

Purchase Agent 2020 User Guide

Sage Version 6.20 April 2021

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Contents

Chapter 1-7

Introduction to Purchase Agent 7 Purchase Agent Benefits 7

Chapter 2 - 8

Purchase Agent and Sage 100 Modules 8

Chapter 3- 9

Purchase Agent Role Maintenance Security 9

Chapter 4 – 11

Accessing Purchase Agent 11

Chapter 5 – 12

How to Register Purchase Agent 12

Chapter 6 – 13

Purchase Agent Options 13

Chapter 7 – 15

Search Across Warehouses 15 How to Activate the Search Across Warehouses Feature 15

Chapter 8 - 17

Bill of Materials Options and Purchase Agent 17

Chapter 9 - 18

Sales Order Options and Purchase Agent 18 Use Item Default Warehouse Parameter Not Selected Example 18 Use Item Default Warehouse Parameter Selected Example 20

Chapter 10 - 21

Material Requirements Planning Options and Purchase Agent 21

Chapter 11 – 22

Inventory Management Setup Information 22 Item Maintenance Procurement Value 22 Item Maintenance Standard and Purchases Unit of Measure 23 Item Maintenance Primary Vendor 24 Item Vendor Maintenance 25 Reorder Maintenance 25 Warehouse Code Maintenance 26

Chapter 12 – 27

Purchase Agent Task Window 27 Cutoff Date and Vendor Lead Time Example 29

Selection Section 30

Chapter 13 - 32

Purchase Agent Work Files Generation 32 How to Generate the Purchase Agent Work Files 33 How to Clear the Purchase Agent Work Files 34

Chapter 14 – 35

Purchase Agent Summary Window 35 Maximum Stock Level 38

Reorder Point 38

Economic Qty with Purchase Agent Option set to The Qty Required to Fulfill Demand and Stock Levels 39

Economic Qty with Purchase Agent Option set to The Economic Order Quantity 39

None 40

Chapter 15 - 44

Purchase Agent Selection Listing 44 Setting Options 44

Selections 44

Chapter 16 - 46

Inventory Drilldown for Item Window 46

Chapter 17 49

Purchase Agent Detail Window 49

Chapter 18 – 51

Generating Purchase Orders from Purchase Agent 51 Generating Purchase Orders Window 51

PO Selection Window 52

How to Generate New Purchase Orders from Purchase Agent 54

How to Add an Item to an Existing Purchase Order from Purchase Agent 55

Chapter 19 – 57

Purchase Agent Generated Lines Report 57 Setting Options 57

Chapter 20 - 59

Purchase Order Number and Dates Assignments 59 Date Assignments to Purchase Orders 59

Assignment of Purchase Order Number s 60

Chapter 21 - 61

Purchase Agent and Bill of Materials 61 Unexploded Bill Selection Window 61

Maximum Stock Level 63

Reorder Point 63

Economic Qty with Purchase Agent Option set to The Qty Required to Fulfill Demand and Stock Levels 63

Economic Qty with Purchase Agent Option set to The Economic Order Quantity 64 None 64

Chapter 22 - 66

Examples 66

Explode Bill Components Enabled 66 Bill of Materials with Subassembly Examples 78 Example One: Search Availability Across Warehouses for Components that are Bills Parameter Enabled 79

Bill Parent Item Code CABIN-01000-IH 79

Subassembly Item Code DISK MOUNT 81

Example Two: Search Availability Across Warehouses for Components that are Bills Parameter Not Enabled 88

Bill Parent Item Code CABIN-01000-IH 88

Subassembly Item Code DISK MOUNT 90

Introduction to Purchase Agent

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

Sales Order

•

- Inventory Management
- Accounts Receivable
- 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.

S Sage	100
į)	The A/P module has not been set up for the current company. You must set up A/P before this module can be accessed.
	<u>o</u> k
	S Sage 100
	The VM, S/O, and P/O modules are required.
	QK

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 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 note 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.

S Role Main	tenance (SSS) 6/25/2017	
Role	Supervisor	op <u>v</u> Role
Description	Supervisor	
<u>1</u> . Tasks	2. Security Events 3. Module Options 4. SData Security 5. ODE	BC Security
🖃 🗹 Pu	rchase Order	
+	Explorer View	
- ₽	Inquiry	
	Purchase Order History Inquiry	
	Purchase Order Inquiry	
	Receipt History Inquiry	
- 2	Maintenance/Data Entry	
H] 🗹 Cancel and Reason Code Maintenance	
H	🛛 🗹 Landed Cost Type Maintenance	
H	Material Requisition Issue Entry	
H	Memo Manager Maintenance	=
+	☑ Purchase Agent	
+	Purchase Order Entry	
+	M Receipt of Goods Entry	
•	M Receipt of Invoice Entry	
	Return of Goods Entry	
	M Snip-10 Address Maintenance	
	i ≥ vendor Price Level Maintenance	-
121 82		
Search	<u>A</u> ccept <u>C</u> ancel <u>D</u> elete	⊕ 🕜

Accessing 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.

S	Purchase Agent		x
	Registration Key		
		<u>A</u> ccept <u>C</u> anc	el
		SSS SSS 6/25	i/2017

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.

S Purchase Agent								
MRP Projected Dema	MRP Projected Demand Start Date Cutoff Date Include Lead Time							
Selection	All Starting	3		Ending				
Customer Number			٩,	99-ZZZZZZZ	Q			
Sales Order No.	•	9		zzzzzz 🔍				
Vendor Number	✓	9		99-ZZZZZZZ 🔍				
Purchase Order No.	✓	٩		zzzzzz 🔍				
Item Code	✓		e		٩,			
Product Line	 Image: A start of the start of	9						
Warehouse	 Image: A start of the start of	9						
Buyer	✓	۹,						
Planner	✓	٩						
Clear				Ge	nerate Edit 🕢			
				S	SS SSS 6/25/2017			

Purchase Agent Options

S Purchase Agent Options		
For items which fall below the reorder point and are assigned the econselect the appropriate qty to buy option: The qty required to fulfill demand and stock levels. ▼ 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	omic red V	order method,]]
Registration OK	<u>C</u> a	ncel 🕐
SSS	SSS	6/25/2017

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.

atch Processin	g		Next Automatic	
Descr	ription	Enable Next Batch	Production Number	0000003
Production En	try	00001	Disassembly Number	0000001
			Engineering Change Number	0000001
			Replace and Delete Reference Number	0000003
EACH				
EACH				

A Warning: Purchase Agent Options parameters must be reviewed after migrating and converting to Purchase Agent 2020. Purchase Agent Option parameters may be set back to default values during the migration or conversion process.

Search Across Warehouses

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.

S Purchase Agent								
MRP Projected Dema	MRP Projected Demand Start Date Cutoff Date Include Lead Time							
Selection	All	Starting		Ending				
Customer Number	✓		٩	99-ZZZZZZZ	Q			
Sales Order No.	✓	٩,		ZZZZZZZZ				
Vendor Number	✓			99-ZZZZZZZ 🔍				
Purchase Order No.	✓	٩,		zzzzzzz 🔍				
Item Code	✓		Q		٩			
Product Line	✓	Q						
Warehouse	✓	Q						
Buyer	✓	Q						
Planner	✓	Q						
Clear				Ge	nerate Edit 🕢			
				S	SS SSS 6/25/2017			

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

S Purchase Agent Options	
For items which fall below the reorder point and are assigned the eco select the appropriate qty to buy option: The qty required to fulfill demand and stock levels. 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	onomic reorder method, V V
Registration QK	<u>C</u> ancel 🕐
SSS	SSS 6/25/2017

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.

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

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

<u>Cancel</u> 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.

S Bill of Materials Options (SSS) 6/25/2017		- D X
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Printing		
Batch Processing	Next Automatic	
Description Enable Next Batch	Production Number	000003
Production Entry 00001	Disassembly Number	000001
	Engineering Change Number	000001
	Replace and Delete Reference Number	000003
Integer Units of Measure EACH		
	Accept Ca	ncel 📇 🝞

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.



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.

S Sales Order Options (SSS) 6/25/2017						x
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Line Entry <u>4</u>	. Forms	<u>5</u> . Printing	<u>6</u> . Quick Print	<u>7</u> . History	<u>8</u> . Job Cost	
Use Alternate Warehouse for Out-of-Stock Items Use Item Default Warehouse Check for Available Quantity	> >	Allow Disco Default Spec	unt Rate by Detail L cial Items to Drop Si	.ine hip		2
Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning		Warranty Ca Recalc Expir Price Level by Enable Defa	alculation Based On ration if Ship/Invoice v Customer ult Price Level by C	n e Date Changed customer	Ship Date	
Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Items Not All	er v lowed v	Base New P Lot/Serial Dist Enable Lot/S	Price Level Records	s On F	Price Code	
Item Pricing by Total Quantity Enable Based On None Unit of Measure for Total Stand Apply Item Pricing Automatically Yes	tard T					
				<u>A</u> ccept	<u>C</u> ancel 🔒	0

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.

s	Pure	hase	e Agent Summa	ary															
	Filte	ring (Dn <	Show All>		-		Show Al	I.	Items	to Buy		No re	quirements					
l r					All														
	F	lold	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	
			3/4 INCH SCREW	V 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	1
			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	1
			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	\$
	Def	rach												270.00			Create PO's		R
											-				J				
L																	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.

S MRP Options				x
Integrate MRP with the Following Bill of Materials Work Order	Sales Orde	r Irder		
MRP Generation Restart MRP Generation on Error	Condition	•	Round Integer U/M	•
Explode Qty Change and Resch	edule Recommendations	✓	Pull in Work Orders	•
Base Effective Date on Demand	Release Date	✓	Push out Work Orders	✓
Build Time Calc for Make Items	By Lead Time	•	Include Phantom Bills	✓
			Include Overissues in On Hand	•
			Accept <u>C</u> ancel	0
			SSS SSS 6/2	5/2017

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.

