

Purchase Orders - Booking & Specials

Definition

Alternate purchase order types can be allowed by Supplier, Booking and Special so the order quantity does not affect normal replenishment at all or until the purchase order should be in transit. The visibility of the order quantity is controlled by a setting in the purchasing parameters, always show the on order quantity the same as a regular PO, never show the on order quantity or only show the on order quantity when the PO Required Date is within the Suppliers lead time

Processing

Parameter Maintenance

Menu option **System utilities > system setup > purchasing > parameters maintenance > screen 2**. Fields “44 Booking Update On Order” and “45 Special Update On Order” are global parameters for a branch to control the display of On Order quantities for all Suppliers.

The options are:

- Y - Always update the part on order quantities
- N - Never update the part on order quantities
- D - Only update the part on order quantities when the PO required date is within the suppliers lead time in days.
 - A nightly update is run to check the Booking and Special purchase orders, if the D setting is used and the conditions are met the on order for the part will be updated

P.O. Parameters Maintenance				Screen 2: System Configuration				
1	Double Space S/O	N	(Y/N)	24	Main Buying group	A		
2	Sort Sequence S/O	C	(R/C)	25	Alternate Buying Group			
3	New Page On Cat. S/O	N	(Y/N)	27	Return Email Address for P.O.'s			
4	Show Surplus On S/O	N						
5	Double Space RC Jnl.	N						
6	Calculate S/O By Branch	N						
7	Cross Dock P.O	N						
8	Vary Split	N						
9	Prod Link / Alpha Sequence	A		(L/A)				
10	Distribution Center	01						
11	D.C. Safety Stock	.						
12	Allow Below DC Minimum	Y	(Y/N)	support				
13	Allow Below DC Req'd Qty	Y	(Y/N)	28	Include Committed in Avail	N	(Y/N)	
14	Branch Replenishment from DC	B	(B/S/N)	30	Suggested Order Months	12	weeks 52	
17	Clearing AC Number	1	1400	INVENTORY	32	No. of Months with Sales	0	weeks 0
18	Exchange Account Number	1	1400	INVENTORY	34	Months Weighting	12	weeks 52
21	Order Destination			35	Minimum Transfer Value	.00		
22	Default Source Branch	01		36	Landed Report Low	.	%	
23	Write CSV File?	Y	(Y/N)	37	Landed Report High	.	%	
				38	Show Bin Loc on PO	Y	(Y/N)	
				39	Print PO in Bin Loc Seq	N	(Y/N)	
				40	EOQ/ROP Rounding	R / R	(N/R/U)	
				42	Br Sugg. Order from DC	N	(Y/N)	
				43	Corporate or DC ROP	C	(C/D)	
				44	Booking Update On Order	Y	(Y/N/D)	
				45	Special Update On Order	N	(Y/N/D)	

Any change? 1.

Supplier Maintenance

In order to use the Booking or Special purchase order option the Supplier must also be set to allow this. Menu option **Purchasing > Data maintenance > supplier**

P.O. Parameters Maintenance				Screen 2: System Configuration				
1	Double Space S/O	N	(Y/N)	24	Main Buying group	A		
2	Sort Sequence S/O	C	(R/C)	25	Alternate Buying Group			
3	New Page On Cat. S/O	N	(Y/N)	27	Return Email Address for P.O.'s			
4	Show Surplus On S/O	N						
5	Double Space RC Jnl.	N						
6	Calculate S/O By Branch	N						
7	Cross Dock P.O	N						
8	Vary Split	N						
9	Prod Link / Alpha Sequence	A		(L/A)				
10	Distribution Center	01						
11	D.C. Safety Stock	.						
12	Allow Below DC Minimum	Y	(Y/N)	support				
13	Allow Below DC Req'd Qty	Y	(Y/N)	28	Include Committed in Avail	N	(Y/N)	
14	Branch Replenishment from DC	B	(B/S/N)	30	Suggested Order Months	12	weeks 52	
17	Clearing AC Number	1	1400	INVENTORY	32	No. of Months with Sales	0	weeks 0
18	Exchange Account Number	1	1400	INVENTORY	34	Months Weighting	12	weeks 52
21	Order Destination			35	Minimum Transfer Value	.00		
22	Default Source Branch	01		36	Landed Report Low	.	%	
23	Write CSV File?	Y	(Y/N)	37	Landed Report High	.	%	
				38	Show Bin Loc on PO	Y	(Y/N)	
				39	Print PO in Bin Loc Seq	N	(Y/N)	
				40	EOQ/ROP Rounding	R / R	(N/R/U)	
				42	Br Sugg. Order from DC	N	(Y/N)	
				43	Corporate or DC ROP	C	(C/D)	
				44	Booking Update On Order	Y	(Y/N/D)	
				45	Special Update On Order	N	(Y/N/D)	

