



User Guide

Purchasing Entry
V21.1.0200

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EFI PrintStream | V21.1.0200 Purchasing Entry User Guide

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Introduction

Overview

This user guide will step you through how to set up and use the Purchasing Entry module. This module is its own module that 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.

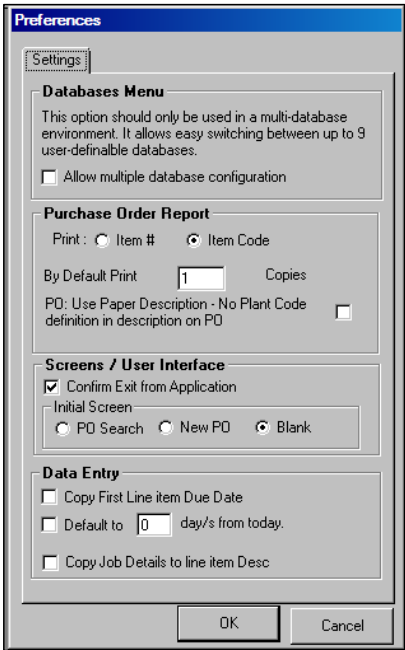
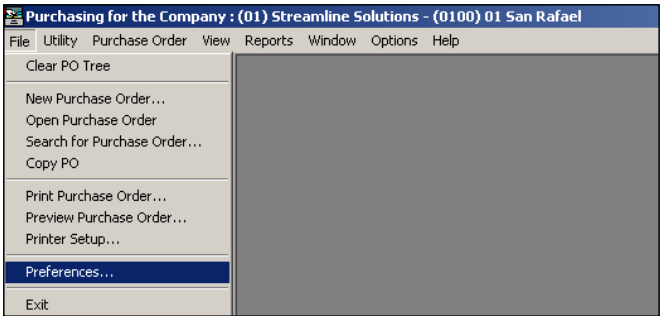
Set Up

Preferences

To open, select **Purchasing Entry** from the Purchasing menu.



Then select **File > Preferences**.



Databases Menu

Warning Only select if the database is set up as multi company or multi plant.


- Will allow up to 9 plants or companies
- If checked, can easily switch between plants/companies

Purchase Order Report

Print:

- **Item Number:** Will print the item number on the Purchase Order. Item Number found and auto assigned in Master File Inventory.

38	SPR10pt20x26	Springhill C1s Cover 10Pt
<input type="checkbox"/> Inactive		
Item # / Inv Code :	38	SPR10pt20x26
Description :	Springhill C1s Cover 10Pt	
	White	
	20 x 26	



Page 1 of 1

Purchase Order

3000
File copy

Ac No : 500 Vendor : Draper Paper 1155 Main Street Draper, UT 84070 Tel No : 801-111-2222	Order Date 3/10/2015 Due Date 3/10/2015 Ordered By BRANDON Reference Ship Attention
---	--

Ship To : Dave
Streamline Solutions
100 American Way
DETROIT, MI 48204



Ship Via :

#	Job #	Item / Quote	Quantity	Item Description	Unit Price	Per	Disc. %	Gross Amt	Tax
1		38	10,000	Springhill C1s Cover 10Pt White 20 x 26 (S/L 01-01-01-1325)	210.0000	1,000	0.00	2,100.00	0.00

- **Item Code:** Item code will print on the Purchase Order. Item code found in the Master File Inventory and is editable.

38

SPR10pt20x26

Springhill C1s Cover 10Pt

☐ Inactive

Item # / Inv Code : 38

SPR10pt20x26

Description : Springhill C1s Cover 10Pt

White

20 x 26

 print to win.

Page 1 of 1

Purchase Order

3000

File copy

Ac No : 500

Vendor : Draper Paper
1155 Main Street
Draper, UT 84070
Tel No : 801-111-2222

Order Date 3/10/2015

Due Date 3/10/2015

Ordered By BRANDON

Reference

Ship To : Dave
Streamline Solutions
100 American Way
DETROIT, MI 48204

Ship Attention



Ship Via :

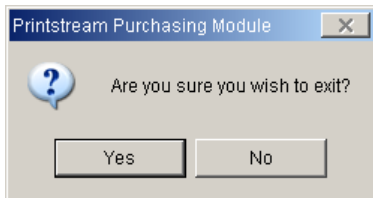
#	Job #	Item / Quote	Quantity	Item Description	Unit Price	Per	Disc. %	Gross Amt	Tax
1		SPR10pt20x26	10,000	Springhill C1s Cover 10Pt White 20 x 26 (9 L 01-01-01-1325)	210.0000	1,000	0.00	2,100.00	0.00

Note May toggle or change this setting and re-print or preview the purchase order.

- **By Default Print** - 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 this option to display the Plant Code in the item description.

Screens / User Interface

- **Confirm Exit from Application:** If checked, the system will produce a warning message upon exiting.



- **Initial Screen**

PO Search - Default to the search screen upon opening the purchase order module.

New PO - Default the opening screen to a new purchase order entry screen.

Blank - 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 __ days from today:** This field, if checked and a number is entered, will automatically fill in the **Due Date** field with the date the number of days from today that is entered. The date can still be overridden.

Stock Line Item : Streamline Solutions

Line # : 1 Order Date : 3/10/2015

Item # : 38 New Reservations

Inv & Rev Code: SPR10pt20x26 Notes

Paper : Springhill C1s Cover 10Pt

Color : White

Size : 20 x 26

Quantity : 10000 Price : 210 Per : 1000 Desc :

Discount %: 0 Price after Disc: 210.0000

Cost : 2100 Unders/Overs %: 10

Due Date : 3/15/2015 Quote # : Stock Details

G/L Code : 1325 paper inventory 01 OK

Tax Code : 00 0% (non taxable) Cancel

☐ FSC

- **Copy Job Details to line item Desc:** If checked, all job-related PO line items will contain this information from the corresponding job.

Example:

Mail Estimating for the Company : (01) Streamline Solutions - (0100) 01 San Rafael BRANDON

File Window Changes Plant(s) for Quote Refresh Master Data Help

Mail Estimating

- Quote Header
- Estimating
- Credit Checks
- Job Scheduling

Customer #: 100 Sub Acct FSC quote ☐

Customer: The Perfect Storm

Contact: Main page contact

Address: 656 Main Street Phone:
PITTSFIELD, MA 01203 FAX:
Contact Phone:

Quote Date: 3/27/2015 Default Section Size: 0 x 0

First Mail Date: 3/27/2015

Last Mail Date: 3/27/2015

Re-Contact Date: 4/10/2015

Re-Order Date: 3/27/2015

Qty: 10,000

SalesRep: House Account

CSR: Sales Person

Estimator:

Planner:

Source Code:

Job Type: Miscellaneous

Quote is Package Price Based ☐

Job Title: Documents

Description: March 2015

Corresponding PO line (Note Job Title: test for class).

PO 383

Created for Company : Streamline Solutions

Order #: 383 Date: 7/21/2008 Ordered By: LP Ref:
Rev #: 0 Rev Dt: Rev By:

Vendor: 4 Linda's Surf Shop Currency Type: USA

Address: 10 Zumma Beach Drive Ph: 949-555-1212
Malibu, CA Fax: 949-500-1414
90263

Ship To: Streamline Solutions Ship Via:
Address: 4040 Civic Center Drive Ship To Attention:
Suite 543
San Rafael, CA 94903

Details	Due Date	Job #	Quantity	Amount
DATA ENTRY (Buyout)---test for class	7/21/2008	1025	1	\$25.00

If not checked, no corresponding Job title:

PO 3014

Created for Company : Streamline Solutions

Order #: 3014 Date: 3/27/2015 Ordered By: BRANDON Ref:
 Rev #: 0 Rev Dt: Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD
 Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

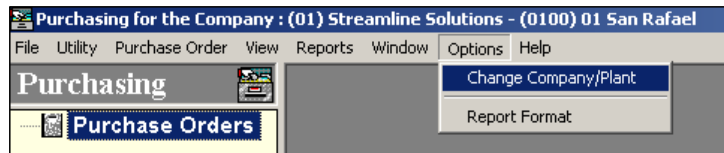
Ship To: Streamline Solutions Ship Via:
 Address: 100 American Way Ship To Attention:
 DETROIT, MI 48204

Details	Due Date	Job #	Quantity	Amount
Mailing List	3/27/2015	100210	1	\$31.25

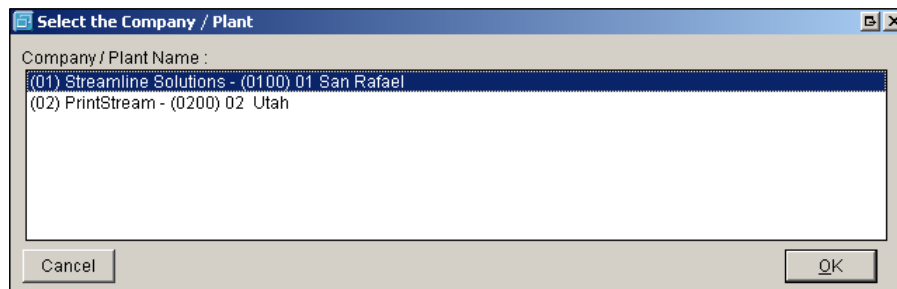
Options: Select Company/Plant

Upon opening the program, the system will default to the company/plant the user is logged into. If the user has security access to the other companies/plants defined in the database, then the user can change the default company/plant.

Options >Change Company/Plant.

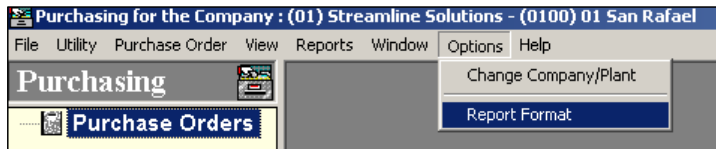


Highlight the plant and select ok:

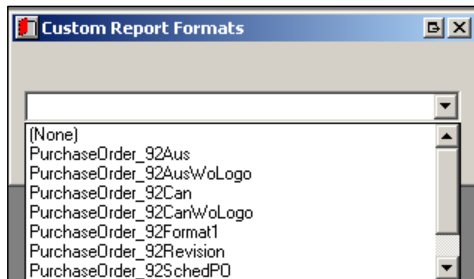
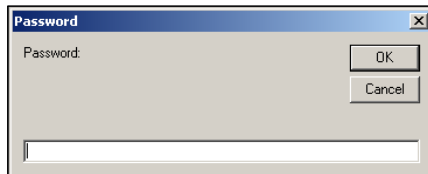


Report Formats

There are a variety of crystal report formats for Purchase Orders.



The password to view the additional report formats is **formats**.

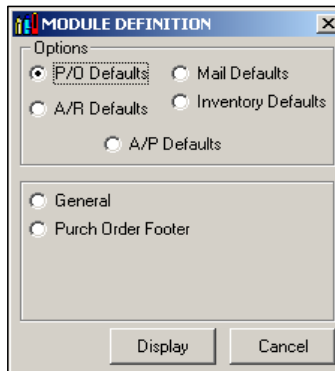


Footer Set-up

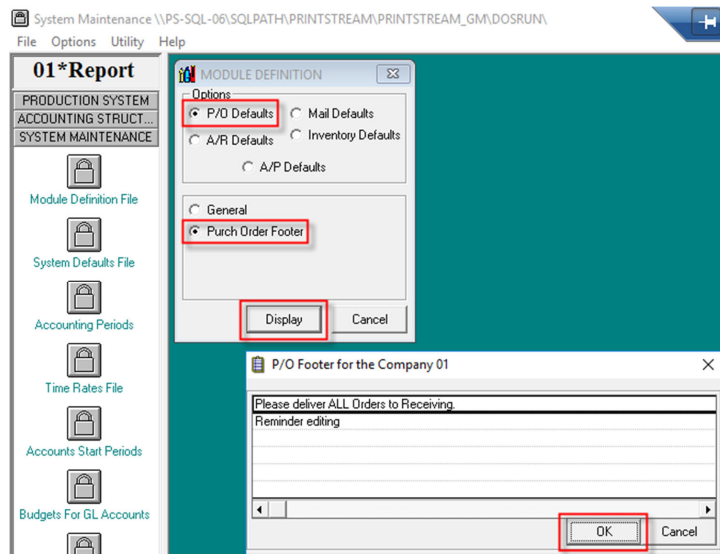
To include a note or comment on the footer of all purchase orders select:

Master File Reports > System Maintenance > Module Definition File:





Select **PO Defaults** and **Purch Order Footer**, then click the Display button.



Click the OK button to save and close the data entry screen. Remember, this will print on ALL purchase orders.

PO Approval

PrintStream offers an approval process to approve purchase orders prior to previewing or printing them. This is an optional setting; defined at the plant level for each plant defined in the database. It is setup in Master File Reports/Production System/Plants (for the System). To activate this feature, highlight the plant you wish to set up and then check the **PO: Approval required** checkbox. Don't forget to click the **Save** button to complete the process.

System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\DOSRUN1 - [Facilities]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

Plants (for the System)

Production Departments (for the System)

Production Cost Centers (for the System)

Activities (for the System)

Rates Setup (for the System)

System

- 01 Streamline Solutions
- 02 PrintStream
- 0200*02 Utah

Company Code 01 Company Name Streamline Solutions

Plant Code 0100 Integration Parent System ID

Plant Mail Code Integration System Short Code GenMulti01

Plant Name 01 San Rafael

Basic | Inventory | Job Related | Finished Goods Invoicing | E-Mailing Option | Schedule

Default PO Shipping Address

Customer R: STREAM 01: Streamline Solutions

Customer: Internal Customer 01

100 American Way

DETROIT, MI

Zip: 48204 Phone:

Shipper Signature Image File:

Plant Warehouse # (default):

Plant Account Code:

PO: From Email Address: leah10@printstream.com

PO: Internal Email Address: leah20@printstream.com

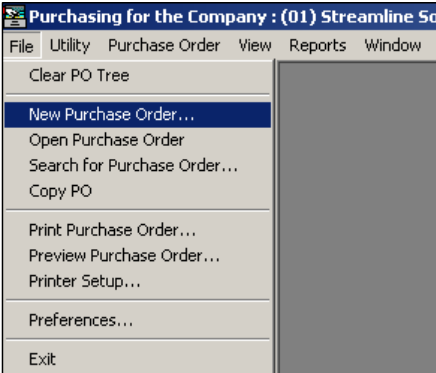
PO: Approval required ☒

Add Save Cancel

New Purchase Order

To create a New purchase Order

1. Select: **File > New Purchase Order.**



2. In the Select Vendor window enter/select the following:

A screenshot of a dialog box titled "Add Purchase Order - Select Vendor". The main heading is "New Purchase Order". Below this, it says "To create a new purchase order, enter the details and select a vendor:". The "Details" section includes a "Date:" field with "3/12/2015", a "Reference:" field, and an "Ordered By:" field with "BRANDON". The "Vendor" section has a small box with "001" and a larger box with "Just In Time". Below these is a list of vendors, with "245 Center" and "Lehi, UT" visible. At the bottom are buttons for "Cancel", "< Back", "Next >", and "Finish".

Date	Automatically defaults to current date, but can be changed
Reference	Optional character field check will print on the PO when certain formats are selected
Ordered By	Defaults to the system login name of the user
Vendor	Must be a current Vendor in Master File Vendor. Either enter the in Code in the small box, to the left, or enter the Name in the long box to the right (case sensitive in the search)

3. Click **Next**. In the Shipping Information window, the Address will default to the PO shipping address which is defined for the plant in Master File Reports/Production System/Plants (for the System)

Add Purchase Order - Shipping Information

Shipping Information

Enter the shipping information for this purchase order:

Ship To: Streamline Solutions

Address: 4040 Civic Center Drive
Suite 543
San Rafael, CA 94903

Ship Via:

Attention:

Cancel < Back Next > Finish

System Maintenance W:\GENERICDATA\STREAM_14_0\GENMULTI_2008_14_0\O6RUN1 - [Facilities]

File Options Utility Help

01*Report

PRODUCTION SYSTEM

Plants (for the System)

Production Departments (for the System)

Production Cost Centers (for the System)

Activities (for the System)

System

- 01*Streamline Solutions
- 02*PrintStream

Company Code 01: Company Name Streamline Solutions

Plant Code: 0100 Integration Parent System ID

Plant Mail Code: Integration System Short Code GenMulti01

Plant Name: 01 San Rafael

Basic Inventory Job Related Finished Goods Invoicing E-Mailing Option Schedule

Default PO Shipping Address

Customer: STREAM 01: Streamline

Customer: Internal Customer 01

100 American Way

DETROIT, MI

Zip: 48204 Phone:

PickUp

4. (optional) To change the address type directly into the address fields or by click the search button to the right of the Ship To field and select from the list of additional shipping addresses.

Add Purchase Order - Shipping Information

Shipping Information

Enter the shipping information for this purchase order:

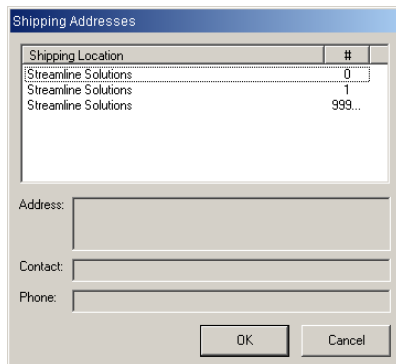
Ship To: Streamline Solutions

Address: 100 American Way
DETROIT, MI 48204

Ship Via:

Attention:

Cancel < Back Next > Finish



The 'Shipping Addresses' dialog box contains a table with two columns: 'Shipping Location' and '#'. It lists three entries for 'Streamline Solutions' with values 0, 1, and 999. Below the table are input fields for 'Address:', 'Contact:', and 'Phone:', followed by 'OK' and 'Cancel' buttons.

Shipping Location	#
Streamline Solutions	0
Streamline Solutions	1
Streamline Solutions	999...

Address:

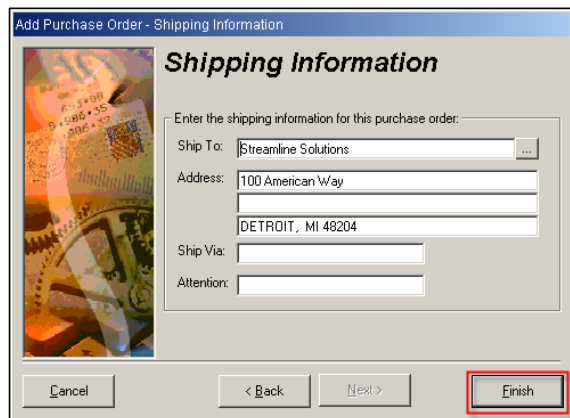
Contact:

Phone:

OK Cancel

Ship Via and Attention fields are optional, free form fields that will print on PO.

4. Select the **Finish** button, when done.



The 'Add Purchase Order - Shipping Information' dialog box features a decorative graphic on the left and a form on the right. The form includes fields for 'Ship To:', 'Address:', 'Ship Via:', and 'Attention:'. The 'Ship To:' field is populated with 'Streamline Solutions'. The 'Address:' field is populated with '100 American Way' and 'DETROIT, MI 48204'. At the bottom are 'Cancel', '< Back', 'Next >', and a red-bordered 'Finish' button.

Shipping Information

Enter the shipping information for this purchase order:

Ship To:

Address:

Ship Via:

Attention:

Cancel < Back Next > Finish

Note Set up additional shipping addresses under your company name in Master Files Customer. Select the Addresses button.

A new PO will open:

PO 3004

Created for Company : Streamline Solutions

Order #:

3004

Date:

3/12/2015

Ordered By:

BRANDON

Ref:

Rev #:

0

Rev Dt:

Rev By:

BRANDON

Vendor:

001

Just In Time

Currency Type:

USD

Address:

245 Center

Ph:

Lehi, UT 84025

Fax:

Ship To:

Streamline Solutions

Ship Via:

Address:

100 American Way

Ship To Attention:

DETROIT, MI 48204

Details	Due Date	Job #	Quantity	Amount

Add Line...

Edit Line...

Delete Line...

