name	Plant Code	Receipt Date	PO Accrual Batch #	Accrual Date	Receipt Quantity	Receipt Amount
3235 400		Utah Power & Light Company	0100	4/12/2016	10484	4/14/2016	80,000	600.00
3240 400		Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	160,000	1,600.00
3240 400		Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	160,000	870.00
3240 400		Utah Power & Light Company	0100	4/13/2016	10484	4/14/2016	80,000	770.00
3240 400		Utah Power & Light Company	0100	4/14/2016	10484	4/14/2016	80,000	1,333.00
3240 400		Utah Power & Light Company	0100	4/14/2016	10484	4/14/2016	80,000	700.00
3221 500		Draper Paper	0100	4/8/2016	10484	4/14/2016	58	3.01
3223 500		Draper Paper	0100	4/8/2016	10484	4/14/2016	146	12.41
3245 500		Draper Paper	0100	4/13/2016	10484	4/14/2016	20	1.20
3245 500		Draper Paper	0100	4/13/2016	10484	4/14/2016	700	80.00
3206 DMMVEND		DMM Test Vendor	0100	4/8/2016	10484	4/14/2016	46	0.92
3206 DMMVEND		DMM Test Vendor	0100	4/8/2016	10484	4/14/2016	432	8.64
3204 PRINT		PrintStream	0100	4/8/2016	10484	4/14/2016	770	7,700.00
3199 TG998		Test With Gina	0100	4/8/2016	10484	4/14/2016	28,800,000	50,400.00
3240 400		Utah Power & Light Company	0100	4/15/2016	10485	4/21/2016	640,000	10,400.00
3242 400		Utah Power & Light Company	0100	4/15/2016	10485	4/21/2016	160,000	96,000.00
3245 500		Draper Paper	0100	4/15/2016	10485	4/21/2016	3,000	75.00
3245 500		Draper Paper	0100	4/15/2016	10485	4/21/2016	1,011	85.94
							31,288,299	242,522.10

Purchase Order Multiple Purchase Order Inventory Stock On Order PO Monitor PO Reports PO Status Report PO Accrual Report

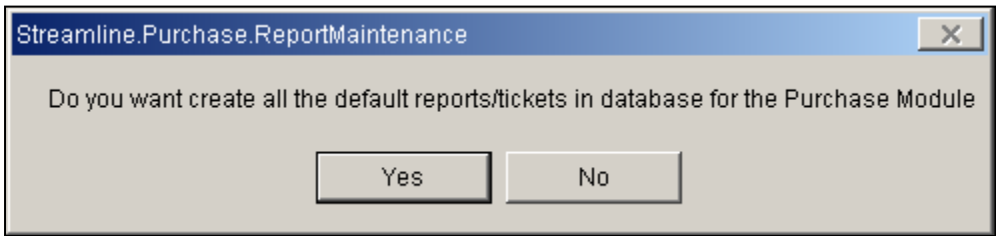
Purchase Order > Create Default Reports



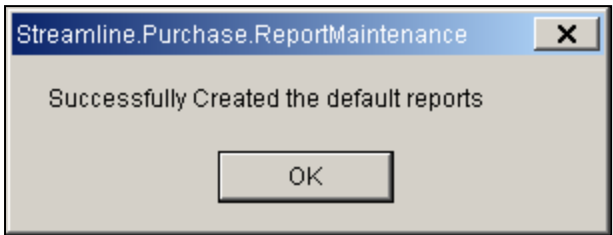
Create All Default Reports: To initialize or update Purchase Order reports.



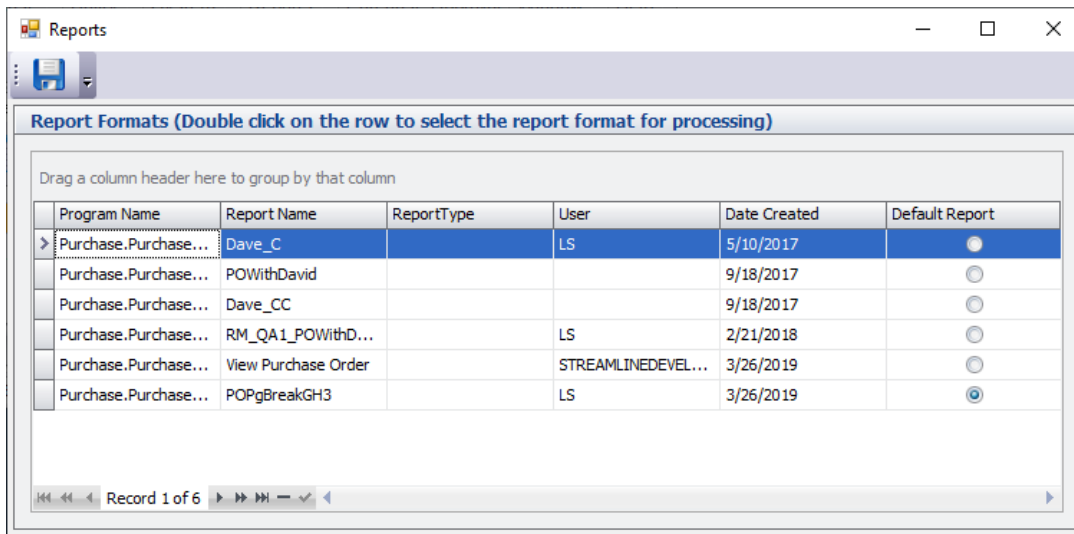
Yes



OK



View All Reports: Select to view all Purchase Order reports. Double-click to select to specific report.