S	tem Mair	ntenance	(SSS) 6/25/2017										×
lter De:	n Code scription	DSKTP-00 586/133 S	100 YSTEM		Q ⊗ M ₽	4))			Copy <u>F</u> rom	m Renu	um <u>b</u> er	More	•
	<u>1</u> . Main	<u>2</u> .	Additional	3. Quantity	4. History	<u>5</u> . Transa	tions	6. Orders	7. Cost Detail				
	Product Lii Product Ty Valuation Procureme	ne <mark>SYS</mark> rpe Finis Ave ent Mak	COMPUT shed Good ▼ rage Cost ▼ e ▼	TER SYSTEMS Weight Volume Inventory C	0.0000 Cycle	Unit of Mea Standard Purchase Sales	EACH EACH EACH EACH	Q Q No.of E Q No.of E	ACH	1.0000			
	Price Code Default Wi	sys	COMPUTE	R SYSTEM PR	ICING <u>Primary</u>	Vendor		🔍 🏷					
	Retail Price	e	3,186.0000	Star	ndard Cost	1,588.0	900 🗐	Item	1,592.9	9500			
	ast Sold	FIICE	4/15/2020	Las	t Receipt	1,592.9	020	Total	1,592.9	9500			
Q	uantities							·					
	Whse [Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counter	ed 🖄	1
	000 1	AIN WAR	0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000			
	001 L	ONGBEA.	0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000			
đ									<u>A</u> ccept	<u>C</u> ancel	<u>D</u> elete	₿	0

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 Mai	intenance (S	SS) 6/25/2017										x
Item Code Description	3/4-SCREW 3/4 INCH SC	REW		% № 14 	4)]		Copy <u>F</u>	rom Renu	ım <u>b</u> er	More	-
<u>1</u> . Main	1 <u>2</u> . A	dditional	3. Quantity	4. History	<u>5</u> . Transad	tions	6. Orders	7. Cost Detai	i i			
Product Li Product Ty Valuation Procureme	ine PART ype Raw I Avera ent Buy	COMPUT	ER PARTS Weight Volume Inventory (0.0000 Cycle M	Unit of Meas Standard Purchases Sales	EACH BOX EACH	No. of E No. of E	EACH	500.0000 1.0000			
Price Code Default W Sales Retail Pric	e IND hse 000	MAIN WA	REHOUSE	CING <u>Primary</u> hases ndard Cost	(Vendor1	000	Last Costs		.1000			
Standard Last Sold	Price	.0000	Ave Las	erage Cost st Receipt	.1	020	Allocated Total		.0000			
Quantities							<u></u>			, 		
Whse I	Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Count	ed	1
000	MAIN WAR	168.0000	.0000	.0000	.0000	.0000	.0000	.0000	168.0000			
%								<u>A</u> ccept	<u>C</u> ancel	<u>D</u> elete	8	0

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.

S Item Maintena	ance (SSS) 6/25/2017							x
Item Code BOA Description 8058	RD-04220-66 6 MOTHERBOARD 150	MHZ 🖗	8 IA A P PI I			Copy <u>F</u> rom	Renum <u>b</u> er Mo	re 🔻
<u>1</u> . Main	2. Additional	<u>3</u> . Quantity <u>4</u> . H	listory <u>5</u> . Transa	ctions <u>6</u>	<u>6. Orders 7</u> .	Cost Detail		
Product Line Product Type Valuation	PART COMPUT Raw Material V FIFO V	ER PARTS Weight Volume 0.	Unit of Mea Standard Purchase	EACH EACH EACH EACH	Q No. of EAC Q No. of EAC	н 1.0	0000	
Procurement Price Code Default Whse Sales	IND IND IND INDIVIDUA MAIN WAI	Inventory Cycle	Primary Vendor 01.	MASTER	🔦 🇞 MASTER Last Costs	MICRO MANUFAC	TURII	
Retail Price Standard Price Last Sold	325.0000 299.0000 5/31/2020	Standard Co Average Cos Last Receipt	st 230.0 st 243.3 t 5/15/	0000 🗐 3700 2020 🛅	Item Allocated Total	230.0000 .0000 230.0000		
Quantities	intion On Hand	0 n PO 0	n SO On Bk Ord	Committed	On WO P	eg for WO	ailable Last Counted	\$
000 MAIN	WAR 149.0000	2.0000 3.0	.0000	3.0000	.0000	.0000 148	.0000	
001 LONG	BEA 3.0000	.0000.	.0000	.0000	.0000	.0000 3	.0000	
♦						<u>A</u> ccept <u>C</u> an	cel <u>D</u> elete	₿ 0

Item Vendor Maintenance

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

		ance					
tem Co	bde BOARD-0422)-66		80586 MOTHERBOARD 150 MHZ			
	Vendor No.	PV	Name	Vendor Item Code	Last Cost	Lead Time	==
1	01-COMPAQ		COMPAQ COMPUTER COR	P	.0000	0	-
2	01-MASTER	*	MASTER MICRO MANUFAC	T P150586	.0000	2	_
3	٩,					0	5
Lasi	t Receipt No.		Kan Last Receipt Q	uantity .0000	Last Return No.		8
Las	t Receipt No.		Last Receipt Q	uantity .0000 Cost .0000	Last Return No. Last Return Date		4
Las Las Las	t Receipt No. t Receipt Date t Lead Time		Last Receipt Q Last Allocated Last Cost	uantity .0000 Cost .0000	Last Return No. Last Return Date Primary Vendor		Ø

Reorder Maintenance

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

S Reord	der Ma	intenance	2					-	x	
ltem Cod	e BC	OARD-042	20-66		80586 MOTHERBO	ARD 150 MHZ	5	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		
									_	
	Ec	onomic Or	der Quantity	Reorder Point	Quantity Min	imum Order Quantity	Maximum On H	and Quantity		
Totals			.0000	1:	50.0000	120.0000		250.0000		
							A	Accep <u>t</u> Canc <u>e</u> l	0	

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.

Name	MEG COMPUTER SYSTEMS, INC.
Address	8800 IRVINE CENTER DRIVE
ZIP Code	92715
City	IRVINE State CA
Country	
Telephone	Ext
Fax	
E-mail Address	
Contact	
Warehouse Status	Active 👻 🖄
Comment	
Restricted Start Date	End Date

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 Exluce from Purchase Agent parameter not seleected 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.

S Purchase Agent		
MRP Projected Dema	Ind Start Date Cutoff Date Ide Lead Time	<u>O</u> ptions
Selection	All Starting Ending	
Customer Number	✓ 99-ZZZZZZZ	9
Sales Order No.	ZZZZZZZ 🧠	
Vendor Number	✓ 99-ZZZZZZZ	
Purchase Order No.		
Item Code		z 🔍
Product Line		
Warehouse		
Buyer		
Planner		
Clear	5	Generate Edit 🕐
		SSS SSS 6/25/2017

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.

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.

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	Addt'l Qty to Buy
	B0ARD-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.

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	Addt'l Qty to Buy
	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.

S Purchase Agent						x
MRP Projected Dema	and Sta Cuti ude Lea	nt Date			<u>O</u> p	tions
Selection Customer Number Sales Order No.		Starting	٥	Ending 99-ZZZZZZZ ZZZZZZZ Q	Q	
Vendor Number Purchase Order No. Item Code	> >	Q	Q	99-ZZZZZZZ 🔍 ZZZZZZZZ 🔍 ZZZZZZZZZZZZZZZZZ		٩
Product Line Warehouse Buyer	> > >					
Planner Clear	•	٩,		Gener	ate <u>E</u> dit	0
				SSS	SSS 6/	25/2017

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.

S Sage	: 100
2	Are you sure you want to clear ALL entries in the work files?
	Yes <u>N</u> o

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 Generate 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 Clear button.

Warning: Purchase Agent work files must be cleared after installing Purchase Agent 2020. 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.
- Clear 2. Select the button to clear previously generated data.
- 3. Select the Yes button in the following message.

S Sage	100
2	Are you sure you want to clear ALL entries in the work files?
	Yes <u>N</u> o

- 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.

S Sage	100							
2	You have not entered a cutoff date - this process may take quite a while. Are you sure you wish to continue?							
	<u>Y</u> es <u>N</u> o							

- 6. Select Yes to continue with the Purchase Agent work files generation process. Select No to return to the Purchase Agent task window.
- 7. 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.
- 8. In the Selection section, enter a range to filter the information the Purchase Agent selection process evaluates to calculate demand, supply and MRP projections.
- 9. Select the Generate button.
- 10. Select the Continue button in the Generating Work Table window.

Generating Work Table								
Phase	Completed							
Working On	WINNT							
Records Selected	23							
L	Continue							

11. Select the button to access the Purchase Agent Summary window.

Purchase Agent							
MRP Projected Dema	and Start D Cutoff Ide Lead T	Date Date Fine V					<u>O</u> ptions
Selection	All S	Starting		Ending			
Customer Number			٩,	99-ZZZZZZZ		9	b
Sales Order No.		9		zzzzzz 🔍			
Vendor Number		۹,		99-ZZZZZZZ 🔍			
Purchase Order No.	✓	۹,		zzzzzz 🔍			
Item Code			9	2222222222222222	Z		٩
Product Line	✓	۹,					
Warehouse	\checkmark	۹,					
Buyer		9					
Planner	•	Q					
Clear					<u>G</u> enerate	Ē	dit 🕜
Data was last generate	d on Sun,	Jun 25, 2017 at 4:38pm			SSS	SSS	6/25/2017

How to Clear the Purchase Agent Work Files

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

S Sage	100
2	Are you sure you want to clear ALL entries in the work files?
	Yes <u>N</u> o

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.

S Purchase Agent Sun	imary										
Filtering On <show all=""> O Show All Items to Buy No requirements</show>											
	Hold Item Code Whs (Mthd) Description Primary Vendor Unit Cost Actual C ▲ to Buy										
	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV 🛃	0.1000	0.000					
	3/4-SCREW	000 (EOQ)	3/4 INCH SCREW		0.1000	0.000 =					
	BOARD-04220-66	000 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	0.000					
	BOARD-04220-66	001 (MAX)	80586 MOTHERBOARD 150 MHZ	01-MASTER	230.0000	122.000					
	BOARD-04230-25	000 (ROP)	80386 MOTHERBOARD 25MHZ	01-MASTER	,158.5600	0.000					
	BOARD-04230-25	001 (EOQ)	80386 MOTHERBOARD 25MHZ	01-MASTER	,158.5600	0.000					
	BOARD-05530-13	3 000 (ROP)	80586 MOTHERBOARD 133MHZ	01-MASTER	155.0000	40.000 💥					
	BOARD-05530-16	6 000 (MAX)	80586 MOTHERBOARD 166MHZ	01-MASTER	350.4000	115.000					
	BOARD-05530-16	6 001 (EOQ)	80586 MOTHERBOARD 166MHZ	01-MASTER	350.4000	0.000					
	BOARD-05530-20	0 000 (EOQ)	80586 MOTHERBOARD 200 MHZ	01-MASTER	500.0000	0.000					
	BOARD-05530-23	3 000 (EOQ)	80586 MOTHERBOARD 233MHZ	01-MASTER	650.0000	0.000					
	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	,008.000					
	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	30.000					
	CABIN-01000-TW	000 (MAX)	CABINET MODEL 2000 TOWER	01-STEV	347.7400	0.000					
	CABINET-COVER	000 (EOQ)	CABINET COVER		15.3300	0.000					
		000 (500)	ODDOW OV ODEED	04 OTEV	05 0000	0.000					
Refresh	Total Quantity	1,538.0000	Total Cost 549,2	11.11	<u>C</u> rea	ite PO's 🔒 🕜					
					SSS S	SS 6/25/2017 .::					

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.

S Purchase Ag	ent Si	ummary										x
Filtering On	Ve	ndor		▼	Items to Buy	0	No require	ments				
01-MASTER												
01-STEV 01-UNITED	Hold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty to Buy	Required Qty to Buy	Purch Qty	Purch Cos	t	
		MICRO-00122	000 (EOQ)	PLATINUM MICROPHONE	01-UNITED 🎦	21.0000	0.0000	0.0000	0 EACH	0.0000		- B
		PRNTR-10021	000 (ROP)	EPSON PRINTER	01-UNITED	554.0000	7.0000	7.0000	7 EACH	3,878.0000		5
		PRNTR-10031	000 (EOQ)	LASERJET 4PLUS	01-UNITED	875.0000	0.0000	0.0000	0 EACH	0.0000		
												<u>~</u>
												H
												×
	•			III				_			•	
Refresh		Total Qu	uantity	7.0000	Total Cost		3.878.00		Creat	te PO's	₿	0
											_	- I
									SSS	SSS	6/25/2	2017

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 M 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.

S Sage	100
	WARNING: The minimum order quantity for this item is 5.
	<u>о</u> к

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.

Max On Hand Qty – Qty On Hand – Qty On PO + 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.

Max On Hand 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 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.

Max On Hand Qty – Qty On Hand – Qty On PO/WO + 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.

Max On Hand Qty – Qty On Hand – Qty On PO/WO + 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.

Reorder Point Qty - Qty On Hand - Qty On PO + 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.

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 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.

Reorder Point – Qty On Hand – Qty On PO/WO + 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.

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 buy 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

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.

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 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.

Reorder Point – Qty On Hand – Qty On PO/WO + 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.

Reorder Point – Qty On Hand – Qty On PO/WO + 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.

Reorder Point Qty – Qty On Hand – Qty On PO + 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.

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 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.

Reorder Point – Qty On Hand – Qty On PO/WO + 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.

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

<u>None</u>

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.

Qty On Hand – Qty On PO + 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.

Qty On Hand – Qty On PO/WO + 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.

Qty On Hand – Qty On PO/WO + 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.

Qty On Hand – Qty On PO/WO + 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.

Purchase Quantity × Purchases UM Conversion Factor to Standard UM × 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.

ing On	<show< th=""><th>Al⊳</th><th></th><th>- 0</th><th>Show Al</th><th></th><th>01</th><th>tems to Buy</th><th></th><th>0</th><th>No requireme</th><th>ents</th><th></th><th></th><th></th><th></th></show<>	Al⊳		- 0	Show Al		01	tems to Buy		0	No requireme	ents				
			AI													
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 A
	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	331.0000	0.0000	0.0000	0.0000	0.000
	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	0.000
	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	0.000
	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	0.000
	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	0.000
	BOARD-05530-166	000 (MAX)	80586 MOTHERBOARD 166MHZ	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	0.000
	BOARD-05530-166	001 (EOQ)	80586 MOTHERBOARD 166MHZ	01-MASTER	350.4000	0.0000	0.0000	0 EACH	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.000
	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	0.000
	BOARD-05530-233	000 (EOQ)	80586 MOTHERBOARD 233MHZ	01-MASTER	650.0000	0.0000	0.0000	0 EACH	0.0000	12.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.000
	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	,008.0000	1,008.0000	1008 EACH	2,097.3136	5.0000	0.0000	15.0000	0.0000	2.0000	0.0000	0.000
	CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEV	408.8267	30.0000	30.0000	30 EACH	2,264.8010	10.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.000
	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	0.000
	CABINET-COVER	000 (EOQ)	CABINET COVER		15.3300	0.0000	0.0000	0 EACH	0.0000	16.0000	0.0000	0.0000	0.0000	0.0000	2.0000	0.000
	CDROM-0002X	000 (EOQ)	CDROM 2X SPEED	01-STEV	85.0000	0.0000	0.0000	0 EACH	0.0000	1.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.000
-	000000 00000			A. ATT. /							~~ ~~~					"
esh			Total Quantity		1,416.	0000	Total	Cost			521,151.1	1		<u>C</u> re	ate PO's	8

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 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.

Minimum Order Quantity - 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.

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.

eniu	ode BOARD-0422	0-66			80586 MOTH	ERBOARD 150 MHZ			
	Vendor No.	PV		Name	Ve	ndor Item Code	Last Cost	Lead Time	8
1	01-ADAMS		DANIEL	ADAMS	BOARD-04	220-66	.0000	3	5
2	01-COMPAQ		COMPA	Q COMPUTER COP	RP		.0000	0	
3	01-MASTER	*	MASTER	R MICRO MANUFA	CT P150586		.0000	2	5
4	01-STEV		STEVEN	IS SUPPLY	BOARD-04	220-66	.0000	1	
	·····								
5	<u> </u>	•						0	
5 Las	t Receipt No.			Last Receipt (Quantity	.0000	Last Return No.	0	6
5 Las	t Receipt No. t Receipt Date			Last Receipt (Last Allocated	Quantity d Cost	.0000	Last Return No. Last Return Date	0	

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.



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.

<u>Create PO's</u> 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.

S Purchase Agent	Selection Lis	ting (SSS) 6/25	5/2017			
Report Setting Description	STANDARD Purchase Ag	gent Selection Li	R sting			S <u>a</u> ve •
Type Default Report	Public	✓ Print Three	t Report Settings ee Hole Punch		Number of Copies Collated	
Select Field		Operand	Value			
Vendor Number		All	•			
\\SSSUTIL\HP Lase	erJet M604 PC	L6 ▼ Kee Prin	ep Window Open Aft nt Preview [er <u>P</u> rint	Pre <u>v</u> iew <u>S</u> e	itup 🕜 .:

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.

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

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

Pre<u>v</u>ie

Select the Setup button to access the Print setup window.

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Designer	

Designer 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

Item Code	Whse	Reord	er Item Description	Vendor	Actual Qty	Required Oty to Buy	Purchase	Purchase	Quantity on Hand	Quantity on PO	Quantity	MRP	Quantity on WO	WO	Add'l Qty	Unit Cost	Purchase
CARINET-COVER	000	EOO	CARINET 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 15
DDRIV-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	FOO	DISK DRIVE MOUNT		832.00	832.00	846 00	FACH	16.00	0.00	846.00	0.00	0.00	2 00	0.00	1.22	1 032 12
FOOT-RUBBER	000	FOO	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	EOQ	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	EOQ	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	EOQ	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	EOQ	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
DDRIV-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
DDRIV-2000	000	EOQ	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	95.00	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	EOQ	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	EOQ	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
DUS1C-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	EOQ	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	MAA.	CREATIVE LAD SOUNDBLASTER	OT-STEV	415.00	415.00	336.00	EACH	1.00	0.00	336.00	0.00	0.00	0.00	0.00	00.00	30,260.00
MICDO 00122	000	EOQ	DI ATINI NA MICDODIONE	01-STEV	240.00	240.00	256.00	EACH	2.00-	10.00	258.00	0.00	0.00	0.00	0.00	26.00	7 478 00
DENITE-10021	000	POR	EDRON DDINITED	01-UNITED	340.00	340.00	336.00	EACH	6.00	10.00	350.00	0.00	0.00	0.00	0.00	21.00	1,970.00
THEFT HAVE I	000	NUE	EL CONTENTEN	OF DIVITED	7.00	7.00	3.00	LHGH	0.00	0.00	3.00	0.00	0.00	0.00	0.00	anort Total	723 252 98

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.	
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S Inventory	Drilldown fo	r Item: BOARD-04220-66				?	ĸ
Item Code	BOARD-042	220-66		Cutoff Da	ite		
Description	80586 MOT	HERBOARD 150 MHZ		Reorder	Point	75.000	0
Warehouse	000	Maximum Stock	125.0000	Minimum	Order Qty	60.000	0
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			
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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.

S Inventory	Drilldown for Ite	em: CABIN-01000-IH				? ×
ltem Code	CABIN-01000-	ін		Cutoff D	ate	12/31/2017
Description	CABINET MOI	DEL 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)		
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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.

S Inventory	Drilldown for Ite	em: CABIN-01000-IH				? <mark>×</mark>
Item Code	CABIN-01000-	IH		Cutoff Da	te [
Description	CABINET MOD	DEL 1000		Reorder F	Point	10.0000
Warehouse	000	Maximum Stock	1,000.0000	Minimum (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)		
6/25/2017	PA	BOM PARENT	1,008.0000	1,000.0000		
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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.

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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.

	S Pu	rchase	Agent Detail					? ×
ſ	Item C	ode	BOARD-04220)-66	On Hand	149.0000	Weight	0.0000
	Descri	iption	80586 MOTHE	RBOARD 150 MHZ	Incoming	306.0000		
	Wareh	nouse	000		Minimum Stock	60.0000	Total Required	0.0000
	Hold	Sourc	æ	Description		Quantity	Unit Cost	
		SO:00	00101	80586 MOTHERBOARD	0 150 MHZ	328.0000	230.0000	
		SO:00	00016	80586 MOTHERBOARD	0 150 MHZ	3.0000	230.0000	
						<u>R</u> emove	Inventory	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.

Minimum Stock – (On Hand Quantity + 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.

Generating Purchase Orders
Working On Lines Reviewed
<u>C</u> ancel Generation
Create New Add to New Add to Hold

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.

S Sage	: 100 X
	The General Ledger Account is required. Item will be skipped.
	<u>o</u> k

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 form the Generating Purchase Orders window.

S	PO Selection		? 💌
	Vendor	Name	Order Number
	01-MASTER	MASTER MICRO MANUFACTURING	
			OK <u>C</u> ancel ?

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 Orders window.

Add to Hold button is selected from the Generating Purchase

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

S Sage	100
Ų	The Purchase Order/Vendor number selected does not exist.

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.

S Sage	100
(i)	Receipt of goods 000017 is currently referencing this purchase order
	<u>o</u> ĸ

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.

S Sage	100
2	Purchase Order number(s) have not been assigned. Do you wish to continue?
	Yes <u>N</u> o

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.

<u>Cancel</u> 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.

