

Purchasing for Machine Dealers



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About Purchasing for Machine Dealers

This session introduces you to the basics of creating a purchase order with serialized items as well as final-receiving the P/O. This handout also details how to perform basic short-buy purchasing, low-stock purchasing for inventory, and using the low-stock report to maintain technician car inventories.

To get the most up-to-date documentation, read your Ensite Pro online help. Online help is not only available as part of your software but is updated periodically on our web site. And remember, when using the online help program, context-sensitive help is always at your fingertips. Simply place your cursor in the box that you want a definition for, then press F1.



Creating Purchase Orders with Serialized Items

Use the following instructions to create a P/O containing serialized items, including machines, parts, and accessories.

- 1 Double-click . The Purchase Order Entry window opens, displaying the Global tab.
- 2 The Action Code list box defaults to Order. Select the vendor for this purchase order. You can use the Vendor #, Name, City, Contact or Phone box to select a vendor. Notice that these boxes are in bold, indicating you can use them to search. If you don't remember the vendor's information, click  to open the Vendor Query dialog box. This dialog box lets you scroll through the list of vendors until the one you want appears.
- 3 You use the PO # box to assign a new purchase order number. You can do this by letting the system assign the number, or you can assign it yourself. We recommend that you let the system assign purchase order numbers.
 - To allow the system to assign a new purchase order number, leave the PO # box blank. When you place the first item on the order, the system automatically assigns a purchase order number to the order and displays it in the PO # box. (The system uses the number set in the Next P/O # field in the (LF) Purchase Order Parameters screen.)
 - If you are adding items to an existing purchase order, enter that purchase order number and press Enter. If the specified purchase order number is already assigned to a purchase order for the same

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vendor, a warning message appears. To add items to the displayed purchase order, press Enter or click Yes.

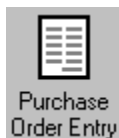
- To assign the purchase order number yourself, enter the number in the PO # box. (Do not enter the number set in the Next P/O # field in the (LF) screen. If you do, the system will still assign that P/O number to the next purchase order, and you will then have duplicate P/O numbers.)
- 4 If you need to change the default inventory location for this order, click the Inv Loc box and enter the inventory location.
 - 5 At this point, you can change the settings that affect the entire purchase order. To do so, click  or press F6. When the Order Settings dialog box opens, you can change the general order settings. When you complete the changes, click OK.
 - 6 Click the Item Detail Tab. The Item Detail tab opens and the cursor moves to the Item Number box. Select the machine you want to place on the purchase order. You can select an item by number, company, or description. These boxes are also shown in bold, indicating that they can be used to search. If you don't remember the item, click  to open the Item Query dialog box.
 - 7 After you select an item, in the Order box, press Tab to accept one or enter the quantity of this item you want to order.
 - 8 When the cursor moves to the Cost box, you have the opportunity to make any pricing changes. Click each box and enter the new information over the existing information.
 - 9 When you are ready to place the item on the order, click Accept. (The number of line items, the gross profit percentage, and the order's subtotal are shown in the lower right-hand corner of the window. These amounts are continuously updated as you place additional items on the order.)
 - 10 You can continue to place as many items on the purchase order as necessary. For example, you may want to add machine parts and machine accessories. See Figure 1.
 - 11 When you finish adding items, you can end the purchase order. Click the Order Totals tab.
 - 12 To change the printing information, click each box and enter the new information over the existing information.
 - 13 You can mark a P/O as finished or you can end it. If you mark it as finished, you can return at a later date and add additional items to the

order, delete items from the order, or change the P/O. If you mark the P/O as ended, the purchase order is complete and cannot be changed.

- To mark the P/O as finished, but not ended, click Finished.
- To end the P/O, click Mark as Ended.

Creating Short-Buy P/Os with Serialized Items

The short-buy process is a faster, easier method of purchasing than manually creating purchase orders. You can use the short-buy method to restock your inventory or fill customer backorders. This process is simpler than the standard purchasing process because you can build the purchase order from an existing file.