Receiving Instructions

Update Job changes

Total:

\$0.00

(in Currency)

Header Notes

EmailPO

Preview

Print

Save

Close

Order #	System assigned sequential number which cannot be altered
Date	Defaults to the current system date, but may be edited
Ordered By	Defaults to log in users ID
Ref	Optional field which will print on the PO
Rev #	System generated revision Number; tracking how many times the PO has been altered
Rev Dt	Displays a system generated date of the last revision
Rev By	Will display the ID of the user who made the last revision
Vendor:	Number, Name and Address entered in opening screen. Can change if needed (must be a valid vendor from Master File Vendor), select the search button to change. (...)
Currency Type:	Reference only cannot be changed.
Ph:	Phone number. Entered in Master File
Fax:	Fax Number Entered in Master File Vendor
Ship To and Address:	Brought in from the screen previously filled out. Can edit or change the current address field by highlighting and re-typing the address. Click the search button (...) to select from the list of additional shipping addresses.
Ship Via:	(optional) Brought in from the screen previously filled out but can be edited. Will print on the PO.
Ship To Attention:	(optional) Brought in from the screen previously filled out but can be edited. Will print on the PO.

Add Line Item

Select the **Add Line** button (bottom/left), to add a new line item.

Six Types of PO Line items:

- **Job Related Multi Item:** Purchases directly tied to a job. (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. (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. (Office supplies).
- **Paper Inventory:** Has dollar value/asset account. (Paper, envelopes. **Print system only**).
- **Finished Goods:** Has dollar value/asset account. (Binders, Diskettes used for a job).
- **Material Inventory:** Has dollar value/asset account. (Raw Materials: Ink, Labels, Plates).

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:

Rev #: 0 Rev Dt: Rev By: BRANDON

Vendor: 001 Just in Time Currency Type: USD

Address: 245 Center Ph:

Lehi, UT 84025 Fax:

Ship To: Streamline Solutions Ship Via:

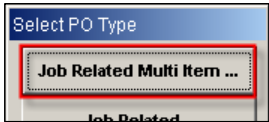
Address: 100 American Way Ship To Attention:

DETROIT, MI 48204

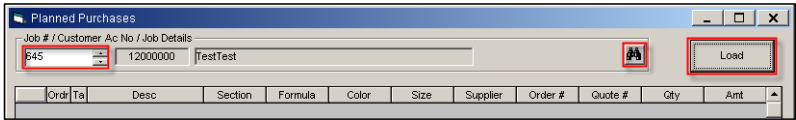
Details	Due Date	Job #	Quantity	Amount

Total: \$0.00 (in Currency)

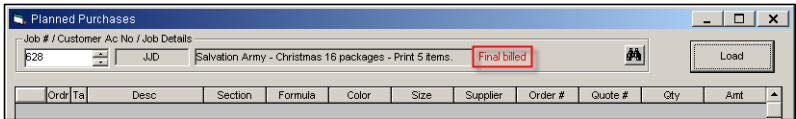
Job Related – Multi Item



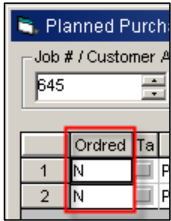
1. Enter or search for a Job # and select **Load**.



2. If the job selected has been final AR invoiced, the notation Final Billed will display in red to the right of the job description. Job related purchase orders cannot be created if the job has been final AR invoiced to the customer.



3. If the **Ordered** column reflects an N, then the PO line item has not been ordered. Y indicates the PO line item has already been purchased.



4. Select the **Tag** check box to order each item or select the **Check All** button to select all buyouts for the job. Enter the **Due Date** and **Tax Code**. Then click **Create PO Line Item**.

Planned Purchases

Job # / Customer Ac No / Job Details
 645 / 12000000 / TestTest

Load

Ord	Tag	Desc	Section	Formula	Color	Size	Supplier	Order #	Quote #	Qty	Amt
1	<input checked="" type="checkbox"/>	PURCHASE LIST				Test		0		69000	69
2	<input type="checkbox"/>	PRINT #10 1-COLOR	ENV			Test		0		4140000	4140

Check All Due Dt: 3/12/2015 Tax Code: 00 0% (non taxable) Create PO Line Item Cancel

Note If you receive the error message, "activity code has an invalid A/P dissection code" after you select the OK button, this indicates the database is not setup to utilize the Purchasing module or you have not properly linked the activity code assigned for the process to a valid AP Dissection code in Master File Reports/ Accounting Structure / Link to Purchasing. Consult your system administrator or your EFI PrintStream Accounting Support contact.

5. After selecting **Create Po Line Item**, PrintStream will show the number of PO lines added. Click Cancel or the X in the upper right-hand corner to close this window.

Check All Due Dt: 3/12/2015 Tax Code: 00 0% (non taxable) **1 PO line Added** Create PO Line Item Cancel

6. The lines selected will now display on the header page of the purchase order.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 **Date:** 3/12/2015 **Ordered By:** BRANDON **Ref:**
Rev #: 0 **Rev Dt:** **Rev By:** BRANDON

Vendor: 001 Just In Time **Currency Type:** USD
Address: 245 Center **Ph:**
Lehi, UT 84025 **Fax:**

Ship To: Streamline Solutions **Ship Via:**
Address: 100 American Way **Ship To Attention:**
DETROIT, MI 48204

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	69000	\$69.00

7. Click **Save**.

Job Related (Single Item)

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory

1. Enter or search for a Job # and select **Load**.

Job Related Line Item : Streamline Solutions

Line #: 2 **Order Date:** 3/12/2015
Job #: 645 12000000 Valtim 2
Test

2. You can manually enter in the material to purchase or click **Planned Purchases** to view a list of buyouts or materials related to the job number.

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Details :

Planned Purchases

Notes...

In the Description column, items with a dark circle have been ordered. Those with a light circle have not.

Description	Section	Formula Mod...	Color	Size	Vendor	Ord...	ID/Q No.	Quantity	Cost
PURCHASE LIST				Test		0		69000	69
PRINT #10 1-COL...	ENV			Test		0		4140000	4140

3. Double click the line to be ordered and enter or change any information as needed:

Mandatory fields (in bold) are: Qty/Hrs, Price, Price Per, Due Date, Activity Code and Tax Code
PrintStream will calculate the cost based on the quantity and price defined.

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Details :

PRINT #10 1-COLOR

-ENV

Planned Purchases

Notes...

Formula Modifier Desc

Qty/Hrs : 4140000 Price : 1.0000 Per 1000.00 Desc :

Discount %: 0.00 Price after Disc: 1.0000

Cost : 4140.00 Unders/Overs %: 10

Due Date : 3/13/2015 Quote # :

Print Cutting Slip

Activity : S1012 PRINT #10 1-COLOR

Charge Type :

Re work Id :

GL Code : 1200 WIP to Print Expense

Tax Code : 00 0% (non taxable)

OK

Cancel

PO Line Item Notes

Click **Notes** to enter line item descriptions. If a script was attached to a buyout, the script answers will appear in the Notes field.

Job Related Line Item : Streamline Solutions

Line # : Order Date :

Job # :

Details :

Job Related Line Item : Streamline Solutions

Line # : Order Date :

Job # :

Notes

Optional notes or any buyout script would appear here. This field does not have a spell check.

For
Mo
—
Qty
Dis
Co:
Du
—
Chan

These notes will appear in Inventory Manger / Scripts/Po Notes when the item is selected to be received.

Receive Non-Inventory

Receipt #:

0

Receipt Details

Date:

3/13/2015

Time:

04:10 PM

By:

BRANDON

Shipped via:

Docket:

1

Rec'd From:

Just In Time

Notes:

Details:

PRINT #10 1-COLOR

-ENV

Dept / Sec: ENV

Scripts/Po Notes

Optional notes or any buyout script would appear here. This field does not have a spell check.

	Quantity	Cost	Cost(USD)
1	0.00	0.00	0.00

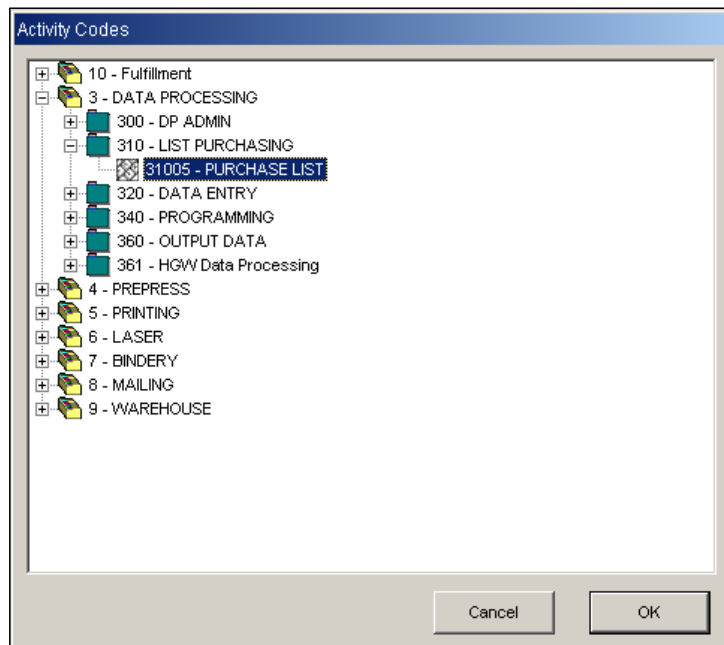
OK

Cancel

List of Activity Codes

If needed, enter a required Activity code directly into the field. You can also scroll using the mouse, use the up/down arrow keys or select the Search button (binocular icon) to search for a list of activity codes. Double-click to select or highlight and click **OK**.

Note If you receive the error message, "activity code has an invalid A/P dissection code" after you select the OK button, this indicates the database is not setup to utilize the Purchasing module or you have not properly linked the activity code assigned for the process to a valid AP Dissection code in Master File Reports/ Accounting Structure / Link to Purchasing. Consult your system administrator or your EFI PrintStream Accounting Support contact.



PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 1 Rev Dt: 4/10/2015 Rev By: BRANDON

Vendor: 001 Just in Time Currency Type: USD
 Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

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

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	69000	\$69.00
PRINT #10 1-COLOR-ENV	3/13/2015	645	4140000	\$4,140.00

Click **Save** when you are finished.

Non-Inventory

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory...

Paper Inventory

Enter in the information for what is being purchased. System will calculate the cost

Mandatory fields:

- Order Date
- Qty/Hrs
- Price
- Per
- Due Date
- AP Code
- Tax Code.

Non-Inventory Line Item : 01 Streamline Solutions

Line #: 3 Order Date: 3/12/2015

Details: Widgets

Qty/Hrs: 5000 Price: 57.0000 Per: 1000 Desc:

Discount %: 0.00000 Price after Disc: 57.0000

Cost: 285.00 Unders/Overs %: 10

Due Date: 3/12/2015 Quote #:

AP Code: 0110106000 material expense OK

G/L Code: 6000 Material Expense 01

Tax Code: 06 6% (Michigan) Cancel

Click the **OK** button, when finished.

Paper Inventory

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

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory...

Paper Inventory...

Finished Goods

1. Enter the paper item number or click the search button (binoculars icon) to search it.

Stock Line Item : Streamline Solutions

Line #: 3 Order Date: 3/12/2015

Item #: New

Inv & Rev Code:

Paper:

Color:

Size:

Quantity: Price: Per:

Discount %: Price after Disc:

Cost: Unders/Overs %: 0

Due Date: Quote #:

Stock Details

G/L Code: 1325 paper inventory OK

Tax Code: 00 0% (non taxable) Cancel

FSC

The search inventory screen will open.

Search Inventory

Inv Type: Paper

Classification:

Category:

Sub Category:

Group:

Family:

Category:

Job:

Item:

Customer:

Vendor:

Prod Cd:

Inv Desc Like:

Inv Code Like:

Color:

Size: X

Weight:

Allow Rev: ☐ Tracking Lot: ☐ Inactive: ☐ Below Min Qty: ☐ Negative Avail: ☐

Clear all Stop

Item #	Inv Code	Rev	Details	On Hand	On Order	Allocated	Available	Min Lvl	Customer	Customer
--------	----------	-----	---------	---------	----------	-----------	-----------	---------	----------	----------

300 Continue Search Select

- Enter the information known or click **Search**. The number of records loaded will be displayed.

Note By default only 300 records are displayed at a time. This default can be changed so more items may be available which meet the criteria.

Search Inventory

Inv Type: Paper

Classification:

Category:

Sub Category:

Group:

Family:

Category:

Job:

Item:

Customer:

Vendor:

Prod Cd:

Inv Desc Like: Husky

Inv Code Like:

Color:

Size: X

Weight:

Allow Rev: ☐ Tracking Lot: ☐ Inactive: ☐ Below Min Qty: ☐ Negative Avail: ☐

Clear all Stop

Item #	Inv Code	Rev	Details	On Hand	On Order	Allocated	Available	Min Lvl	Customer	Customer
3306	3306		Husky Offset 50# White 17 1/2	90	0	0	90	0		
3326	dmm3326		Husky Offset 50# Continuous	6000	0	0	6000	0		
3412	dmm3412		Husky Offset 60# Continuous	205	260	0	465	150		
3442	dmm3442		Husky Offset 60# Continuous	0	0	0	0	0		
3588	dmm3588		Husky Offset 50# White 23 x 3	165000	0	100000	65000	0	DMMTEST	DMM Test C
36	HUS50w17.5		Husky Offset 50# Web White	64006934	344222	588	64350568	0		
52	HUS60w17.5		Husky Offset 60# Web White	126	0	0	126	5000		
60014	Husky Offset 5		Husky Offset 50# Web White	47759	54000	19032	82727	0		
62080	62080		Husky Offset 50# Web Rose 1	9506	494	0	10001	0		
62105	dmm62105		Husky Offset 60# Continuous	0	0	0	0	0		
62119	62119		Husky Offset 50# Continuous	0	0	0	0	0		
62120	62120		Husky Offset 50# Continuous	0	0	0	0	0		

Loaded 300 records. Click continue to load next

300 Continue Search Select

3. Select the item to order and then click on the Select button or double click on the item itself.
The information stored in the system for this item is automatically populated.

Stock Line Item : Streamline Solutions

Line # : 3 Order Date : 3/12/2015

Item # : 3442 New

Reservations

Inv & Rev Code: dmm3442

Notes

Paper : Husky Offset 60# Continuous

Color : White

Size : 17.5

Quantity 0 Price : 58 Per : 100 Desc :

Discount %: ☒ Price after Disc: 58 ☐

Cost : Unders/Overs %: 20

Due Date : Quote # :

Stock Details

GL Code : 1325 paper inventory 01

OK

Tax Code : 00 0% (non taxable) ☐ FSC

Cancel

- Enter information into remaining mandatory fields: Quantity, Price, and Due Date.
4. Click **Reservations** to see all job quantity requirements for this item.

Stock Line Item : Streamline Solutions

Line # : 3 Order Date : 3/12/2015

Item # : 3442 New

Reservations

Inv & Rev Code: dmm3442

Notes

Reservations

	Job No	Due Date	Customer	Title	Qty	Qty Used	PO No
<input type="checkbox"/>	795	7/20/2007	Alaska Inc.	Test	200000	0	0
<input type="checkbox"/>	873	11/16/2007	Strada Cycle	11/15 FF by f134	134	0	0
<input type="checkbox"/>	874	11/19/2007	Strada Cycle	11/15 FF by f121	121	0	0
<input type="checkbox"/>	875	11/16/2007	Strada Cycle	11/15 FF by f145	145	0	0
<input type="checkbox"/>	876	11/19/2007	Strada Cycle	11/15 FF by f15	15	0	0
<input type="checkbox"/>	877	11/16/2007	Strada Cycle	11/15 FF by f103	103	0	0
<input type="checkbox"/>	881	11/19/2007	Strada Cycle	11/15 FF by f15	15	0	0
<input type="checkbox"/>	882	11/19/2007	Strada Cycle	11/15 FF by f135	135	0	0
<input type="checkbox"/>	883	11/19/2007	Strada Cycle	11/15 FF by f100	100	0	0
<input type="checkbox"/>	884	11/19/2007	Strada Cycle	11/15 FF by f135	135	0	0

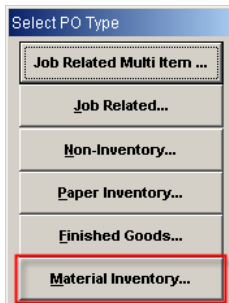
Total Qty 0

Finished Goods



1. Select **Add Line** and then select **Finished Good** to add a new line item.
2. Enter or search for the Item #, or you can create a new finished goods item from within the Finished Goods Line Item window.
3. After selecting the finished goods item, verify:
 - Qty/Hrs
 - Price
 - Price Per (if new otherwise will bring in the price per)
 - Due Date
 - Activity Code
 - Tax Code
4. Click **OK** when finished.

Material Inventory



1. Select **Add Line** and then select **Material Inventory** to add a new line item.
2. Enter or search for the Item # or create a new material item from within the Raw Materials Line Item window.
3. After selecting the material item, verify: Qty/Hrs, Price, Price Per (if new otherwise will bring in the price per), Due Date, Activity Code, and Tax Code.

Edit or Delete a Purchase Order Line Item

To edit or delete a line item, highlight; right-click and select **Edit** or **Delete Line Item**. You can also select the line item and choose the **Edit Line** or **Delete Line** button.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004

Date: 3/12/2015

Ordered By: BRANDON

Ref:

Rev #: 2

Rev Dt: 4/14/2015

Rev By: BRANDON

Vendor: 001

Just in Time

Currency Type: USD

Address: 245 Center

Ph:

Lehi, UT 84025

Fax:

Ship To: Streamline Solutions

Ship Via:

Address: 100 American Way

Ship To Attention:

DETROIT, MI 48

POSupport

Are you sure you want to delete this line item?

Yes No

Details

PURCHASE LIST--

PRINT #10 1-COLOR--

Husky Offset 60# Con

Quantity	Amount
69000	\$69.00
40000	\$4,140.00
1000	\$580.00

Add Line...

Edit Line...

Delete Line...

Receiving Instructions

Update Job changes

Total: \$4,789.00

(in Currency)

Header Notes

EmailPO

Preview

Print

Save

Close

Receiving Instructions

Notes, which will print on the receiving ticket or display during the actual receipt of the item, can also be entered. Click **Receiving Instructions**, enter the text and click **Save**.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
Rev #: 2 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just in Time Currency Type: USD

Address: 243

Ship To: Str
Address: 101
DE

Details

☒ PURCHASE
☒ PRINT #11
☒ Husky Of

Line Item Notes

Notes entered here can be viewed when the line item receipt is being entered.

Cancel Save

Add Line... Edit Line... Delete Line... **Receiving Instructions** Update Job changes Total: \$4,789.00
Header Notes Email PO Preview Print Save Close

(in Currency)

Receive Locations																													
Receipt Details																													
Date:		3/14/2015		Time:		11:23 AM		by:		BRANDON																			
Shipped via:				Received from:		Just In Time		Rcpt #:																					
Receipt Notes: Notes entered here can be viewed when the line item receipt is being entered.																													
<div> <div>Item#/InvCd:</div> <div>3442</div> <div>dmn3442</div> <div></div> <div></div> <div>Weight</div> </div> <div> <div>Description:</div> <div>Husky Offset 60# Continuous</div> <div>Single Piece</div> </div>																													
<div> <div>Reason codes</div> <div> <input type="checkbox"/> Hold this Receipt line <div>Select Reasons</div> </div> </div> <div> <div> <div>Tag</div> <div>Code</div> <div>Desc</div> <div>Category</div> </div> <div> <div>PSlip</div> <div>Packing Slip</div> <div>slipincorrect</div> <div></div> </div> <div> <div>IncPkg</div> <div>incorrectly Pz incorrectpkg</div> <div></div> <div></div> </div> <div> <div>1010.1</div> <div>1010 #1</div> <div>DMU</div> <div></div> </div> </div>																													
<div> <div>Docket:</div> <div>1</div> <div>Vendor Lot #:</div> <div></div> </div> <div> <div>Slids</div> <div>Ctns</div> <div>Pcs Per Ctn</div> <div>Loose</div> </div> <div> <div>1</div> <div>0</div> <div></div> <div></div> </div> <div> <div>Insert ...</div> </div>																													
<table border="1"> <thead> <tr> <th>Ctns</th> <th>Pcs/Ctn</th> <th>Loose</th> <th>Total Qty</th> <th>Location</th> <th>Pallet</th> <th>Hold</th> <th>Reason Cd</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td colspan="9"> <div> <div>Copy</div> <div>Delete</div> <div>Auto Pick Location</div> <div>Empty Loc to All</div> </div> </td> </tr> </tbody> </table>												Ctns	Pcs/Ctn	Loose	Total Qty	Location	Pallet	Hold	Reason Cd	Reason	<div> <div>Copy</div> <div>Delete</div> <div>Auto Pick Location</div> <div>Empty Loc to All</div> </div>								
Ctns	Pcs/Ctn	Loose	Total Qty	Location	Pallet	Hold	Reason Cd	Reason																					
<div> <div>Copy</div> <div>Delete</div> <div>Auto Pick Location</div> <div>Empty Loc to All</div> </div>																													
<div> <div>Transaction Notes:</div> <div></div> <div>Ok</div> <div>Cancel</div> </div> <div> <div>Cost:</div> <div>00</div> </div>																													

Update Job changes

This feature will take any changes done in the estimate and overwrite the PO changes, for example, notes, scripts, etc.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref: _____
Rev #: 3 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD
Address: 245 Center Ph: _____
Lehi, UT 84025 Fax: _____

Ship To: Streamline Solutions Ship Via: _____
Address: 100 American Way Ship To Attention: _____

POSupport [X]

Do you want to Overwrite notes from Estimate?. Alterations done to notes in Purchasing will be gone?

