

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

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

**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						
8						
9	Postal Code					
10	Phone	( 800 ) 661 - 5665				
13	Fax	( 000 ) 000 - 0000				
16	Date	2022 / 5 / 16				
19	Remarks					
20						
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				
31	Booking/Special	B (B/S)				
Any change? 4.						

Suggested Order Information			
Forecast Days	Line Items	Total Units	Order Value
30	104	171	1984.99

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.

[illegible]

Leaving this field blank will treat the on order quantities as a regular PO, if changed to B or S the on order quantities will be updated based on the type chosen.

The type of Booking or Special can only be set when initially Adding a purchase order, once the purchase order number has been assigned and parts are about to be added this can no longer be changed

# Suggested Order Report

A new column has been added to the Suggested Order report, "B/S Order", which will show the Booking and Special on order quantities for information.

## Items On Order by Vendor

Menu option **Purchasing > reporting > items on order by vendor** has been updated to allow for the reporting of part on Booking and Special purchase orders only. All parts on order for the supplier will be included if the “Booking/Special” option is “N”

## Purchase Order List

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

Revision #1

Created 19 May 2022 22:20:29 by Jim

Updated 19 May 2022 22:22:44 by Jim