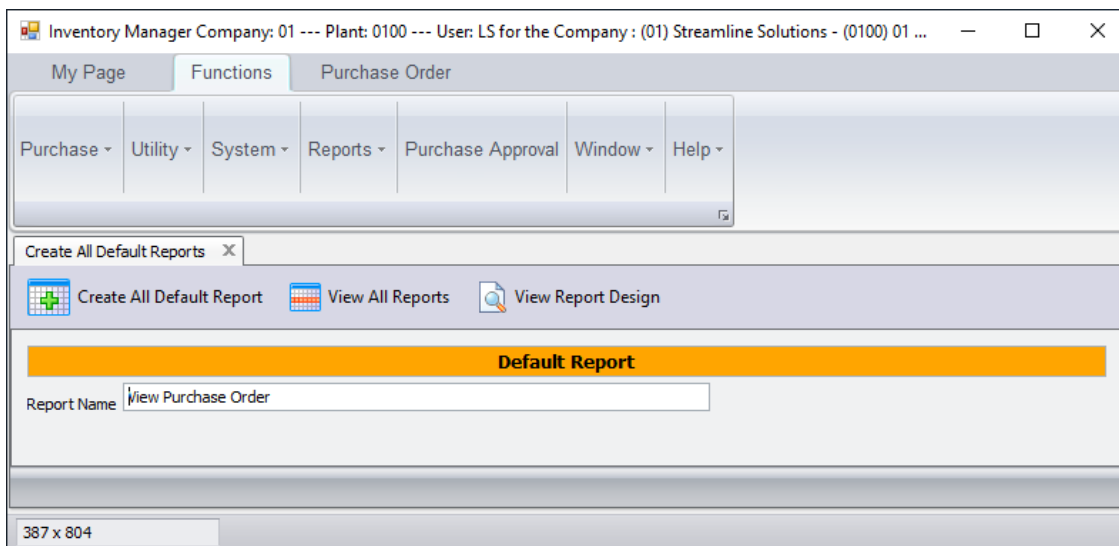
Report Formats (Double click on the row to select the report format for processing)

Drag a column header here to group by that column

Program Name	Report Name	ReportType	User	Date Created	Default Report
Purchase.Purchase...	Dave_C		LS	5/10/2017	<input checked="" type="radio"/>
Purchase.Purchase...	POWithDavid			9/18/2017	<input type="radio"/>
Purchase.Purchase...	Dave_CC			9/18/2017	<input type="radio"/>
Purchase.Purchase...	RM_QA1_POWithD...		LS	2/21/2018	<input type="radio"/>
Purchase.Purchase...	View Purchase Order		STREAMLINEDEVEL...	3/26/2019	<input type="radio"/>
Purchase.Purchase...	POPgBreakGH3		LS	3/26/2019	<input type="radio"/>

Record 1 of 6

The selected report displays in the field.



Inventory Manager Company: 01 --- Plant: 0100 --- User: LS for the Company : (01) Streamline Solutions - (0100) 01 ...

My Page Functions Purchase Order

Purchase ▾ Utility ▾ System ▾ Reports ▾ Purchase Approval Window ▾ Help ▾

Create All Default Reports

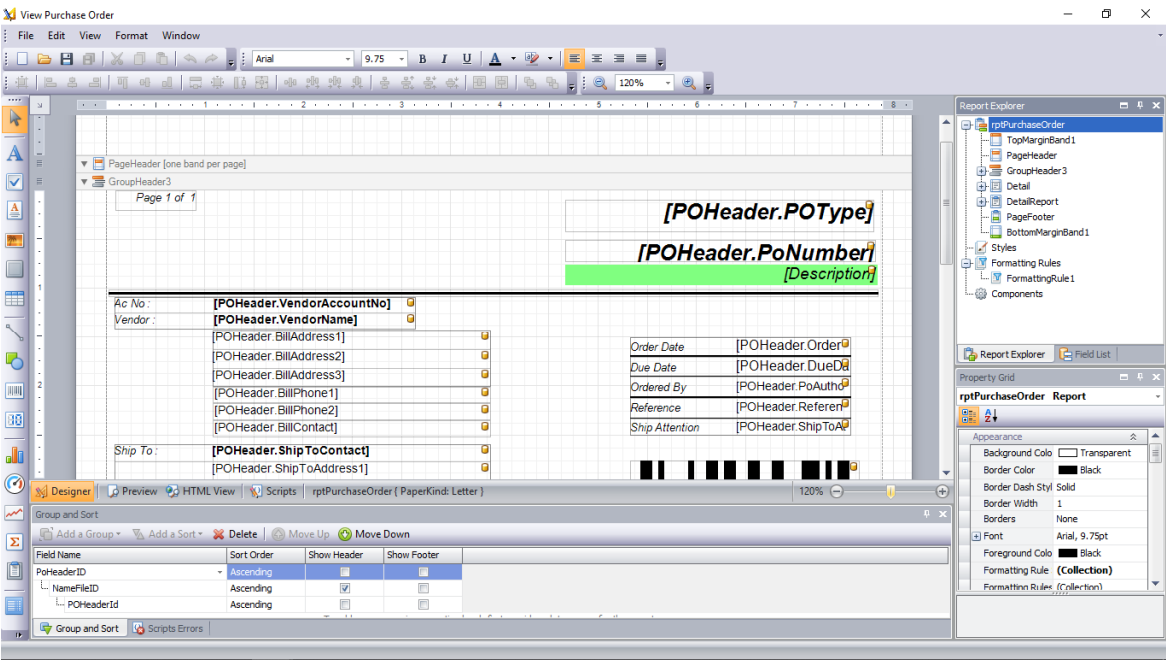
Create All Default Report View All Reports View Report Design

Default Report

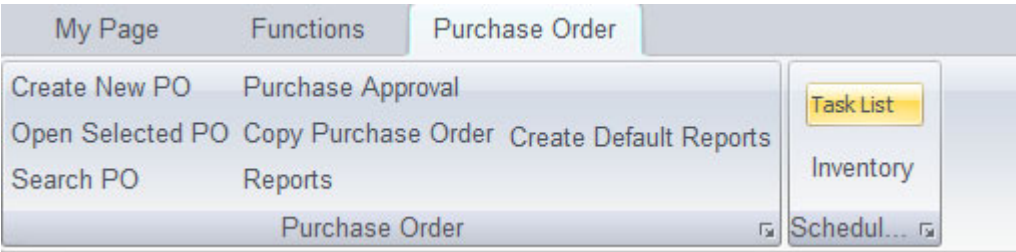
Report Name View Purchase Order

387 x 804

View Report Design: Select to view and edit the report in the report designer tool. The report designer tool will open the selected report for editing. For documentation regarding this feature contact your PrintStream support team, ask for the DexExpress Report Designer doc.