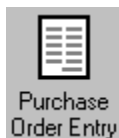
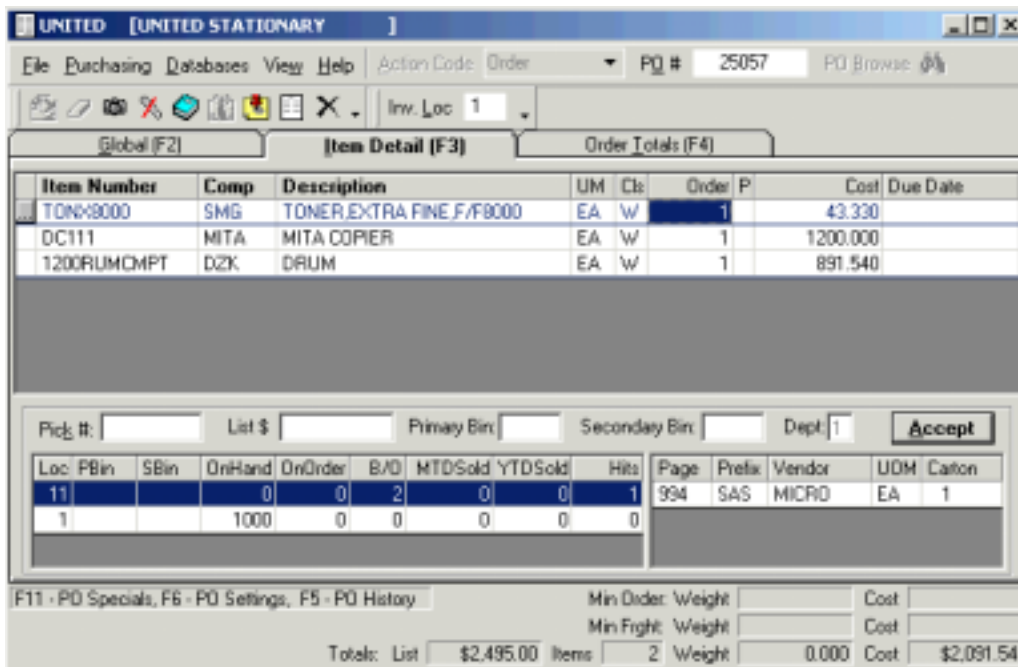
- 1 Double-click . The Purchase Order Entry window opens, displaying the Global tab.
- 2 Click the Action Code list box and click Short-Buy.
- 3 The Short Buy Setup dialog box opens. In the Order Types to Exclude section of the dialog box, you can check the Commercial, Point of Sale,

Figure 1: The Item Detail Tab



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Furniture, and Gateway boxes to limit the short-buy to only serialized items.

- 4 In the remaining boxes, you can set limits for the information you want to include. When you finish, click Display Items.
- 5 The records that meet the limits you set appear in the Short Buy Items dialog box. You can view all the items, remove items, and change the vendors. To do so, right-mouse-click an item and select the appropriate action. See Figure 2.

Note: All items must be assigned a vendor before creating the purchase order.


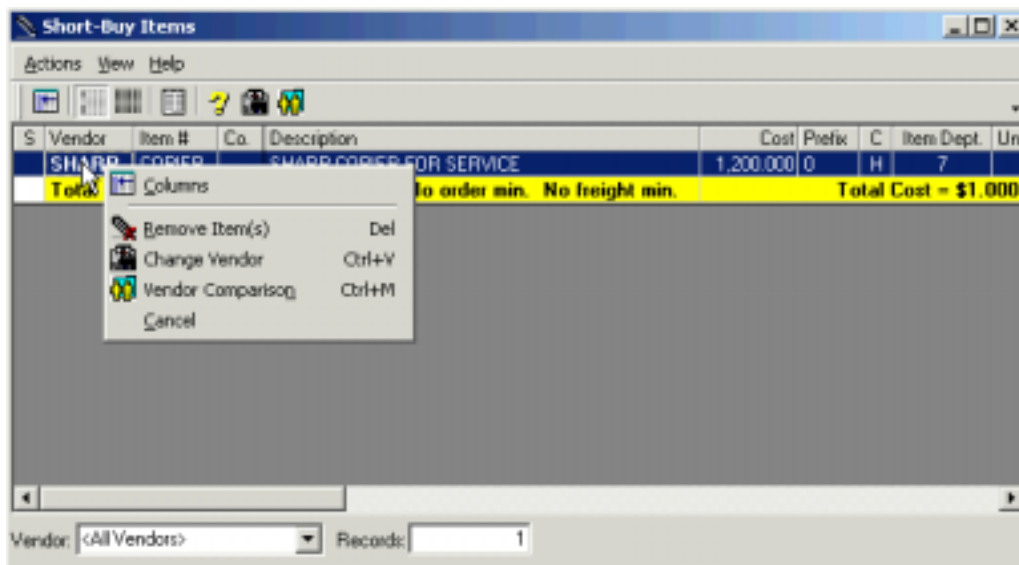
- 6 When you are ready to create, click .
- 7 The Short Buy Options dialog box opens, as shown in Figure 3. You can use this dialog box to specify information concerning the P/O. Click each box you want to change and enter the information.
- 8 When you finish, click Continue.
- 9 The cursor returns to the Item Detail tab and the All Short-Buy Items Have Been Added message appears. At this message, you can add additional items to the P/O or you can view totals and end the P/O.
 - **To add additional items:** Click Add Additional Items. In the Item Detail Tab, add as many new items as necessary. When you finish adding items. Click the Order Totals tab.
 - **To view totals:** Click Show Totals. The Order Totals tab opens.

