

## Purchase Agent 2019

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## **Purchase Agent Overview**

The Purchase Agent identifies what items need to be purchased over a given planning period. The Purchase Agent provides an easy method for buyers to quickly review shortages and generate purchase orders to fulfill the demand for inventory items.

The Purchase Agent module evaluates the following information to determine the recommended quantities to be purchased for inventory items.

- Current on hand inventory
- Sales Order item demands
- Purchase Order incoming quantities
- Work Order finished products and subassemblies
- Work Order material requirements
- Material Requirements Planning projections
- Reorder point quantities and minimum order quantities defined in Inventory Management Main menu > Item Maintenance > Reorder Maintenance

## **Purchase Agent Benefits**

- Optimize cash flow by ordering only what is needed to satisfy sales orders.
- Avoid material shortages that result in missed promise dates.
- Eliminate expedite fees by ordering what is needed at the right time.
- Consolidate items and orders to maximize purchasing power.
- Automatically generate purchase orders with accurate costing.
- Retain full control through flexible options that fit your unique business operations.
- Drive efficiency by viewing all pertinent data from a single, actionable location.
- Streamline purchasing process while reducing inventory carrying costs.



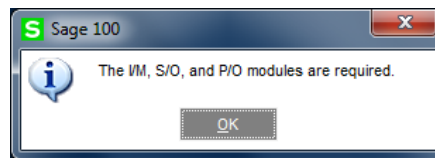
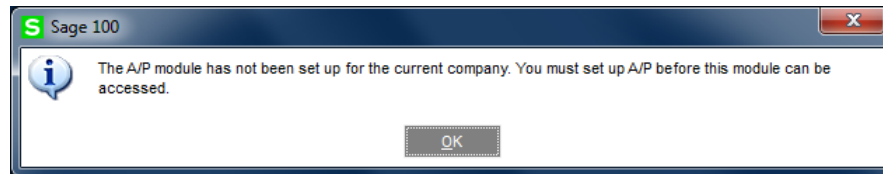
**Note:** Purchase Agent is a standalone module for Sage 100 that does not require JobOps/Sage 100cloud Manufacturing.

## Purchase Agent and Sage 100 Modules

The following Sage 100 modules are required to be installed, activated and set up in order to use the Purchase Agent module.

- Library Master
- Inventory Management
- Accounts Receivable
- Sales Order
- General Ledger
- Accounts Payable
- Purchase Order

The following messages display when the Purchase Agent menu option is selected and a required module has not been activated and setup.



Select the OK button to close the message then activate and setup the required module.

The following Sage 100 modules may be installed and activated but are not required to be installed in order to use the Purchase Agent module.

- Bill of Materials
- Work Order
- Material Requirements Planning

When the Work Order integration feature is implemented with Purchase Agent, work order parent and components are reviewed during the Purchase Agent selection process. When the appropriate parameters are assigned, the Purchase Agent module explodes Bill of Materials bills assigned to sales orders and as work order components.

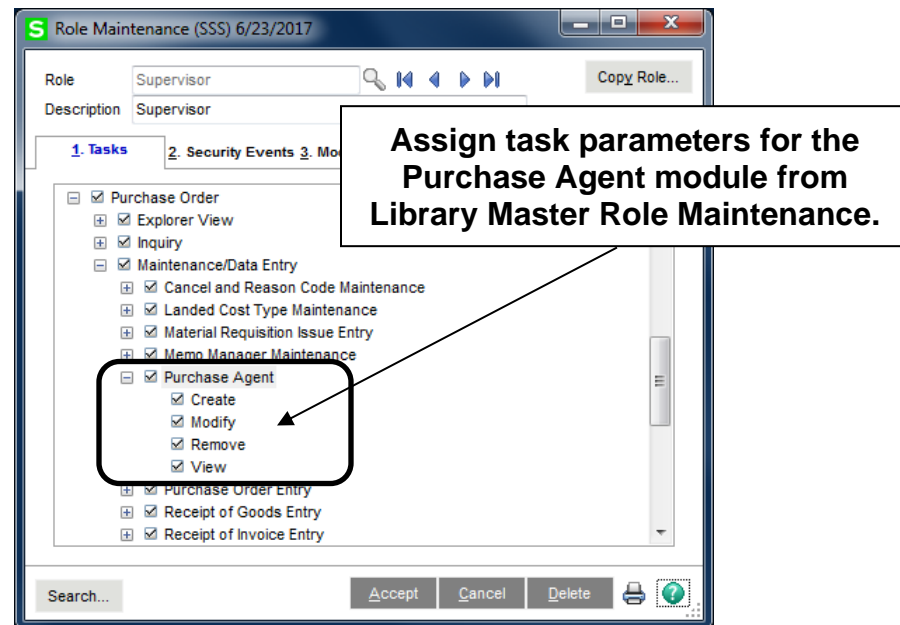


**Warning:** All valid warehouse codes are reviewed by the Purchase Agent selection process regardless of the assigned warehouse status and restriction entry parameter settings in Warehouse Code Maintenance.

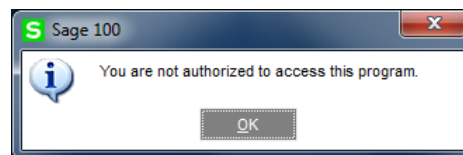
## Purchase Agent Role Maintenance Security

Purchase Agent task parameters are assigned from the Purchase Order >

Maintenance/Data Entry task menu on the Library Master Role Maintenance Tasks tab.



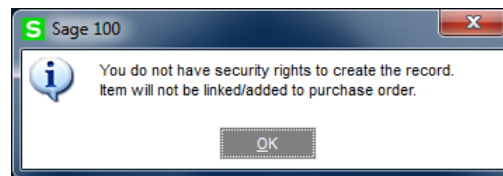
The following message displays when the Purchase Agent menu option is selected and the Purchase Agent task parameter is not selected in Library Master Role Maintenance.



Select the OK button and then access Library Master Main menu > Role Maintenance to define Purchase Agent security parameters.

The Purchase Agent Create and Modify tasks control the process of creating a purchase order or adding an item to an existing purchase order from Purchase Agent. When the Purchase Agent Create task is not selected, the following message displays when

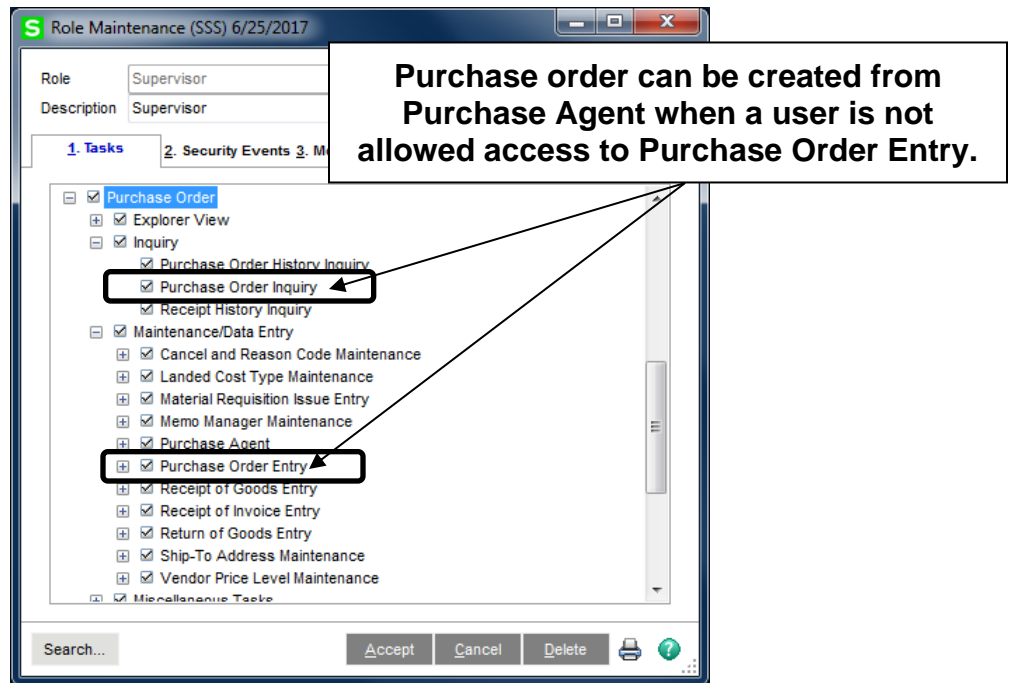
- The Create New button on the Purchase Agent Generating Purchase Orders window or the OK from the PO Selection window is selected.
- The Add to New button is selected from the Purchase Agent Generating Purchase Orders window and a purchase order for the vendor does not exist in Purchase Order Entry.
- The Add to Hold button on the Purchase Agent Generating Purchase Orders window or the OK button from the PO Selection window is selected and a purchase order that is on hold does not exist in Purchase Order Entry.



**Note:** The Purchase Agent Create task check box field must be unchecked in order to uncheck and save the setting for the Modify task check box field.

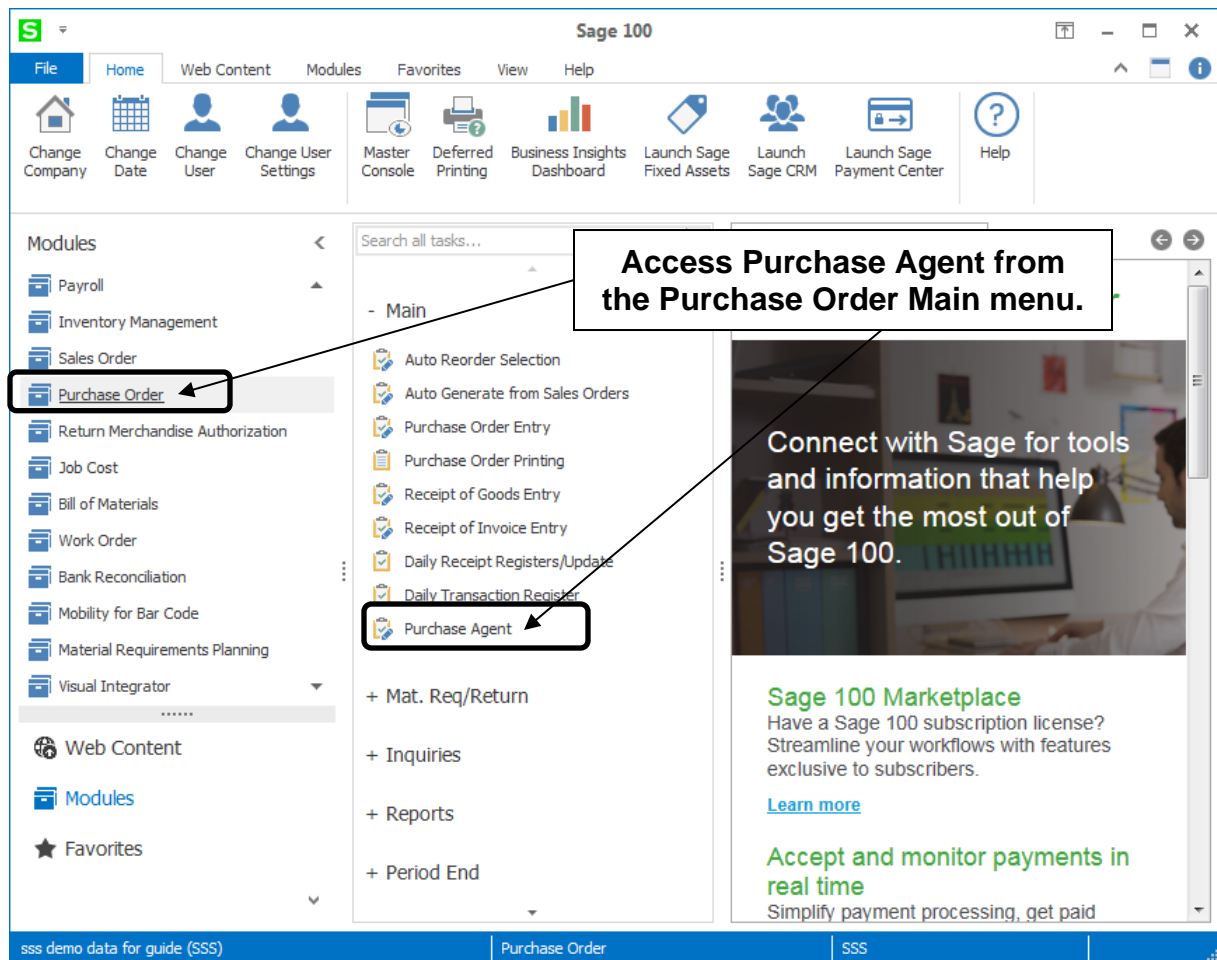
When the Purchase Agent Create and Modify tasks are selected, users are allowed to generate purchase orders from Purchase Agent when the Purchase Order Entry task parameter found in the Purchase Order > Maintenance/Data Entry menu on the Task tab in Role Maintenance is not selected.

Purchase orders may be created but the purchase orders created are placed on hold when a user has access to Purchase Order Inquiry but not Purchase Order Entry.



## How to Access Purchase Agent

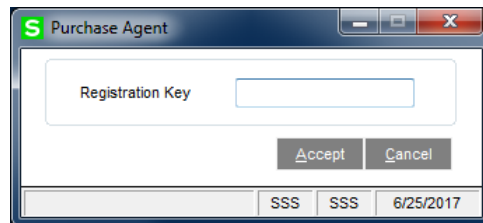
Select Purchase Order Main menu > Purchase Agent from the Sage 100 menu to access the Purchase Agent module.





## How to Register Purchase Agent

The Purchase Agent registration window automatically displays when the Purchase Agent menu option is selected and a registration key has not been assigned to the Purchase Agent module.



Enter a key in the Registration Key field and then select the Accept button to register the Purchase Agent module and to access the Purchase Agent task window. Select the Cancel button to return to the Sage 100 menu.



**Note:** Refer to the Purchase Agent Installation Guide on how to obtain a Purchase Agent Registration key.

The Purchase Agent registration window is accessed by selecting the **Options** button from the Purchase Agent tasks window.

The screenshot shows the 'Purchase Agent' window. At the top, there are input fields for 'MRP Projected Demand Start Date', 'Cutoff Date', and a checked 'Include Lead Time' checkbox. Below these is a table with columns 'Selection', 'All', 'Starting', and 'Ending'. The table contains rows for 'Customer Number', 'Sales Order No.', 'Vendor Number', 'Purchase Order No.', 'Item Code', and 'Product Line', each with a checked checkbox and corresponding input fields. An arrow points from a text box to the 'Options' button in the top right corner. At the bottom, there are 'Clear', 'Generate', 'Edit', and a help icon buttons. The status bar at the bottom right shows 'SSS SSS 6/25/2017'.

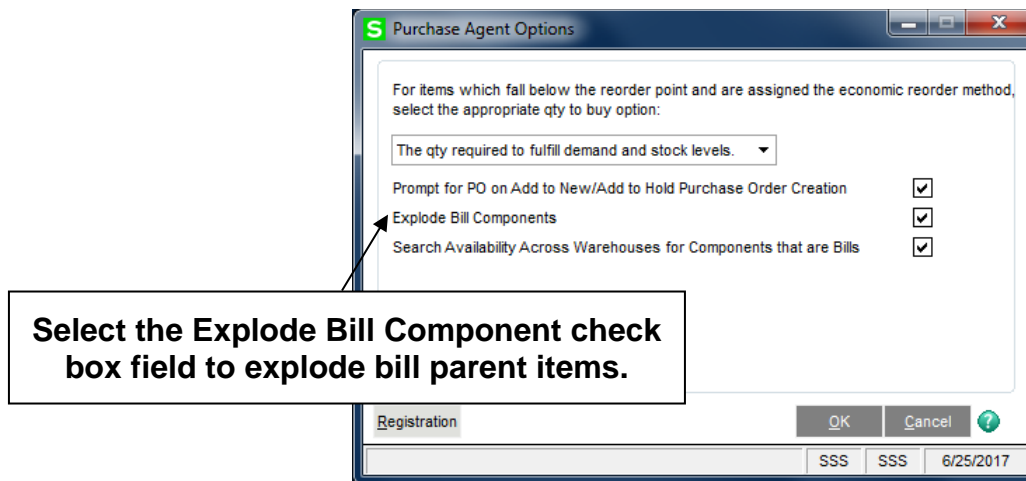
Selection	All	Starting	Ending
Customer Number	<input checked="" type="checkbox"/>	<input type="text"/>	99-7777777
Sales Order No.	<input checked="" type="checkbox"/>	<input type="text"/>	7777777
Vendor Number	<input checked="" type="checkbox"/>	<input type="text"/>	99-7777777
Purchase Order No.	<input checked="" type="checkbox"/>	<input type="text"/>	7777777
Item Code	<input checked="" type="checkbox"/>	<input type="text"/>	7777777777777777
Product Line	<input checked="" type="checkbox"/>	<input type="text"/>	

**Select the Options button to edit or review the Purchase Agent registration key.**

Clear Generate Edit ?

SSS SSS 6/25/2017

## Purchase Agent Options



**Qty to Buy Option** Select *The economic order quantity* or *The qty required to fulfill demand and stock levels* from the drop down list.

- **The economic order quantity:** The value assigned to the Economic Ord Qty field in Reorder Maintenance for the item and warehouse code is used to calculate the actual quantity to buy value.
- **The qty required to fulfill demand and stock levels:** The required and actual quantity to buy is calculated based on supply, demand, reorder information and MRP projections.

**Prompt for PO on Add to New/Add to Hold Purchase Order Creation** Select the check box field to specify the purchase order that the item should be added to when the Add to New or Add to Hold button is selected. When this check box field is checked, the PO Selection window displays after selecting the Add to New or Add to Hold button from the Generating Purchase Orders window. Clear the check box field to add an inventory item to the first available purchase order that is new and not on hold when the Add to New button is selected or the first available purchase order that is new and on hold when the Add to Hold button is selected.

**Explode Bill Components** Select the check box field to explode components associated to bill numbers that are assigned to sales orders and work orders during the Purchase Agent selection process. The Unexploded Bill Selection window displays when this parameter is selected, a bill number is assigned to a sales order or as a work order component and a bill number is selected by the Purchase Agent selection process. Clear the check box field to not explode components of bill number assigned to sales orders and work order during the Purchase Agent selection process.



**Note:** This parameter displays when the Sage 100 Bill of Materials module is installed and activated.

**Search Availability Across Warehouses for Components that are Bills** Select the check box field to analyze available quantities in all applicable warehouses for bill numbers that are components of Bill of Materials bill numbers. This parameter is enabled when the Explode Bill Components parameter is selected.



**Note:** The Explode Subassemblies parameter in Bill of Materials Options must be selected in order for Purchase Agent to explode subassemblies components.

Bill of Materials Options (SSS) 6/25/2017

1. Main 2. Entry 3. Printing

Batch Processing

Description	Enable	Next Batch
Production Entry	<input type="checkbox"/>	00001

Next Automatic

Production Number	0000003
Disassembly Number	0000001
Engineering Change Number	0000001
Replace and Delete Reference Number	0000003

Production and Disassembly Entry

Explode Sub-Assemblies ☒

Integer Units of Measure

EACH				

Accept Cancel

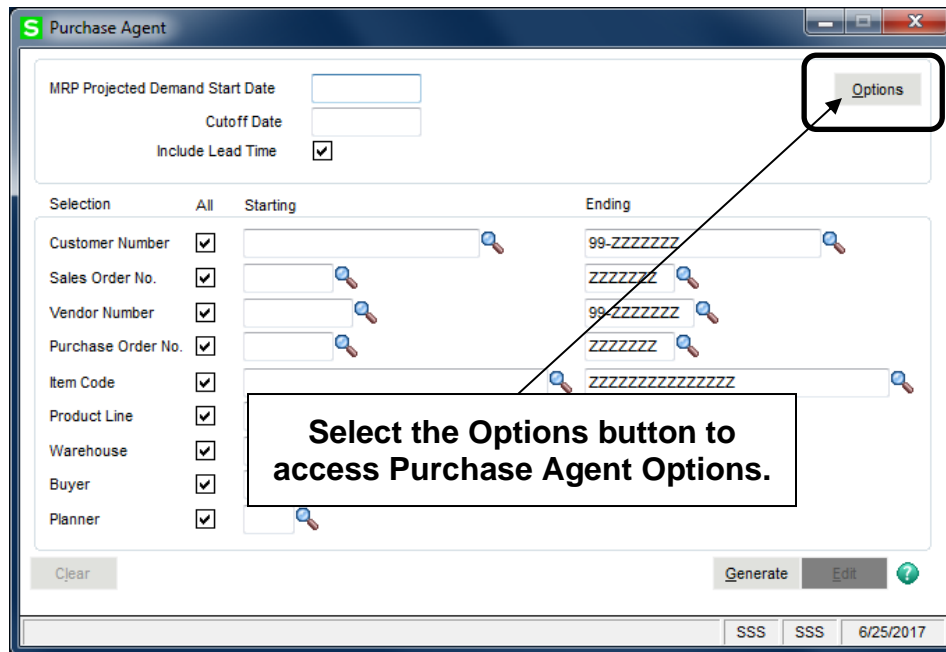
Parameter must be selected in order to explode sub-assemblies in Purchase Agent.



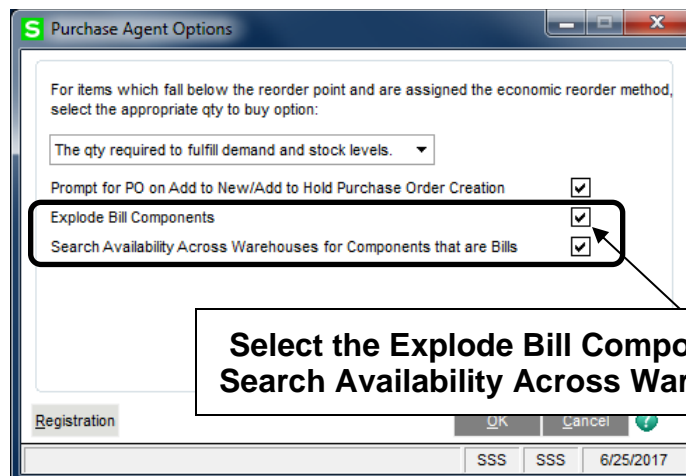
**Warning:** Purchase Agent Options parameters must be reviewed after migrating and converting to Purchase Agent 2019. Purchase Agent Option parameters may be set back to default values during the migration or conversion process.

## How to Activate the Search Across Warehouses Feature

1. Access Purchase Order Main menu > Purchase Agent.
2. Select the **Options** button from the Purchase Agent task window.



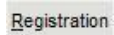
3. Check the Explode Bill Components check box field to enable the Search Availability Across Warehouses for Components that are Bills parameter.





**Note:** The Search Availability Across Warehouses for Components that are Bills parameter is only applied to bill numbers that are components/subassemblies of a bill number. This parameter is not applied to bill components that are not bill numbers.

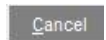
4. Check the Search Availability Across Warehouses for Components that are Bills check box field.
5. Select the OK button.



Select the Registration button to access the Purchase Agent Registration window.



Select the OK button to save the assigned Purchase Agent parameter settings and to return to the Purchase Agent task window.

