

Plaza-i SVP Service
Purchase Management
User's Guide

This is an English translation version of the original Plaza-i user's guide in Japanese as of January 2017.

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User's Guide

Plaza-i Service Purchase Management System
Plaza-i SVP

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Chapter 1 Outline

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1. Introduction

Outline

- ▲ Scope of Business
 - Purchase Order Voucher Entry
 - Inquiries on Purchase Order Status and Purchase Entry Schedule
 - Purchase Entry

Characteristics

- ▲ Realize Purchase Split Entry for a purchase order of service providing business
 - Especially for a software maintenance fee, etc., you can split Purchase Entry corresponding to the passage of time or the progress status of services being provided.
 - While you make Purchase Entry by specifying This Time Purchase Q'ty and Unit Price at PUR Item Purchase module such as how many each or hours, you use this module when dividing an annual PO contracted amount evenly over the contract months or splitting amount directly over the periods by contracting a lump sum amount.
 - Similar to SVC making Sales Entry by a monthly batch, based on Purchase Entry Schedule of Purchase Order Voucher, you batch-create Purchase Voucher for the month by Monthly Process.
- ▲ Co-exist with the goods-selling business
 - You can use SVP concurrently with PUR which handles purchasing goods.
 - Although both Purchase Order Voucher Entry screen and Purchase Entry process are different between PUR and SVP, you use the same menu items for PUR Purchase Order Voucher Print / Purchase Order Detail Inquiry and APS Payable Voucher / Payment Process.
- ▲ Record Purchase and Payment in different periods
 - Like PUR allowing Purchase and Payment to be recorded in different periods, and like SVC and SOE allowing Sales and Billing to be recorded in different periods, while recording Purchase evenly over the months, SVP allows you to register Payment Schedule such as once or three times a year or advance or post payment, and irregular payments of which payment period can be different from that of Purchase Entry.
- ▲ Automatic Reversal of Advance Payment
 - As noted, since SVP uses the same APS Payable Voucher / Payment Process as PUR, it automatically creates Reversal of Advance Payment transaction.
- ▲ Handling FC
 - As SVP supports FC (Foreign Currency) transactions, if you need to bill FC, this module will be very useful.
- ▲ Interlock with other modules of Plaza-i
 - It links seamlessly with other modules of Plaza-i series.
 - From SVP to APS, you can automatically transfer Advance Payment and A/P data and Payment Schedule information.
- ