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# SIMMS

Inventory Management System

## Purchasing Manual

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# **Introduction**

## **Overview of the Inventory Management Module**

The Inventory Management module keeps a detailed accounting of inventory quantities and, at the same time, provides in-depth cost and sales information to help in making purchasing and pricing decisions.

A number of options allows for the creation of a flexible system that adapts to a company's requirements instead of requiring it to change business methods to accommodate the system. For example, each item can be assigned a separate costing method (Standard Cost, Average Cost, LIFO, or FIFO).

Inventory can be maintained for a single location, any number of warehouses (locations) and bins. It will classify items of similar types into product lines, and create your own sort categories.

Comprehensive reports provide up-to-date information on stock status, reordering needs, inventory valuation, inventory turnover, and detailed sales history and analysis.

Inventory Management automatically reflects all current sales and purchasing information.

**The SIMMS Inventory Management module provides data pertaining to the receipt of goods, the movement of goods within or between location, the sale, removal or other disposition of goods, and the precise valuation and status of goods remaining in inventory at any point in time, down to the Bin status.**

SIMMS does more than simply automate your inventory control process; it also provides robust materials management functionality. Clients enjoy functionality unmatched by any other provider in the market.

Purchasing and warehouse managers spend a great deal of time ensuring that stock outs do not occur. Utilizing features such as demand forecasting will eliminate the need for unnecessary safety stock. With SIMMS, reorder points can be set so that purchase orders can be generated a specified quantity is reached.

It is not uncommon to find that one storage location is out of stock while others are literally filled to the rafters. Inventory build-up results when employees place orders when their respective warehouse is out of stock. This process can quickly increase a company's overall inventory carrying costs. When employees have the benefit of using SIMMS, they are able to check other warehouses within the company before placing an order with a vendor, and transfer inventory between warehouses and/or companies when necessary.

## Purchasing Menu

To access the **SIMMS Purchasing** features, select the **Modules** dropdown menu, then **Purchasing**, as pictured below:

### Indexing of Transactions

If users wish to assign a numerical range to the order numbers of their purchasing transactions (purchase order and/or receipts of good), they can do so. On the first transaction, enter into the Order Number field the first number desired for that type of transaction. Once the transaction is saved, any subsequent transactions of that type will be incremented by one. Start the first purchase order with the number 999, the next new purchase order opened will have 1000 as its Order Number; start the first receipt of goods at Order Number 6748, the next receipt begun will be 6749. If the user desires that purchase order and receipt Order Numbers run in parallel, then the first purchase order's Order Number can be set at 2500 and the subsequent receipt of that P/O's items can be set to 2500 as well. Both types of transactions will increment by one thereafter, to P/O 2501 and Receipt 2501, respectively.

## New Purchase Order

To access the New Purchase Order screen to add new, edit existing, report on existing, or delete existing Purchase Orders, select **Modules>Purchasing>New Purchase Order**.



***On the very first transaction of each type (Receipt, Issue, Transfer and Purchase Order) click on the NEW icon before entering any data. This will ensure that the number for each first entry will be set to 1 (one).***

## Creating a Purchase Order

The process for creating a new Purchase Order starts on the **Header** tab of the new purchase order **Transactions** screen.

The default transaction date is the current date.

The default **Transaction Date** is the current date; however, to override it click on the Transaction Date dropdown field to bring up a calendar. Select the required date from the calendar.

Select the required date for the purchase order from the **Date Required** drop down calendar.

From the **Vendor** dropdown field, select the vendor from which the goods are being ordered. If the appropriate vendor is not listed, click the search button to the left of the field to open the **Vendor** screen, where the new vendor can be entered.

If required, from the **Default Location** dropdown field select the default warehouse into which the goods will be received. If the required warehouse is not in the list, click the search button to the left of warehouse field.

This opens the warehouse **Locations** screen, where a new warehouse can be entered.

From the Purchasing Agent dropdown field select the agent for this transaction.

Select the **Payment terms** for this Vendor from the dropdown list.

Select the **Foreign Currency** (if required).

Enter shipping information in the **ShipVia**.

Enter a **Document Number** using your own referencing/numbering scheme.

The default **Contact Person** from the Vendor is indicated here.

Enter any comment information in the **Comment** field.

Enter any required information in the two user-defined fields.

If the user wishes to affiliate the purchase order with any sales orders, in the system (thereby ordering items that will fill and assign them to the selected sales order, they can do so in the section on the bottom left of this tab.

Once information entry is complete on the **Header** tab, click onto the **Shipping** tab to proceed with the transaction.

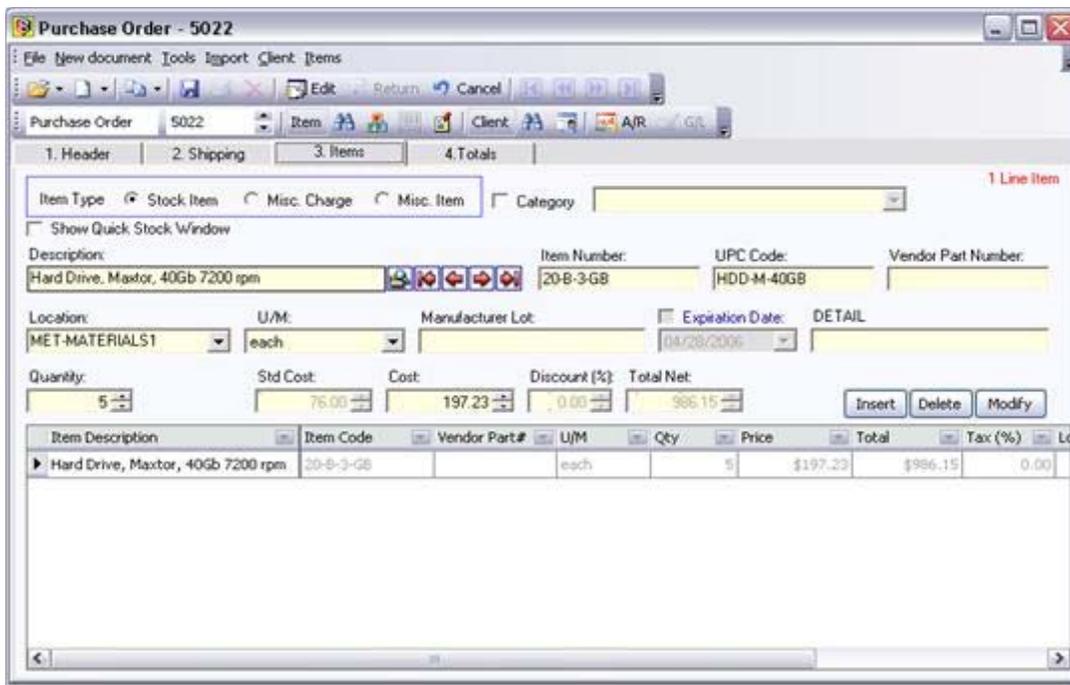
14. Select the **Ship-To Address** from the dropdown list, or click the **Edit** button to create a new one.