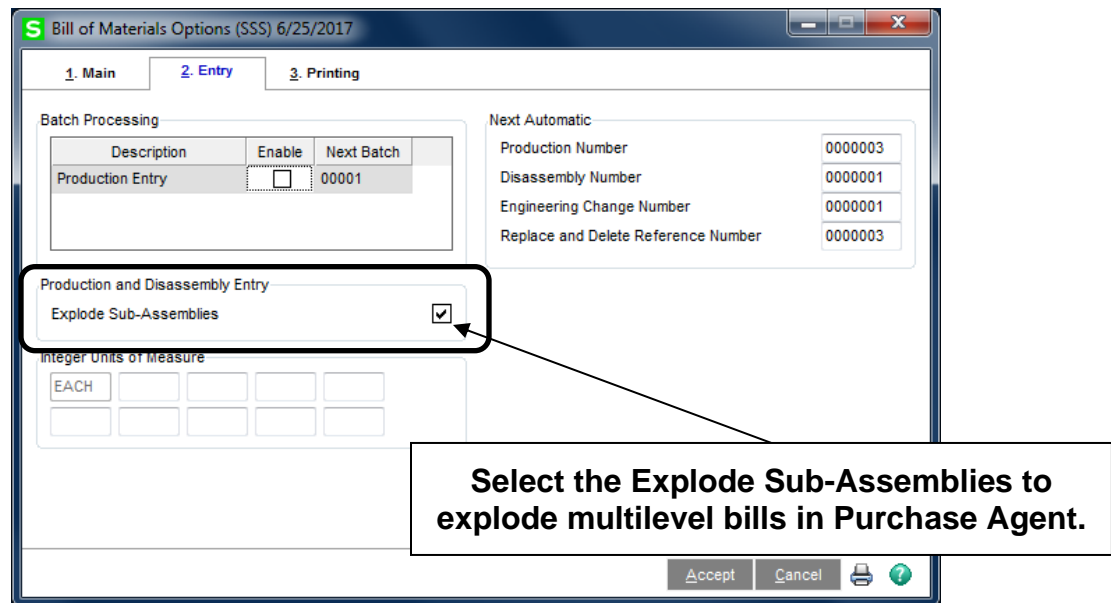


Select the Cancel button to not save the changes made to the Purchase Agent parameters and to close the Purchase Agent Options window.

## Bill of Materials Options and Purchase Agent

Multilevel bills are exploded during the Purchase Agent selection process when the following parameters are selected.

1. The Explode Subassemblies parameter, found on the Bill of Materials Entry tab, is selected.
2. The Explode Bill Components parameter in Purchase Agent Options is selected.



## Sales Order Options and Purchase Agent

When the Use Item Default Warehouse parameter in Sales Order Options is not selected, the demand for the component of a bill number displays in the warehouse that is assigned to the bill number on the sales order.

### Use Item Default Warehouse Parameter Not Selected Example

The item code *CABIN-01000-IH* is defined as a bill number in Bill of Materials Maintenance. Item code *3/4 SCREW* is a component of bill number *CABIN-01000-IH*. A sales order is created for item code *CABIN-01000-IH* and warehouse code 000. The default warehouse code assigned to item code *3/4 SCREW* is 999. Since the Use Item Default Warehouse parameter is not selected, the Purchase Agent selection process assigns the demand for component item code *3/4 SCREW* to warehouse code 000 when bill number *CABIN-01000-IH* is exploded.

**Purchase Agent Summary**

Filtering On: <Show All> | Show All | Items to Buy | No requirements

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.10	4,135.00	4,135.00	4135 EACH	413.50	5.00	0.00	4,040.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(995.00)	0.00	0.00	0.00	0.00

**The bill number's component demand is assigned to the sales order warehouse code when the Use Item Default Warehouse parameter is not selected.**

Refresh | Total Quantity: 4,135.00 | Total Cost: 413.50 | Create PO's | SSS SSS 6/28/2017



When the Use Item Default Warehouse parameter in Sales Order Options is selected and the component of a bill number is assigned a default warehouse different from the warehouse assigned to the bill number on the sales order, the demand for the component of the bill displays in the component's default warehouse.

**Sales Order Options (SSS) 6/25/2017**

1. Main 2. Entry 3. Line Entry 4. Forms 5. Printing 6. Quick Print 7. History 8. Job Cost

Use Alternate Warehouse for Out-of-Stock Items ☒

**Use Item Default Warehouse** ☒

Check for Available Quantity ☒

Display Unit Cost ☒

Display Profit Margin Percent ☐

Profit Margin Percent to Display Warning ☐

Purchase Control

Enable Purchase Control of Items ☐

Select Items Based On ☐

Control Purchases Based On ☐

Item Pricing by Total Quantity ☐

Enable Based On ☐

Unit of Measure for Total

Apply Item Pricing Automatically

Allow Discount Rate by Detail Line ☒

Default Special Items to Drop Ship ☒

Warranty

Warranty Calculation Based On

Recalc Expiration if Ship/Invoice Date Changed ☐

Price Level by Customer

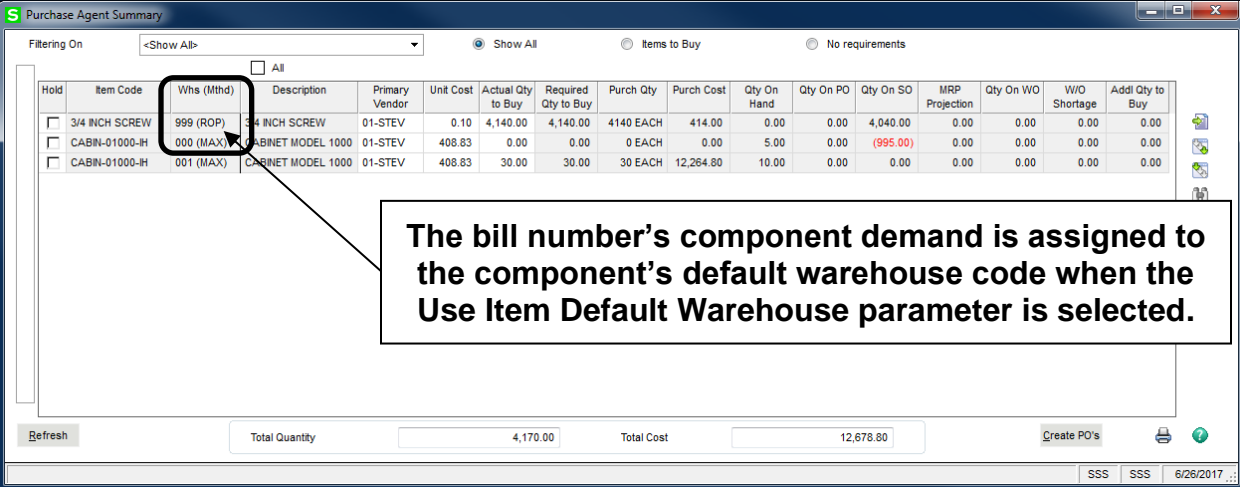
Enable Default Price Level by Customer ☐

Base New Price Level Records On

Accept Cancel

## Use Item Default Warehouse Parameter Selected Example

The item code *CABIN-01000-IH* is defined as a bill number in Bill of Materials Maintenance. Item code *3/4 SCREW* is a component of bill number *CABIN-01000-IH*. A sales order is created for item code *CABIN-01000-IH* and warehouse code 000. The default warehouse code assigned to item code *3/4 SCREW* is 999. Since the Use Item Default Warehouse parameter is selected, the Purchase Agent selection process assigns the demand for component item code *3/4 SCREW* to warehouse code 999 when bill number *CABIN-01000-IH* is exploded.



**Purchase Agent Summary**

Filtering On: <Show All> ☒ Show All ☐ Items to Buy ☐ No requirements

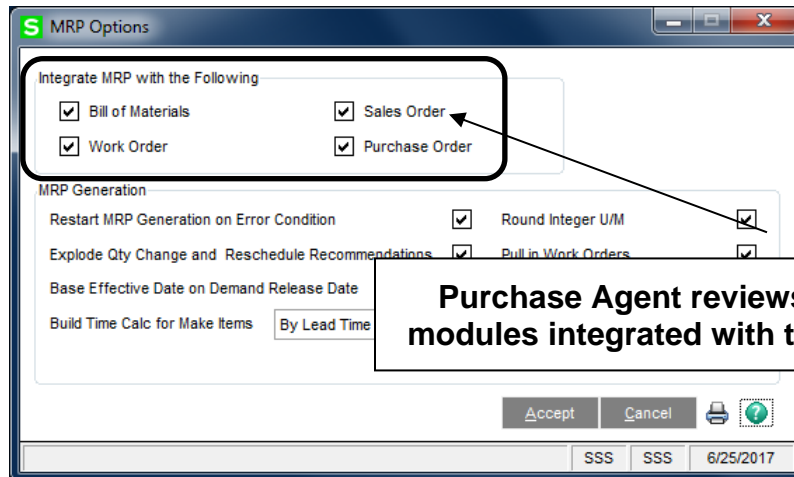
Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	3/4 INCH SCREW	999 (ROP)	3/4 INCH SCREW	01-STEV	0.10	4,140.00	4,140.00	4140 EACH	414.00	0.00	0.00	4,040.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEV	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(995.00)	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEV	408.83	30.00	30.00	30 EACH	12,264.80	10.00	0.00	0.00	0.00	0.00	0.00	0.00

**The bill number's component demand is assigned to the component's default warehouse code when the Use Item Default Warehouse parameter is selected.**

Refresh Total Quantity 4,170.00 Total Cost 12,678.80 Create PO's SSS SSS 6/26/2017

## Material Requirements Planning Options and Purchase Agent

The Purchase Agent selection process reviews the MRP Options integration parameters when calculating MRP projection values. A demand or summary value is not included in the MRP projection calculation when the related Sage 100 module is not integrated with the MRP module.



## Inventory Management Setup Information

Inventory setup information must be reviewed after installing and registering the Purchase Agent module. This process includes reviewing item procurement values, standard and purchase unit of measures values, primary vendors, item vendor information, item reorder information and warehouse codes information.

### Item Maintenance Procurement Value

The Purchase Agent selection process reviews inventory items assigned *Buy* to the Procurement field in Item Maintenance. When an inventory item code is also specified as a bill number in Bill of Materials Maintenance, Purchase Agent reviews the bill number item in the Purchase Agent selection process regardless of the value assigned to the Procurement field.

Item Maintenance (SSS) 6/25/2017

Item Code: DSKTP-00100  
Description: 586/133 SYSTEM

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: SYS COMPUTER SYSTEMS  
Product Type: Finished Good  
Valuation: Average Cost  
Procurement: **Make**

Unit of Measure  
Standard: EACH  
Purchases: EACH No. of EACH: 1.0000  
Sales: EACH No. of EACH: 1.0000

Price Code: SYS COMPUTER SYSTEM PRICING  
Default Whse: 000 MAIN WAREHOUSE

Sales: Retail Price: 3,186.0000  
Standard Price: 2,900.0000  
Last Sold: 4/15/202

Purchases: Standard Cost: 1,588.0900

Last Costs: Item: 1,592.9500

Quantities:

Whse	Description	On Hand							
000	MAIN WAR...	.0000							
001	LONGBEA...	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000

Accept Cancel Delete

**Item code DSKTP-00100 is also a bill number. Purchase Agent reviews this item regardless of the assigned procurement value.**

## Item Maintenance Standard and Purchases Unit of Measure

Review the standard and purchases unit of measure for inventory items that are to be processed by the Purchase Agent module. The Purch Qty and Purch Cost fields found on the Purchase Agent Summary window display values using the value assigned to the Item Maintenance Purchases Unit of Measure field. All other Purchase Agent values are calculated using the standard unit of measure.

S Item Maintenance (SSS) 6/25/2017

Item Code: 3/4-SCREW  
Description: 3/4 INCH SCREW

Copy From... Renumber... More...

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Buy

Weight:   
Volume: 0.0000  
Inventory Cycle: M

Unit of Measure  
Standard: EACH  
Purchases: BOX No. of EACH: 500.0000  
Sales: EACH No. of EACH: 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE

Sales  
Retail Price: .0000  
Standard Price: .0000  
Last Sold:

Purchases  
Standard Cost:   
Average Cost: .1000  
Last Receipt: 5/31/2020

Allocated: .0000  
Total: .1000

Quantities

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted
000	MAIN WAR...	168.0000	.0000	.0000	.0000	.0000	.0000	.0000	168.0000	

Accept Cancel Delete

**Most Purchase Agent calculations use the standard unit of measure.**

## Item Maintenance Primary Vendor

The vendor number assigned to the Primary Vendor field in Item Maintenance defaults to the Purchase Agent Summary window. The vendor number may be modified from the Purchase Agent Summary window before generating a purchase order.

Item Maintenance (SSS) 6/25/2017

Item Code: BOARD-04220-66  
Description: 80586 MOTHERBOARD 150 MHZ

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: FIFO  
Procurement: Buy

Unit of Measure: Standard EACH  
Purchases: EACH No. of EACH 1.0000  
Sales: EACH No. of EACH 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE

Primary Vendor: 01-MASTER MASTER MICRO MANUFACTURII

Sales: Retail Price 325.0000, Standard Price 299.0000, Last Sold 5/31/2020  
Purchases: Standard Cost 230.0000, Average Cost 243.3700, Last Receipt 5/15/2020  
Last Costs: Item 230.0000, Allocated .0000, Total 230.0000

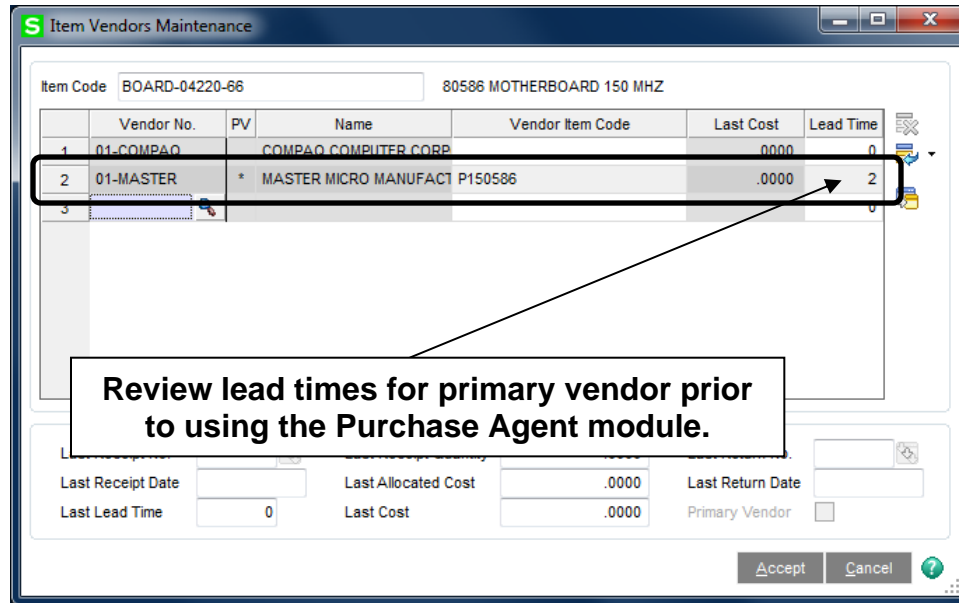
Quantities: Req for WO .0000, Available 148.0000, Last Counted .0000, 3.0000

Accept Cancel Delete

The vendor number assigned to this field defaults to the Purchase Agent Summary window.

## Item Vendor Maintenance

Vendor lead times assigned to the defined primary vendor are taken into consideration during the Purchase Agent selection process.



**Item Vendors Maintenance**

Item Code: BOARD-04220-66      80586 MOTHERBOARD 150 MHZ

	Vendor No.	PV	Name	Vendor Item Code	Last Cost	Lead Time
1	01-COMPAQ		COMPAQ COMPUTER CORP		.0000	0
2	01-MASTER	*	MASTER MICRO MANUFACT P150586		.0000	2
3						

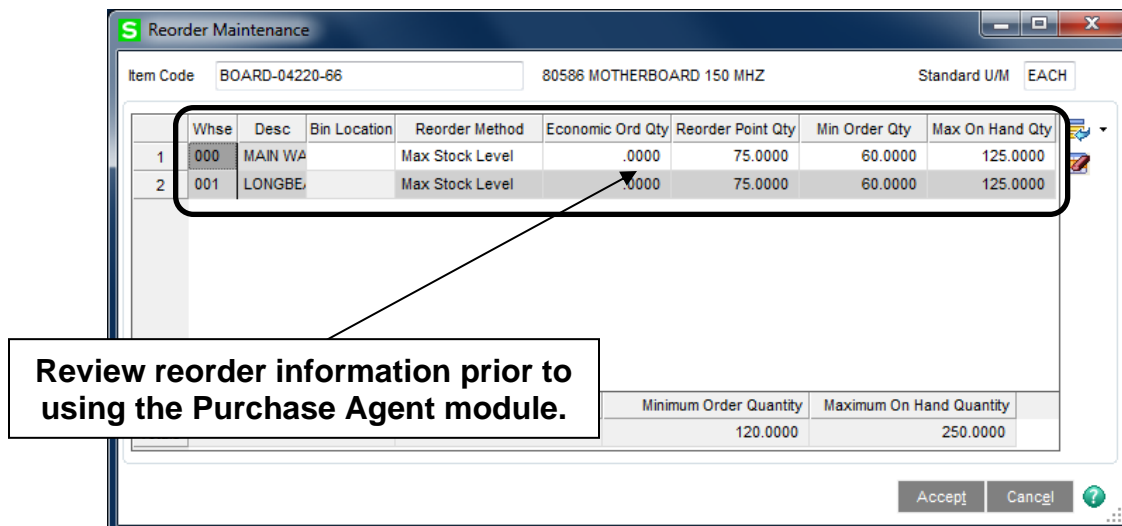
**Review lead times for primary vendor prior to using the Purchase Agent module.**

Last Receipt Date:      Last Allocated Cost: .0000      Last Return Date:      Last Lead Time: 0      Last Cost: .0000      Primary Vendor: ☐

Accept Cancel

## Reorder Maintenance

The Purchase Agent selection process reviews Reorder Maintenance information for each selected item and warehouse code.



**Reorder Maintenance**

Item Code: BOARD-04220-66      80586 MOTHERBOARD 150 MHZ      Standard U/M: EACH

	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty
1	000	MAIN WA		Max Stock Level	.0000	75.0000	60.0000	125.0000
2	001	LONGBE		Max Stock Level	.0000	75.0000	60.0000	125.0000

**Review reorder information prior to using the Purchase Agent module.**

Minimum Order Quantity: 120.0000      Maximum On Hand Quantity: 250.0000

Accept Cancel

The reorder method and reorder quantity values are used during Purchase Agent calculations to determine quantity to buy and quantity to make values.

## Warehouse Code Maintenance

A Purchase Agent parameter is available in Inventory Management Warehouse Code Maintenance.

Warehouse Code Maintenance (SSS) 6/18/2018

Warehouse Code: 000

Description: MAIN WAREHOUSE

Exclude from Purchase Agent ☒

Name: MFG COMPUTER SYSTEMS, INC.

Address: 8800 IRVINE CENTER DRIVE

ZIP Code: 92715

City: IRVINE State: CA

Country:

Telephone: Ext:

Fax:

Comment:

Restricted Start Date: End Date:

Accept Cancel Delete

Clear the check box field to include the item at the selected warehouse in the Purchase Agent selection process.

**Exclude from Purchase Agent** Select the check box field to not include items for the selected warehouse in the Purchase Agent selection process. Clear the check box field to include items for the selected warehouse in the Purchase Agent selection process.



**Warning:** All warehouse codes with the Exclude from Purchase Agent parameter not selected are reviewed by the Purchase Agent selection process regardless of the assigned warehouse status and restriction entry parameter settings in Warehouse Code Maintenance.



## Purchase Agent Task Window

The Purchase Agent task window displays after the Purchase Agent module is registered and Purchase Order Main menu > Purchase Agent is selected from the Sage 100 menu.

MRP Projected Demand Start Date

Cutoff Date

Include Lead Time ☒

Selection	All	Starting	Ending
Customer Number	<input checked="" type="checkbox"/>	<input type="text"/>	99-ZZZZZZZ
Sales Order No.	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZ
Vendor Number	<input checked="" type="checkbox"/>	<input type="text"/>	99-ZZZZZZZ
Purchase Order No.	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZ
Item Code	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZZZZZZZZZ
Product Line	<input checked="" type="checkbox"/>	<input type="text"/>	
Warehouse	<input checked="" type="checkbox"/>	<input type="text"/>	
Buyer	<input checked="" type="checkbox"/>	<input type="text"/>	
Planner	<input checked="" type="checkbox"/>	<input type="text"/>	

Clear Generate Edit

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**MRP Projected Demand Start Date** Enter a date to be compared to Material Requirements Planning period start dates when determining to include manually entered MRP projection records in the Purchase Agent selection process. When a date is entered in this field and the following rules are met, MRP manually entered quantity projections are included and display in the Purchase Agent Summary, Detail and Inventory Drilldown windows.

MRP projection records are selected during the Purchase Agent selection process when both of the following rules are met.

- The MRP projection period start date is greater than or equal to the date entered in the MRP Projected Demand Start Date field.
- The MRP projection period covered end date is less than or equal to the date entered in the Cutoff Date field.

Leave the MRP Projected Demand Start Date field blank to not include MRP projections in the Purchase Agent selection process.



**Note:** This field is enabled when the Sage 100 Material Requirements Planning module is installed, activated and setup for the current company.



**Warning:** MRP quantity projections are established as monthly or weekly periods. Based on rules established by the Sage 100 Material Requirements Planning module, the start date of a weekly MRP projection period occurs on Friday. The start date of a monthly MRP projection period occurs on the first day of the month. Therefore, it is important to analyze the date values entered in the MRP Projected Demand Start Date and Cutoff Date fields found on the Purchase Agent task window. Because of the Sage 100 Material Requirements Planning module period establishing rule, it is possible for MRP projection values to be or not to be included in the Purchase Agent selection process.

**Cutoff Date** Enter a date in this field to determine when a supply, demand or MRP projection is to be included in the Purchase Agent selection process. Transactions with a date after the cutoff date plus one day are not included in the Purchase agent selection process. Leave this field blank to include all supply, demand and MRP projection information in the Purchase Agent selection process.



**Note:** A one day buffer is added to the cutoff date during the Purchase Agent selection process.

The date specified in the Cutoff Date field is compared to the following dates to determine when a supply, demand or MRP projection is to be included in the Purchase Agent selection process.

Transaction Type	Compared to Date
Sales Order:	Item Required Date
Purchase Order:	Item Required Date
Work Order Finished Product:	Work Order Due Date
Work Order Component:	Work Order Due Date
MRP Projection:	Manual Projection Period Start Date

**Include Lead Time** Select the check box field to include the lead time assigned to the primary vendor plus one day when determining to include a supply, demand or MRP projection for an item during the Purchase Agent selection process. Clear the check box field to not include vendor lead times during the Purchase Agent selection process.



**Note:** A one day buffer is added to the vendor lead time during the Purchase Agent selection process.

### Cutoff Date and Vendor Lead Time Example

The following information exists for an inventory item.

**Sales Order** Required Date: 10/30/2019    Ordered Quantity: 10  
**Purchase Order** Required Date: 10/15/2019    Ordered Quantity: 2  
**Primary Vendor Lead Time** 7 days

When a cutoff date of 10/21/2019 is entered in the Cutoff Date field and the Include Lead Time check box field is selected from the Purchase Agent task window, only the purchase order transaction is included in the Purchase Agent selection process. Seven days plus one buffer date are added to the cutoff date of 10/21/2019 to calculate a selection cutoff date of 10/29/2019. Since the sales order required date is 10/30/2019, the sales order is not included in the Purchase Agent selection process.