Scheduled Purchasing > Task List and Inventory

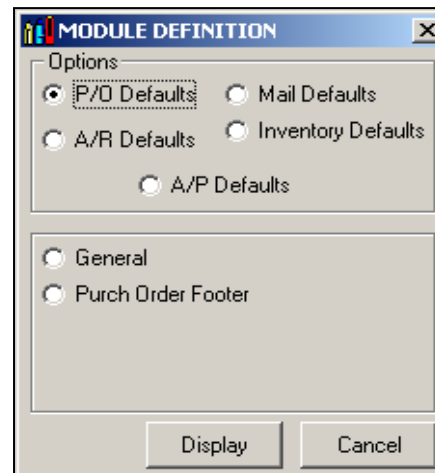
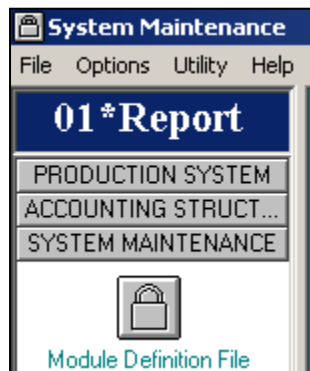
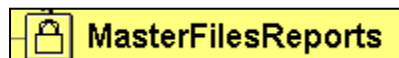


These features are not yet developed.

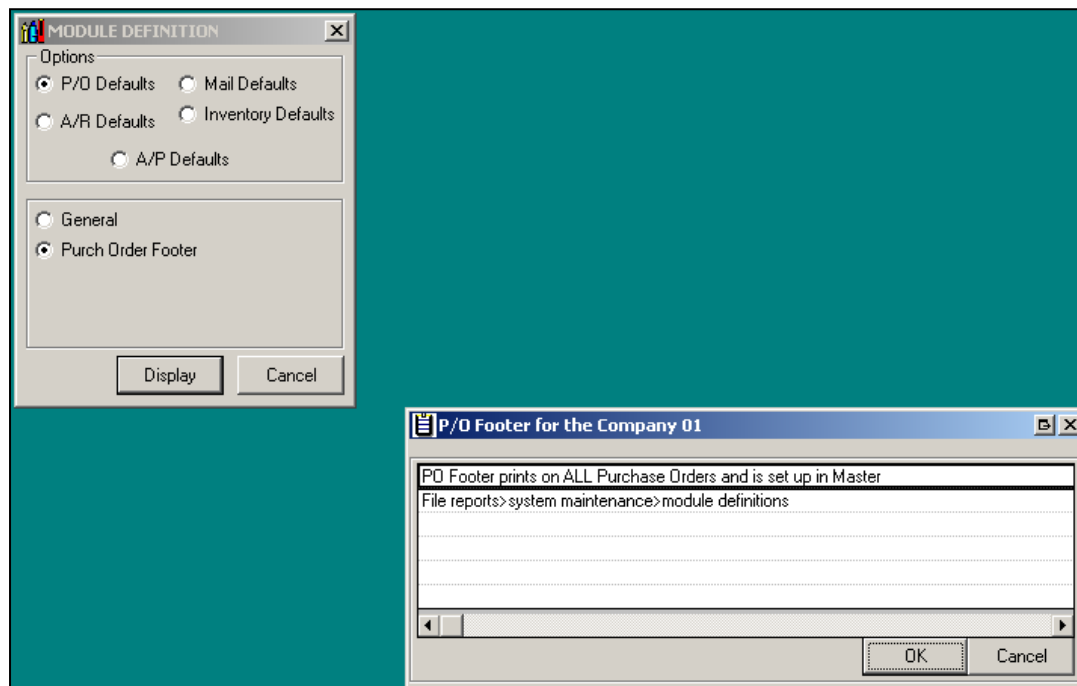
PO Footer Set-up

To include a note or comment on the footer of ALL purchases orders

1. Go to **Master File Reports> System Maintenance>Module Definition File.**



2. Select **PO Defaults** and **Purch Order Footer**.



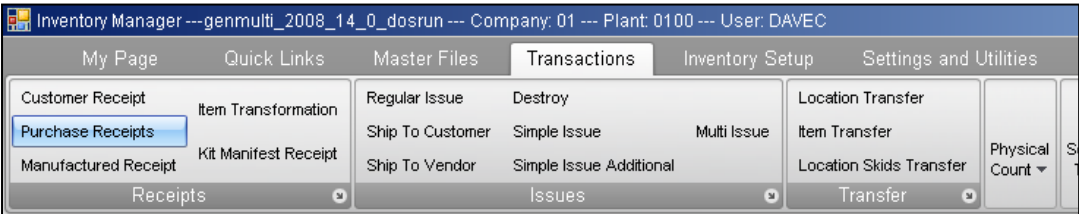
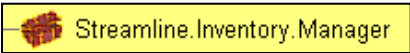
3. **Save.**

As a reminder, this will print on ALL purchase orders

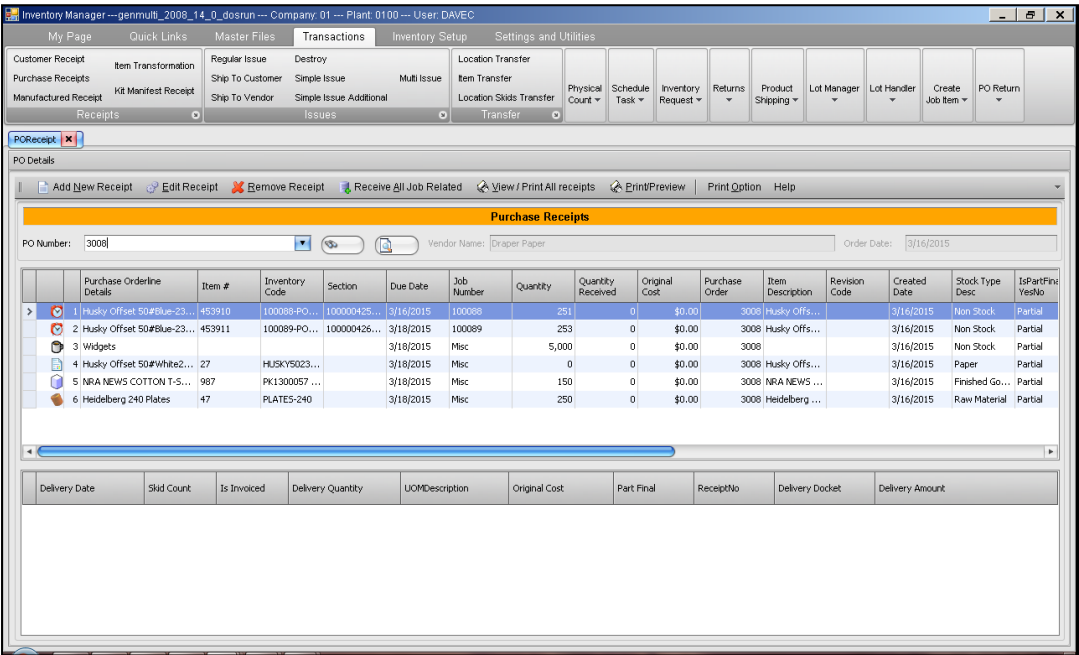
Receiving Purchase Orders

To receive a purchase order

- 1. Launch Streamline.Inventory.Manager.



