Head Purchasing Office Procedures

Difference Between Requisitions and PO's.

The difference between a requisition and PO is quite simple. If "Requisition" in the upper middle of the Main PO Screen has a checkmark, then it's a Requisition. You'll notice that when checked, the word "Requisition" is a cool blue color to help off-set from the other fields. If you print a requisition, the top heading on printed copy says "Requisition." Once the checkmark is removed, it becomes a PO, and if you print it, the top heading says "Purchase Order."

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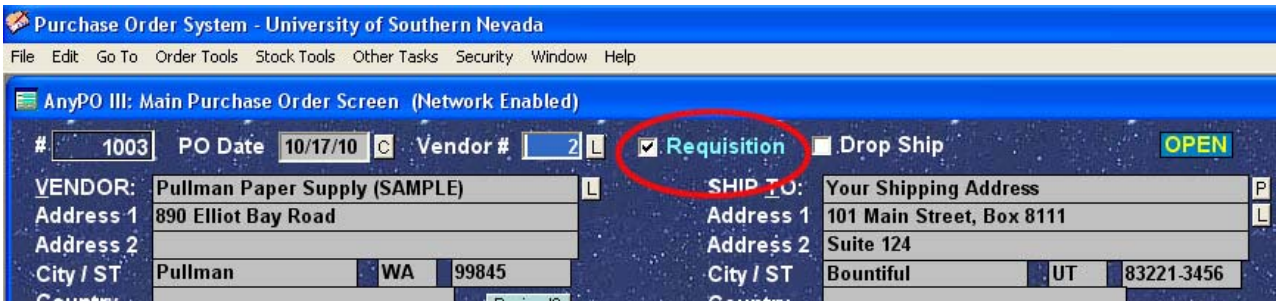


Creating Your Own Requisitions & PO's.

Generally, in a Department - Head Office set-up, departments will be creating requisitions and sending them onto the Head Office for processing. (See Getting Started: Departments for more information on the department's side of the process) In addition to the requisitions sent by the departments, the head office can create its own requisitions and PO's. The process for the head office to create PO's is the same as described in the Getting Started instructions. It is helpful to read through these general instructions.

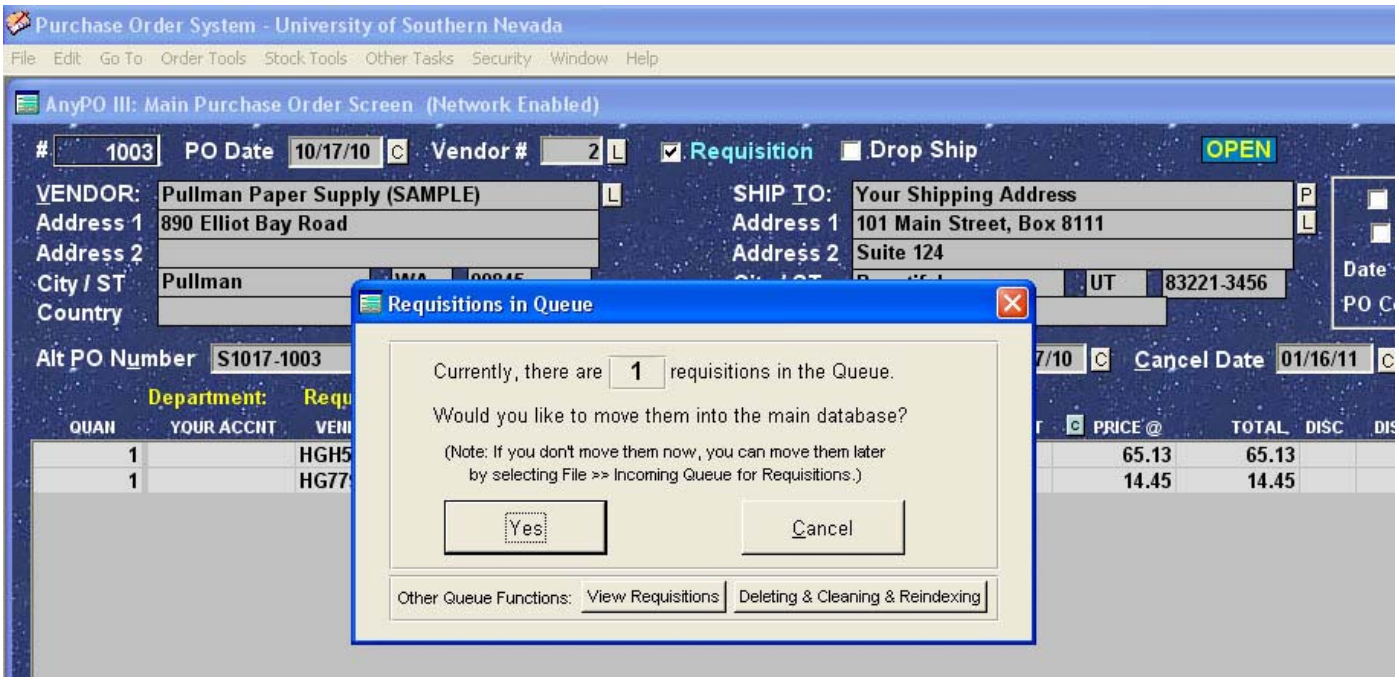
Incoming Queue: Requisitions Sent to You from Departments.

