

MEMBER BUSINESS
SOLUTIONS



Purchase Order Overview

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Purpose of this document

A Purchase Order in Ceres allows you to create the initial order, receive product, and finish by posting an invoice.

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Purchase Orders

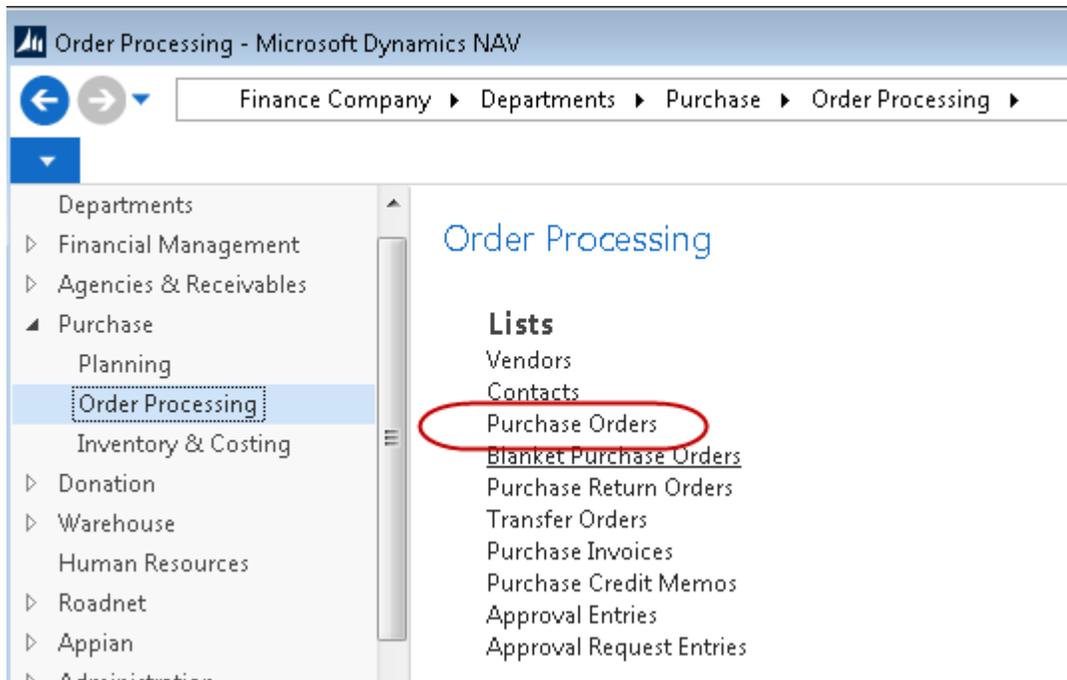
Purpose

Purchase Orders are used to process orders from Vendors that involve a dollar value. A Purchase Order in Ceres allows you to create the initial Purchase Order, receive product against the order, and finish by posting an invoice. They are most commonly used for tracking Purchased Inventory.

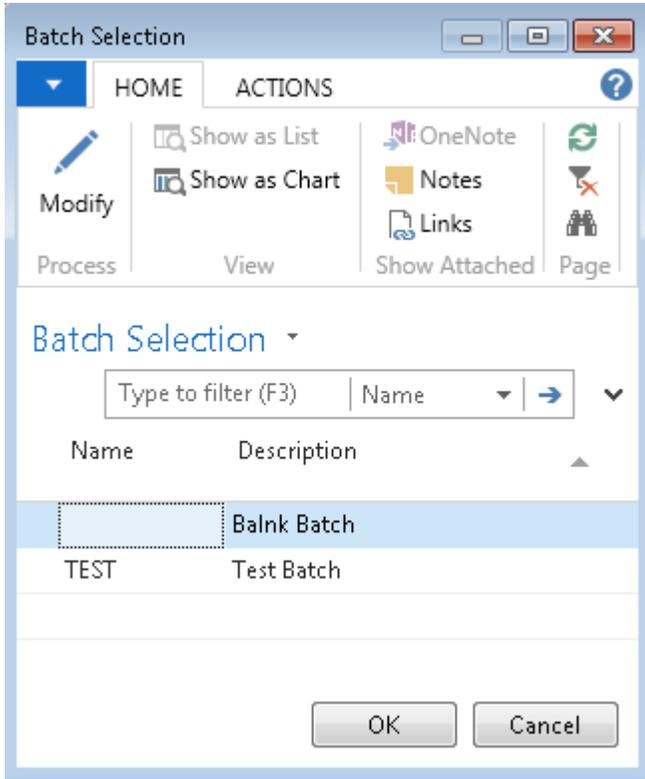
Ceres Object release 4.00.00 & 4.50.45 are required for some of the functionality in this Procedure.