[Yes] [No]

Item #	Description	Unit Price	Quantity	Total

Add Line... Edit Line... Delete Line... Receiving Instructions **Update Job changes** Total: \$4,789.00
Header Notes Email PO Preview Print *(in Currency)* Save Close

Header Notes

Header notes can be entered against the po and can only be viewed from this area.

Commented [MB1]: Need description.
Brandon Turpin – description added.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
Rev #: 4 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD

Address: 24: PO Header Notes

Let

Ship To: Str

Address: 101

DE

Details

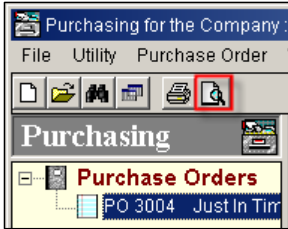
PURCHA: \$69.00
PRINT #11 \$4,140.00
Husky Of \$580.00

Cancel Save

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes Total: \$4,789.00
Header Notes EmailPO Preview Print Save Close

Preview, Print, Export / E-mail a PO

- 1. To preview a PO, select the purchase order displayed in the tree and click the **Preview Selected Purchase Order** button from the menu. You may also select the **Preview** option located at the bottom of the PO header window.



- To print the purchase order, select the purchase order displayed in the tree and click the **Print** icon. You can also select the **Print** option located at the bottom of the PO header window.

Note To change the default printer, select **File > Print Setup**.

Note If you receive a message, "This PO Requires Approval First" when trying to preview or print the purchase order, somebody with security access to approve purchase orders must approve the PO before continuing.

If you want the Purchasing Approval option turned on or off, contact your System Administrator.

- To export the Purchase Order, first preview it and then select the Export button from the menu (envelope with the red arrow pointing down). Choose the format you want to which you want to export the PO.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 4 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD
 Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

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

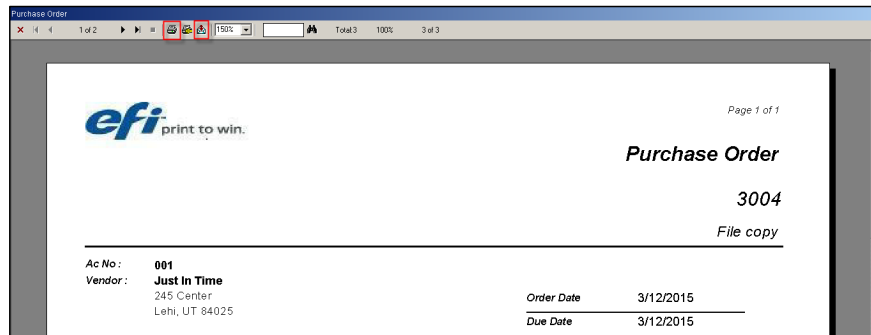
Details	Due Date	Job #	Quantity	Amount
<input checked="" type="checkbox"/> PURCHASE LIST--	3/12/2015	645	69000	\$69.00
<input checked="" type="checkbox"/> PRINT #10 1-COLOR-ENV	3/13/2015	645	4140000	\$4,140.00
<input checked="" type="checkbox"/> Husky Offset 60# Continuous-White-17.5	3/12/2015		1000	\$580.00

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes

Header Notes EmailPO **Preview** Print Save Close

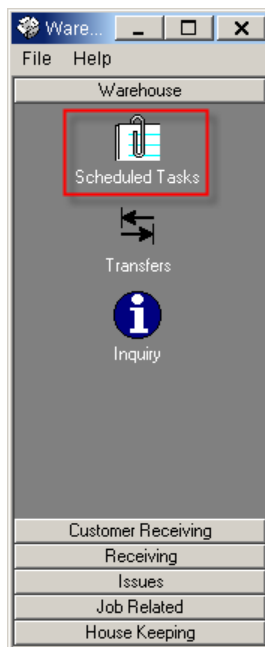
Total: \$4,789.00 (in Currency)

The PO can also be printed or exported/emailed by selecting one of the two icons at the top of the preview screen.



Receiving a PO Line Item – Inventory Manager Module

1. To manage all Job or Non Job-Related Receipts, open the **Scheduled Tasks** screen.



2. Select a date range then click **Search Now**. Double-click a line item to start the receipt process.

Date	Tim	Pri	JobNo	Customer	Item #	Inv cd	Rev cd	Desc	Est Qty	Act Qty	Component	Comments
5/5/201			2614030911	Basic Printing Comp	94774	60712BItems		030911 Basic	10.00	0.00	60712BItems	0
5/5/201			26149162	Centur Printing Comp	107308	9162-PO#26		Centura Glos	10833.00	0.00	9162-PO#26	S
5/5/201			26149162	Die C(Printing Comp					10000.00	0.00		
5/5/201			2614	TestNonInvel Printing Comp					5.00	0.00		
5/5/201			26148643	Test(I(Printing Comp					15.00	0.00		
5/5/201			26705667	DATA(Printing Comp					100.00	0.00		
5/5/201			26705667	PROG(Printing Comp					1.00	0.00		
5/5/201			2970	TEST	adid				11.00	0.00		
5/5/201			2970	TEST	PrintStream				1.00	0.00		
5/5/201			2970	TEST	Sales Person				1.00	0.00		

Or select the option for **New PO Receipt**.

The Receive from PO screen will open. Enter the PO number, in the field to the upper left, and then press the <Tab> key to display the line items. Double-click a line item to start the receipt process.

Receive from PO

Streamline Solutions

Select Purchase Order

3004

Just In Time

Purchase Order Line Items

Details	Inv Cd	Due Date	Job #	Quantity	Qty Rec'd	Org Cost	Rec'd
<div><div></div><div></div></div> PURCHASE LIST		3/12/20...	645	69,000.00	0.00	\$0.00	No
<div><div></div><div></div></div> PRINT #10 1-COLOR	ENV	3/13/20...	645	4,140,0...	0.00	\$0.00	No
<div><div></div><div></div></div> Husky Offset 60# Continuous	dmm3442	3/12/20...	Misc	1,000.00	0.00	\$0.00	No

Item:

Vendor:

Receipts

Date	Skids	Inv	Total	Uom	Cost	Docket	Part/Final	Recpt No
------	-------	-----	-------	-----	------	--------	------------	----------

New ...

Edit ...

Remove ...

Receive All Job Related

View/Print All receipts

Print

Close

3. If the line was for a miscellaneous or job-related item, the **Receive Non-Inventory** window will open. Enter in the quantity and press the <Tab> key and the cost will populate automatically. Click **OK** to finish, then answer the question about whether the receipt for this line item is final.

Receive Non-Inventory

Receipt #:

0

Receipt Details

Date:

3/12/2015

Time:

12:48 PM

By:

BRANDON

Shipped via:

Docket:

1

Rec'd From:

Just in Time

Notes:

Details:

PURCHASE LIST

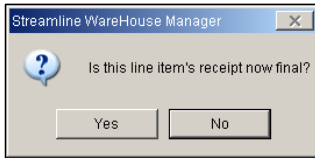
Dept / Sec:

Scripts/Pol Notes

	Quantity	Cost	Cost(USD)
1	1.00	69.00	69.00

OK

Cancel



4. If the line was for an inventory item, the **Receive Locations** window will open. Enter the quantity in the Skids, Ctns, Pcs Per Ctn and/or Loose pieces fields and click **Insert**. Enter a location or select Search to pick from a list of all locations. Click the **OK** button to finish, then answer the question about whether the receipt for this line item is final.

Receive Locations

Receipt Details:
 Date: 3/12/2015 Time: 12:51 PM by: BRANDON Rcpt #
 Shipped via: Received from: Just In Time
 Receipt Notes: Notes entered here can be viewed when the line item receipt is being entered.

Item# / InvCt: 3442 dnm3442 Weight
 Description: Husky Offset 60# Continuous Single Piece

Reason codes:
☐ Hold this Receipt line Select Reasons

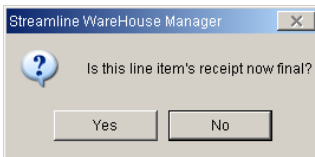
Tag	Code	Desc	Category
PSlip		Packing Slip slipincorrect	
IncPkg		incorrectly Pa incorrectpkg	

 Docket: 1 Vendor Lot #:
 Skids: Ctns: Pcs Per Ctn: Loose: 1 0 1000 Insert ...

Ctns	Pcs/Ctn	Loose	Total Qty	Location	Pallet	Hold	Reason Cd	Reason
1	0	1000.00	1000	.NETTestLoc41	All Loc	Search		Desc

Copy Delete Auto Pick Location Empty Loc to All Cost: 580.00

Transaction Notes: Ok Cancel



5. Once a PO has been received, it will be removed from the Scheduled Tasks list after you select the **Search Now** button again.

Receive All Job-related

For job related line items, multiple receipts can be entered all at once by clicking the **Receive All Job-Related** button.

Receive from PO

Streamline Solutions

Select Purchase Order

3004Just In Time

Purchase Order Line Items

Details	Inv Cd	Due Date	Job #	Quantity	Qty Rec'd	Org Cost	Rec'd
<input checked="" type="checkbox"/> PURCHASE LIST		3/12/20...	645	1.00	1.00	\$69.00	Yes
<input checked="" type="checkbox"/> PRINT #10 1-COLOR	ENV	3/13/20...	645	4,140.00	0.00	\$0.00	No
<input type="checkbox"/> Husky Offset 60# Continuous	dmm3442	3/12/20...	Misc	1,000.00	1,000.00	\$580.00	Yes

Inventory Manager

Item: 3442 - dmm3442 - Husky Offset 60# (Vendor: 001 - Just In Time)

1 receipt/s created.

OK

Date	Skids	Inv	Total	Uom	Cost	Docket	Part/Final	Recpt No
3/12/2015	1.00	Yes	1,000.00		\$580.00	1	Final	15492

New ...

Edit ...

Remove ...

Receive All Job Related

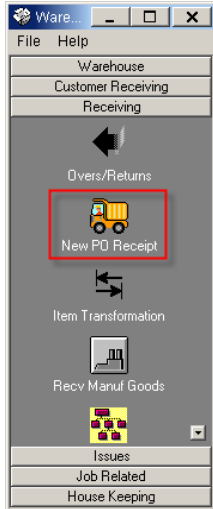
View/Print All receipts

Print

Close

Edit or Remove a PO Receipt

To edit or remove a PO after it has been received or removed from the Scheduled Tasks list, open **Inventory Manager module > Receiving > New PO Receipt**.



In the Receive from PO window, enter the PO # and press the <Tab> key to display the information. Select the line item and then highlight the line item under **Receipts** (bottom half of the screen). Click **Edit** or **Remove**.

Receive from PO Streamline Solutions

Select Purchase Order

3004 Just In Time [Icons]

Purchase Order Line Items

Details	Inv Cd	Due Date	Job #	Quantity	Qty Rec'd	Org Cost	Rec'd
<input checked="" type="checkbox"/> PURCHASE LIST		3/12/20...	645	1.00	1.00	\$69.00	Yes
<input checked="" type="checkbox"/> PRINT #10 1-COLOR	ENV	3/13/20...	645	4,140.00	4,140.00	\$4.14	Yes
<input type="checkbox"/> Husky Offset 60# Continuous	dmn3442	3/12/20...	Misc	1,000.00	1,000.00	\$580.00	Yes

Item: PRINT #10 1-COLOR -ENV
Vendor: 001 - Just In Time

Receipts

Date	Skids	Inv	Total	Uom	Cost	Docket	Part/Final	Receipt No
4/14/2015	0.00	No	4,140.00		\$4.14	1	Final	15493

Printing Various Receipt-related Items

1. Select **New PO Receipt** (Inventory Manager module > Receiving)



2. Enter the PO # and press the <Tab> key to display the information. To print receipt tickets for all receipts made against a PO, click **View/Print All receipts**.

Receive from PO Streamline Solutions

Select Purchase Order

3004 Just In Time

Purchase Order Line Items

Details	Inv Cd	Due Date	Job #	Quantity	Qty Rec'd	Org Cost	Rec'd
<input checked="" type="checkbox"/> PURCHASE LIST		3/12/20...	645	1.00	1.00	\$69.00	Yes
<input checked="" type="checkbox"/> PRINT #10 1-COLOR	ENV	3/13/20...	645	4,140.00	4,140.00	\$4.14	Yes
<input checked="" type="checkbox"/> Husky Offset 60# Continuous	dmm3442	3/12/20...	Misc	1,000.00	1,000.00	\$580.00	Yes

Item:
Vendor:

Receipts

Date	Skids	Inv	Total	Uom	Cost	Docket	Part/Final	Receipt No
------	-------	-----	-------	-----	------	--------	------------	------------

New ... Edit ... Remove ... Receive All Job Related View/Print All receipts Print Close

3. Select the individual receipts, either by checking the box in the **Tag** column or using the **Check All** button. Once the selections have been made, click the **Print Rcpt Ticket** button.

View /Print Receipts for PO # - 3004

Listing all the Receipts made against this PO

Tag	Line #	Details	Item #	Inv cd	Rcpt #	Rcpt Date	Rcvd Qty
<input type="checkbox"/>	1	PURCHASE LIST			15491	3/12/2015	1
<input checked="" type="checkbox"/>	2	PRINT #10 1-COLOR			15493	4/14/2015	4140
<input checked="" type="checkbox"/>	3	Husky Offset 60# Continuous		dmm3442	15492	3/12/2015	1000

Check All Uncheck All Print Rcpt Ticket

4. To preview or print a Receipt, Skid Ticket or Skid Tag/Sticker for a single receipt, select the receipt and click **Print**.

Receive from PO

Streamline Solutions

Select Purchase Order

3004

Just In Time

Purchase Order Line Items

Details	Inv Cd	Due Date	Job #	Quantity	Qty Rec'd	Org Cost	Rec'd
<input checked="" type="checkbox"/> PURCHASE LIST		3/12/20...	645	1.00	1.00	\$69.00	Yes
<input checked="" type="checkbox"/> PRINT #10 1-COLOR	ENV	3/13/20...	645	4,140.00	4,140.00	\$4.14	Yes
<input checked="" type="checkbox"/> Husky Offset 60# Continuous	dmm3442	3/12/20...	Misc	1,000.00	1,000.00	\$580.00	Yes

Item: 3442 - dmm3442 - Husky Offset 60# Continuous White 17 1/2
Vendor: 001 - Just In Time

Receipts

Date	Skids	Inv	Total	Uom	Cost	Docket	Part/Final	Recpt No
3/12/2015	1.00	Yes	1,000.00		\$580.00	1	Final	15492

New ... Edit ... Remove ... Receive All Job Related View/Print All receipts Print Close

Print

ReceiptPreviewPrint

Skid TicketPreviewPrint

Skid Tag / StickerPreviewPrint

Close

Approve Purchase Order before Printing

1. To approve a PO, select the **Purchasing Approval Module**.



2. Under the Status column, insert a check mark in the gray box provided for each purchase order approved.
3. To locate a single purchase order to approve, enter the purchase order number in the **PO No** field and select **Load PO Items**.

You can also enter the **Vendors** account number to display the purchase orders requiring approval for the selected vendor. By not entering a specific purchase order number or vendor, and selecting **Load PO Items**, PrintStream will load all purchase orders requiring approval.

4. To change the way the list is sorted, single-click the Due Date, Order #, Job # or Status column bars.

Note If you want the Purchasing Approval option turned 'on' or 'off', see your PrintStream System Administrator.

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

Due Date	Order #	Job #	Details	PO Cost	Notes	Status
3/18/2015	3008	999999	Heidelberg 240 Plates	3125		Approved <input checked="" type="checkbox"/>
3/16/2015	3011	100088	Husky Offset 50#	24.33696		Approved <input checked="" type="checkbox"/>
3/18/2015	3011	100089	Husky Offset 50#	24.53088		Approved <input checked="" type="checkbox"/>
3/18/2015	3011	999999	Widgets	285		Approved <input checked="" type="checkbox"/>
3/18/2015	3011	999999	Husky Offset 50#	0		Approved <input checked="" type="checkbox"/>
3/18/2015	3011	999999	NRA NEWS COTTON T-SHIRT	2250		Approved <input checked="" type="checkbox"/>
3/18/2015	3011	999999	Heidelberg 240 Plates	3125		Approved <input checked="" type="checkbox"/>
3/27/2015	3014	100210	Mailing List	31.25		Approved <input checked="" type="checkbox"/>
3/30/2015	3015	999999	Husky Offset 50#	85		Approved <input checked="" type="checkbox"/>
3/30/2015	3016	999999	Husky Offset 50#	85		Approved <input checked="" type="checkbox"/>
4/1/2015	3017	999999	Baseball/Softball Line Up Card	200		Approved <input checked="" type="checkbox"/>
4/6/2015	3018	999999	2015 Score Cards	625		Approved <input checked="" type="checkbox"/>
4/7/2015	3019	999999	Husky Offset 50# Web	1172.5		Approved <input checked="" type="checkbox"/>
4/13/2015	3020	999999	Fortune Gloss Book 80# Lbs	1500		Approved <input checked="" type="checkbox"/>

PO Information

Vendor : 500 -- Draper Paper Quantity : 250

Job # : MISC. JOB Status : Not Received

Select

PO No: Vendor:

☒ Just Not Approved Yet

PO Reports

To view reports, select **Reports > PO Reports**.

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

FileUtilityPurchase OrderViewReportsWindowOptionsHelp

Purchasing

PO Reports
Print / View Multiple POs

PO Reports

Select a Report
☒ Overdue PO Report
☐ PO Receipts Accrual Report
[* This report will not include items that were AP Invoiced or Dummy Invoiced]
☐ PO Without AP Invoices Report
☐ UnApproved PO Report

Options
☒ Finally Delivered From Date : 8 /13/2002 To Date : 4 /14/2015
☒ Partially Delivered From Date : 2 /25/2009 To Date : 4 /14/2015

Sort Order
☒ PO # ☐ PO Date ☐ Vendor Name ☐ GL Code #

View
☒ Preview ☐ Print OK Close

There are four reports available:

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#.

Streamline Solutions									
Purchase Order Over Due Report									
Date & Time Printed : 4/14/2015 1:09:32PM									
For :									
PO #	Line #	PO Date	Due Date	Supplier	Details	Job #	Order Qty	Status	Author
10	1	7/10/2000	8/16/2000	Mail Company	Husky Offset 70#	34	8,700	Partial	SUELLEN
34	1	12/10/2001	12/19/2001	Mail Company	things	61	1,000	Partial	LS
46	1	1/10/2002	1/16/2002	Mail Company	diff	70	1	Partial	LS
69	1	1/17/2002	1/16/2002	Mail Company	fdfd	999999	10	Partial	LS
151	2	8/7/2002	8/6/2002	Mail Company	red envelopes	999999	430,000	Partial	SUELLEN
630	1	6/20/2008	7/1/2008	Mail Company	test	999999	1	Partial	LEAH
1660	1	1/19/2011	1/19/2011	Pending Company	Test tax code	999999	100		LEAH
1662	1	1/27/2011	1/26/2011	DMM Test Vendor	012711 FG Backdated to 1/2/11	999999	100,000	Partial	DMM

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.