**Only the Qty On PO is calculated.**

Hold	Item Code	W/hs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Add'l Qty to Buy
<input type="checkbox"/>	BOARD-04230-25	000 (ROP)	80386 MOTHERBOARD 25MHZ	01-MASTER	1,158.56	0.00	0.00	0 EACH	0.00	0.00	2.00	0.00	0.00	0.00

When a cutoff date of 10/22/2019 is entered in the Cutoff Date field and the Include Lead Time check box field is selected from the Purchase Agent task window, the purchase order and the sales order transactions are included in the Purchase Agent selection process. Seven days plus one buffer date are added to the cutoff date of 10/22/2019 to calculate a selection cutoff date of 10/30/2019.

**Qty On PO and Qty on SO values are calculated.**

Hold	Item Code	W/hs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Add'l Qty to Buy
<input type="checkbox"/>	BOARD-04230-25	000 (ROP)	80386 MOTHERBOARD 25MHZ	01-MASTER	1,158.56	8.00	8.00	8 EACH	9,268.48	0.00	2.00	10.00	0.00	0.00

## Selection Section

**Customer Number** Enter a starting and ending customer number. Check the All check box field to include all customer numbers. Select the Lookup button to access the Customer List Lookup window.

**Sales Order No.** Enter a starting and ending sales order number. Check the All check box field to include all sales order numbers. Select the Lookup button to display the Order Number List Lookup window.

**Enter data ranges to select specific transactions**

Selection	All	Starting	Ending
Customer Number	<input checked="" type="checkbox"/>		99-7777777
Sales Order No.	<input checked="" type="checkbox"/>		7777777
Vendor Number	<input checked="" type="checkbox"/>		99-7777777
Purchase Order No.	<input checked="" type="checkbox"/>		7777777
Item Code	<input checked="" type="checkbox"/>		7777777777777777
Product Line	<input checked="" type="checkbox"/>		
Warehouse	<input checked="" type="checkbox"/>		
Buyer	<input checked="" type="checkbox"/>		
Planner	<input checked="" type="checkbox"/>		

Clear Generate Edit

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**Vendor Number** Enter a starting and ending vendor number. Check the All check box field to include all vendor numbers. Select the Lookup button to access the Vendor List Lookup window.

**Purchase Order No.** Enter a starting and ending purchase order number. Check the All check box field to include all purchase order numbers. Select the Lookup button to display the Purchase Order List Lookup window.

**Item Code** Enter a starting and ending item code. Check the All check box field to include all item codes. Select the Lookup button to display the Item List Lookup window.

**Product Line** Enter a product line code. Check the All check box field to include all product lines. Select the Lookup button to display the Product Line List all window.

**Warehouse** Enter a warehouse code to select items for a specific warehouse code. Check the All check box field to include items for all warehouse codes. Select the Lookup button to display the Warehouse Code List window.

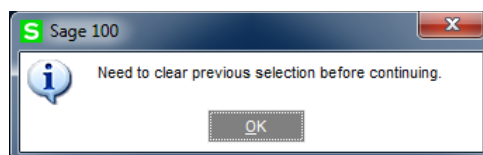
**Buyer** Enter a buyer code to select inventory items for a specific buyer. Check the All check box field to include all items. Buyer Codes are assigned to inventory items in Inventory Management Main menu > Item Maintenance on the Additional tab and are used to designate the employee responsible for purchasing the inventory item. Select the Lookup button to display the Buyer/Planner List window.

**Planner** Enter a planner code to select inventory items for a specific planner. Check the All check box field to include all items. Planner codes are assigned to inventory items in Inventory Management Main menu > Item Maintenance on the Additional tab and are used to designate the employee responsible for planning work ticket production. Select the Lookup button to display the Buyer/Planner List window.

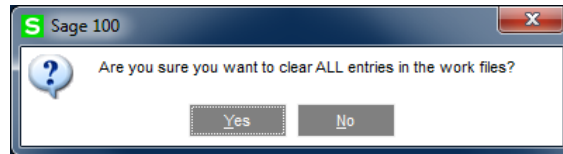
**Options** Select the Options button to access the Purchase Agent Options window.

**Clear** Select the Clear Selections button to clear previously generated data from the Purchase Agent work files.

**Generate** Select the Generate Selections button to populate the Purchase Agent work files based on the criteria specified in the Purchase Agent task window. The following message displays when the Generate button is selected and data exists in the Purchase Agent work files.



Select OK from the message to display the following message.




Select **Yes** to clear the Purchase Agent work files. Select **No** to retain the data in the Purchase Agent work files.

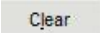
Edit

Select the Edit Selections button to access the Purchase Agent Summary window.

## Purchase Agent Work Files Generation

When the  button is selected, Purchase Agent evaluates the following pieces of information based on the criteria specified in the Purchase Agent task window.

- Sales Order item demands
- Work Order finished products and subassemblies
- Work Order material requirements
- Material Requirements Planning projections
- Reorder point quantities and minimum order quantities defined in Inventory Management Main menu > Item Maintenance > Reorder Maintenance
- Current on hand inventory
- Purchase Order incoming quantities

After data is evaluated by the Purchase Agent selection process, the selected items and related information are stored in the Purchase Agent work files PO\_158PASummary.M4T and PO\_158PADetail.M4T. The data in the Purchase Agent work files is retained until specified to be cleared by selecting the  button.

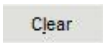


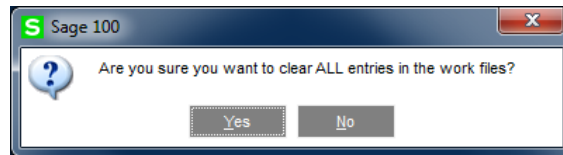
**Warning: Purchase Agent work files must be cleared after installing Purchase Agent 2019.** Select the Clear Selection button from the Purchase Agent task window after installing Purchase Agent 2019 and migrating or converting data for each company.



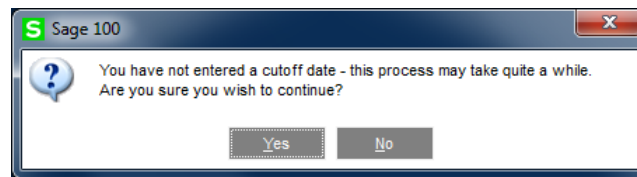
**Warning:** The information generated by the Purchase Agent selection process is stored in work files that are not user specific. When information exists in the Purchase Agent work files and another user runs the Purchase Agent selection process, the previously generated information is overwritten.

## How to Generate the Purchase Agent Work Files

1. Access Purchase Order Main menu > Purchase Agent.
2. Select the  button to clear previously generated data.
3. Select the Yes button in the following message.



4. Enter a projected demand starting date in the MRP Projected Demand Starting Date field when the Sage 100 Material Requirements Planning module is installed and integrated with Sales Order and Purchase Order.
5. Enter a date in the Cutoff Date field to establish a planning horizon. When a cutoff date is not specified, the following message displays after selecting the Generate Selections button.



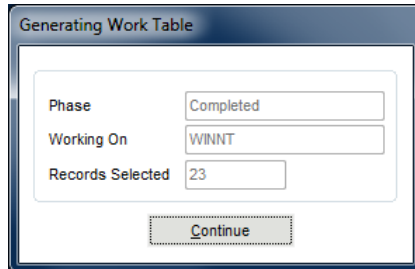
Select *Yes* to continue with the Purchase Agent work files generation process.

Select *No* to return to the Purchase Agent task window.

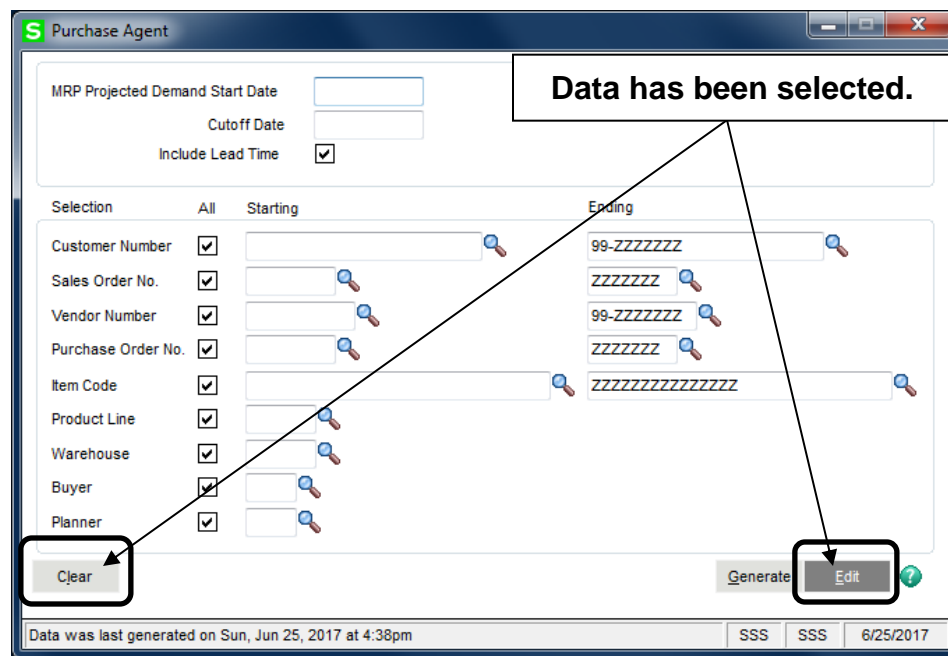
6. Check the Include Lead Time check box field to include vendor lead times in the calculation of demand and supply. Uncheck the Include Lead Time check box field to disregard vendor lead times in the calculation of demand and supply.
7. In the Selection section, enter a range to filter the information the Purchase Agent selection process evaluates to calculate demand, supply and MRP projections.




8. Select the **Generate** button.
9. Select the Continue button in the Generating Work Table window.

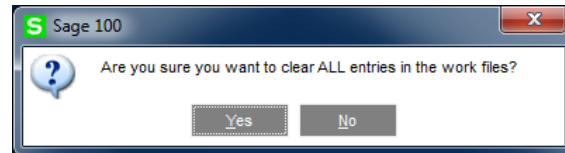


10. Select the **Edit** button to access the Purchase Agent Summary window.



## How to Clear the Purchase Agent Work Files

1. Access Purchase Order Main menu > Purchase Agent.
2. Select the  button to clear previously generated data.
3. Select the Yes button in the following message.



## Purchase Agent Summary Window

Use the Purchase Agent Summary window to review data generated by the Purchase Agent selection process and to create purchase orders for items deemed to be ordered. Access the Inventory Drilldown window from the Purchase Agent Summary window to review date based inventory usage information.



**Note:** Only inventory items assigned a procurement type of *Buy* and are not Bill of Material bill numbers are included in the Purchase Agent selection process.

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual C to Buy
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.1000	0.000
<input type="checkbox"/>	3/4-SCREW	000 (EOQ)	3/4 INCH SCREW		0.1000	0.000
<input type="checkbox"/>	BOARD-04220-66	000 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	0.000
<input type="checkbox"/>	BOARD-04220-66	001 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	122.000
<input type="checkbox"/>	BOARD-04230-25	000 (ROP)	80386 MOTHERBOARD 25MHZ	01-MASTER	158.5600	0.000
<input type="checkbox"/>	BOARD-04230-25	001 (EOQ)	80386 MOTHERBOARD 25MHZ	01-MASTER	158.5600	0.000
<input type="checkbox"/>	BOARD-05530-133	000 (ROP)	80586 MOTHERBOARD 133MHZ	01-MASTER	155.0000	40.000
<input type="checkbox"/>	BOARD-05530-166	000 (MAX)	80586 MOTHERBOARD 166MHZ	01-MASTER	350.4000	115.000
<input type="checkbox"/>	BOARD-05530-166	001 (EOQ)	80586 MOTHERBOARD 166MHZ	01-MASTER	350.4000	0.000
<input type="checkbox"/>	BOARD-05530-200	000 (EOQ)	80586 MOTHERBOARD 200 MHZ	01-MASTER	500.0000	0.000
<input type="checkbox"/>	BOARD-05530-233	000 (EOQ)	80586 MOTHERBOARD 233MHZ	01-MASTER	650.0000	0.000
<input type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEVE	408.8267	1008.000
<input type="checkbox"/>	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEVE	408.8267	30.000
<input type="checkbox"/>	CABIN-01000-TW	000 (MAX)	CABINET MODEL 2000 TOWER	01-STEVE	347.7400	0.000
<input type="checkbox"/>	CABINET-COVER	000 (EOQ)	CABINET COVER		15.3300	0.000

Refresh      Total Quantity: 1,538.0000      Total Cost: 549,211.11      Create PO's

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**Filtering On** Select an option to filter the data or select *<Show All>* to display all item records generated by the Purchase Agent selection process. Data can be filtered based on product line codes, sales order numbers, warehouse codes, buyer codes, planner codes, customer numbers, vendor numbers, purchase order numbers and item codes.

**Purchase Agent Summary**

Filtering On: Vendor ☒ Show All ☐ Items to Buy ☐ No requirements

☐ All

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost
<input type="checkbox"/>	MICRO-00122	000 (EOQ)	PLATINUM MICROPHONE	01-UNITED	21.0000	0.0000	0.0000	0 EACH	0.0000
<input type="checkbox"/>	PRNTR-10021	000 (ROP)	EPSON PRINTER	01-UNITED	\$54.0000	7.0000	7.0000	7 EACH	3,878.0000
<input type="checkbox"/>	PRNTR-10031	000 (EOQ)	LASERJET 4PLUS	01-UNITED	875.0000	0.0000	0.0000	0 EACH	0.0000

**Double click the filtering on value to display corresponding item records.**

Refresh Total Quantity: 7.0000 Total Cost: 3,878.00 Create PO's

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When an option is selected in the Filtering On dropdown list, data populates in the list field found below the Filtering On label. Double click a filtering value to display the corresponding item records.

**Show All** Select the Show All radio button to display all item records in the Purchase Agent work files.

**Items to Buy** Select the Items to Buy radio button to display all items that have been determined to be purchased. The Actual Qty to Buy field displays a value greater than zero.

**No Requirements** Select the No Requirements radio button to display items that are determined to not be purchased. The Actual Qty to Buy field is equal to zero.

**All** Check the All check box field to select the Hold check box field for all item records that display in the Purchase Agent Summary window. Clear the All check box field to remove the check from the Hold check box field for all item record that display in the Purchase Agent Summary window.

**Hold** Check the Hold check box field to not include an item during the purchase order generation process. Clear the Hold check box field to include the item during the purchase order generation process.

**Item Code** The item code displays and cannot be edited.

**Warehouse (Mthd)** The warehouse code for the selected inventory item displays and cannot be edited. A record displays for each warehouse code associated to an inventory item when the item code and warehouse code meet the selection criteria specified in the Purchase Agent task window.

One of the following values also displays in the Warehouse field to represent the reorder method assigned to the item code and warehouse code.

- **EOQ** represents the economic quantity order reorder method.
- **MAX** represents the maximum stock level reorder method.
- **ROP** represents the reorder point reorder method.
- A blank value displays when *None* is assigned as the reorder method.




**Note:** The reorder method assigned to a warehouse code for an inventory item can be reviewed by accessing Reorder Maintenance from Inventory Management Main menu > Item Maintenance.

**Description** The first 30 characters of the description assigned to an inventory item in Inventory Management Main menu > Item Maintenance displays and cannot be edited.



**Note:** The extended item description text is also copied to the purchase order line item record when a purchase order is generated from Purchase Agent.

**Primary Vendor** Accept the default vendor number or enter a vendor number. The primary vendor number assigned to an inventory item on the Inventory Management Main menu > Item Maintenance Main tab defaults to this field. Select the Lookup button to display the Vendor List Lookup window. Select the Alternate Vendor Lookup  button to display the Vendor/Item List Lookup window.



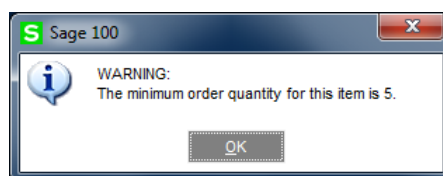
**Note:** A vendor number must be assigned to the Primary Vendor field in the Purchase Agent Summary window in order for a purchase order to be generated for the item.

**Unit Cost** Accept the default unit cost or enter a unit cost value for the item and warehouse code. The unit cost value is calculated based on one of the following options.

- When a vendor price level structure exists for a vendor and/or inventory item, the unit cost for the inventory item defaults based on the vendor price level structure and according to the Sage 100 vendor pricing hierarchy.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, and the total last cost value assigned to the item is not equal to zero, the total last cost found on the Inventory Management Main menu > Item Maintenance Main tab defaults to this field.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, the total last cost value assigned to the item is zero and the standard cost assigned to the item is not equal to zero, the standard cost defaults to this field.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, the total last cost and the standard cost values assigned to the item are zero and the average cost value assigned to the item is not equal to zero, the average cost defaults to this field.

**Actual Qty to Buy** The sum of the values in the Required Qty To Buy and Addt'l Qty to Buy fields displays in the Actual Qty to Buy field. Accept the calculated value or enter the actual quantity to buy value for the item and warehouse code.

The following warning message displays when a value less than the assigned minimum order quantity for an inventory item and warehouse is entered in this field.



Select **OK** to return to the Purchase Agent Summary window. The value entered in the Actual Qty to Buy field is retained.



**Note:** Quantity values and the unit cost value, except for the values that display in the Purch Qty and Purch Cost fields, are based on the standard unit of measure. A standard unit of measure is assigned to an inventory item in Inventory Management Main menu > Item Maintenance.

**Required Qty to Buy** The calculated required quantity to buy for the item and warehouse displays and cannot be edited. The required quantity to buy value is based on the reorder method and reorder quantity information assigned to an item and warehouse code in Inventory Management Main menu > Item Maintenance > Reorder Maintenance.



**Note:** The value displayed in the Required Qty To Buy field is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

### **Maximum Stock Level**

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on SO}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated MRP Projection}$$

### **Reorder Point**

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO+W/O Shortage}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$



---

**Economic Qty with Purchase Agent Option set to *The Qty Required to Fulfill Demand and Stock Levels***

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$



**Note:** When the calculated value is less than the economic order quantity assigned to the item and warehouse in Reorder Maintenance, the economic order quantity is assigned to the Required Qty to Buy field.

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order module is activated and the Sage 100 M Material Requirements Planning module is not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$

### **Economic Qty with Purchase Agent Option set to The Economic Order Quantity**

The economic order quantity is assigned to the Required Qty to Buy field when the value assigned to the Economic Ord Qty field in Inventory Management Item Maintenance > Reorder Maintenance is greater than the calculated demand.

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company and the calculated demand is greater than the economic order quantity.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order module is activated for the current company, the Sage 100 Material Requirements Planning P module is not activated for the current company and the calculated demand is greater than the economic order quantity.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company, the calculated demand is greater than the economic order quantity and the calculated demand is greater than the calculated total MRP projection.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company, the calculated demand is greater than the economic order quantity and the calculated total MRP projection is greater than the calculated demand value.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$

**None**

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to buy when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$



**Warning:** When the calculated Required Qty to Buy is less than the minimum order quantity value specified in Reorder Maintenance for the item and warehouse, the minimum order quantity is assigned to the Required Qty to Buy field regardless of the reorder method assigned to the item and warehouse.

**Purch Qty** The quantity to be purchased and the purchases unit of measure display and cannot be edited.



**Note:** The purchase quantity is calculated using the purchases unit of measure assigned to the inventory item in Item Maintenance.

**Purch Cost** The total purchase cost displays and cannot be edited. This value is calculated using the following formula.

$$\text{Purchase Quantity} \times \text{Purchases UM Conversion Factor to Standard UM} \times \text{Unit Cost}$$

**Qty On Hand** The current quantity on hand value for the selected item and warehouse code displays and cannot be edited.



**Note:** The Qty On Hand value is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

**Qty On PO** The current quantity ordered on purchase orders for the selected item and warehouse code displays and cannot be edited. This label displays when the Sage 100 Work Order Module is not active and setup.



**Note:** The Qty On PO value is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

**Ordered quantity on purchase orders.**

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Add Qty Buy
<input type="checkbox"/>	BOARD-04220-66	000 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	0.0000	0.0000	0 EACH	0.0000	149.0000	306.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-04220-66	001 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	0.0000	0.0000	0 EACH	0.0000	3.0000	122.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-04230-25	000 (ROP)	80386 MOTHERBOARD 25MHZ	01-MASTER	158.5600	0.0000	0.0000	0 EACH	0.0000	0.0000	12.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-04230-25	001 (EOQ)	80386 MOTHERBOARD 25MHZ	01-MASTER	158.5600	0.0000	0.0000	0 EACH	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-05530-133	000 (ROP)	80586 MOTHERBOARD 133MHZ	01-MASTER	155.0000	40.0000	40.0000	40 EACH	6,200.0000	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-05530-168	000 (MAX)	80586 MOTHERBOARD 168MHZ	01-MASTER	350.4000	115.0000	115.0000	115 EACH	0,296.0000	10.0000	5.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-05530-168	001 (EOQ)	80586 MOTHERBOARD 168MHZ	01-MASTER	350.4000	0.0000	0.0000	0 EACH	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-05530-200	000 (EOQ)	80586 MOTHERBOARD 200 MHZ	01-MASTER	500.0000	0.0000	0.0000	0 EACH	0.0000	104.0000	0.0000	5.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	BOARD-05530-200	001 (EOQ)	80586 MOTHERBOARD 200 MHZ	01-MASTER	500.0000	0.0000	0.0000	0 EACH	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	CABIN-01000-H	000 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	008.0000	1,000.0000	1008 EACH	2,057.5136	5.0000	0.0000	15.0000	0.0000	2.0000	0.0000	0.0000
<input type="checkbox"/>	CABIN-01000-H	001 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	30.0000	30.0000	30 EACH	1,264.8800	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	CABIN-01000-TW	000 (MAX)	CABINET MODEL 2000 TOWER	01-STEV	347.7400	0.0000	0.0000	0 EACH	0.0000	36.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input type="checkbox"/>	CABINET-CO															
<input type="checkbox"/>	CDROM-0000															

**Purchase Agent determined that a purchase order is not required for this item because available on hand quantity exists.**

**Qty On SO** The sum of the current quantity on sales order plus the current quantity on back ordered for the item and warehouse code displays and cannot be edited. The Qty on SO field may also include the following information.

- The number of components required to make a bill number.
- A negative value representing the quantity to make for an exploded bill number.



**Note:** The Qty On SO value is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

**MRP Projection** The calculated total MRP projection quantity for the item and warehouse for all selected MRP projection periods displays in this field and cannot be edited. The MRP projection period is calculated using the following information.

- The date value entered in the MRP Projected Demand Start Date field found on the Purchase Agent task window.
- The date value entered in the Cutoff Date fields found on the Purchase Agent task window.
- The value assigned to the Time Detail field in in the Sage 100 Material Requirements Planning Maintain Projected Demands window.
- The value assigned to the Period Start Date fields in the Sage 100 Material Requirements Planning Maintain Projected Demands window.

