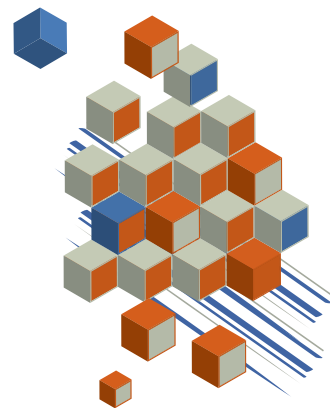




Purchasing

SIMMS Inventory Management Software 8.0

May 18, 2011



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Purchasing

SIMMS has many features to help you manage your procurement process, such as the ability to create purchase orders, receipt of goods, set item reorder points, and authorize purchase orders.

In addition, these features are integrated, creating a seamless workflow. For example, you can import the details of a purchase order into a receipt of goods. This reduces the time needed for you to complete your receipt of goods.

Setting an items reorder point automates the replenishment process and reduces the chance of stock shortages. When an item falls below its set reorder point it is listed in the Reordering Purchase Order window. From this window, you can create the purchase orders needed to replenish your stock.

You can implement a one or two tier purchase order authorization process. Either option, when implemented, requires that your purchase orders are authorized before they are released to a vendor.

With a two tier authorization process you have the optional feature of using budget categories. Budget categories limit the amount of money that is spent for any given purpose (such as office or maintenance supplies) and restricts who is allowed to spend from a specific budget category.

Creating a Purchase Order

Use SIMMS' Purchase Order Manager and Purchase Order window to create your purchase orders.

Begin in the Purchase Order Manager by creating a blank purchase order. This blank purchase order opens in the Purchase Order window. There you enter your purchase order's details, such as the vendor's name and the items you are purchasing from them.

Keep in mind that many of the details for your purchase order are optional, such as the contact name, shipping method, manufacturer's lot number and so on.

In addition, SIMMS can enter many of your purchase order's details automatically, this depends on what default information you have previously entered into SIMMS. For example, if when setting up your vendor's profile in the Vendor Manager, you entered your vendor's purchase terms, SIMMS enters this detail automatically when you create your purchase order for that vendor.

Create a Blank Purchase Order

1. Open the **Purchasing menu**, and then click **Purchase Order Manager**.

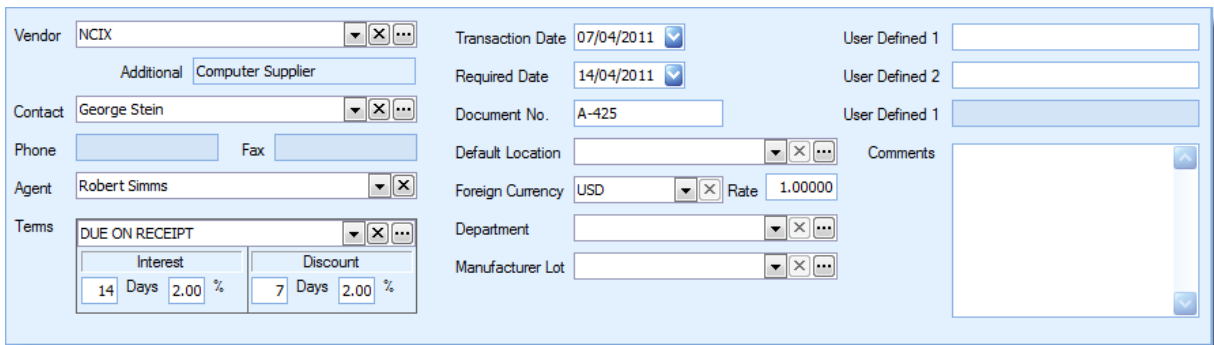
The Purchase Order Manager window opens.

2. Click the **New icon** .

Your blank purchase order opens in the Purchase Order window.

Enter the Header Details for a Purchase Order

In the blank purchase order you created, enter your purchase order's details. Start by entering the appropriate details in the Header tab.



The screenshot shows the 'Header' tab of the Purchase Order Manager window. The form is divided into several sections:

- Vendor:** A dropdown menu with 'NCIX' selected. Below it is an 'Additional' field containing 'Computer Supplier'.
- Contact:** A dropdown menu with 'George Stein' selected.
- Phone:** Two empty text boxes labeled 'Phone' and 'Fax'.
- Agent:** A dropdown menu with 'Robert Simms' selected.
- Terms:** A dropdown menu with 'DUE ON RECEIPT' selected. Below it are two sub-sections: 'Interest' with '14 Days' and '2.00 %', and 'Discount' with '7 Days' and '2.00 %'.
- Transaction Date:** A date picker showing '07/04/2011'.
- Required Date:** A date picker showing '14/04/2011'.
- Document No.:** A text box containing 'A-425'.
- Default Location:** A dropdown menu.
- Foreign Currency:** A dropdown menu with 'USD' selected, and a 'Rate' field with '1.00000'.
- Department:** A dropdown menu.
- Manufacturer Lot:** A dropdown menu.
- User Defined 1, 2, and 3:** Three empty text boxes.
- Comments:** A large text area with a scroll bar.

Figure 1: Entering the header details for a purchase order.

1. In the **Vendor** list, select a vendor.
2. In the **Contact** list, select your contact at this vendor.
3. In the **Agent** list, select the purchasing agent responsible for this purchase order.
4. In the **Terms** list, select the terms for this purchase order.
5. In the **Required Date** box, select the date you require the items on your purchase order.

By default, SIMMS enters a date 30 days from the current date. To change this setting go to Setup > Global Settings > Purchase tab > Default Required Date for Purchase Orders.

6. In the **Document No.** text box, type a document number for your purchase order.

If you import this purchase order into a receipt of goods, the document number you enter here is also used as the document number for your receipt of goods.


7. If you want to replace an item's default location as you enter that item onto your purchase order, in the **Default Location** list, select your item's replacement location.

Each time you enter an item on your purchase order, SIMMS replaces the item's default location (as assigned in the Item Manager) with the location you select from this list.

Use this feature if you want to quickly assign the same location to multiple items as you enter them on to your purchase order.

8. If for this purchase order you are using a foreign currency, in the **Foreign Currency** list, select that currency.
9. In the **Department** list, select a department.
10. In the **Mfr. Lot** list, select a manufacturer's lot.

Each time you enter an item on your purchase order, SIMMS enters the manufacturer's lot you select from this list as your item's manufacturer's lot.

To add a manufacturer's lot to the list, click the **Ellipses** button . The Manufacturer Lot Management dialog box opens. In the **Manufacturer Lot** field, type a manufacturer's lot. In the **Description** field, type a description.

11. In the **Comments** text box, type a comment.

This comment appears on your printed purchase order.

Enter the Shipping Details for a Purchase Order

1. Click the **Shipping** tab.

You can select alternate bill-to and ship-to address for your purchase order.

Click the Customer Drop Ship check box to have the items on your purchase order directly shipped to your customer.

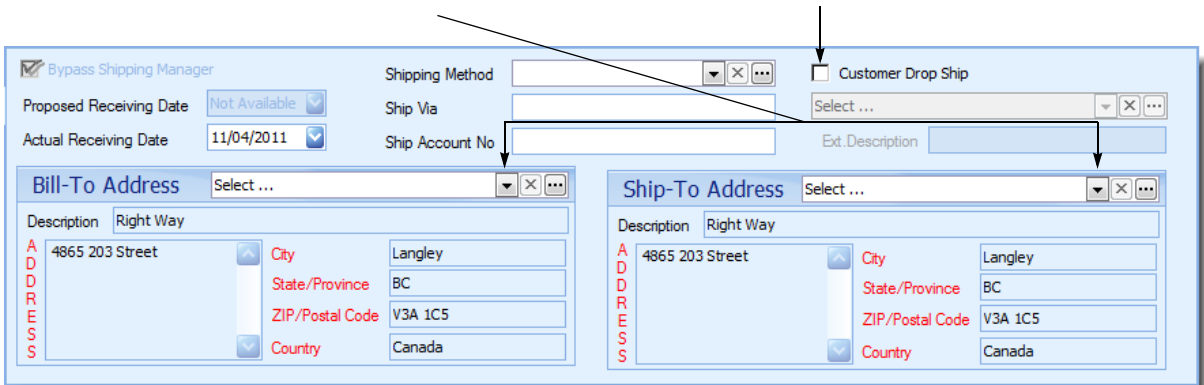


Figure 2: Entering the shipping information for a purchase order.

2. In the **Shipping Method** list, select a shipping method for the items on your purchase order.

3. In the **Shipping Via** text box, type any additional shipping details specific to your selected shipping method.
4. In the **Ship Account Number** text box, type the appropriate shipping account.
5. To change the bill-to address for this purchase order, in the **Bill-To Address** list, select the new address.
6. To change the ship-to address for this purchase order, in the **Ship-To Address** list, select the new address.
7. If the items on the purchase order are being delivered directly to your customer (drop shipped), click the **Customer Drop Ship** check box. And then, in the list of customers (below the Customer Drop Ship check box) select the customer you want the items on the purchase order delivered to.

SIMMS enters your customer's address as the ship-to address for the purchase order.

Attach a Document to a Purchase Order

You can attach a document such as a Microsoft Word file, PDF, or image to your purchase order.

You can also view the documents you attach to a purchase order in the Vendor Manager's entry for your vendor.

To attach a document to a purchase order do the following steps:

1. In the **Purchase Order** window, click the **Attach** tab, and then click **New Document**.

The Attach Documents window opens.

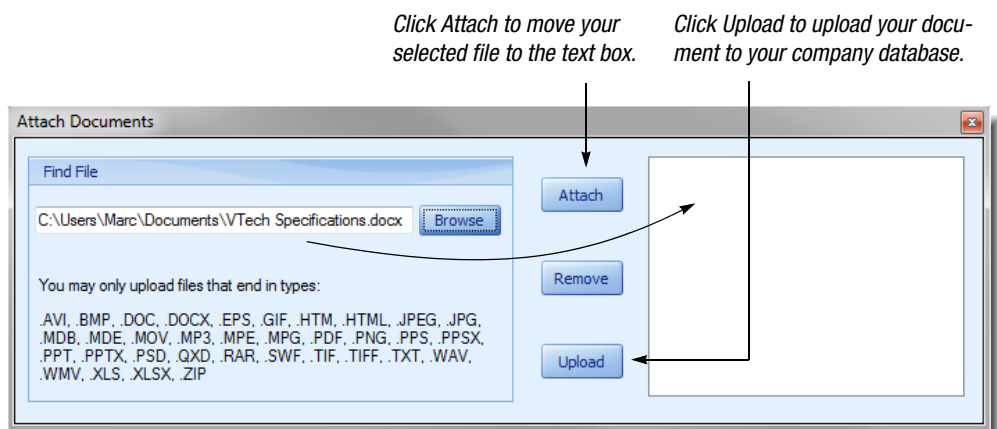


Figure 3: Attaching a document to a purchase order.