Figure 2: The Short Buy Items Dialog Box




10 In the Order Totals tab, click Mark as Ended to end the P/O.

Note: If you had more than one vendor on the purchase order, the Short-Buy Options dialog box reopens.

11 When all short-buy purchase orders are created, the All Short-Buy PO's have been created message displays. Click OK. The cursor returns to the Global tab.

Creating a Low Stock P/O

- 1 Double-click . The Purchase Order Entry window opens, displaying the Global tab.
- 2 Click the Action Code list box and click Low-Stock.

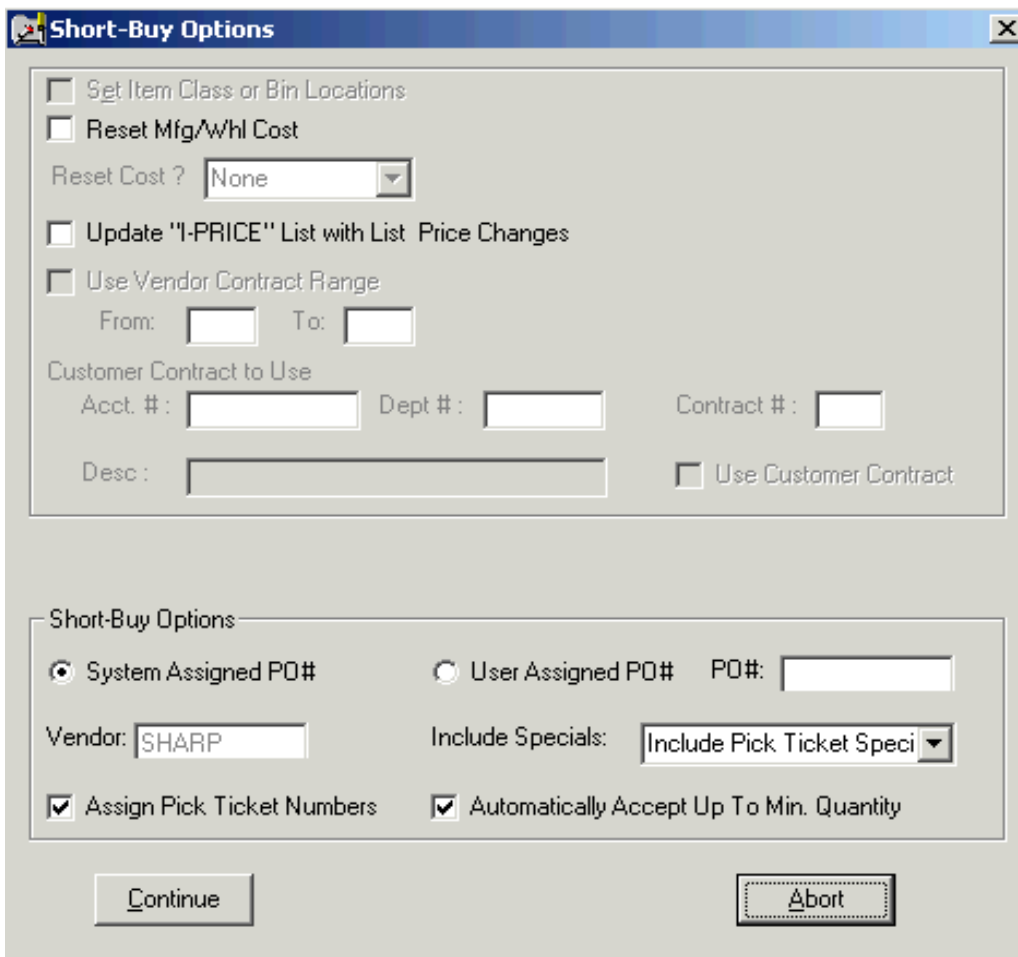



Figure 3:
Specifying
Short Buy
Options


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- 3 The Low Stock Limits box opens. In the Profile drop down list select a custom short buy setting. Click Select.

Note: If you want to set up a new short-buy setting see Setting Up Short-Buy Settings in your Ensite Pro online help.

- 4 If you decide to change the setting you want to view, click  in the Low-Stock Limits dialog box and select a new setting.
- 5 The Low-Stock Limits dialog box opens. This dialog box lets you set limits for the items you want to include. Click or tab to each box and enter the information.
- 6 After you finish, click Display Items.
- 7 The system retrieves the low-stock items using the limits you set. The Low-Stock Items dialog box opens. This box lets you view all the items, remove items, and change the vendors. To do so, right-mouse-click an item and choose the appropriate action.

Note: All items must be assigned a vendor before creating the purchase order.

- 8 When you are ready to create the low-stock P/O, click .
- 9 The cursor returns to the Item Detail tab and the All Low-Stock Items Have Been Added message appears. At this message, you can add additional items to the P/O or you can view totals and end the P/O.
 - **To add additional items:** Click Add Additional Items. In the Item Detail Tab, add as many new items as necessary. When you finish adding items. Click the Order Totals tab.