Let's look at the requisitions that are sent to you from the departments. We wanted to create a very safe network environment for you – so instead of having departments directly accessing your main data files, requisitions sent to you go first into an "Incoming Queue." In order words, departments do not have access to your main data file. We believe that's a more secure situation for you.

Only requisitions which have been approved can only be sent to you. The program won't allow a user to send a requisition to the head purchasing office without the department's manager logging in and approving it.

Each time you start the program at the head purchasing office, AnyPO checks the Incoming Queue to see if there are any requisitions. If there are, the "Requisitions in Queue" dialog box appears (shown on the next page).

This is the "Requisitions in Queue" dialog box that appears:

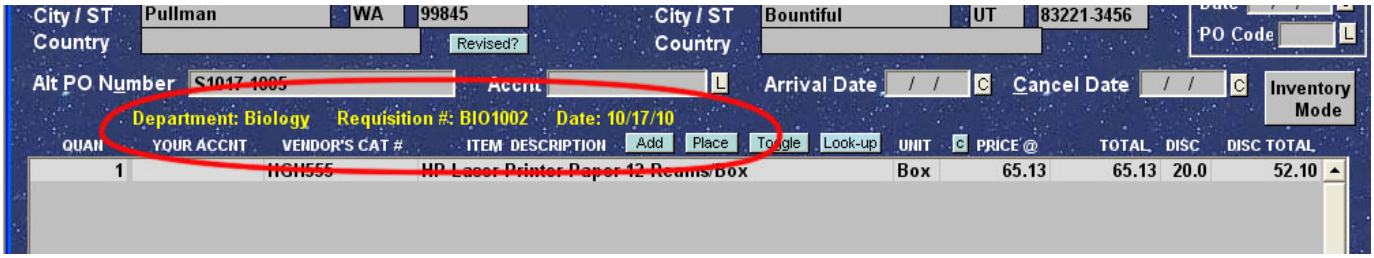


The program activates the "Requisitions Queue" dialog when you start the program (unless there are no requisitions). At any time, however, while using the program, you can check to see if you have any additional incoming requisitions by selecting **File >> Incoming Queue** for Requisitions.

If desired, you can view the requisitions in the queue. Do that by clicking on the "View Requisitions" button which is found on the "Requisitions in the Queue" dialog box. You also have some file maintenance functions that you can access from the "Requisitions in the Queue" dialog box. You'll probably rarely ever use them, but we included them so that you have full control of the Queue.