2. Click **Browse**.

The Find File window opens.

3. In the **Find File** window, locate the document you want to attach to your purchase order, and then click **Open**.


The Find File window closes.

4. In the **Attach Documents** window, click **Attach**, and then click **Upload**.

SIMMS attaches your document to your purchase order.

Add an Item to a Purchase Order

You have entered the header and shipping details for your purchase order. (Optionally, you may have attached a document to your purchase order). Next you add to your purchase order the items you are purchasing.

1. Click in the **Item Code** field, and then click the **Search** icon  that appears.

If you click in the Item Code field, the Search icon appears. Click the Search icon to open the Enhanced Search window. In the Enhanced Search window you find and retrieve the item you want to add to your purchase order.

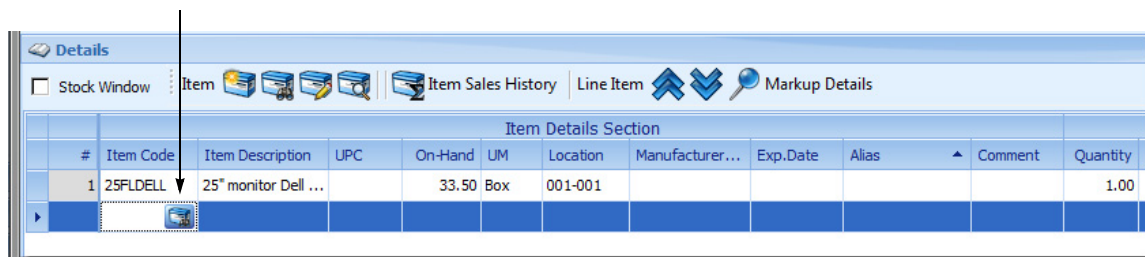


Figure 4: Adding an item to a purchase order.

The Enhanced Search window opens.

2. In the **Description** field, type the description for your item, and then click **Find**.

Your item is listed in the Enhanced Search window's grid.

3. Select your item, and then click **Retrieve One**.

SIMMS enters your item's details in the Purchase Order window's grid.

Tip: *There are many ways to enter an item's details into a purchase order. For example, you can scan the item's UPC code or select the item from the Stock Window.*

In addition, you can type an item's code or description in the appropriate fields of the purchase order's grid and then press the Tab key. SIMMS automatically enters the remaining details for your item in its row.

Even if you only type a portion of your item's description or code and then press the Tab key, SIMMS is often able to determine the item you want. If SIMMS is unable to determine the exact item you want, the Enhanced Search window opens, listing the most likely candidates.

Edit an Item's Details for a Purchase Order

You can edit an item's details such as its location or quantity. For a list and explanation of the item details you can edit, see Table 1: Edit an Item's Details for a Purchase Order.

Table 1: Edit an Item's Details for a Purchase Order

Fields	Explanation
UM	<p>In this field SIMMS enters your item's purchase unit of measure. If you have not defined a specific purchase unit of measure for your item, SIMMS enters your item's standard unit of measure as its purchase unit of measure.</p> <p>In the field's list, you can choose any of the available units of measure you have previously defined for your item.</p>
Location	<p>In this field SIMMS enters the default location of your item. It is into this location that your item is received and stored.</p> <p>You can change this location by selecting a new location from the fields list.</p>
Manufacturer Lot	<p>In this field you type a manufacturer's lot for your item.</p>
Exp. Date	<p>In this field you select your item's expiration date from the field's calendar.</p>

Table 1: Edit an Item's Details for a Purchase Order

Fields	Explanation
Alias	<p>In this field's list, you select the alias (name) your vendor uses for this item.</p>
Comment	<p>In this field you type a comment to associate with your item.</p> <p>If your item has an extended description, SIMMS automatically enters it in this field. You can edit the extended description or replace it with a comment.</p> <p>The item's extended description/comment appears on your printed purchase order.</p>
Quantity	<p>In this field you type the quantity of the item you are ordering.</p> <p>By default SIMMS enters one (1) as your item's order quantity.</p>
Service	<p>In this field's list, you select the service order you want to associate with your purchase order.</p> <p>To appear in this list, the service order must be created first.</p>
Markup%	<p>In this field you add a markup percentage for your item.</p> <p>After changing the markup percentage for your item, its cost (in the Cost field) changes to reflect the adjustment to the markup percent.</p>

Table 1: Edit an Item's Details for a Purchase Order

Fields	Explanation
Cost	<p>In this field SIMMS enters the cost for your item.</p> <p>You can change your item's cost. After changing your item's cost, its markup percentage (in the Markup% field) changes to reflect the adjustment to the item's cost.</p>

Enter a Freight Charge or Extra Discount in the Totals Pane

The Totals pane appears at the bottom of the purchase order window. It contains information such as taxes charged and the grand total. In this pane you can add a freight charge and an extra discount to your purchase order.

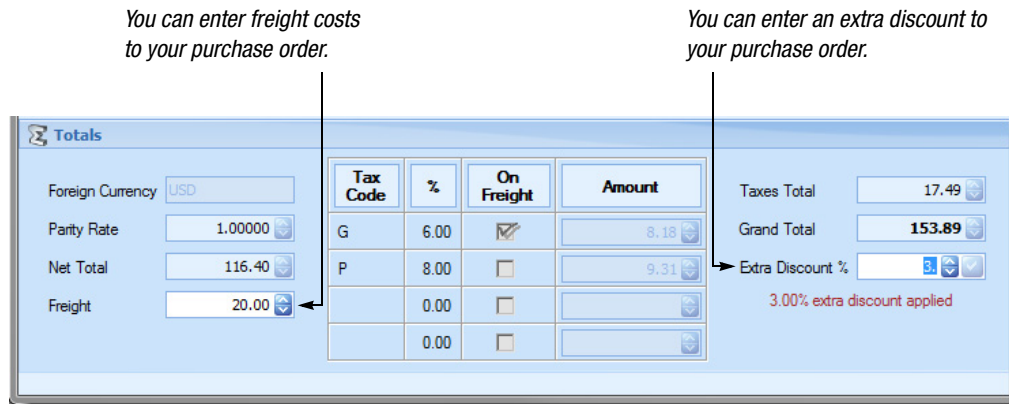


Figure 5: Entering freight costs and extra discount in the Totals pane.

1. In the **Totals** pane, in the **Freight** text box, type the freight charge you want to add to your purchase order.
2. In the **Extra Discount %** box, type the percentage of your extra discount.

The extra discount is taken off your purchase order's net total.

3. Click the **Save** icon .

Replace an Item with its Compatible Item

A compatible item is one item that you can substitute for another item. You assign an item's compatible in the Item Manager.

To assign an item's compatible go to **Item Manager > Tools > Compatible Items**.

To replace an item with its compatible do the following steps:

1. In the **Purchase Order** window's grid, select the item you want to replace with its compatible.
2. On the **Item** menu, click **Compatible Items**.

The Stock Window opens.

SIMMS lists in the Stock Window, your item's pre-defined compatible.

3. In the **Stock Window**, select the compatible you are substituting for your item, and then click **Select**.

The Stock Window closes.

In the Purchase Order window's grid, SIMMS replaces your original item with its compatible.

Clone a Purchase Order

You can make an exact copy of an existing purchase order. This is a quick way to create a purchase order that has the same or similar details as an existing purchase order.

1. Open the **Purchase Order Manager**, click the **Clone Purchase Order** icon .

The Clone Purchase Order window opens.

2. In the window's grid, select the purchase order you want to clone, and then click **OK**.
3. SIMMS displays a message confirming your new purchase order is saved. Click **OK**.

You can view your purchase order from the Purchase Order Manager.

Working With Purchase Orders

The Purchase Order Manager is designed as the entry point from which you perform many of the tasks related to working with your purchase orders. For example, from the Purchase Order Manager you can print a

purchase order, place a purchase order on hold, or view an existing purchase order.

From the toolbars you have access to most of the features needed to work with your purchase orders.

SIMMS lists in the Purchase Order Manager your purchase orders. The list is filtered by date.

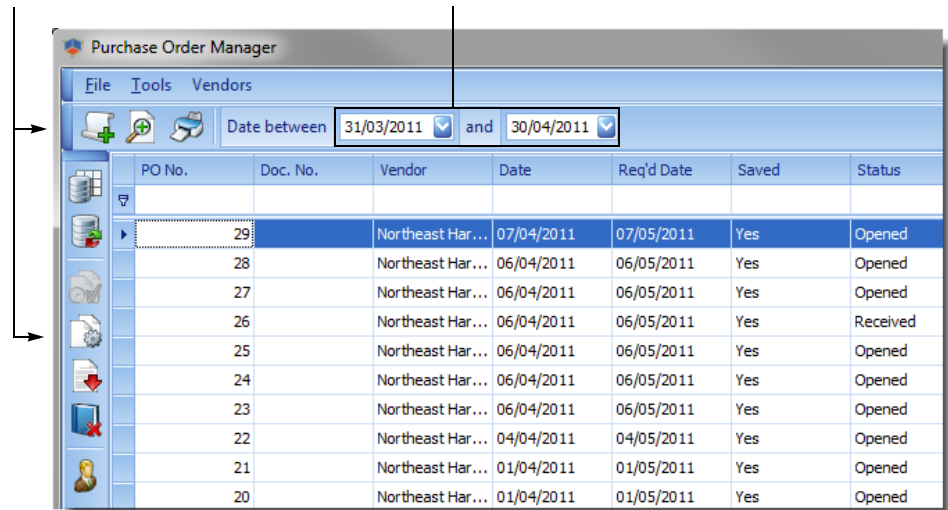



Figure 6: The Purchase Order Manager.

View an Existing Purchase Order

- ◆ Open the **Purchase Order Manager**, select the purchase order you want to view, and then click the **View** icon .

Your purchase order opens in the Purchase Order window.

Place a Purchase Order on Hold

Place a purchase order on hold if you want to temporarily prevent the purchase order from being imported into a receipt of goods.