Creating Purchase Orders

1. Access the Purchase Orders screen.
 - a. Under Departments on the left side of the screen, select Purchase and then Order Processing. The Order Processing options display on the right.



- b. Under Lists, select Purchase Orders.
2. If you are using batches, select your batch from the batch list; otherwise click Cancel.



3. You will see the listing of open Purchase Orders that exist within the system. Select one from the list to edit it or click New to create a new Order.

Purchase Order Header

1. Create a new Purchase Order by clicking New from the Actions menu.

New - Purchase Order

HOME ACTIONS NAVIGATE REPORT

View Edit New Post... Post and Print... Statistics Release Reopen Copy Document... Create Inventory Put-away / Pick... Create Pallets Matriks Documents OneNote Notes Links Refresh Clear Filter

Manage Process Show Attached Pa

Purchase Order

General

No.:	<input type="text"/>	...	Posting Date:	<input type="text"/>
Buy-from Vendor No.:	<input type="text"/>		Order Date:	<input type="text"/>
Buy-from Vendor Name:	<input type="text"/>		Document Date:	<input type="text"/>
Buy-from Vendor Name 2:	<input type="text"/>		Vendor Order No.:	<input type="text"/>
Buy-from Address:	<input type="text"/>		Vendor Shipment No.:	<input type="text"/>
Buy-from Address 2:	<input type="text"/>		Vendor Invoice No.:	<input type="text"/>
Buy-from City:	<input type="text"/>		Order Address Code:	<input type="text"/>
Buy-from State:	<input type="text"/>		Confirm To:	<input type="text"/>
Buy-from ZIP Code:	<input type="text"/>		Responsible Person Code:	<input type="text"/>
Buy-from Contact:	<input type="text"/>		Fund No.:	<input type="text"/>
Phone No.:	<input type="text"/>		FBC Product Source:	<input type="text"/>
Extension:	<input type="text"/>		UNC Product Source:	<input type="text"/>
No. of Archived Versions:	0		FBC Product Category:	<input type="text"/>
Posting Description:	<input type="text"/>		Assigned User ID:	<input type="text"/>
Grant No.:	<input type="text"/>		Status:	Open
			Last Modified By:	<input type="text"/>

^ Show fewer fields

2. Press the Enter key to have Ceres automatically assign the next document number in the No. field. This will also fill in the Posting Date, Order Date, and Document Date by using the Work Date.
3. In the Buy-from Vendor No. field, enter the Vendor No. or use the lookup to select the Vendor from the list. The Vendor's name, address, and Fund No. will flow from the Vendor card. If the Vendor has any invoicing information set up, it will flow to the Invoicing tab of the Purchase Order.

General

No.: PO-00141

Buy-from Vendor No.: V000052

Buy-from Vendor Name: Superior Foods Co

Buy-from Vendor Name 2:

Buy-from Address: Vendor Mailing Address

Buy-from Address 2:

Buy-from City: Grand Rapids

Buy-from State: MI

Buy-from ZIP Code: 49588-8359

Buy-from Contact: Mailing Contact

Phone No.: 555-MAIL

Extension: ML

4. Lookup on the FBC Product Source field to select a product source. This mandatory field provides information to the Quarterly Poundage Report. The UNC Product Source field will update based on the FBC Product Source selected.
5. Lookup on the FBC Product Category field. This mandatory field provides information to the Quarterly Poundage Report.
6. Fill in the Responsible Person field. This is the person who placed the order.

Purchase Order Lines

1. Move to the lines of the Purchase Order. Here you specify which items you would like to buy, along with the quantity and any costing information.