Streamline Solutions									
Purchase Order Receipts Accrual Report *									
From: Delivery Date: 9/13/2002 To: 4/14/2015				Date & Time Printed: 4/14/2015 1:10:33PM		For:			
PO #	Line #	PO Date	Due Date	Supplier	Details	GL Code	Job #	Cost	Order Qty
Order #: 3									
3	3	2/12/1999	2/15/1999	Postmaster Draper	FRUG RAMMING (Buyout)	01-01-01-1200	3	\$342.00	1
Del Date: 2/25/2009				Del Qty: 342	Cost: \$ 342.00	Status: PART			
								\$342.00	1.00
Order #: 9									
9	2	7/10/2000	7/29/2000	DP House Inc.	dp programming	01-01-01-1200	38	\$2,621.00	17
Del Date: 2/26/2009				Del Qty: 213	Cost: \$ 2,621.00	Status: PART			
								\$2,621.00	17.00
Order #: 58									

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.

Streamline Solutions

Purchase Orders Awaiting Invoices Report

Date Printed: 4/14/2015 1:11:43PM

For:

Page 1 of 26

Del	Ac Code	Name	Order No	Ref	Part	Doc#1	Del Qty	Job No	Del Qty	Orig Cnt	Action Cnt	Del Bn	Del Bn
3/30/2012	100	Printing Company	219	Part	1	3/30/2012	99999			3000	3000	Part 949	
4/30/12	100	Printing Company	219	Part	1	4/30/12	9214	700	700	700	PURCHASE LOT	-	
4/30/12	100	Printing Company	219	Part	1	4/30/12	9215	700	700	700	PURCHASE LOT	-	
4/30/12	088VEN	088M TrustVendor	219	Part	1	4/30/2012	99999			00000	00000	040121700 of Main Tot	
4/30/12	088VEN	088M TrustVendor	219	Part	346	4/30/2012	99999			00000	00000	040121700 of Main Tot	
4/30/12	088VEN	088M TrustVendor	219	Part	346	4/30/2012	99999			00000	00000	040121700 of Main Tot	
4/10/2012	088VEN	088M TrustVendor	219	Part	1	4/10/2012	99999	1000	1000	1000	1000	1000	
4/30/12	088VEN	088M TrustVendor	219	Part	346	4/30/2012	99999			00000	00000	040121700 of Main Tot	

040121700 of Main Tot

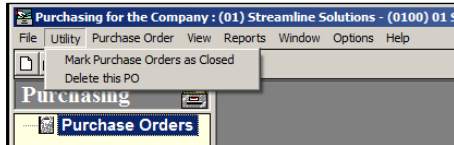
040121700 of Main Tot

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.

Streamline Solutions									
Purchase Orders UnApproved Report									
				Print Date & Time: 4/14/2015 1:13:25PM		For:			
Order No	Order Date	Due Date	Job No	Purchase#	Cost	Details	Notes	Author	
1272	12/15/2009	12/15/2009	99999	3,702.00		Creative Group Bk 100#		LS	
1273	12/15/2009	12/15/2009	99999	780.00		Creative Group Bk 100#		LS	
1274	12/15/2009	12/15/2009	99999	2,000.00		Heavy Duty 450# Bk 100#		LS	
1275	12/15/2009	12/15/2009	99999	300.00		Normal 450# Bk 100#		LS	
1277	12/15/2009	12/15/2009	99999	616.00		Spoilage po		LS	
1279	12/15/2009	12/15/2009	99999	30.00		Normal 450# Bk 100#		GHELLY	

Utilities

The **Utility** option on the taskbar in the Purchasing program provides two utilities.



Mark Purchase Orders as Closed

The first utility, **Mark Purchase Orders as Closed**, is a utility which allows the user to mark outstanding purchase orders as closed. You will need to obtain the password to access this utility from your PrintStream support person. 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.

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.

To use Mark Purchase Orders as Closed

1. In the Bulk Close PO window, select either the **Use Due Date** or **Use PO Date** option, and define the **From** and **To** dates. Click **Load Uninvoiced** button. The grid will load based on the criteria entered.

 A screenshot of the 'Bulk Close PO' dialog box. It has two radio buttons: 'Use Due Date for date Range' (selected) and 'Use PO Date for date Range'. The 'Form Date' is set to '3/1/2015' and the 'To Date' is set to '3/15/2015'. Below these fields is a 'Load Uninvoiced' button. At the bottom is a table with the following columns: 'Close PO Line', 'PO Line Due Date', 'PO Date', 'Vendor Ac No', 'Vendor Name', 'PO Number', 'PO Line', 'Amount', 'Related Job Number', 'QTY Ordered', and 'QTY Received'.

2. Select the checkbox in the Close PO Line column to choose the purchase orders you want to close.

Or, select the **Mark All** option to choose all POs. The **Mark Zero Amount** option will select the purchase orders that have a \$0.00 value. If either radio option is used, then select **Check All Records**.

After the purchase orders have been selected, click the **Close Marked** button.

	Close PO Line	PO Line Due Date	PO Date	Vendor Ac No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	QTY Ordered	QTY Received
1	<input checked="" type="checkbox"/>	3/12/2015	3/12/2015	001	Just In Time	3004	1	69	645	1	
2	<input checked="" type="checkbox"/>	3/13/2015	3/12/2015	001	Just In Time	3004	2	4.14	645	4140	4140
3	<input checked="" type="checkbox"/>	3/12/2015	3/12/2015	001	Just In Time	3004	3	580	999999	1000	1000
4	<input checked="" type="checkbox"/>	3/10/2015	3/10/2015	500	Draper Paper	3000	1	2100	999999	10000	
5	<input checked="" type="checkbox"/>	3/13/2015	3/11/2015	500	Draper Paper	3001	1	85	999999	1000	
6	<input checked="" type="checkbox"/>	3/13/2015	3/11/2015	500	Draper Paper	3001	2	250	999999	50	

3. PrintStream will provide the following confirmation after marking the selected purchase orders to close. Click **OK**.

Done.

Checked Lines are marked as closed .

OK

4. In the event a purchase order marked as cleared continues to show on an open purchase order report, click **Fix Incomplete Data**. This option will confirm the ORDTRANS table is updated with the information that the purchase order(s) has been marked as cleared.

Bulk Close PO

Use Due Date for date Range

Form Date

3 / 1 / 2015

To Date

3 / 15 / 2015

Use PO Date for date Range

Load Uninvoiced

	Close PO Line	PO Line Due Date	PO Date	Vendor Ac No	Vendor Name	PO Number	PO Line	Amount	Related Job Number	QTY Ordered	QTY Received
1		3/12/2015	3/12/2015	001	Just In Time	3004	1	63	645	1	
2		3/13/2015	3/12/2015	001	Just In Time	3004	2	4.14	645	4140	4140
3		3/12/2015	3/12/2015	001	Just In Time	3004	3	580	999999	1000	1000
4		3/13/2015	3/11/2015	500	Draper Paper	3001	1	85	999999	1000	
5		3/13/2015	3/11/2015	500	Draper Paper	3001	2	250	999999	50	

Check All Records

Mark All

Mark Zero Amount

Fix Incomplete Data

Print List

Close Marked

Close

Delete This PO

The second utility is the ability to delete a purchase order.

Note A purchase order can be deleted if it does not have any line items on it.

Purchasing for the Company : (01) Streamline Solutions - (01)

File

Utility

Purchase Order

View

Reports

Window

Help

Purchasing

Purchase Orders

PO 3004 Just In Time

PO 3021 Printing Co

Purchasing

PO # [3021] deleted.

OK

AP Invoicing PO Receipts

Vendor Invoice for a Single Purchase Order Receipt

To create a vendor invoice for a single PO

1. Create a batch as described in the AP Invoicing Entry document or continue working within an un-posted batch.
2. Create a new invoice by right clicking the batch number and selecting **New Invoice**. Or from the toolbar select **Batch > New Invoice**. On the AP Header screen 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, click **Save Header**. From the Invoice Lines tab, click the **New PO Line** button on the Invoice Line task bar. If the purchase order you are invoicing against was received elsewhere in PrintStream, select the **Order Receipts** option.

Commented [MB2]: Review this section. Seems very redundant. Not sure if this is how the program works or if there was a copy/paste mistake.
Brandon Turpin – this is just how the program works.

Commented [MB3]: I do not see this in the doc.
Brandon Turpin – identified correct location of the referenced document.

The screenshot displays the 'AP Invoicing' software window. The 'Invoice Header' tab is active. On the left, a tree view shows 'Active Batches' with items like '3085 - New Batch', '3086 - Credit Batch', '3087', and 'Inv# po1085'. The main area shows the 'Invoice Lines' tab with a table of columns: Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, and PO#. A 'New PO Line' dialog box is open, showing 'Step 1 of 2 - Select PO Receipts'. It has fields for 'Order #' (a dropdown), 'Address #', and 'Order Date'. Below these are three radio buttons: 'Order Receipts' (selected), 'Auto-Receive as Final', and 'Auto-Receive Balance on Partial Receipts'. A table titled 'Order Receipts' with columns 'Docket#', 'Del Date', 'P/F', 'Job#', 'Quantity', 'Description', 'Invoice#', and 'Batch#' is visible. 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 shows 'Batch#: 3087 - Date: 8/10/2009 (1 invoice(s), \$0.00)' and 'Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100'.

4. 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 <Tab> 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.

The screenshot displays the 'AP Invoicing' software window for 'Company: 01-Streamline Solutions' and 'Plant Code: 0100'. The 'Invoice Header' tab is active. On the left, a tree view shows 'Active Batches' with items like '3085 - New batch' and '3087 - Credit Batch'. The main area shows a table with columns: Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, and PO#. A 'New PO Line' dialog box is open, showing 'Step 1 of 2 - Select PO Receipts'. It includes fields for Order (1085), Address # (0), Order Date (6/12/2009), and Vendor # (100). Below these are radio buttons for 'Order Receipts' (selected), 'Auto-Receive as Final', and 'Auto-Receive Balance on Partial Receipts'. A table titled 'Order Receipts' lists receipt details with columns: Docket#, Del Date, P/F, Job#, Quantity, Description, Invoice#, and Batch#. The first row shows a receipt for '3010' with a quantity of '3333' and description 'Die Cut (Buyout)'. At the bottom of the dialog are buttons for 'Cancel', '<< Back', 'Next >>', 'Save', 'Start New Misc Line', and 'Save And New Invoice'. The status bar at the bottom of the main window shows 'Batch#: 3087 - Date: 8/10/2009 - (1 invoice(s), \$0.00)' and 'Invoice#: po1085 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100'.

5. Select the purchase order line and then click **Next** (you can also double-click on the line item) to open the Add New PO Related Line window.

The screenshot shows the 'AP Invoicing' window for Company: 01-Streamline Solutions and Plant Code: 0100. The 'Add New PO Related Line' dialog box is open, displaying the following information:

Quantity	Unit Price	SubTotal	Total Tax	Net Amount
3333	0.01000000	33.33	0.00	33.33

The Description field contains 'Die Cut (Buyout)'. The Tax Code is set to '00' with a tax amount of '0.00'. The Dissection Code / GL Account section shows the following values:

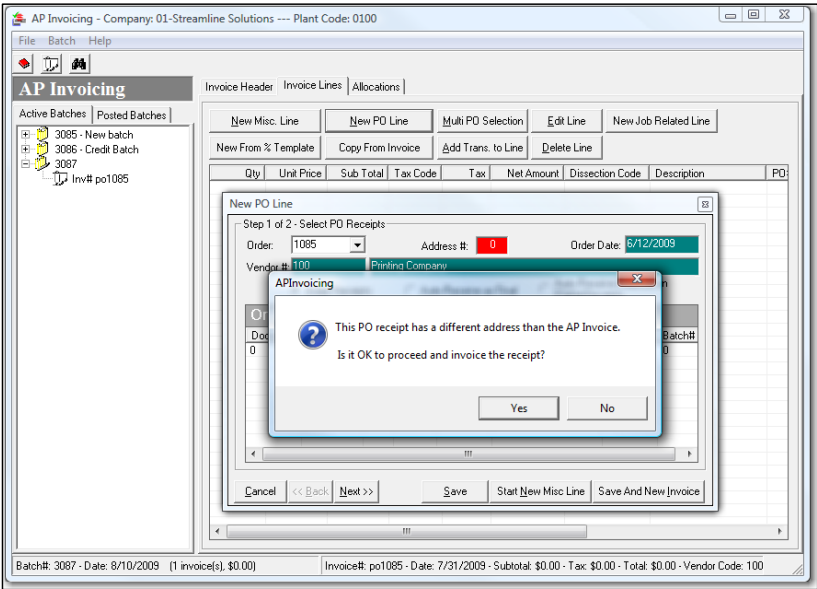
- Dissection: 0101011200
- Company: 01 Streamline Solutions
- Branch: 01 Main Branch
- Dept: 01 Main Department
- Account: 1200 wp

The 'Next' button is highlighted in the dialog box. The status bar at the bottom shows: 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.

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 can 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, then 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, then 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.

6. Select the **Auto-Receive as Final** option to 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 <Tab> and the line items from the purchased order not received will display.

The screenshot shows the 'AP Invoicing' window with the 'New PO Line' dialog box open. The dialog box has the following fields and options:

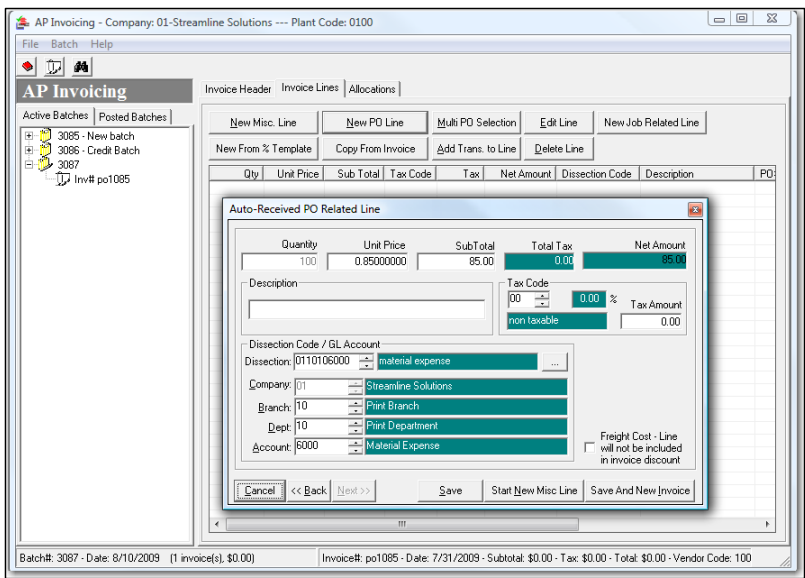
- Order:** 1092
- Address #:** 0
- Order Date:** 8/10/2009
- Vendor #:** 100
- Vendor Name:** Printing Company
- Options:**
 - ☐ Order Receipts
 - ☒ Auto-Receive as Final
 - ☐ Auto-Receive Balance on Partial Receipts
- Order Receipts Table:**

Docket#	Cost	P/F	Job#	Quantity	Description	Invoice#	Batch#
0	\$25.00		9999...	100			

At the bottom of the dialog box, there are buttons: Cancel, << Back, Next >>, Save, Start New Misc Line, and Save And New Invoice.

The status bar at the bottom of the main window shows: Batch#: 3087 - Date: 8/10/2009 - [1 invoice(s), \$0.00] Invoice#: po1095 - Date: 7/31/2009 - Subtotal: \$0.00 - Tax: \$0.00 - Total: \$0.00 - Vendor Code: 100

7. Select the purchase order line item you wish to receive and then click **Next** (or double-click the line item) to open the Auto-Received PO Line Item window.



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.

8. 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 <Tab> and the remainder of the PO line items partially 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

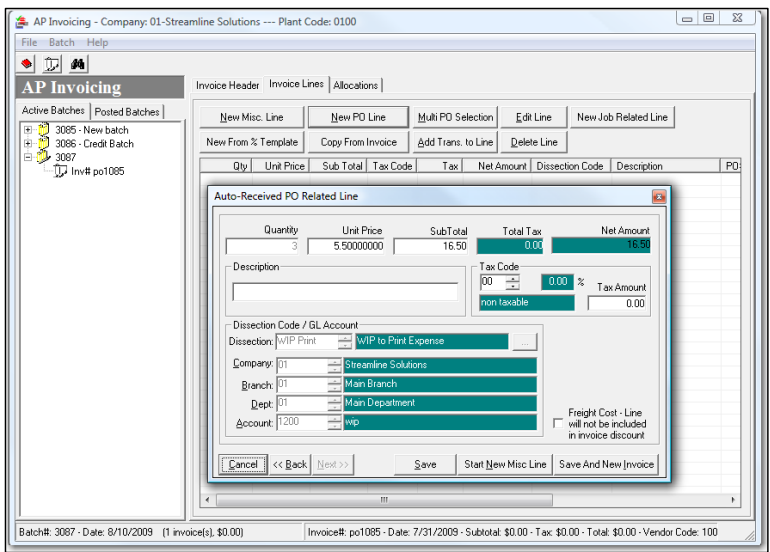
New Misc. Line New PO Line Multi PO Selection Edit Line New Job Related Line

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: 1089		Address #: 0		Order Date: 7/30/2009				
Vendor #: 100		Printing Company						
<input type="radio"/> Order Receipts <input type="radio"/> Auto-Receive as Final <input checked="" type="radio"/> Auto-Receive Balance on Partial Receipts								
Order Receipts								
Docket#	Cost	P/F	Job#	Quantity	Description	Invoice#	Batch#	
0	\$16.50		3083	3				
<input type="button" value="Cancel"/> <input type="button" value=" << Back"/> <input type="button" value=" Next >> "/> <input type="button" value=" Save"/> <input type="button" value=" Start New Misc Line"/> <input type="button" value=" 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 and then click **Next** (or by double click the line item) to open the Auto-Received PO Related Line window.



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.

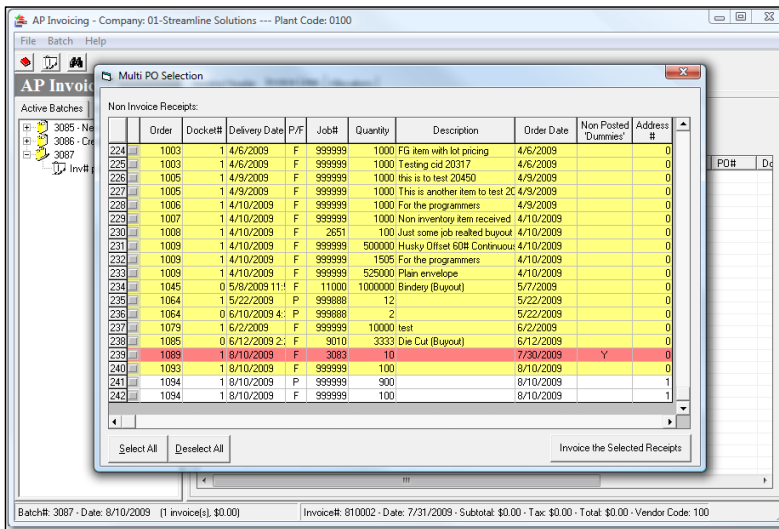
Note If the quantity you wish to mark as received is different from what was ordered, you should not do the auto-receipt from the AP Invoicing program. Use the Inventory Manager program to adjust the quantity received.

Vendor Invoice for Multiple PO Receipts

To create a vendor invoice for Multiple PO receipts

1. Create a batch as described as described in the AP Invoicing Entry document or continue working within an un-posted batch.
2. Create a new invoice as instructed earlier in this document; define the invoice number, date, vendor, etc. Select the **Start PO Lines** option to open the Multi PO Selection window.