15. Select the **Shipping Method** from the dropdown box.

16. If using the Shipping Manager, set the **Proposed Shipping Date** on the available calendar.

17. The **Ship-To Address** selected above will appear here.

Once information entry is complete on the **Shipping** tab, click onto the **3. Items** tab to proceed with the transaction.



18. Once the type of item has been chosen, the item being purchased can be entered by:

Scanning or typing the UPC code in the **UPC** field.

Scanning or typing the item number in the **Item Number** field.

Selecting the item description from the **Item Description** dropdown field. The Quick Stock Window remains available for information on the selected piece.

NOTE: If the *Split Item* feature has been employed on the *Setup>Global Settings* screen, the red **First**, **Previous**, **Next** and **Last** arrows will move the user through the pre-selected grouping designated by the feature.

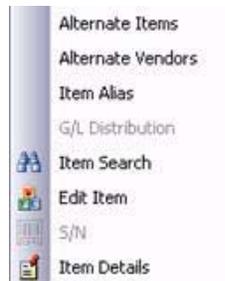
The **Item Tools** button displays the following when clicked:

*Alternate Items* – All items designated as compatible with the selected item display from this option.

*Alternate Vendors* – displays all alternate vendors for the selected item.

*Item Alias* – All aliases for the selected item are displayed from clicking this feature.

*G/L Distribution* – this menu selection is available when the General Ledger Module is active.



*Item Search* – items can be searched for within the system using several reference details.

*Edit Item* – the *Item Manager* screen can be retrieved using this feature.

*S/N* – the *Serial Number Manager* can be accessed using this option.

*Item Details* – secondary details of items can be accessed here.

To choose an alias associated with the item, click **Alias** to open the **Search for Item Alias** window.

1. If an alias has been assigned to the item specific to a vendor, then click the Alias button to select the alias desired. Once this is complete and the purchase order is printed, the alias will show.

To edit a chosen item, click the **Edit** button to proceed to the **Item Manager** screen.

19. If the item being purchased is not listed, click the magnifying lens beside the **Item Description** to go to the **Item Manager** screen to add a new item.

20. If desired, choose the Location into which this item will be received from the **Location** field if the location differs from the default location.

21. If the Unit of Measurement differs from the default adjust it in the **U/M** dropdown field.

22. To assign the item to a Manufacturer's Lot, enter one in the **Manufacturer Lot** field.

23. To assign the item to an **Expiration Date**, select the date from the calendar.

24. Enter information in the **user-defined field**, if desired.

25. Enter the quantity of the item being ordered in the **Quantity** field up-down field.

26. On a purchase order, the **Back Order Quantity** field is not applicable.

27. If the cost of the line item differs from the default cost, then adjust the cost in the **Cost** up-down field.

28. On a purchase order, the **Discount** and **Total Net** fields are not accessible, but both show amounts (if applicable).

29. Click on the **Insert** button to insert the line item into the transaction.

30. Click on the **Delete** button to remove line items from the purchase order.

31. To modify details of the line item, click the line item's *Item Description* cell, edit the item detail fields above, and then click the **Modify** button.

32. Click the **Details** button to enter details about the item.

33. Repeat Steps 18 through 32 until all the line items for this purchase order have been entered.

34. On the **Totals** tab, the amount of **Freight** may be entered.

35. Click the **Save** button to save the purchase order.

36. To print the purchase order, click the **Print** button.

### Viewing Existing Purchase Orders

From **Inventory>Transactions Manager** purchase orders already in the system can be viewed.

1. Choose the required P/O number from the **Number** up-down field.
2. Click the **OK** button to load the selected purchase order for viewing.
3. Click the **Print** button print the P/O.

**NOTE:** To edit transactions, make sure that the **Allow Edit Transactions** checkbox is selected on the **Administration>User Manager>Edit User** screen; otherwise, users will not be granted the ability to edit transactions. This feature is ON by default for the **admin** user.

**WARNING!** *Deleting a transaction cannot be undone.*



**NOTE:** The deletion of Purchase Orders can be auto-prompted by the system by accessing the **Global Settings** screen and setting the number of days before users are reminded of the purchase order's existence. Also, a checkbox can be selected to tell the system to automatically delete purchase orders from the system after a set number of days. The **Global Settings** screen can be found under the **Setup>Settings** menu.

### Deleting Purchase Orders

From **Inventory>Transactions Manager** purchase orders already in the system can be deleted.

1. From the **Number** field, choose the number of the P/O to be deleted.
2. Click the **OK** button to load the P/O to be deleted.
3. Click on the **Delete** button to delete the purchase order.

## Reordering Purchase Orders

To access the Reordering Purchase Order screen—used to create new POs—select **Modules>Purchasing>Reordering Purchase Order**.

1. Select the checkbox to list the reorder requirements from every vendor.
2. Click the **Show** button to show the reorder requirements for all locations.
3. To list only the expired items, click the **Expired Items** checkbox.
4. The **Reorder List** shows the items that are to be reordered.
5. The **Net Order** field displays the Purchase Order total.
6. In the **Freight** up-down field enter any freight costs for this PO.
7. The **Total** field displays the Net Order plus the Freight.
8. To create a new Purchase Order, click the **New Number** button.
9. The current PO number appears in the **Number** up down field.
10. From the **Vendor** dropdown field, select the Vendor with which you will be placing this order
11. The **Order Date** dropdown field defaults to the current date, but this can be overridden if required.
12. The **Required Date** dropdown field defaults to the current date, but can be overridden.
13. If it is known, enter the shipping method in the **ShipVia** field.