	Id Item Code CABIN-01000-IH CABIN-01000-IH CABIN-01000-TM CABIN-01000-TM CABINET-COVER CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0008X DDRIV-00035 DDRIV-1000 DDRIV-100012	All Whs (Mthd) 000 (MAX) 001 (MAX) 000 (MAX) 000 (COQ) 000 (EOQ) 000 (EOQ)	Description CABINET MODEL 1000 CABINET MODEL 1000 CABINET MODEL 2000 TOWER CABINET COVER CDROM 2X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	Primary Vendor 01-STEV 01-MASTER 01-MASTER	Unit Cost 408.83 408.83 347.74 15.33 85.00 87.45 87.45 199.00 255.95 81.92 255.95	Actual Qty to Buy 0.00 30.00 994.00 0.00 0.00 10.00 0.00 10.00 66.00	Required Qty to Buy 0.00 30.00 994.00 0.00 0.00 0.00 10.00 10.00 66.00	Purch Qty 0 EACH 30 EACH 994 EACH 0 EACH 0 EACH 10 EACH 10 EACH 66 EACH	Purch Cost 0.00 12,264.80 0.00 15,238.02 0.00 0.00 1,990.00 1,990.00 0.00 5,406.72	Qty On Hand 5.00 10.00 36.00 16.00 15.00 0.00 17.00 11.00 16.00		
। । । । । । । । । । । । । । । । । । ।	Id Item Code CABIN-01000-IH CABIN-01000-IH CABIN-01000-IH CABIN-01000-TM CABIN-01000-TM CABIN-01000-TM CABIN-01000-TM CABIN-01000-TM CDROM-0002X CDROM-0004X CDROM-0006X CDROM-0006X DDRIV-00035 DDRIV-00035 DDRIV-1000 DDRIV-100012	Whs (Mthd) 000 (MAX) 001 (MAX) 000 (MAX) 000 (EQQ)	Description CABINET MODEL 1000 CABINET MODEL 1000 CABINET MODEL 2000 TOWER CABINET COVER CDROM 4X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 6X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	Primary Vendor 01-STEV 01-MASTER 01-MASTER	Unit Cost 408.83 408.83 347.74 15.33 85.00 87.45 87.45 199.00 255.95 81.92 259.90	Actual Qty to Buy 0.00 30.00 994.00 0.00 0.00 10.00 0.00 66.00	Required Qty to Buy 0.00 30.00 994.00 0.00 0.00 0.00 10.00 0.00 66.00	Purch Qty 0 EACH 30 EACH 994 EACH 0 EACH 0 EACH 10 EACH 10 EACH 66 EACH	Purch Cost 0.00 12,264.80 0.00 15,238.02 0.00 0.00 1,990.00 0.00 5,406.72	Qty On Hand 5.00 10.00 36.00 16.00 15.00 0.00 17.00 11.00 16.00		
<u> </u>	 CABIN-01000-IH CABIN-01000-IH CABIN-01000-IH CABIN-01000-TM CABINET-COVER CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0006X CDROM-0008X DDRIV-00035 DDRIV-0003 DDRIV-100012 	000 (MAX) 001 (MAX) 000 (MAX) 000 (EOQ) 000 (EOQ) 000 (EOQ) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (EOQ) 000 (ROP)	CABINET MODEL 1000 CABINET MODEL 1000 CABINET MODEL 2000 TOWER CABINET COVER CDROM 2X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STER 01-MASTER 01-MASTER	408.83 408.83 347.74 15.33 85.00 87.45 87.45 199.00 255.95 81.92 259.00	0.00 30.00 994.00 0.00 0.00 0.00 10.00 66.00	0.00 30.00 994.00 0.00 0.00 10.00 10.00 66.00	0 EACH 30 EACH 994 EACH 0 EACH 0 EACH 0 EACH 10 EACH 10 EACH 0 EACH 66 EACH	0.00 12,264.80 0.00 15,238.02 0.00 0.00 1,990.00 1,990.00 0.00 5,406.72	5.00 10.00 36.00 16.00 15.00 0.00 17.00 11.00 16.00	I	
5 5 L 5 L 5 L 5 L 5 L 5 C 5 C 5 C 5 C 5	 CABIN-01000-IH CABIN-01000-TW CABINET-COVER CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0006X CDROM-0008X DDRIV-00035 DDRIV-0003 DDRIV-100012 	001 (MAX) 000 (MAX) 000 (EOQ) 000 (EOQ) 000 (EOQ) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP)	CABINET MODEL 1000 CABINET MODEL 2000 TOWER CABINET COVER CDROM 2X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	408.83 347.74 15.33 85.00 87.45 87.45 199.00 255.95 81.92 259.00	30.00 0.00 994.00 0.00 0.00 10.00 0.00 66.00	30.00 0.00 994.00 0.00 0.00 10.00 0.00 66.00	30 EACH 994 EACH 994 EACH 0 EACH 0 EACH 10 EACH 10 EACH 0 EACH 66 EACH	12,264.80 0.00 15,238.02 0.00 0.00 1,990.00 1,990.00 5,406.72	10.00 36.00 16.00 1.00 15.00 0.00 17.00 11.00 16.00		
5 	 CABIN-01000-TW CABINET-COVER CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0008X DDRIV-00035 DDRIV-0850 DDRIV-100012 	000 (MAX) 000 (EOQ) 000 (EOQ) 000 (ROP) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP)	CABINET MODEL 2000 TOWER CABINET COVER CDROM 2X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 6X SPEED CDROM 6X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	347.74 15.33 85.00 87.45 87.45 199.00 255.95 81.92 259.00	0.00 994.00 0.00 0.00 10.00 0.00 66.00	0.00 994.00 0.00 0.00 10.00 0.00 66.00	0 EACH 994 EACH 0 EACH 0 EACH 0 EACH 10 EACH 0 EACH 66 EACH	0.00 15,238.02 0.00 0.00 1,990.00 1,990.00 5,406.72	36.00 16.00 1.00 15.00 0.00 17.00 11.00 16.00		
	CABINET-COVER CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0006X CDROM-0008X CDROM-0008X DDRIV-00035 DDRIV-00035 DDRIV-00012	000 (EOQ) 000 (EOQ) 000 (ROP) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP)	CABINET COVER CDROM 2X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 6X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	15.33 85.00 87.45 87.45 199.00 255.95 81.92 259.00	994.00 0.00 0.00 10.00 0.00 66.00	994.00 0.00 0.00 10.00 10.00 66.00	994 EACH 0 EACH 0 EACH 0 EACH 10 EACH 0 EACH 66 EACH	15,238.02 0.00 0.00 1,990.00 0.00 5,406.72	16.00 1.00 15.00 0.00 17.00 11.00 16.00	=	
	 CDROM-0002X CDROM-0004X CDROM-0004X CDROM-0006X CDROM-0008X CDRV-00035 DDRV-0005 DDRV-0000 DDRV-1000 DDRV-10012 	000 (EOQ) 000 (ROP) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP) 000 (ROP)	CDROM 2X SPEED CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	85.00 87.45 199.00 255.95 81.92 259.00	0.00 0.00 10.00 0.00 66.00	0.00 0.00 10.00 0.00 0.00 66.00	0 EACH 0 EACH 0 EACH 10 EACH 0 EACH 66 EACH	0.00 0.00 1,990.00 0.00 5,406.72	1.00 15.00 0.00 17.00 11.00 16.00	E	
	 CDROM-0004X CDROM-0004X CDROM-0006X CDROM-0008X DDRIV-00035 DDRIV-0850 DDRIV-1000 DDRIV-1000 DDRIV-1001 	000 (ROP) 001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP) 000 (ROP)	CDROM 4X SPEED CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	87.45 87.45 199.00 255.95 81.92 259.00	0.00 0.00 10.00 0.00 66.00	0.00 0.00 10.00 0.00 66.00	0 EACH 0 EACH 10 EACH 0 EACH 66 EACH	0.00 0.00 1,990.00 0.00 5,406.72	15.00 0.00 17.00 11.00 16.00	E	
	 CDROM-0004X CDROM-0006X CDROM-0008X DDRIV-00035 DDRIV-0850 DDRIV-1000 DDRIV-10012 	001 (EOQ) 000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP) 000 (ROP)	CDROM 4X SPEED CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-STEV 01-MASTER 01-MASTER	87.45 199.00 255.95 81.92 259.00	0.00 10.00 0.00 66.00	0.00 10.00 0.00 66.00	0 EACH 10 EACH 0 EACH 66 EACH	0.00 1,990.00 0.00 5,406.72	0.00 17.00 11.00 16.00	E	
	CDROM-0006X CDROM-0008X DDRIV-00035 DDRIV-0850 DDRIV-1000 DDRIV-1000 DDRIV-10012	000 (EOQ) 000 (EOQ) 000 (MAX) 000 (ROP)	CDROM 6X SPEED CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-STEV 01-MASTER 01-MASTER	199.00 255.95 81.92 259.00	10.00 0.00 66.00	10.00 0.00 66.00	10 EACH 0 EACH 66 EACH	1,990.00 0.00 5,406.72	17.00 11.00 16.00		
고 고 고 고 고 고	CDR0M-0008X DDRIV-00035 DDRIV-0850 DDRIV-1000 DDRIV-10012	000 (EOQ) 000 (MAX) 000 (ROP)	CDROM 8X SPEED 3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-STEV 01-MASTER 01-MASTER	255.95 81.92 259.00	0.00	0.00	0 EACH 66 EACH	0.00 5,406.72	11.00 16.00		
ר ר ע ע ע ע ע ע ע ע	DDRIV-00035 DDRIV-0850 DDRIV-1000 DDRIV-10012	000 (MAX) 000 (ROP)	3 1/2 INCH DISK DRIVE 1.2 GB FIXED DISK DRIVE	01-MASTER 01-MASTER	81.92 259.00	66.00	66.00	66 EACH	5,406.72	16.00		1
다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다 다	DDRIV-0850 DDRIV-1000 DDRIV-10012	000 (ROP)	1.2 GB FIXED DISK DRIVE	01-MASTER	259.00							
	DDRIV-1000	000 (ROP)				10.00	0.00	10 EACH	2,590.00	32.00		
기 의 의	DDRIV-10012	000 (NOP)	1.0 GB FIXED DISK DRIVE	01-MASTER	149.96	15.00	0.00	15 EACH	2,249.40	130.00		
য য য য		000 (MAX)	5 1/4" HIGH DENSITY DISK DRIVE	01-MASTEF 🛃	95.99	25.00	0.00	25 EACH	2,399.75	0.00		I.
의 되 고	DDRIV-2000	000 (EOQ)	2.0 GB FIXED DISK DRIVE	01-MASTER	299.00	0.00	0.00	0 EACH	0.00	79.00		
T	DDRIV-4000	000 (EOQ)	4.0 GB Fixed Disk Drive		245.00	0.00	0.00	0 EACH	0.00	0.00		
	DISK MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	0.00		
	DISK MOUNT	001 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	37.00		I.
	DISK-MOUNT	000 (EOQ)	DISK DRIVE MOUNT		1.22	0.00	0.00	0 EACH	0.00	16.00		
	DSKTP-00100	000 (ROP)	586/133 SYSTEM		1,592.95	10.00	10.00	10 EACH	15,929.50	0.00		I.
	DSKTP-00100	001 (EOQ)	586/133 SYSTEM		1,592.95	0.00	0.00	0 EACH	0.00	0.00		
			I								•	
												-
resh	Tot	al Quantity	1,416.00	Total Cost			89,070.54		Cr	eate PO's	8	Þ

- 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.

S Sage	: 100
2	Do you wish to Clear the Generated Lines print file?
	Yes No

- 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.

S	PO Selection		? ×
	Vendor	Name	Order Number
	01-MASTER	MASTER MICRO MANUFACTURING	
		<u>о</u> к	<u>C</u> ancel 🕜
Į			

- 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.



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



10. 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.

11. 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.

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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.

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

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



Select the Setup button to access the Print setup window.

S <u>a</u> ve -	
<u>S</u> ave	
S <u>a</u> ve As	
<u>D</u> elete	
Designer	

Designer 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.