- 2. From **Transactions > Purchase Receipts**, enter/search for **PO #**. The PO Line Items display.



3. Double-click a **PO Line Item** to select it; enter receipt details.

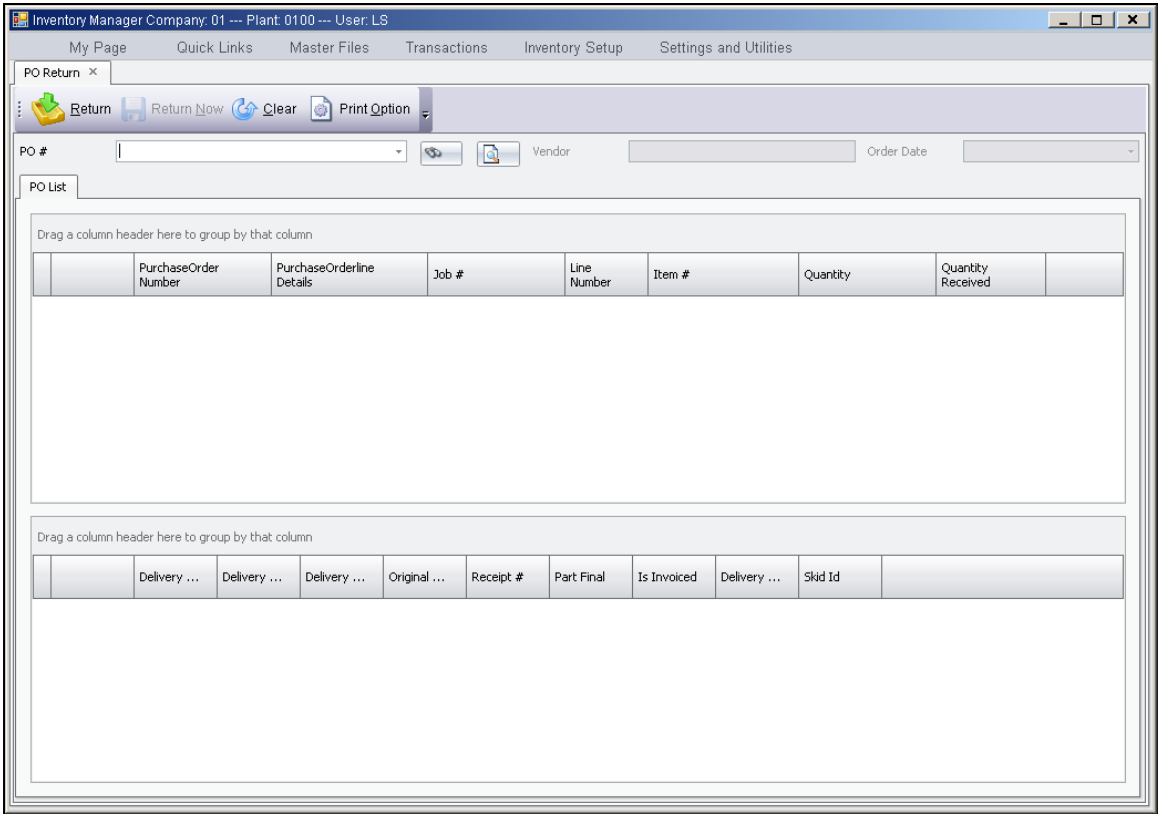
For more details regarding Streamline.Inventory.Manager and PO Receiving, please contact PrintStream Support and ask for Streamline.Inventory.Manager documentation.

PO Return

The PO Return program is accessed by clicking the program located within the **PO Return** menu of the **Transactions** Main Menu in the dot-net Inventory Manager program.



The program was created to return a Purchase Order Receipt to the vendor. When the program is opened, the screen that displays is ready for the user to enter the PO number of the received purchase order.



To complete a PO Return of a received purchase order

1. Enter the **PO #** in the field at the top of the screen.

The first example is a purchase order for a purchased list. The screen displays the elements of the purchase order.

2. Select the line in the lower screen to be returned and click the **Return** button.

PurchaseOrder Number	PurchaseOrderline Details	Job #	Line Number	Item #	Quantity	Quantity Received
616	Pocket SprayPurchased a...	999999	1	1824	250	250

Delivery ...	Delivery ...	Delivery ...	Original ...	Receipt #	Part Final	Is Invoiced	Delivery ...	Skid Id
124.5	10/25/2012	250	124.5	714	Final	No	1	0

3. The PO Return Detail screen opens. Enter **Return Quantity**, **Date**, and **Notes** as needed then click the **Return Now** button.

Lot Price	Skid Id	Date Received	Location	Notes	Status	Carton Count	Pcs Per Carton	Loose Pieces	Quantity	Available Quantity	Cartons Returned	Loose Return	Quantity Returned	On
0	2212	10/25/2012	1-A1			0	0	225	225	225	0	0	0	0

Qty On Hand: 225.00 0.00

Notes: _____

4. Confirm the **Vendor Shipping Address**.

Shipping Address

Vendor Detail

Vendor

500

Draper Paper

Address Detail

Company

Draper Paper

Address

744 South 40 East

Salem

City/State

Utah

Zip

84653

Contact

Dave

Ok

5. Print/Preview Returns, Tickets, and Tags as needed.

Return Print

Preview Return

Print Return

Preview Skid Ticket

Print Skid Ticket

Preview Skid Tag

Print Skid Tag

Print the Return Ticket for this transaction

Item #:1824

PO # : 616

For more details regarding Streamline.Inventory.Manager and PO Returns, please contact PrintStream Support and ask for Streamline.Inventory.Manager documentation.