Lines

Line Functions Order Find Filter Clear Filter

Type	No.	Description	Location Code	Quantity	Unit of Measur...	Bin Code	Pallet No.	Lot
Item	25007C	Onions	KAN	10	BAG	31-101-A	1301-00014	L-13
Item	25006C	Okra	KAN	10	BAG	31-101-B	1301-00015	L-13

2. In the Type field, select Item.
3. In the No. field, type in the item number or use the lookup to select the Item from the list. The Item's Description, Unit of Measure, and Direct Unit Cost will flow forward to the line.
4. In the Location Code field, select the Location where the Item will be received.
5. If the Location you specified is set up to require Bins, select a Bin on the Bin Code field

Type	No.	Description	Location Code	Quantity	Unit of Measur...	Bin Code	Pallet No.	Lot
Item	25007C	Onions	KAN	10	BAG	31-101-A	1301-00014	L-13
Item	25006C	Okra	KAN	10	BAG	31-101-B	1301-00015	L-13

6. If applicable, fill in the Lot Expiration Date and Lot Consume By date fields.

Note: these fields may have already been pre-generated by the calculation formulas set on the Item Card. In this case, you may review and adjust these dates on the order as necessary.

7. Select the dimension values that apply to the item for this order. If you require a Department, you will need to specify the Department Code on the lines and on the Invoicing tab

Type	No.	Description	Expected Receipt Date	Department Code	Project Code	Fund No.	Cubic Feet	Allocat Code
Item	25007C	Onions	25/2013	1000		UR	17	
Item	25006C	Okra	25/2013	1000		UR	1	

Invoicing	
Pay-to Vendor No.:	V000052
Name:	Superior Foods Co.
City:	Grand Rapids
State:	MI
IRS 1099 Code:	MISC-07
On Hold:	
Department Code:	1000
Project Code:	
Payment Terms Code:	14
Payment Method Code:	CHECK
Due Date:	2/24/2013
Payment Discount %:	0
Payment Reference:	

8. In the Quantity field, specify the amount of quantity ordered. The quantity is in reference to the Unit of Measure field

Quantity	Unit of Measur...	Bin Code
10	BAG	31-101-A
10	BAG	31-101-B

Note: If Lot Nos. has been specified on the Item Card, a Lot No. will be generated at this time. If the item is purchased on more than one lot, you will need to create an additional line.

9. Repeat the steps above for each additional item that will be ordered

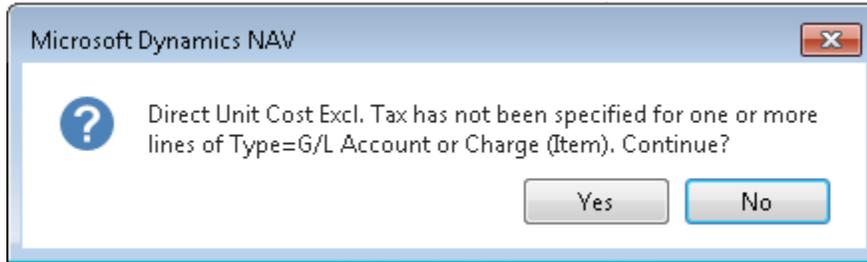
Type	No.	Description	Location Code	Quantity	Unit of Measur...	Bin Code	Pallet No.	Lot
Item	25007C	Onions	KAN	10	BAG	31-101-A	1301-00014	L-13
Item	25006C	Okra	KAN	10	BAG	31-101-B	1301-00015	L-13

Releasing the Document to the Vendor

1. When the data entry is complete and the order is ready to be sent to the vendor, from the Actions menu, click Release. This locks the form from users being able to enter more items or change quantities.

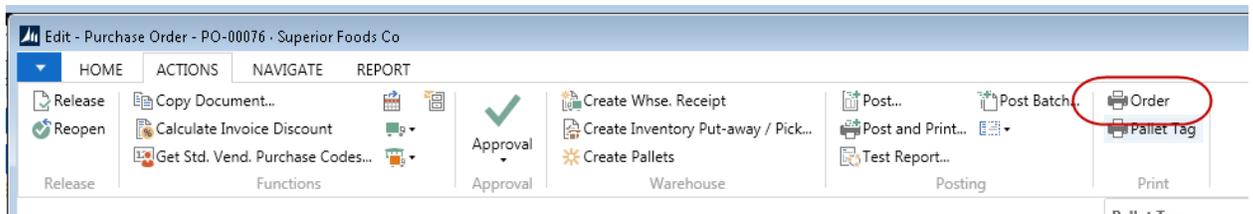
Note: That the order can be reopened: from the Actions menu, click Reopen.