Purchase Order Number and Dates Assignments

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.

S Purchase Orc	der Entry (SSS) 6/25/201	7					_ 🗆 💌
Order Number	0000023 🔍 🗟 🚺	• • • •			Copy <u>F</u> rom	De <u>f</u> aults	Vendor
<u>1</u> . Header	<u>2</u> . Address <u>3</u> . Li	nes <u>4</u> .	Totals	User	SSS		ĴĴ
Order Date	6/25/2017 Or	der Type Star	ndard Order	•	Maste	r/Repeat PO	_
Vendor No.	01-MASTER 🔍 🧮						
Name	MASTER MICRO MANUFA	CTURING					
Order Status Required Date	New	Purchase Add Ship-To Addre Terms Code Ship Via Warehouse	dress 0000 02 000 000	🔏 с 2%1(COMPUTER WARE 0 DAYS, NET 30 D COMPUTER WARE NO WAREHOUSE	HOUSE, INC. DAYS	
Sales Tax Schedule Orange Count Use Tax	CA OR Q	Confirm To E-mail Telephone Fax Comment On Hold	RAY MITCHELI rmitchie@sage (714) 730-729 714-850-0133	L e.sampl 0 rint Ord	le.com Ext 40 Batch Fax		M
Quic <u>k</u> Print	<u>></u>				Accept <u>C</u> a	incel <u>D</u> el	ete 🔒 🕐 🤃

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.

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 Orde	r 🗸
Ship Via	٩
FOB	

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.

S Purchase Agent Options	_ _ x
For items which fall below the reorder point and are assigned the econor select the appropriate qty to buy option: The qty required to fulfill demand and stock levels. 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	mic reorder method, V V
Registration OK	<u>C</u> ancel 🕜
SSS S	SSS 6/25/2017

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.

Unexploded Bill Se	lection									?	x
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	1 👦
CABIN-01000-IH	COMPUTER CABINET	000	5.00	0.00	15.00	0.00	0.00	0.00	(10.00)	1,010.00	
SKTP-00100	586/133 SYSTEM	000	0.00	0.00	15.00	0.00	0.00	0.00	(15.00)	25.00	
											*
										<u>A</u> ccept	ĺ

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.

Qty On Hand + Qty on PO/WO – Qty On SO – MRP Projection – 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.

Max On Hand Qty – Qty On Hand – Qty On PO + 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.

Max On Hand 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.

Max On Hand Qty – 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.

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.

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

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.

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 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.

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, the calculated demand is greater than the economic order quantity and the 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, the calculated demand is greater than the economic order quantity and the calculated total MRP projection is greater than the calculated demand value.

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

<u>None</u>

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.

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.

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.

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.

Qty On Hand – Qty On PO/WO + 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.

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.

Examples

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.

S Item Main	tenance (SS	S) 6/23/2017								x
Item Code C Description C	CABIN-01000 CABINET MOD	-IH DEL 1000		Q , % ₩ ₽	4 Þ ÞI 🛙	*	Copy <u>F</u> rom	Renum <u>b</u> er	More	•
<u>1</u> . Main	<u>2</u> . Ad	ditional <u>3</u> . (Quantity	4. History	<u>5</u> . Transa	ctions	6. Orders	7. Cost Detai	I I	
Product Lin Product Typ Valuation Procuremer	e PART pe Raw Ma Averag nt Buy	COMPUTER aterial • e Cost •	PARTS Weight Volume Inventory C	0.0000 ycle	Unit of Mea Standard Purchase Sales	SUITE EACH S EACH EACH	Q No. of E Q No. of E	EACH	1.0	0000
Price Code Default Whe Sales Retail Price Standard Pri Last Sold	iND (000 (NDIVIDUAL F MAIN WAREF 550.0000 525.0000 4/15/2020 	ARTS PRICI	NG Primary ases dard Cost rage Cost Receipt	Vendor 01- 320.0 408.8 6/23/	STEV 000 🗐 267 2017 📺	Last Costs Item Allocated Total	25	0.0000	
Quantities Whse De	escription	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Reg for WO	A١	% ,
000 M.	AIN WAR	5.0000	.0000	15.0000	.0000	15.0000	2.0000	.0000		
001 L0	ONGBEA	10.0000	.0000	.0000	.0000	.0000	.0000	.0000	1	
•									4	
♦						Ac	cept <u>C</u> and	cel <u>D</u> elete	8	0

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.

tem Cod	e CA	ABIN-01000)-IH		CABINET MODEL 1	000	s	itandard U/M EAC	н
	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty	12
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	
	Ec	onomic Or	der Quantity	Reorder Point	Quantity Minir	mum Order Quantity	Maximum On Ha	and Quantity	-

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*.

S Bill of Mate	erials Maintenance	(SSS) 6/23/2017				_ D X
Bill Number Revision Bill Type <u>1</u> . Header	CABIN-01000-IH 000 Standard <u>2. Lines</u>	Description 1 Description 2	COMPUTER CA	III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Copy From	More 🔻
K) 🐼 -	Quick Row	1 🛃	P	Æ 🛼	: 6: 🧏 🛃 🔹
	Componen	t Item Code	Revisio	on Step No.	Quantity/Bill	Co
1 3/4	INCH SCREW		۹,	0000	4.0000	
2 W/	ASHER			0010	10.0000	
3 DIS	K-MOUNT			0000	1.0000	
4 CA	BINET-COVER			0020	1.0000	
5					.0000	
•			•			۱.
Descripti Find No	on 3/4 INCH SCRE	W	^			
Scrap Perc	cent		0.000%			
Unit Of Mea	ISURE YARD		Ŧ			
<₿				<u>A</u> ccept	<u>C</u> ancel <u>D</u>	elete 🔒 🕐 🔡

S Item Maintena	ance (SSS) 6/23/2017								x
Item Code 3/4 IN Description 3/4 IN	ICH SCREW		№ M 	4 Þ ÞI 🗐		Copy <u>F</u> rom	Renum <u>b</u> er	More.	💌
<u>1</u> . Main	2. Additional	3. Quantity	4. History	<u>5</u> . Transac	tions	6. Orders	7. Cost Detai	I I	
Product Line Product Type Valuation Procurement	PART COMPUT Raw Material V FIFO V Buy V	TER PARTS Weight Volume Inventory	0.0000 Cycle M	Unit of Meas Standard Purchases Sales	YARD EACH FOOT	Q No. of Q No. of	YARD	1.0	000
Price Code Default Whse Sales Retail Price Standard Price Last Sold	ND NDN/DU/ 000	AL PARTS PRIC REHOUSE Purc Sta Av Las	CING Primary hases andard Cost erage Cost st Receipt	/ Vendor 01-5	STEV	Last Costs Item Allocated Total		.0000 .0000 .0000	
Quantities						·			
Whse Descri	iption On Hand	On PO .0000	On SO .0000	On Bk Ord .0000	Committed	Available	Last Counted		
					Ac	ccept <u>C</u> an	cel <u>D</u> elete	8	0

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

S	Reord	ler Ma	intenance	2						x
Iten	n Code	e 3/4	INCH SCF	REW		3/4 INCH SCREW		S	Standard U/M YAF	20
		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	
		5-			Deceder Scient	Question		Having Or U		_
	otolo	EC	onomic Ur	der Quantity	Reorder Point	Quantity Mini	num Order Quantity	Maximum On H		
	utals			.0000	1	00.0000	.0000		10,000.0000	
								A	Accep <u>t</u> Canc <u>e</u> l	•

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

Maintain Pr	ojected [Demands						
Item Number	CABIN-01	1000-IH		🔍 САВІ	NET MODEL 1000		Whse	000 🔍
Customer No.			9	PROJECTION F	OR ITEM		Time Detail	Month 🔻
Period Start	t 12/01/	2017						ок
Qty Sold La	ist Year	Qty Sold This	Year Qty	Proj This Year	Variance %	Qty P	Proj Next Year	
0.0	0000	0.00	000	350.0000	-100%		0.0000	<u>U</u> ndo
Period Star	t	Qty Sold	Qty So	d Qty F	Projected		Qty Projected	
Date		Last Year	This Ye	ar This	s Year	Var %	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	10	0.0000	-100%	0.0000	
11/01/17		0.0000	0.0000	20	0.0000	-100%	0.0000	
12/01/17		0.0000	0.0000	35	0.0000	-100%	0.0000	*
14 4	I				<u>A</u> ccept	Canc	el <u>D</u> elete	₿ 🕜
							SSS SSS	6/23/2017

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

S Sales (Order Entr	y (SSS) 6/23/2	017					
Order Nu	umber 0	000035 🔍 [B 14 4 D		Copy <u>F</u> r	rom De <u>f</u> aults	Cus <u>t</u> omer	C <u>r</u> edit
<u>1</u> . Hea	ıder	2. Address	3. Lines	4. Totals	<u>5</u> . Payment	Jser sss		
	🏷 H	ii - -	Quick Row	1 🛃	P = 5 5]	~ ~	: Ce Ce 🛼 •
	lte	em Code	Ordered	Back Ordered	Unit Price	Extension	(Comment
1	CABIN-0	1000-IH 🔍	15.0000	.0000	368.0000	5,520.00		
2			.0000	.0000	.0000	.00		
•				III				Þ
Des	cription	CABINET MODE	EL 1000	*				
War	ehouse	000						
Unit Of	f Measure	EACH						
Sh	ipped			.0000				
Pric	e Level	W						
Tay	Class	TX		· ·				
						Tota	al Amount	5,520.00
Print <u>O</u> rde	er Print F	Pic <u>k</u> 🔥 Re	calc Price			<u>A</u> ccept	<u>C</u> ancel <u>D</u>	elete 🔒 🕐

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.

S Purchase Agent Options	
For items which fall below the reorder point and are assigned the e select the appropriate qty to buy option:	conomic reorder method,
The qty required to fulfill demand and stock levels.	
Prompt for PO on Add to New/Add to Hold Purchase Order Creation	v
Explode Bill Components	✓
Search Availability Across Warehouses for Components that are Bi	ills
Registration QK	K <u>C</u> ancel 🕐
SSS	SSS 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.

S Purchase Agent						
MRP Projected Dema	and Star Cuto ude Lea	t Date 06/01/2017 ff Date 12/31/2017 d Time				<u>O</u> ptions
Selection	All	Starting		Ending		
Customer Number	✓	٩,		99-ZZZZZZZ	9	
Sales Order No.	✓	Q		ZZZZZZZZ		
Vendor Number	✓	٩,		99-ZZZZZZZ		
Purchase Order No.	✓	Q		ZZZZZZZ 🔍		
Item Code		CABIN-01000-IH	9	CABIN-01000-IH		٩,
Product Line	✓	Q				
Warehouse	✓	Q				
Buyer	✓	٩,				
Planner	✓	٩,				
Clear				Genera	ate <u>E</u> c	fit 🕜
				SSS	SSS	6/23/2017

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*.