 - **To view totals:** Click Show Totals. The Order Totals tab opens.
- 10 In the Order Totals tab, click Mark as Ended to end the P/O.
- 11 When all low-stock purchase orders are created, the All Low-Stock PO's have been created message displays. Click OK. The cursor returns to the Name box in the Global tab.

Receiving Serialized Items

While creating serialized purchase orders and regular purchase orders is identical, when you receive serialized items, the system displays the Assign System Serial Dialog Box so you can specify the system and serial number for the machine. The purpose of the serialized inventory module is to track every item as a unique, individual unit. This lets you know who owns, borrows, or leases each individual unit, what maintenance has been performed on that unit, what service is due, and how much profit each unit has generated for

your company. In addition, it allows you to track the original equipment purchase cost and date.


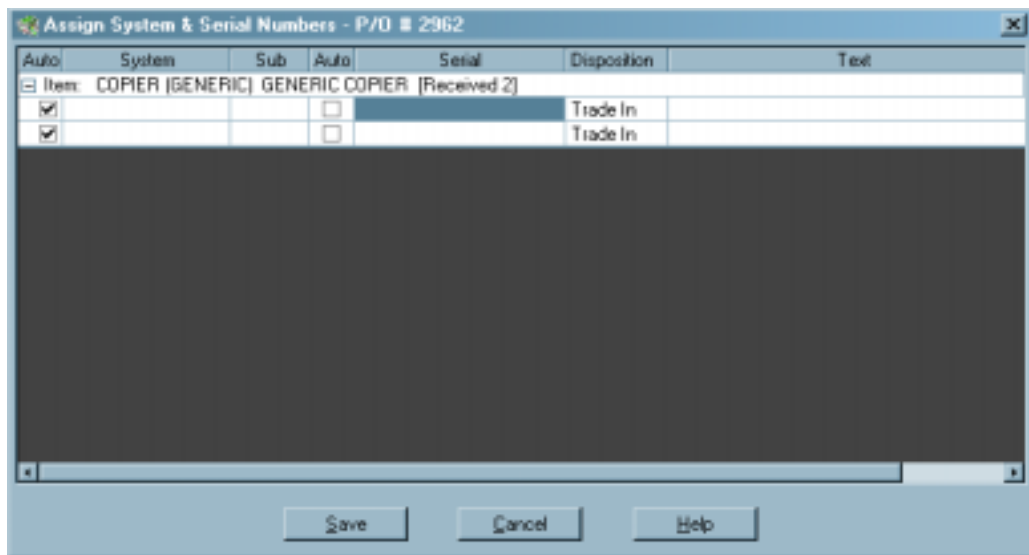
- 1 Double-click . The Purchase Order Entry window opens, displaying the Global tab.
- 2 Click the down arrow in the Action Code box and click Final Receive.
- 3 Select the purchase order you want to final receive.
 - If you know the purchase order number, enter it in the PO # box and press Enter.
 - If you don't know the purchase order number, click PO Browse. The PO Browse dialog box opens, listing the purchase orders. Click the purchase order you want to final receive and click OK.
- 4 The P/O Receiving Options Dialog Box opens. Tab to or click the boxes you want to change and enter the information. Click OK.
- 5 The Receive/Change Tab opens displaying the items on the purchase order. You can use this tab to change the quantity received, the item's cost, the acknowledgment and pick order number, the due date, and the item's receiving bin.
- 6 When you're ready, you can final receive the P/O. You may choose to only receive a few select lines. To do so, highlight each line to final receive. To select more than one, press Ctrl while clicking on the line. To