1. Open the **Purchase Order Manager**. On the **Tools** menu, click **Purchase Order on Hold**.

The PO On Hold window opens.


2. In the **OnHold** column, click the check box for the purchase order you want to place on hold, and then click **OK**.

Note: To remove the hold on a purchase order, in the *OnHold* column clear the check box for the purchase order.

Manually Close a Purchase Order

You can manually close a purchase order before you receive any or some of the items on the purchase order. A purchase order that is closed cannot be imported into a receipt of goods. Manually close a purchase order

if you want to stop items on the purchase order from being received into stock.

1. Open the **Purchase Order Manager**, select the purchase order you want to close, and then click the **Close Purchase Order** icon .

The Close Purchase Order window opens.

2. In the **Closed** column, click the check box for the purchase order you want to close, and then click **Save**.

View Purchase Orders Close to Expiring

You can view a list of purchase orders close to expiring. By default a purchase order expires 30 days after you save the purchase order.

To change the number of days before a purchase order expires, go to **Setup > Global Settings > Purchase** tab, in the **Purchase orders expire after** box, type the number of days before a purchase order expires.

To view a list of purchase orders close to expiring, do the following steps:

1. Open the **Purchase Order Manager**, click the **Purchase Orders Close to Expiration** icon .


The Documents Close to Expiration window opens.

Listed in the window are your purchase orders close to expiring.

2. To view the details of a purchase order, select the purchase order, and then click **Details**.

Your purchase order opens in the Purchase Order window.


Print a Purchase Order

1. Open the **Purchase Order Manager**, select the purchase order you want to print, and then click the **Print** icon .



Your purchase order opens in the Report window.

2. Click the **Print** icon .

Edit a Purchase Order

1. Open the **Purchase Order Manager**, select the purchase order you want to edit, and then click the **View** icon .

Your selected purchase order opens in the Purchase Order window.

2. Click the **Edit** icon .
3. Edit your purchase order, and then click the **Save** icon .

Delete a Purchase Order

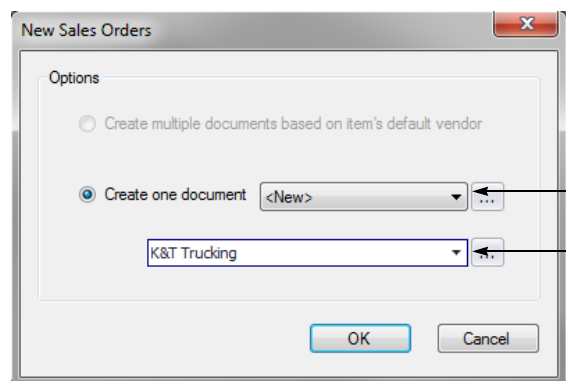
1. Open the **Purchase Order Manager**, select the purchase order you want to delete.
2. On the **File** menu, click **Delete**.
3. SIMMS prompts you to confirm that you want to delete the purchase order, click **Yes**.
4. SIMMS confirms the purchase order is deleted, click **OK**.

Create a New Sales Order Based on a Purchase Order

Before saving your purchase order, you can create a sales order based on your purchase order.

1. Create a purchase order. Before saving your purchase order, on the **Tools** menu, click **New SO Based on Current PO**.

The New Sales Orders dialog box opens.



To add your items to an existing sales order select the sales order number from this list. To create a new sales order, leave the list at its default value, New.

If you are creating a new sales order for your items, select your customer from this list.

Figure 7: Creating a sales order based on a purchase order.

2. Do one of the following steps:
 - To add your items to an existing sales order, in the list adjacent to the **Create one document** option, select the sales order number.
 - To create a new sales order, in the list of your customers (bottom) select a customer.
3. Click **OK**.

After you save your purchase order, SIMMS either adds the items on your purchase order to an existing sales order or creates a new one. This depends on your choices above.

Item Reorder Points

Use item reorder points to maintain economic stock levels and at the same time prevent stock shortages. An item's reorder point is the item's stock level that triggers the replenishment process. As soon as an item's available quantity is equal to or less than its reorder point, the item requires reordering.

You can have SIMMS alert you when items require reordering. You enable reordering alerts in SIMMS Server Agent (SSA).

You view the items that have reached their reorder point in the Reordering Purchase order window. From this window you can also generate the purchase orders needed to replenish your depleted stock.

Set an Item's Reorder Point

1. Open the **Warehouse** menu, Open the **Inventory** submenu, and then click **Item Manager**.

The Item Manager window opens.

2. On the **Tools** menu, click **Item Reorder**.

The Item Reorder Point Configurator dialog box opens.

3. In the **Item** list, select the item for which you want to set its reorder point.

4. In the **Location** list, select your item's location.

5. In the **Reorder Point** box, type your item's reorder point.

6. In the **Order Quantity** box, type the quantity of the item you want to reorder.

SIMMS will not order more of an item than its order quantity.

7. In the **Minimum Order Quantity** box, type the minimum order quantity you want entered for a purchase order.

SIMMS will not order less of an item than its minimum order quantity.

8. In the **Maximum Onhand** box, type the maximum quantity you want on hand for your item.

The quantity of an item SIMMS places on a purchase order plus your available stock never exceed your maximum on hand quantity.


9. Click **Save**.

Global Setting and Item Reorder Points

You can adjust how SIMMS calculates your reorder points by selecting any of the following Global Settings:

- **Ignore on PO quantities when item reordering**
Select this option to ensure SIMMS does not reorder quantities already on a purchase order.
- **Include WIP quantity in item reorder point calculation**
Click to have SIMMS subtract your WIP quantities from your available stock.
- **Include backorder quantity in item reorder point calculation**
Click to have SIMMS add backorder quantities to your reorder quantity. This ensures that you reorder enough of an item to fill any backorders of the item.

Create a Purchase Order to Replenish Your Stock

1. Open the **Purchase Order Manager**, click the **Reordering** icon .

The Reordering Purchase Order window opens.
2. Click **Show**.

SIMMS lists in the window your stock items that have reached their reorder point.
3. (Optional) In the **Qty** column, change SIMMS' suggested reorder quantity for the items you are purchasing.
4. In the **Document Number** text box, type a document number.
5. Do one of the following:
 - If the items you are purchasing come from the same vendor, in the **Vendor** list, select the vendor you want to purchase your items from, and then click **Create POs**.
 - If the items you are purchasing come from different vendors, click **Create POs to Default Vendors**.

The items you are purchasing must have a default vendor set for them in the Item Manager.
6. SIMMS prompts you to save your purchase order(s). Click **Yes**.

Creating a Receipt of Goods

Use SIMMS' Receipts Manager and Receipt window to create your receipts.

Begin in the Receipts Manager by creating a blank receipt. This blank receipt opens in the Receipt window. There you enter your receipt's details, such as the vendor's name and the items you are receiving into stock.

Keep in mind that many of the details for a receipt are optional, such as a department, shipping account number, vendor alias and so on.

In addition, SIMMS enters many of your receipt's details automatically, depending on what default information you have previously entered into SIMMS. For example, if when setting up your vendor's profile in the Vendor Manager, you entered your vendor's purchase terms, SIMMS enters this detail automatically when you create your receipt for that vendor.

If your receipt is based on a purchase order you can quickly create a receipt by importing your purchase order's details into your receipt.

Create a Blank Receipt of Goods

1. Open the **Purchasing menu**, and then click **Receipts Manager**.

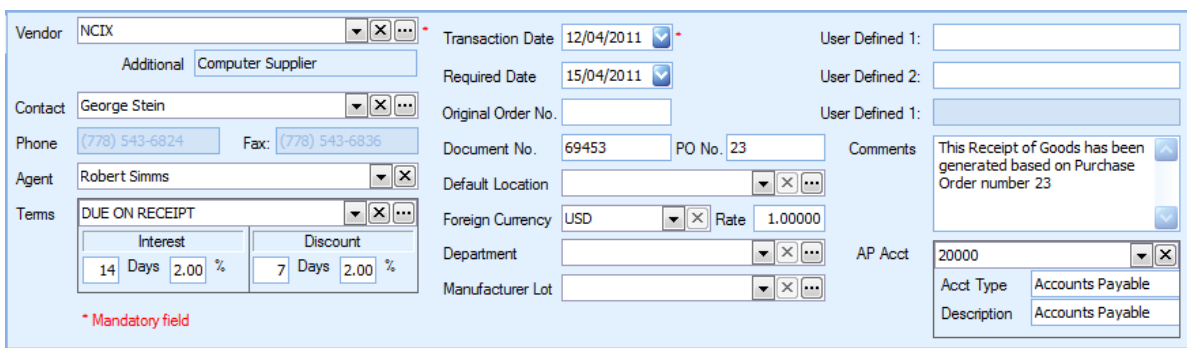
The Receipts Manager window opens.

2. Click the **New icon** .

Your blank receipt opens in the Receipt window.

Enter the Header Details for a Receipt of Goods

In the blank receipt you created, enter your receipt's details. Start by entering the appropriate details in the Header tab.



The screenshot shows the 'Header' tab of a receipt form in SIMMS. The form is divided into several sections:

- Vendor:** NCIX (with an 'Additional' field containing 'Computer Supplier').
- Contact:** George Stein.
- Phone:** (778) 543-6824; **Fax:** (778) 543-6836.
- Agent:** Robert Simms.
- Terms:** DUE ON RECEIPT. Interest: 14 Days 2.00%; Discount: 7 Days 2.00%.
- Transaction Date:** 12/04/2011.
- Required Date:** 15/04/2011.
- Original Order No.:** (empty).
- Document No.:** 69453; **PO No.:** 23.
- Default Location:** (empty).
- Foreign Currency:** USD; **Rate:** 1.00000.
- Department:** (empty).
- Manufacturer Lot:** (empty).
- User Defined 1:** (empty).
- User Defined 2:** (empty).
- User Defined 1:** (empty).
- Comments:** This Receipt of Goods has been generated based on Purchase Order number 23.
- AP Acct:** 20000.
- Acct Type:** Accounts Payable.
- Description:** Accounts Payable.

A red asterisk indicates a mandatory field.

Figure 8: Entering the heading details for a receipt of goods

1. In the **Vendor** list, select a vendor.
2. In the **Contact** list, select your contact at the vendor.
3. In the **Agent** list, select the purchasing agent responsible for this receipt.
4. In the **Required Date** box, select the date you should have received the items on your receipt.

The required date at the receipt stage is used as a reference to indicate when you should have received the items on the receipt.