Unexploded Bill Se	election										?	×
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		5
CABIN-01000-IH	COMPUTER CABINET	000	5.0000	0.0000	15.0000	650.0000	2.0000	0.0000	(660.0000)	1,008.0000		100 100
												5
												5

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*.

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

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 Ite	em: CABIN-01000-IH			? ×
Item Code	CABIN-01000-	IH	Cutoff Date	12/31/2017	
Description	CABINET MOD)EL 1000	Reorder Point	10.0000	
Warehouse	000	Maximum Stock	1,000.0000	Minimum Order Qt	y 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)	
					<u>о</u> к 🕐

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.

S Purchase Agent							
MRP Projected Dema	and Start Date Cutoff Date ude Lead Time	06/01/2017 12/31/2017					<u>O</u> ptions
Selection Customer Number Sales Order No. Vendor Number Purchase Order No. Item Code Product Line Warehouse Buyer Planner Clear	All Starting V V V V V V V V V V V V V V V V V V V		~	Ending 99-2ZZZZZZ 99-2ZZZZZZ ZZZZZZZ 2ZZZZZZZ	Cenerat	e	S Q dt
Data was last generate	d on Fri, Jun 23, 3	2017 at 3:21pm			SSS	SSS	6/23/2017

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.

Actual Quantity to Buy	4,135
Reorder Point Quantity	100
Total Demand	4,035
Work Order Material Demand	8
On Hand4 Quantity	(5)
to Make1,008 of Item Code CABIN-01000-IH	4,032
Quantity Required of 3/4 INCH SCREW	

S Purchase Agent Summary																		
Filtering On	Item Code		-	Show All Items to Buy				No requirements										
3/4 INCH SCREW																		
BOARD-04220-66 BOARD-05530-133	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]
BOARD-05530-166 CABIN-01000-IH		3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	0.1000	4,135.0000	4,135.0000	4135 EACH	413.5000	5.0000	0.0000	4,032.0000	0.0000	0.0000	8.0000	0.0000	2
CABINET-COVER	1																	1
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.

S Purchase	Agent Detail					?	x
Item Code	3/4 INCH SCF	REW	On Hand	5.0000	Weigl	ht	0.000
Description	3/4 INCH SCF	REW	Incoming	0.0000			
Warehouse	000	Mi	inimum Stock	0.0000	Total Require	ed	0.000
Hold Sourc	e	Description		Quantity	Unit Cost		
☐ WO:00	00002	3/4 INCH SCREW		8.0000	0.1000		
BOM		3/4 INCH SCREW		4,032.0000	0.1000		
				<u>R</u> emove	Inventory	<u>R</u> etur	n 🧃
S Inventory	Drilldown for It 3/4 INCH SCI	em: 3/4 INCH SCREW		Cutoff	f Date	2	×
S Inventory Item Code Description	Drilldown for It 3/4 INCH SCF 3/4 INCH SCF	em: 3/4 INCH SCREW REW REW		Cutoff	f Date er Point	? 12/31/20)17 0.0000
5 Inventory Item Code Description Warehouse	Drilldown for It 3/4 INCH SCF 3/4 INCH SCF 000	em: 3/4 INCH SCREW REW REW Maximum Stock	10,000.0000	Cutoff Reord Minimu	f Date er Point um Order Qty	? 12/31/20 100)17).0000
Inventory Item Code Description Warehouse Date	Drilldown for It 3/4 INCH SCF 3/4 INCH SCF 000 Source	em: 3/4 INCH SCREW REW REW Maximum Stock Reference	10,000.0000	Cutoff Reord Minimu Quantity	f Date er Point um Order Qty y Bala	? [12/31/20 [100 [00 ance])17).0000
Inventory Item Code Description Warehouse Date 6/23/2017	Drilldown for It 3/4 INCH SCF 3/4 INCH SCF 000 Source On Hand	em: 3/4 INCH SCREW REW REW Maximum Stock Reference	10,000.0000	Cutoff Reord Minimu Quantity	i Date er Point um Order Qty y Bala 5.0	2 12/31/20 100 ance 0000)17).0000
S Inventory Item Code Description Warehouse Date 6/23/2017 6/23/2017	Drilldown for It 3/4 INCH SCF 3/4 INCH SCF 000 Source On Hand WO	em: 3/4 INCH SCREW REW Maximum Stock Reference	10,000.0000	Cutoff Reord Minimu Quantity (8.0000	r Date er Point um Order Qty y Bala 5.0) (3.0	2 12/31/20 100 0000 0000	117 0.0000 0.0000
J Inventory Item Code Description Warehouse Date 6/23/2017 6/23/2017 6/23/2017	Drilldown for It 3/4 INCH SCF 000 Source On Hand WO PA	em: 3/4 INCH SCREW REW Maximum Stock Reference 0000002 BOM COMPONENT: CAB	10,000.0000	Cutoff Reord Minimu Quantity (8.0000 (4,032.0000	F Date ler Point um Order Qty y Bak 5.0 i) (3.0 i) (4,035.0	2 12/31/20 100 000 0000 0000) 0000)	1.3 117 0.0000

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.

S Purc	hase A	gent Summary																
Filte	ring On	<show< td=""><td>Al⊳</td><td></td><td>•</td><td>0</td><td>Show All</td><td></td><td>Items to</td><td>o Buy</td><td></td><td>No req</td><td>uirements</td><td></td><td></td><td></td><td></td><td></td></show<>	Al⊳		•	0	Show All		Items to	o Buy		No req	uirements					
	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	
		3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	0.1000	,135.0000	4,135.0000	4135 EACH	413.5000	5.0000	0.0000	4,032.0000	0.0000	0.0000	8.0000	0.0000	
		CABIN-01000-IH	001 (MAX)	CABINET MODEL 1000	01-STEV	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	
		CABINET-COVER	000 (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	1
		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	*
]				*
Retr	esn			lotal Quantity			4,135.000	10	lotal Cost			· · · · ·	413.50]		Create PO's	¢	•
																S	SS 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 Purchas	se Orders
Working On Lines Reviewed	
	<u>Cancel Generation</u>
	Create New Add to Hold

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

S Purchase Agen	t Generated Lines Re	eport (SSS) 6/23/2017				x
Report Setting Description	STANDARD Purchase Agent Ge	م nerated Lines Report			S <u>a</u> ve	•
Type Default Report	Public 👻	Print Report Settings Three Hole Punch		Number of Copies Collated	1	
Sort Report By	Purchase Order Num	nber 👻 Print Summary R	leport 🗌			
\\SSSUTIL\HP La	serJet M604 PCL 6	Keep Window Open After Print Preview	я - Е	Print Pre <u>v</u> iew	<u>S</u> etup	0

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. Numbe	er Vendor Number Item Code/Description			UT	тс	Whse	Required Date	U/M	Ordered	Unit Cost	Extension
0000020	01-STEV STEVENS SUPPLY	Type:	Standard	Status: Hold:	New No		P.O. Date	6/23/2017	Requi	ired Date: 6/25	5/2017
Comme	3/4 INCH SCREW 3/4 INCH SCREW Vendoritem: 3/4 INCH SCI	REW		No	TX	000	6/25/2017	EACH	4135.0000	0.1000	413,50
									Order 0	000020 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.

Generating Purchase (Orders	
Working On Lines Reviewed	Completed 1	
	<u>C</u> ontinue	

Turche	ase Order Entry (SSS) 6	/23/2017				
Order Ni	umber 0000020 🔍	B IA A D DI	****	Сору	y <u>F</u> rom De <u>f</u> ault	s <u>V</u> endor
<u>1</u> . Hea	ader <u>2</u> . Address	<u>3</u> . Lines	4. Totals	User sss		4
	🍢 🐼 👻	Quick Row	2 🛃	F 6		x @ E 🛼 •
	Item Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	3/4 INCH SCREW	4,135.0000	.0000	.1000	413.50	
2	9	.0000	.0000	.0000	.00	
•						4
< Des	scription					4
∢ Des War	scription					Þ
 ✓ Des War Unit of 	scription rehouse f Measure					Þ
 ✓ ✓	scription rehouse f Measure Received		.0000			4
 ✓ ✓	scription rehouse f Measure Received	m	.0000		Total Amount	► 413.50

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

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.

	<show <="" th=""><th>4ll></th><th></th><th>•</th><th>S</th><th>how All</th><th></th><th>Items to</th><th>Buy</th><th>(</th><th>🕥 No requir</th><th>ements</th><th></th><th></th><th></th><th></th><th></th></show>	4ll>		•	S	how All		Items to	Buy	(🕥 No requir	ements					
7		[
Ho	old 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	
1 E	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	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	ę
Ŀ	CABIN-01000-IH	000 (MAX)	CABINET MODEL 1000	01-STEV	408.83	0.00	0.00	0 EACH	0.00	5.00	0.00	(993.00)	0.00	2.00	0.00	0.00	1
																	3

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

Item Code	3/4 INCH SC	REW		Cutoff	Date	12/31/2017
Description	3/4 INCH SCI	BFW		Reorde	er Point	100 0000
Washington	000	Newigner Ober	1. 40.000.0000			0.0000
vvarenouse	UUU	Maximum Stoc	× 10,000.0000	Minimu	m Order Qty	0.0000
Date	Source	Reference	Quantity	Balance	•	
6/23/2017	On Hand			5.0000		
6/23/2017	WO	000002	(8.0000)	(3.0000))	
6/23/2017	PA	BOM COMPONENT:	(4,032.0000)	(4,035.0000))	
						<u>о</u> к 🕜
Purchase	Agent Detail 3/4 INCH SCI	REW	On Hand	5.0000	Weigl	<u>Q</u> К 🕐
Purchase tem Code Description	Agent Detail 3/4 INCH SCI 3/4 INCH SCI	REW REW	On Hand Incoming	5.0000	Weigl	<u>Q</u> K 🕜
Purchase tem Code Description Warehouse	Agent Detail 3/4 INCH SCI 3/4 INCH SCI 000	REW REW	On Hand Incoming Minimum Stock	5.0000 4,135.0000 0.0000	Weigi Total Require	<u>QK</u>
Purchase tem Code Description Warehouse Hold Source	Agent Detail 3/4 INCH SCI 3/4 INCH SCI 000	REW REW Description	On Hand Incoming Minimum Stock	5.0000 4,135.0000 0.0000 Quantity	Weigi Total Require Unit Cost	<u>O</u> K () () ht 0.000 kd 0.000
Purchase tem Code Description Warehouse Hold Source W0:0	Agent Detail 3/4 INCH SCI 3/4 INCH SCI 000 5e 000002	REW REW Description 3/4 INCH SCREW	On Hand Incoming Minimum Stock	5.0000 4,135.0000 0.0000 Quantity 8.0000	Weigl Total Require Unit Cost 0.1000	<u>Q</u> K ? ? * ht 0.001 id 0.001
S Purchase Item Code Description Warehouse Hold Source W0:0 BOM	Agent Detail 3/4 INCH SCI 3/4 INCH SCI 000 se 0000002	REW REW Description 3/4 INCH SCREW 3/4 INCH SCREW	On Hand Incoming Minimum Stock	5.0000 4,135.0000 0.0000 Quantity 8.0000 4,032.0000	Weigh Total Require Unit Cost 0.1000 0.1000	QK ?
Purchase Item Code Description Warehouse Hold Source W0:0 BOM	Agent Detail 3/4 INCH SCI 000 pe 000002	REW REW Description 3/4 INCH SCREW 3/4 INCH SCREW	On Hand Incoming Minimum Stock	5.0000 4,135.0000 0.0000 Quantity 8.0000 4,032.0000	Weigh Total Require Unit Cost 0.1000 0.1000	QK 🖓

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.