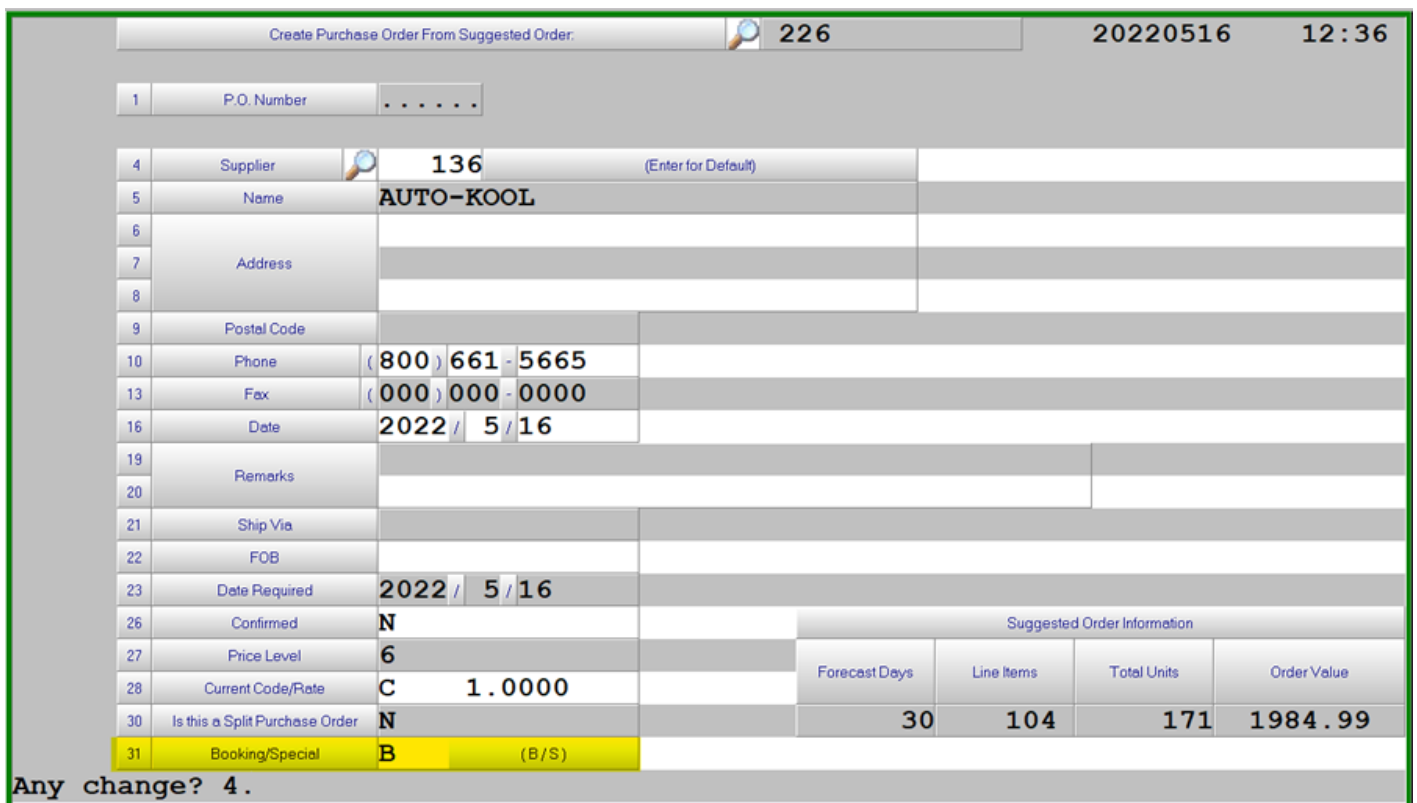
Any change? 1.

Field "27 Booking/Special?" must be set to Y to allow these types of PO for the Supplier.

Create Purchase Order from Suggested Order

When selecting "Order" from a suggested order one of the options is to designate the purchase order a Booking or Special PO.

The On Order quantities will be updated based on the purchase order type chosen. A regular purchase order will be created if this field is left blank.



Create Purchase Order From Suggested Order		226	20220516	12:36	
1	P.O. Number			
4	Supplier	136	(Enter for Default)		
5	Name	AUTO-KOOL			
6	Address				
7	Address				
8	Address				
9	Postal Code				
10	Phone	(800) 661 - 5665			
13	Fax	(000) 000 - 0000			
16	Date	2022 / 5 / 16			
19	Remarks				
20	Remarks				
21	Ship Via				
22	FOB				
23	Date Required	2022 / 5 / 16			
26	Confirmed	N			
27	Price Level	6			
28	Current Code/Rate	C 1.0000			
30	Is this a Split Purchase Order	N			
		Forecast Days	Line Items	Total Units	Order Value
		30	104	171	1984.99
31	Booking/Special	B (B/S)			

Any change? 4.

Once the purchase order is created the Booking/Special flag cannot be changed on the purchase order.

Purchase Order Maintenance

If adding a new purchase order manually through the Add/Change Purchase Order the Booking/Special can also be assigned.

Purchase Order List

1	Starting Supplier:	
2	Ending Supplier:	
3	Booking/Special Only	.	(Y/N)

Revision #1

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