Solution-IV® Accounting Create Purchase Order from Order using menu option

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Create Purchase Order from Order using menu option

For help with any option or field please refer to the Order Process Manual or press **F6** on your keyboard.

Cross Reference Selection

Cross Reference Selection is used to select orders that will be processed to create Purchase Orders.

Both steps begin from the Solution-IV Main Menu where you select **Order Processing.** From the Order Processing Main Menu, select **Transaction Processing.** From the Order Processing Main Menu, select **Special Processing.** From the Order Processing Main Menu, select **Cross Reference Selection.**	
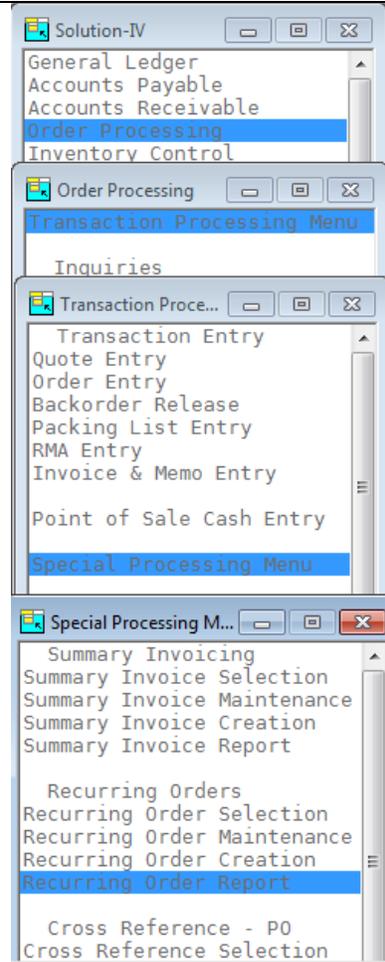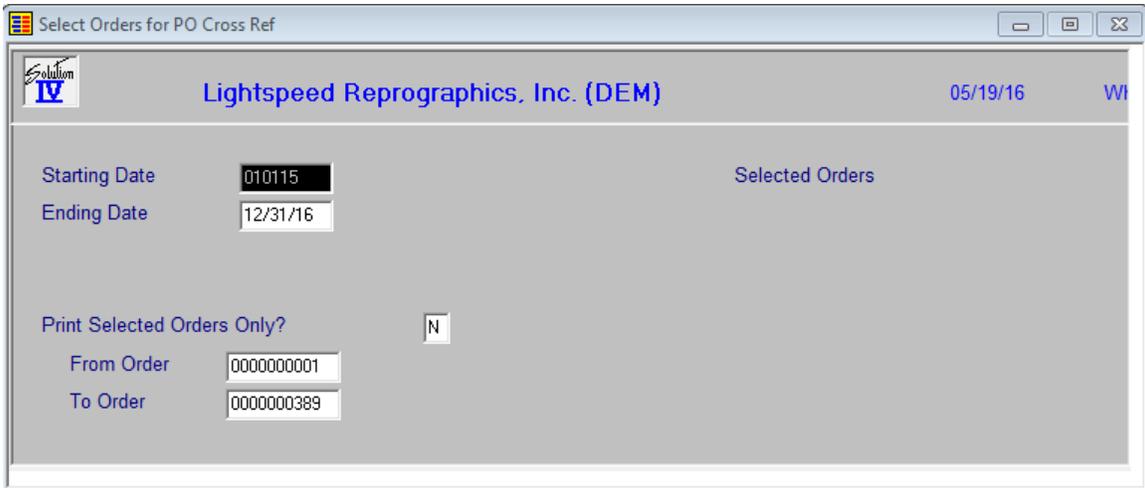
Starting Date

If you are printing this report for a range of dates, enter the starting date.

Ending Date

If you are printing this report for a range of dates, enter the ending date.

Print Selected Orders Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Order

If you are printing this report for a range of order numbers, enter the starting order number.

To Order

If you are printing this report for a range of order numbers, enter the ending order number.

The system displays:

Select **Yes,** press **Enter.**

Solution-IV Accounting
System   Options   Help
Do you want a printed copy (Y/N)?   Yes No Help Cancel
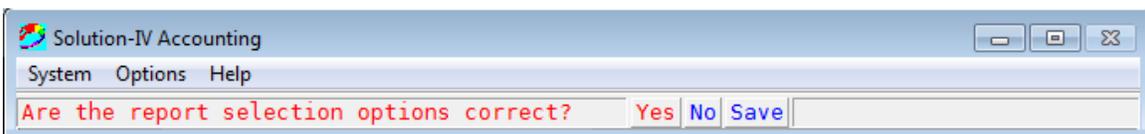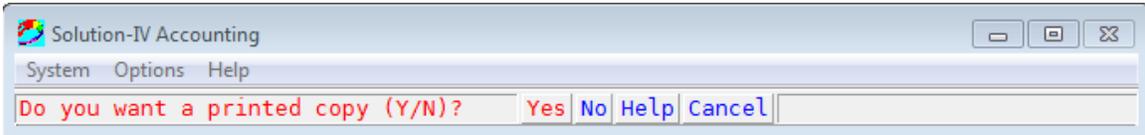
Select **Yes,** press **Enter.**

Select **Printer.**


```
05/19/16 03:37 PM      Selected Orders for PO Cross Ref          Term: Wh
                 Lightspeed Reprographics, Inc. (DEM)            Page: 6
-----------------------------------------------------------------------------
Order                                        Order      Order     Potential
Number      Line Item Code      Description  Quantity   UOM Date  Purchase Order  L
-----------------------------------------------------------------------------
0000000386    1 50-110          Bond           8.0000  SQFT 05/06/16          0
                                                  Customer: 0000009000 Helmetta copy

0000000386    2 50-199          Minimum        1.0000  EA   05/06/16          0
                                                  Customer: 0000009000 Helmetta copy

0000000387    1 50-199          Minimum        1.0000  EA   05/06/16          0
                                                  Customer: 0000009000 Helmetta copy

0000000389    1 50-110          Bond         204.0000  SQFT 05/06/16          0
                                                  Customer: 33-100     CUST 33

0000000389    2 50-199          Minimum        3.0000  EA   05/06/16          0
                                                  Customer: 33-100     CUST 33
```

Cross Reference Maintenance

Cross Reference Maintenance is used to remove selected orders from the Cross Reference Selection file so that those orders will not be included when the Cross Reference are processed for Purchase Orders creation.

Order Number	Order Line M	ITEM-CODE	Order Quantity	UOM	Order Date	Potential Purchase Order
0000000001	1	10-110	16.0000	SQFT	04/11/16	0056
0000000325	1	10-120	110.0000	SQFT	01/13/15	
0000000325	2	10-110	1100.0000	SQFT	01/13/15	0056
0000000327	1	60-110	250.0000	EA	02/05/15	
0000000327	2	60-310	10.0000	EA	02/05/15	
0000000327	3	60-410	10.0000	EA	02/05/15	
0000000327	4	90-200	10.0000	EA	02/05/15	
0000000328	1	10-120	455.5000	SQFT	02/05/15	
0000000328	2	10-202	20.0000	EA	02/05/15	
0000000328	3	40-110	100.0000	EA	02/05/15	

Select the record you want to remove either by double clicking or using the arrow keys to navigate to the record and then press **Enter**.

The system displays:
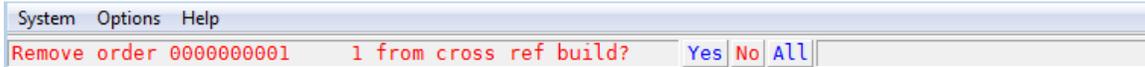
Select **Yes,** press **Enter.**

Press **F4** to exit the maintenance view.

Cross Reference Update

Cross Reference Update will do the actual creation of the cross reference records required for the creation of Purchase Orders for Order Processing orders.
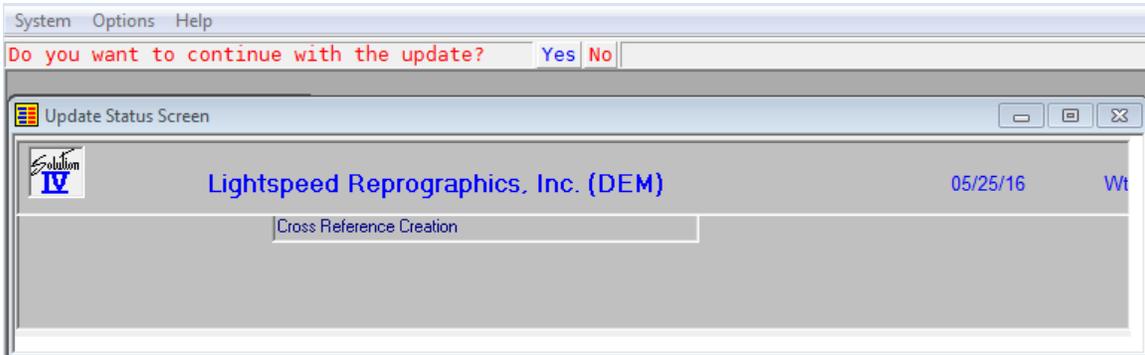
Select **Yes,** press **Enter.**

Select the **Automatic Purchase Ordering** option off the **Special Processing Menu.**	
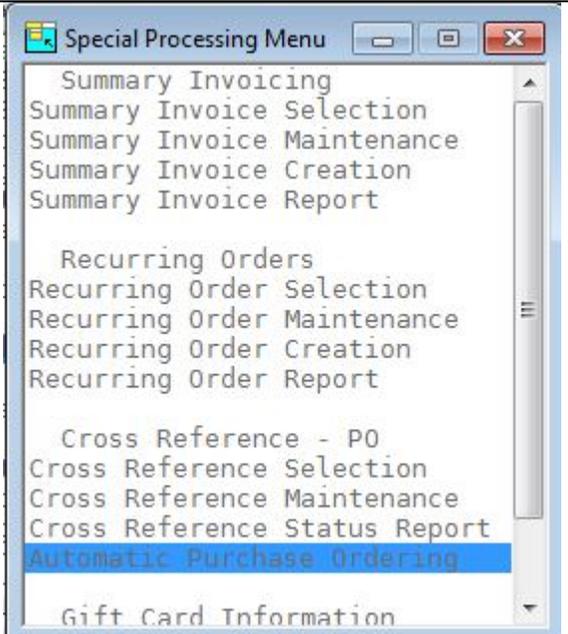
Purchase Order Creation

This option creates purchase orders from the reorder selection file.
A separate purchase order is created for each vendor/warehouse combination.

This purchase orders can then be edited in Purchase Order Entry.

Select **Yes,** press **Enter.**

Vendor Code

Enter the 10 character Accounts Payable vendor code for this purchase order.
If the item has a primary vendor code, it will prefill it.

PX

This field is used to indicate if a purchase order will be created for this record.

Purchase Order

This is the purchase order number that will be used when creating this record.
If this field is left blank it will use the next purchase order number. If a number is
entered it will either add to the existing purchase order or create a new one using
that number.

Press **F4** to exit the view.
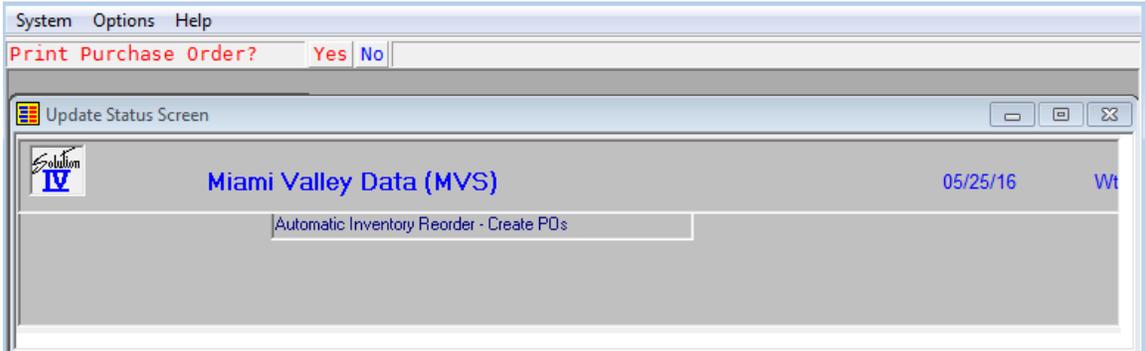
Select **Yes,** press **Enter** to print purchase orders.