14. The **Arrow** buttons can be used to move through historical POs.
15. Click the **Delete** button to delete the current PO.
16. Click the **Save** button to save the current purchase order.
17. To print a Purchase Order, choose the PO number in the **Number** field, and click the **Print** button to view or print or both.
18. To view saved purchase orders, click the **View** button.
19. To have SIMMS generate a report showing all items not yet received, click the **Unreceived** button.
20. Additional details that can be added to the purchase order are: a **Document Number**, a **Foreign Currency** and a specific **Ship-To Address**.

## **New Receipt from a Purchase Order**

The Inventory Receipt from **Purchase Order** screen can be accessed at any time to create new receipts from existing purchase orders.

To access the **Receipt** screen, select **Modules>Purchasing** on the Main Screen, then **New Receipt**.

On the **New Receipt** screen, click on the **Import** dropdown and select **Import from PO**. From the list screen, select the desired purchase order, then click **OK**.

The Receipt of Goods will be populated with the content details of the imported purchase order.

**NOTE: Only quantities on purchase orders where the Required Date is later than the current date will be involved in the calculation of whether that purchase order will be visible in the Find Document window.**

Confirm or edit the details on the **Header** tab (if necessary).

1. The default transaction date is the current date; however, to override this date click on the **Transaction Date** field and choose the appropriate date.
2. The **Document Number** defaults to the Document Number from the P/O itself (this can be overwritten if required).



From the **Global Settings** screen, an option can be selected to have the Document Number entry on the Purchase Order be imported directly into the Document Number field on its corresponding Receipt of Goods. Users can find the **Global Settings** screen on the **Setup** menu.

3. In the **Default Warehouse** field select the warehouse into which these goods are being received.
4. The **Purchasing Agent** field defaults to the PO entry (this can be overwritten if required).
5. The **Vendor** field is disabled; it defaults to the vendor entered in the purchase order.
6. The entry in **Comment** field is generated automatically, but additional information can be entered if required.
7. Enter required information in user-defined fields.
8. When entries are complete, click the **Items** tab to continue with this transaction.

Item Description	Item Code	Vendor Part#	U/M	Qty	Price	Total	Tax (%)	Lt
▶ Hard Drive, Maxtor, 40Gb 7200 rpm	20-B-3-GB		each	5	\$197.23	\$986.15	0.00	

9. The **Total Net** amount for this transaction appears.
10. Enter relevant data in the **Manufacturer's Lot** field.
11. Click the **Expiration Date** checkbox to set an expiration date for the item. When the items in this receipt reach the expiration date an alert symbol will appear on the Main Screen to prompt reordering the item(s).
12. This is the third used-defined field; enter information pertinent to your chosen header.
13. Backorder information for the item is displayed in the **Back Order Qty.** field.
14. To delete a line item, click the **Delete** button.
15. Click the **Modify** button to modify a line item.
16. Click the **Serial Number** button to enter number(s) for the item(s).
17. Click the **Print** button print the Receipt of Goods.
18. Click the **Save** button to save the transaction.
19. The receipt report itself looks like the following:

**Report**

MainReport

**XYZ Company Inc.**  
 78 Massachusetts Avenue, Cambridge MA 02139-4307  
 http://www.xyz.com  
 Phone: 604-123-6397 Fax: 604-123-6797

**RECEIPT OF GOODS**

**Transaction Date** 06/09/2004  
**Order Number** 20209  
**Document Number**  
**Purchase Agent** Rhys Williams

**Vendor Information**  
 1001 Knights Publishers  
 97531 Stroof Street  
 Unit 67  
 Building 98  
 Manchester NH 03104 United States Of America

**Received To**  
 XYZ - Massachusetts  
 40 Industrial Way  
 Cambridge MA 56465

Tel: (319) 869-9823  
 Fax: (319) 869-9824  
 Contact:

Tel: 231-321-1321  
 Fax: 231-321-1322  
 Contact: XYZ - Massachusetts

Terms of Shipment	Terms of Sale	Currency Code grb	Shipping Date 06/09/2004
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NUMBER	DESCRIPTION	LOCATION	QTY	B/O	U/M	PRICE	AMOUNT
EXTENDED DESCRIPTION		MFG. LOT	Reference				
HDD-M-40GB	Hard Drive, Maxtor, 40Gb 7200 rpm	MET-MATERIAL	5		each	197.23	986.15
<b>This piece has the internal number 56</b>							

Current Page No: 1      Total Page No: 1      Zoom Factor: 90%

## New Receipt of Goods

When you do a receipt and if there are payments made to it, the amount paid will now show on the receipt, as well as any interest/discounts and a current Balance Due field.

**NOTE:** Those using external reports are advised to re-export the *rptTransaction.rpt* report to have the additional fields appear.

To open the New Receipt screen (to add new, edit existing, report on existing, or delete existing receipts), proceed to **Modules>Purchasing>New Receipt of Goods**.



*For a new receipt after saving a previous one, click on the NEW button before entering any data The Order Number will increment to the next integer.*

## Creating a New Receipt of Goods

The process for creating a new Inventory Receipt begins on the first tab, **Header**, of the New Receipt screen.

The screenshot shows the 'Receipt - 20209' window with the following fields and values:

- Transaction Date: 06/09/2004 (with a green checkmark)
- Document Number: 20209
- Vendor: 1001 Knights Publishers
- Contact person: (empty)
- Phone 1: (319) 869-9823
- Fax: (319) 869-9824
- Sales/Purchasing Agent: Rhys Williams
- Foreign Currency: (empty)
- Default Location: (empty)
- Authorization: (empty)
- Packing Slip No.: (empty)
- Vendor Term: (empty)
- Comment: This Receipt of Goods has been generated based on Purchase Order number 5033

1. The default **Transaction Date** is the current date; however, to override it click on the Transaction Date dropdown field to bring up a calendar. Select the required date from the calendar.
2. If there is a document number such as a PO Number, enter it in the **Document Number** field.
3. From the **Default Location** dropdown field select the default warehouse for the goods being received into inventory on this Receipt of Goods. If the required warehouse is not in the list, click the search button to the left of warehouse field.

The screenshot shows the 'Locations' window with the following details:

- Warehouse code: BDG
- Bin code: A
- Is Active:
- Use Capacity:
- Use Volume Units:  0.0000
- Use Pallets:
- Description: (empty)
- Assigned Customer: (empty)
- Buttons: Address, Print Labels

This will open the warehouse **Locations** screen, where a new warehouse can be entered.

4. From the **Purchasing Agent** dropdown field, select the agent for this transaction.
5. From the **Vendor** dropdown field, select the vendor from which the goods are being received. If the appropriate vendor is not listed, click the search button to the left of the field. This will open the **Vendor** screen, where the new

vendor can be entered.

6. Enter any comments pertaining to this transaction in the **Comment** field.
7. Enter any required information in the two user-defined fields.
8. The Vendor's **Contact Person**, **Terms of Payment** and **Foreign Currency** also display.
9. Click on the **2.Shipping** tab to open the next screen and proceed with the transaction.

Receipt - 20208

File New document Tools Import Client Items

Receipt 20208 Item Client A/R

1. Header 2. Shipping 3. Items 4. Totals

Bypass Shipping Manager Proposed Receiving Date Not Available Actual Receiving Date 10/20/2004

Drop Ship Shipping Method Interurban Clear

Customer: 1001 Knights Publishers Edit

Bill To Address: Clear Edit Ship To Address: Warehouse Three Clear Edit

Bill To Address:

Description: XYZ Company Inc.

Address: 78 Massachusetts Avenue, Cambridge MA 02139-4307

City:

State/Province:

Zip Code:

Country:

Ship To Address:

Description: Warehouse Three

Address: 844 Marshall St.

City: Green Bay

State/Province: WI

Zip Code: 54311

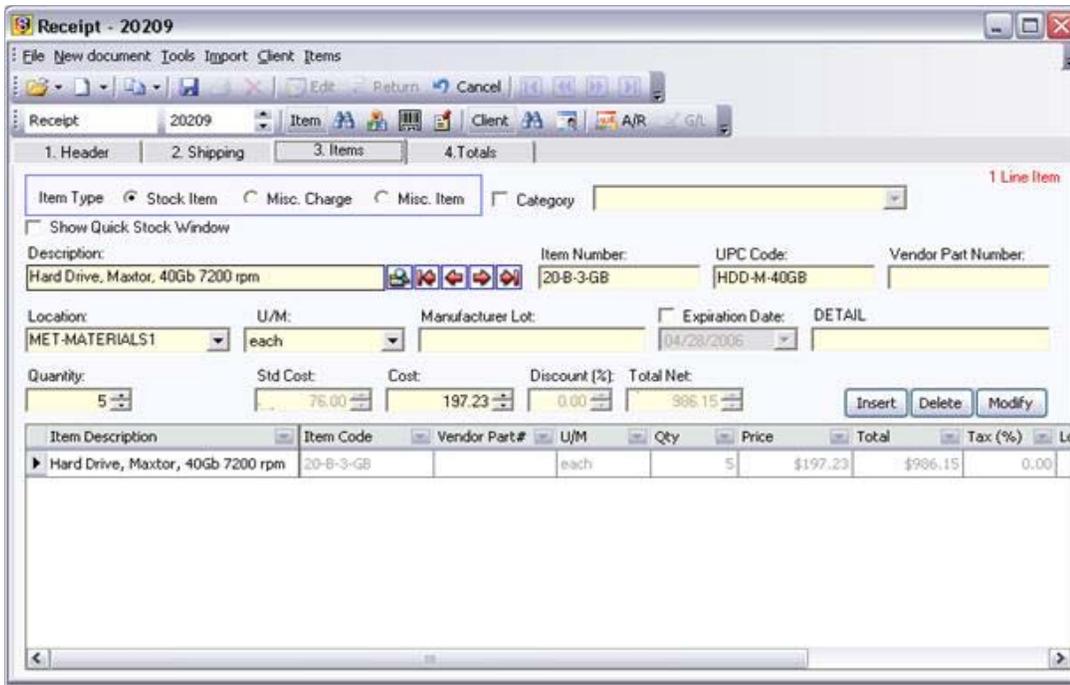
Country: United States Of America

10. The **Bill to Address** fields will be your company billing address.

11. If the shipping address is different from the billing address, enter it in the **Ship to Address** fields.

12. Click on the **Items** tab to proceed to the transaction details screen. The item(s)' **Inventory Type (A)** is selected first. In addition to the following, **Details** may be assigned to each item before it ultimately is placed into the receipt **Line Item** field.

A checkbox has been added to the *Shipping* tab on purchase orders and receipts entitled **Drop Ship**, which, once checked, will produce a dropdown list of all customers, with the added ability to select any of the customers' *Ship To* addresses.



13. Each item being received can be entered by:

Scanning or typing the UPC code in the **UPC** field.

Scanning or typing the item number in the **Item Number** field.

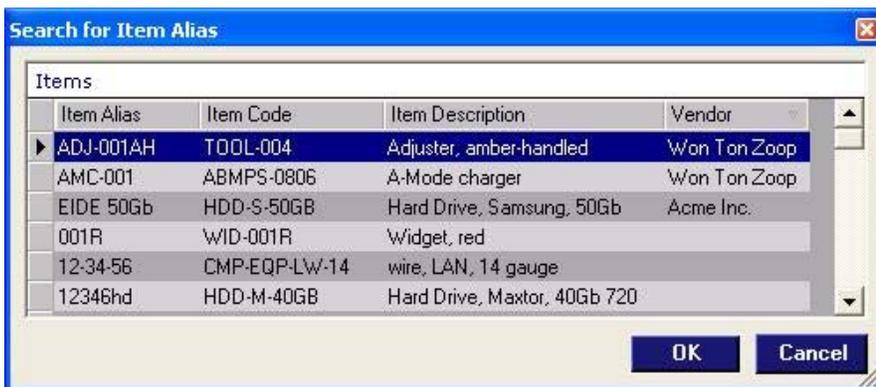
Selecting the item description from the **Item Description** dropdown field.

**TE:** If the *Split Item* feature has been employed on the *Setup>Global Settings* screen, the red **First**, **Previous**, **Next** and **Last** arrows will move the user through the pre-selected grouping designated by the feature.

To choose an alias associated with the item, click **Alias** to open the **Search for Item Alias** window.

If an alias has been assigned to the item specific to a vendor, then click the Alias button to select the alias desired. Once this is complete and the purchase order is printed, the alias will show.

In this receipt from vendor 1111 Best Systems, no alias has been assigned and therefore no alias will appear on the printed receipt of goods. If Won Ton Zoop had been the vendor however, and the alias shown below had been selected, the line item on the receipt of goods above would feature a check mark in the Alias column for the item, and the alias would show on the printout.



14. If the item being received is not listed, click the **Edit** button next to the **Item Description** field to add a new item.

15. Choose the Location into which this item is being received from the **Location** field if the location differs from the default location.
16. If the Unit of Measurement differs from the default, adjust it in the **U/M** dropdown field.
17. Enter the quantity of the item being received in the **Quantity** field up-down field.
18. If the cost of the line item differs from the default cost, then adjust the cost in the **Cost** up-down field.
19. To view the stock status of an item, click the **Quick Stock Window** checkbox.
20. Click on the **Insert** button to insert the line item into the transaction.
21. Repeat Steps 10 through 18 until all the Line Items for this Receipt of goods have been entered.
22. When receiving Items that have an expiration period set the expiration date in the **Expiration Date** field; the system will give a prompt if this is required. When the items in this receipt expire an alert symbol will appear on the main screen prompting that the items be reordered.
23. When completed click the **Save** button to save the Receipt of Goods.
24. To view or print the Receipt of Goods, click the **Print** button.

### Voiding a Receipt of Goods

To void an inventory receipt of goods, the procedure is:

1. Click on **Inventory** on the Main Screen, then **Transactions Maintenance**.
2. On the Transactions screen, click the **View** dropdown menu, then **Receipt**.
3. From the **Find Document** screen select the required **Receipt** and then click **OK** to load the document in the **Transactions** screen.
4. Click **Void** to void the receipt.

### Receive Invoice

Invoices can be received into the system using this feature.

The screenshot shows a software window titled "Receive Invoice" with a blue title bar. Below the title bar, there is a checkbox labeled "Show all receipts" which is checked. The main area of the window displays a table of receipts. At the top of the table, it says "Record Count: 412" and "20313" is entered in a search field next to a "Find" button. The table has columns for "Received", "Order No.", "Type", "Date", "Vendor", and "Document N Status". Each row in the table has a small square icon in the "Received" column, likely representing a checkbox. The data in the table is as follows:

Received	Order No.	Type	Date	Vendor	Document N Status
<input checked="" type="checkbox"/>	20313	Receipt	11/18/2004	411 Access	2
<input checked="" type="checkbox"/>	20312	Receipt	11/18/2004	411 Access	2
<input checked="" type="checkbox"/>	20308	Receipt	11/08/2004	American Nur	3
<input checked="" type="checkbox"/>	20307	Receipt	10/20/2004	Won Ton Zoo	2
<input checked="" type="checkbox"/>	20303	Receipt	10/18/2004	Acme Inc.	REC1003
<input checked="" type="checkbox"/>	20300	Receipt	10/13/2004	Acme Inc.	REC1001
<input checked="" type="checkbox"/>	20293	Receipt	10/08/2004	Vendredi Cale	REC1000
<input checked="" type="checkbox"/>	20292	Receipt	10/01/2004	A1-MV2-3	20292
<input checked="" type="checkbox"/>	20291	Receipt	10/01/2004	411 Access	20291
<input checked="" type="checkbox"/>	20290	Receipt	10/01/2004	A1-MV2-3	20290
<input checked="" type="checkbox"/>	20287	Receipt	09/24/2004	Won Ton Zoo	20287
<input checked="" type="checkbox"/>	20286	Receipt	09/24/2004	Won Ton Zoo	20286
<input checked="" type="checkbox"/>	20285	Receipt	09/24/2004	WILL'S CAVE	786987
<input checked="" type="checkbox"/>	20284	Receipt	09/24/2004	Ugotta Farle	rec88888888
<input checked="" type="checkbox"/>	20280	Receipt	09/21/2004	American Nur	20280
<input checked="" type="checkbox"/>	20278	Receipt	09/21/2004	Acme Inc.	20278

Select the invoice desired by checking the box beside it, then click **OK**.

## Purchasing Reports

### Purchase Order Status

The Purchase Order Status report displays a detailed status list of purchase orders in the system.

Purchase Orders Listing						
Item Description	Item Code	Ordered	Received	UM	Cost Price	Total Price
<b>1001 Knights Publishers</b>						
PO Number	110	Order Date	07/16/2003	Required Date	08/28/2003	Currency
Adjuster	anthe-sandford	TOOL-004	90.00	90.00	box	220.10
			Total PO Default Currency	19,809.00		19,809.00
<b>507</b>						
PO Number	507	Order Date	08/22/2003	Required Date	08/22/2003	Currency
Adjuster	gwan	WD-001G	5.00	5.00	each	5.00
			Total PO Default Currency	25.00		25.00
			Total Vendor Default Currency	19,834.00		19,834.00

### PO Unreceived by Vendor

This report shows all items on purchase orders that are as yet unreceived from your vendors.

Location	Item Code	Item Description	Unreceived Qty	Purchase UM	Unreceived Cost Foreign Currency	Cost Default Currency
<b>1001 Knights Publishers</b>						
002-	66662456245	Buick Rendezvous 2002	1,000	Carton	100.000	100.00
					Vendor Total Cost	100.00
<b>1111 Best company</b>						
003-	66662456245	Buick Rendezvous 2002	3,000	Carton	152.568	190.71
001-	CS1	Buick Rainier 2004	1,000	single	48.720	60.90
					Vendor Total Cost	251.61
					Vendor Total Cost	351.61

### PO Unreceived by Item

This report shows all items on purchase orders that are as yet unreceived from your vendors, sorted by item description.

PO Number	Location	Un-Received	UM	Cost Price Foreign Currency	Currency	Cost Price Default Currency	Total Price
<b>Buick Rainier 2004 CS1</b>							
1	001-	1,000	single	48.720	EUR	60.900	60.900
		Unreceived Qty:	1,000			Total Price	60.900
<b>Buick Rendezvous 2002 66662456245</b>							
2	002-	1,000	Carton	100.000		100.000	100.000
3	003-	3,000	Carton	50.860	EUR	63.570	190.710
		Unreceived Qty:	4,000			Total Price	290.710
		Total Un-Received					351.610

### Receivings Report

The Receivings Report shows, for a selected date range, the number of items received into the system from vendors.

XYZ Company Inc.						
Item Code	MRG-Kit	Qty: Received	Qty: In Stock	UM	Location	Transaction Date
<b>Vendor: 1001 Knights Publishers</b>						
1001-10-001		3,000	10,000	each	1001-10-001	08/01/2004
<b>Vendor: 1111 Best Systems</b>						
1111-10-001		1,000	3,000	each	1111-10-001	08/01/2004
1111-10-002		2,000	5,000	each	1111-10-002	08/01/2004
1111-10-003		3,000	7,000	each	1111-10-003	08/01/2004
<b>Vendor: 444 Access</b>						
444-10-001		1,000	1,000	each	444-10-001	08/01/2004
<b>Vendor: 555 Best</b>						
555-10-001		2,000	4,500	each	555-10-001	08/01/2004
555-10-002		3,000	6,500	each	555-10-002	08/01/2004
555-10-003		4,000	9,500	each	555-10-003	08/01/2004
555-10-004		5,000	14,500	each	555-10-004	08/01/2004
555-10-005		6,000	20,500	each	555-10-005	08/01/2004

### Transaction Reports Generator

The Transaction Reports Generator allows the user to select which types of transactions to show

information about.

Simply choose the combination of available filters, and then click the **Generate** button.



### Receipts History Report

The Receipts History Report displays the receipt of items into the system in the last 30, 90 and 180 days, as well as in the entire history of each item in the system.

INVENTORY RECEIVING HISTORY					
ITEM NUMBER	DESCRIPTION	LAST 30 DAYS	LAST 90 DAYS	LAST 180 DAYS	COMPLETE HISTORY
ABMPS-0806	A-Mode charger	112	116	116	116
TOOL-004	Adjuster, amber-handled	0	1,040	24,446	24,446
CLO-03-003	apron, edible	3	3	11	11
BMPS-0806	B-Mode charger	10	12	12	12
OFF-FRN-BKCS-5t	Bookcase, 5-tier	0	10	10	10
VEH-BUIC02	Buick Park Avenue	0	50	130	130
VEH-BUIC01	Buick Rainier	0	0	227	227
PRJ-BUILD03	Build Intranet	0	5	48	48
PRJ-BUILD02	Build System	0	0	1	1
BLD-DC-CAB51	Cabinet - drawers	33	46	82	82

### Landed Costs Report

This report shows any landed costs, filterable by item or vendor. Select the date range...



Then view the report by clicking the **Generate** button.

Order#	Date	Vendor	Location	Item Description	Manufacturer Lot	Quantity	UOM	Currency	Total Cost
20497	12/05/2005	5001 Knight/Furniture	001-01-01-01	Table 1		1,000.00	each	0.00	0.00
20497	12/05/2005	5001 Knight/Furniture	001-01-01-01	Table 2		1,000.00	each	0.00	0.00
20497	12/05/2005	5001 Knight/Furniture	001-01-01-01	Table 3		1,000.00	each	0.00	0.00
20500	12/13/2005	Avnet Inc.	RD-A	JMS-885		100.00	each	1.00	1.00
20503	12/13/2005	Avnet Inc.	WH1-AISLE 1	Logitech Keyboard		25.00	each	83.12	88.12
20504	12/13/2005	Avnet Inc.	001-01-01-01	Hard Drive, Maxtor, 4016 72001		12.00	each	84.20	96.20
20508	01/05/2006	Logitec Single Dry Clean	MET-MATERIALS	Subst. 20 x 10 x 10		15.00	each	35.00	50.00
21042						210.00			181.27

### P/Os Close to Expiration

This report shows any purchase orders approaching their expiration (maturity) dates.

**Documents Close to Expiration**

Record Count: 16

P/O No.	Doc. No.	Vendor	Date	Req'd Date	Ship Via
104	PO-990	1111 Best Systems	7/14/2003	10/9/2003	FedEx
105	PO-991	1111 Best Systems	7/14/2003	8/28/2003	FedEx
106	PO-992	1111 Best Systems	7/14/2003	8/28/2003	FedEx
107	PO-993	1111 Best Systems	7/14/2003	8/28/2003	FedEx
109	PO-994	A1-MV2-3	7/15/2003	8/29/2003	FedEx
110	PO-995	1001 Knights Publishers	7/16/2003	8/28/2003	FedEx
501	PO-996	1111 Best Systems	7/18/2003	9/1/2003	FedEx
502	PO-997	1001 Knights Publishers	8/22/2003	8/22/2003	FedEx
503	PO-998	A1-MV2-3	8/2/2003	9/2/2003	FedEx

Buttons: Details, Cancel, OK

### Purchase Orders On Hold

Users can both review and change the status of purchase orders in terms of their OnHold status.

**Purchase Orders On Hold**

Documents

OnHold	P/O No.	Doc. No.	Vendor	Date	Req'd Date
<input type="checkbox"/>	1299	(null)	1111 Best Systems	10/8/2003	10/9/2003
<input type="checkbox"/>	1300	PO-309a	BBB	10/8/2003	10/10/2003
<input type="checkbox"/>	1301	(null)	1001 Knights Publishers	10/10/2003	10/17/2003
<input type="checkbox"/>	1302	(null)	1001 Knights Publishers	10/10/2003	10/11/2003
<input type="checkbox"/>	1303	(null)	1001 Knights Publishers	10/10/2003	11/1/2003
<input type="checkbox"/>	1304	(null)	1111 Best Systems	10/10/2003	10/11/2003
<input checked="" type="checkbox"/>	104	PO-990	1111 Best Systems	7/14/2003	10/9/2003
<input checked="" type="checkbox"/>	105	PO-991	1111 Best Systems	7/14/2003	8/28/2003
<input checked="" type="checkbox"/>	106	PO-992	1111 Best Systems	7/14/2003	8/28/2003
<input checked="" type="checkbox"/>	107	PO-993	1111 Best Systems	7/14/2003	8/28/2003

Buttons: Details, Cancel, OK

### Purchase Reports Generator

Users can view purchase transactions done in the system.

**Transaction Generator**

Transaction Type:  Transactions Reports  Transfer Reports  Item Summary Reports  Agents Reports

Vendor:  Select All Select a Contact: 0002 AAA Holding Co.

Date Filtering:  No date filtering Initial: 04/28/2006 Final: 04/28/2006

Report Type:  Select All (except Transfer) Select a Transaction Type: Receipt

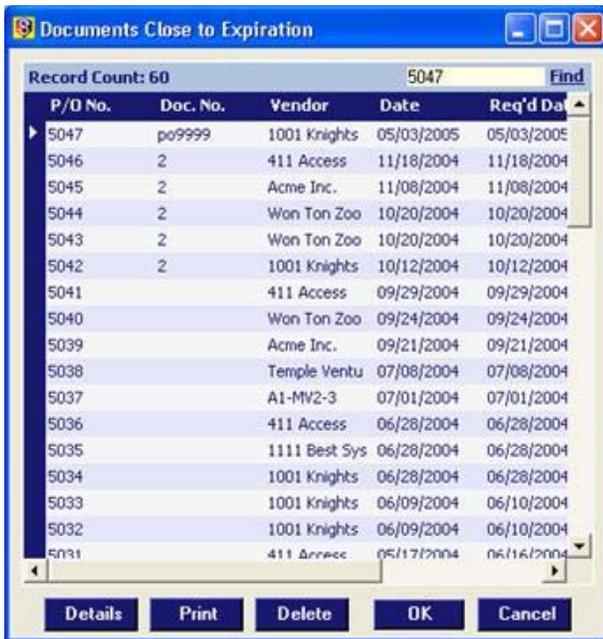
Show Items
  Group by Location and Category
  Waiting for Exchange

can be duplicated, edited then saved as new ones, saving the user from re-creating them from square one all over again.



Select the purchase order to be cloned, then click the OK button. This will create a duplicate purchase order and save it with the current date.

## Purchase Order Close to Expiration



Purchase orders nearing their expiration dates can be viewed on this screen.

## Purchase Orders On Hold

**Purchase Orders On Hold**

Record Count: 51 5049

OnHold	P/O No.	Doc. No.	Vendor	Date	Req'd Date
<input type="checkbox"/>	5049		1001 Knights	07/11/2005	07/11/2005
<input type="checkbox"/>	5048		1001 Knights	07/11/2005	07/11/2005
<input type="checkbox"/>	5047	po9999	1001 Knights	05/03/2005	05/03/2005
<input type="checkbox"/>	5046	2	411 Access	11/18/2004	11/18/2004
<input type="checkbox"/>	5045	2	Acme Inc.	11/08/2004	11/08/2004
<input type="checkbox"/>	5044	2	Won Ton Zoo	10/20/2004	10/20/2004
<input type="checkbox"/>	5043	2	Won Ton Zoo	10/20/2004	10/20/2004
<input type="checkbox"/>	5042	2	1001 Knights	10/12/2004	10/12/2004
<input type="checkbox"/>	5040		Won Ton Zoo	09/24/2004	09/24/2004
<input type="checkbox"/>	5039		Acme Inc.	09/21/2004	09/21/2004
<input type="checkbox"/>	5038		Temple Ventu	07/08/2004	07/08/2004
<input type="checkbox"/>	5037		A1-MV2-3	07/01/2004	07/01/2004
<input type="checkbox"/>	5036		411 Access	06/28/2004	06/28/2004
<input type="checkbox"/>	5035		1111 Best Sys	06/28/2004	06/28/2004
<input type="checkbox"/>	5034		1001 Knights	06/28/2004	06/28/2004
<input type="checkbox"/>	5033		1001 Knights	06/09/2004	06/10/2004
<input type="checkbox"/>	5032		1001 Knights	06/09/2004	06/10/2004
<input type="checkbox"/>	5031		411 Access	05/17/2004	06/16/2004

Purchase orders on hold can be viewed on this screen.

### Close Purchase Order

Purchase orders can manually be closed from this screen.

**Close Purchase Order**

Show All Purchase Orders

Record Count: 12 5049

Closed	P/O No.	Doc. No.	Vendor	Date	Req'd Date	Ship Via	OnHold
<input type="checkbox"/>	5049		1001 Knights	07/11/2005	07/11/2005		
<input type="checkbox"/>	5048		1001 Knights	07/11/2005	07/11/2005		
<input type="checkbox"/>	5047	po9999	1001 Knights	05/03/2005	05/03/2005		
<input type="checkbox"/>	5045	2	Acme Inc.	11/08/2004	11/08/2004		
<input type="checkbox"/>	5043	2	Won Ton Zoo	10/20/2004	10/20/2004		
<input type="checkbox"/>	5042	2	1001 Knights	10/12/2004	10/12/2004		
<input type="checkbox"/>	5036		411 Access	06/28/2004	06/28/2004		
<input type="checkbox"/>	5035		1111 Best Sys	06/28/2004	06/28/2004		
<input type="checkbox"/>	5034		1001 Knights	06/28/2004	06/28/2004		
<input type="checkbox"/>	5032		1001 Knights	06/09/2004	06/10/2004		
<input type="checkbox"/>	5031		411 Access	05/17/2004	06/16/2004		
<input type="checkbox"/>	5025		411 Access	04/01/2004	06/28/2004		

### Purchase Order Authorization Options

#### Overview of PO Authorization Process

In SIMMS we have 2 levels of PO approval and 1 SO approval option:

## 1. Basic PO Authorization

- a. In Global Settings, if the 'Import Approved P/O Only' checkmark is on then the system will not allow you to import a PO into a receipt of goods unless it has been approved. To approve a PO, proceed to Purchasing>PO Authorization options>Submitted PO Waiting for Approval.
- b. Select the PO (or PO's) you wish to approve and assign who approved them, then the approval date then click Save. *NOTE:* If you click print, you can print the information in the grid. If you click details, you can view the PO.
- c. You can now receive the approved PO.

## 2. Advanced PO Authorization

- d. In Global Settings, if the 'Use Purchase Order Authorization' option is checked, the system will not allow you to import a PO into a receipt of goods unless it has been both approved and authorized.
- e. If the 'PO Submitted' flag is on, all approvers will get an alert when a P/O is created pending approval.
  1. If the 'Approver Declines An Order' flag is on, all Submitters get an alert when a PO is declined by an Approver, giving them the opportunity to change the PO and re-submit it (or delete it).
  2. If the 'Order Approved' flag is on, all Submitters and Authorizers get notification that a PO has been approved and is pending authorization.
  3. If the 'Authorizer Declines an Order' flag is on, all approvers get an alert when a PO is declined by an Authorizer, giving them the opportunity to change the PO and re-submit it (or decline it) as well sending it back to the Submitter in this case.
  4. If the 'Order Authorized' flag is on, the Approvers and Submitters receive notification.
  5. If the 'Order Shipped' flag is on, the Approvers, Authorizers and Submitters are notified.
  6. If the 'Order Received' flag is on, the Approvers, Authorizers and Submitters are notified.
- f. You have to configure three different user types for this to work:
  1. Submitter - this is a standard user that can create P/O's but cannot approve or authorize them;
  2. Approver - this is a user that can approve a P/O but cannot do final authorization.
  3. Authorizer - this is a user that can authorize a P/O for final release.
    1. Please note that there is a list of departments to the left of the Authorization tab. This enables you to assign a Submitter, Approver or Authorizer to one or more departments.
    2. Please note that there is a flag at the bottom of the Authorization tab. This tells the system to only let the user see P/O's created within his department within the P/O Authorization screen.
- g. The PO approval process:
  1. a Submitter will create a PO at that point the Approver will receive an alert indicating there is a PO that requires approval.
    1. If you use the System Department Dependant, then only Approvers in your department will receive this alert; otherwise, all Approvers will.
    2. When an Approver clicks on the alert they can:
      1. Select a PO,
      1. Click 'Details' to review;
      2. Click 'Approved' and click Change Status to approve the PO, passing the PO to the Authorizer for final approval and;

1. Click Approver notes to add a note to the approval.
3. Click 'Declined' and click Change Status to decline the PO passing it back to the submitter
1. Click 'Approver Notes' to add a note to the status change.
2. When an Approver approves a PO, the Authorizer will receive an alert indicating there is a PO that requires final authorization.
  1. If you use the System Department Dependant then only Authorizers in your department will receive this alert (otherwise all Authorizers will);
  2. When an Authorizer clicks on the alert they can:
    1. Select a PO and
    2. Click 'Details' to review
  1. Click 'Authorized' and click 'Change Status' to authorize the PO (both the Submitter and Approver get notification when this is done) and;
  1. Click 'Authorizer Notes' to add a note to the authorization.
  2. Click 'Declined' and click 'Change Status' to decline the PO, thus passing it back to the Approver;
  1. click authorizer notes to add a note to the status change
  3. If a PO is declined, the Approver and Submitter will be alerted and can edit the PO and resubmit it, restarting the sequence.
  4. Once a PO has been approved and authorized you can then receive the PO.
  5. After it is received you can:
    1. Check the status and review it;
    2. Status it as received and/or shipped.

**NOTE:** If you have the "Use Budgets – PO authorization" option checkbox enabled on the Purchases tab of the Global Settings screen, any purchase order that has not been approved has **red text** at the top (indicating that the PO is not approved).

If, on the *Setup>Global Settings>Transactions* tab, the *Import Approved P/O Only* feature is activated, purchase orders must be approved before they can be imported.

Users can access *Sales>Modules>Approve Purchase Order* to search (using the *Find* link), select a purchase order and then select

which person approved it.

Clicking the **Save** button will enable the Purchase Order to be imported.

**Approve Purchase Order**

Show All Transactions       Purchase Order     Sales Order

Record Count: 58      5045      **Find**

Approved	P/O No.	Doc. No.	Vendor	Date	Req'd Date	Ship Via
<input checked="" type="checkbox"/>	5045	2	Acme Inc.	11/08/2004	11/08/2004	
<input type="checkbox"/>	5044	2	Won Ton Zoo	10/20/2004	10/20/2004	
<input type="checkbox"/>	5043	2	Won Ton Zoo	10/20/2004	10/20/2004	
<input type="checkbox"/>	5042	2	1001 Knights	10/12/2004	10/12/2004	
<input type="checkbox"/>	5041		411 Access	09/29/2004	09/29/2004	
<input type="checkbox"/>	5040		Won Ton Zoo	09/24/2004	09/24/2004	
<input type="checkbox"/>	5039		Acme Inc.	09/21/2004	09/21/2004	
<input type="checkbox"/>	5038		Temple Ventu	07/08/2004	07/08/2004	
<input type="checkbox"/>	5037		A1-MV2-3	07/01/2004	07/01/2004	
<input type="checkbox"/>	5036		411 Access	06/28/2004	06/28/2004	
<input type="checkbox"/>	5035		1111 Best Sys	06/28/2004	06/28/2004	
<input type="checkbox"/>	5034		1001 Knights	06/28/2004	06/28/2004	
<input type="checkbox"/>	5033		1001 Knights	06/09/2004	06/10/2004	
<input type="checkbox"/>	5032		1001 Knights	06/09/2004	06/10/2004	

Approved By:       Approved Date: 11/10/2004

**Details**    **Print**      **Save**    **Cancel**

#### Important SIMMS Software Contact Information



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