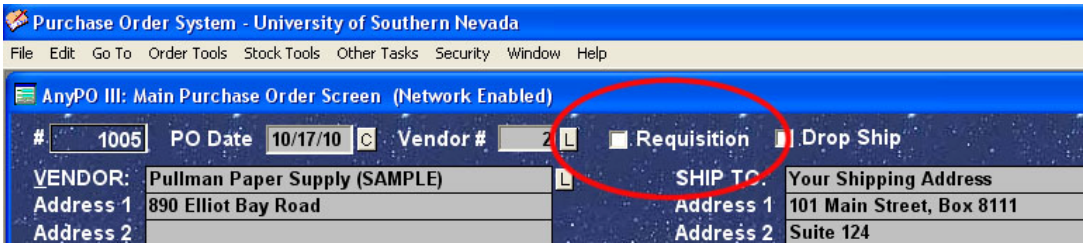
Moving Requisitions to Your Main Database.

To move the requisitions to your main data base, click on the "Yes" button on the Requisitions in Queue" dialog box. Once you move requisitions from the queue into your database, you'll see them on the Main Purchase Order Screen. Any requisition that has been sent from a department will include additional information (with yellow lettering) in the middle of the screen. The additional information includes the department, their requisition number and the date.



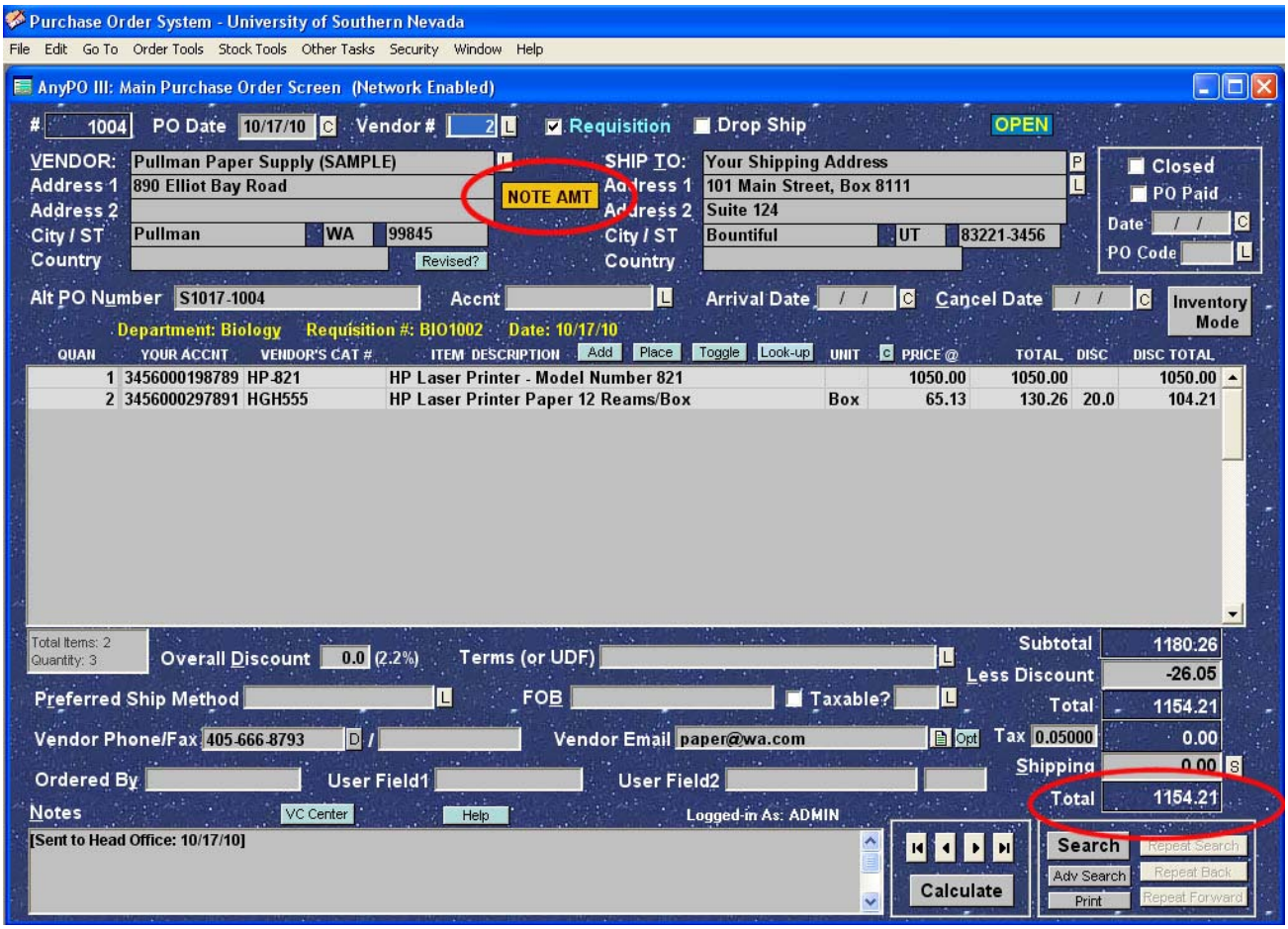
Develop Your Own Procedure

From this point, you can develop your own procedure on how you wish to process the requisition. At some point in that procedure, you'll want to