By default, SIMMS enters a date 30 days from the current date. To change this setting go to Setup > Global Settings > Purchase tab > Default Required Date for Purchase Orders.

If you import a purchase order into your receipt, the required date from the purchase order is also used as the required date for your receipt.

5. In the **Document #** text box, type a document number.

If you import a purchase order into your receipt, the document number from the purchase order is also used as the document number for your receipt.

6. In the **PO No.** text box, type the purchase order number your receipt is based on.
7. If you are using a foreign currency for this receipt, in the **Foreign Currency** list, select the currency.
8. In the **Department** list, select a department.
9. In the **Comment** text box, type a comment.

This comment appears on your printed receipt.

10. (Optional) In the **AP Acct** list, select the account payable for this receipt.

The AP Acct list is only available if you are using SIMMS' general ledger.

Enter the Shipping Details for a Receipt of Goods

1. Click the **Shipping** tab.

The screenshot displays the 'Shipping' tab in the SIMMS software. At the top left, there is a checkbox for 'Bypass Shipping Manager' which is checked. Below this are two date fields: 'Proposed Receiving Date' set to 'Not Available' and 'Actual Receiving Date' set to '12/04/2011'. To the right of these are fields for 'Shipping Method' and 'Ship Account No'. Further right is a 'Customer Drop Ship' checkbox which is unchecked, and a 'Select ...' dropdown menu. Below these fields are two address sections: 'Bill-To Address' and 'Ship-To Address'. Each section has a 'Select ...' dropdown menu and a 'Description' field containing 'Right Way'. The address details for both sections are: 4865 203 Street, Langley, BC, V3A 1C5, Canada. The address fields are organized into a grid with labels: City, State/Province, ZIP/Postal Code, and Country.

Figure 9: Entering the shipping details for a receipt of goods

2. In the **Shipping Method** list, select the shipping method used to deliver your items.
3. In the **Ship Account Number** text box, type a shipping account number.
4. To change the bill-to address for this receipt, in the **Bill-To Address** list, select the new address.
5. To change the ship-to address for this receipt, in the **Ship-To Address** list, select the new address.
6. If the items on the receipt has been delivered directly to your customer (drop shipped), click the **Customer Drop Ship** check box. In the list of customers (below the Customer Drop Ship check box) select the customer the items on the receipt were delivered to.

Attach a Document to a Receipt of Goods

You can attach a document, such as a Microsoft Word file, PDF, or image to your receipt.

You can also view the documents you attach to a receipt in the Vendor Manager's entry for your vendor.

To attach a document to a receipt do the following steps:

1. In the Receipt window, click the **Attach** tab, and then click **New Document**.

The Attach Documents window opens.

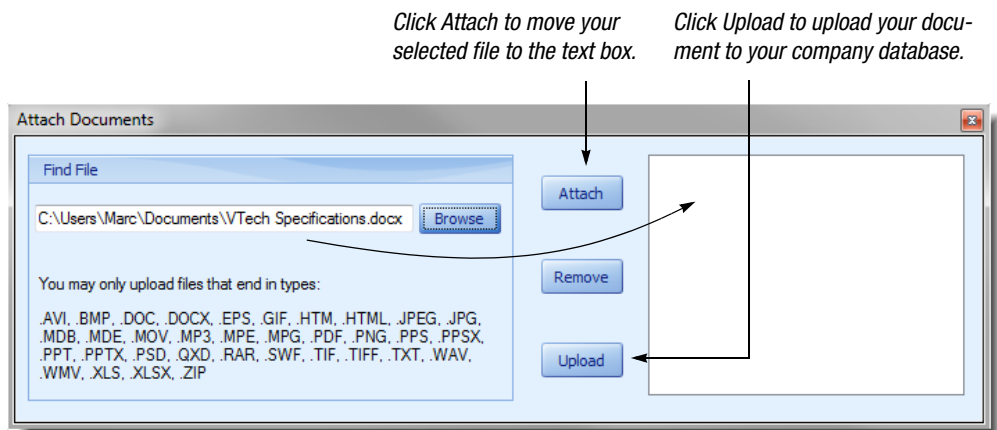


Figure 10: Attaching a document to a receipt of goods.

2. Click **Browse**.

The Find File window opens.

3. In the **Find File** window, locate the document you want to attach to your receipt, and then click **Open**.


The Find File window closes.

4. In the **Attach Documents** window, click **Attach**, and then click **Upload**.

SIMMS attaches your document to your receipt.

Add an Item to a Receipt of Goods

You have entered the header and shipping details for your receipt. (Optionally, you may have attached a document to your receipt). Next you add to your receipt the items you are receiving into stock.

1. Click in the **Item Code** field, and then click the **Search** icon  that appears.

If you click in the Item Code field, the Search icon appears. Click the Search icon to open the Enhanced Search window. In the Enhanced Search window you find and retrieve the item you want to add to your purchase order.

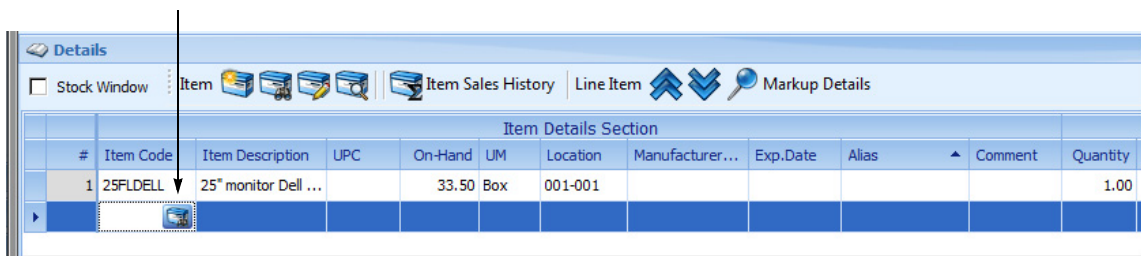


Figure 11: Adding an item to a receipt.

The Enhanced Search window opens.

2. In the **Description** field, type the description for your item, and then click **Find**.

Your item is listed in the Enhanced Search window's grid.

3. Select your item in the window's grid, and then click **Retrieve One**.

Your item's details are entered in the Receipt window's grid.

Tip: *There are many ways to enter an item's details into a receipt of goods. For example, you can scan the item's UPC code or select the item from the Stock Window.*

In addition, you can type an item's code or description in the appropriate fields of the Receipt window's grid and then press the Tab key. SIMMS automatically enters the remaining details for your item in the row.

Even if you only type a portion of your item's description or code and then press the Tab key, SIMMS is often able to determine the item you want. If SIMMS is unable to determine the exact item you want, the Enhanced Search window opens, listing the most likely candidates.

Edit an Item's Details for a Receipt of Goods

You can edit an item's details such as its location or quantity. For a list and explanation of the item details you can edit, see Table 2: Edit an Item's Details for a Receipt of Goods.

Table 2: Edit an Item's Details for a Receipt of Goods

Fields	Explanation
UM	<p>In this field SIMMS enters your item's purchase unit of measure. If you have not defined a specific purchase unit of measure for your item, SIMMS enters your item's standard unit of measure as its purchase unit of measure.</p> <p>In the field's list, you can choose any of the available units of measure you have previously defined for your item.</p>
Location	<p>In this field SIMMS enters the default location of your item. It is into this location that your item is received and stored.</p> <p>You can change this location by selecting a new location from the fields list.</p>
Manufacturer Lot	<p>In this field you type a manufacturer's lot for your item.</p>
Exp. Date	<p>In this field you select your item's expiration date from the field's calendar.</p>

Table 2: Edit an Item's Details for a Receipt of Goods

Fields	Explanation
Alias	<p>In this field's list, you select the alias (name) your vendor uses for this item.</p>
Comment	<p>In this field you type a comment to associate with your item.</p> <p>If your item has an extended description, SIMMS automatically enters it in this field. You can edit the extended description or replace it with a comment.</p> <p>The item's extended description/comment appears on your printed purchase order.</p>
Quantity	<p>In this field you type the quantity of the item you are ordering.</p> <p>By default SIMMS enters one (1) as your item's order quantity.</p>
Service	<p>In this field's list, you select the service order you want to associate with your purchase order.</p> <p>To appear in this list, the service order must be created first.</p>
Markup%	<p>In this field you add a markup percentage for your item.</p> <p>After changing the markup percentage for your item, its cost (in the Cost field) changes to reflect the adjustment to the markup percent.</p>

Table 2: Edit an Item's Details for a Receipt of Goods

Fields	Explanation
Cost	<p>In this field SIMMS enters the cost for your item.</p> <p>You can change your item's cost. After changing your item's cost, its markup percentage (in the Markup% field) changes to reflect the adjustment to the item's cost.</p>

Enter a Freight Charge or Extra Discount in the Totals Pane

The Totals pane appears at the bottom of the purchase order window. It contains information such as taxes charged and the grand total. In this pane you can add a freight charge and an extra discount to your purchase order.

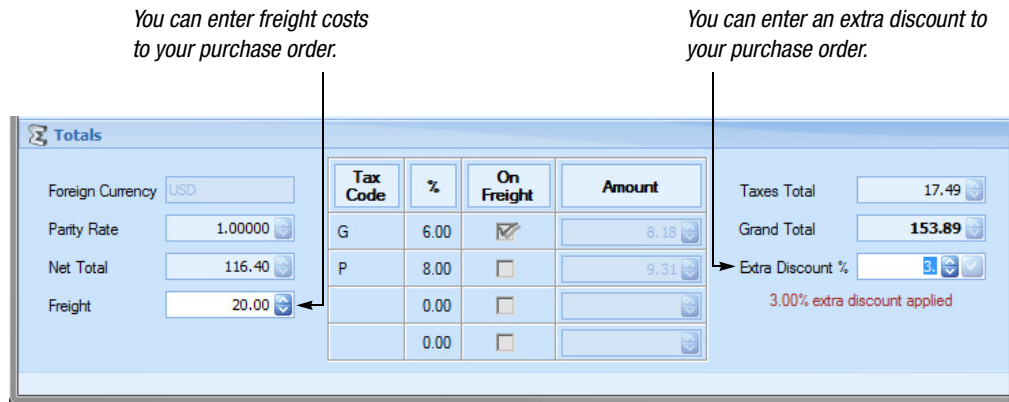


Figure 12: Entering freight costs and an extra discount in the Totals pane.



1. In the **Totals** pane, in the **Freight** box, type the freight charge you want to add to your receipt.
2. In the **Extra Discount %** box, type the percentage of your extra discount.