S Purchase Agent Options	
For items which fall below the reorder point and are assigned the e select the appropriate qty to buy option:	conomic reorder method,
The qty required to fulfill demand and stock levels.	
Prompt for PO on Add to New/Add to Hold Purchase Order Creation Explode Bill Components	v
Search Availability Across Warehouses for Components that are Bi	lls 🔽
Registration OK	(<u>C</u> ancel 🕐
SSS	SSS 6/23/2017

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.

S Item Mair	ntenance (S	SS) 6/25/2017										۲
Item Code Description	CABIN-0100	D-IH DEL 1000		Q, % 4 ₽	4 • • •			Copy <u>F</u> rom	Renu	m <u>b</u> er M	ore	•
<u>1</u> . Main	<u>2</u> . A	dditional <u>3</u>	. Quantity	4. History	<u>5</u> . Transac	tions	6. Orders	7. Cost Detail				
Product Lin Product Ty Valuation Procureme	ne PART rpe Raw N Averagent Make	Q COMPUTE laterial ▼ ge Cost ▼ ▼	ER PARTS Weight Volume Inventory Cy	0.0000 rcle	Unit of Meas Standard Purchases Sales	EACH EACH EACH EACH	No. of E/	ACH	1.0000 1.0000			
Price Code Default Wi Sales Retail Price Standard F Last Sold	e Price	 INDIVIDUAI MAIN WAR 550.0000 525.0000 4/15/2020 	L PARTS PRICIN EHOUSE Purcha Stanc Aver Last	NG Primary	Vendor 01-5 320.00 408.82 6/23/2	STEV	Last Costs Item Allocated Total	ENS SUPPLY 250.00 .00 250.00				
Quantities												
Whse [Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted	1	
000	MAIN WAR	5.0000	.0000	15.0000	.0000	15.0000	.0000	.0000	10.0000-			
001 L	LONGBEA	10.0000	.0000	.0000	.0000	.0000	.0000	.0000	10.0000			
<								Accept	<u>C</u> ancel	<u>D</u> elete	₿ (

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.

S Reorder Maintenance											
ltem Code	e CA	BIN-01000)-IH		CABINET MODEL 1	000	S	standard U/M EAC	Η		
	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			
	50	anomio Or	der Quantity	Boorder Doint	Quantity Minis	num Order Ouestiku	Maximum On H	and Quantity			
Totals			0000	Redider Point	40 0000	0000	Maximum On hi	1 040 0000			
Totals .0000 40.0000 .0000 1,040.0000 Accept Canc <u>el</u> Ø											

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.

ill Numb	er CA	BIN-01000-IH		_	S & M		Copy From.	more
evision	000		Description 1	COM	PUTER CABINI	ET		
ill Type	Sta	andard 🔻	Description 2					
<u>1</u> . Hea	der	<u>2</u> . Lines						
	H 😒] -	<u>Q</u> uick Row	3	2	•	£ 5	k @ @ ₽ •
		Compone	nt Item Code		Revision	Step No.	Quantity/Bill	С
1	3/4 INC	H SCREW				0000	4.0000	
2	WASHE	R				0010	10.0000	
3	DISK M	OUNT		٩,			2.0000	
4	CABINE	T-COVER				0020	1.0000	
5							.0000	
•								Þ
Des	cription	DISK DRIVE M	IOUNT		*			
Fin	d No.							
Scrap	Percent			0.000)%			
Unit Of	Measure	EACH			-			

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*.

S Item Mainten	ance (SSS) 6/25/2017									x
Item Code DISK Description DISK	MOUNT	C	} % ∣4 ₽	4 🕨 🍽 🗐			Copy <u>F</u> rom	Renur	m <u>b</u> er Mor	•e •
<u>1</u> . Main	2. Additional	3. Quantity	<u>4</u> . History	<u>5</u> . Transact	ions	<u>6</u> . Orders	7. Cost Detail			
Product Line Product Type	PART COMPU	TER PARTS		Unit of Measu Standard	EACH			4 0000		
Valuation Procurement	Average Cost	Volume Inventory Cycle	0.0000 e M	Sales	EACH	No. of EA		1.0000		
Price Code Default Whse		AL PARTS PRICING REHOUSE	Primary	Vendor		Q %				
Sales Retail Price Standard Price	.0000	Purchase Standar	es rd Cost e Cost	1.22	00	Last Costs Item Allocated	1.2	200		
Last Sold		Last Re	ceipt	6/25/20	17	Total	1.2	200 🗐		
Quantities	ription On Hand	On PO	02.50	On Bk Ord	Committed	0.5.10/0	Peg for WO	Available	Last Counted	60
000 MAIN	WAR0000	.0000	.0000	.0000	.0000	.0000	.0000	.0000	Last Counted	25
001 LONG	BEA 37.0000	.0000	.0000	.0000	.0000	.0000	.0000	37.0000		
⑦							<u>A</u> ccept	<u>C</u> ancel	<u>D</u> elete	₿ Ø

000 ♀ Standard ▼ 2. Lines	Description 1 Description 2	DISK DRIVE MOUI	NT	** NEW/*	
Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard	Description 2			** MEM/ *	
<u>2</u> . Lines				IVEVV -	*
🏷 -	Quick Row	1 🛃	P		ē (E 🛼 •
Componer	nt Item Code	Revision	Step No.	Quantity/Bill	Co
NCH SCREW		٩,		4.0000	
				.0000	
	III				
n 1/2 INCH SCR	EW	<u>^</u>			
ent		0.000%			
Sure YARD		Ŧ			
	Componen NCH SCREW	Component Item Code NCH SCREW III n 1/2 INCH SCREW ent sure YARD	Component Item Code Revision NCH SCREW III n 1/2 INCH SCREW ent 0.000% VARD VARD	Component Item Code Revision Step No. NCH SCREW III n 1/2 INCH SCREW ent 0.000% UII VARD	Component Item Code Revision Step No. Quantity/Bill NCH SCREW

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

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.

S Sales Order Options (SSS) 6/23/2017	
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Line Entry <u>4</u> . Forms	5. Printing <u>6</u> . Quick Print <u>7</u> . History <u>8</u> . Job Cost
Use Alternate Warehouse for Out-of-Stock Items Use Item Default Warehouse Check for Available Quantity	Allow Discount Rate by Detail Line Default Special Items to Drop Ship Warranty
Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning	Warranty Calculation Based On Ship Date Recalc Expiration if Ship/Invoice Date Changed Price Level by Customer Enable Default Price Level by Customer
Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Items Not Allowed V	Base New Price Level Records On Price Code Lot/Serial Distribution in Sales Order Entry Enable Lot/Serial Distribution Require Lines to be Fully Distributed
Item Pricing by Total Quantity Enable Based On None Unit of Measure for Total Standard Apply Item Pricing Automatically Yes Yes Yes	
	Accept Cancel 🖶 🕜

	00000000	🗟 14 4 🕨		Copy <u>F</u> rom	n De <u>f</u> aults	Customer	C <u>r</u> edit
<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals	<u>5</u> . Payment Use	er sss		
%) (h) - 📉 -	Quick Row	1 🛃	₽ 8 5		2	6 년 👼
	Item Code	Ordered	Back Ordered	Unit Price	Extension	C	omment
1 CABIN	-01000-IH 🔍	15.0000	.0000	1,000.0000	15,000.00		
2		.0000	.0000	.0000	.00		
4							
<	CABINET MODE	EL 1000					
Description	CABINET MODE	 EL 1000	III				
Description Warehouse Unit Of Measure	CABINET MODE 000 e EACH	EL 1000					
Description Warehouse Unit Of Measure Shipped	CABINET MODE 000 e EACH	EL 1000	.0000				
Description Warehouse Unit Of Measure Shipped Price Level	CABINET MODE 000 e EACH W	EL 1000	.0000				

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

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.

S Purchase Agent Options		_	
For items which fall below the reorder point and are assigned select the appropriate qty to buy option: The qty required to fulfill demand and stock levels. Prompt for PO on Add to New/Add to Hold Purchase Order Co Explode Bill Components Search Availability Across Warehouses for Components that	d the eco reation are Bills	nomic re S S	order method, 2 2
Registration	<u>о</u> к	<u>C</u> a	incel 🕐
	SSS	SSS	6/23/2017

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

S Purchase Agent									
MRP Projected Dema	ind Star Cuto ide Lea	rt Date off Date ad Time	6/30/2017 ✓						<u>O</u> ptions
Selection	All	Starting				Ending			
Customer Number	✓			9		99-ZZZZZZ		Q	
Sales Order No.	✓		9			zzzzzz 🔍			
Vendor Number	✓		٩			99-ZZZZZZZ			
Purchase Order No.	✓		9			ZZZZZZZ 🔍			
Item Code	✓				٩	222222222222222	ZZ		٩
Product Line	✓		9						
Warehouse	✓		9						
Buyer	~		2						
Planner	✓		2						
Clear							<u>G</u> enera	te	Edit 🕜
				 			SSS	SSS	6/25/2017

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.

S	Unexploded Bill Selec	tion										?	x
	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		-23
	CABIN-01000-IH	COMPUTER CABINET	000	5.0000	0.0000	15.0000	0.0000	0.0000	0.0000	(10.0000)	1,010.0000		
													×
													~
											<u>A</u> cc	cept	

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.

S Inventory	/ Drilldown fo	r Item: CABIN-01000-IH	-			? ×
Item Code	CABIN-010	00-IH		Cutoff D	ate	6/30/2017
Description	CABINET M	10DEL 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)		
						<u>о</u> к 🕜

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.

	<sho< th=""><th>w All></th><th></th><th>-</th><th>۲</th><th>Show All</th><th></th><th>Items to</th><th>Buy</th><th></th><th>No requ</th><th>irements</th><th></th><th></th><th></th><th></th><th></th></sho<>	w All>		-	۲	Show All		Items to	Buy		No requ	irements					
			AI														
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	
	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEV	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	
	3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	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	
	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	
	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	
	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	(
	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	ſ

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	Required	Purch Qty	Purch Cost	Qty On	Qty On PO	Qty On SO	MRP	Qty On WO	W/O	Addl Qty t
						to Buy	Qty to Buy			Hand			Projection		Shortage	Buy
	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
	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
	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEV	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 Ite	em: 1/2 INCH SCREW					? <mark>×</mark>
Item Code	1/2 INCH SCR	EW			Cut	off Date	6/30/2017
Description	1/2 INCH SCR	EW			Rec	0.00	
Warehouse	000	Maximum Stock		0.00	Mini	imum Order Qty	0.00
Date	Source	Reference			Quantity	Balance	
6/26/2017	On Hand					0.00	
6/26/2017	PA	BOM COMPONENT: DISK N	NOUNT		(7,932.00)	(7,932.00)	
							<u>о</u> к 🕜

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.