remove the checkmark from "Requisition" when you are ready to create and print a PO. One identification characteristic that will help you is that the word "Requisition" remains a cool blue color as long as "Requisition" is checked. It returns to its regular white color when the checkmark is removed as shown below.



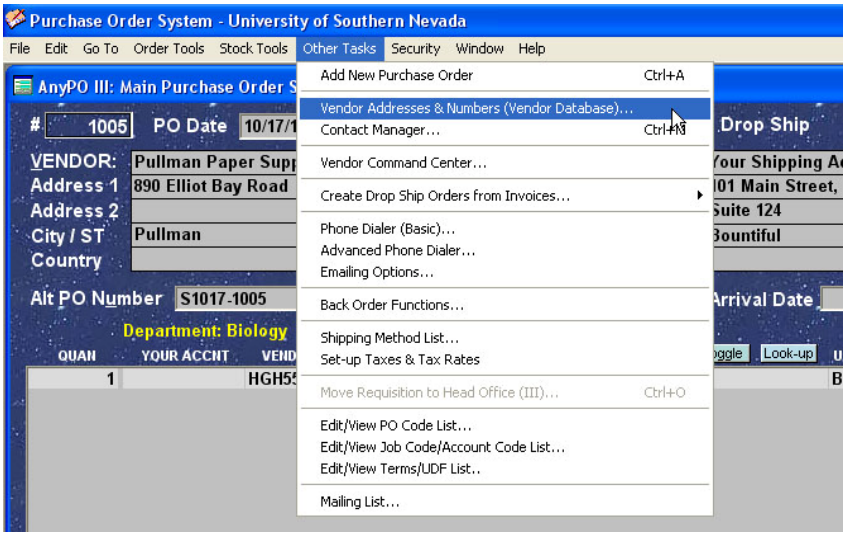
Flagging Purchase Orders Exceeding a Certain Amount

You may wish to have the program flag PO's which exceed a certain total amount. You can instruct the program to do that in **File >> Basic Program Set-up**. When the amount you have designated is exceeded, you'll see a bright "Note AMT" appear in the upper middle of the screen (illustrated below). This means "Note Amount" (see illustration below).