The extra discount is taken off the net total of your receipt.

3. Click the **Save** icon .

Import a Purchase Order into a Receipt of Goods

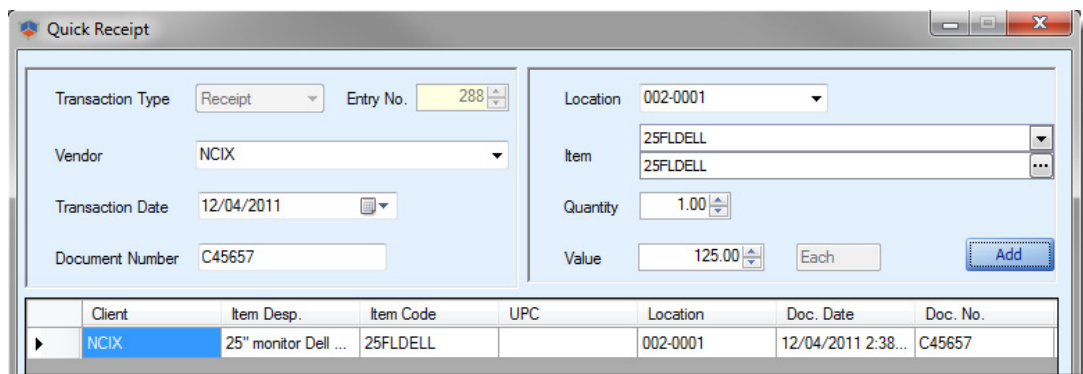
You can import a purchase order into your receipt. All the details from the imported purchase order are entered into the receipt.

1. Open the **Receipts Manager**, and then click the **New** icon . Your blank receipt opens in the Receipt window.
2. Click the **Tools** menu, and then click **Import from Purchase Order**. The Find Transaction window opens.
3. Select the purchase order that you want to import into your receipt, and then click **OK**. SIMMS enters the details of your purchase order into your blank receipt.
4. If required, edit your receipt, and then click the **Save** icon .

Create a Receipt of Goods Using the Quick Receipt Window

You can create a receipt using the Quick Receipt window. This window contains fewer options than SIMMS' Receipt window.

1. Open the **Purchasing menu**, and then click **Quick Receipt**. The Quick Receipt window opens.



Client	Item Desp.	Item Code	UPC	Location	Doc. Date	Doc. No.
NCIX	25" monitor Dell ...	25FLDELL		002-0001	12/04/2011 2:38...	C45657

Figure 13: Creating a quick receipt.

2. In the **Vendor** list, select a vendor.
3. In the **Document Number** text box, type a document number.
4. In the **Location** list, select the location into which you are receiving your items.
5. In the **Item** list, select an item.
6. In the **Quantity** box, type the quantity of the item you are receiving, and then click **Add**. SIMMS enters the item into the window's grid.
7. After entering all your items on to the receipt, click **Save**.

SIMMS creates your receipt.

Your newly created receipt is listed in the Receipt Manager. From there you can open your receipt to view or edit it.

Scan a Receipt of Goods

You are able to scan items into a receipt. To use this feature your receipt must be based on a purchase order.

1. Open the **Purchasing** menu, and then click **Scan Receipt of Goods**.

The Scan Receipt of Goods and the Find Transactions window opens.

2. In the **Find Transactions** window, select the purchase order you want to base your receipt on, and then click **OK**.
3. In the **Scan Receipt of Goods** window, click inside the **UPC** text box, and then scan your item's UPC code.

Item Description	Item Code	UPC	UIM	Location	Qty
Red Oak T&G 3 1/4 Prefinished	HW-RED OAK 3 1/4 P...	RO T&G 3 1/4 PF	Case	WRH-01	1

Figure 14: Scanning items to create a receipt of goods.

4. In the **Quantity** box, type the item's quantity, and then click **Insert**.

SIMMS enters your item's details in the window's grid.

5. Receive all the items for your purchase order, and then click **Submit**.


SIMMS creates your receipt.

Your newly created receipt is listed in the Receipt Manager. From there you can open your receipt to view or edit it.

Entering Serial Numbers into SIMMS

If your items are serialized, you should enter your item's serial numbers into SIMMS when you receive the items into inventory. You can enter your item's serial numbers manually or have SIMMS auto-generate the serial numbers.

Manually Enter an Item's Serial Number into SIMMS

1. If not yet opened, open your receipt in the **Receipt** window, and then click the **Serial Number** icon .

The Serial Number Manager opens.

In the Document Items pane, SIMMS list the items on your receipt that require serial numbers. By default, SIMMS selects the first item listed in the Document Items pane. In the Serial Numbers pane, SIMMS list the same item as many times as the quantity you are receiving into stock.

For example, you have the serialized item, 25" Dell Monitor, on your receipt and you are receiving 10 of them into stock. Your item, the 25" Dell Monitor, appears in the Document Items pane. In the Serial Numbers pane SIMMS lists your item, 25" Dell Monitor 10 times. For each time the 25" Dell Monitor is listed you enter a serial number.

Select an item in the Document pane. SIMMS lists the item as many times as the quantity you are receiving into stock.

In this column, SIMMS enters the number of serial numbers required for your item.

In this column, SIMMS enters the number of serial numbers you have entered for your item.

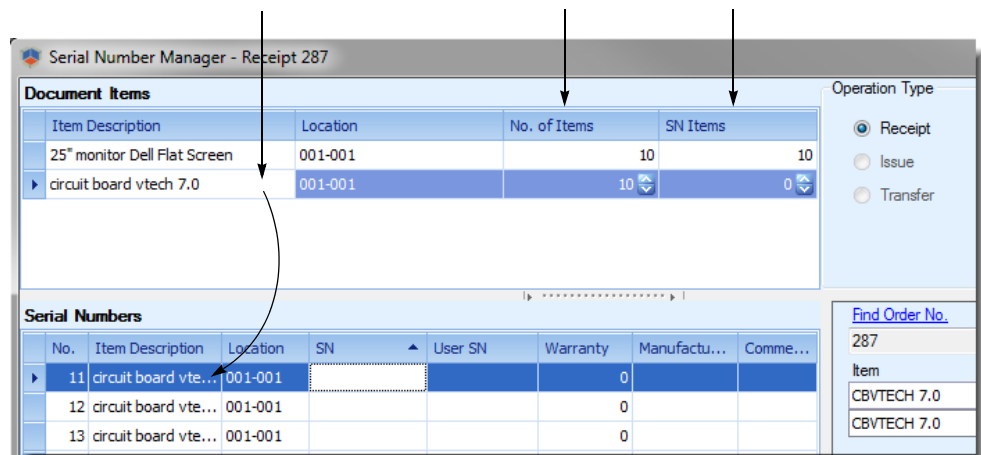



Figure 15: Manually enter an item's serial number into SIMMS.

2. In the **Serial Numbers** pane, in the **SN** column, type the serial number for your item.

After you have typed the serial numbers for all your items, in the Document Items pane, the number in the SN Items column will match the number in the No. of Items column.

3. Click the **Save Serial Numbers** link.

Auto-Generate Serial Numbers

1. If not yet opened, open your receipt in the **Receipt** Window, click the **Serial Number** icon .
2. In the **Document Items** pane, select an item.
3. In the **Serial Number** pane, place your cursor in the first field of the SN column.
4. In the auto-generate section (bottom right) do the following steps.

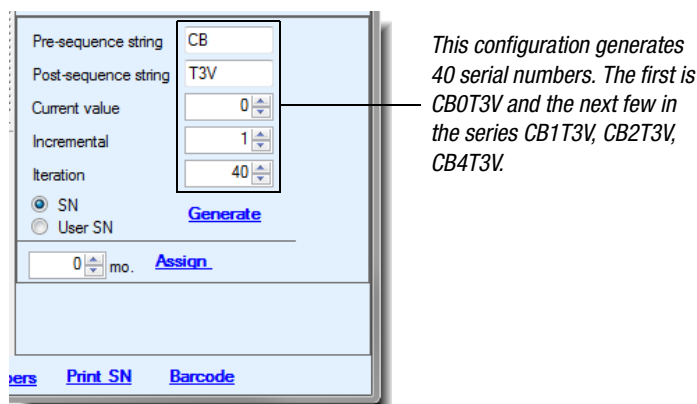


Figure 16: Auto-generating serial numbers.

- a. (Optional) In the **Pre-sequence string** text box, type the characters you want to appear at the beginning of your serial number.

For example, if you type CB as your pre-sequence string, CB appears at the beginning of all your serial numbers.
- b. (Optional) In the **Post-sequence string** text box, type the characters you want to appear at the end of all your serial numbers.


For example, if you type T3V as your post-sequence string, T3V appears at the end of your serial number.
- c. In the **Current value** box, type the number you want SIMMS to use as the first sequential number.
- d. In the **Incremental** box, type the number you want to increment the current value by.

For example, if your current value is 0, and your incremental value is 1 the first sequential number is 0, the next few numbers are 1, 2, 3, and so on.

- e. In the **Iteration** box, type the number of serial numbers you want SIMMS to generate.

5. Click **Generate**.

For the selected item, notice in the Document Items section the total number of items in the No. of Items column now matches the number in the SN Items column.

- 6. Click the **Save Serial Numbers** link. SIMMS prompts you to confirm you want to save your serial numbers. Click **Yes**.
- 7. Close the **Serial Number Manager**.
- 8. In the **Receipt** window, if your receipt is in edit mode, click the **Save** icon .

Working with Receipt of Goods

The Receipts Manager is designed as the entry point from which you perform many of the tasks related to working with your receipts. For example, from the Receipts Manager you can, confirm a receipt, void a receipt, and view an existing receipt.

From the toolbars you have access to most of the features needed to work with your receipt.

SIMMS lists in the Receipts Manager your receipts. The list is filtered by date.