The MRP projected quantity value takes into consideration all demand and supply transactions for the item at the specified warehouse code. Demand values may include sales orders and work order material demands. Supply values may include on hand quantities, purchase orders and work orders. This information is reviewed based on the specified weekly or monthly MRP Projection period.

The difference between the MRP manual projection for the period and the actual demand and supply for the MRP projection period is calculated and recorded as the MRP projection per MRP projection period. The sum of all MRP projection period totals is assigned to the MRP Projection field.



**Tip:** Access the Purchase Agent Inventory Drilldown for Item window to review the supply, demand and MRP projection transactions used in the MRP Projection calculation.

**Qty On WO** The current quantity ordered for work order parent items for the selected item and warehouse code displays and cannot be edited. This field displays when the Sage 100 Work Order module is active and setup for the current company.

**W/O Shortage** When the Sage 100 Work Order model is activated and setup for the current company, the W/O Shortage field displays the total extended quantity value for the specified warehouse code for an inventory item designated as a work order component. Work order components are assigned to a work order from the Materials tab in Work Order Entry.

**Addtl Qty to Buy** When the required quantity to buy value is less than the minimum order quantity value assigned to an inventory item in Inventory Management Main menu > Item Maintenance > Reorder Maintenance, the additional quantity to buy value is calculated by the following formula.

$$\text{Minimum Order Quantity} - \text{Required Quantity to Buy}$$

**Total Quantity** The sum of the Actual Qty to Buy field for all items displays and cannot be edited.

**Total Cost** The sum of the total cost of the quantities to buy for all items displays and cannot be edited.



**Inventory Inquiry Button** Select the Inventory Inquiry button to access the Inventory Management Item Inquiry window.



**Inventory Drilldown Button** Select the Inventory Drilldown button to access the Inventory Drilldown for Item window.



**Detail Drilldown Button** Select the Detail Drilldown button to access the Purchase Agent Detail window.



**Alternate Vendor Lookup Button** Place the cursor in the Primary Vendor field and then select the Alternate Vendor Lookup button to access the Vendor/Item List window.

The Vendor / Item List is populated based on the information assigned to an item code in Item Vendor Maintenance. Access Inventory Management Main menu > Item Maintenance, select the More button and then select the Vendor menu option to access Item Vendor Maintenance.

	Vendor No.	PV	Name	Vendor Item Code	Last Cost	Lead Time
1	01-ADAMS		DANIEL ADAMS	BOARD-04220-66	.0000	3
2	01-COMPAQ		COMPAQ COMPUTER CORP		.0000	0
3	01-MASTER	*	MASTER MICRO MANUFACT	P150586	.0000	2
4	01-STEV		STEVENS SUPPLY	BOARD-04220-66	.0000	1
5						0

Vendor lead times are also used to calculate required dates for purchase orders created from Purchase Agent.



**Remove Item Button** Select an item record and then select the Remove Item button to remove an item record from the Purchase Agent Summary and Detail windows and the Purchase Agent work files. The following message displays when the Remove Item Button is selected.

VERIFY:  
Item: BOARD-05530-166 Warehouse: 000  
You want to remove this item from planning?

Yes No

Select Yes to remove the item record from the Purchase Agent work files. Select No to retain the item record in the Purchase Agent work files.

**Refresh**

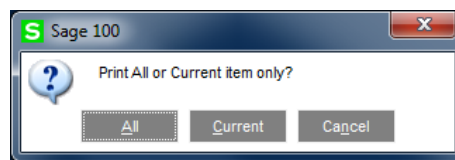
Select the Refresh Data button to refresh the item data displayed in the grid after selecting a filtering on option in the list field found on the left side of the Purchase Agent Summary window below the Filtering On label. Item data can also be refreshed by double clicking on the filtering on option.

**Create PO's**

Select the Create PO's button to begin the purchase order generation process for items with the Hold check box field unchecked. The Generating Purchase Orders window displays after selecting this button.



**Print Report Button** Select the Print button to access the Purchase Agent Listing task window and to generate the Purchase Agent Proposed Purchase Orders report. The following message displays when the Print Report button is selected.



Select *All* to include all items on the report that were selected by the Purchase Agent selection process. Select *Current* to print the data that displays in the current view of the Purchase Agent Summary window. Select *Cancel* to return to the Purchase Agent Summary window. The Purchase Agent Selection Listing task window displays after *All* or *Current* is selected from the message.



## Purchase Agent Selection Listing

Use the Purchase Agent Listing to review items that are suggested to be purchased. The Purchase Agent Selection Listing window displays after the Print button is selected from the Purchase Agent Summary window.

Purchase Agent Selection Listing (SSS) 6/25/2017

Report Setting: STANDARD [Lookup] Save

Description: Purchase Agent Selection Listing

Setting Options

Type: Public [Dropdown] Print Report Settings: ☐ Number of Copies: 1 [Spin]

Default Report: ☒ Three Hole Punch: ☐ Collated: ☒

Selections

Select Field	Operand	Value
Vendor Number	All [Dropdown]	

VSSSUTL\HP LaserJet M604 PCL 6 [Dropdown] Keep Window Open After Print: ☐ Preview: ☐ [Print] [Preview] [Setup]

**Report Setting** Enter a report setting or select the Lookup button to list all report settings. The Standard report setting provides a set of default options, sort criteria, and selection criteria for each report.

**Description** This field displays the description for the selected report setting. Enter a description that describes the output of the report. The description can be up to 40 characters.

### Setting Options

**Type** This field displays the type of access assigned to the report setting. A Public report setting allows access to all users. This includes the ability to access, modify, save, print, and delete the report setting; however, the Standard report setting cannot be deleted. This field can only be viewed.

**Default Report** Check this check box field to set the current report setting as the default report setting. The default report setting is the first report setting displayed when the report is accessed. Uncheck the check box field to not set this report setting as the default. When a default report setting is not selected, the Report Setting field displays the standard report setting.

**Print Report Settings** Check this check box field to print the options, sort criteria, and selection criteria for the selected report setting. This information prints on a separate cover page when the report is printed. Uncheck this check box field to not print the report settings.

**Three Hole Punch** Check this check box field to print the report with a larger margin. This allows enough space for the report to be three hole punched. Uncheck this check box field when to not use a larger margin.

**Number of Copies** Select the number of copies to print. This allows multiple copies of the report or form to be printed without accessing Printer Setup.

**Collated** Check this check box field to print each copy of the report or form in proper binding order when printing multiple copies. Uncheck this check box field to not collate the report or form. This check box is available only when the value selected at the Number of Copies field is greater than one.

### Selections

**Vendor Number Operand** Select an operand to limit the data selection to a particular value or range of vendor numbers.

**Vendor Number** Enter a starting and ending vendor number. Select the All check box field to view data for all vendor numbers. Select the Lookup button to display the Vendor List window.

**Keep Window Open After Print** Select this check box to keep this window open after you print. Clear this check box if you want this window to close automatically after you print.

**Keep Window Open After Preview** Select this check box to keep this window open after you preview the report or form. Clear this check box if you want this window to automatically close after you preview the report or form.

Print

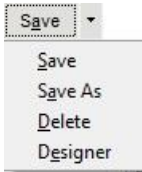
Select the Print button to print the Purchase Agent Selection Listing.

Preview

Select the Preview button to preview the Purchase Agent Selection Listing.

Setup

Select the Setup button to access the Print setup window.



Select the Save button to display the Save Report Setting window. Select the down arrow button to display the *Save*, *Save As*, *Delete* and *Designer* menu options. Select *Designer* from the menu to access the Purchase Agent Selection Listing in SAP Crystal Reports for Sage.




**Note:** The Purchase Agent Selection Listing may be exported to a file type, such as PDF or Excel, directly from the Purchase Agent Selection Listing task window. The Sage 100 Paperless Office module may be used to manage the Purchase Agent Selection Listing.

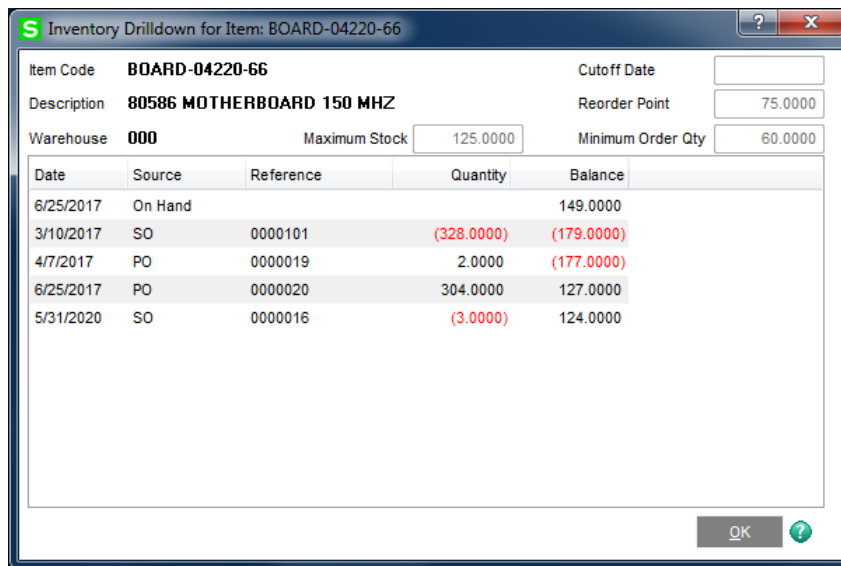
Purchase Agent Selection Listing

(SSS)

Item Code	Whse	Reorder	Item Description	Vendor	Actual Qty to Buy	Required Qty to Buy	Purchase Qty	Purchase UOM	Quantity on Hand	Quantity on PO	Quantity on SO	MRP Proj	Quantity on WO	WO Shortage	Add'l Qty to Stock	Unit Cost	Purchase Cost
CABINET-COVER	000	EQO	CABINET COVER		832.00	832.00	846.00	EACH	16.00	0.00	846.00	0.00	0.00	2.00	0.00	15.33	12,969.18
DDRV-10012	000	MAX	5 1/4" HIGH DENSITY DISK DRIVE		16.00	16.00	16.00	EACH	0.00	0.00	16.00	0.00	0.00	0.00	0.00	95.99	1,535.84
DISK-MOUNT	000	EQO	DISK DRIVE MOUNT		832.00	832.00	846.00	EACH	16.00	0.00	846.00	0.00	0.00	2.00	0.00	1.22	1,032.12
FOOT-RUBBER	000	EQO	RUBBER FOOT FOR CABINET		3,308.00	3,308.00	3,384.00	EACH	84.00	0.00	3,384.00	0.00	0.00	8.00	0.00	0.23	778.32
MEMORY-4MB	000	EQO	MEMORY CHIP-4MB		1,424.00	1,424.00	1,424.00	EACH	0.00	0.00	1,424.00	0.00	0.00	0.00	0.00	35.00	49,840.00
MULTIMED	000	EQO	MULTI-MEDIA SOFTWARE		3.00	3.00	0.00	EACH	3.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
POWER	000	EQO	POWER SUPPLY KIT		336.00	336.00	356.00	EACH	20.00	0.00	356.00	0.00	0.00	0.00	0.00	93.00	33,108.00
PRINT-10020	000	ROP	PRINTER KIT		52.00	52.00	0.00	EACH	13.00	0.00	0.00	0.00	0.00	0.00	0.00	564.89	0.00
WASHER	000	EQO	3/8" METAL WASHER		8,398.00	8,398.00	8,460.00	EACH	82.00	0.00	8,460.00	0.00	0.00	20.00	0.00	0.24	2,030.40
DDRV-00035	000	MAX	3 1/2 INCH DISK DRIVE	01-MASTER	416.00	416.00	360.00	EACH	16.00	3.00	360.00	0.00	0.00	0.00	0.00	81.92	29,491.20
DDRV-2000	000	EQO	2.0 GB FIXED DISK DRIVE	01-MASTER	303.00	303.00	372.00	EACH	79.00	0.00	372.00	0.00	0.00	0.00	0.00	299.00	111,228.00
KEYBD-00102	000	MAX	KEYBOARD - AT STYLE (104 KEY)	01-MASTER	307.00	307.00	372.00	EACH	45.00	0.00	372.00	0.00	0.00	0.00	0.00	69.95	26,021.40
MULTI-80989-II	000	ROP	20" SVGA COLOR MONITOR	01-MASTER	378.00	378.00	350.00	EACH	7.00	0.00	350.00	0.00	0.00	0.00	0.00	950.00	332,500.00
PROFG-9556	000	EQO	17" SVGA COLOR MONITOR	01-MASTER	2.00	2.00	22.00	EACH	20.00	0.00	22.00	0.00	0.00	0.00	0.00	529.95	11,658.90
PROFG-97555	000	ROP	15" SVGA COLOR MONITOR	01-MASTER	36.00	36.00	0.00	EACH	9.00	0.00	0.00	0.00	0.00	0.00	0.00	199.88	0.00
CABIN-01000-IH	001	MAX	CABINET MODEL 1000	01-STEV	30.00	30.00	0.00	EACH	10.00	0.00	0.00	0.00	0.00	0.00	0.00	390.14	0.00
CDROM-0004X	000	ROP	CDROM 4X SPEED	01-STEV	341.00	341.00	356.00	EACH	15.00	20.00	356.00	0.00	0.00	0.00	0.00	87.45	31,132.20
CDROM-0006X	000	EQO	CDROM 6X SPEED	01-STEV	10.00	10.00	0.00	EACH	17.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00	0.00
DUSTC-09889	000	ROP	PRINTER DUST COVER	01-STEV	8.00	8.00	2.00	EACH	7.00	0.00	2.00	0.00	0.00	0.00	0.00	10.89	21.78
M-254	000	MAX	TRACKBALL	01-STEV	105.00	101.00	16.00	EACH	15.00	0.00	16.00	0.00	0.00	0.00	4.00	39.95	639.20
M-263	000	EQO	CORDLESS MOUSE	01-STEV	343.00	343.00	356.00	EACH	43.00	0.00	356.00	0.00	0.00	0.00	0.00	59.99	21,356.44
SCARD-00102	000	MAX	CREATIVE LAB SOUNDBLASTER	01-STEV	415.00	415.00	356.00	EACH	1.00	0.00	356.00	0.00	0.00	0.00	0.00	85.00	30,260.00
SPEAK-10000	000	EQO	CREATIVE 2WAY SPEAKERS	01-STEV	724.00	724.00	712.00	EACH	2.00	0.00	712.00	0.00	0.00	0.00	0.00	26.00	18,512.00
MICRO-00122	000	EQO	PLATINUM MICROPHONE	01-UNITED	340.00	340.00	356.00	EACH	6.00	10.00	356.00	0.00	0.00	0.00	0.00	21.00	7,476.00
PRINTR-10021	000	ROP	EPSON PRINTER	01-UNITED	7.00	7.00	3.00	EACH	6.00	0.00	3.00	0.00	0.00	0.00	0.00	554.00	1,662.00
																<b>Report Total</b>	<b>723,252.96</b>

## Inventory Drilldown for Item Window

The Inventory Drilldown provides a where-used detail with quantity and running balance information by date. Access the Inventory Drilldown by selecting an item from either the Purchase Agent Summary view, then selecting the Inventory Drilldown  button.



**S** Inventory Drilldown for Item: BOARD-04220-66

Item Code	BOARD-04220-66			Cutoff Date	
Description	80586 MOTHERBOARD 150 MHZ			Reorder Point	75.0000
Warehouse	000	Maximum Stock	125.0000	Minimum Order Qty	60.0000

Date	Source	Reference	Quantity	Balance
6/25/2017	On Hand			149.0000
3/10/2017	SO	0000101	(328.0000)	(179.0000)
4/7/2017	PO	0000019	2.0000	(177.0000)
6/25/2017	PO	0000020	304.0000	127.0000
5/31/2020	SO	0000016	(3.0000)	124.0000

OK ?

**Item Number** The item code displays and cannot be edited.

**Description** The first 30 characters of the description assigned to an inventory item in Inventory Management Main menu > Item Maintenance displays and cannot be edited.

**Warehouse** The warehouse code for the selected inventory item record displays and cannot be edited.

**Maximum Stock** The maximum quantity on hand value assigned to an inventory item for the selected warehouse code in Inventory Management Setup menu > Item Maintenance > Reorder Maintenance displays and cannot be edited.

**Cutoff Date** The date assigned to the Cutoff Date field on the Purchase Agent task window displays and cannot be edited.

**Reorder Point** The value assigned to the Reorder Point Qty field in Inventory Management Setup menu > Item Maintenance > Reorder Maintenance for the selected item and warehouse code displays and cannot be edited.

**Minimum Order Qty** The value assigned to the Min Order Qty field in Inventory Management Setup menu > Item Maintenance > Reorder Maintenance for the selected item and warehouse code displays and cannot be edited.

Inventory Drilldown for Item: CABIN-01000-IH

Item Code: CABIN-01000-IH      Cutoff Date: 12/31/2017  
Description: CABINET MODEL 1000      Reorder Point: 10.0000  
Warehouse: 000      Maximum Stock: 1,000.0000      Minimum Order Qty: 0.0000

Date	Source	Reference	Quantity	Balance
6/25/2017	On Hand			5.0000
6/23/2017	SO	0000035	(15.0000)	(10.0000)
6/23/2017	WO	0000002-Parent	2.0000	(8.0000)
10/31/2017	MP		(100.0000)	(108.0000)
11/30/2017	MP		(200.0000)	(308.0000)
12/31/2017	MP		(350.0000)	(658.0000)

Period end date for MRP projection records display in the Date field.

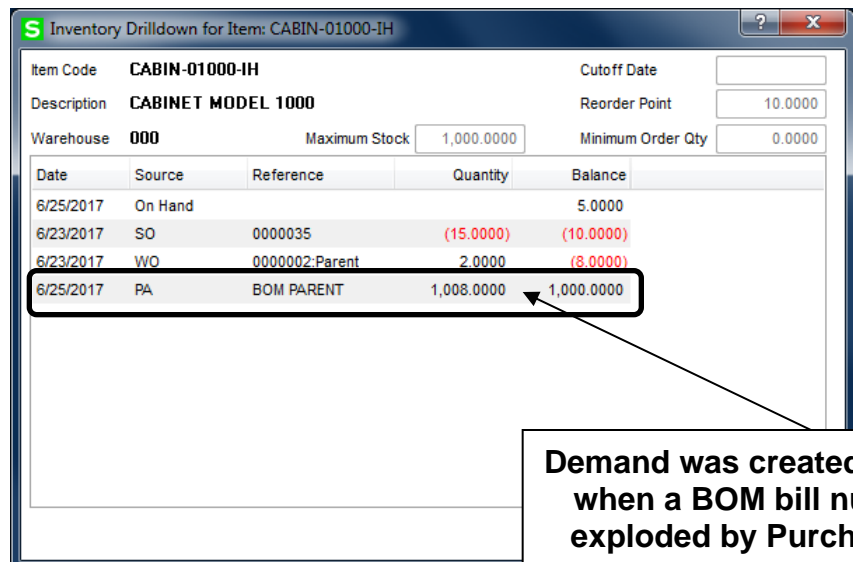
OK ?

**Date** The date value that displays in this field is based on the source of the record.

- The Purchase Order accounting date displays for *On Hand* source records.
- The period end date for an item assigned a MRP projection displays for records assigned a source of *MP*.
- The promise date assigned to an item displays for *SO* and *PO* source records.
- The due date assigned to a work order transaction displays for records assigned a source of *WO*.
- The Purchase Order accounting date displays for source records assigned a source of *PA*.

**Source** One of the following source values may display in this field.

- **On Hand** represents the on hand quantity for the selected item and warehouse.
- **PO** represents the fulfillment from a purchase order.
- **SO** represents an item on an open sales order.
- **MP** represents the projection quantity record from a MRP projection period.
- **PA** represents bill numbers or components exploded from a Bill of Materials bill number.
- **WO** represents supply from work order parent items ordered or demand for work orders components.



**Inventory Drilldown for Item: CABIN-01000-IH**

Item Code: **CABIN-01000-IH** Cutoff Date:

Description: **CABINET MODEL 1000** Reorder Point:

Warehouse: **000** Maximum Stock:  Minimum Order Qty:

Date	Source	Reference	Quantity	Balance
6/25/2017	On Hand			5.0000
6/23/2017	SO	0000035	(15.0000)	(10.0000)
6/23/2017	WO	0000002:Parent	2.0000	(8.0000)
6/25/2017	PA	BOM PARENT	1,008.0000	1,000.0000

**Demand was created for the item when a BOM bill number was exploded by Purchase Agent.**

**Reference** The value that displays in this field is based on the source value.

- The purchase order number displays for fulfillment from purchase orders.
- The sales order number displays for the demand on an open sales order.
- The work order number and the word *Parent* displays for work order parent items.
- The work order number displays for work order components.
- *BOM PARENT* displays for bill numbers on sales orders that were exploded during the Purchase Agent selection process.
- *BOM COMPONENT*: and the bill number displays for components of a bill number that was exploded during the Purchase Agent selection process.

**Quantity** The value that displays in this field is based on the source value assigned to the inventory detail record.

- The quantity ordered displays in red for records assigned the source value *SO*.
- The quantity ordered displays in black for records assigned the source value *PO*.
- The projected quantity for MRP manual projections per period displays in red for records assigned the source value *MP*.
- The extended quantity assigned to work order components displays for records assigned the source value of *WO*.
- The quantity ordered assigned to work order parents displays in black for records assigned the source value of *WO*.
- The quantity to make of an exploded bill number displays in black for records assigned the source value of *PA* and the reference value *BOM PARENT*.
- The number of exploded components to make a bill number displays in red for records assigned the source value of *PA* and the reference value *BOM COMPONENT*.



**Note:** The value in the Quantity field is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

**Balance** The on hand quantity minus demand quantities plus fulfillment quantities for the inventory item and the selected warehouse displays in the Balance field.



Select the OK button to return to the Purchase Agent Summary window.

## Purchase Agent Detail Window

Use the Purchase Agent Detail window to review the source of the demand, to place demand quantities on hold and to remove transactions from the Purchase Agent work files.

The screenshot shows the 'Purchase Agent Detail' window. It displays the following information:

- Item Code: BOARD-04220-66
- Description: 80586 MOTHERBOARD 150 MHZ
- Warehouse: 000
- On Hand: 149.0000
- Incoming: 306.0000
- Minimum Stock: 60.0000
- Weight: 0.0000
- Total Required: 0.0000

Hold	Source	Description	Quantity	Unit Cost
<input type="checkbox"/>	SO:0000101	80586 MOTHERBOARD 150 MHZ	328.0000	230.0000
<input checked="" type="checkbox"/>	SO:0000016	80586 MOTHERBOARD 150 MHZ	3.0000	230.0000

A callout box labeled 'Item on Hold' points to the checked checkbox in the first row of the table. At the bottom of the window are buttons for 'Remove', 'Inventory', and 'Return'.

**Item Number** The item code displays and cannot be edited.

**Description** The first 30 characters of the description assigned to an inventory item in Inventory Management Main menu > Item Maintenance displays and cannot be edited.

**Warehouse** The warehouse code for the selected inventory item record displays and cannot be edited.

**On Hand** The current quantity on hand value for the selected item and warehouse code displays and cannot be edited.

**Incoming** The total ordered quantity from open purchase orders and work orders displays and cannot be edited.

**Minimum Stock** The minimum quantity to reorder assigned to the inventory item in Inventory Management Main menu > Item Maintenance > Reorder Maintenance displays and cannot be edited



**Total Required** The total quantities required to be stocked for the selected item and warehouse code displays and cannot be edited. When the minimum stock quantity is greater than the on hand quantity plus the incoming quantity, Total Required value is calculated using the following formula.

$$\text{Minimum Stock} - (\text{On Hand Quantity} + \text{Incoming Quantity})$$



**Note:** The value displayed in the Total Required field may not be the same value that displays in the Required Qty to Buy field on the Purchase Agent Summary window.