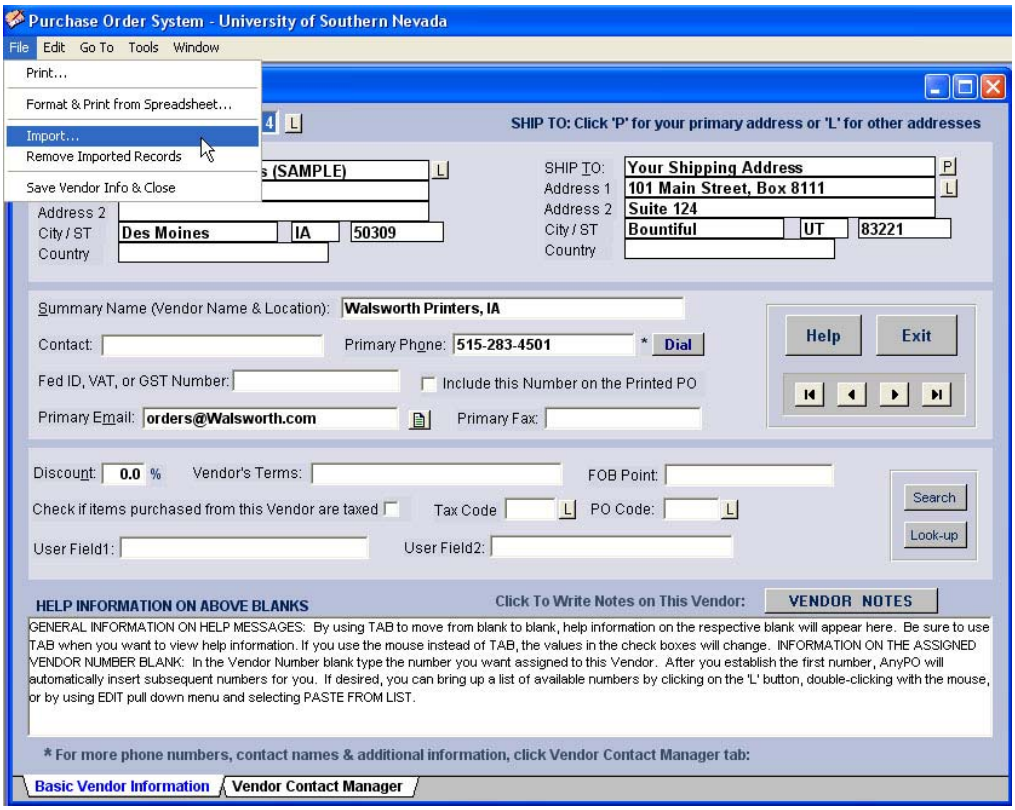
Vendor Database

You may wish to put vendor names and addresses in the Vendor Database. The Vendor Database is accessed from the Main Purchase Order Screen by selecting **Other Tasks >> Vendor Addresses and Numbers** (below).

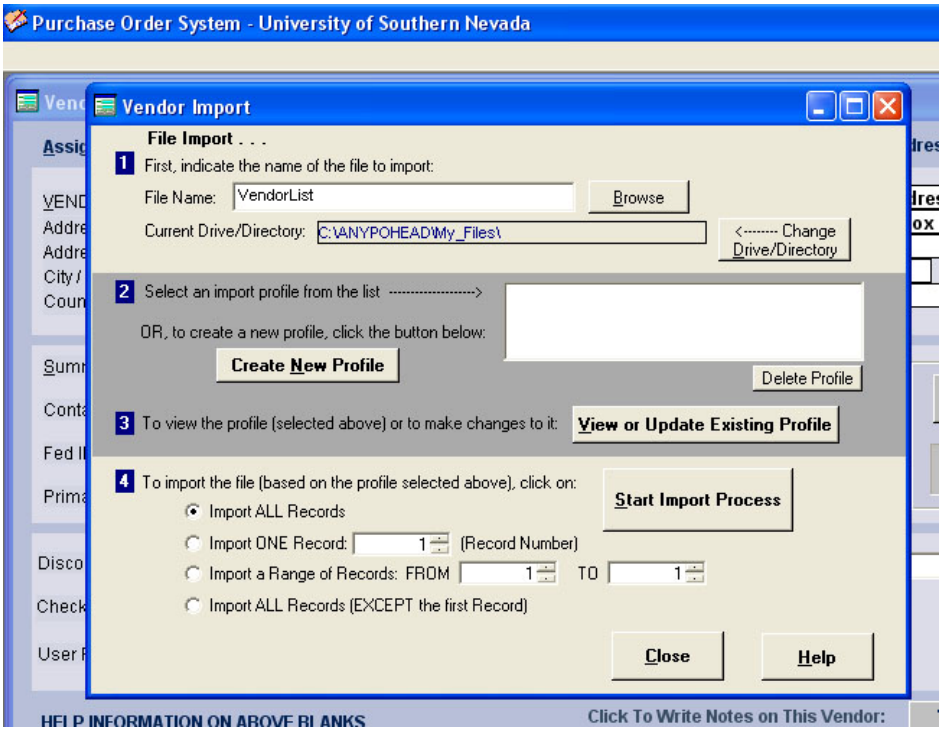


You can manually enter vendors, or there is also an import feature. If you have an existing list of vendors, open an Excel spreadsheet with the list, and save the sheet to a separate file as a "Tab Delimited" file. Once that's done, start up AnyPO and select **Other Tasks >> Vendor Addresses and Numbers**.