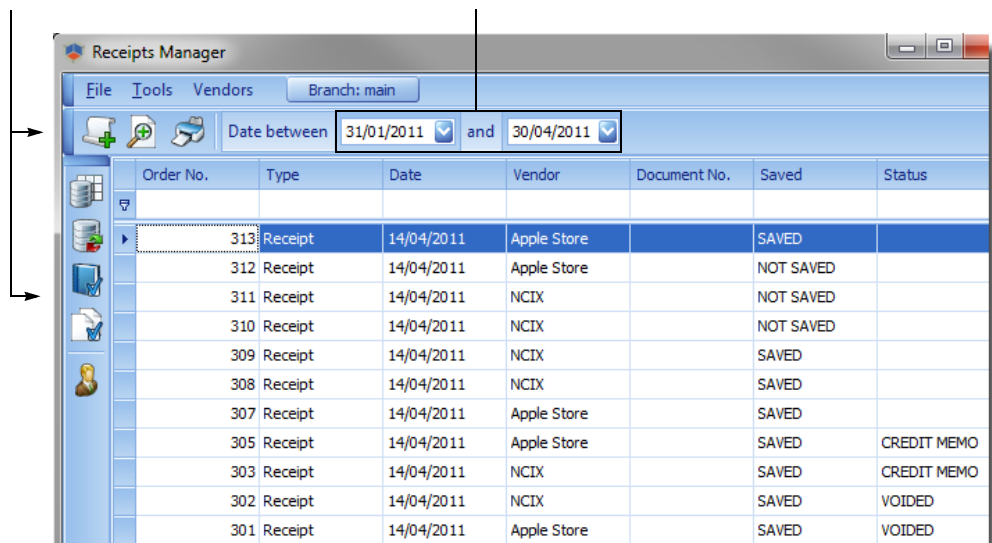




Figure 17: The Receipts Manager.

View an Existing Receipt of Goods

- ◆ Open the **Receipts Manager**, and select the receipt you want to view, and then click the **View** icon .

Your selected receipt opens in the Receipt window.


Print a Receipt of Goods

1. Open the **Receipts Manager**, select the receipt you want to print, and then click the **Print** icon .

Your receipt opens in the Report window.


2. Click the **Print** icon .

Edit a Receipt of Goods

1. Open the **Receipts Manager**, select the receipt you want to edit, and then click the **View** icon .

Your selected receipt opens in the Receipt window.

2. Click the **Edit** icon .

3. Edit your receipt, and then click the **Save** icon .

Delete a Receipt of Goods

Deleting a receipt permanently removes the receipt from SIMMS. All the items on the receipt are removed from stock. You cannot delete a receipt if there is a payment made on it. In this case, you need to void the receipt or return the items on the receipt.



Caution: *To avoid loss of critical data and an audit trail, it is recommended that you do not delete a receipt. Instead, void your receipt or return the items on the receipt.*

To delete a receipt do the following steps:

1. Open the **Receipts Manager**, select the receipt you want to delete, and then on the **File** menu click **Delete**.
2. SIMMS prompts you to confirm that you want to delete the receipt, click **Yes**.
3. SIMMS confirms the receipt is deleted. Click **OK**.

Void a Receipt of Goods

Unlike a deleted receipt, a receipt that is voided remains in SIMMS. The receipt is given the status of void. In addition, SIMMS creates a credit memo applying the credit to the appropriate expense account.

1. Open the **Receipts Manager**, select the receipt you want to void, and then on the **File** menu click **Void**.
2. SIMMS prompts you to confirm that you want to void this receipt, click **Yes**.

The Date Selection dialog box opens.

3. By default the current date is set as the date for the credit memo. Change the date if required, and then click **Save**.
4. SIMMS displays a question asking if you want to create a new receipt based on the receipt you are voiding. Click either **Yes** or **No**.


If you click Yes, SIMMS creates an exact copy of your receipt. You can open your receipt to view it from the Receipt Manager.

5. SIMMS displays a question, asking if you want to add an extra charge to the credit memo. Do one of the following steps:
 - Click **Yes**. A dialog box opens. In the **Select Misc. Charge Item** list, select the charge you want add to the credit memo, and then in the **Quantity** list, type its quantity. Click **Save**. SIMMS displays a question asking you to confirm that you want to save the charge, click **Yes**.
 - Click **No**.
6. SIMMS confirms your receipt is voided. Click **OK**.


You can view your voided receipt and credit memo from the Receipts Manager.

Return the Items on a Receipt of Goods

You can return some or all of the items on a receipt. SIMMS creates a credit memo for the value of the items returned to your vendor. If you are using SIMMS' general ledger, the credit memo is applied to the appropriate expense account.

1. Open the **Receipts Manager**, select the receipt which has the items you are returning to your vendor, and then click the **View** icon .

Your selected receipt opens in the Receipt window.

2. Click the **Return Document** icon .
3. SIMMS prompts you to confirm that you want to return the items on the invoice, click **Yes**.


SIMMS creates a credit memo. This document looks the same as your original invoice, but the charges have a negative value and the text box Original Order No is added to the Header tab.

SIMMS enters in the Original Order No text box the Receipt No for the receipt your credit memo is based on.

The screenshot shows the 'Totals' window in SIMMS. On the left, there are input fields for Foreign Currency (USD), Parity Rate (1.00000), Net Total (-900.00), and Freight (-90.00). In the center is a table with columns: Tax Code, %, On Freight, and Amount. The table contains two rows: Tax Code 'G' with 6.00% and 'On Freight' checked (Amount -59.40), and Tax Code 'P' with 8.00% and 'On Freight' unchecked (Amount -72.00). On the right, there are summary fields: Taxes Total (-131.40), Grand Total (-1,121.40), and Extra Discount %.

Tax Code	%	On Freight	Amount
G	6.00	<input checked="" type="checkbox"/>	-59.40
P	8.00	<input type="checkbox"/>	-72.00
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Figure 18: Credit memo totals for a returned item have a negative value.

4. If you are returning only some of the items on your receipt, delete those items you are not returning, leaving only the items you want to return.
5. Click the **Save** icon .
6. SIMMS displays a question, asking if you want to add an extra charge to the credit memo. Do one of the following steps:
 - Click **Yes**. A dialog box opens. In the **Select Misc. Charge Item** list, select the charge you are adding to the credit memo, and then in the **Quantity** list, select its quantity. Click **Save**. SIMMS displays a question asking you to confirm that you want to save the charge, click **Yes**.
 - Click **No**.
7. SIMMS confirms your receipt is voided. Click **OK**.

SIMMS creates a credit memo for the items returned and credits the appropriate expense account.

SIMMS changes the status of your invoice to either fully returned or partially returned, depending on whether all or some of the items on the invoice have been returned.

You can open to view your receipt or credit memo from the Receipt Manager.

Reports

SIMMS has many reports related to the purchasing process. These reports are available throughout SIMMS. For example, you can view the Unreceived Purchase Orders report from the Reordering Purchase Order window.

You can also view the Unreceived Purchase Orders report and all reports related to the purchasing process from the Reports Center.

View Purchasing Reports from the Reports Center

1. Open the **Reporting** menu, open the **Reports Center** sub-menu, and then click **Reports Center**.

The Reports Center window opens.

2. On the **View Reports** tab, click **Purchases**.

A tree menu listing the purchasing reports appears.

3. Click the name of the report you want to view, and then click **Display**.

Depending on the report you select a dialog box may appear. This dialog box enables you to filter and group the information on the report.

Descriptions of Some Purchasing Reports



Table 3: A Sample of Available Purchasing Reports lists some of the reports available in the Report Center and a description of the reports.

Table 3: Sample of Available Purchasing Reports

Report	Description
Landed Costs Report	Use this report to view the landed costs for items received into stock. You can filter this report by date, vendor, or item.
Unreceived Item Report	Use this report to view which items on a purchase order have not been received into stock.
Inventory Receiving History Report	Use this report to view the quantities of an item received into stock over the last 30, 90, and 180 days.

Restrict Access to a Purchasing Report

Reports may contain confidential information. You can restrict access to any report in SIMMS.

1. Open the **Administration** menu, and then click **User Manager**.
2. In the list of users (left most), click the user for whom you want to restrict access to a report, and then click the **Edit** icon .
3. Click the **User Rights** tab.
4. In the tree menu, expand **Reports**, and then expand **Purchasing**.
5. In the **Access Rights** column, clear the check box for the report you do not want the user to see.
6. Click the **Save** icon .

Purchase Order Approval

In SIMMS, you can implement a single tier approval process. This means that a purchase order is reviewed by one person before it is released to a vendor.

A purchase order that is not approved has “Not Approved” appear at the top of the purchase order. In addition, you are unable to import that purchase order into a receipt of goods.

To enable purchase order approval you need to select the appropriate option in Global Settings.


Enable Purchase Order Approval

1. Open the **Setup** menu, and then click **Global Settings**.
The Global Settings window opens.
2. Click the **Purchase** tab, and then click the **Import Approved PO Only** check box.
3. Click **Save**.

Approve a Purchase Order

Only users with the role of purchasing agent assigned to them in the User Manager can approve a purchase order.

To approve a purchase order do the following steps:

1. Open the **Purchasing** menu, and then click the **Purchase Order Manager**.
2. Click the **PO Awaiting Approval** icon .

The Approve Purchase Order window opens.

3. In the **Approved** column, click the check box for the purchase order you want to approve, and then click **Save**.

4. To view a purchase order, select the purchase order, and then click **Detail**.

Purchase Order Authorization

In SIMMS, you can implement a two tier purchase order authorization process. This means that a purchase order is reviewed by up to two different people before it is released to a vendor.

To use purchase order authorization you must do the following tasks:

- Enable purchase order authorization in Global Settings.
- Assign the appropriate role to a user in the User Manager.

In addition to enabling purchase order authorization, you can have SIMMS send alerts and e-mails to submitters, approvers, and authorizers, notifying them of a purchase order's progress through the authorization process.

For example, with the appropriate alerts selected in Global Settings, if an authorizer declines authorization of a purchase order, the approver receives an alert indicating that a purchase order has been declined authorization.

Alerts and e-mails are a helpful way for those involved in the purchase order authorization process to communicate with each other.

Enable Purchase Order Authorization

1. Open the **Setup** menu, and then click **Global Settings**.
The Global Settings dialog box opens.
2. Click the **Purchase** tab. Click the **Import Approved PO Only** check box, and then click **Use Budgets - Purchase Order Authorization** check box.
3. Click **Save**.

Enable Authorization Alerts and E-mails

1. In **Global Settings**, on the **Purchase** tab, under **Use Budgets - Purchase order Authorization**, click any of the alerts and e-mails you want to send to those users involved in the authorization process.

See Table 4: Authorization Alerts and E-mails, for an explanation of the alerts and e-mails that you can send to submitters, approvers, and authorizers.