**Hold** Check the check box field to not include an item detail record in the calculated values that display in the Purchase Agent Summary window. Fields on the Purchase Agent Summary window are updated to reflect a detail record being placed on hold or removed from being on hold after the Purchase Agent Detail window is closed.

**Source** One of the following values displays in this field to represent the source that generated the detail record.

- **SO: sales order number** displays for the demand on an open sales order.
- **BOM** displays for bill numbers on sales orders that were exploded during the Purchase Agent selection process and components of a bill number that was exploded during the Purchase Agent selection process.
- **MRP** displays for the demand from MRP manual projection records.
- **WO: work order number** displays for supply from work order items ordered and demand for components on work orders.

**Description** The first 30 characters of the description assigned to an inventory item in Inventory Management Main menu > Item Maintenance displays and cannot be edited.

**Quantity** The quantity value associated to the source of the detail record displays and cannot be edited.



**Note:** The value in the Quantity field is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

**Unit Cost** The default unit cost displays and cannot be edited. Access the Purchase Agent Summary window to edit the unit cost value for the item. The unit cost value is calculated based on one of the following options.

- When a vendor price level structure exists for a vendor and/or inventory item, the unit cost for the inventory item defaults based on the vendor price level structure and according to the Sage 100 vendor pricing hierarchy.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, and the total last cost value assigned to the item is not equal to zero, the total last cost found on the Inventory Management Main menu > Item Maintenance Main tab defaults to this field.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, the total last cost value assigned to the item is zero and the standard cost assigned to the item is not equal to zero, the standard cost defaults to this field.
- When a vendor price level structure does not exist for the vendor and/or inventory item or a vendor number is not assigned to the Primary Vendor field, the total last cost and the standard cost values assigned to the item are zero and the average cost value assigned to the item is not equal to zero, the average cost defaults to this field.

**Remove**

Select an item record and then select the Remove button to remove the source record for the item from the Purchase Agent Detail window, remove the detail record from the Purchase Agent work files and update values on the Purchase Agent Summary window. The values on the Purchase Agent Summary window are updated after the Purchase Agent Detail window is closed.

**Inventory**

Select an item record and then select the Inventory button to display the Inventory Drilldown for Item window.

**Return**

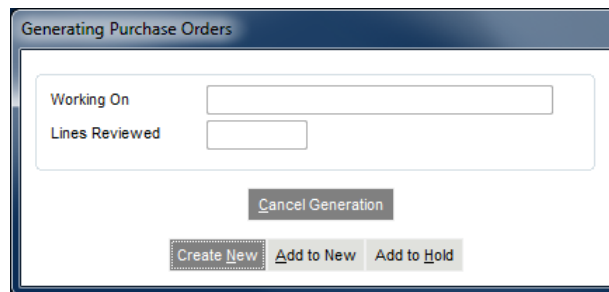
Select the Return to Summary button to return to the Purchase Agent Summary window.

## Generating Purchase Orders from Purchase Agent

After populating the Purchase Agent work files, a purchase order may be created for each item displayed in the Purchase Agent Summary window that is assigned a vendor number and is not on hold. Select the **Create PO's** button from the Purchase Agent Summary window to begin the purchase order generation process.

### Generating Purchase Orders Window

The Generating Purchase Orders window displays after the **Create PO's** button is selected from the Purchase Agent Summary window.



**Create New**

Select the Create New button to create a new purchase order for each item. Items are assigned to the same purchase order when multiple items are assigned the same vendor number on the Purchase Agent Summary window.

**Add to New**

Select the Add to New button to add the item to the first purchase order found for the vendor number assigned to the item on the Purchase Agent Summary window that contains an order status of *New* and is not on hold. A new purchase order is created when an existing purchase order is not found.

Select the Add to New button to display the PO Selection window when the Prompt for PO on Add to New/Add to Hold Purchase Order Creation parameter is selected in Purchase Agent Options.

**Add to Hold**

Select the Add to Hold button to add the item to the first purchase order found for the vendor number assigned to the item on the Purchase Agent Summary window that

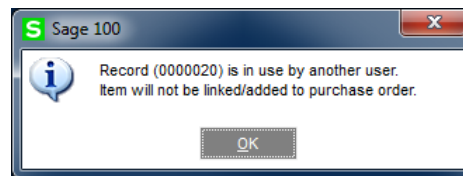
contains an order status of *New* and is on hold. A new purchase order is created with an on hold status when an existing purchase order is not found.

Select the Add to Hold button to display the PO Selection window when the Prompt for PO on Add to New/Add to Hold Purchase Order Creation parameter is selected in Purchase Agent Options.

**Cancel Generation**

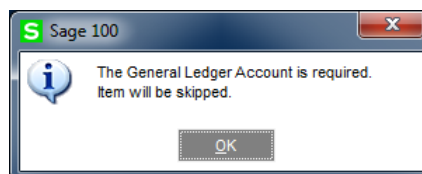
Select the Cancel Generation button to return to the Purchase Agent Summary window.

The following message displays when the Add to New or Add to Hold button is selected and the purchase order that has been selected to add an item to is in use by another user.



Select the OK button to continue with the Purchase Agent purchase order generation process. After the purchase order generation process is completed, verify that the purchase order is released and then repeat the Purchase Agent generation process to add the item to an existing purchase order.

The following message displays when invalid General Ledger accounts are assigned to the product line that is assigned to the item for which the purchase order is being generated for.



Select the OK button to continue with the Purchase Agent purchase order generation process. The information for the item assigned invalid General Ledger accounts is retained in Purchase Agent. Assign valid General Ledger accounts to the product line from Inventory Management Setup menu > Product Line Maintenance and then run the Purchase Agent purchase order generation process.

## PO Selection Window

The PO Selection window displays when the **Add to New** or **Add to Hold** button is selected from the Generating Purchase Orders window.

Vendor	Name	Order Number
01-MASTER	MASTER MICRO MANUFACTURING	

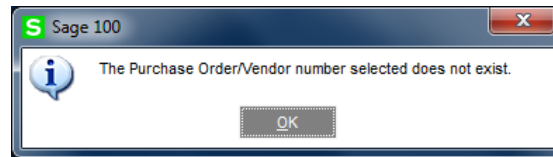
**Vendor** The vendor number assigned to the Primary Vendor field on the Purchase Agent Summary window displays and cannot be edited. Cancel the purchase order generation process to return to the Purchase Agent Summary window to modify the assigned vendor number.

**Name** The vendor name assigned to the selected vendor number displays.

**Order Number** Enter an existing purchase order number for the specified vendor number that is assigned a new order status. Select the Lookup button to display the Purchase Order List window.

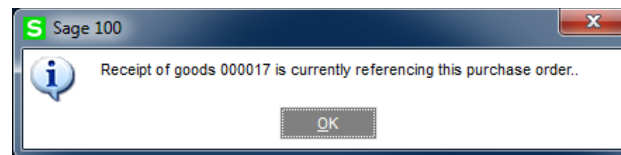
Only purchase orders assigned an order status of new and are not on hold display in the Purchase Order List window when the **Add to New** button is selected from the Generating Purchase Orders window. Only purchase orders assigned an order status of new and are on hold display in the Purchase Order List window when the **Add to Hold** button is selected from the Generating Purchase Orders window.

The following message displays when a purchase order number that does not exist in Purchase Order Entry is entered in the Order Number field.

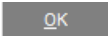


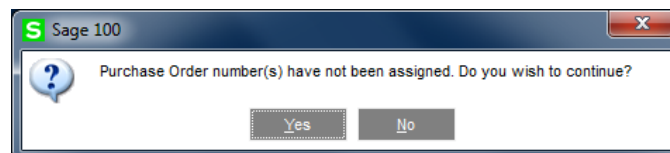
Select the OK button to return to the PO Selection window.

The following message displays when a receipt of goods or receipt of invoice record exists for the selected purchaser order number.

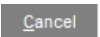


Select the OK button to return to the PO Selection window.

 Select the OK button to add items to the specified purchase orders. The following message displays when a purchase order number is not entered in the Order Number field.



When the Add to New button was selected from the Generating Purchase Orders window, select *Yes* to add the item to the first purchase order found for the vendor number assigned to the item on the Purchase Agent Summary window that contains an order status of *New* and is not on hold. When the Add to Hold button was selected from the Generating Purchase Orders window, select *Yes* to add the item to the first purchase order found for the vendor number assigned to the item on the Purchase Agent Summary window that contains an order status of *New* and is on hold. A new purchase order is created when an existing purchase order is not found. Select *No* to cancel the process and return to the PO Selection window.

 Select the Cancel button to return to the Generating Purchase Orders window.

## How to Generate New Purchase Orders from Purchase Agent

1. After generating data in the Purchase Agent work files, select the **Edit** button from the Purchase Agent task window to access the Purchase Agent Summary window.
2. Review and edit the necessary information from the Purchase Agent Summary and the Purchase Agent Detail window.

**Hold items, assign vendor numbers, edit the quantity to buy and the unit cost.**

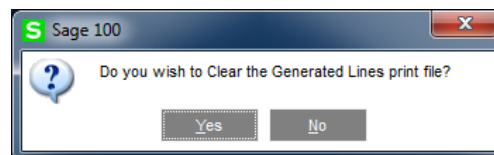
Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qt
<input checked="" type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEV	408.83	0.00	0.00	0 EACH	0.00	5.00	
<input checked="" type="checkbox"/>	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEV	408.83	30.00	30.00	30 EACH	12,264.80	10.00	
<input checked="" type="checkbox"/>	CABIN-01000-TW	000 (MAX)	CABINET MODEL 2000 TOWER	01-STEV	347.74	0.00	0.00	0 EACH	0.00	36.00	
<input checked="" type="checkbox"/>	CABINET-COVER	000 (EOQ)	CABINET COVER		15.33	994.00	994.00	994 EACH	15,238.02	16.00	
<input checked="" type="checkbox"/>	CDROM-0002X	000 (EOQ)	CDROM 2X SPEED	01-STEV	85.00	0.00	0.00	0 EACH	0.00	1.00	
<input checked="" type="checkbox"/>	CDROM-0004X	000 (ROP)	CDROM 4X SPEED	01-STEV	87.45	0.00	0.00	0 EACH	0.00	15.00	
<input checked="" type="checkbox"/>	CDROM-0004X	001 (EOQ)	CDROM 4X SPEED	01-STEV	87.45	0.00	0.00	0 EACH	0.00	0.00	
<input checked="" type="checkbox"/>	CDROM-0006X	000 (EOQ)	CDROM 6X SPEED	01-STEV	199.00	10.00	10.00	10 EACH	1,990.00	17.00	
<input checked="" type="checkbox"/>	CDROM-0008X	000 (EOQ)	CDROM 8X SPEED	01-STEV	255.95	0.00	0.00	0 EACH	0.00	1.00	
<input type="checkbox"/>	DRIV-00035	000 (MAX)	3 1/2 INCH DISK DRIVE	01-MASTER	81.92	66.00	66.00	66 EACH	5,406.72	16.00	
<input type="checkbox"/>	DRIV-0850	000 (ROP)	1.2 GB FIXED DISK DRIVE	01-MASTER	259.00	10.00	0.00	10 EACH	2,590.00	32.00	
<input type="checkbox"/>	DRIV-1000	000 (ROP)	1.0 GB FIXED DISK DRIVE	01-MASTER	149.96	15.00	0.00	15 EACH	2,249.40	130.00	
<input type="checkbox"/>	DRIV-10012	000 (MAX)	5 1/4" HIGH DENSITY DISK DRIVE	01-MASTER	95.99	25.00	0.00	25 EACH	2,399.75	0.00	
<input checked="" type="checkbox"/>	DRIV-2000	000 (EOQ)	2.0 GB FIXED DISK DRIVE	01-MASTER	299.00	0.00	0.00	0 EACH	0.00	79.00	
<input checked="" type="checkbox"/>	DRIV-4000	000 (EOQ)	4.0 GB Fixed Disk Drive		245.00	0.00	0.00	0 EACH	0.00	0.00	
<input checked="" type="checkbox"/>	DISK MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	0.00	
<input checked="" type="checkbox"/>	DISK MOUNT	001 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	37.00	
<input type="checkbox"/>	DISK-MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	16.00	
<input checked="" type="checkbox"/>	DISKTP-00100	000 (ROP)	586/133 SYSTEM								
<input checked="" type="checkbox"/>	DISKTP-00100	001 (EOQ)	586/133 SYSTEM								

**Place specific quantity demands on hold from Purchase Agent Detail window.**

Refresh Total Quantity 1,416.00 Total Cost 89,070.54 Create PO's

SSS SSS 6/26/2017

3. Select the **Create PO's** button to display the Generating Purchase Orders window.
4. Select the **Create New** button from the Generating Purchase Orders window.
5. Print or Preview the Purchase Agent Generated Lines Report.
6. Close the Purchase Agent Generated Lines Report task window. The following message displays.



7. Select **Yes** to clear the Generated Lines print file. Select **No** to retain generated purchase order line item information in the Generated Lines print file.
8. Select the **Continue** button from the Generating Purchase Orders window.

## How to Add an Item to an Existing Purchase Order from Purchase Agent

1. After generating data in the Purchase Agent work files, select the **Edit** button from the Purchase Agent task window to access the Purchase Agent Summary window.
2. Review and edit the necessary information from the Purchase Agent Summary and the Purchase Agent Detail windows.
3. Select the **Create PO's** button to display the Generating Purchase Orders window.
4. Select the **Add to New** or **Add to Hold** button from the Generating Purchase Orders window to display the PO Selection window when the Prompt for PO on Add to New/Add to Hold Purchase Order Creation parameter is selected in Purchase Agent Option.

Vendor	Name	Order Number
01-MASTER	MASTER MICRO MANUFACTURING	

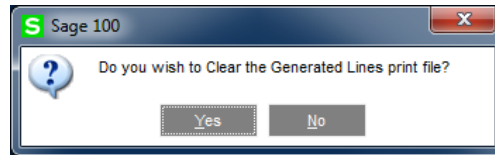
5. Enter a purchase order number in the Order Number field. Select the Lookup button to display the Purchase Order List lookup window.
6. Select the OK button. The following message displays when a value is not enter in the Order Number field.

Purchase Order number(s) have not been assigned. Do you wish to continue?



Select **Yes** to assign an item to the first found purchase order that is new but not on hold when the **Add to New** was selected or the first found purchase order that is new and on hold when the **Add to Hold** button was selected.

7. Print or Preview the Purchase Agent Generated Lines Report.
8. Close the Purchase Agent Generated Lines Report task window. The following message displays.



9. Select **Yes** to clear the Generated Lines print file. Select **No** to retain generated purchase order line item information in the Generated Lines print file.
10. Select the **Continue** button from the Generating Purchase Orders window to return to the Purchase Agent Summary window.

## Purchase Agent Generated Lines Report

The Purchase Agent Generated Lines Report task window displays after a purchase order is created or an item is added to an existing purchase order.

The screenshot shows a software window titled "Purchase Agent Generated Lines Report (SSS) 6/25/2017". It features a "Report Setting" dropdown menu set to "STANDARD" with a "Save" button. Below this is a "Description" text field containing "Purchase Agent Generated Lines Report". The "Setting Options" section includes a "Type" dropdown set to "Public", a "Default Report" checkbox which is checked, "Print Report Settings" and "Three Hole Punch" checkboxes which are unchecked, a "Number of Copies" spinner set to 1, and a "Collated" checkbox which is checked. There is also a "Sort Report By" dropdown set to "Purchase Order Number" and a "Print Summary Report" checkbox which is unchecked. At the bottom, there is a printer selection dropdown showing "\\SSSUTIL\\HP LaserJet M604 PCL 6", a "Keep Window Open After" section with "Print" and "Preview" checkboxes (both unchecked), and "Print", "Preview", and "Setup" buttons.

**Report Setting** Enter a report setting or select the Lookup button to list all report settings. The Standard report setting provides a set of default options, sort criteria, and selection criteria for each report.

**Description** This field displays the description for the selected report setting. Enter a description that describes the output of the report. The description can be up to 40 characters.

### Setting Options

**Type** This field displays the type of access assigned to the report setting. A Public report setting allows access to all users. This includes the ability to access, modify, save, print, and delete the report setting; however, the Standard report setting cannot be deleted. This field can only be viewed.

**Default Report** Check this check box field to set the current report setting as the default report setting. The default report setting is the first report setting displayed when the report is accessed. Uncheck the check box field to not set this report setting as the default. When a default report setting is not selected, the Report Setting field displays the standard report setting.

**Print Report Settings** Check this check box field to print the options, sort criteria, and selection criteria for the selected report setting. This information prints on a separate cover page when the report is printed. Uncheck this check box field to not print the report settings.

**Three Hole Punch** Check this check box field to print the report with a larger margin. This allows enough space for the report to be three hole punched. Uncheck this check box field when to not use a larger margin.

**Number of Copies** Select the number of copies to print. This allows multiple copies of the report or form to be printed without accessing Printer Setup.

**Collated** Check this check box field to print each copy of the report or form in proper binding order when printing multiple copies. Uncheck this check box field to not collate the report or form. This check box is available only when the value selected at the Number of Copies field is greater than one.

**Sort Report By** Select Purchase Order Number, Vendor Number, Required/Expired Date or Vendor Purchase Name from the drop down list.

**Print Summary Report** Select the check box field to display detailed information in the Purchase Agent Generated Lines Report. Clear the check box field to display summary information in the Purchase Agent Generated Lines Report.

**Keep Window Open After Print** Select this check box to keep this window open after you print. Clear this check box if you want this window to close automatically after you print.

**Keep Window Open After Preview** Select this check box to keep this window open after you preview the report or form. Clear this check box if you want this window to automatically close after you preview the report or form.

A small, dark rectangular button with the word 'Print' in white text.

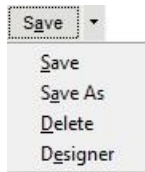
Select the Print button to print the Purchase Agent Generated Lines Report.

A small, dark rectangular button with the word 'Preview' in white text.

Select the Preview button to preview the Purchase Generated Lines Report.

A small, dark rectangular button with the word 'Setup' in white text.

Select the Setup button to access the Print setup window.

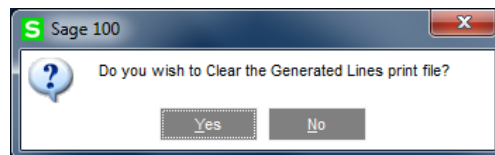


Select the **Save** button to display the Save Report Setting window. Select the down arrow button to display the *Save*, *Save As*, *Delete* and *Designer* menu options. Select *Designer* from the menu to access the Purchase Agent Generated Lines Report in SAP Crystal Reports for Sage.



**Note:** The Purchase Agent Generated Lines Report may be exported to a file type, such as PDF or Excel, directly from the Purchase Agent Generated Lines Report task window. The Sage 100 Paperless Office module may be used to manage the Purchase Agent Generated Lines Report.

The following message displays when the Purchase Agent Generated Lines Report task window is closed.



Select *Yes* to clear the Generated Lines print file. Select *No* to retain generated purchase order line item information in the Generated Lines print file.

## Date Assignments to Purchase Orders

When a new purchase order is created, the Purchase Order module accounting date is assigned as the order date for the purchase order. The required date for the purchase order is calculated using the required date of the first purchase order line item created on the purchase order.

**Purchase Order Entry (SSS) 6/25/2017**

Order Number: 0000023

Order Date: 6/25/2017

Order Type: Standard Order

Vendor No.: 01-MASTER

Vendor Name: MASTER MICRO MANUFACTURING

Order Status: New

Required Date: 6/28/2017

Sales Tax: CA OR

Callout 1: Purchase Order accounting date assigned to Order Date field.

Callout 2: Required date based on vendor lead time and system date plus one day.

The required date for the item being ordered is determined by vendor lead times.

- When a lead time is defined for the vendor assigned to the Primary Vendor field in the Purchase Agent summary window, the required date for the item is calculated by adding the lead time plus one day to the system date.
- When a vendor lead time is not defined for the inventory item for the vendor number assigned to the Primary Vendor field in the Purchase Agent summary window, the required date for the item is calculated by adding two days to the system date. The addition of two days to the calculated required date allows for one day to purchase the item and one day to receive the item before it is available.

## Assignment of Purchase Order Number s

When a new purchase order is created from Purchase Agent, the order number is assigned using the value in the Next Order Number field found on the Default Values for Purchase Order Entry window in Purchase Order Entry.

**S Default Values for Purchase Order Entry**

Next Order Number: 0000024

Order Date: 6/25/2017

Order Type: Standard Order

Required Date: 6/25/2017

Ship-To Address: 0000 MAIN WAREHOUSE

Warehouse: 000 MAIN WAREHOUSE

Print Purchase Order: ☒

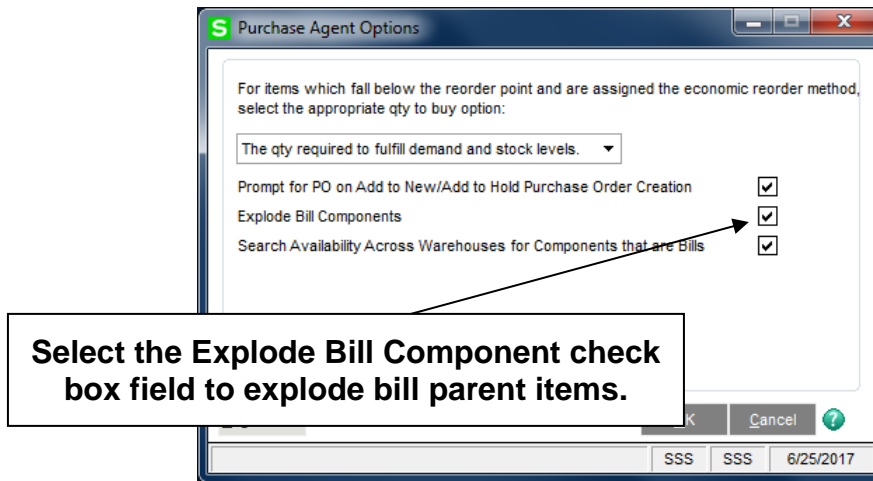
Ship Via:

FOB:

OK Cancel ?

## Purchase Agent and Bill of Materials

The Purchase Agent selection process recognizes bill numbers assigned to sales order and work order materials when the Explode Bill Components parameter is selected in the Purchase Agent Options window.



Multilevel bills are also exploded during the Purchase Agent selection process when the Explode Bill Components parameter in Purchase Agent Options and the Explode Sub-Assemblies parameter found on the Bill of Materials Entry tab are selected.

Select the Search Availability Across Warehouses for Components that are Bills check box field to analyze available quantities in all applicable warehouses for bill numbers that are components of Bill of Materials bill numbers. This parameter is enabled when the Explode Bill Components parameter is selected.

## Unexploded Bill Selection Window

When a bill number is selected during the Purchase Agent selection process the Unexploded Bill Selection window automatically displays.