Edit or Remove a PO Receipt

To edit or remove a PO after it has been received or removed from the Scheduled Tasks list

1. Open the Purchase Receipts screen and enter/search for the PO #.

The screenshot shows the 'Purchase Receipts' screen in the Inventory Manager application. The PO Number is 3006, Vendor Name is Draper Paper, and the Order Date is 3/16/2015. The main table displays one receipt line item:

	Purchase Orderline Details	Item #	Inventory Code	Section	Due Date	Job Number	Quantity	Quantity Received	Original Cost	Purchase Order	Item Description	Revision Code	Created Date	Stock Type Desc	IsPartFinal
>	1 Centura Gloss Book 60#...	3235	3235		3/16/2015	Misc	3,000,000	3,000,000	\$285,000.00	3006	Centura Glo...		3/16/2015	Paper	Final

Below the main table is a summary table:

	Delivery Date	Skid Count	Is Invoiced	Delivery Quantity	UOMDescription	Original Cost	Part Final	ReceiptNo	Delivery Docket	Delivery Amount
>	3/16/2015	1	No	3,000,000		\$285,000.00	Final	15436		\$285,000.00

2. Right-click the line item and select **Edit Receipt** or **Remove Receipt**.

The screenshot shows the same 'Purchase Receipts' screen as before, but with a right-click context menu open over the first line item. The menu options are:

- Add New Receipt
- Edit Receipt
- Remove Receipt
- Receive All Job Related
- Print Receipt Ticket
- View / Print All Receipts
- Change PartFinal
- Print Preview This Grid
- Save Grid Layout

AP Invoicing PO Receipts

Vendor Invoice for a Single Purchase Order Receipt

Create a batch as described earlier in this document or continue working within an unposted batch.

1. Create a new invoice by right-clicking the batch number and selecting **New Invoice**, or select **Batch** from the toolbar and select **New Invoice**.
2. Define the invoice number, date, vendor, etc. There are two methods of how to invoice a purchase order receipt.
3. After defining the AP Header screen, select **Save Header**. From the **Invoice Lines** tab, select the **New PO Line** button on the **Invoice Line** task bar.

4. If the purchase order you are invoicing against was received elsewhere in PrintStream, select the **Order Receipts** option.
5. In the **Order** field provided, enter the purchase order number, or with your cursor in the field, use the up/down arrow key on the keyboard to scroll through the available purchase orders. Once selected, press the Tab key, and the line items from the purchase order received elsewhere in PrintStream will display showing the receipt date, part or final receipt, quantity received and a description. If the receipt is marked as final, then you can proceed to invoice.

Any purchase order line item, or partial line item, that has been previously AP invoiced will not display for selection.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches: 3085 - New batch, 3086 - Credit Batch, 3087, Inv# po1085

Posted Batches:

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO#																
<p>New PO Line</p> <p>Step 1 of 2 - Select PO Receipts</p> <p>Order: 1085 Address #: 0 Order Date: 6/12/2009</p> <p>Vendor #: 100 Printing Company</p> <p><input checked="" type="radio"/> Order Receipts <input type="radio"/> Auto-Receive as Final <input type="radio"/> Auto-Receive Balance on Partial Receipts</p> <table border="1"> <thead> <tr> <th>Docket#</th> <th>Del. Date</th> <th>P/F</th> <th>Job#</th> <th>Quantity</th> <th>Description</th> <th>Invoice#</th> <th>Batch#</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>6/12/200...</td> <td>F</td> <td>9010</td> <td>3333</td> <td>Die Cut (Buyout)</td> <td></td> <td>0</td> </tr> </tbody> </table> <p>Cancel << Back Next >> Save Start New Misc Line Save And New Invoice</p>									Docket#	Del. Date	P/F	Job#	Quantity	Description	Invoice#	Batch#	0	6/12/200...	F	9010	3333	Die Cut (Buyout)		0
Docket#	Del. Date	P/F	Job#	Quantity	Description	Invoice#	Batch#																	
0	6/12/200...	F	9010	3333	Die Cut (Buyout)		0																	

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

6. Select the purchase order line item by clicking it, and then click the **Next** button or double-click the line item.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches: 3085 - New batch, 3086 - Credit Batch, 3087, Inv# po1085

Posted Batches:

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

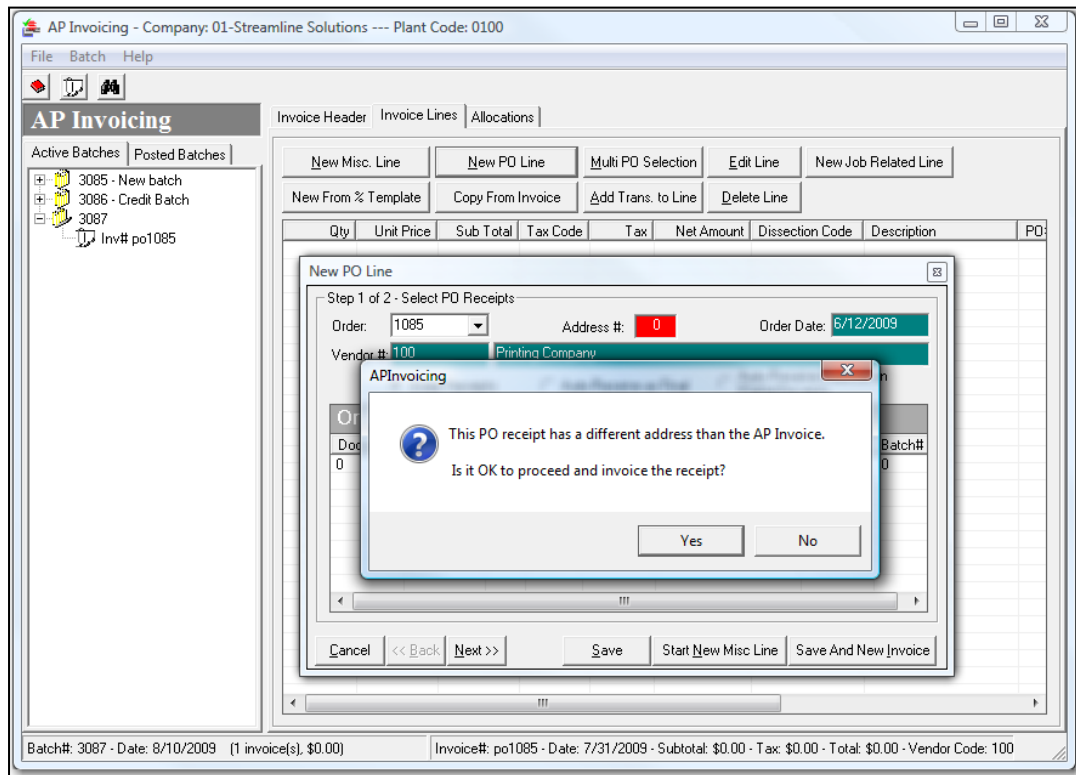
Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO#										
<p>Add New PO Related Line</p> <table border="1"> <thead> <tr> <th>Quantity</th> <th>Unit Price</th> <th>SubTotal</th> <th>Total Tax</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>3333</td> <td>0.01000000</td> <td>33.33</td> <td>0.00</td> <td>33.33</td> </tr> </tbody> </table> <p>Description: Die Cut (Buyout)</p> <p>Tax Code: 00 0.00 % Tax Amount: 0.00</p> <p>non taxable</p> <p>Dissection Code / GL Account</p> <p>Dissection: 0101011200 wip</p> <p>Company: 01 Streamline Solutions</p> <p>Branch: 01 Main Branch</p> <p>Dept: 01 Main Department</p> <p>Account: 1200 wip</p> <p>Freight Cost - Line will not be included in invoice discount</p> <p>Cancel << Back Next >> Save Start New Misc Line Save And New Invoice</p>									Quantity	Unit Price	SubTotal	Total Tax	Net Amount	3333	0.01000000	33.33	0.00	33.33
Quantity	Unit Price	SubTotal	Total Tax	Net Amount														
3333	0.01000000	33.33	0.00	33.33														