Table 4: Authorization Alerts and E-mails

Check Box	Action
PO Submitted - All Approvers Alerted	Click to send alerts to approvers when a purchase order is submitted.
Send E-mail	Click to also send an e-mail to approvers when a purchase order is submitted.
Approver Declines an Order - Submitter Review	Click to send alerts to submitters when a purchase order is declined approval. The submitter reviews the approver's comments, adjusts the purchase order, and then approves the purchase order again.
Send E-mail	Click to also send an e-mail to a submitter when a purchase order is declined approval.
Order Approved - Send Alert	Click to send alerts to submitters and authorizers when a purchase order is approved.
Send E-mail	Click to also send an e-mail to submitters and authorizers when a purchase order is approved.
Authorizer Declines an Order Approval Review	Click to send alerts to approvers when an authorizer declines authorization of a purchase order. The approver reviews the authorizer's comments, adjusts the purchase order, and approves the revised purchase order.

Table 4: Authorization Alerts and E-mails

Check Box	Action
Send E-mail	Click to also send an e-mail to the approvers when an authorizer declines authorization of a purchase order.
Order Authorized - Send Alert	Click to send an alert to approvers and submitter when a purchaser order is authorized.
Send E-mail	Click to also send an e-mail to approvers and submitters when a purchase order is authorized.
Order Shipped - Send Alert	Click to send an alert to authorizers, approvers, and submitters when a purchaser order is shipped.
Send E-mail	Click to also send an e-mail to authorizers, approvers, and submitters, when an purchase order is shipped.
Order Received - Send Alert	Click to send an alert to authorizers, approvers, and submitters when the items on the purchase order are received into stock.
Send E-mail	Click to also send an e-mail to authorizers, approvers, and submitters when the items on the purchase order is received into stock.

Assign Roles for the Purchase Order Authorization Process

After you have enabled purchase order authorization, in the User Manager, assign the appropriate roles to those users involved in the authorization process. There are three roles in the purchase order authorization process:


- **Submitter**
A submitter creates a purchase order, but cannot approve or authorize the purchase order.

- **Approver**
An approver approves a purchase order from the submitter, but cannot authorize it. An approver can also create a purchase order.
- **Authorizer**
An authorizer authorizes a purchase order from an approver. After a purchase order is authorized, the purchase order is released to the vendor. An authorizer can also create a purchase order.

To assign a purchase order authorization role to a user, do the following steps:

1. Open the **Administration** menu, and then click **User Manager**.

The User Manager window opens.

2. In the list of users (left most), select the user to which you want to assign a role in the authorization process, and then click the **Edit** icon .
3. Click the **PO Authorization** tab, and then click the role that you want to assign to the user (submitter, approver, authorizer).

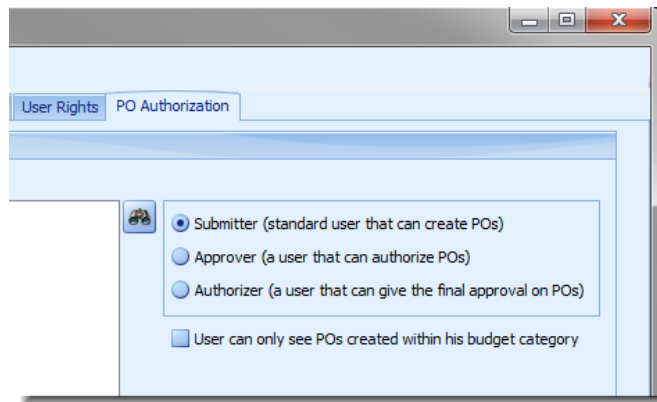


Figure 19: Selecting user roles for purchase order authorization.

4. Click the **Save** icon .

Authorize a Purchase Order

What you can do as part of the purchase order authorization process depends on your assigned role (submitter, approver, authorizer). Each role has a set of unique tasks associated with it. However, the steps involved in performing any of these tasks are the same.

1. Open the **Purchasing** menu, and then click **Purchase Order Manager**.

The Purchase Order Manager window opens.

2. Click the **PO Authorization** icon .

The Find Transaction window opens.

3. In the **Find Transaction** window, select the purchase order you want to process.
4. In the **Action** list, select the appropriate action for your given role. See Table 5: Actions for the Authorization Process.

Table 5: Actions for the Authorization Process

Role	Action
<p>Submitter</p>	<p>Submit Select this option to resubmit a purchase order that was declined approval.</p> <p>Ship Select this option to change the status of a purchase order to Shipped. The status Shipped indicates the purchase order has been sent to the vendor.</p> <p>Receive Select this option to change the status of a purchase order to Received. The status Received indicates that the items on the purchase order have been received into stock.</p>
<p>Approver</p>	<p>Decline Approval Select this option to decline approval for a purchase order.</p> <p>Approve Select this option to approve a purchase order.</p>
<p>Authorizer</p>	<p>Decline Authorization Select this option to decline authorization for a purchase order.</p> <p>Authorize Select this options to authorize a purchase order.</p>

Purchase Order Budgets

A purchase order budget is an optional feature you can add to the purchase order authorization process. It is only available for SIMMS two tier purchase order authorization process.

Use purchase order budgets to limit and track how much money is spent for a particular purpose (such as, office supplies). A purchase order budget is made up of at least one budget account. Each budget account has a sum of money allocated to it.

You assign a budget category and the appropriate account to the purchase orders that you create. When the items on the purchase order are received into inventory the dollar value of the purchase order is removed from the available money in the budget account.

You cannot authorize a purchase order if there is no money left in the budget account assigned to that purchase order.

To add purchase order budgets to the authorization process you need to do the following tasks:

- Enable budget limits.
- Create a budget category.
- Assign a user (yourself) to a budget category.
- Create a budget account.

Enable Budget Limits on Purchase Orders and Receipts

When you enable budget limits, you are required to select a budget category and budget account for each purchase order or receipt of goods you create.

To enable budget limits do the following steps:

1. Open the **Setup** menu, and then click **Global Settings**.
The Global Settings dialog box opens.
2. Click the **Purchase** tab, and then click the **Enforce Budget Limits in PO and Receipts** check box.
3. Click **Save**.

Create a Budget Category

1. Open the **Purchasing** menu, and then click **PO Budget Setup**.
The Budget Categories-Accounts dialog box opens.
2. Click **Categories**.
The Budget Category dialog box opens.

3. Under **Enter Data**, type the name of your category, and then click **Save**.
4. Close the **Budget Category** dialog box.

Next, you need to assign yourself to the budget category you created. Only users that are assigned to a budget category can create budget accounts for that budget category.



Assign a User to a Budget Category

A user that is assigned a budget category is able to view, create, and adjust budget accounts. In addition, a user can spend the money allocated to a budget account. If a user is not assigned to a budget category, the budget category and its accounts are not available to the user when they create a purchase order or receipt of goods. This ensures only users which are assigned to a specific budget category and its accounts can spend the money from that account.

To assign a user to a budget category do the following steps:

1. Open the **Administration** menu, and then click **User Manager**.

The User Manager window opens.

2. Select a user from the list (left most), and then click the **Edit** icon .
3. Click the **PO Authorization** tab, and then under **Budget Categories**, click the check box for the budget you want to assign to the user.
4. Click the **Save** icon .

Create a Budget Account

You must be assigned to a budget category in the User Manager before you can create a budget account for that category. Your budget account is where you allocate the money for a specific purpose. Each budget category must have at least one budget account assigned to it. However, each budget category can have multiple accounts.

For example, a budget category such as Maintenance may have the accounts Yard, Building, and Cleaning. Each account has its own money allocated to it. Multiple accounts for a budget category enables you to closely control and monitor what money is spent for any given purpose.

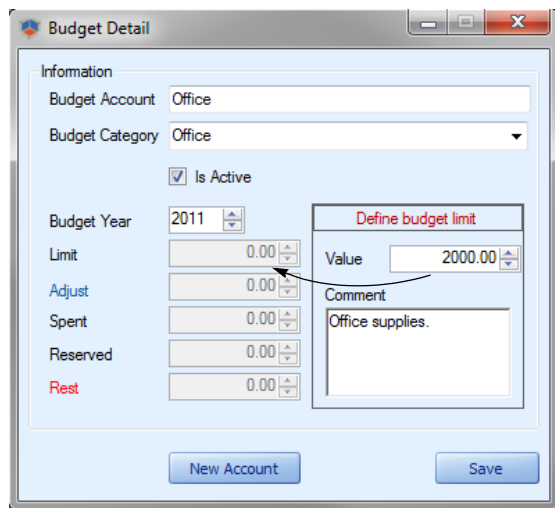
To create a budget account do the following steps:

1. Open the **Purchasing** menu, and then click **PO Budget Setup**.

The Budget Categories-Accounts dialog box opens.

2. Click **Accounts**.

The Budget Detail window opens.



The budget account Office has a value of \$2,000.00 dollars. After saving your budget details, SIMMS enters the Value amount into the Limit box. You cannot change a budget account's limit. But, you can add money to a budget account. Any money you add to a budget account appears in the Adjust box.

Figure 20: Creating a budget account.

3. In the **Budget Account** text box, type the name of your account.
4. In the **Budget Category** list, select the budget category you want to assign this account to.
5. In the **Budget Year** box, SIMMS enter the current year. You can change the year if you want.
6. In the **Value** box, type the account value (this is how much money is available in the account).
7. In the **Comment** text box, type a comment that you want to include with your account details, and then click **Save**.

Your comment appears in the Budget Report.

Print a Budget Report

The Budget Report displays the activity (such as the money spent, reserved and available) for your budget categories and their accounts.

1. On the **Purchasing** menu, click **PO Budget Setup**.
The Budget Categories - Accounts dialog box opens.
2. Click **Print**.

The Budget Report dialog box opens.

3. In the dialog box you can filter your report by date. Clear any of the check boxes for the budget categories and accounts you do not want to include in the Budget Report. click **Print**.

The Budget Reports opens in the Report window.

4. Click the **Print** icon .

View an Existing Budget Account

1. Open the **Purchasing** menu, and then click **PO Budget Setup**.

The Budget Categories-Accounts dialog box opens.

2. In the **Budget Category** list, select the budget category your account is assigned to.
3. In the **Budget Account** list, select the budget account you want to view, and then click **Accounts**.

The Budget Details dialog box opens showing your budget account's details.

Add Additional Money to a Budget Account

You cannot change the original amount of money allocated to a budget account, but you can add more money to the budget account.

1. Open the **Purchasing** menu, and then click **PO Budget Setup**.

The Budget Categories-Accounts dialog box opens.

2. In the **Budget Category** list, select the budget category your account is assigned to.
3. In the **Budget Account** list, select the budget account you want to add, and then click **Accounts**.