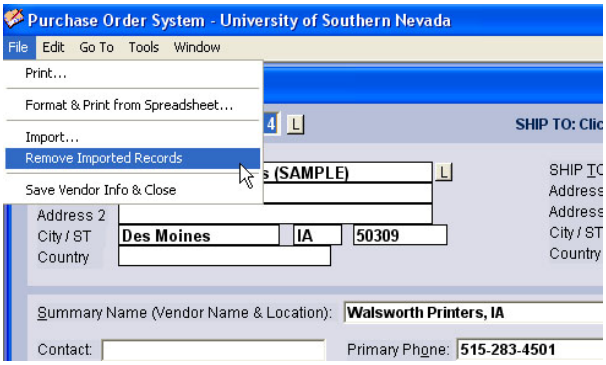
You'll now be in the Vendor Database. Select **File >> Import** (shown below).



To do the import, you'll need to set up a profile which matches the fields in the import file with fields in AnyPO. (The first "Vendor Import" dialog box is shown below.)

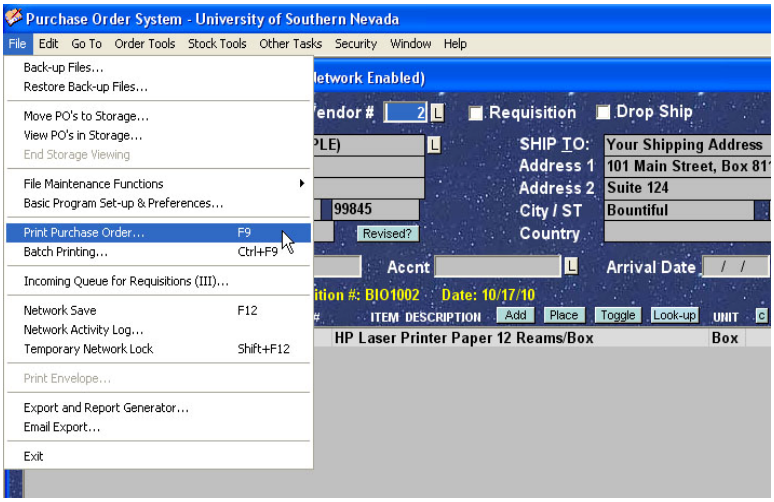


There's always a compromise when matching fields, but you should be able to get the essential information into AnyPO. If the import doesn't come out the way you want, you can remove the imported records by selecting **File >> Removed Imported Records** (to the right). That allows you make adjustments and then try it again until you are satisfied with the result.