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

7. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected will pull through onto the invoice.

Note You are able to edit the unit price, subtotal, description, tax code and dissection code fields for non-inventory, finished goods, material inventory, and paper inventory related purchase orders. The unit price, subtotal, description, and tax code fields can be edited for job related purchase orders. **If edits are required to material inventory purchase orders, it is highly recommended the changes be made on the purchase order rather than at the time of AP Invoicing.**

When the PO receipt address differs from that of the AP invoice, the **Address** field will have a red background and a warning message will display. However, this warning will not prevent the PO line item from being AP invoiced.



If you do not see a receipt, or the receipt is a partial receipt for the PO line item you are trying to enter, you may be able to receive it into PrintStream at the same time the AP invoice is entered. This is applicable for non-inventory and job related purchase order line items only.

8. Selecting the **Auto-Receive as Final** option will display the PO line items that have not been received elsewhere. Enter the purchase order number in the order field provided or, with your cursor in the field,

use the up/down arrow key on the keyboard to scroll through the purchase orders available. Once selected, press the Tab key and the line items from the purchased order not received will display.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches Posted Batches

3085 - New batch
3086 - Credit Batch
3087
Inv# po1085

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:

New PO Line

Step 1 of 2 - Select PO Receipts

Order: 1092 Address #: 0 Order Date: 8/10/2009

Vendor #: 100 Printing Company

☐ Order Receipts ☒ Auto-Receive as Final ☐ Auto-Receive Balance on Partial Receipts

Order Receipts

Docket#	Cost	P/F	Job#	Quantity	Description	Invoice#	Batch#
0	\$85.00		9999...	100			

Cancel << Back Next >> Save Start New Misc Line Save And New Invoice

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

9. Select the purchase order line item you wish to receive by clicking it, and then click the **Next** button or double-click the line item.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches Posted Batches

3085 - New batch
3086 - Credit Batch
3087
Inv# po1085

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO:

Auto-Received PO Related Line

Quantity: 100 Unit Price: 0.85000000 SubTotal: 85.00 Total Tax: 0.00 Net Amount: 85.00

Description:

Tax Code: 00 Tax Amount: 0.00

Dissection Code / GL Account

Dissection: 0110106000 material expense

Company: 01 Streamline Solutions

Branch: 10 Print Branch

Dept: 10 Print Department

Account: 6000 Material Expense

☐ Freight Cost - Line will not be included in invoice discount

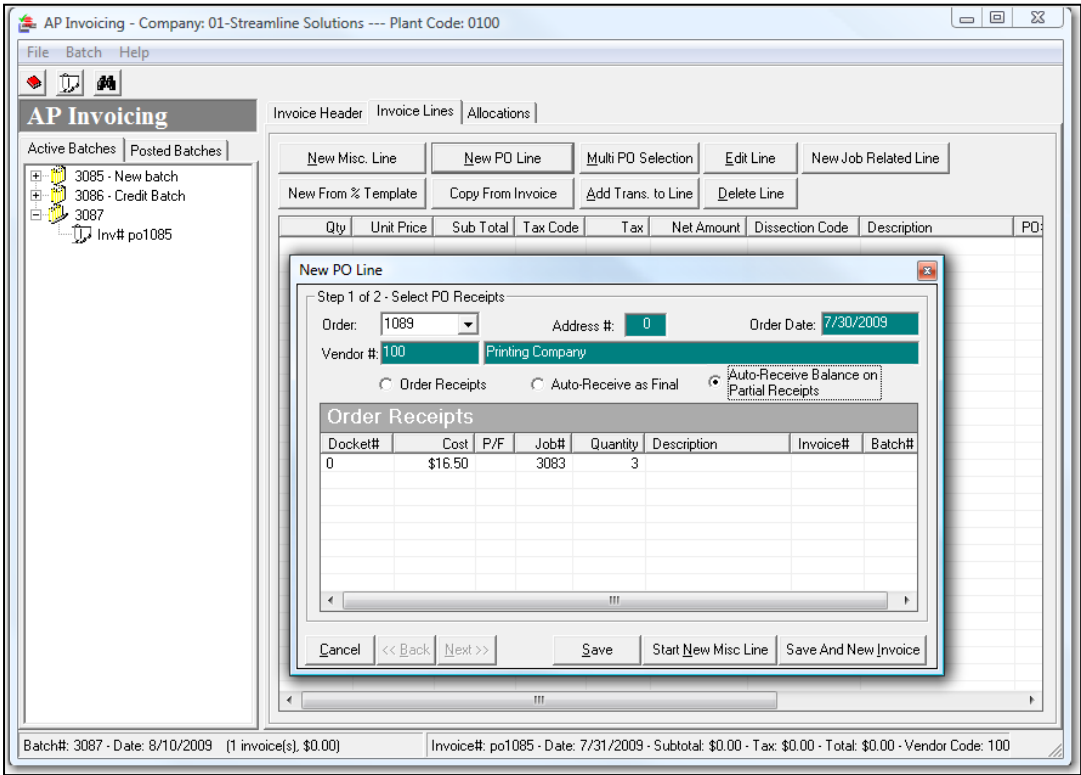
Cancel << Back Next >> Save Start New Misc Line Save And New Invoice

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

10. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected will pull through onto the invoice.