Note: With Ceres 4.50.45, if a zero cost line with Type = "G/L Account" or "Charge (Item)" is present when the Purchase Order is Released the following confirmation will be displayed:

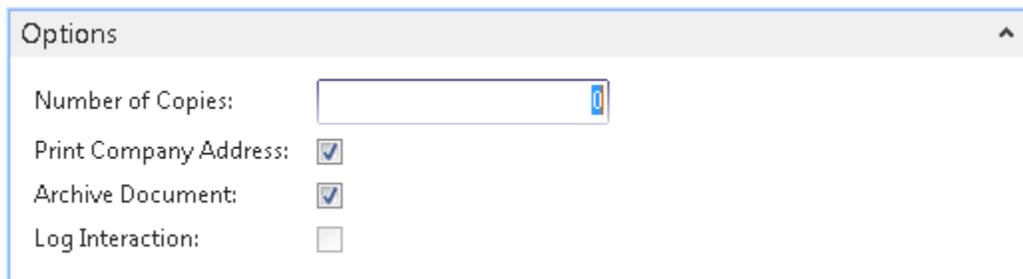


The user can click YES to proceed with releasing the Purchase Order, or select NO to cancel the order release so the cost can be added to the affected lines.

2. You may print the order.
 - a. From the Actions menu click Actions -> Order Print.



- b. On the Options tab, you can choose how many copies to print and choose if your company's address should show.

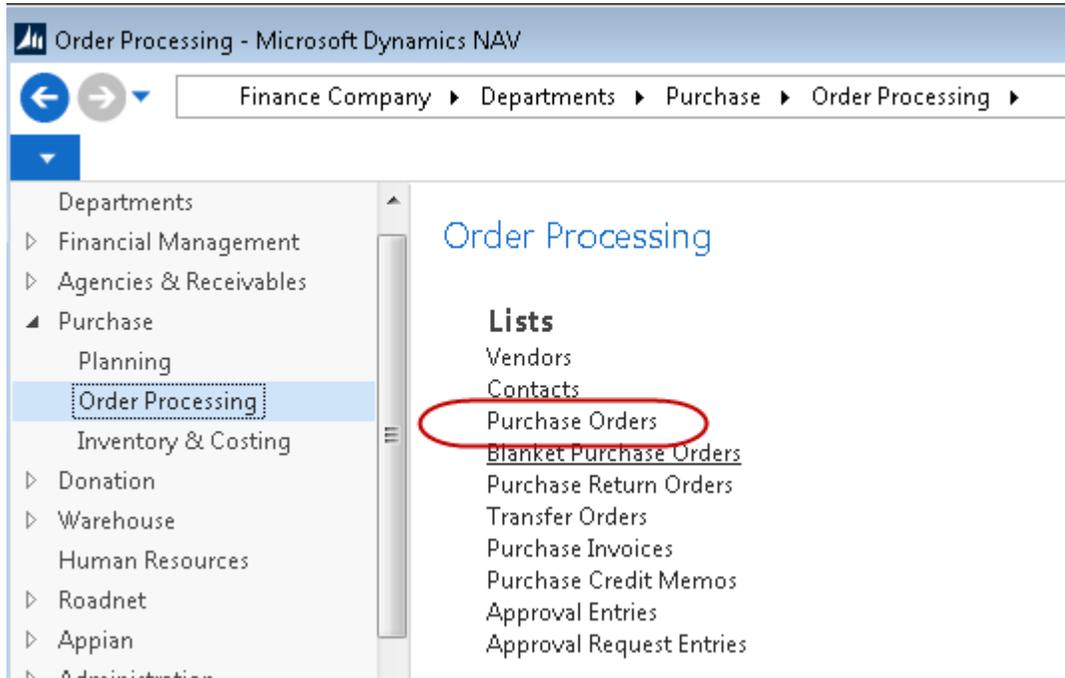


- c. Click Print.
3. The system will now prompt to print the pallet tag. Click the cancel button; this report will be run later once the pallets are generated.
 4. You may now close the Purchase Order form.

Receiving

Purchase Orders can be received through the Purchase Order or via warehouse processes. In this document, we will receive from the Purchase Order. If you would like to receive via Receipts and Put-Aways, see Related Information for additional Procedures.

