

## IES Purchasing: General Reports

### Purpose

The purpose of this Document is to discuss the General Purchasing Reports.

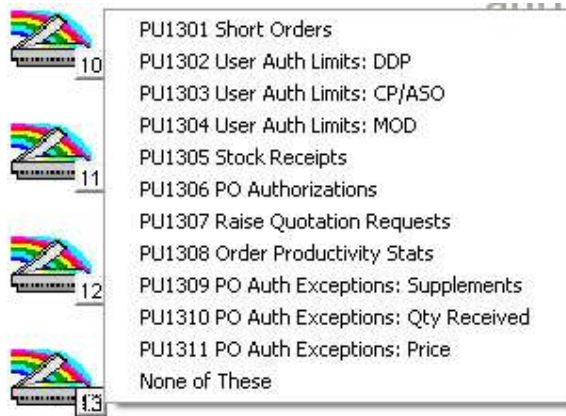
### Summary of Order Types

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

### Introduction

The Purchasing Reports are divided into a number of logical groups e.g. Order Printing, Event Status Prints, Open Order Reports, DDP Reports and General Reports. The subject of this document is to discuss the general reports, i.e. the ones that do not logical fit into the other listed groups.


These options are found at the main Purchasing options by choosing '(13) General Reports.'



### SHORT ORDERS

Short Orders are not real Orders. The Short Order system is a facility to use the Journal Processing to record the INVOICE phase of what would otherwise be a Purchase Order, and thereby bypass the usual authorization sequence, Ordering and Receiving. In order to have similar management control on those 'orders' that bypass the usual system, and do not appear on the standard Purchasing Reports, the Short Orders report is provided to reveal all detail of such Orders.

Hint: Short Orders are only allowed if specifically enabled by the necessary Access Profiles, i.e. if Management does not wish to allow this facility to be used, then nobody can use it.

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	Selection Tip	My Choice
1	Period Number = ?	[ ]

Short Order detail is selected by Period when the Report is executed.

USER AUTH LIMITS: DDP, CP/ASO, MOD

Central Purchasing is regulated by User Profiles for CP/ASO Order types. DDP has some different controls as compared with CP/ASO, and so does MOD. Also, the same User, by having separate profiles for CP/ASO, DDP and MOD, may have entirely different privileges when using the different kinds of Order processing, or may for example have only a CP/ASO Profile, and no privileges to use DDP or MOD.

These Reports reveal the User privileges for the different Ordering systems.

	Selection Tip	My Choice
1	User Name = ?	[ ]

The Profile Reports are selected by User Name, or for all Users. These Reports reveal the pertinent privileges for the Ordering types. If all the detail (or more than revealed by the standard system Reports) is required, then the Reports may be dynamically enhanced using the 'User Version' options.

STOCK RECEIPTS

This Report will list the selected detail for GOODS RECEIVED processing, i.e. Stock and other Items processed as RECEIVED on Purchase Orders. Selection is in the 1<sup>st</sup> instance by Supplier or for all Suppliers, and then by specifying the Period, Date and Time ranges for which to report.

	Selection Tip	My Choice
1	Supplier Code = ?	[ ]

Select the Supplier, or all, and then select the specific range of detail by Period, Date, Time, User, etc.

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### PO AUTHORIZATIONS

Purchase Order Authorizations are listed by Line Item, and reveal Date, Authorizer, the Department and Cost Centre Charged to, etc. Selection for the Report is done by Authorization Date range, Department Range (i.e. as charged in the Costing), by Order Type (e.g. DDP, ASO, MOD, CP or ALL) and also by Authoriser and Originator.

**Standard Authorizations [2] (ENG)**

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 **Purchase Order Authorizations** 


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Auth Date >= 11/04/2006  
Auth Date <= 12/04/2006  
From Dept 000  
To Dept 999  
Order Type ALL TYPES  
Auth Code = ? []  
Originator = []

Next

### RAISE QUOTATION REQUESTS


The Quotation Report option is a facility to raise Quotation Requests that can be faxed or e-mailed to Suppliers.

**Raise Quotation Requests** 

This function is used to raise Quotation Requests from Suppliers.

Standard Method   Custom Method   Explain Methods

Quit

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The Standard Method is used for Quotation Requests for Stock, and where the Inventory system is well defined with preferred Suppliers listed on the Stock Master. In this case, one list(s) the desired Stock Codes only, and the system will determine which Suppliers it should raise requests for, for each Supplier listing only those Stock Codes where the Supplier is listed as a preferred Supplier.