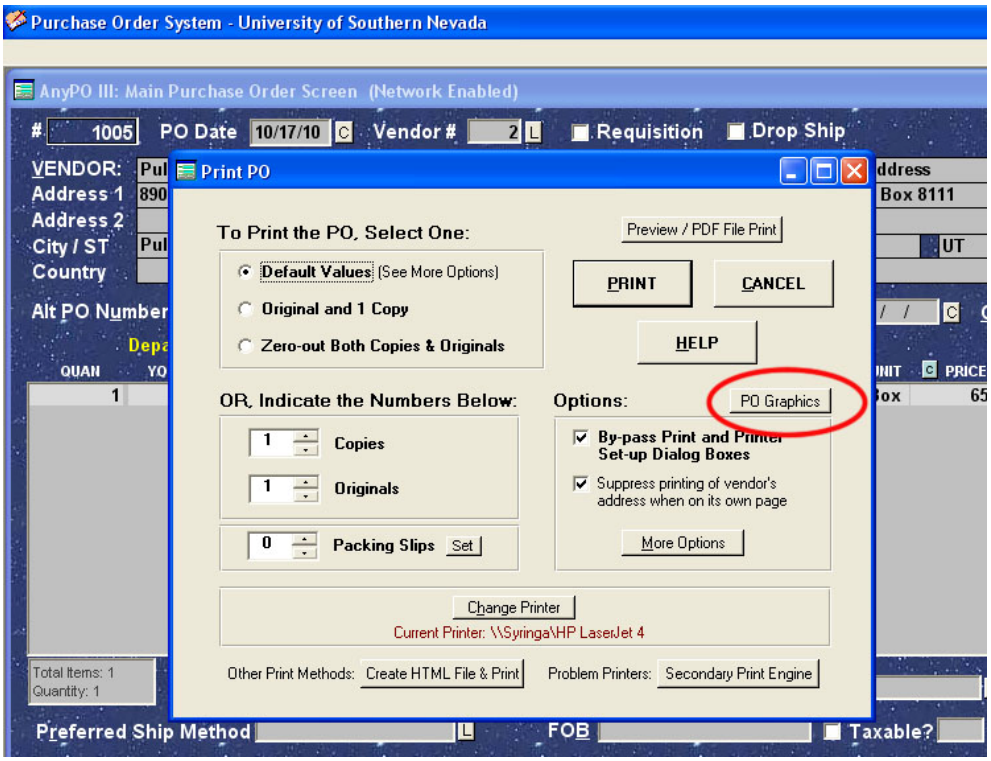
Logo on Printed PO

You can place a logo on the printed PO. The logo can go in the upper left, upper right (or both), or it can replace the top four lines of the printed PO.



To add a logo, start at the Main Purchase Order Screen and select **Print >> Purchase Order** (shown to the left.

The "Print Purchase Order" dialog box will appear (shown below). Click on the "PO Graphics" button. The dialog box that appears will provide details on how to prepare the logo.



Printed PO

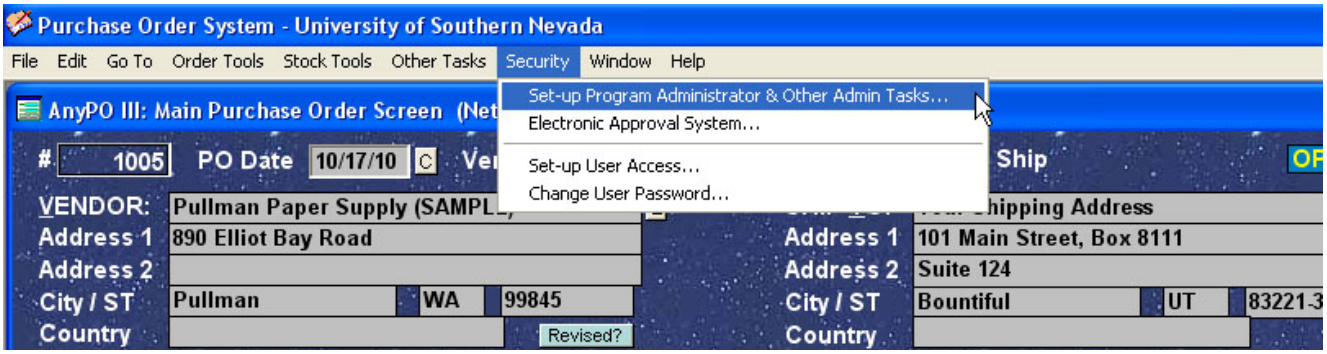
You'll notice that the vendor address prints at the bottom of the printed PO. The address is lined up on the paper so that when folded in thirds, it will show up in the window of a business envelope. This is a handy feature and makes things much easier for you since you don't have to manually address envelopes.