Bill No.	Description	Whse	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	WO Shortage	Qty Avail	Qty to Make
CABIN-01000-IH	COMPUTER CABINET	000	5.00	0.00	15.00	0.00	0.00	0.00	(10.00)	1,010.00
DSKTP-00100	586/133 SYSTEM	000	0.00	0.00	15.00	0.00	0.00	0.00	(15.00)	25.00

**Bill No.** The bill number displays and cannot be edited.

**Description** The first description value assigned to the bill number displays and cannot be edited.

**Whse** The warehouse code assigned to the bill number assigned that is assigned to a sales order or the bill number assigned as a component in a work order displays and cannot be edited.

**Qty On Hand** The current quantity on hand value for the selected bill number and warehouse code displays and cannot be edited.

**Qty On PO** The current quantity ordered on purchase orders for the selected bill number and warehouse code displays and cannot be edited.

**Qty On SO** The sum of the current quantity on sales order plus the current quantity on back ordered for the bill number and warehouse code displays and cannot be edited.



**MRP Projection** The calculated total MRP projection quantity for the item and warehouse for all selected MRP projection periods displays in this field and cannot be edited. The MRP projection period is calculated using the following information.

- The date value entered in the MRP Projected Demand Start Date field found on the Purchase Agent task window.
- The date value entered in the Cutoff Date fields found on the Purchase Agent task window.
- The value assigned to the Time Detail field in in the Sage 100 MRP Maintain Projected Demands window.
- The value assigned to the Period Start Date fields in the Sage 100 MRP Maintain Projected Demands window.

The MRP projected quantity value takes into consideration all demand and supply transactions for the item at the specified warehouse code. Demand values may include sales orders and work order material demands. Supply values may include on hand quantities, purchase orders and work orders. This information is reviewed based on the specified MRP Projection period. MRP projection periods may be defined as weekly or monthly.

The difference between the MRP manual projection for the period and the actual demand and supply for the MRP projection period is calculated and recorded as the MRP projection for a MRP projection period. The total of all MRP projection period totals is assigned to the MRP Projection value.

**Qty on WO** The current quantity ordered for work order parent items for the selected bill number and warehouse code displays and cannot be edited. This field displays when the Sage 100 Work Order module is active and setup for the current company.

**WO Shortage** When the Sage 100 Work Order model is activated and setup for the current company, the WO Shortage field displays the total extended quantity value for the specified warehouse code for a bill number designated as a work order component. Work order components are assigned to a work order from the Materials tab in Work Order Entry.

**Qty Avail** The quantity available for the bill number is calculated using the following formula.

$$\text{Qty On Hand} + \text{Qty on PO/WO} - \text{Qty On SO} - \text{MRP Projection} - \text{WO Shortage}$$

**Qty to Make** Accept the calculated quantity to make for the bill number and warehouse code or enter a quantity to make value. When a zero quantity to make value is entered in this field, records are created in the Purchase Agent summary and detail work files for the bill number but the bill number is not exploded. When a bill number record is deleted from the Unexploded Bill Selection window, the bill number is not exploded and records are not created in the Purchase Agent summary and detail work files.



**Note:** The value displayed in the Qty To Make field is based on the standard unit of measure assigned to the inventory item in Item Maintenance.

The quantity to make value is based on the reorder method and reorder quantity information assigned to an item and warehouse code in Inventory Management Main menu > Item Maintenance > Reorder Maintenance.

### **Maximum Stock Level**

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on SO}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Max On Hand Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

***Max On Hand Qty – Qty On Hand – Qty On PO/WO + Calculated MRP Projection***



**Note:** Refer to the MRP Projection field description for more information on how the MRP Projection value is calculated.

### **Reorder Point**

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

***Reorder Point Qty – Qty On Hand – Qty On PO + Qty on Sales Order***

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

***Reorder Point Qty – Qty On Hand – Qty On PO/WO + Qty on SO + W/O Shortage***

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

***Reorder Point – Qty On Hand – Qty On PO/WO + Calculated Demand***

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

***Reorder Point – Qty On Hand – Qty On PO/WO + Calculated Total MRP Projection***

### **Economic Qty with Purchase Agent Option set to *The Qty Required to Fulfill Demand and Stock Levels***

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$



**Note:** When the calculated value is less than the economic order quantity assigned to the item and warehouse in Reorder Maintenance, the economic order quantity is assigned to the Required Qty to Buy field.

### **Economic Qty with Purchase Agent Option set to The Economic Order Quantity**

The economic order quantity is assigned to the Required Qty to Make field when the value assigned to the Economic Ord Qty field in Inventory Management Item Maintenance > Reorder Maintenance is greater than the calculated demand.

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company and the calculated demand is greater than the economic order quantity.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order module is activated for the current company, the Sage 100 Material Requirements Planning module is not activated for the current company and the calculated demand is greater than the economic order quantity.

$$\text{Reorder Point Qty} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company, the calculated demand is greater than the economic order quantity and the calculated demand is greater than the calculated total MRP projection.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company, the calculated demand is greater than the economic order quantity and the calculated total MRP projection is greater than the calculated demand value.

$$\text{Reorder Point} - \text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$

## **None**

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are not activated for the current company.

$$\text{Qty On Hand} - \text{Qty On PO} + \text{Qty on Sales Order}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order module is activated and the Sage 100 Material Requirements Planning module is not activated for the current company.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Qty on SO} + \text{W/O Shortage}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated demand is greater than the calculated total MRP projection.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Demand}$$

The following formula is used to calculate the required quantity to make when the Sage 100 Work Order and Sage 100 Material Requirements Planning modules are activated for the current company and calculated total MRP projection is greater than the calculated demand value.

$$\text{Qty On Hand} - \text{Qty On PO/WO} + \text{Calculated Total MRP Projection}$$



**Warning:** When the calculated Required Qty to Make is less than the minimum order quantity value specified in Reorder Maintenance for the item and warehouse, the minimum order quantity is assigned to the Required Qty to Buy field regardless of the reorder method assigned to the item and warehouse.



**Note:** Quantity values in the Unexploded Bill Selection window are based on the standard unit of measure assigned to the inventory item in Item Maintenance.



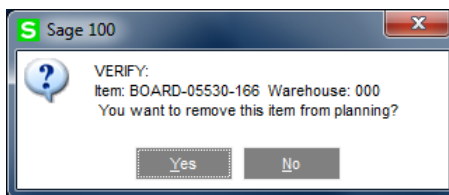
**Inventory Inquiry Button** Select the Inventory Inquiry button to access the Inventory Management Item Inquiry window.



**Inventory Drilldown Button** Select the Inventory Drilldown button to access the Inventory Drilldown for Item window.



**Remove Item Button** Select a bill number record and then select the Remove Item button to remove a bill number record from the Unexploded Bill Selection window and the Purchase Agent work files. The following message displays after selecting the Remove Item button.



Select *Yes* to remove the bill number record from the Purchase Agent selection process. Select *No* to return to the Unexploded Bill Selection window.



**Note:** When a zero quantity to make value is entered in the Qty to Make field, records are created in the Purchase Agent summary and detail work files for the bill number but the bill number is not exploded. When a bill number record is deleted from the Unexploded Bill Selection window, the bill number is not exploded and records are not created in the Purchase Agent summary and detail work files.



**Accept** Select the Accept button to complete the Purchase Agent selection process and calculate Purchase Agent information for exploded bill component.

## Bill of Materials Example: Explode Bill Components Enabled

The following example documents how Purchase Agent determines the supply, demand and suggested quantity to make for a Bill of Materials bill. This example also documents the calculation of the supply, demand and the suggested quantity to buy for a component assigned to a bill number.

In this example, item code *CABIN-01000-IH* is an inventory item that can be made and purchased. The valuation method *Buy* has been assigned to the item record in Item Maintenance.

Item Maintenance (SSS) 6/23/2017

Item Code: CABIN-01000-IH  
Description: CABINET MODEL 1000

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Buy  
Inventory Cycle: ☐

Unit of Measure: Standard EACH

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE

Sales: Retail Price 550.0000, Standard Price 525.0000, Last Sold 4/15/2020  
Purchases: Standard Cost 320.0000, Average Cost 408.8267, Last Receipt 6/23/2017  
Last Costs: Item 250.0000, Allocated .0000, Total 250.0000

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Av
000	MAIN WAR...	5.0000	.0000	15.0000	.0000	15.0000	2.0000	.0000	
001	LONGBEA...	10.0000	.0000	.0000	.0000	.0000	.0000	.0000	1

Accept Cancel Delete



Item code *CABIN-01000-IH* is assigned the reorder method *Max Stock Level* and a maximum on hand quantity of 1,000 in Inventory Management Reorder Maintenance.

**Reorder Maintenance**

Item Code: CABIN-01000-IH      CABINET MODEL 1000      Standard U/M: EACH

	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty
1	000	MAIN WA		Max Stock Level	.0000	10.0000	.0000	1,000.0000
2	001	LONGBE		Max Stock Level	.0000	30.0000	.0000	40.0000

**Item code CABIN-01000-IH order quantities is based on the maximum stock level of 1,000.**

	Economic Order Quantity	Reorder Point Quantity	Minimum Order Quantity	Maximum On Hand Quantity
Totals	.0000	40.0000	.0000	1,040.0000

Accept Cancel

Item code *CABIN-01000-IH* is defined as a bill number in Bill of Materials Maintenance. Item code *3/4 INCH SCREW* is a raw material required to make item code *CABIN-01000-IH*. Bill number *CABIN-01000-IH* requires four 3/4 inch screws to make one *CABIN-01000-IH*.

**Bill of Materials Maintenance (SSS) 6/23/2017**

Bill Number: CABIN-01000-IH      Description 1: COMPUTER CABINET

Revision: 000      Description 2:

Bill Type: Standard

1. Header      2. Lines

	Component Item Code	Revision	Step No.	Quantity/Bill
1	3/4 INCH SCREW	0000		4.0000
2	WASHER	0010		10.0000
3	DISK-MOUNT	0000		1.0000
4	CABINET-COVER	0020		1.0000
5				.0000

**Four 3/4 inch screws are required to make one item code CABIN-01000-IH.**

Accept Cancel Delete

Item Code: 3/4 INCH SCREW  
Description: 3/4 INCH SCREW

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: FIFO  
Procurement: Buy  
Weight:   
Volume: 0.0000  
Inventory Cycle: M

Unit of Measure  
Standard: YARD  
Purchases: EACH No. of YARD 1.0000  
Sales: FOOT No. of YARD 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE  
Primary Vendor: 01-STEV STEVENS SUPPLY

Sales  
Retail Price: .0000  
Standard Price: .0000  
Last Sold:   
Purchases  
Standard Cost: .1000  
Average Cost: .0000  
Last Receipt:   
Last Costs  
Item: .0000  
Allocated: .0000  
Total: .0000

Accept Cancel Delete

**Item code 3/4 INCH SCREW is assigned the procurement method of *Buy* and a primary vendor number.**

Item code *3/4 INCH SCREW* is assigned the Reorder Point reorder method with a reorder point quantity of 100.

Item Code: 3/4 INCH SCREW 3/4 INCH SCREW Standard U/M: YARD

	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty
1	000	MAIN WA		Reorder Point	.0000	100.0000	.0000	10,000.0000
2	001	LONGBE		None	.0000	.0000	.0000	.0000
Totals						100.0000	.0000	10,000.0000

Accept Cancel

**Purchase Agent calculates quantity to buy information based on the reorder point of 100 for Item code 3/4 INCH SCREW.**

Monthly MRP projections were previously assigned to item code *CABIN-01000-IH* for October, November and December 2017.

**S Maintain Projected Demands**

Item Number: CABIN-01000-IH    Whse: 000    Time Detail: Month

Customer No.:    PROJECTION FOR ITEM

Period Start: 12/01/2017

Qty Sold Last Year: 0.0000    Qty Sold This Year: 0.0000

Period Start Date	Qty Sold Last Year	Qty Sold This Year	Qty Projected This Year	Var %	Qty Projected Next Year
02/01/17	0.0000	0.0000	0.0000	0%	0.0000
03/01/17	0.0000	0.0000	0.0000	0%	0.0000
04/01/17	0.0000	0.0000	0.0000	0%	0.0000
05/01/17	0.0000	0.0000	0.0000	0%	0.0000
06/01/17	0.0000	0.0000	0.0000	0%	0.0000
07/01/17	0.0000	0.0000	0.0000	0%	0.0000
08/01/17	0.0000	0.0000	0.0000	0%	0.0000
09/01/17	0.0000	0.0000	0.0000	0%	0.0000
10/01/17	0.0000	0.0000	100.0000	-100%	0.0000
11/01/17	0.0000	0.0000	200.0000	-100%	0.0000
12/01/17	0.0000	0.0000	350.0000	-100%	0.0000

Accept    Cancel    Delete    Print    ?

SSS    SSS    6/23/2017

**Monthly MRP projections for item code CABIN-01000-IH are considered during Purchase Agent calculations.**

A customer placed an order for 15 quantities of Item code *CABIN-01000-IH* on June 17, 2017.

The screenshot shows the 'Sales Order Entry (SSS) 6/23/2017' window. The 'Order Number' is 0000035. The 'Lines' tab is active, showing a table with the following data:

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	CABIN-01000-IH	15.0000	.0000	368.0000	5,520.00	
2		.0000	.0000	.0000	.00	

A callout box points to the item code 'CABIN-01000-IH' with the text: **Purchase Agent recognizes item code *CABIN-01000-IH* also a bill number.**

Below the table, a details pane shows:

Description	CABINET MODEL 1000
Warehouse	000
Unit Of Measure	EACH
Shipped	.0000
Price Level	W
Tax Class	TX

The 'Total Amount' is 5,520.00. At the bottom, there are buttons for 'Print Order...', 'Print Pick...', 'Recalc Price', 'Accept', 'Cancel', and 'Delete'.

The Explode Bill Components check box field must be selected in the Purchase Agent Options window in order for Purchase Agent to recognize items on sales orders as bill numbers and to analyze components of a bill number. The Search Availability Across Warehouses for Components that are Bills parameter is not selected.


The screenshot shows the 'Purchase Agent Options' window. It contains a dropdown menu set to 'The qty required to fulfill demand and stock levels.' and three checkboxes:

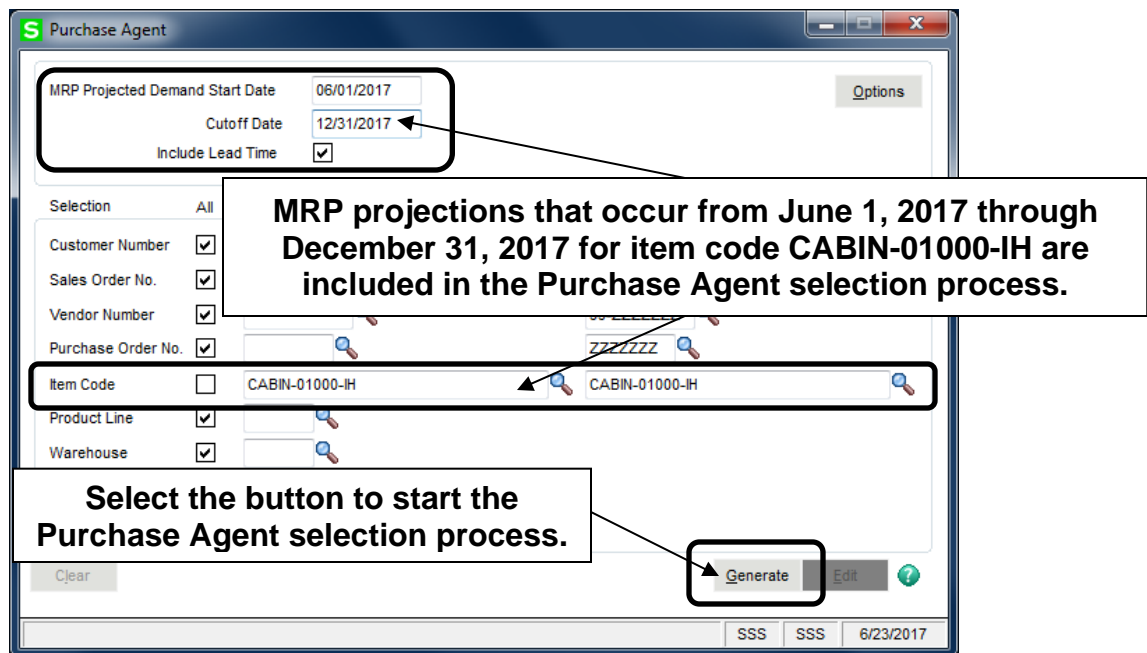
- Prompt for PO on Add to New/Add to Hold Purchase Order Creation ☒
- Explode Bill Components ☒
- Search Availability Across Warehouses for Components that are Bills ☐

A callout box points to the 'Explode Bill Components' checkbox with the text: **Explode Bill Components parameter must be selected to explode bills.**

At the bottom, there are labels for 'SSS', 'SSS', and '6/23/2017'.

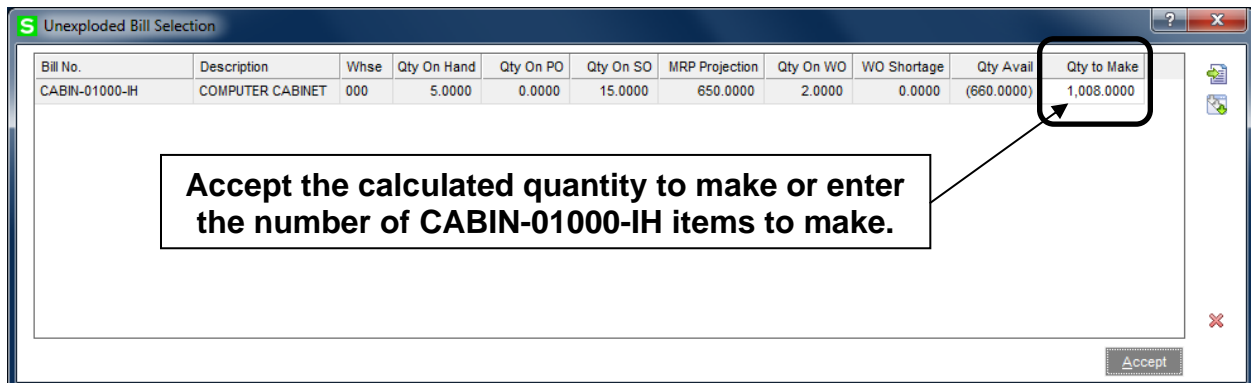
A start date must be entered in the MRP Projected Demand Start Date field found on the Purchase Agent task window in order to include MRP projection information during the Purchase Agent selection process.

 **Note:** MRP projection information is not included in the Purchase Agent selection process when a date value is not entered in the MRP Projected Demand Start Date field.



The screenshot shows the 'Purchase Agent' window. A box highlights the 'MRP Projected Demand Start Date' field with the value '06/01/2017' and the 'Cutoff Date' field with the value '12/31/2017'. An arrow points from this box to a text box that says: 'MRP projections that occur from June 1, 2017 through December 31, 2017 for item code CABIN-01000-IH are included in the Purchase Agent selection process.' Another box highlights the 'Item Code' field with the value 'CABIN-01000-IH'. A third box highlights the 'Generate' button with the text: 'Select the button to start the Purchase Agent selection process.'

The Unexploded Bill Selection window displays during the Purchase Agent selection process because Item code *CABIN-01000-IH* is assigned as a bill number and sales order demand exists for item code *CABIN-01000-IH*.



The screenshot shows the 'Unexploded Bill Selection' window. A table displays the following data:

Bill No.	Description	Whse	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	WO Shortage	Qty Avail	Qty to Make
CABIN-01000-IH	COMPUTER CABINET	000	5.0000	0.0000	15.0000	650.0000	2.0000	0.0000	(660.0000)	1,008.0000

A box highlights the 'Qty to Make' column with the value '1,008.0000'. An arrow points from this box to a text box that says: 'Accept the calculated quantity to make or enter the number of CABIN-01000-IH items to make.'

Item code *CABIN-01000-IH* has a quantity on hand of five, incoming quantities from a work order of two, sales order demand of 15 and a total calculated MRP projection of 650. The reorder method assigned to Item code *CABIN-01000-IH* is maximum stock level with a maximum on hand quantity of 1,000. This information is reviewed in the following manner during the Purchase Agent selection process to determine the demand for item code *CABIN-01000-IH*.

Maximum Stock level	1,000
On Hand Quantity	(5)
Work Order Incoming Quantity	(2)
Sales Order Demand	15
<b>Total Demand</b>	<b>1,008</b>

The calculated MRP Projection for the period specified in the Purchase Agent task window is 650. Since demand for item code *CABIN-01000-IH* is greater than the calculated MRP projection, the quantity to make is 1,008. The information reviewed by Purchase Agent to calculate the quantity to make for item code *CABIN-01000-IH* at warehouse 000 displays in the Inventory Drilldown for Item window.

**S Inventory Drilldown for Item: CABIN-01000-IH**

Item Code: **CABIN-01000-IH** Cutoff Date: 12/31/2017  
 Description: **CABINET MODEL 1000** Reorder Point: 10.0000  
 Warehouse: **000** Maximum Stock: 1,000.0000 Minimum Order Qty: 0.0000

Date	Source	Reference	Quantity	Balance
6/23/2017	On Hand			5.0000
6/23/2017	SO	0000035	(15.0000)	(10.0000)
6/23/2017	WO	0000002:Parent	2.0000	(8.0000)
10/31/2017	MP		(100.0000)	(108.0000)
11/30/2017	MP		(200.0000)	(308.0000)
12/31/2017	MP		(350.0000)	(658.0000)

**The calculation of the MRP projected quantity value takes into consideration all demand and supply transactions for the item at the specified warehouse code per MRP projection period.**

Select the Edit button from the Purchase Agent task window after the item code *CABIN-01000-IH* is exploded and the Purchase Agent selection process is complete.

The screenshot shows the 'Purchase Agent' window with the following details:

- MRP Projected Demand Start Date: 06/01/2017
- Cutoff Date: 12/31/2017
- Include Lead Time: ☒
- Selection criteria table:
 

Selection	All	Starting	Ending
Customer Number	<input checked="" type="checkbox"/>		99-ZZZZZZZ
Sales Order No.	<input checked="" type="checkbox"/>		ZZZZZZZ
Vendor Number	<input checked="" type="checkbox"/>		99-ZZZZZZZ
Purchase Order No.	<input checked="" type="checkbox"/>		
Item Code	<input checked="" type="checkbox"/>		
Product Line	<input checked="" type="checkbox"/>		
Warehouse	<input checked="" type="checkbox"/>		
Buyer	<input checked="" type="checkbox"/>		
Planner	<input checked="" type="checkbox"/>		
- Buttons: Clear, Generate, Edit (highlighted with a callout: "Select the button to access the Purchase Agent Task window.")
- Status bar: Data was last generated on Fri, Jun 23, 2017 at 3:21pm

Item code *3/4 INCH SCREW* is assigned the reorder point reorder method. As specified in Bill of Materials Maintenance, four 3/4 inch screws are required to make one quantity of item code *CABIN-01000-IH*.