Figure 4: The Assign System & Serial Numbers Dialog Box



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receive all, you do not have to highlight all lines. When you are ready to receive the purchase orders, click Finished Receiving.

- 7 At the Ready to Complete This Purchase Order message, click OK.
- 8 The Assign System & Serial Numbers dialog box opens. Click the plus sign (+) in the first Auto box. See Figure 4. The system displays a check mark next to the machine(s) you are receiving. You can enter a unique system and subsystem number, or you can let the system assign the system number.
 - **Auto:** To let the system assign a system number, be sure the first Auto box is checked for each machine on the order. (If this box is checked, you cannot manually enter a sub-system number.)
 - **System:** To specify a unique system number, click the System box for each machine and enter the number.
 - **Sub:** If you manually specify a system number, you can use the Sub box to enter a sub-system number. Click the Sub box and enter the number or leave the box blank if you do not want to assign a sub-system number to the item.
 - **Auto:** You can enter the unit's serial number manually, or you can let the system assign a serial number. Because most items in the serialized inventory database come with manufacturer-assigned serial numbers, you will usually enter this serial number manually. If the unit does not have a serial number, however, you can create one or let the system assign one. To let the system assign a serial number, click the second Auto box.
 - **Serial:** To specify a serial number, enter the number in the Serial box.
 - **Disposition:** This box displays the disposition for the item. The disposition of the item is specified in the Disposition box in the Machine Detail Master tab.
 - **Text:** In this box, you can enter up to 35 characters of descriptive text about this unit. For example, if the unit is a printer that comes with an extra cartridge, you might enter, "Comes with extra cartridge."
- 9 If you ordered more than one serialized item, complete the Auto through Text boxes for each item on the purchase order.
- 10 When you finish, click Save.
- 11 At the Machine List Update is Complete message, click OK.
- 12 When the cursor returns to the Assign System & Serial Numbers dialog box, click Close. The cursor returns to the Global tab.

Item Transfer

You can manually transfer items from one inventory location to another in the Item Transfer dialog box. You can assign an inventory location to each technician's van, for example, and use this dialog box to track transfers from your warehouse to each van.

There are two methods that you can use to transfer items:

- The most efficient method is to use the Low-Stock Report to transfer inventory. Using this method, you can let the system determine which technician's service vans need which items.
- You can also view information about the transfers. You can look at all of the items on a particular transfer, or look at all of the transfers that include a particular item.

When you transfer inventory, you can print a copy of the Item Transfer Report. However, you can return to the Item Transfer dialog box at a later date and print additional copies. This report lets you print information from the current transfer file, from transfer journal files, and from the transfer exception file. If you print transfer exceptions, you have the option of deleting the exception file after printing it.

Using the Low-Stock File to Transfer Inventory




You create a low-stock file by running a low-stock report, and saving the results in a file. Three standard low-stock reports come with your system. Two can be printed in the (R) Inventory Selectors screen: the Low Stock Wholesaler Report - Min/Max and the Low Stock Wholesaler Report - Cycle. The last report, the Low Stock Report, can be printed in the (RR) Inventory Reports screen. These reports check the stock levels for a particular location and provide suggested order quantities. The order quantities can be based on preset inventory levels (min/max), on sales history, or both.