Generate Quotation Requests [2] (ENG)

**Raise Quotations: -**

**Standard Method**

StockItem / Description	Unit	Quantity
1 3008412 OLYMPUS CAMEDIA MASTER PRO	ea	10.00
2 0243140 NIKON SB-800 FLASH	ea	10.00
3 1339910 NIKON SLR BAG	ea	5.00

Just list the Stock Codes to be quoted, and choose the print option. The system will figure out for which Suppliers to raise a request, and which Items to list on each request.

!Buyer: \_\_\_\_\_

Quotes Close Date: 17/04/2006

At Time: 12:00 noon

Nex Pre Add Ins Ed Del

The Custom method is used for Stock Codes and / or Direct Items, and in this case each Supplier to quote must be done separately, in turn.

Generate Quotation Requests [2] (ENG)

**Raise Quotations: -**

**Custom Method**

!Buyer: dm

Quotes Close Date: 17/04/2006

At Time: 12:00 noon

Supplier: Aanad & Withwal

Supplier Fax # or e-mail: 12 555 433

For Attention Of: Jonas

Stock Item / Description	Unit	Quantity
1 Widgets	ea	12.00

Nex Pre Add Ins Ed Del

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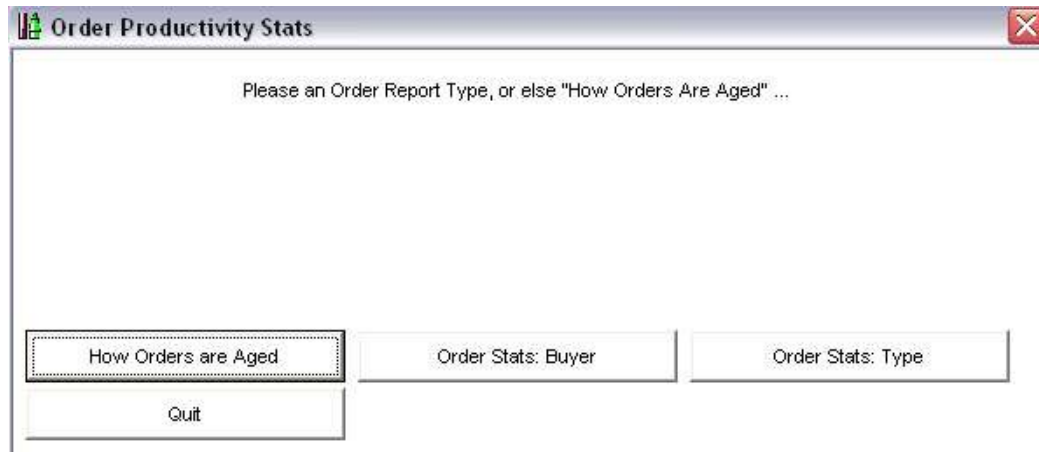
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In the example shown above, Stock or Direct Items may be described, and the Text in each case can be a multi-line description if necessary. For multi-line editing, just type "L/".

With the custom method, you need to specify the Supplier, and then describe the Items to be quoted, before choosing the print option.

### ORDER PRODUCTIVITY STATS

Order Productivity Statistics reveal the efficiencies of the Ordering process, and can be reported by Buyer or by Order type.



by Buyer /


This method will provide statistics on the number of Orders processed by each Buyer, while at the same time revealing the number of orders completed within < 1 month, 2 months, etc., up to 6 months and longer.

by Type /

This method will reveal the statistics by Type, where Order type is specified as a number of leading Characters on the Order number, e.g. where Order # starts with 'ms', 'md', etc. Even where no Type is specifically used, you may specify '0' lead-in characters, and see the statistics for All Orders within the specified timeframe.

From Date	12/04/2005	<input type="button" value="Next"/>
To Date	12/04/2006	
Type Lead-in	0	
Pending Orders Only?	n	

The selection of Orders to evaluate is specified by Date Range, by an optional number of lead-in characters to differentiate Order Types by, and may include only pending (still open) Orders or all Orders in the range.

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PO AUTH EXCEPTIONS: SUPPLEMENTS, QTY RECEIVED and PRICE

Purchase Order exception reporting is used to reveal instances of Supplements performed on Orders, and where Received Quantities exceed the original Order Quantities, and where the Invoice Prices exceed the original Order Prices.

The actual processing of such exceptions during Order processing is regulated by what Users are allowed to do according to their privilege Profiles, and when such exceptions are allowed at all (i.e. enabled by Profile), the exception Reporting reveals the extent and detail of the occurrences.

	Selection Tip	My Choice
1	Date >= ?	05/04/2006
2	Date <= ?	12/04/2006

Data selection for exception reporting is based on a Date Range.

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