Quantity Required of <i>3/4 INCH SCREW</i>	
to Make 1,008 of Item Code <i>CABIN-01000-IH</i>	4,032
On Hand 4 Quantity	(5)
Work Order Material Demand	8
<b>Total Demand</b>	<b>4,035</b>
Reorder Point Quantity	100
<b>Actual Quantity to Buy</b>	<b>4,135</b>

The screenshot shows the 'Purchase Agent Summary' window with the following table:

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Add Qty to Buy
<input checked="" type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	0.100	4,135.0000	4,035.0000	4135 EACH	413.5000	5.0000	0.0000	4,032.0000	0.0000	0.0000	8.0000	0.0000

Callout: "Accept the calculated actual quantity to buy or enter a different quantity to buy." (pointing to the 'Actual Qty to Buy' column)

A detail record is generated for item code *3/4 INCH SCREW* to represent the number of quantities used to create bill number *CABIN-01000-IH*.

**Purchase Agent Detail**

Item Code	3/4 INCH SCREW	On Hand	5.0000	Weight	0.0000
Description	3/4 INCH SCREW	Incoming	0.0000		
Warehouse	000	Minimum Stock	0.0000	Total Required	0.0000

Hold	Source	Description	Quantity	Unit Cost
<input type="checkbox"/>	WO:0000002	3/4 INCH SCREW	8.0000	0.1000
<input type="checkbox"/>	BOM	3/4 INCH SCREW	4,032.0000	0.1000

Remove Inventory Return

4,032 quantities of item code *3/4 INCH SCREW* are required to make 1,008 quantities of bill number *CABIN-01000-IH*.

**Inventory Drilldown for Item: 3/4 INCH SCREW**

Item Code	3/4 INCH SCREW	Cutoff Date	12/31/2017
Description	3/4 INCH SCREW	Reorder Point	100.0000
Warehouse	000	Maximum Stock	10,000.0000
		Minimum Order Qty	0.0000

Date	Source	Reference	Quantity	Balance
6/23/2017	On Hand		5.0000	
6/23/2017	WO	0000002	(8.0000)	(3.0000)
6/23/2017	PA	BOM COMPONENT: CABIN-01000-IH	(4,032.0000)	(4,035.0000)

OK

Item code *3/4 INCH SCREW* is a component of Bill Number *CABIN-01000-IH*.



A purchase order for item code *3/4 INCH SCREW* may be generated directly from the Purchase Agent Summary window for the actual quantity to buy of 4,135.

**Purchase Agent Summary**

Filtering On: <Show All>    Show All    **Items to Buy**    No requirements

☐ All

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Add Qty to Buy
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.1000	1,135.0000	4,135.0000	4135 EACH	413.5000	5.0000	0.0000	4,032.0000	0.0000	0.0000	8.0000	0.0000
<input checked="" type="checkbox"/>	CABINET-1000-H	001 (MAX)	CABINET MODEL 1000	01-STEVE	408.8267	30.0000	30.0000	30 EACH	2,264.8010	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
<input checked="" type="checkbox"/>	CABINET-COVER	900 (EOQ)	CABINET COVER		15.3300	994.0000	994.0000	994 EACH	5,238.0200	16.0000	0.0000	1,008.0000	0.0000	0.0000	2.0000	0.0000
<input checked="" type="checkbox"/>	DISK-MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.2200	994.0000	994.0000	994 EACH	1,212.6800	16.0000	0.0000	1,008.0000	0.0000	0.0000	2.0000	0.0000

**A purchase order is only created for Item code 3/4 SCREW because the Hold check box field is not checked.**

Refresh    Total Quantity: 4,135.0000    Total Cost: 413.50    Create PO's

SSS    SSS    6/23/2017

Select the Create New button from the Generating Purchase Orders window to create a new purchase order for item code *3/4 INCH SCREW*.

**Generating Purchase Orders**

Working On:   
Lines Reviewed:

Cancel Generation

**Create New**    Add to New    Add to Hold

**Select the button to generate a new purchase order.**

Review the purchase order that was created for item code *3/4 INCH SCREW* using the Purchase Agent Generated Lines Report.

**Purchase Agent Generated Lines Report (SSS) 6/23/2017**

Report Setting: STANDARD    Save

Description: Purchase Agent Generated Lines Report

Setting Options

Type: Public    Print Report Settings: ☐    Number of Copies: 1

Default Report: ☒    Three Hole Punch: ☐    Collated: ☒

Sort Report By: Purchase Order Number    Print Summary Report: ☐

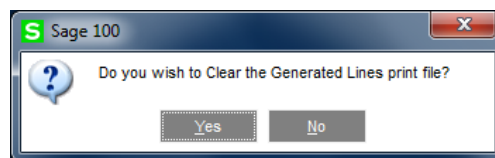
\\SSSUTL\\HP LaserJet M604 PCL 6    Keep Window Open After: Print ☐ Preview ☒    Print    Preview    Setup

Select to print, preview or export the purchase order information from the Purchase Agent Generated Lines Report task window.

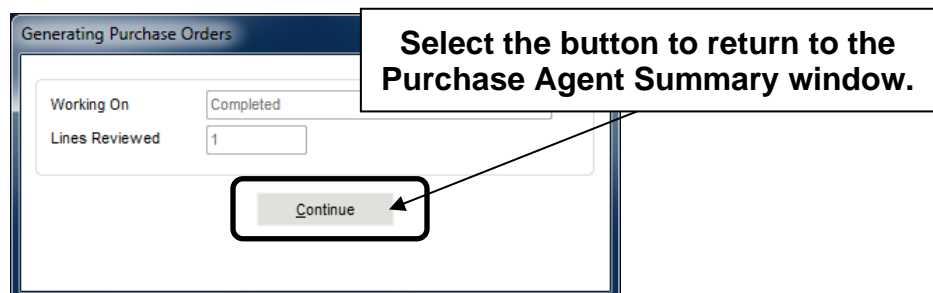
**Purchase Agent Generated Lines Report  
Sorted by Purchase Order Number**

P.O. Number	Vendor Number	Item Code/Description	UT	TC	Whse	Required Date	U/M	Ordered	Unit Cost	Extension
0000020	01-STEVEN	Type: Standard	Status: New			P.O. Date: 6/23/2017				
	STEVEN SUPPLY		Hold: No							
Comment:										
		3/4 INCH SCREW	No	TX	000	6/25/2017	EACH	4135.0000	0.1000	413.50
		3/4 INCH SCREW								
		Vendor Item: 3/4 INCH SCREW								
Order 0000020 Total:										413.50
Report Total:										413.50

The following message displays when the Purchase Agent Generated Lines Report task window is closed.



Select *Yes* to clear the Generated Lines print file. Select *No* to retain generated purchase order line item information in the Generated Lines print file.



Purchase order 0000019 was created by Purchase Agent with an ordered quantity of 4,135.

**Purchase Order Entry (SSS) 6/23/2017**

Order Number: 0000020

User: SSS

1. Header 2. Address 3. Lines 4. Totals

	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	3/4 INCH SCREW	4,135.0000	.0000	.1000	413.50	
2		.0000	.0000	.0000	.00	

Quick Row: 2

Description: Warehouse: Unit of Measure: Qty Received: .0000

Total Amount: 413.50

Quick Print... Accept Cancel Delete

The generated purchase order may now be processed from the Sage 100 Purchase Order module.

After the purchase order is created, Item code *3/4 INCH SCREW* displays an actual quantity to buy value of zero and a quantity on purchase order of 4,135 in the Purchase Agent Summary window.

**Purchase Agent Summary**

Filtering On: <Show All> Show All Items to Buy No requirements

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.10	0.00	0.00	0 EACH	0.00	5.00	4,135.00	4,032.00	0.00	0.00	8.00	0.00
<input checked="" type="checkbox"/>	CABIN-01000-#	000 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(993.00)	0.00	2.00	0.00	0.00

Refresh Total Quantity: 0.00 Total Cost: .00 Create PO's

SSS SSS 6/26/2017

Purchase Agent information is updated to reflect the generated purchase order for item code 3/4 INCH SCREW.

A detail record has been created for the newly generated purchase order to display the ordered quantity of 4,135.

**S Inventory Drilldown for Item: 3/4 INCH SCREW**

Item Code **3/4 INCH SCREW** Cutoff Date **12/31/2017**  
 Description **3/4 INCH SCREW** Reorder Point **100.0000**  
 Warehouse **000** Maximum Stock **10,000.0000** Minimum Order Qty **0.0000**

Date	Source	Reference	Quantity	Balance
6/23/2017	On Hand			5.0000
6/23/2017	WO	0000002	(8.0000)	(3.0000)
6/23/2017	PA	BOM COMPONENT:...	(4,032.0000)	(4,035.0000)
6/23/2017	PO	0000020	4,135.0000	100.0000

**A record for the newly generated purchase order was created in the Purchase Agent work files.**

OK ?

**S Purchase Agent Detail**

Item Code **3/4 INCH SCREW** On Hand **5.0000** Weight **0.0000**  
 Description **3/4 INCH SCREW** Incoming **4,135.0000**  
 Warehouse **000** Minimum Stock **0.0000** Total Required **0.0000**

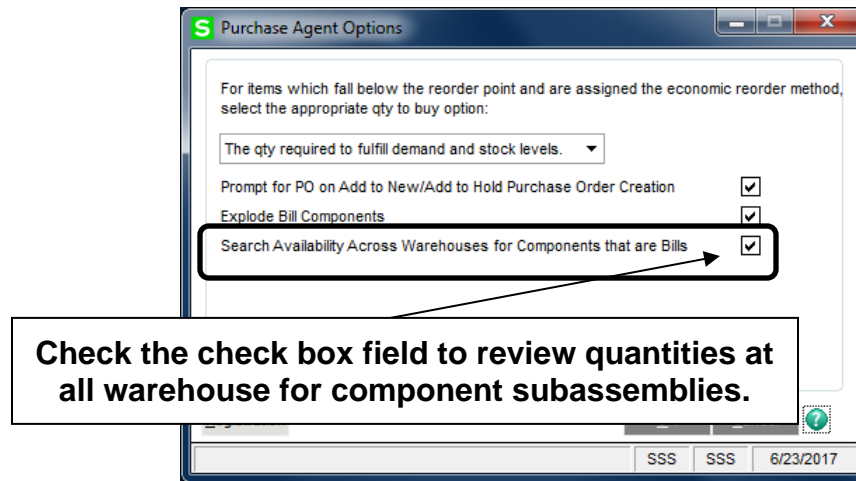
Hold	Source	Description	Quantity	Unit Cost
<input type="checkbox"/>	WO:0000002	3/4 INCH SCREW	8.0000	0.1000
<input type="checkbox"/>	BOM	3/4 INCH SCREW	4,032.0000	0.1000

**The incoming field includes all purchase order for the item at the specified warehouse.**

Remove Inventory Return ?

## Bill of Materials with Subassembly Examples

The Purchase Agent selection process analyzes available quantities in all applicable warehouses for bill numbers that are components of Bill of Materials bill when the Search Availability Across Warehouses for Components that are Bills parameter is selected.



When activated, this feature attempts to fulfill demand for subassemblies of Bill of Materials bill numbers from other warehouses prior to analyzing the components of the subassembly. The following two examples describe the Purchase Agent selection process with and without the Search Availability Across Warehouses for Components that are Bills parameter enabled in Purchase Agent Options.

## Example One: Search Availability Across Warehouses for Components that are Bills Parameter Enabled

### Bill Parent Item Code CABIN-01000-IH

Item code *CABIN-01000-IH* is assigned a procurement value of *Make* in Item Maintenance.

Five quantities are available in warehouse 000 prior to the creation of a sales order.

Item Maintenance (SSS) 6/25/2017

Item Code: CABIN-01000-IH  
Description: CABINET MODEL 1000

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Make  
Inventory Cycle:

Unit of Measure  
Standard: EACH  
Purchases: EACH No. of EACH: 1.0000  
Sales: EACH No. of EACH: 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000  
Primary Vendor: 01-STEVEN STEVENS SUPPLY

Sales  
Retail Price: 525.0000  
Standard Price: 408.8267  
Last Sold: 4/15/2020  
Last Receipt: 6/23/2017  
Allocated: .0000  
Total: 250.0000

Quantities

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted
000	MAIN WAR...	5.0000	.0000	15.0000	.0000	15.0000	.0000	.0000	10.0000-	
001	LONGBEA...	10.0000	.0000	.0000	.0000	.0000	.0000	.0000	10.0000	

Accept Cancel Delete

Item code *CABIN-01000-IH* is assigned the reorder method *Max Stock Level* and a maximum on hand quantity of 1,000 in Inventory Management Reorder Maintenance.

**Reorder Maintenance**

Item Code: CABIN-01000-IH      CABINET MODEL 1000      Standard U/M: EACH

	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty
1	000	MAIN WA		Max Stock Level	.0000	10.0000	.0000	1,000.0000
2	001	LONGBE		Max Stock Level	.0000	30.0000	.0000	40.0000

**Item code CABIN-01000-IH order quantities is based on the maximum stock level of 1,000.**

	Economic Order Quantity	Reorder Point Quantity	Minimum Order Quantity	Maximum On Hand Quantity
Totals	.0000	40.0000	.0000	1,040.0000

Accept Cancel

Item code *CABIN-01000-IH* is considered the bill parent item. *CABIN-01000-IH* is assigned as the bill number in Bill of Materials Maintenance.

**Bill of Materials Maintenance (SSS) 6/25/2017**

Bill Number: CABIN-01000-IH      Revision: 000      Description 1: COMPUTER CABINET

Bill Type: Standard      Description 2:

1. Header      2. Lines

**DISK MOUNT is a component subassembly of bill number CABIN-01000-IH.**

	Component Item Code	Revision	Step No.	Quantity Bld
1	3/4 INCH SCREW		0000	4.0000
2	WASHER		0010	10.0000
3	DISK MOUNT			2.0000
4	CABINET-COVER		0020	1.0000
5				.0000

Description: DISK DRIVE MOUNT  
Find No.:  
Scrap Percent: 0.000%  
Unit Of Measure: EACH

Accept Cancel Delete

*DISK MOUNT* is a component subassembly of bill number *CABIN-01000-IH*. Two quantities of *DISK MOUNT* are required to complete one quantity of *CABIN-01000-IH*.

## Subassembly Item Code DISK MOUNT

Item code *DISK MOUNT* is created and assigned a procurement value of *Make* in Item Maintenance. Quantities are not available in warehouse 000 but 37 quantities are available in warehouse 001. Reorder quantities are not defined in Reorder Maintenance for item code *DISK MOUNT*.

Item Maintenance (SSS) 6/25/2017

Item Code: DISK MOUNT  
Description: DISK DRIVE MOUNT

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Make  
Inventory Cycle: M

Unit of Measure  
Standard: EACH  
Purchases: EACH  
Sales: EACH  
No. of EACH: 1.0000  
No. of EACH: 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE  
Primary Vendor:

Quantities

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted
000	MAIN WAR...	.0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	
001	LONGBEA...	37.0000	.0000	.0000	.0000	.0000	.0000	.0000	37.0000	

Procurement method Make and Qty on Hand of 0 in warehouse 000 and 37 in warehouse 001.

Accept Cancel Delete



*DISK MOUNT* is assigned as the bill number in Bill of Materials Maintenance.

Bill of Materials Maintenance (SSS) 6/25/2017

Bill Number: DISK MOUNT  
Revision: 000  
Bill Type: Standard  
Description 1: DISK DRIVE MOUNT  
Description 2:

1. Header 2. Lines

Quick Row: 1

	Component Item Code	Revision	Step No.	Quantity/Bill
1	1/2 INCH SCREW			4.0000
2				.0000

1/2 INCH SCREW is a component of bill number DISK MOUNT.

Description: 1/2 INCH SCREW  
Find No.:  
Scrap Percent: 0.000%  
Unit Of Measure: YARD

Accept Cancel Delete

Item code *1/2 INCH SCREW* is assigned as a component of bill number *DISK MOUNT*. Four quantities of item code *1/2 INCH SCREW* are required to make one quantity of bill number *DISK MOUNT*.

In this example, the Use Item Default Warehouse parameter in Sales Order Options is not selected. When the Use Item Default Warehouse parameter is not selected, the demand for the component of a bill number displays in the warehouse that is assigned to the bill number on the sales order.

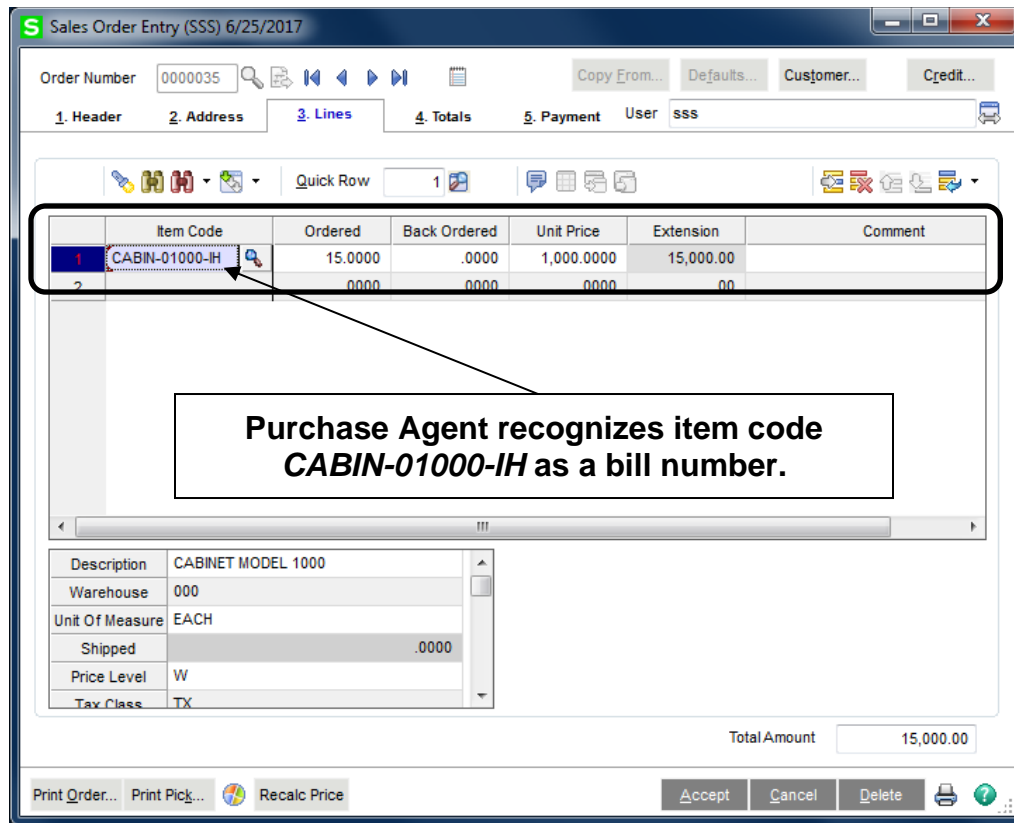
**Sales Order Options (SSS) 6/23/2017**

1. Main 2. Entry **3. Line Entry** 4. Forms 5. Printing 6. Quick Print 7. History 8. Job Cost

Use Alternate Warehouse for Out-of-Stock Items ☒ Allow Discount Rate by Detail Line ☒  
**Use Item Default Warehouse** ☐ Default Special Items to Drop Ship ☒  
Check for Available Quantity ☒  
Warranty  
Warranty Calculation Based On Ship Date  
Recalc Expiration if Ship/Invoice Date Changed ☐  
Display Unit Cost ☒  
Display Profit Margin Percent ☐  
Profit Margin Percent to Display Warning ☐  
Purchase Control  
Enable Purchase Control of Items  
Select Items Based On Customer  
Control Purchases Based On Items Not Allowed  
Item Pricing by Total Quantity  
Enable Based On None  
Unit of Measure for Total Standard  
Apply Item Pricing Automatically Yes  
Enable Lot/Serial Distribution ☐  
Require Lines to be Fully Distributed ☐  
Accept Cancel

**The warehouse assigned to the sales order item is used when this parameter is not selected.**

A customer placed an order for 15 quantities of Item code *CABIN-01000-IH* on June 17, 2017.



Sales Order Entry (SSS) 6/25/2017

Order Number: 0000035

Copy From... Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals 5. Payment User: sss

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	CABIN-01000-IH	15.0000	.0000	1,000.0000	15,000.00	
2		.0000	.0000	.0000	.00	

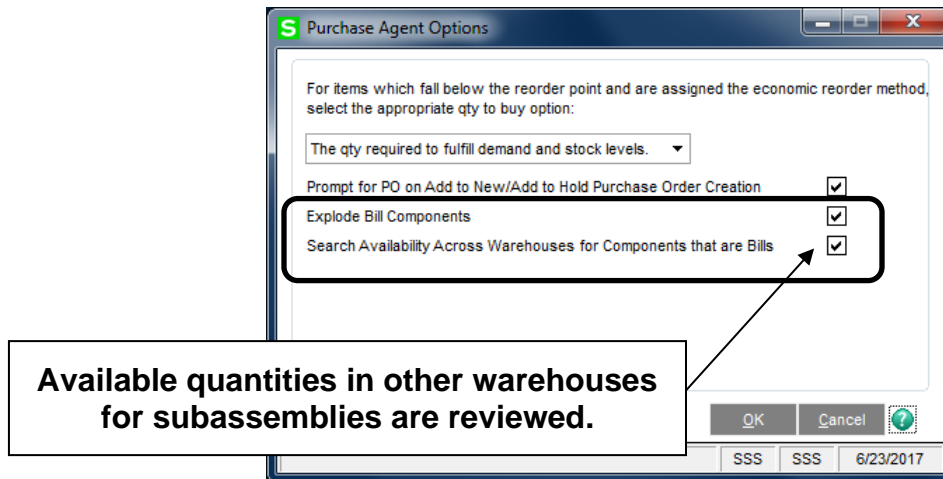
**Purchase Agent recognizes item code *CABIN-01000-IH* as a bill number.**

Description	CABINET MODEL 1000
Warehouse	000
Unit Of Measure	EACH
Shipped	.0000
Price Level	W
Tax Class	TX

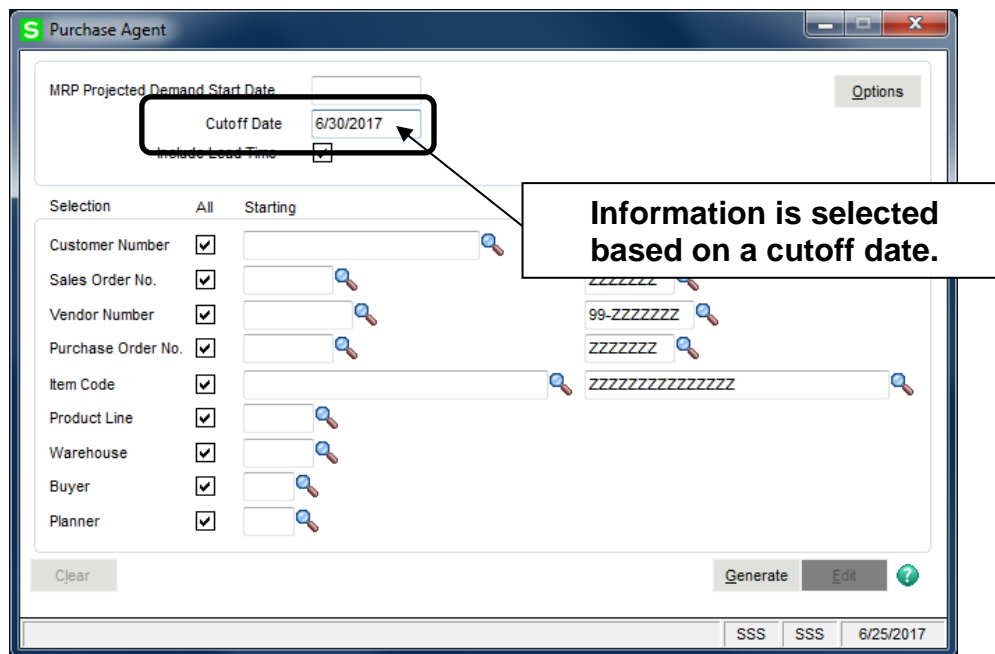
Total Amount: 15,000.00

Print Order... Print Pick... Recalc Price Accept Cancel Delete

The Explode Bill Components and the Search Availability Across Warehouses for Components that are Bills check box fields are selected in the Purchase Agent Options window. When both parameters are selected, Purchase Agent recognizes items on sales orders as bill numbers and analyzes components of the bill number. When a subassembly is encountered during the Purchase Agent selection process, the available quantities in other applicable warehouse are reviewed.