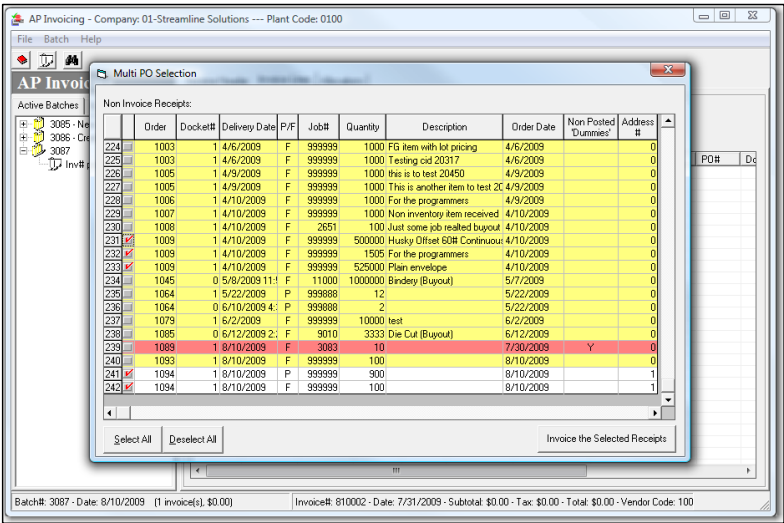
Commented [MB4]: again, not seeing this.
Brandon Turpin – identified correct location of the referenced document.



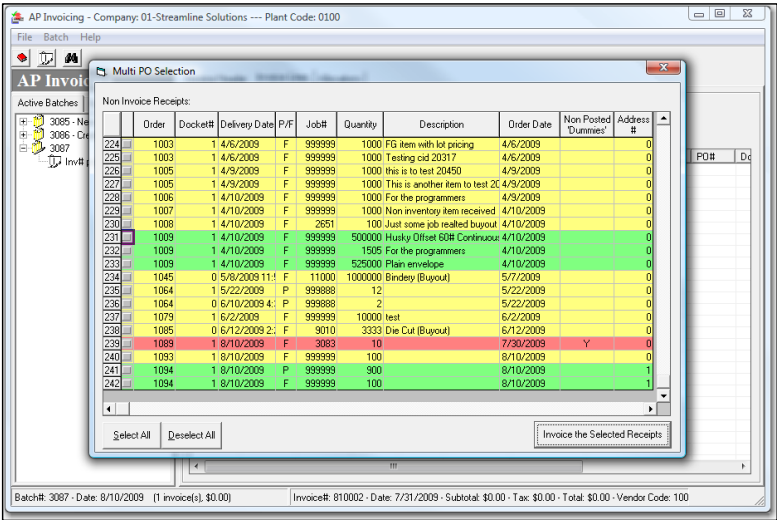
Note The purchase order line transactions displayed in the above grid are the receipts made to purchase order line items. Purchase Order line transactions that have not yet been received into PrintStream will not show in the Multi PO Selection grid.

- 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 this 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.

3. To select the purchase order line items you want to invoice, select the grey checkbox at the beginning of the line.



4. After selecting the PO line items to be invoiced, select the **Invoice the Selected Receipts** button. 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, select the X located in the upper right-hand corner of the Multi PO Selection screen. The purchase order line transactions will pull through onto the invoice line screen.



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

The screenshot shows the 'AP Invoicing' window with the 'Invoice Lines' tab selected. A dialog box titled 'Edit PO Invoice Line - Docket#: 1' is open, allowing for the modification of an invoice line. The dialog includes the following fields and options:

- Quantity:** 500.000.00
- Unit Price:** 0.55000000
- Sub Total:** 275.000.00
- Total Tax:** 0.00
- Net Amount:** \$275.000.00
- Dissection Code:** 0101011325
- Description:** Husky Offset 60# Continuous
- Tax Code:** 00
- Tax Amount:** 0.00
- Dissection Code / GL Account:** 0101011325 (Paper Inventory)
- Company:** Streamline Solutions
- Branch:** Main Branch
- Dept:** Main Department
- Account:** Paper Inventory
- Buttons:** Cancel, Save, Start New Misc Line, Save And New Invoice

The background window shows a list of invoice lines with columns for Qty, Unit Price, Sub Total, Tax Code, Tax, Net Amount, Dissection Code, Description, PO#, and Dc. The first line is highlighted.

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

2014 Manage Supply Codes

Overview

This module was designed for the purpose of creating supply codes and generating purchase orders by department in cases where materials that are not tracked through the PrintStream Inventory modules may be ordered on a repetitive basis by one or more departments.

Manage Supply Codes allows you to create new codes for these materials as well as the editing of existing codes. It is also possible to flag a supply code as Active or Inactive or to Delete a code, provided there is not an open PO for the item.

It features a **Supply Order List** which shows On Order Quantity based upon open purchase orders by department. The printed list is distributed to each department. Additional columns on the list, On Hand Quantity and Order Quantity are filled out manually by each department and the list is returned to Purchasing to create purchase orders.

There are options to print the list of supply codes by individual department or for all departments, to view purchase orders created within the module, and in other Purchasing modules, and to search for existing purchase orders. It is possible to view, edit, preview and print purchase orders from within the module. The Search PO window displays the status of a purchase order as "no receipt", "partial receipt" or "final receipt" as well as the due date on the, PO#, and description of supply code and AP invoice status.

Manage Supply Codes

Print Lists

Order Supply Codes

Created PO's

Search PO

Search

☐ Supply Code

☐ Desc like

☐ Department

☐ Vendor

☐ Dissection Code

☐ Active Codes Only

Search

Active	Code	Desc	UOM
--------	------	------	-----

Add Supply Code

Edit Supply Code

Delete Supply Code

Activate / Deactivate

Vendor(s) for

Department(s) using

Default	Ac No	Vendor Name	Price
---------	-------	-------------	-------

Dept Id	Dept Name
---------	-----------

Cancel

Manage Supply Codes

Manage Supply Codes

Manage Supply Codes Print Lists Order Supply Codes Created PO's Search PO

Search

☐ Supply Code ☐ Vendor

☐ Desc like ☐ Dissection Code

☐ Department ☐ Active Codes Only

	Active	Code	Desc	UOM
1	Y	057835	HP 51645A Black Ink Cartridge	Each
2	Y	1	1" Royal Blue Classic Antique 80/Ctn	CTN
3	Y	1-1/2	1-1/2" Royal Blue Classic Antique 60/Ctn	CTN
4	Y	1-1/4	1-1/4" Royal Blue Classic Antique 70/Ctn	CTN
5	Y	1-3/4	1-3/4" Royal Blue Classic Antique 60/Ctn	CTN
6	Y	1/16	1/16" Royal Blue Classic Antique 200/Ctn	CTN
7	Y	1/2	1/2" Royal Blue Classic Antique 120/Ctn	CTN
8	Y	1/4	1/4" Royal Blue Classic Antique 160/Ctn	CTN

Add Supply Code Edit Supply Code Delete Supply Code Activate / Deactivate

Vendor(s) for

Default	Ac No	Vendor Name	Price

Department(s) using

Dept Id	Dept Name

Cancel

Search

You can search on all available Supply Codes by leaving all search options blank or select one or more of the available search options to narrow your search results: Supply Code, Description, Department, Vendor, Dissection Code. There is also an option to view only Active supply codes. Click **Search** to view results.

Add Supply Code

Enter the following fields to create a supply code and click **Save** when done.

- Code (20 character maximum)
- Description (25 character maximum)
- UOM (Unit of Measure-alpha-numeric 25 character maximum)
- Select Default Department, Departments are setup in Master Files Reports under Production Departments.
- Select Default Vendor (pulls from Master Files Vendor)
- Price per UOM
- Tag one or more Departments that may order this item, select Dissection Code
- Option to select additional vendors, select a different vendor enter the price and UOM then click **Add to Grid**. Having one supply code with multiple vendors attached will give the user creating the PO's the ability to switch vendors on any supply code which has multiple vendors attached.

Add New Supply Code

Code:GBC COMBS-101

Desc:GBC COMBS 1"

Uom:BOX

Default Department:552Paperbindery

Default Vendor:020015Beddenberg Bindery

Default Vendor Price:35Per:250

Vendor:Price:Per:1

Delete VendorAdd to Grid

Ac NoVendor NamePrice

Search Dissection

Code	Desc
85	0102096100 Travel Expense-Mfg
86	0102356100 Travel Expense-Mfg
87	0102206100 Travel Expense-Mfg
88	0102246100 Travel Expense-Mfg
89	0102306100 Travel Expense-Mfg
90	0102436100 Travel Expense-Mfg
91	0102386100 Travel Expense-Mfg
92	0102096100 Travel Expense-Mfg
93	0102506100 Travel Expense-Mfg
94	0102466100 Travel Expense-Mfg
95	0102205800 Training-Mfg
96	0102245800 Training-Mfg
97	0102305800 Training-Mfg
98	0102095800 Training-Mfg
99	0102008230 Total Gain/(Loss) on Disposal
100	0102387200 Telephone - Mfg
101	0102007200 Telephone - Mfg
102	0102395490 Supplies-Mailing
103	0102305460 Supplies-Headbands

Tag	Code	Dept Name	Disc	Disc Search
1	252	Prepress		Disc
2	302	Plate		Disc
3	352	Offset Press		Disc
4	402	Web Press		Disc
5	502	Folding		Disc
5	552	Paperbindery	0102305410	Disc
7	602	Casbindery		Disc
8	652	Finishing/Mailing		Disc
9	702	Shipping		Disc

SaveCancel

Edit Supply Codes

Highlight the supply code and click **Edit Supply Code**.

Manage Supply Codes

Print Lists

Order Supply Codes

Created PO's

Search PO

Search

Supply Code

Desc like

Department

Vendor

Dissection Code

Active Codes Only

Search

Active	Code	Desc	UOM	
251	Y	H1-CC010	CC010 12" x 36" Tuff Film Kluge	Sheet
252	Y	H1-CC006A	CC006A Dura-Cover 25" x 100" 9MI Kluge	Roll
253	Y	H1-CC005	CC005 Duplotol 12" x 19" 2-Sided Kluge	Roll
254	Y	G-KRAFT9	Master 60# Kinkle Kraft Slt 9"	Pound
255	Y	G-KRAFT12	Master 60# Kinkle Kraft Slt 12"	Pound
256	Y	GBC COMBS-101	GBC COMBS 1"	BOX
257	Y	G-37612	Big Pillow Backlign Code 37-612 glue GKC	Pound
258	Y	F-GLUSOLV	Release Cote Glue Solvent M-12 1 Gallon	Gallon

Vendor(s) for GBC COMBS-101

Default	Ac No	Vendor Name	Price
1	Y	020015 Beddenberg Bindery	35

Department(s) using GBC COMBS-101

Dept Id	Dept Name
1	552 Paperbindery
2	652 Finishing/Mailing

Cancel

Enter the changes and **Save**.

Options to edit Code, Description, UOM, Default Dep't, add new Vendor, select/deselect departments (same options as available when adding new code)

Edit Supply Code

Code: GBC COMBS-101
Desc: GBC COMBS 1" BLUE
Uom: BOX
Default Department: 652 Paperbinding
Default Vendor: 020015 Beddenberg Bindery
Default Vendor Price: 35 Per: 1

Vendor: Price: Per: 1

Delete Vendor Add to Grid

Ac No	Vendor Name	Price
1 020015	Beddenberg Bindery	35

Tag	Code	Dept Name	Disc	Disc Search
1	252	Prepress		Disc
2	302	Plate		Disc
3	352	Offset Press		Disc
4	402	Web Press		Disc
5	502	Folding		Disc
6	552	Paperbinding	0102305410	Disc
7	602	Casebinding		Disc
8	652	Finishing/Mailing	0102355490	Disc
9	702	Shipping		Disc

Save Cancel

Print Lists

Selection Options:

Select / Clear All Departments

Report Options:

Preview to Screen

Print

Export

Manage Supply Codes

Manage Supply Codes Print Lists Order Supply Codes Created PO's Search PO

Tag	Dept Code	Dept Name
1	252	Prepress
2	302	Plate
3	352	Offset Press
4	402	Web Press
5	502	Folding
6	552	Paperbinding
7	602	Casebinding
8	652	Finishing/Mailing
9	702	Shipping

Select All Un Select All Preview Print Cancel

Supply Order Sheet

Supply Order Sheets may be printed and distributed to each department. Supply Order Sheets display:

- Supply Code
- Item Desc
- UOM
- On Order Quantity (-will display the quantity not yet received on an open PO)
- PO No
- Due Dt
- On Hand Qty (used to write in the amount currently on hand in the department)
- Order Quantity (used to write in the amount the department is requesting to be added to a PO)

The completed sheets are returned to Purchasing for use in creating purchase orders.

Supply Order Sheet

1 of 4 90% Total: 64 100% 64 of 64

Preview

Supply Order Sheet

Date: 3/4/2005
Department: Paper industry

Supply Code	Item Desc	UOM	On Order Qty	PO No	Due Dt	OnHandQty	OrderQty
B-69495	W169495 Heavy Duty Cartridge Staples	Box					
C-477668	#477668 48 x 750 3/16 12/6 Bubble wrap	Bundle					
C-564269	60" x 600' Polycoated flexcol 130W W/P Paper	Roll					
C-POLY18	18" x 2400' 002 Item #001960 Poly Tubing	Roll					
C-T-402965	402965 72/ea 1/2" x 60YD P-605 Masking Tape	Roll					
C-T-434227	3" x 450' Reinf. paper tape 10/cs	Case					
C-T-51284	512840 36/cs InterTape #1100 2" x 60yd Clear	Roll					
C-T-538769	538769 Permacel 2-sided Tape 1"x36yds 36/cs	Roll					
C-T-62753	627536 1" x 60yd P-605 Masking Tape 36/cs	Roll					
C-T-653476	653476 2" x 1000yd #371 B/case carton tape	Roll					
D-1/2"	1/2" x 2" Drill bits for Challenge	Each					
D-1/4"	1/4" x 2" Drill Bits for Challenge	Each					
D-3/8"	3/8" x 2" Drill bits for Challenge	Each					
D-5/16"	5/16" x 2" Drill bits for Challenge	Each					
D-9/16"	9/16" x 2" Drill bits for challenge	Each					
D-RILL6	Wood Drill Sticks 6-1/2 x 1-1/4 x 3/8 (Challenge)	Each					
D-RILL8	8-9/16 x 1-1/8 x 3/8 Wood Drill Sticks (Lawson)	Each					
D-BC COMBS-10	9BC COMBS 1" BLUE	BOX	20.00				
			20.00	1026	4/15/05		
D-BC-102	9BC COMBS 1.5" RED	BOX					
J-C 53806	394 X 394 x 12.125 cs 3806 12-1/8 MM	Each					
JN42618	JN42618HSS Muller Martini 3672 Side Blade	Roll					
M-#1	Suckers #76 Black	Each					
M-#2	Green Suckers #77	Each					
M-#3	Blue suckers VC231	Each					
M-#4	Yellow #22 Large Hole Vinyl Sucker	Each					

Order Supply Codes

To order supply codes

1. Opening screen defaults to show all items in all departments. Place a check next to the department to close the list for departments that are not ordering supplies.

Manage Supply Codes

Manage Supply Codes

Print Lists

Order Supply Codes

Created PO's

Search PO

	Dept #	Name								
1	<input checked="" type="checkbox"/>	252	Prepress							
25	<input checked="" type="checkbox"/>	302	Plate							
43	<input checked="" type="checkbox"/>	352	Offset Press							
195	<input checked="" type="checkbox"/>	402	Web Press							
180	<input checked="" type="checkbox"/>	502	Folding							
244	<input checked="" type="checkbox"/>	552	Paperbindery							
309	<input checked="" type="checkbox"/>	602	Casebindery							
359	<input checked="" type="checkbox"/>	652	Finishing/Mailing							
400		Code	Desc	UOM	B/O Qty	Ord Qty	Due Dt	Vendor Id	Vendor Name	Price
401		GBC CC	GBC COMBS 1" BLUE	BOX	20.00			020015	Beddenberg Bindery	35.00
402										
403		702	Shipping							
404		Code	Desc	UOM	B/O Qty	Ord Qty	Due Dt	Vendor Id	Vendor Name	Price
405		S-52014	520127 20"x6000' 80GA STRAW ROLL		0.00			240011	Xpedix* Carpenter Grou	39.55
406		A-43421	3' x 450' PAPER REINFORCED CASE		2.00			240011	Xpedix* Carpenter Grou	37.20
407		S-18533	PACKING SLIPS ENVELOPES A1 EACH		0.00			240011	Xpedix* Carpenter Grou	12.94
408		S-61359	61355 2"X 4"X 35" 225 CORNE EACH		1000.00			240011	Xpedix* Carpenter Grou	393.00
409		S-47070	3/4" 020 STEEL STRAPPING 1 ROLL		3.00			240011	Xpedix* Carpenter Grou	70.96
410		SJ-4636	463596 JIFFY #4 SELF SEAL 10' EACH		200.00			240011	Xpedix* Carpenter Grou	283.00
411		SJ-4317	437177 100/CASE JIFFY PADDI EACH		300.00			240011	Xpedix* Carpenter Grou	358.09

☒ Show only Dept with Items

Refresh

Create PO

Cancel

2. Select the item and click **Order Supply Codes**.
3. Enter order quantity, due date,
4. Default Vendor or option to select other vendors

The screenshot shows the 'Manage Supply Codes' window with a list of items and a 'Search Vendor' dialog box open.

Manage Supply Codes Window:

- Buttons: Manage Supply Codes, Print Lists, Order Supply Codes, Created PO's, Search PO
- Table Headers: Name, UOM, B/D Qty, Old Qty, Due Dt, Vendor Id, Vendor Name, Price, Per
- Items listed include: Prepress, Plate, Offset Press, Web Press, Folding, Paperbindery, H163495 Heavy Duty Cartridge S Box, #477668 48 x 750 3/16 12/6 Bul Bundl, 60" x 600' Polycoated flexol 130l Roll, 18" x 2400' 002 Item #001960 P Roll, 402965 72/cs 1/2" x 60" O P/GS Roll, 3" x 450 Reint. paper tape 10/cs Case, 512840 36/cs Intertape R1100 2" Roll, 538769 Permaseal 2-sided Tape 1 Roll, 627536 1" x 60yd PG505 Maskin Roll, 653476 2" x 1000yd #371 6/cs Roll, 1/2" x 2" Drill bits for Challenge Each, 1/4" x 2" Drill Bits for Challenge Each, 3/8" x 2" Drill bits for Challenge Each, 5/16" x 2" Drill bits for Challenge Each.
- Checkboxes: ☒ Show only Dept with Items, Refresh

Search Vendor Dialog Box:

- Vendor(s) for
- Table Headers: Vendor Id, Vendor Name
- Item 1: 020023, Boise Cascade Office Products
- Buttons: Select, Cancel

5. After Quantities and dates are entered for all items click **Create PO**.

Created PO's

Created PO's lists Purchase Orders created in the current session.

Manage Supply Codes Print Lists Order Supply Codes **Created PO's** Search PO

List of PO(s) created in this session

	Order #	Ord Date	Vendor AcNo	Vendor Name
1	1037	3/4/2005	020023	Boise Cascade Office Products

Double click on PO number to view line item

Select option to Preview or Print PO.

Manage Supply Codes Print Lists Order Supply Codes **Created PO's** Search PO

List of PO(s) created in this session

	Order #	Ord Date	Vendor AcNo	Vendor Name
1	266	3/7/2005	ADPAK	Ad Pak Systems, Inc.

PO 266
Created for Company : Alaska Incorp

Order #: 266 Date: 3/7/2005 Ordered By: CHRIS Ref:
Rev #: 0 Rev Dt: Rev By:

Vendor: ADPAK Ad Pak Systems, Inc. Currency Type: USA
Address: 3454 North Parkway Pk:
Cumming Fax:
GA 30040

Ship To: Alaska Inc. Ship Via:
Address: Loading Dock Ship To Attention:
12300 S Alley Way
Sandy UT 84090-4534

Details	Details1	Due Date	Job #	Quantity	Amount
ME Mechanical Pencil 05		4/10/2005	0	10	\$16.67

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes **Total:** \$16.67
(in Currency)

Email PO Preview Print Save Close

Search PO

The Search PO window has similar options to the Purchasing module search screen with the exception of the Inventory fields (since this module is used to track non inventoried materials, only the Item # is not used here.)