1. When the items you ordered arrive, access the Purchase Orders screen.
 - a. Under Departments on the left side of the screen, select Purchase and then Order Processing. The Order Processing options display on the right.



- b. Under Lists, select Purchase Orders.
2. Select the Purchase Order from the list and then click Edit from the Actions menu.
3. Enter today's date in the Posting Date field.
4. On the Assigned User ID field, use the lookup to select the user in charge of receiving the products.

PO-00076 · Superior Foods Co

General			
No.:	PO-00076	Posting Date:	2/10/2013
Buy-from Vendor No.:	V000052	Order Date:	1/17/2013
Buy-from Vendor Name:	Superior Foods Co	Document Date:	2/10/2013
Buy-from Vendor Name 2:		Vendor Order No.:	
Buy-from Address:	Vendor Mailing Address	Vendor Shipment No.:	
Buy-from Address 2:		Vendor Invoice No.:	
Buy-from City:	Grand Rapids	Order Address Code:	
Buy-from State:	MI	Confirm To:	Your Reference
Buy-from ZIP Code:	49588-8359	Responsible Person Code:	KJK
Buy-from Contact:	Mailing Contact	Fund No.:	UR
Phone No.:	555-MAIL	FBC Product Source:	COOP
Extension:	ML	UNC Product Source:	AFF PURCH
No. of Archived Versions:	18	FBC Product Category:	COOP
Posting Description:	Order PO-00076	Assigned User ID:	
Grant No.:		Status:	Open
		Last Modified By:	SWPROS\RXF

^ Show fewer fields

5. Move to the Lines tab.

6. Update the Qty. to Receive field with the actual quantity that is being received into inventory.

Note: If the Qty. to Receive is lower than the Quantity field, you will be completing a partial receipt. You can return to the Order later to post more receiving.

Lines							
Type	No.	Description	Location Code	Quantity	Qty. to Receive	Unit of Measur...	Bin Code
Item	25007C	Onions	KAN	10	10	BAG	31-101-A
Item	25006C	Okra	KAN	10	10	BAG	31-101-B

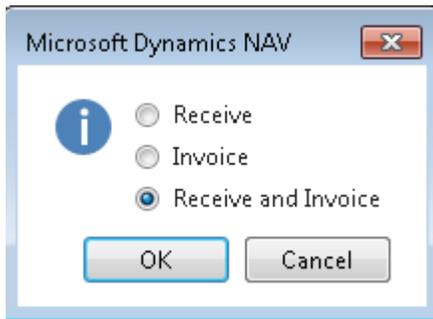
7. Verify the Lot No. field shows the correct Lot number. To assign a different lot, type in a different number.

8. If the items are palletized, fill in the Tiers and Height fields. Tiers are the number of units per level; Height is the number of levels. In the example below, we will receive 2 pallets that are 4 levels high and 5 deep.

Tier	Height	
5	2	
5	2	
0	0	

9. From the Actions menu, click Functions and then Create Pallets.

10. Select Receive and click OK



Ceres will assign pallet numbers to the palletized items and split the lines according to the tiers and height.

Type	No.	Description	Bin Code	Pallet No.	Lot No.
Item	25006C	Okra	01-107-C	1305-00376	L-1301-002
Item	25006C	Okra	01-107-C	1305-00377	L-1301-002
Item	25006C	Okra	01-107-C	1305-00378	L-1301-002
Item	25006C	Okra	01-107-C	1305-00379	L-1301-002
Item	25006C	Okra	01-107-C	1305-00380	L-1301-002
Item	25006C	Okra	01-107-C	1305-00381	L-1301-002
Item	25006C	Okra	01-107-C	1305-00382	L-1301-002
Item	25006C	Okra	01-107-C	1305-00383	L-1301-002
Item	25006C	Okra	01-107-C	1305-00384	L-1301-002
Item	25006C	Okra	01-107-C	1305-00385	L-1301-002
Item	25006C	Okra	01-107-C	1305-00386	L-1301-002
Item	25006C	Okra	01-107-C	1305-00387	L-1301-002

