

IES Purchasing: Order Opening and Closing

Purpose

The purpose of this Document is to explain when a Purchase Order requires Opening and Closing, and how to do it.

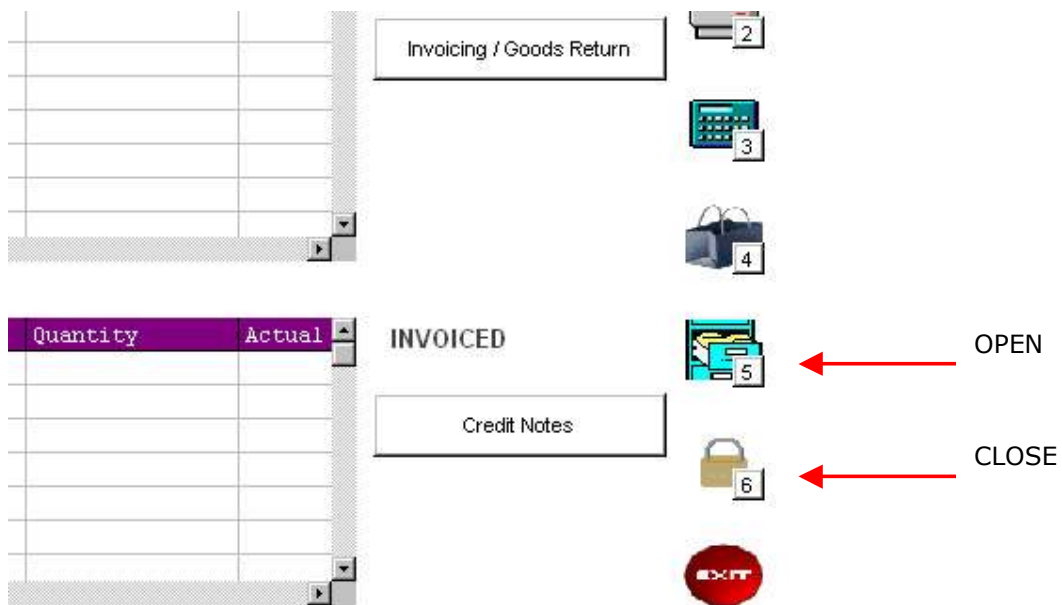
Introduction

In the normal course of events, there is no need to Open or Close a Purchase Order. When a Proforma Order is Authorized, it becomes a Purchase Order and is automatically open. Each time that events (Goods Received, Invoicing, etc.) are processed on the Order and the Order saved again, the system evaluates the Order to see whether it should still be open. If all the Line Items that were Ordered have been Received and Invoiced, then the system senses that the Order should be closed automatically, i.e. it is complete, and the system then closes it.

Should it turn out that after 'normal' processing of the Order, a Credit Note, Landed Costs or other events have to be processed, then it is necessary to re-open the Order, and close it again afterwards.

How to Open or Close an Order

The Purchase Order processing screens offer OPEN and CLOSE options.



Security

Of a certainty the system will apply some Business rules before re-Opening or Closing a Purchase Order, and if any of these rules are transgressed, you will be informed as to why the action cannot be performed at this time.

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Since it is part of the security arrangements for Orders to be closed when proper to do so, i.e. to prevent unauthorized further processing on it, it is also the case that not everybody will be allowed to perform such OPEN and CLOSE actions. For an Operator to be allowed to do so, these options need to be on his/her Menu Profile.

User Menu Options Profile within Action in Business Module

!User	Data Manager
!Application	Purchasing
!Action Type	Pending Purchase Orders
Menu Type	Any Menu

	!Process Key	Menu Description	Permis
1	porder-close	Close PO	
2	po-facil	Facilitated Order Events	
3	mlandedcopo-ent	Multi PO Landed Costs	
4	porder-open	Open PO	
5	porder-print	Print Purchase Order(s)	
6	porder-e	Purchase Order Events (DDP)	
7	porder-i	Purchase Order Events (Indents	
8	porder	Purchase Order Events (Standar	
9	porder-eng	Query Order	
10	porder-indent	Set Order Indent Flag	

The Order Lapse Date

One of the important Business rules that is checked before an Order is re-opened, is the Order Lapse Date. The system has a setting as to how long after closure an Order may be re-opened. If this length of time has already expired, you will not be able to re-open the Order.

This setting is defined at Accounting Controls, File Maintenance, Various Accounting Parameters.

Sales Inv Allocation	manual
Allow Open Order Days	90
Budget Comparison	Actuals + Committed

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