Running low-stock reports can be a convenient and efficient method of restocking a technician's van. First assign each van a unique inventory location. Then adjust the on-hand quantities of each inventory location to accurately reflect each service van's inventory. You can also set the Min and Max fields to reflect the minimum and maximum stock levels for each item the van normally carries.

When your system has accurate inventory information for your service vans, run low-stock reports for each van, and transfer items from your warehouse to the vans.

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To transfer inventory:



- 1 Double click . The Item window opens, displaying the Master tab.
- 2 Click  or type **Ctrl + T**.
- 3 The Item Transfer dialog box opens. Click the down arrow in the Action box and select Low Stock.
- 4 In the Transfer box, you can assign a transaction number to this transfer or select an existing one. Enter the transaction number or use the drop down arrow to select an existing transfer. A transfer number is a number that you can assign to a particular transaction that you are performing. This box is user-defined and alphanumeric. You might enter the date, for example.
- 5 In the From box, enter the location that you are transferring the item from. In the corresponding To box, enter the location you are transferring the item to.
- 6 In the Number box, enter the item number that you want to transfer. Or you can search for the item by clicking .
- 7 After you specify the transfer location, the system retrieves the first item in the low-stock file. The system continues to display each item from the low-stock file in turn, allowing you to transfer the appropriate quantities of each.
- 8 When you finish entering information in the Transfer tab, click Accept. Information for the transferred item appears at the bottom of the screen.

Note: You should archive the transfer information daily and then delete this archived information from the system periodically to free disk space.

Transferring Inventory

You can transfer (add) items from one location to another.

- 1 Double click . The Item window opens, displaying the Master tab.

- 2 Click  or type **Ctrl + T**.
- 3 The Item Transfer dialog box opens. Use the Action drop down arrow to select Add.
- 4 In the Transfer Transaction # field, you can add items to an existing transfer, or you can create a new transfer. A transfer number is a number that you can assign to the particular transaction that you are performing.
 - If you want to create a new transfer, go to **Step 5**.
 - If you decide to add to an existing transfer, there are some restrictions you should keep in mind. An item can only appear once on a transfer, unless you change one of the locations, such as the location you're transferring to, the location you're transferring from or both. If a transfer already contains the item you're transferring and you want to transfer additional quantities between the same two locations, you'll need to create a new transfer for those quantities. To enter an existing transfer number, click the down arrow in the Transfer # box and click the number you want to use. Go to **Step 6**.
- 5 If you want to create a new transfer, you can enter the transfer number, or if a number is set in the Next Transfer # field in the (EZ1S) screen, you can let the system assign the next sequential transfer number.
 - To let the system assign the next sequential number from the (EZ1S) screen, leave the Transfer # box blank.
 - If you want to assign a transfer number, enter a unique number in the Transfer # box.
- 6 In the From box, enter the location that you want to transfer the items from. (This box defaults to the location entered for the terminal you are using in the (L1) screen.) You can enter a new location or accept the default location.
- 7 In the To box, enter the inventory location you are moving the items to.
- 8 You can use the Number and Company boxes to retrieve items by item number or item manufacturer. If you cannot recall the item number, click  to open the Item Query dialog box.
- 9 The system displays the quantities for both locations in the Location boxes in the right-hand section of the dialog box. In the Quantity box, enter the quantity of the item that you want to transfer.

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- 10 After you enter the amount to transfer, the system displays the amount of the future on-hand quantity and the number of this item you want to transfer in the Future boxes. Click Accept to add the item.
 - If you are transferring a non-serialized item, the system adds the item and displays the information in the bottom section of the dialog box.
 - If you are transferring a serialized item, the system displays the system, serial, and subsystem numbers for the items at the location you're transferring from, along with the account number and department of the customer each item is assigned to. Retrieve the first item you want to transfer. You can do this by double-clicking the displayed item or you can retrieve the item by system or serial number. When you finish, click OK.
- 11 The cursor returns to the Number box so you can continue to add items. See Figure 5. When you finish, click Close.

Figure 5:
Specifying
Items to
Transfer

Item Nbr	Item Co	Transf	From	To	Date
00001	UPR	2	1	2	06/24/03
DC111	MITA	2	1	2	06/24/03
System: 2218	Sub:	Serial: 454			
System: 2219	Sub:	Serial: 455			