- PO
- Supply Code
- Vendor
- Item Number (not functional in this module-for Inventory only)
- Due Dt greater than
- Part or Final

[illegible]

2014 Scheduled Purchasing

The Scheduled Purchasing module helps you to manage your purchasing and inventory departments. The status of all purchasing transactions and inventory requirements can be viewed from this window. This program was developed primarily for the print and print and mail industry. Scheduled Purchasing works in conjunction with the Paper Reservation Screen found in both the print and print and mail programs.

Task List

The information in this tab is the status of inventory materials attached to jobs. The filters allow you to sort by a single job or filter selection by inventory statuses on jobs. To sort by job, enter the job number in the **Job #** field and click the **Search** button.

Commented [MB5]: The screen shots show a search by date and not by job#
Brandon Turpin – updated screenshots.

The screenshot shows the 'Material Requirement' window with the 'Task List' tab selected. The 'Search Criteria' section includes fields for 'Start Date' (8/1/2015), 'End Date' (8/1/2015), 'Selection Type', 'Key Word', and 'Vendor'. There are checkboxes for 'View all Parts', 'Mail Jobs', 'Print Jobs', 'Ignore unscheduled tasks', and 'Ignore Mail Components'. The 'Job' section on the right shows 'Job # 100150', 'Title BFG Test Job 2', 'Cust Code ALASKA', 'Name Alaska Inc.', and 'Est Date 8/1/2015'. Below these is a table with columns: Job#, Qty, UOM, Details, Size, Part, Vendor, PONO, Tech ID, Recvd, PO Due, and Workflow. The bottom section contains fields for Job No, Cust Code, CSR, Press, Title, Name, Estimator, Press Size, Planner, and Paper Size, along with a 'Notes' text area and a 'Save Notes' button. At the bottom are buttons for 'Help', 'Print', 'Search', 'Select', and 'Order'.

This screenshot shows the same 'Material Requirement' window, but now with search results displayed in the table. The 'Job #' field is still '100150'. The table has one row with the following data: Job# 100150, Qty 2.00, UOM Cartons, Details 961172 Cartons - 11 1/4 x 8 3/4 x 12, Size 13 x 35, Part Blanket, Vendor GP House Inc., PONO 8, Tech ID N/A, Recvd 3/2/2015, PO Due 3/2/2015, and Workflow Reserved. The bottom section and buttons remain the same as in the previous screenshot.

All inventory items related to this job are listed. The **Workflow** column indicates the status of each inventory item on the job. The statuses are as follows.

- **Ord/Rsv:** This status indicates that the inventory item has been ordered and reserved. The purchase order number is displayed in the PONO column. You can view or edit the PO for this item by right-mouse clicking on the line.
- **Un-Confirmed:** Indicates that the inventory item has not been reserved for the job.
- **Reserved:** These inventory items have been reserved for this job.

If you want to update the status for any of these items double-click the line to open the Paper Reservation window. As you click on each line, the relevant information for that item is displayed at the bottom of the screen.

Search Criteria

This feature allows you to select the dates for filtering the information displayed on the screen. The search criteria are used with the Selection feature. You can search by the following methods:

- **All:** Includes all inventory items for all dates sorted by job and job due date.
- **Start Date/End Date:** Includes all items for all jobs with due dates between start and end date specified.
- **Selection Type:** Filters the information displayed on the screen by category and search criteria
- **Vendor:** Displays information for selected Vendor Only.
- **Key Word:** Filters display of Details based on Key Words entered.

Completed Jobs Selection

- **Completed Jobs:** Displays inventory items for all jobs invoiced as final.

The screenshot displays the 'Material Requirement' window. The 'Search Criteria' section on the left includes filters for 'All', 'Start Date' (9/25/2008), 'End Date' (7/31/2008), 'Selection Type' (Completed Jobs), 'Key Word', and 'Vendor'. The 'Job' section on the right shows 'Job #', 'Title', 'Cust Code', and 'Name'. The main table lists inventory items with columns: Job#, Qty, UOM, Details, Size, Part, Vendor, PONO, Sch Dt, Recvd, PO Due, and Workflow. The bottom section contains job details for Job No. 6243, including Title (Multi Drop Job), Name (JAA Insurance), Estimator (Rob Hales), Planner, Press Size (57 1/2 x 23), and Paper Size (57 1/2 x 23). A 'Notes' section is also present.

Job#	Qty	UOM	Details	Size	Part	Vendor	PONO	Sch Dt	Recvd	PO Due	Workflow
1304	0.00	Shz		0 x 0			0	12/00/00 AM			UnConfirmed
1300	0.00	Shz		0 x 0			0	12/30/2008			UnConfirmed
1300	0.00	Shz		0 x 0			0	12/30/2008			UnConfirmed
1304	0.00	Shz		0 x 0			0	12/31/2008			UnConfirmed
1231	3215.00	Shz	Carnival Cover "0100	23 x 35	4x 4 page		0	N/A			UnConfirmed
1112	0.00	Shz		0 x 0			0	4/15/2008			UnConfirmed
1112	0.00	Shz		0 x 0			0	4/15/2008			UnConfirmed
1112	0.00	Shz		0 x 0			0	12/00/00 AM			UnConfirmed
1363	0.00	Shz		0 x 0			0	12/00/00 AM			UnConfirmed
1201	0.00	Shz		0 x 0			0	12/00/00 AM			UnConfirmed
1263	0.00	Shz		0 x 0			0	12/31/2008			UnConfirmed
1380	0.00	Shz		0 x 0			0	12/30/2008			UnConfirmed
1231	150.00	Shz	Carnival Cover "0100	23 x 35	Postcard		0	N/A			UnConfirmed
1231	2289.00	Shz	Carnival Cover "0100	28 x 40	4-App Data Sheet		0	N/A			UnConfirmed
1251	12140.00	Shz	Carnival Text "0100	23 x 25	4-App		0	N/A			UnConfirmed
1443	4444.00	Shz	Carnival Text "0100	23 x 25	4-App		0	N/A			UnConfirmed

Need to Order Selection

- **Need to Order:** displays all items by job number that have been reserved or unconfirmed where the inventory commitment is more than the available on hand quantity.

Material Requirement

Task List

Inventory

Purchasing

Sheeting

PO Monitor

Reports

Search Criteria

☒ All

Start Date: 5/25/2008

End Date: 7/31/2008

Selection Type: Need To Order

Key Word:

Vendor:

Job

Job #:

Title:

Cust Code:

Name:

☒ Direct job

☐ View all Plants

☐ Mail Jobs

☒ Print Jobs

☒ Ignore unscheduled tasks

Job#	Qty	DOM	Details	Size	Part	Vendor	PO#	Sch Dt	Rec'd	PO Due	Workflow
1112	4196.00 shs		Carnival Cover "0100	23 x 35	Canadian Cover	Draper Paper	0	N/A			UnConfirmed
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	90000.00 shs		2 COLOR POSTCARDS ON CARPINAL C	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1263	3931.00 shs		Carnival Cover "0100	28 x 40	Cover		0	N/A			UnConfirmed
1263	0.00 shs			0 x 0			0	6/11/2008			UnConfirmed
1112	19547.00 shs		Booklet Envelope 9 x 12 white	28 x 40	CF ap	Draper Paper	0	6/26/2008			Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved
1214	3503.00 shs		Carnival Cover "0100	28 x 40	Postcards	Draper Paper	0	N/A	5/29/2008		Reserved

Job No: 0258

Cust Code: 08823

CSR: House Account

Press: 0-48 Heidelberg

Title: Skyler's First Birthday Mailing

Name: Nelson, Company

Estimator: Norma Nelson

Press Size: 17 1/2 x 23

Planner:

Paper Size: 23 x 35

Notes

Save Notes

115 records loaded

Help

Print

Search

Select

Order

Order Items

Items can be directly ordered through this window by clicking on the box for the line item to order and then clicking the **Order** button.

The screenshot shows the 'Material Requirement' window with a 'PO' tab selected. The window is divided into several sections:

- Search Criteria:** Includes fields for Start Date (6/25/2008), Selection Type (Need To Order), and Vendor.
- PO Created for Company:** Displays Order # (620), Date (6/25/2008), and other PO details.
- Vendor Information:** Fields for Vendor, Address, City, State, Zip, and Phone/Fax.
- Ship To:** Fields for Ship To, Ship Via, and Ship To Attention.
- Item List:** A table with columns: Job#, Qty, UOM, Description, and Details. It lists various items like 'Carnival Cover' and '2 COLOR POSTCARD'.
- Workflow Table:** A table with columns: O, Sch Dt, Recd, PO Due, and Workflow. It shows the status of each item (e.g., UnConfirmed, Reserved).
- Job Information:** Fields for Job No (1263), Cust Code (0000), CSR (Sean Smith), and Press (H48 Heidelberg).
- Buttons:** Add Line, Edit Line, Delete Line, Receiving Instructions, Update Job changes, Header Notes, Equal PO, Preview, Print, Save, and Close.
- Total:** A field showing the total amount in currency (\$835.34).
- Notes:** A text area for adding notes to the PO.

The PO Window

The PO window displays the line item information for the selected line. Fill in the Vendor and Ship To information and then edit the line to enter due dates and confirm quantities and pricing, then **Save** the PO.

You can select multiple lines for inventory on the same job and different jobs if they are for the same vendor and they will all be added as different line items on the PO. Once the PO's have been created and saved the screen will refresh and all the ordered items will drop off the listing.

Ordered Selection

- **Ordered:** Displays all items that are currently ordered. You can view or edit the PO for any item by right-mouse clicking on the line that you want to edit or view. This window also shows the PO due date and receipt date of the PO.

Material Requirement

Task List

Inventory

Purchasing

Sheeting

PO Monitor

Reports

Search Criteria

All

Start Date

6/25/2008

End Date

6/25/2008

Selection Type

Ordered

Key Word

Vendor

Direct tag

View all Plants

Mail Jobs

Print Jobs

Ignore unscheduled tasks

Job

Job #

Title

Cust Code

Name

Job#	Qty	UOM	Details	Size	Part	Vendor	PO#	Sch Dt	Recd	PO Due	Workflow	
249	7240.00	Shts	Env 248 Non-Window	4 1/8 x 9 1/2	#10 Envelope	Unisource Paper Company	456	6/15/2004	0	0	Ordered	P
249	1025.00	Shts	Husky Offset 708	23 x 35	Letter Letter	Unisource Paper Company	456	6/30/2004	0	0	Ordered	P
637	29565.00	Shts	Husky Offset 708	23 x 35	16pg 8 1/2 x 11 SH	Unisource Paper Company	394	4/10/2004			Ord/Rev	P
731	1.00		DATA ENTRY (Buyout)				440	5/10/2004		5/10/200	Ordered	Q
731	1.00		PROGRAMMING (Buyout)				440	5/9/2004		5/9/200	Ordered	Q
731	50000.00		PURCHASE LIST				440	5/9/2004		5/9/200	Ordered	Q
883	1.00		DATA ENTRY (Buyout)				562	1/11/2007	11/20/20	1/11/200	Ordered	Q
1079	5680.00	Shts	Carnival Cover "0100	20 x 26	Cover 9 5x11 2up	Draper Paper	576	9/18/2008			Ord/Rev	P
1211	1517.00	Shts	Husky Offset "0100	35	Text AAA	Draper Paper	589	5/27/2008			Ord/Rev	P
1219	6017.00	Shts	Carnival Text "0100	23 x 35	Man	Draper Paper	598	6/5/2008	6/4/2008	6/5/2008	Ord/Rev	P
1220	34625.00	Shts	Husky Offset "0100	35	4pg Text		593	6/18/2008	0	0	Ordered	P
1229	10000.00		Die Cut Buyout 01		TEXT		603	6/17/2008	5/17/2008	6/17/2008	Ordered	Q
1302	0.00	Shts	Carnival Cover "0100	28 x 40	cvr	Draper Paper	609	6/23/2008	6/23/2008	6/23/2008	Ord/Rev	P

Job No

Cust Code

CSR

Press

Title

Name

Estimator

Press Size

Planner

Paper Size

Notes

Save Notes

13 records loaded

Help

Print

Search

Select

Order

Other Selection Options

- **Planner Replaced:** This feature works with the Paper Reservation screen it shows any items where the paper selected on the order does not match the reserved paper. These changes were made through the Paper Reservation screen.
- **Purchasing Replaced:** Displays items where the paper selected on the order does not match the paper reserved. In this case the reservation change was made through Scheduled Purchasing by clicking on the line item to bring up the Paper Reservation window.
- **Reserved:** Shows all items by search criteria that are reserved.
- **Un-Confirmed:** Shows all items by search criteria that are not reserved.
- **Special Order:** Displays a list of all paper items that are not in inventory where the "Order" button was checked in the Paper Reservation Screen. All these items are flagged to be ordered on Job Related PO's.
- **Key Word:** displays information for all items in search criteria that match the key word entered. The key word must match part of the inventory description.
- **Vendor:** displays information for all items that are from the vendor selected. The vendors are attached to the inventory items in Inventory Master File, Item Links screen.

Material Requirement

File Task List Inventory Purchasing Sheeting PO Monitor Reports

Search Criteria

☒ All

Start Date: 6/25/2008 End Date: 6/25/2008

Selection Type: Reserved Key Word: Husky

Vendor:

☐ Direct job ☐ View all Plants ☐ Mail Jobs ☒ Print Jobs ☐ Ignore unscheduled tasks

Job: Job # Title Cust Code Name

Job#	Qty	Item	Details	Size	Part	Vendor	PO#	Sch Dt	Rec'd	PO Due	Workflow
420	2257.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2x11 Dup	Unsource Paper Company	296	N/A	7/23/2008	7/23/2008	Out/Rev	P
421	15817.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2 x 11	Unsource Paper Company	0	N/A	7/23/2008	7/23/2008	Reserved	P
421	13400.00 lbs	Husky Offset 50R	25 x 38	18pg 8 1/2 x 11	Unsource Paper Company	0	N/A	7/23/2008	7/23/2008	Reserved	P
421	3385.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2x11 Dup	Unsource Paper Company	0	N/A	7/23/2008	7/23/2008	Reserved	P
422	0.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2 x 11	Unsource Paper Company	0	N/A	7/23/2008	7/23/2008	Reserved	P
422	0.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2x11 Dup	Unsource Paper Company	0	N/A	7/23/2008	7/23/2008	Reserved	P
637	29565.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2 x 11 SH	Unsource Paper Company	394	4/10/2004	7/23/2008	Out/Rev	P	
637	3295.00 lbs	Husky Offset 50R	23 x 35	18pg 8 1/2x11 Dup	Unsource Paper Company	0	N/A	3/5/2004	7/23/2008	Reserved	P
888	1425.00 lbs	Letter for User Guide		Letter		0	N/A	9/10/2008	7/23/2008	Reserved	P
1108	105195.00 lbs	48pg text entries for inventory		text		0	N/A	4/23/2008	7/23/2008	Reserved	P
1211	2811.00 lbs	Husky Offset Web "10100	35	Text AAA	Draper Paper	588	5/27/2008	7/23/2008	Out/Rev	P	

11 records loaded

Job No: 5211 Title: Big Range Guide to test Combo Work Ticket

Cust Code: 5816 Name: Botach, Company

CSR: Sue Smith Estimator: Betty White Planner: Jack Summer

Press: 8-48 Heidelberg Press Size: 28 x 48 Paper Size: 28 x 48

Notes

Save Notes

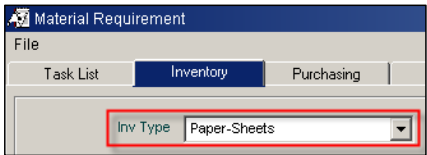
Help Print Search Select Order

Inventory

The Inventory window allows you to sort and manage all inventory items. It displays reservation information and PO status for each inventory item displayed. Inventory items can be ordered for stock or related to specific jobs in this window.

Inv Type

Select any of these options and click **Search** to filter the inventory display by these categories.



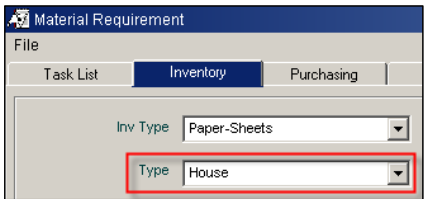
The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Inv Type' dropdown menu is open, showing 'Paper-Sheets' as the selected option. The dropdown is highlighted with a red rectangle.

- **Paper Rolls/Sheets:** Has dollar value/asset account. For example, Paper, 60# Offset White (Print system only).
- **Materials:** Has dollar value/asset account. For example, Ink, Labels, Plates, Film, Boxes.
- **Finished Goods:** Has dollar value/asset account. For example, Binders, Pre-Printed Shells, Boxes, Diskettes used for a job.

Note All of these options can be used in conjunction with any of the other options in this window to narrow your search.

Type

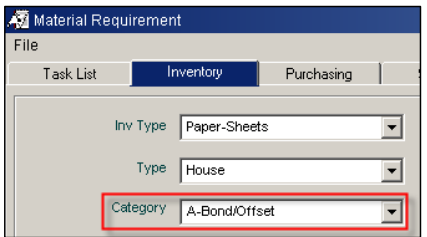
There is a field in Master Files - Inventory in the Main Information Screen that will allow you to apply an Inventory classification to each item. The inventory can then be filtered by these classifications: House, Consignment, Customer Owned, Others.



The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Type' dropdown menu is open, showing 'House' as the selected option. The dropdown is highlighted with a red rectangle.

Category

This option applies to print and print and mail customers only. It allows you to sort by the "Paper Types" setup in Master Files - Print under Miscellaneous. These paper types are linked to each paper in the Paper Master File. (For example, Coated Book, Uncoated Book, Envelopes).



The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Category' dropdown menu is open, showing 'A-Bond/Offset' as the selected option. The dropdown is highlighted with a red rectangle.

Sub Category

This field works in conjunction with the **Category** option. It is also designed for print and print and mail customers only. The subcategories are set up in Master Files Print in the Paper Types screen and are attached to the individual papers in the Paper File.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Sub Category' field is highlighted with a red rectangle. The values shown are: Inv Type: Paper-Sheets, Type: House, Category: A-Bond/Offset, and Sub Category: Bond Subcategory.

Job

This option will display a listing of the reserved materials for the job entered.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Job' field is highlighted with a red rectangle. The values shown are: Inv Type: Paper-Sheets, Job: 100215, and Date: April 2015.

Item

Displays the status of the inventory item entered on the screen.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Item' field is highlighted with a red rectangle. The values shown are: Inv Type: Paper-Sheets, Job: 100215, Item: 3235, and Description: Centura Gloss Book 60#.

Prod Cd

Searches by Product Code attached to Inventory

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Prod Cd' field is highlighted with a red rectangle. The values shown are: Inv Type: Paper-Sheets, Job: 100215, Item: 3235, and Prod Cd: 9990.

Due Dt Range

If this box is un-checked, then all items which meet the search criteria will be displayed regardless of the job status.

If this option is checked, then you can set the date range to filter the display based only for items on jobs which fall within that date range. The criteria that the date range uses are based on the "Reserve Due Dt" type selected.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Due Dt Range' checkbox is checked. The date range is set from 4/14/2015 to 5/14/2015. The 'Reserve Due Dt' dropdown is set to 'JOB DUE'.

Reserve Due Dt

This works with the date range selected and filters the information based on date range in the following ways: Job Due Date, Scheduled Paper Approval Date, Paper Due Date, Scheduled plate making date, or Scheduled printing date.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Due Dt Range' checkbox is checked. The date range is set from 4/14/2015 to 5/14/2015. The 'Reserve Due Dt' dropdown is set to 'JOB DUE'.

Key

Displays inventory items whose descriptions match the text entered.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Key' filter is set to 'Gloss'.

Color

This option allows you to sort by paper color and is only available for print and print and mail customers.

Note Before you can select a color you must first click **Load** which will load all of the paper colors into the color window.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Color' filter is set to 'White'.