S Item Mai	ntenance (S	SS) 6/25/2017									×
Item Code Description	CABIN-0100	00-IH DDEL 1000		0, % 4 ₽	4 🕨 🖬 🗐]		Copy <u>F</u> r	om Renu	um <u>b</u> er Mo	ore 🔻
<u>1</u> . Main	<u>2</u> . A	dditional	3. Quantity	4. History	<u>5</u> . Transac	tions	6. Orders	7. Cost Detail			
Product Li Product Ty Valuation	ne PART /pe Raw I	COMPUT Material ▼	ER PARTS Weight	0.0000	Unit of Meas Standard Purchases	EACH EACH	No. of E	ACH	1.0000		
Procureme	ent Make	iye cosi 🔹	Inventory C	ycle	Sales	EACH	NO. OF E	ACH	1.0000		
Price Code Default W Sales Retail Price Standard I Last Sold	e Price	INDIVIDUA MAIN WAF 550.0000 525.0000 4/15/2020	L PARTS PRIC REHOUSE Purch Star Ave	ING <u>Primary</u> ases ndard Cost rrage Cost t Receipt	Vendor 01-5 320.00 408.82 6/23/2	STEV 2000 📰 267 017 🛅	Last Costs Item Allocated Total	250	0.0000		
Quantities										,	_
Whse [Description	On Hand	On PO	On SO	On Bk Ord	Committed	On WO	Req for WO	Available	Last Counted	\$
000 1	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		
<								<u>A</u> ccept	<u>C</u> ancel	<u>D</u> elete	₽ 0

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.

Reord	der Ma	intenance	•						x
tem Cod	e CA	ABIN-0100)-IH		CABINET MODEL 1	000	Standard U/M EACH		
	Whse	Desc	Bin Location	Reorder Method	Economic Ord Qty	Reorder Point Qty	Min Order Qty	Max On Hand Qty	3
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	
	EC	onomic Or	der Quantity	Reorder Point	Quantity Mini	num Order Quantity	Maximum On H	and Quantity	
Totals			.0000	4	10.0000	.0000		1,040.0000]
							A	Accep <u>t</u> Canc <u>e</u> l	•

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.

	er CA	BIN-01000-IH			<u> </u>	1 V V V		
levision	00		Description 1	COM	PUTER CABINI	- 1		
ни туре	Sta	andard 🔻	Description 2					
<u>1</u> . Hea	der	<u>2</u> . Lines						
	H 😒] -	Quick Row	3	2	2		
		Componer	nt Item Code		Revision	Step No.	Quantity/Bill	C
1	3/4 INC	H SCREW				0000	4.0000	
2	WASH	ER				0010	10.0000	
3	DISK M	OUNT		٩,			2.0000	
4	CABINE	T-COVER				0020	1.0000	
5							.0000	
•								Þ
Des	cription	DISK DRIVE M	OUNT		*			
Fin	d No.							
Scrap	Percent			0.000	1%			
Unit Of	Measure	EACH			-			

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*.

S Item Maintena	ance (SSS) 6/25/2017	7						_	×
Item Code DISK Description DISK	MOUNT DRIVE MOUNT	(- , % ⊮ ₽	4 🕨 🍽 🗐		Copy <u>F</u> rom	n Renum	ber Mor	•e •
<u>1</u> . Main	2. Additional	3. Quantity	4. History	<u>5</u> . Transact	ions	<u>6</u> . Orders <u>7</u>	. Cost Detail		
Product Line Product Type Valuation Procurement	PART COMPU Raw Material • Average Cost • Make •	TER PARTS Weight Volume Inventory Cycl	0.0000 le M	Unit of Mease Standard Purchases Sales	EACH EACH EACH EACH	Q Q No. of EAI Q No. of EAI	сн	1.00 1.00	
Price Code Default Whse Sales Retail Price Standard Price		AL PARTS PRICING AREHOUSE Purchas Standa Averag	es rd Cost ge Cost	Vendor	22	Last Costs Item Allocated		1.22	
Quantities				0120120					
Whse Descr	iption On Hand	On PO	On SO	On Bk Ord	Committed	On WO F	leq for WO	Available I	* 5
000 MAIN	WAR00	.00	.00	.00	.00	.00	.00	.00	
001 LONG	BEA 37.00	.00	.00	.00	.00	.00	.00	37.00	
*						<u>A</u> ccept	<u>C</u> ancel	Delete	•

	DISK MOUNT		Q 🗞 📢		Copy from	MUIE
Revision	000 🔍	Description 1	DISK DRIVE MOUN	т		
Bill Type	Standard 🔻	Description 2			** NEW **	e
<u>1</u> . Header	<u>2</u> . Lines					
K	-	Quick Row	1 🛃 📮	₽	🔁 🏹 (ē (5: 🛼 •
	Compone	nt Item Code	Revision	Step No.	Quantity/Bill	Co
1 1/2	INCH SCREW		۹,		4.0000	
2					.0000	
•		III				÷.
< Descripti	on 1/2 INCH SCR	EW	•			Þ
 ✓ Descripti Find No 	on 1/2 INCH SCR	EW				4
Descripti Find No Scrap Percent	on 1/2 INCH SCR	III IEW	0.000%			4

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

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.

S Sales Order Options (SSS) 6/25/2017	
<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Line Entry <u>4</u> . Forms	<u>5</u> . Printing <u>6</u> . Quick Print <u>7</u> . History <u>8</u> . Job Cost
Use Alternate Warehouse for Out-of-Stock Items Use Item Default Warehouse Check for Available Quantity	Allow Discount Rate by Detail Line Default Special Items to Drop Ship Warranty
Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning	Warranty Calculation Based On Ship Date Recalc Expiration if Ship/Invoice Date Changed Price Level by Customer Enable Default Price Level by Customer
Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Items Not Allowed Version Version	Base New Price Level Records On Price Code Lot/Serial Distribution in Sales Order Entry Enable Lot/Serial Distribution Require Lines to be Fully Distributed
Item Pricing by Total Quantity Enable Based On None Unit of Measure for Total Standard Apply Item Pricing Automatically Yes	
	Accept Cancel 🖨 🕐

	00000000	🗟 14 4 🕨		Copy <u>F</u> rom	n De <u>f</u> aults	Customer	C <u>r</u> edit
<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals	<u>5</u> . Payment Use	er sss		
%) (h) - 📉 -	Quick Row	1 🛃	₽ 8 5		2	ie U 🛼
	Item Code	Ordered	Back Ordered	Unit Price	Extension	C	omment
1 CABIN	-01000-IH 🔍	15.0000	.0000	1,000.0000	15,000.00		
2		.0000	.0000	.0000	.00		
4							
<	CABINET MODE	EL 1000					
Description	CABINET MODE	 EL 1000	III				
Description Warehouse Unit Of Measure	CABINET MODE 000 e EACH	EL 1000					
Description Warehouse Unit Of Measure Shipped	CABINET MODE 000 e EACH	EL 1000	.0000				
Description Warehouse Unit Of Measure Shipped Price Level	CABINET MODE 000 e EACH W	EL 1000	.0000				

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

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.

S Purchase Agent Options			
For items which fall below the reorder point and are assigned select the appropriate qty to buy option: The qty required to fulfill demand and stock levels. • Prompt for PO on Add to New/Add to Hold Purchase Order C Explode Bill Components Search Availability Across Warehouses for Components that	d the eco reation : are Bills	nomic re L	order method,
Registration	<u>о</u> к	<u>C</u> a	ncel 🕜
	SSS	SSS	6/25/2017

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

S Purchase Agent			_ _ X
MRP Projected Dema	and Star Cuto Ide Lea	t Date ff Date 06/30/2017 d Time	<u>O</u> ptions
Selection	All	Starting Ending	
Customer Number	~	99-ZZZZZZ	Q
Sales Order No.	✓		
Vendor Number	✓	99-ZZZZZZZ 🔍	
Purchase Order No.	✓		
ltem Code	✓	Q 22222222222222	٩
Product Line	✓	Q	
Warehouse	✓	Q	
Buyer	✓	٩	
Planner	✓	٩	
Clear		<u>G</u> enerate	Edit
		SSS	SSS 6/25/2017

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.

Unexploded Bill Se	lection									?	×
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	8
ABIN-01000-IH	COMPUTER CABINET	000	5.00	0.00	15.00	0.00	0.00	0.00	(10.00)	1,010.00	67.
											>
										<u>A</u> ccept	Í

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.

S Inventory	Drilldown for I	item: CABIN-01000-IH	-		? ×
Item Code	CABIN-01000)-IH		Cutoff Date	06/30/2017
Description	CABINET MC	DEL 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)	
					<u>о</u> к 🕜

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.

Purchas	e Ag	ent Summary																
Filtering	On	<show a<="" th=""><th>A⊫⊳</th><th></th><th>•</th><th>Sh</th><th>ow All</th><th></th><th>Items to B</th><th>уy</th><th>(</th><th>No requir</th><th>ements</th><th></th><th></th><th></th><th></th><th></th></show>	A⊫⊳		•	Sh	ow All		Items to B	уy	(No requir	ements					
				AI														
ŀ	lold	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]
	Г	1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEV	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	
		3/4 INCH SCREW	000 (ROP)	3/4 INCH SCREW	01-STEV	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	1
		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	
		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	48
		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	URU I
		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	
<u>R</u> efresh				Total Quantity			8,110.00		Total Cost			13,072	.80		<u>C</u> r	reate PO's	₿	0
																SSS	SSS	6/25/2017

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

ł	lold	Item Code	Whs (Mthd)	Description	Primary Vendor	Unit Cost	Actual Qty	Required	Purch Qty	Purch Cost	Qty On	Qty On PO	Qty On SO	MRP	Qty On WO	W/O	Addl Qty to
							to Buy	Qty to Buy			Hand			Projection		Shortage	Buy
		DISK-MOUNT	000 (EOQ)	DISK DRIVE MOUNT	01-STEV	1.22	0.00	0.00	0 EACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		DISK-MOUNT	001 (EOQ)	DISK DRIVE MOUNT	01-STEV	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.

ł	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
		1/2 INCH SCREW	000 (EOQ)	1/2 INCH SCREW	01-STEV	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 Ite	em: 1/2 INCH SCREW				? ×
Item Code	1/2 INCH SCR	EW	Cutoff Date		06/30/2017	
Description	1/2 INCH SCR	EW		Reorder Poir	nt	0.00
Warehouse	000	Maximum Stock	0.00	Minimum Ord	ler 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)		
						or (1)
						<u>о</u> к 🕐

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