

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

Suggested Order Information

| Forecast Days | Line Items | Total Units | Order Value |
|---------------|------------|-------------|-------------|
| 30            | 104        | 171         | 1984.99     |

Any change? 4.

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

## Purchase Order Maintenance



## 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

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