Purchase Agent files are cleared and then generated based on a cutoff date of 6/30/2017.



After the Generate Selections button is selected from the Purchase Agent task window and the Continue button is selected from the Generating Work Table window, the Unexploded Bill Selection window displays.

Bill No.	Description	Whse	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	WO Shortage	Qty Avail	Qty to Make
CABIN-01000-IH	COMPUTER CABINET	000	5.0000	0.0000	15.0000	0.0000	0.0000	0.0000	(10.0000)	1,010.0000

1,010 of bill number **CABIN-01000-IH** are to be made.

Accept

A quantity to make of 1,010 is calculated for bill number *CABIN-01000-IH*. The demand for item code *CABIN-01000-IH* was created by sales order number 0000035, the reorder method of *Max Stock Level* and a maximum on hand quantity of 1,000 minus the on hand quantity.

The calculated quantity to make is available for review from the Inventory Drilldown for Item window.

Item Code **CABIN-01000-IH** Cutoff Date 6/30/2017

Description **CABINET MODEL 1000** Reorder Point 10.0000

Warehouse **000** Maximum Stock 1,000.0000 Minimum Order Qty 0.0000

Date	Source	Reference	Quantity	Balance
6/25/2017	On Hand			5.0000
6/23/2017	SO	0000035	(15.0000)	(10.0000)

OK

Select OK to close the Inventory Drilldown for Item window. Select the Accept button from the Unexploded Bill Selection window. Select the Edit button from the Purchase Agent task window to access the Purchase Agent Summary window.

**Purchase Agent Summary**

Filtering On: <Show All> ☒ Show All ☐ Items to Buy ☐ No requirements

☐ All

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEVE	0.10	7,932.00	7,932.00	7932 EACH	793.20	0.00	0.00	7,932.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.10	4,135.00	4,135.00	4135 EACH	413.50	5.00	0.00	4,040.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(995.00)	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	30.00	30.00	30 EACH	12,264.80	10.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK MOUNT	001 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00

Refresh Total Quantity 12,097.00 Total Cost 13,471.50 Create PO's

SSS SSS 6/26/2017

The Purchase Agent selection process determined that 37 quantities were available in warehouse 001 for the subassembly *DISK MOUNT*.

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	DISK MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK MOUNT	001 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00

Since the Search Availability Across Warehouses for Components that are Bills check box fields was selected in Purchase Agent Options, the 37 quantities from warehouse 001 were used to partially fulfill the demand of *DISK MOUNT*. Therefore, the demand for DISK MOUNT is 1,983.

Based on the quantity per bill value of four for component *1/2 INCH SCREW* assigned to bill number *DISK MOUNT*, 7,932 quantities of *1/2 INCH SCREW* are required to be purchased to fulfill the demand of the bill parent item *CABIN-01000-IH*.

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEVE	0.10	7,932.00	7,932.00	7932 EACH	793.20	0.00	0.00	7,932.00	0.00	0.00	0.00	0.00

The demand for the component *1/2 INCH SCREW* displays as a demand from the Bill of Materials subassembly *DISK MOUNT* in the Inventory Drilldown for Item window.

**S Inventory Drilldown for Item: 1/2 INCH SCREW**

Item Code	1/2 INCH SCREW			Cutoff Date	6/30/2017
Description	1/2 INCH SCREW			Reorder Point	0.00
Warehouse	000	Maximum Stock	0.00	Minimum Order Qty	0.00

Date	Source	Reference	Quantity	Balance
6/26/2017	On Hand			0.00
6/26/2017	PA	BOM COMPONENT: DISK MOUNT	(7,932.00)	(7,932.00)

OK ?

The explosion of bill parent item *CABIN-01000-IH*, the explosion of subassembly *DISK MOUNT* and the quantity to buy component 1/2 INCH SCREW is calculated as follows.

Quantity to Make for bill parent CABIN-01000-IH	1,010
Multiplied by component subassembly DISK MOUNT Qty/Bill	2
Calculated Qty to Make for DISK MOUNT	2,020
Minus On Hand Qty in Warehouse 001 for DISK MOUNT	(37)
Total Qty to Make for DISK MOUNT	1,983
Multiplied by component 1/2 INCH SCREW Qty/Bill	4
Total Qty to Buy for 1/2 INCH SCREW	7,932

## Example Two: Search Availability Across Warehouses for Components that are Bills Parameter Not Enabled

### Bill Parent Item Code CABIN-01000-IH

Item code *CABIN-01000-IH* is created and assigned a procurement value of *Make* in Item Maintenance. Five quantities are available in warehouse 000 prior to the creation of a sales order.

Item Maintenance (SSS) 6/25/2017

Item Code: CABIN-01000-IH  
Description: CABINET MODEL 1000

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Make  
Inventory Cycle:

Unit of Measure  
Standard: EACH  
Purchases: EACH No. of EACH: 1.0000  
Sales: EACH No. of EACH: 1.0000

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE  
Primary Vendor: 01-STEV STEVENS SUPPLY

Sales  
Retail Price: 525.0000  
Standard Price: 525.0000  
Last Sold: 4/15/2020  
Average Cost: 408.8267  
Last Receipt: 6/23/2017  
Allocated: .0000  
Total: 250.0000

Quantities

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted
000	MAIN WAR...	5.0000	.0000	15.0000	.0000	15.0000	.0000	.0000	10.0000-	
001	LONGBEA...	10.0000	.0000	.0000	.0000	.0000	.0000	.0000	10.0000	

Accept Cancel Delete



Item code *CABIN-01000-IH* is assigned the reorder method *Max Stock Level* and a maximum on hand quantity of 1,000 in Inventory Management Reorder Maintenance.

**Reorder Maintenance**

Item Code: CABIN-01000-IH    CABINET MODEL 1000    Standard U/M: EACH

	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty
1	000	MAIN WA		Max Stock Level	.0000	10.0000	.0000	1,000.0000
2	001	LONGBE		Max Stock Level	.0000	30.0000	.0000	40.0000

**Item code CABIN-01000-IH order quantities is based on the maximum stock level of 1,000.**

	Economic Order Quantity	Reorder Point Quantity	Minimum Order Quantity	Maximum On Hand Quantity
Totals	.0000	40.0000	.0000	1,040.0000

Accept Cancel

Item code *CABIN-01000-IH* is considered the bill parent item. *CABIN-01000-IH* is assigned as the bill number in Bill of Materials Maintenance.

**Bill of Materials Maintenance (SSS) 6/25/2017**

Bill Number: CABIN-01000-IH    Revision: 000    Description 1: COMPUTER CABINET    Description 2:

Bill Type: Standard

1. Header    2. Lines

**DISK MOUNT is a component subassembly of bill number CABIN-01000-IH.**

	Component Item Code	Revision	Step No.	Quantity Bld
1	3/4 INCH SCREW		0000	4.0000
2	WASHER		0010	10.0000
3	DISK MOUNT			2.0000
4	CABINET-COVER		0020	1.0000
5				.0000

Description: DISK DRIVE MOUNT    Find No.:    Scrap Percent: 0.000%    Unit Of Measure: EACH

Accept Cancel Delete

*DISK MOUNT* is a component subassembly of bill number *CABIN-01000-IH*. Two quantities of *Disk Mount* are required to complete one quantity of *CABIN-01000-IH*.

### Subassembly Item Code DISK MOUNT

Item code *DISK MOUNT* is assigned a procurement value of *Make* in Item Maintenance.

Quantities are not available in warehouse 000 but 37 quantities are available in warehouse 001. Reorder quantities are not defined in Reorder Maintenance for item code *DISK MOUNT*.

Item Maintenance (SSS) 6/25/2017

Item Code: DISK MOUNT  
Description: DISK DRIVE MOUNT

1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail

Product Line: PART COMPUTER PARTS  
Product Type: Raw Material  
Valuation: Average Cost  
Procurement: Make  
Inventory Cycle: M

Unit of Measure  
Standard: EACH No. of EACH: 1.00  
Purchases: EACH No. of EACH: 1.00  
Sales: EACH No. of EACH: 1.00

Price Code: IND INDIVIDUAL PARTS PRICING  
Default Whse: 000 MAIN WAREHOUSE  
Primary Vendor: [Empty]

Sales  
Retail Price  
Standard Price  
Last Sold

Last Receipt: 6/25/2017 Total: 1.22

Quantities

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available
000	MAIN WAR...	.00	.00	.00	.00	.00	.00	.00	.00
001	LONGBEA...	37.00	.00	.00	.00	.00	.00	.00	37.00

Accept Cancel Delete

*DISK MOUNT* is assigned as the bill number in Bill of Materials Maintenance.

The screenshot shows the 'Bill of Materials Maintenance (SSS) 6/25/2017' window. The 'Bill Number' field is set to 'DISK MOUNT'. The 'Revision' is '000'. The 'Description 1' is 'DISK DRIVE MOUNT'. The 'Bill Type' is 'Standard'. The 'Lines' tab is selected, showing a table with the following data:

Component Item Code	Revision	Step No.	Quantity/Bill
1/2 INCH SCREW			4.0000
2			.0000

A callout box points to the '1/2 INCH SCREW' entry in the table, stating: '1/2 INCH SCREW is a component of bill number DISK MOUNT.' Below the table, a details section shows the following information:

Description	1/2 INCH SCREW
Find No.	
Scrap Percent	0.000%
Unit Of Measure	YARD

At the bottom of the window, there are buttons for 'Accept', 'Cancel', and 'Delete'.

Item code *1/2 INCH SCREW* is assigned as a component of bill number *DISK MOUNT*. Four quantities of item code *1/2 INCH SCREW* are required to make one quantity of bill number *DISK MOUNT*.

In this example, the Use Item Default Warehouse parameter in Sales Order Options is not selected. When the Use Item Default Warehouse parameter is not selected, the demand for the component of a bill number displays in the warehouse that is assigned to the bill number on the sales order.

**Sales Order Options (SSS) 6/25/2017**

1. Main 2. Entry 3. Line Entry 4. Forms 5. Printing 6. Quick Print 7. History 8. Job Cost

Use Alternate Warehouse for Out-of-Stock Items ☒

**Use Item Default Warehouse** ☐

Check for Available Quantity ☒

Display Unit Cost ☒

Display Profit Margin Percent ☐

Profit Margin Percent to Display Warning ☐

Purchase Control

Enable Purchase Control of Items ☐

Select Items Based On

Control Purchases Based On

Item Pricing by Total Quantity

Enable Based On

Unit of Measure for Total

Apply Item Pricing Automatically

Allow Discount Rate by Detail Line ☒

Default Special Items to Drop Ship ☒

Warranty

Warranty Calculation Based On

Recalc Expiration if Ship/Invoice Date Changed ☐

Price Level by Customer

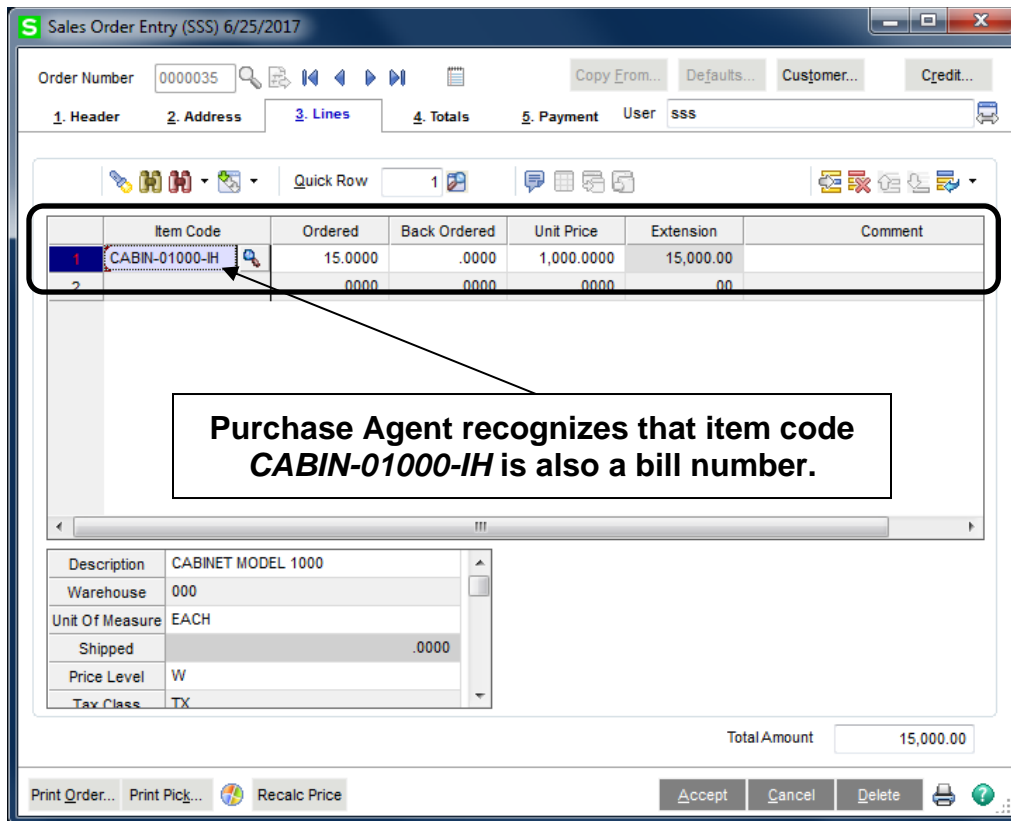
Enable Default Price Level by Customer ☐

Base New Price Level Records On

Accept Cancel

**The warehouse assigned to the sales order item is used when this parameter is not selected.**

A customer placed an order for 15 quantities of Item code *CABIN-01000-IH* on June 17, 2017.



Sales Order Entry (SSS) 6/25/2017

Order Number: 0000035

1. Header 2. Address 3. Lines 4. Totals 5. Payment User: sss

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	CABIN-01000-IH	15.0000	.0000	1,000.0000	15,000.00	
2		.0000	.0000	.0000	.00	

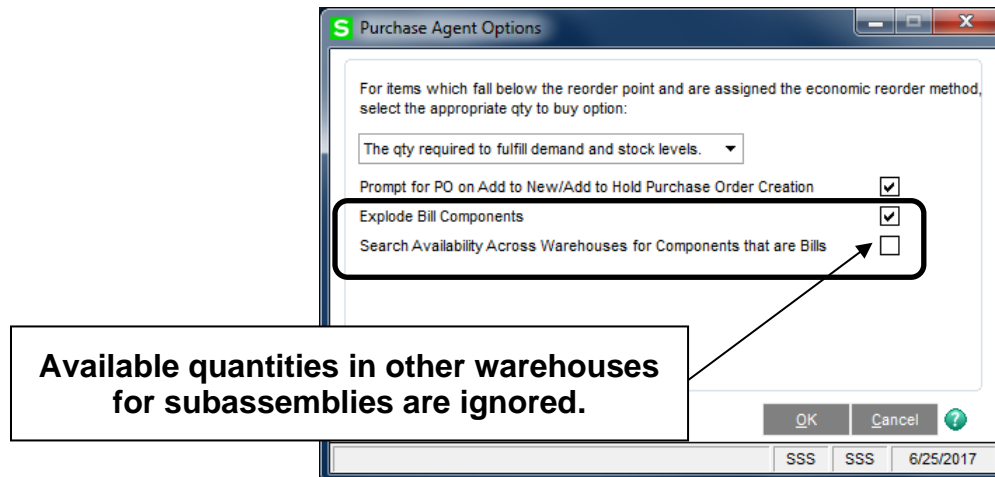
**Purchase Agent recognizes that item code CABIN-01000-IH is also a bill number.**

Description	CABINET MODEL 1000
Warehouse	000
Unit Of Measure	EACH
Shipped	.0000
Price Level	W
Tax Class	TX

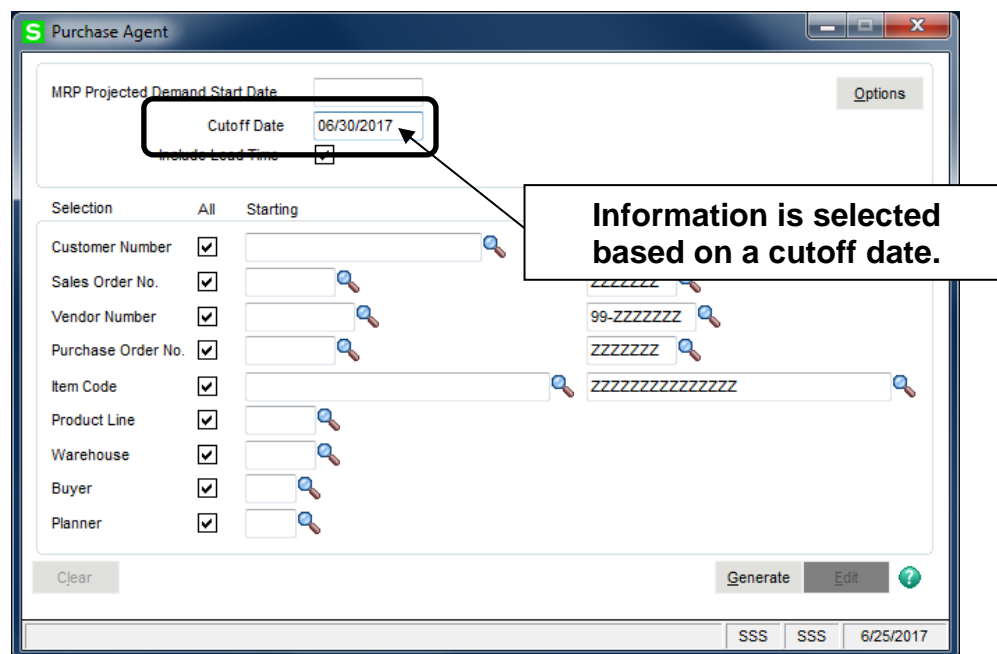
Total Amount: 15,000.00

Print Order... Print Pick... Recalc Price Accept Cancel Delete

The Explode Bill Components check box field in the Purchase Agent Options window is checked. However, the Search Availability Across Warehouses for Components that are Bills check box field is not checked. Purchase Agent recognizes items on sales orders as bill numbers and analyzes components of the bill number. When a subassembly is encountered during the Purchase Agent selection process, the available quantities in other applicable warehouse are ignored.



Purchase Agent files are cleared and then generated based on a cutoff date of 6/30/2017.



After the Generate Selections button is selected from the Purchase Agent task window and the Continue button is selected from the Generating Work Table window, the Unexploded Bill Selection window displays.

Bill No.	Description	Whse	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	WO Shortage	Qty Avail	Qty to Make
CABIN-01000-IH	COMPUTER CABINET	000	5.00	0.00	15.00	0.00	0.00	0.00	(10.00)	1,010.00

1,010 of bill number **CABIN-01000-IH** are to be made.

Accept

A quantity to make of 1,010 is calculated for bill number *CABIN-01000-IH*. The demand for item code *CABIN-01000-IH* was created by sales order number 0000035, the reorder method of *Max Stock Level* and a maximum on hand quantity of 1,000 minus the on hand quantity.

The calculated quantity to make is available for review from the Inventory Drilldown for Item window.

Inventory Drilldown for Item: CABIN-01000-IH

Item Code: **CABIN-01000-IH** Cutoff Date: 06/30/2017

Description: **CABINET MODEL 1000** Reorder Point: 10.00

Warehouse: **000** Maximum Stock: 1,000.00 Minimum Order Qty: 0.00

Date	Source	Reference	Quantity	Balance
6/25/2017	On Hand		5.00	
6/23/2017	SO	0000035	(15.00)	(10.00)

OK

Select OK to close the Inventory Drilldown for Item window. Select the Accept button from the Unexploded Bill Selection window. Select the Edit button from the Purchase Agent task window to access the Purchase Agent Summary window.

**Purchase Agent Summary**

Filtering On: <Show All> ☒ Show All ☐ Items to Buy ☐ No requirements

☐ All

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEVE	0.10	8,080.00	8,080.00	8080 EACH	808.00	0.00	0.00	8,080.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEVE	0.10	0.00	0.00	0 EACH	0.00	5.00	4,135.00	4,040.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(995.00)	0.00	0.00	0.00	0.00
<input type="checkbox"/>	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEVE	408.83	30.00	30.00	30 EACH	12,264.80	10.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK MOUNT	001 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00

Refresh Total Quantity 8,110.00 Total Cost 13,072.80 Create PO's

SSS SSS 6/25/2017

The Purchase Agent selection process determined that 37 quantities were available in warehouse 001 for the subassembly *DISK MOUNT*.

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	DISK-MOUNT	000 (EOQ)	DISK DRIVE MOUNT	01-STEVE	1.22	0.00	0.00	0 EACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="checkbox"/>	DISK-MOUNT	001 (EOQ)	DISK DRIVE MOUNT	01-STEVE	1.22	0.00	0.00	0 EACH	0.00	37.00	0.00	0.00	0.00	0.00	0.00	0.00

Since the Search Availability Across Warehouses for Components that are Bills check box fields was not selected in Purchase Agent Options, the 37 quantities from warehouse 001 are ignored when determining the demand of *DISK MOUNT*. Therefore, the demand for *DISK MOUNT* is 2,080.

Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cost	Qty On Hand	Qty On PO	Qty On SO	MRP Projection	Qty On WO	W/O Shortage	Addl Qty to Buy
<input type="checkbox"/>	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEVE	0.10	8,080.00	8,080.00	8080 EACH	808.00	0.00	0.00	8,080.00	0.00	0.00	0.00	0.00

The demand for the component *1/2 INCH SCREW* displays as a demand from the Bill of Materials subassembly *DISK MOUNT* in the Inventory Drilldown for Item window.



**S** Inventory Drilldown for Item: 1/2 INCH SCREW

Item Code	1/2 INCH SCREW		Cutoff Date	06/30/2017	
Description	1/2 INCH SCREW		Reorder Point	0.00	
Warehouse	000	Maximum Stock	0.00	Minimum Order Qty	0.00

Date	Source	Reference	Quantity	Balance
6/26/2017	On Hand			0.00
6/26/2017	PA	BOM COMPONENT:...	(8,080.00)	(8,080.00)

OK ?

The explosion of bill parent item *CABIN-01000-IH*, the explosion of subassembly *DISK MOUNT* and the quantity to buy component 1/2 INCH SCREW is calculated as follows.

Quantity to Make for bill parent CABIN-01000-IH	1,010
Multiplied by component subassembly DISK MOUNT Qty/Bill	2
Calculated Qty to Make for DISK MOUNT	2,020
Multiplied by component 1/2 INCH SCREW Qty/Bill	4
Total Qty to Buy for 1/2 INCH SCREW	8,080