Weight

The display sorts papers by the basis weight entered. This is only available for print and print and mail customers.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Weight' filter is highlighted with a red box. The 'Key' is set to 'Gloss' and the 'Color' is set to 'White'. The 'Weight' field is set to '50#'. The 'Job' is '000215' and the 'Item' is 'Certura Gloss Book 60#'. The 'Prod Cst' is '9990' and the 'Paper' is 'Paper'.

Size

For print and print and mail customers only. Sorts papers by size entered. If searching for roll stock, then only the roll width or first dimension is required.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Size' filter is highlighted with a red box. The 'Key' is set to 'Gloss' and the 'Color' is set to 'White'. The 'Size' field is set to '23'. The 'Job' is '000215' and the 'Item' is 'Certura Gloss Book 60#'. The 'Prod Cst' is '9990' and the 'Paper' is 'Paper'.

Negative Avail

Displays all inventory items that have a negative balance due to over reservation of the inventory item.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Negative Avail' filter is highlighted with a red box. The 'Key' is set to 'Gloss' and the 'Color' is set to 'White'. The 'Weight' field is set to '50#'. The 'Job' is '000215' and the 'Item' is 'Certura Gloss Book 60#'. The 'Prod Cst' is '9990' and the 'Paper' is 'Paper'. The 'Due Dt Range' is set to '4/14/2015' to '5/14/2015'. The 'Reserve Due Dt' is '10/8 DUE'.

Inc On Order

Displays items that have been ordered through a Purchase Order but are not yet received.

The screenshot shows the 'Material Requirement' window with the 'Inventory' tab selected. The 'Inc On Order' filter is highlighted with a red box. The 'Key' is set to 'Gloss' and the 'Color' is set to 'White'. The 'Weight' field is set to '50#'. The 'Job' is '000215' and the 'Item' is 'Certura Gloss Book 60#'. The 'Prod Cst' is '9990' and the 'Paper' is 'Paper'. The 'Due Dt Range' is set to '4/14/2015' to '5/14/2015'. The 'Reserve Due Dt' is '10/8 DUE'.

Below Min Qty

Displays all inventory items which have a minimum level set in Inventory Master File and the current amount on hand is less than the minimum level.

Material Requirement

File

Task List

Inventory

Purchasing

Sheeting

PO Monitor

Reports

Inv Type

Paper-Sheets

Type

House

Category

A-Bond/Offset

Sub-Category

Bond Subcategory

Job

000215

Item

0235

Prod Ctl

9990

April 2015

Century Gloss Book 60#

Paper

Key

Gloss

Color

White

Weight

60#

Size

23

X

35

Due Dt Range

4/14/2015

5/14/2015

Reserve Due Dt

02B DUE

Negative Avail

Incl On Order

Below Min Qty

Excl zero Qty

Excludes items with a zero quantity from being displayed.

Material Requirement

File

Task List

Inventory

Purchasing

Sheeting

PO Monitor

Reports

Inv Type

Paper-Sheets

Type

House

Category

A-Bond/Offset

Sub-Category

Bond Subcategory

Job

000215

Item

0235

Prod Ctl

9990

April 2015

Century Gloss Book 60#

Paper

Key

Gloss

Color

White

Weight

60#

Size

23

X

35

Due Dt Range

4/14/2015

5/14/2015

Reserve Due Dt

02B DUE

Negative Avail

Incl On Order

Below Min Qty

Excl zero Qty

All jobs that have Reservations for an Item

For each inventory item displayed you can see the status for: on hand, on order, allocated, available, minimum level, vendor code and name.

If the inventory item shows numbers in the on order or allocated columns, then you can click on the item and it will display, in the bottom left corner, all the jobs that have reservations for that item.

If there are numbers in the on-order column, then if you click on the item it will display the PO status for each PO written for that item.

Place an Order

If you want to place an order for items such as house inventory items that are not specifically related to a job, then you can select the **Tag** column box in front of the line item information and click **Create PO**.

The screenshot displays the 'Material Requirement' software interface. At the top, the 'File' menu is open, showing options like 'Task List', 'Inventory', 'Purchasing', 'Shipping', 'PO Monitor', and 'Reports'. Below the menu, there are several data entry fields and checkboxes. The 'Job' field is set to '000215' and the 'Date' is 'April 2015'. The 'Item' field is 'Centara Glass Block 604' and the 'Prod Ctl' is '9990'. The 'Key' field is 'Glass' and the 'Color' is 'White'. The 'Weight' is '608' and the 'Size' is '23' x '35'. There are checkboxes for 'Due Dt Range', 'Negative Avail', 'Inst On Order', 'Delete Min Qty', and 'Inst Inst Qty'. Below these fields, there is a table with columns: 'Item #', 'Inv Code', 'Details', 'On Hand', 'On Order', 'Cost Allocated', 'Calc Allocated', 'Available', 'Min Lot', 'Vendor Ctl', and 'Vendor Name'. The table contains one row with the following data: '3225', '3225', 'Centara Glass Block 608 white 23 x 35', '10871389', '013465971', '0', '6211460', '07', 'DPMGLJEE', and 'GP House Inc.'. Below the table, there are fields for 'Reservations', 'On Hand Total Open', 'Inv Code', 'Job Name', 'Reservation Test', and 'Reservation Test'. The 'Reservation Test' field is set to '100201 Alaska Inc. Reservation Test'. At the bottom, there are buttons for 'Pagen', 'Print', 'Sort By', 'Item #', 'Inv Ctl', 'Color items that are Inactive for', '100', 'Days', 'Search', and 'Create PO'.

The screenshot displays the 'Material Requirement' software interface, specifically the 'PO' (Purchase Order) screen. The interface is organized into several key sections:

- Top Navigation Bar:** Contains tabs for 'Task List', 'Inventory', 'Purchasing', 'Sheeting', 'PO Monitor', and 'Reports'. The 'Purchasing' tab is currently active.
- Main Form Area:**
 - PO Header:** Includes fields for 'Job', 'Key', 'Inv Type' (set to 'Paper-Sheets'), 'Type', 'Category', and 'Sub Category'.
 - Created for Company:** A section for company details including 'Order #', 'Date' (6/25/2008), 'Ordered By' (LS), 'Ref', 'Rev #', 'Rev Dt', and 'Rev By'.
 - Vendor Information:** Fields for 'Vendor', 'Address', 'Currency Type', 'Ph', and 'Fax'.
 - Shipping Details:** Fields for 'Ship To', 'Ship Via', and 'Ship To Attention'.
 - Details Table:** A table with columns 'Details', 'Due Date', 'Job #', 'Quantity', and 'Amount'. It contains one line item: 'Book Makers 50lb Ops Sheet**0**C000.VH16**50 x 30' with a quantity of 0 and an amount of \$0.00.
 - Total:** A field showing the total amount as '\$0.00 (in Currency)'.
 - Buttons:** Includes 'Add Line', 'Edit Line', 'Delete Line', 'Receiving Instructions', 'Update Job changes', 'Header Notes', 'Equal PO', 'Preview', 'Print', 'Save', and 'Close'.
- Right Side Panel:** Features a 'PAPER APPROVAL' dropdown, a table for 'Vendor Cd' and 'Vendor Name', and a section for 'Vendor', 'Ord City', and 'Recd City'.
- Bottom Status Bar:** Contains buttons for 'Preview', 'Print', 'Sort By', 'Item #', 'Inv Cd', a text field 'Color Items that are Inactive for' with the value '130', 'Days', 'Search', and 'Create PO'.

The interface is designed for managing purchase orders, with a focus on company and vendor details, shipping information, and a detailed line item table.

Purchasing

Create New

To create a new PO, select the **Create New** button. Then select a Vendor and a Ship To address.

Material Requirement

File

Task List

Inventory

Purchasing

PO No

Job No

Vendor

Item #

Search Text

Order	Vendor	Details	Due Date	Job #
2996	DMM Test V	022015 FG 9	2/22/2015	Misc
2998	DMM Test V	Husky Offset	3/4/2015	Misc
2999	DMM Test V	030615 FG F	3/8/2015	Misc
3000	Draper Paper	Springhill C1	3/10/2015	Misc
3004	Just In Time	PURCHASE	3/12/2015	645
3004	Just In Time	Husky Offset	3/12/2015	Misc
3001	Draper Paper	Husky Offset	3/13/2015	Misc
3001	Draper Paper	Black Ink	3/13/2015	Misc
3004	Just In Time	PRINT #10	3/13/2015	645
3006	Draper Paper	Centura Glos	3/16/2015	Misc
3008	Draper Paper	Husky Offset	3/16/2015	100088
3011	Draper Paper	Husky Offset	3/16/2015	100088
3008	Draper Paper	Husky Offset	3/18/2015	100089
3008	Draper Paper	Widgets	3/18/2015	Misc

Create New

PO 3004

Created for Company : Streamline Solutions

Order #: 3004

Date: 3/12/2015

Ordered By: BRANDON

Ref:

Rev #: 0

Rev Dt:

Rev By: BRANDON

Vendor: 001

Just In Time

Currency Type: USD

Address: 245 Center

Lehi, UT 84025

Ph:

Fax:

Ship To: Streamline Solutions

Address: 100 American Way

DETROIT, MI 48204

Ship Via:

Ship To Attention:

Add Line Item

To add a Line Item click **Add Line**.

Select from six 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).

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 0 Rev Dt: Rev By: BRANDON

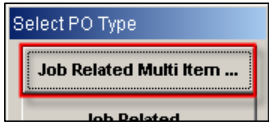
Vendor: 001 Just In Time Currency Type: USD
 Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

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

Details	Due Date	Job #	Quantity	Amount

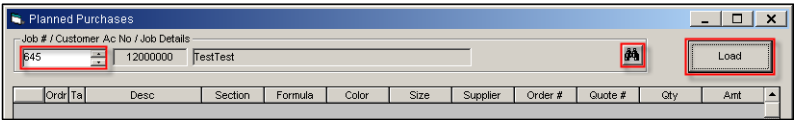
Total: \$0.00
 (in Currency)

Job Related – Multi Item



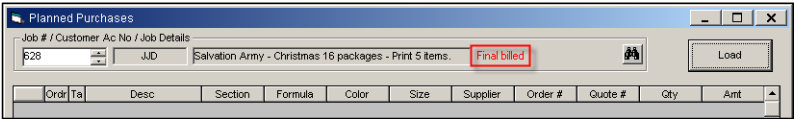
To add a PO Type – Job Related Multi Item

- 1. Enter or search for a Job # and click **Load**. (A binocular search button is available to search.)

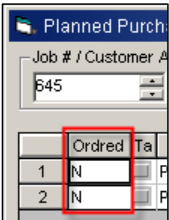


- 2. If the job selected has been final AR invoiced, the notation *Final Billed* will display in red to the right of the job description.

Note Job related purchase orders cannot be created if the job has been final AR invoiced to the customer.



If the Ordered column reflects an **N**, then the PO line item has not yet been ordered. **Y** indicates the PO line item has been purchased.



3. Check the Tag check box to order each item or select **Check All** to select all buyouts for the job. Insert the requested **Due Date** and the applicable **Tax Code**.

Click **Create PO Line Item**.

Planned Purchases

Job # / Customer Ac No / Job Details
845 / 12000000 / TestTest

Load

Ord	Tag	Desc	Section	Formula	Color	Size	Supplier	Order #	Quote #	Qty	Amt
1	<input checked="" type="checkbox"/>	PURCHASE LIST				Test		0		69000	69
2	<input type="checkbox"/>	PRINT #10 1-COLOR	ENV			Test		0		4140000	4140

Check All Due Dt: 3/12/2015 Tax Code: 00 0% (non taxable) Create PO Line Item Cancel

Note If you receive the error message, "activity code has an invalid A/P dissection code" after you select the OK button, this indicates the database is not set up to use the Purchasing module or you have not properly linked the activity code assigned for the process to a valid AP Dissection code in Master File Reports/ Accounting Structure / Link to Purchasing. Consult your system administrator or your EFI PrintStream Support contact.

4. PrintStream will now display the number of PO lines added. Click Cancel or the X in the upper right-hand corner to close this window.

Check All Due Dt: 3/12/2015 Tax Code: 00 0% (non taxable) **1 PO line Added** Create PO Line Item Cancel

5. The lines selected will now display on the header page of the purchase order.

PO 3004
Created for Company : Streamline Solutions

Order #: 3004 **Date:** 3/12/2015 **Ordered By:** BRANDON **Ref:**
Rev #: 0 **Rev Dt:** **Rev By:** BRANDON

Vendor: 001 Just In Time **Currency Type:** USD
Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

Ship To: Streamline Solutions **Ship Via:**
Address: 100 American Way **Ship To Attention:**
 DETROIT, MI 48204

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	69000	\$69.00

6. Click **Save** to retain this PO information.

Job Related (Single Item)

To add the PO Type – Job Related (Single Item)

1. Select Job Related.

Select PO Type

Job Related Multi Item ...

Job Related...

Non Inventory

2. Select a Job # or use the binoculars to search for the job number.

Job Related Line Item : Streamline Solutions

Line # : 2 **Order Date :** 3/12/2015

Job # : 645 **12000000** **Valim 2**

Test

3. You can manually enter in the material to purchase or click **Planned Purchases** to view a list of buyouts or materials related to the job number.

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Details : **Planned Purchases**

Notes...

4. In the **Description** column, items with a dark circle have been ordered. Those with a light circle have not. To order items, double-click the line and enter or change any information as needed: PrintStream will calculate the cost based on the quantity and price defined.

Purchases List									
Description	Section	Formula Mod...	Color	Size	Vendor	Ord...	ID/G No.	Quantity	Cost
PURCHASE LIST				Test		0		69000	69
PRINT #10 1-COL...	ENV			Test		0		4140000	4140

- Mandatory fields (in bold) are: Qty/Hrs, Price, Price Per, Due Date, Activity Code and Tax Code

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Details : **Planned Purchases**

PRINT #10 1-COLOR

-ENV

Notes...

Formula
Modifier Desc

Qty/Hrs : 4140000 **Price** : 1.0000 Per 1000.00 Desc : **Price after Disc** : 1.0000

Discount % : 0.00 ☒ Price after Disc ☐

Cost : 4140.00 Unders/Overs % : 10

Due Date : 3/13/2015 Quote # : **Print Cutting Slip**

Activity : 51012 PRINT #10 1-COLOR

Charge Type : FSC ☐

Re work Id : **OK**

G/L Code : 1200 YMP to Print Expense **Cancel**

Tax Code : 00 0% (non taxable)

PO Line Item Notes

Click **Notes** to enter line item descriptions. If a script was attached to a buyout, the script answers will appear in the Notes field.

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Details : PRINT #10 1-COLOR

-ENV

Planned Purchases

Notes...

Job Related Line Item : Streamline Solutions

Line # : 2 Order Date : 3/12/2015

Job # : 645 12000000 Valtim 2

Test

Test

Notes

Optional notes or any buyout script would appear here. This field does not have a spell check.

Cancel OK

These notes will display in Inventory Manger > Scripts/Po Notes when the item is selected to be received.

Receive Non-Inventory

Receipt #: **0**

Receipt Details:

Date: 3/13/2015 Time: 04:10 PM By: BRANDON

Shipped via: Docket: 1

Rec'd From: Just In Time

Notes:

Details: PRINT #101-COLOR

-ENV

Dept / Sec: ENV

Scripts/Pol Notes: Optional notes or any buyout script would appear here. This field does not have a spell check.

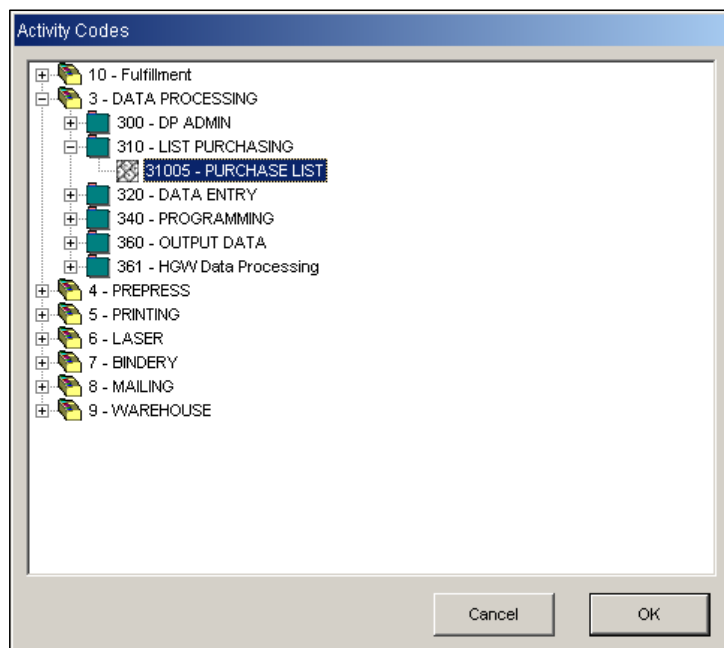
	Quantity	Cost	Cost(USD)
1	0.00	0.00	0.00

OK Cancel

List of Activity Codes

If needed, enter a required Activity code directly into the field. Either scroll down, use the up/down arrow keys or select the binocular icon to search for a list of activity codes. Double-click to select or highlight and select **OK**.

Note If you receive the error message, "activity code has an invalid A/P dissection code" after you select the OK button, this indicates the database is not setup to utilize the Purchasing module or you have not properly linked the activity code assigned for the process to a valid AP Dissection code in Master File Reports/ Accounting Structure / Link to Purchasing. Consult your system administrator or your EFI PrintStream Accounting Support contact.



PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 1 Rev Dt: 4/10/2015 Rev By: BRANDON

Vendor: 001 Just in Time Currency Type: USD
 Address: 245 Center Ph:
 Lehi, UT 84025 Fax:

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

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	69000	\$69.00
PRINT #10 1-COLOR-ENV	3/13/2015	645	4140000	\$4,140.00

Click **Save** to retain PO information.

Non-Inventory

To add the PO Type – Non-Inventory

1. Select **Non-Inventory**.

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory...

Paper Inventory...

2. Enter in the information for what is being purchased. System will calculate the cost.

Mandatory fields:

- Order Date
- Qty/Hrs
- Price
- Per
- Due Date
- AP Code
- Tax Code.

Non-Inventory Line Item : 01 Streamline Solutions

Line # : 3 Order Date : 3/12/2015

Details : Widgets

Qty/Hrs : 5000 Price : 57.0000 Per : 1000 Desc :

Discount % : 0.00000 Price after Disc : 57.0000

Cost : 285.00 Unders/Overs % : 10

Due Date : 3/12/2015 Quote # :

AP Code : 0110106000 material expense

G/L Code : 6000 Material Expense 01

Tax Code : 06 6% (Michigan)

Buttons: Notes, OK, Cancel

3. Click **OK**, when finished.

Paper Inventory

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

To add PO Type – Paper Inventory

1. Select **Paper Inventory**.

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory...


Paper Inventory...

Finished Goods

2. Either enter the item number or click the search button (binoculars) to search for the paper inventory item.

Stock Line Item : Streamline Solutions

Line # : 3 Order Date : 3/12/2015

Item # :  New Reservations

Inv & Rev Code: Notes

Paper :

Color :

Size :

Quantity : Price : Per :

Discount %: ☒ Price after Disc: ☐

Cost : Unders/Overs %: 0

Due Date : Quote # : Stock Details

GL Code : 1325 paper inventory OK

Tax Code : 00 0% (non taxable) Cancel

☐ FSC

The search inventory window:

Search Inventory

Inv Type: Paper Job:

Classification: Item:

Category: Customer:

Sub Category: Vendor:

Group: Prod Cd:

Family:

Category:

Inv Desc Like:

Inv Code Like:

Color: Load

Size: X

Weight:

☐ Allow Rev ☐ Tracking Lot ☐ Inactive ☐ Below Min Qty ☐ Negative Avail Clear all Stop

Item #	Inv Code	Rev	Details	On Hand	On Order	Allocated	Available	Min Lvl	Customer	Customer

300 Continue Search Select

3. Enter information or select **Search**. An indication of the number of records loaded will be displayed.

Note The default is to load only 300 records. This default can be changed, and more items may be available which meet the criteria.