11. Once you have verified the data, print a receiving document.

Note: The receipt can be reprinted from a Posted Purchase Receipt

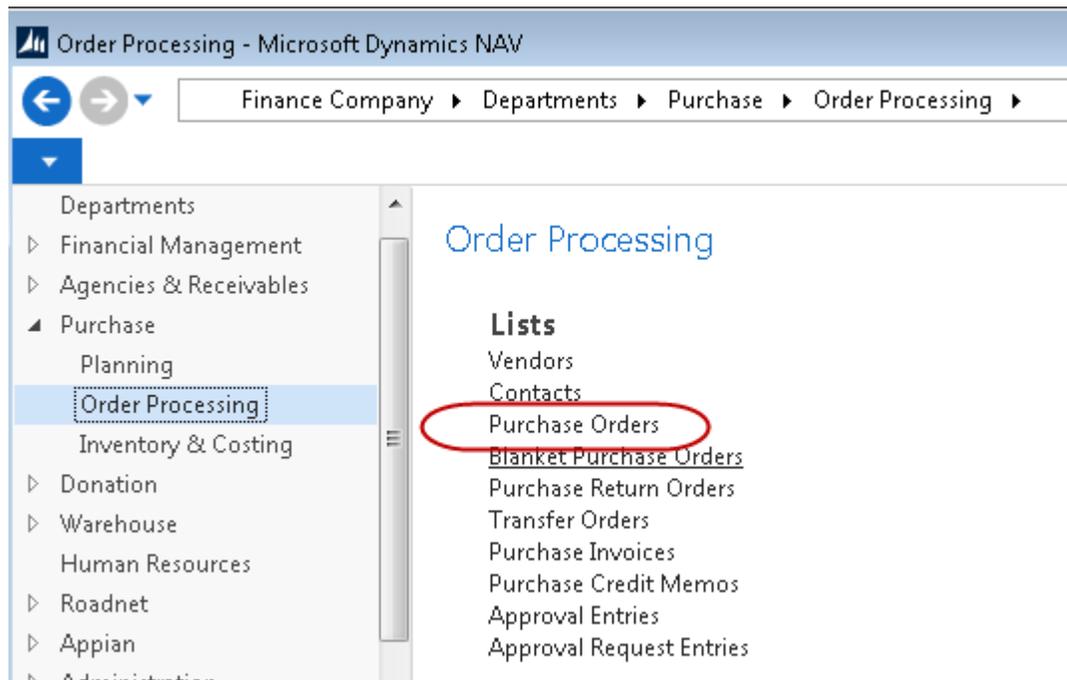
a. From the Actions menu, click Functions and then Post or Post & Print.

b. Select Receive and click OK.

Note: You can post receiving and invoicing in one step by choosing Receive and Invoice.

Invoicing the Purchase Order

1. When the vendor's invoice arrives, access the Purchase Orders screen.
 - a. Under Departments on the left side of the screen, select Purchase and then Order Processing. The Order Processing options display on the right.



- b. Under Lists, select Purchase Orders.
2. Select the Purchase Order from the list and then click Edit from the Actions menu.
3. Enter today's date in the Posting Date field.
4. In the Document Date field, enter the invoice date from the vendor's document. The system will calculate the Due Date for this invoice by using this date in combination with the payment terms that are set on the Invoicing tab.
5. In the Vendor Invoice No. field, enter the invoice number from the vendor's document. This number will print on the check stub when the vendor payment is made.
6. Go to the Purchase Order's Lines tab.
7. Verify the Direct Unit Cost for each item. If the vendor charged you a different price, make the adjustments here.

Type	No.	Description	Qty. to Invoice	Quantity Invoiced	Expected Receipt Date	Department Code	Project Code
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	
Item	25006C	Okra	10		1/25/2013	1000	

8. If the vendor has given you a partial invoice, adjust the Qty. to Invoice field
9. Once you have verified the data, print an invoice confirmation.
 - Note:** The invoice can be reprinted from a Posted Purchase Invoice.
 - a. From the Actions menu, click Functions and then Post or Post & Print.
 - b. Select Invoice and click OK.
 - Note:** You can post receiving and invoicing in one step by choosing Receive and Invoice.
10. If you have invoiced the Purchase Order in full, the Order will be deleted. Historical data can be obtained from the Posted Purchase Receipt(s) and Posted Purchase Invoice(s).

Related Topics

1. Item Overview
2. Purchase Replenishment and Planning
3. Warehouse Receipting
4. Warehouse Put-Aways
5. FA Reporting Overview
6. Location Overview
7. Purchase Invoices
8. Purchase Credit Memos
9. Purchase Return Order
10. Vendor Overview