Department Log-ins & Passwords

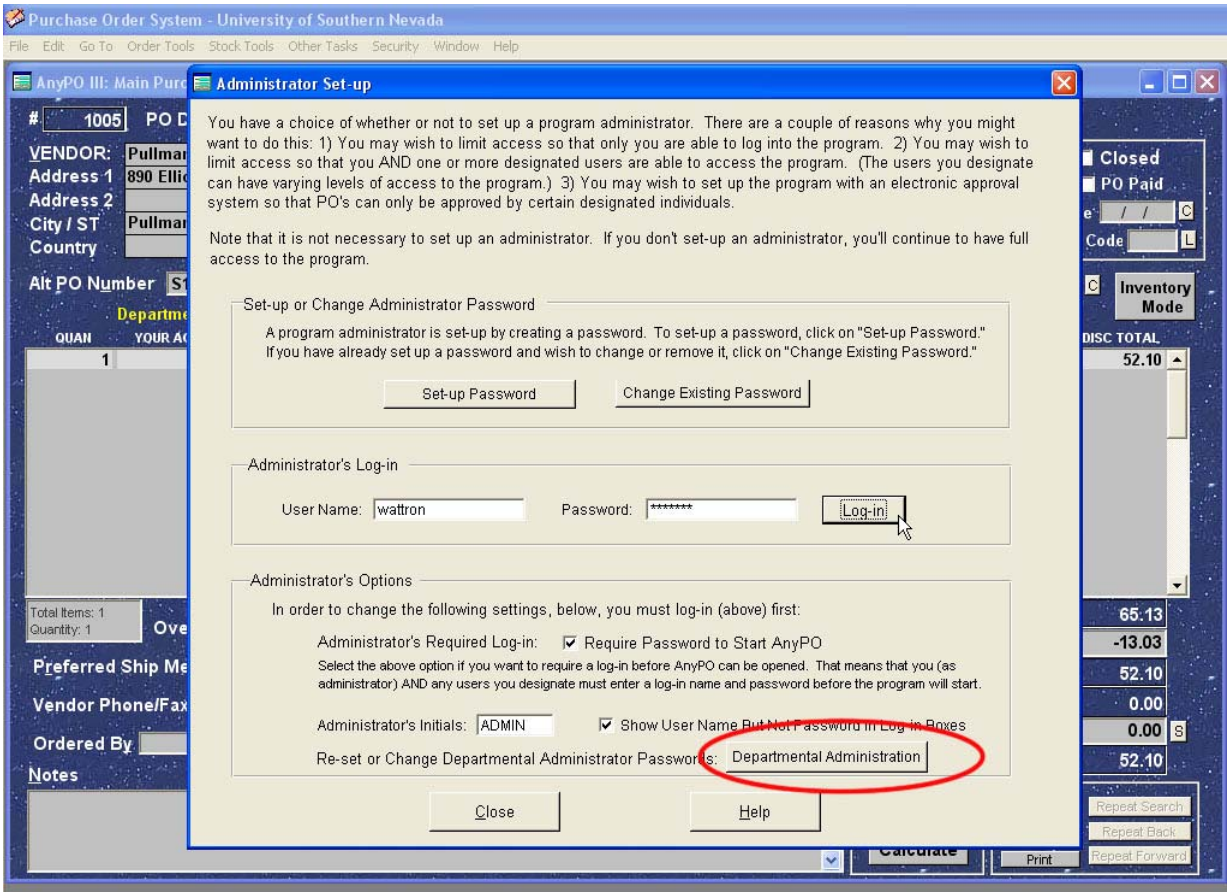
Department Log-ins & Passwords. As the head office administrator, you can change log-in names and passwords of any department administrator or user. That's handy, if a manager leaves employment, and doesn't leave his password for the new manager. You can make changes from your head office computer (or the manager's computer).

To make changes from the head office computer, you'll need to be able locate the manager's computer from a list of directories on the network. (Or you can physically go to the manager's computer and make the changes directly on his/her computer.)

To change a manager's log-in name and password, select **Security >> Set-up Program Administrator** (below).



Log-in and then click on the "Departmental Administration" button and follow the directions.



With this feature, you can make changes to any department administrator. Additionally, you can change any user's log-in to AnyPO by selecting **Security >> Set-up User Access**.

End