The Budget Details dialog box opens showing your budget account's details.

4. Click the **Adjust** link.

The Adjust budget section appears in the dialog box.

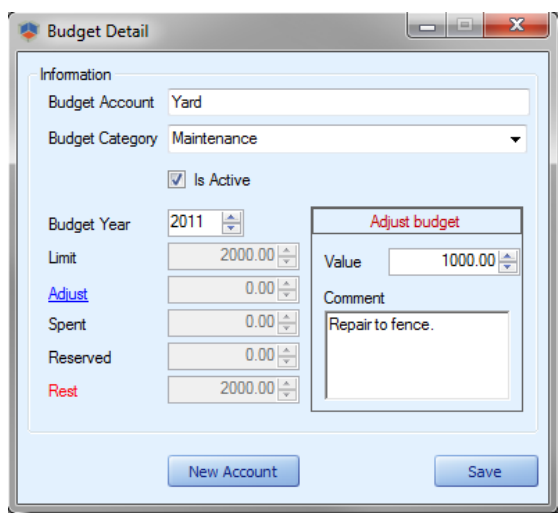
The image shows a software window titled "Budget Detail". It contains several fields for budget information. On the left, there are fields for "Budget Account" (set to "Yard"), "Budget Category" (set to "Maintenance"), "Budget Year" (set to "2011"), "Limit" (2000.00), "Adjust" (0.00), "Spent" (0.00), "Reserved" (0.00), and "Rest" (2000.00). There is a checked "Is Active" checkbox. On the right, there is an "Adjust budget" section with a "Value" field (set to 1000.00) and a "Comment" text box containing the text "Repair to fence.". At the bottom of the window are "New Account" and "Save" buttons.

Figure 21: Adjusting a budget account.

5. In the **Value** box, type the amount of money you want to add to your account, and then click **Save**.

The amount you enter in the Value box is entered in the Adjust box.

6. In the **Comment** text box, type a comment that you want to include with your adjustment.

Your comment appears in the **Budget Report**. It can be up to 40 characters long.

Purchase Order Authorization Limits

You can limit the maximum (and minimum) dollar value a user can authorize for a purchase order.

For example, in Global Settings you have selected the option Import Approved PO Only. This enables any purchaser to approve a purchase order. If, for this example, you have two purchasers, you can assign to each one an authorization limit. For one purchaser you can assign the authorization limit of \$0 - \$500. This means that purchaser can only authorize purchase orders with a value of \$500 dollars or less. For the second purchaser you can assign the authorization limit of \$501 - \$1000 (or \$0 - \$1000 its up to you). This means that the second purchaser can only authorize purchase orders between the value of \$501 - \$1000 (or the value \$0 - \$1000 if you choose).

You can use purchase order authorization limits with both SIMMS one and two tier.

Create a Purchase Order Authorization Limit

1. Open the **Administration** tab, and then click **User Manager**.
The User Manager window opens.

2. Click the **PO Authorization** tab, under **Min/Max PO Authorization Limits** click the goggles icon.

The PO Authorization Group Setup dialog box opens.

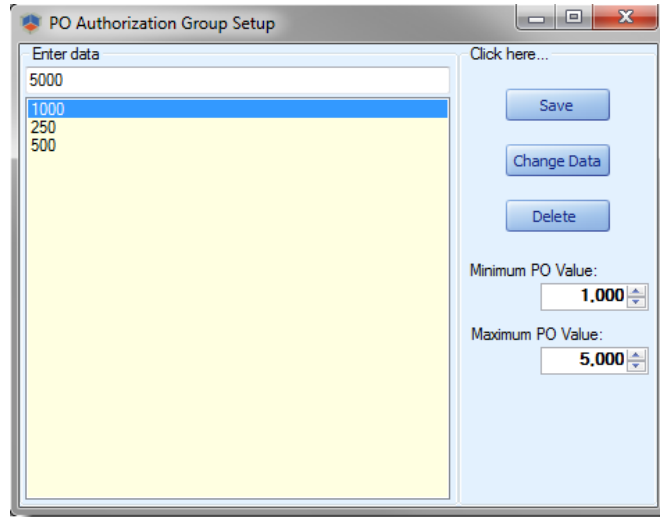


Figure 22: Setting up purchase order authorization groups.

3. In the **Enter data** text box, type the name of your purchase order authorization limit.
4. In the **Minimum PO Value** box, type a minimum dollar value.
5. In the **Maximum PO Value** box, type a maximum dollar value.
6. Click **Save**.

Assign a Purchase Order Authorization Limit to a User

1. Open the **Administration** menu, and then click **User Manager**.

The User Manager window opens.

2. In the list of users (left most), select the user you want to assign a purchase order authorization limit to, and then click the **Edit** icon .
3. Click the **PO Authorization** tab, and then in the **PO Authorization Group** list, select the authorization limit you want to assign to the user.

4. Click the **Save** icon .


Matching Invoices to Receipts of Goods


You have the option to manually match your vendor's invoice to your receipt. You do this to ensure the details (such as the total and quantity) are the same for both documents. After you confirm the details of your documents match, SIMMS generates an accounts payable invoice. You can then view and pay that invoice in the AP Manager.

In Global Settings, the following options determine when you need to match an invoice to a receipt:

- **Auto AP invoice**
Use this option to have SIMMS automatically generate an accounts payable invoice for your receipt of goods. With this option, you do not manually match your vendor's invoice to your receipts.
- **Prompt for auto AP invoice**
Use this option to choose each time you save a receipt whether to have SIMMS automatically generate an accounts payable invoice, or for you to manually match your vendor's invoice to your receipt before SIMMS generate an accounts payable invoice.
- **No auto AP invoice**
Use this option if you want to always match your vendor's invoice with your receipt of goods before SIMMS generates an accounts payable invoice.

Match a Vendor's Invoice to Your Receipt of Goods

1. Open the **Purchasing** menu, click **Receipts Manager**.
The Receipts Manager window opens.
2. Click the **Receive Invoice** icon .
- The Unmatched Receipts window opens.
SIMMS automatically lists in the window the receipts that are not matched to an invoice.
3. Select the receipt that you want to compare to your vendor's invoice, and then click **Details**.
Your receipt opens in the Receipt of Goods window.
4. Compare the details of your vendor's invoice with those of your receipt to confirm they match, and then close the **Receipt of Goods** window.

5. Return to the **Unmatched Receipts** window, in the **Unmatched** column, click the check box for the receipt that you are confirming matches with your vendor's invoice and then click **Proceed**.
6. SIMMS displays a question, asking if you want to edit the your receipt or create an invoice. Do one of the following steps:
 - Click **Edit Receipt**. SIMMS opens your receipt in the Receipt of Goods window. Edit your receipt, and then click the **Save** icon .

After you edit your receipt, to generate an accounts payable invoice repeat step 5. For step 6, click **Invoice**.
- Click **Invoice**. SIMMS generates an accounts payable invoice. You can view and pay this invoice in the AP Manager.


Adding Landed Costs to Items on a Receipt of Goods

You can add your landed costs to the items on your receipt. There are two types of landed costs in SIMMS: static landed costs and additional landed costs.

Static landed costs are added to a single item on your receipt. You can pre-define an item's static landed costs at **Setup > Landed Costs Setup**

Additional landed are distributed over all the items on your receipt. You can apply both types of landed cost to the items on a receipt.

Distribute Additional Landed Costs Between Items


1. If not already opened and in edit mode, open your receipt and click the **Edit** icon .
2. On the **Tools** menu, click **Landed Costs**.

The Apply Landed Costs window opens.
3. On the **Setup** tab, click the **Add fixed values to a receipt** check box.
4. Click the **Add the additional costs into the item cost** check box.

If you do not select this check box, SIMMS does not add your landed to the items on your receipt. However, SIMMS does generate a receipt for each vendor due landed costs.

5. Click the **Fixed Totals Values** tab, in the available boxes (Freight, Insurance, Brokerage, Customers, Others) type the appropriate landed costs.
6. Choose one of the following options:
 - **Redistribute amounts per item quantity.**
Your landed costs are distributed evenly by quantity.
 - **Redistribute amounts per item quantity/price.**
Your landed costs are distributed based on an item's price. The greater an item's price the greater its portion of the landed cost.
 - **Redistribute amounts per item quantity/weight.**
Your landed costs are distributed based on an item's weight. The greater an item's weight, the greater its portion of the landed cost.
7. Click **Save**, and then click the **Vendors** tab.
8. In the available lists (Freight, Insurance, Brokerage, Customs Cost, and Other cost 1) select the vendors owed the appropriate landed cost, and then click **Save**.

Add Static Landed Costs to an Item on a Receipt of Goods

1. If not already open and in edit mode, open a receipt and click the **Edit** icon .
2. On the **Tools** menu, click **Landed Costs**.
The Apply Landed Costs window opens.
3. On the **Setup** tab, click **Add landed costs setup values to the item FOB cost**.
4. Click the **Add the additional costs into the item cost** check box.

If you do not select this check box, SIMMS does not add your landed to the items on your receipt. However, SIMMS does generate a receipt for each vendor due landed costs.
5. Click the **Item Setup Values** tab, and then do one of the following steps:
 - If your item does not have pre-defined landed costs, in the appropriate boxes (Duty rate, Excise Tax, Freight, Commission, and so on) type the percentage of your item's FOB cost you want to add as its landed cost, and then click **Save**.

- If your item has pre-defined landed costs, click **Save**. If required, you can edit your item's pre-defined landed costs before you save them.
6. Click **Save Changes**, and then click **Save**.
 7. Click the **Vendors** tab, if required you can change the vendors who are owed landed costs.

On the Vendors tab is listed the costs for each type of landed cost (Duty rate, Excise Tax, Freight, Commission, and so on). In the Total Landed Cost text box, SIMMS enters the total landed cost for your item.

8. Click **Save**.

See Also

Inventory Replenishment

This document explains how to use SIMMS' Replenishment Manager. Use the Replenishment Manager to maintain economic stock levels and at the same time prevent stock shortages.

The Replenishment Manager is designed as a *pull-based* supply chain tool. As such, it is sales orders (demand) that trigger stock replenishment.

Request for Quote (RFQ)

This document explains how to use SIMMS' RFQ Manager. Use the RFQ Manager to create and process your request for quotes.

In addition, this document explains how to setup and use the RFQ Submission Portal. This is an optional web component that enables you to submit your RFQs to a website (the RFQ Submission Portal) and for your vendors to respond to your RFQ in the same website.