Item #	Inv Code	Rev	Details	On Hand	On Order	Allocated	Available	Min Lvl	Customer	Customer
3306	3306		Husky Offset 50# White 17 1/2	90	0	0	90	0		
3326	dmm3326		Husky Offset 50# Continuous	6000	0	0	6000	0		
3412	dmm3412		Husky Offset 60# Continuous	205	260	0	465	150		
3442	dmm3442		Husky Offset 60# Continuous	0	0	0	0	0		
3588	dmm3588		Husky Offset 50# White 23 x 3	165000	0	100000	65000	0	DMMTEST	DMM Test C
36	HUS50w17.5		Husky Offset 50# Web White	6400834	344222	588	6435068	0		
52	HUS60w17.5		Husky Offset 60# Web White	126	0	0	126	5000		
60014	Husky Offset 5		Husky Offset 50# Web White	47759	54000	19032	82727	0		
62080	62080		Husky Offset 50# Web Rose 1	9506	494	0	10001	0		
62105	dmm62105		Husky Offset 60# Continuous	0	0	0	0	0		
62119	62119		Husky Offset 50# Continuous	0	0	0	0	0		
62120	62120		Husky Offset 50# Continuous	0	0	0	0	0		

4. Select the item to order and then click **Select** or double-click the item itself.

The information stored in the system for this item is automatically populated.

Line #: 3 Order Date: 3/12/2015

Item #: 3442 New Reservations

Inv & Rev Code: dmm3442 Notes

Paper: Husky Offset 60# Continuous

Color: White

Size: 17.5

Quantity: 0 Price: 58 Per: 100 Desc:

Discount %: Price after Disc: 58

Cost: Unders/Overs %: 20

Due Date: Quote #:

Stock Details

G/L Code: 1325 paper inventory 01 OK

Tax Code: 00 0% (non taxable) FSC Cancel

5. Enter **Quantity**, **Price** and **Due Date**.

6. Click **Reservations** to see all job quantity requirements for this item.

Stock Line Item : Streamline Solutions

Line # : 3 Order Date : 3/12/2015

Item # : 3442 New **Reservations** Notes

Inv & Rev Code: dmm3442

Job No	Due Date	Customer	Title	Qty	Qty Used	PO No
795	7/20/2007	Alaska Inc.	Test	200000	0	0
873	11/16/2007	Strada Cycle	11/15 FF by f134	134	0	0
874	11/19/2007	Strada Cycle	11/15 FF by f121	121	0	0
875	11/16/2007	Strada Cycle	11/15 FF by f145	145	0	0
876	11/19/2007	Strada Cycle	11/15 FF by f15	15	0	0
877	11/16/2007	Strada Cycle	11/15 FF by f103	103	0	0
881	11/19/2007	Strada Cycle	11/15 FF by f15	15	0	0
882	11/19/2007	Strada Cycle	11/15 FF by f135	135	0	0
883	11/19/2007	Strada Cycle	11/15 FF by f100	100	0	0
884	11/19/2007	Strada Cycle	11/15 FF by f135	135	0	0

Total Qty 0 Cancel Save

Finished Goods

To add the PO Type – Finished Goods

1. Select **Finished Goods**.

Select PO Type

Job Related Multi Item ...

Job Related...

Non-Inventory...

Paper Inventory...

Finished Goods...

Material Inventory...

2. Click **Add Line** and then select **Finished Good** to add a new line item. Enter or search for the **Item #**, or you can create a new finished goods item from within the Finished Goods Line Item window.
3. After selecting the finished goods item, verify:
- Qty/Hrs
 - Price
 - Price Per (if new otherwise will bring in the price per)

- Due Date
 - Activity Code
 - Tax Code
4. Click **OK** when finished.

Material Inventory

To add the PO Type – Material Inventory

1. Select **Material Inventory**.



2. Click **Add Line** and then select **Material Inventory** to add a new line item. Enter or search for the Item # or create a new material item from within the Raw Materials Line Item window.
2. After selecting the material item, verify:
 - Qty/Hrs
 - Price
 - Price Per (if new otherwise will bring in the price per)
 - Due Date
 - Activity Code
 - Tax Code

Edit or Delete a Purchase Order Line Item

Select the line item and click **Edit Line** to edit or **Delete Line** to delete it. Click **Save**.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
Rev #: 2 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD
Address: 245 Center Ph:
Lehi, UT 84025 Fax:

Ship To: Streamline Solutions Ship Via:
Address: 100 American Way Ship To Attention:
POSupport
DETROIT, MI 48

Are you sure you want to delete this line item?

Yes No

Details	Quantity	Amount
PURCHASE LIST--	69000	\$69.00
PRINT #10 1-COLOR--	40000	\$4,140.00
Husky Offset 60# Con	1000	\$580.00

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes **Total:** \$4,789.00
(in Currency)

Header Notes Email PO Preview Print Save Close

Receiving Instructions

You can enter notes, which will print out on the receiving ticket or display during the actual receipt of the item. Click **Receiving Instructions** and enter the text. Click **Save**.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 2 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD

Address: 244 Line Item Notes
 Notes entered here can be viewed when the line item receipt is being entered.

Ship To: Str
 Address: 100 DE

Details
☒ PURCHASE
☒ PRINT #11
☐ Husky Off

Amount
 \$69.00
 \$4,140.00
 \$580.00

Cancel Save

Add Line... Edit Line... Delete Line... **Receiving Instructions** Update Job changes Total: \$4,789.00 (in Currency)

Header Notes Email PO Preview Print Save Close

Receive Locations

Receipt Details
 Date: 4/14/2015 Time: 11:23 AM by: BRANDON Rcpt #:
 Shipped via: Received from: Just In Time

Receipt Notes: Notes entered here can be viewed when the line item receipt is being entered.

Item#: InvCd: 3442 dmm3442 Weight:
 Description: Husky Offset 60# Continuous Single Piece

Reason codes
☐ Hold this Receipt line Select Reasons

Tag	Code	Desc	Category
<input type="checkbox"/>	PSlip	Packing Slip	slipincorrect
<input type="checkbox"/>	IncPkg	incorrectly Pk	incorrectpkg
<input type="checkbox"/>	1010.1	1010.1	1010.1

Docket: 1 Vendor Lot #:
 Skids: Ctns: Pcs Per Ctn: Loose:
 1 0 Insert ...

Ctns	Pcs/Ctn	Loose	Total Qty	Location	Pallet	Hold	Reason Cd	Reason

Copy Delete Auto Pick Location Empty Loc to All Cost: .00

Transaction Notes: Ok Cancel

Update Job changes

This feature will take any changes done in the estimate and overwrite the PO changes (for example, notes, scripts, etc.)

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
Rev #: 3 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD
Address: 245 Center Ph:
Lehi, UT 84025 Fax:

Ship To: Streamline Solutions Ship Via:
Address: 100 American Way Ship To Attention:

POSupport

Do you want to Overwrite notes from Estimate?. Alterations done to notes in Purchasing will be gone?

Yes No

Quantity	Unit	Description	Price	Amount

Add Line... Edit Line... Delete Line... Receiving Instructions **Update Job changes** Total: \$4,789.00
Header Notes Email PO Preview Print Save Close

(in Currency)

Header Notes

These notes are only viewable from this area.

Commented [MB6]: Need a description here?
Brandon Turpin – description added.

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
Rev #: 4 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD

Address: 243

Let

Ship To: Str

Address: 101

DE

Details

☒ PURCHASE

☒ PRINT #11

☒ Husky Or

PO Header Notes

These notes were entered in the PO header area.

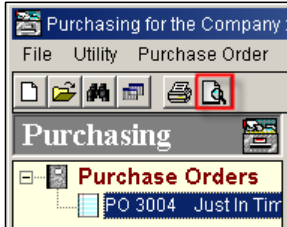
Cancel Save

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes **Total:** \$4,789.00
(in Currency)

Header Notes EmailPO Preview Print Save Close

Preview, Print, Export/E-mail a PO

- Select the Purchase Order from the left side and click the **Preview Selected Purchase Order** button. You can also select Preview from the bottom of the PO Header window.



- To print the purchase order, select the purchase order and click the **Print** button from the toolbar or select the Print option located at the bottom of the PO header screen. To change the default printer, select File / Print Setup.

Note If you receive a message, "This PO Requires Approval First" when trying to preview or print the purchase order, somebody with security access to approve purchase orders must approve the PO before continuing.

To turn off the Purchasing Approval option, contact your System Administrator.

- To export a Purchase Order, first preview it and then click the **Export** button (envelope with the red arrow pointing down.)

PO 3004

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Ref:
 Rev #: 4 Rev Dt: 4/14/2015 Rev By: BRANDON

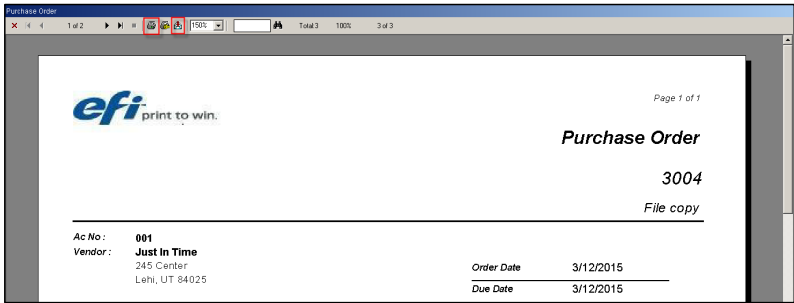
Vendor: 001 Just In Time Currency Type: USD
 Address: 245 Center Pk:
 Lehi, UT 84025 Fax:

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

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	69000	\$69.00
PRINT #10 1-COLOR-ENV	3/13/2015	645	4140000	\$4,140.00
Husky Offset 60# Continuous-White-17.5	3/12/2015		1000	\$580.00

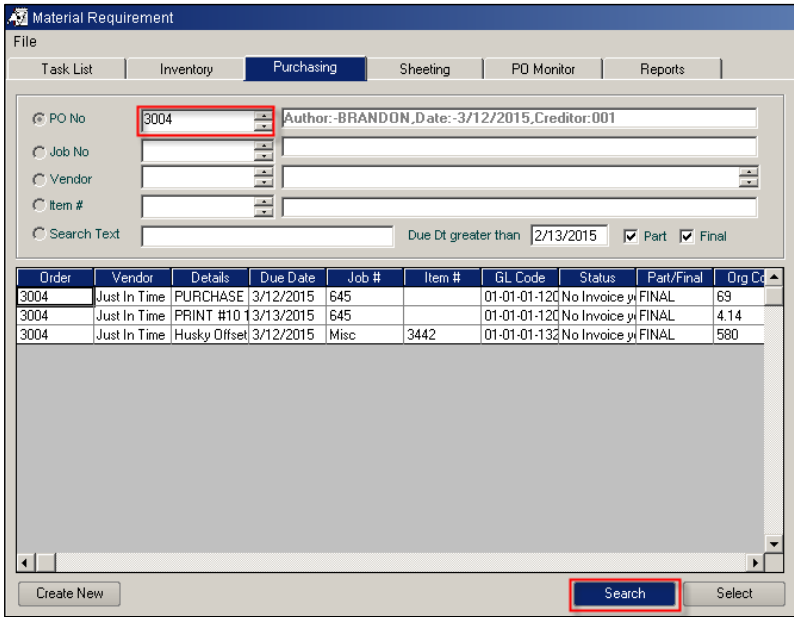
Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes **Total:** \$4,789.00
 Header Notes EmailPO **Preview** Print Save Close

The PO can also be printed or exported/mailed by selecting one of the two icons at the top of the preview screen.



View, Add or Edit Existing PO

Search by: PO Number, Job Number, Vendor code or enter text.



To select the PO double click on the order number or highlight any line and click the **Select** button.

Material Requirement

File

Task List | Inventory | **Purchasing** | Sheeting | PO Monitor | Reports

PO No: 3004 Author: BRANDON, Date: 3/12/2015, Creditor: 001

Job No:

Vendor:

Item #:

Search Text: Due Dt greater than 2/13/2015 ☒ Part ☒ Final

Order	Vendor	Details	Due Date	Job #	Item #	GL Code	Status	Part/Final	Org Cd
3004	Just In Time	PURCHASE	3/12/2015	645		01-01-01-120	No Invoice y	FINAL	69
3004	Just In Time	PRINT #10	3/13/2015	645		01-01-01-120	No Invoice y	FINAL	4.14
3004	Just In Time	Husky Offset	3/12/2015	Misc	3442	01-01-01-132	No Invoice y	FINAL	580

Create New Search **Select**

Material Requirement

File

Task List | Inventory | **Purchasing** | Sheeting | PO Monitor | Reports

PO No: 3004 Author: BRANDON, Date: 3/12/2015, Creditor: 001

Job No:

Vendor:

Item #:

Search Text: Due Dt greater than 2/13/2015 ☒ Part ☒ Final

Created for Company : Streamline Solutions

Order #: 3004 Date: 3/12/2015 Ordered By: BRANDON Rev #: 5 Rev Dt: 4/14/2015 Rev By: BRANDON

Vendor: 001 Just In Time Currency Type: USD

Address: 245 Center Ph:

Lehi, UT 84025 Fax:

Ship To: Streamline Solutions Ship Via:

Address: 100 American Way Ship To Attention:

DETROIT, MI 48204

Details	Due Date	Job #	Quantity	Amount
PURCHASE LIST--	3/12/2015	645	1	\$69.00
PRINT #10 1-COLOR-ENV	3/13/2015	645	4140	\$4.14
Husky Offset 60# Continuous-White-17.5	3/12/2015		1000	\$580.00

Add Line... Edit Line... Delete Line... Receiving Instructions Update Job changes

Header Notes EqualPO Preview Print

Total: \$653.14 (in Currency)

Save Close

Sheeting

This program was designed to be used with Book Estimating only. It allows reserved inventory rolls to be sheeted down to sheets for running through sheetfed presses.

Material Requirement

File Task List Inventory Purchasing **Sheeting** PO Monitor Reports

Reserved Date: ☐ All ☐ Yesterday ☐ Today ☐ Week ☒ Range 1/1/2014 4/14/2015 Job No. Load Data Clear all

Tag	Item #	Inv Code	Description	Roll Qty	Sheet size	Sheet Qty	Job #	Job Due
<input type="checkbox"/>	100034	04181361te	Husky Offset 50# Web Rose 17	12	19 1/2 x 23 1/2	0	100109	1/27/2015 3-F
<input type="checkbox"/>	110268	HUSKY-60	Husky Offset 60# Web White 35	7971	35 x 23	0	9865	4/14/2014 SI
<input type="checkbox"/>	110268	HUSKY-60	Husky Offset 60# Web White 35	8075	35 x 23	0	9865	4/14/2014 SI
<input type="checkbox"/>	110268	HUSKY-60	Husky Offset 60# Web White 35	8179	35 x 23	0	9865	4/14/2014 SI
<input checked="" type="checkbox"/>	110268	HUSKY-60	Husky Offset 60# Web White 35	8282	35 x 23	0	9865	4/14/2014 SI

Step 1 → Load Locations

From Item: 110268 HUSKY-60-W-3 Husky Offset 60# Web White 35 On Hand 28700 Pulled 0

ID	Location	Cartons	Pcs/Ctn	Loose	Total Qty	Notes	Cartons	Loose	Total Qty

Step 2 → Print slitting sheet

... Create New Inventory

To Item: Calc Req Tot Rsvd
On Hand Recvd

Location	Search	Sheet Qty

Notes: Step 3 → Convert the selected item

PO Monitor

This window allows you follow the current status of PO's based on specific criteria.

Material Requirement

File Task List Inventory Purchasing Sheeting **PO Monitor** Reports

Job Delivery Date Range: Start 4/1/2015 End 4/14/2015

PO: ☐ Not Ordered ☐ Final Delvd ☐ Waiting for Rcpt ☐ Partial Delvd ☐ Not Final Shipped

Selection: ☒ None ☐ CSR ☐ Activity Code ☐ Customer ☐ SalesRep ☐ JobNo ☐ Product Type ☐ Vendor ☐ Estimator

None

Job#	Customer	Cust.	Activity	POWO	Line #	Status	Key Date	PO Details	Vend Name	Contact	Ph
100160	ALASKA	Alaska Inc.	PAPER	0	0	Not Scheduled	N/A				
100211	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100211	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100201	ALASKA	Alaska Inc.	PAPER	0	0	Not Scheduled	N/A				
100217	DMMTEST	DMM Test C/	PAPER	0	0	Not Scheduled	N/A				
100212	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100212	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100214	50093	Claude's Test	PAPER	0	0	Not Scheduled	N/A				
100225	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100225	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				
100226	50017	Hasbro-Brian		0	0	Not Scheduled	N/A				

Select All Unselect All Loaded 13 row/s. Load Grid Report

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

Not Ordered - displays a list of materials on jobs which have not been ordered.

Final Delivered – displays a list of POs which have been flagged as Finally Delivered.

Waiting for Rcpt – displays a list of POs which have not been received.

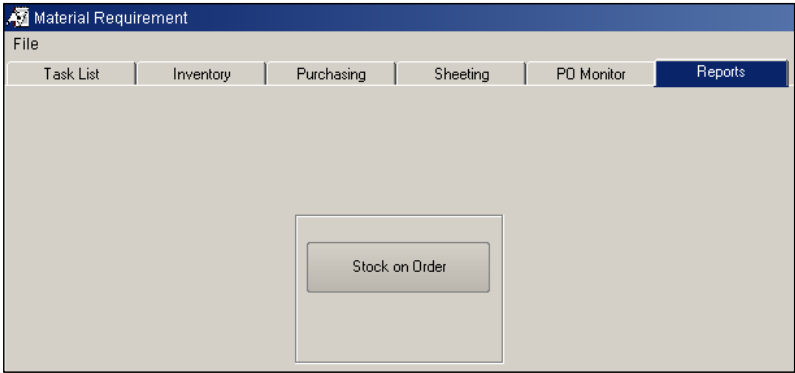
Partial Delivered – displays a list of POs which have partial delivery status

All 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.

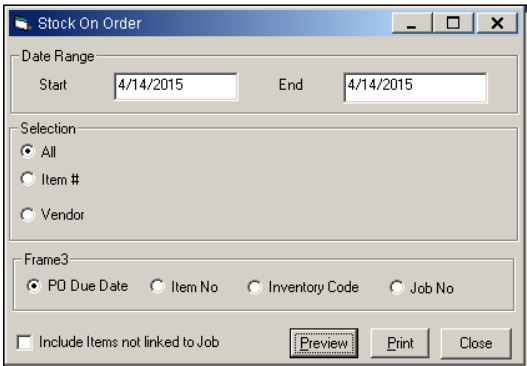
You can generate a report for any of the items on the grid by selecting all or specific items and then clicking **Report**.

Reports

Currently, there is only one report available: The Stock on Order Report. This report shows the status for all paper items which are currently on order.



It allows you to filter by PO date range and for all items, and then by a specific item or by a specific vendor. Checking the option **Include Items not Linked to a Job** will include any PO's that were ordered for inventory rather than for a specific job.



Streamline Solution.

Stock On Order

Date Range: From 1/1/2014 to 4/14/2015
Order By: DueDate

For: BRANDO?
Page: Page 1 of 1
Printed: 4/14/2015 4:42:32PM

JobNo	Customer	JobTitle	PONo	Vendor	Item #	InvCode	Item Desc	QtyOrd	Size	OrderDt	PO DueJobDue	Resv Qty
9200	Alaska Inc	Copy of Te	2463	100	110114	9200-PO#24	Centura Gloss Book E	31,230		1/11/13	5/5/14 8/10/13	31,230
						03-Line#2						
9893	Leahs Acc	Copy of Te	2887	DPHOUSE	111096	9893-PO#28	Centura Gloss Book E	10,833		7/14/14	7/14/14 7/14/14	10,833
						07-Line#1						
9901	Leahs Acc	Copy of Te	2907		111443	9901-PO#29	Centura Gloss Bk 80	10,833		10/29/14	10/29/14 10/29/14	10,833
						07-Line#1						
9901	Leahs Acc	Copy of Te	2908		111444	9901-PO#29	Centura Gloss Book E	10,833		10/29/14	10/29/14 10/29/14	10,833
						08-Line#1						
Total								63,729				63,729