Note If the quantity you wish to mark as received is different from what was ordered, you should NOT do the auto-receipt from the AP Invoicing program. Use the Inventory Manager program to adjust the quantity received.

- 11. Selecting the **Auto-Receive Balance on Partial Receipts** option will display the remainder of PO line items that have been partially received elsewhere. Enter the purchase order number in the **Order** field provided or, with your cursor in the field, use the up/down arrow key on the keyboard to scroll through the purchase orders available. Once selected, press the Tab key and the remainder of the PO line items partially received will display.



12. Select the purchase order line item you wish to receive by single left clicking it, and then click the **Next** button or by double-clicking the line item.

The screenshot shows the 'AP Invoicing' window for 'Company: 01-Streamline Solutions --- Plant Code: 0100'. The 'Invoice Lines' tab is active. On the left, a list of batches includes '3085 - New batch', '3086 - Credit Batch', '3087', and 'Inv# po1085'. The 'Auto-Received PO Related Line' dialog box is open, displaying the following fields:

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
3	5.50000000	16.50	0.00	16.50

Below the table, the 'Description' field is empty. The 'Tax Code' is '00' with a '0.00 %' tax amount, labeled 'non taxable'. The 'Dissection Code / GL Account' section shows 'Dissection: WIP Print' and 'WIP to Print Expense'. Other fields include 'Company: 01 Streamline Solutions', 'Branch: 01 Main Branch', 'Dept: 01 Main Department', and 'Account: 1200 wip'. A checkbox for 'Freight Cost - Line will not be included in invoice discount' is present. At the bottom of the dialog are buttons: 'Cancel', '<< Back', 'Next >>', 'Save', 'Start New Misc Line', and 'Save And New Invoice'.

The status bar at the bottom of the window displays: 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100'.

13. Make any necessary changes and then select either **Save**, **Start New Misc Line**, or **Save And New Invoice**. The purchase order line item selected will pull through onto the invoice.

Note If the quantity you wish to mark as received is different from what was ordered, you should **NOT** do the auto-receipt from the AP Invoicing program. Use the Inventory Manager program to adjust the quantity received.

Vendor Invoice for Multiple PO Receipts

Create a batch as described earlier in this document or continue working within an unposted batch.

1. Create a new invoice as instructed earlier in this document. Define the invoice number, date, vendor, etc.
2. Select the **Start PO Lines** option.

The Multi PO Selection window opens.

	Order	Docket#	Delivery Date	P/F	Job#	Quantity	Description	Order Date	Non Posted Dummies	Address #
224	1003	1	4/6/2009	F	999999	1000	FG item with lot pricing	4/6/2009		0
225	1003	1	4/6/2009	F	999999	1000	Testing cid 20317	4/6/2009		0
226	1005	1	4/9/2009	F	999999	1000	this is to test 20450	4/9/2009		0
227	1005	1	4/9/2009	F	999999	1000	This is another item to test 20	4/9/2009		0
228	1006	1	4/10/2009	F	999999	1000	For the programmers	4/9/2009		0
229	1007	1	4/10/2009	F	999999	1000	Non inventory item received	4/10/2009		0
230	1008	1	4/10/2009	F	2651	100	Just some job related buyout	4/10/2009		0
231	1009	1	4/10/2009	F	999999	500000	Husky Offset 60# Continuous	4/10/2009		0
232	1009	1	4/10/2009	F	999999	1505	For the programmers	4/10/2009		0
233	1009	1	4/10/2009	F	999999	525000	Plain envelope	4/10/2009		0
234	1045	0	5/8/2009 11:	F	11000	1000000	Bindery (Buyout)	5/7/2009		0
235	1064	1	5/22/2009	P	999888	12		5/22/2009		0
236	1064	0	6/10/2009 4:	P	999888	2		5/22/2009		0
237	1079	1	6/2/2009	F	999999	10000	test	6/2/2009		0
238	1085	0	6/12/2009 2:	F	9010	3333	Die Cut (Buyout)	6/12/2009		0
239	1089	1	8/10/2009	F	3083	10		7/30/2009	Y	0
240	1093	1	8/10/2009	F	999999	100		8/10/2009		0
241	1094	1	8/10/2009	P	999999	900		8/10/2009		1
242	1094	1	8/10/2009	F	999999	100		8/10/2009		1

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

Note The purchase order line transactions displayed in the above grid are the receipts made to purchase order line items. Purchase Order line transactions that have not yet been received into PrintStream will not show in the Multi PO Selection grid.

- Line transactions displayed in red (as shown above) indicate the purchase order has been dummy invoiced in AR Invoice Entry, but the AR invoice has not yet been posted; in such case, the AP invoice cannot be entered until the AR invoice batch is posted or the Dummy Invoice is removed from the un-posted AR invoice.
- Line transactions displayed in white indicate the address of the PO receipts is different from the address selected in the AP Invoice Header. PrintStream will provide a warning if one of these receipts is selected, however, it will allow you proceed with invoicing the receipt.
- Line transactions displayed in yellow indicate the address of the PO receipts is the same as the address selected in the AP Invoice Header.

All received Non-Inventory, Job Related, Finished Goods, Material Inventory, and Paper Inventory purchase orders will display in the Multi PO Selection grid.

