

IES Purchasing: Open Order Reports

Purpose

The purpose of this Document is to explain what "Open Order Reports" are for, and to list the available options.

Summary of Order Types

CP = Central Purchasing
ASO = Automated Stock Orders
DDP = Delegated Direct Purchasing
MOD = Manufacture On Demand

Introduction


OPEN ORDER REPORTS are Reports that are used to manage Purchase Orders that are still in progress, i.e. Orders that are incomplete, because some Items remain as 'not yet received' or 'not yet invoiced'.

During Purchase Order processing, the system performs a simple test to check whether an Order is 'complete', in which case the system closes the Order automatically (even though with the necessary access the Order may subsequently be re-opened). The simple test of completeness entails checking whether any Items on the Order are still undelivered or not yet invoiced. An Order is never complete if any Items are still outstanding.

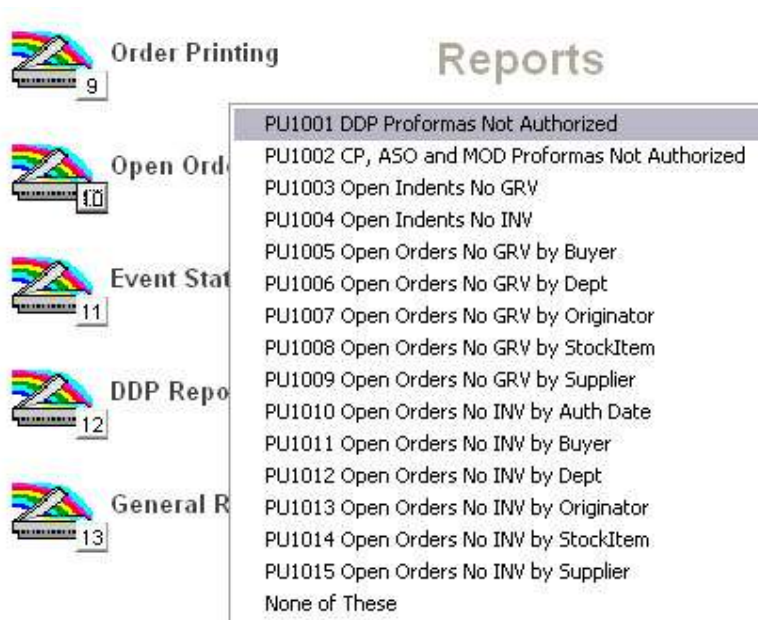
It is true that even once the system considers the Order complete and have closed it, there may be a need to re-open it for further processing, e.g. (late) Landed Costs, Credit Note processing, etc. Yet it is important to be able to tell at any time which Orders are 'open' in the sense of Items that are still to be RECEIVED and INVOICED (in order to expedite where necessary), and this is what the 'Open Order Reports' are about. These Reports list Orders where Items are not yet Received, and Orders where Items are not yet Invoiced.

Where to find the Reports

From the main Purchasing options, choose OPEN ORDER REPORTS (10). The options include Reports for Proformas that are not yet authorized, and a range of options for Indent Mode and Standard Mode Orders where either a GRV (Goods Received Voucher, i.e. Items not Received) is outstanding, or where an Invoice is outstanding (a Supplier cannot be paid unless the Invoice is processed, even if the Goods are Received).

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The GRV and INV option Reports will all prompt with selection criteria so that you may choose a range by Date, Supplier, etc. of Orders that may qualify for inclusion on the Report to be executed, and all the Open Order Reports support User Versions, which means that these Reports expand into an infinite variety, as you may include additional Report Columns, omit others, etc. i.e. to customize any of the Report options by User.

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