- To select the purchase order line items you want to invoice, select the grey check box provided at the beginning of the line.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

Multi PO Selection

Non Invoice Receipts:

	Order	Docket#	Delivery Date	P/F	Job#	Quantity	Description	Order Date	Non Posted 'Dummies'	Address #
224	1003	1	4/6/2009	F	999999	1000	FG item with lot pricing	4/6/2009		0
225	1003	1	4/6/2009	F	999999	1000	Testing cid 20317	4/6/2009		0
226	1005	1	4/9/2009	F	999999	1000	this is to test 20450	4/9/2009		0
227	1005	1	4/9/2009	F	999999	1000	This is another item to test 20	4/9/2009		0
228	1006	1	4/10/2009	F	999999	1000	For the programmers	4/9/2009		0
229	1007	1	4/10/2009	F	999999	1000	Non inventory item received	4/10/2009		0
230	1008	1	4/10/2009	F	2651	100	Just some job realted buyout	4/10/2009		0
231	1009	1	4/10/2009	F	999999	500000	Husky Offset 60# Continuous	4/10/2009		0
232	1009	1	4/10/2009	F	999999	1505	For the programmers	4/10/2009		0
233	1009	1	4/10/2009	F	999999	525000	Plain envelope	4/10/2009		0
234	1045	0	5/8/2009 11:1	F	11000	1000000	Bindery (Buyout)	5/7/2009		0
235	1064	1	5/22/2009	P	999888	12		5/22/2009		0
236	1064	0	6/10/2009 4:	P	999888	2		5/22/2009		0
237	1079	1	6/2/2009	F	999999	10000	test	6/2/2009		0
238	1085	0	6/12/2009 2:	F	9010	3333	Die Cut (Buyout)	6/12/2009		0
239	1089	1	8/10/2009	F	3083	10		7/30/2009	Y	0
240	1093	1	8/10/2009	F	999999	100		8/10/2009		0
241	1094	1	8/10/2009	P	999999	900		8/10/2009		1
242	1094	1	8/10/2009	F	999999	100		8/10/2009		1

Select All Deselect All Invoice the Selected Receipts

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

- After selecting the PO line items to be invoiced, click the **Invoice the Selected Receipts** button in the lower right corner of the grid. As the program reads through the purchase order lines you have selected, you will see the lines change in color to green.
- When the program has completed reading through your selections, click the **X** located in the upper right corner of the Multi PO Selection window. The purchase order line transactions will pull through onto the invoice line screen.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

Multi PO Selection

Non Invoice Receipts:

	Order	Docket#	Delivery Date	P/F	Job#	Quantity	Description	Order Date	Non Posted 'Dummies'	Address #
224	1003	1	4/6/2009	F	999999	1000	FG item with lot pricing	4/6/2009		0
225	1003	1	4/6/2009	F	999999	1000	Testing cid 20317	4/6/2009		0
226	1005	1	4/9/2009	F	999999	1000	this is to test 20450	4/9/2009		0
227	1005	1	4/9/2009	F	999999	1000	This is another item to test 20	4/9/2009		0
228	1006	1	4/10/2009	F	999999	1000	For the programmers	4/9/2009		0
229	1007	1	4/10/2009	F	999999	1000	Non inventory item received	4/10/2009		0
230	1008	1	4/10/2009	F	2651	100	Just some job realted buyout	4/10/2009		0
231	1009	1	4/10/2009	F	999999	500000	Husky Offset 60# Continuous	4/10/2009		0
232	1009	1	4/10/2009	F	999999	1505	For the programmers	4/10/2009		0
233	1009	1	4/10/2009	F	999999	525000	Plain envelope	4/10/2009		0
234	1045	0	5/8/2009 11:1	F	11000	1000000	Bindery (Buyout)	5/7/2009		0
235	1064	1	5/22/2009	P	999888	12		5/22/2009		0
236	1064	0	6/10/2009 4:	P	999888	2		5/22/2009		0
237	1079	1	6/2/2009	F	999999	10000	test	6/2/2009		0
238	1085	0	6/12/2009 2:	F	9010	3333	Die Cut (Buyout)	6/12/2009		0
239	1089	1	8/10/2009	F	3083	10		7/30/2009	Y	0
240	1093	1	8/10/2009	F	999999	100		8/10/2009		0
241	1094	1	8/10/2009	P	999999	900		8/10/2009		1
242	1094	1	8/10/2009	F	999999	100		8/10/2009		1

Select All Deselect All Invoice the Selected Receipts

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

6. To edit a purchase order line transaction in the **Invoice Lines** tab, you can either double-click the line or you can highlight the line and select **Edit Line** from the **Invoice Lines** toolbar.
7. After the changes have been made, select **Save**, **Start New Misc Line**, or **Save and New Invoice**.

AP Invoicing - Company: 01-Streamline Solutions --- Plant Code: 0100

File Batch Help

AP Invoicing

Active Batches Posted Batches

3085 - New batch
3086 - Credit Batch
3087
Inv# 810002

Invoice Header Invoice Lines Allocations

New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

New From % Template Copy From Invoice Add Trans. to Line Delete Line

Qty	Unit Price	Sub Total	Tax Code	Tax	Net Amount	Dissection Code	Description	PO#	Dc
500,000...	0.550000...	275,000.00	00	0.00	\$275,000.00	0101011325	Husky Offset 60# Con...	1009	1
							ammers	1009	1
							be	1009	1
								1094	1
								1094	1

Edit PO Invoice Line - Docket#: 1

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
500,000.00	0.55000000	275,000.00	0.00	\$275,000.00

Description: Husky Offset 60# Continuous

Tax Code: 00 0.00 % Tax Amount: non taxable 0.00

Dissection Code / GL Account

Dissection: 0101011325 paper inventory

Company: 01 Streamline Solutions

Branch: 01 Main Branch

Dept: 01 Main Department

Account: 1325 paper inventory

Freight Cost - Line will not be included in invoice discount

Cancel Save Start New Misc Line Save And New Invoice

Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$290,515.75) Invoice#: 810002 - Date: 7/31/2009 - Subtotal: \$290,515.75 - Tax: \$0.00 - Total: \$290,515.75 - Vendor Code: 100

Note the **Unit Price**, **Subtotal**, **Description**, **Tax Code**, and **Dissection Code** fields can be edited for non-inventory, finished goods, material inventory, and paper inventory related purchase orders. Only the **Unit Price**, **Subtotal**, **Description**, and **Tax Code** fields can be edited for job related purchase orders. Edits at the time of AP invoicing is not recommended for valued inventory. **Please make edits directly to the purchase order in Purchasing Entry.**

Dissection/GL codes default according to the code reflected on the purchase order, not the dissection code defined in the Vendor's Master File.

Changing the dollar amount of an invoice entered against a received inventory related purchase order may change the average price value of the inventory.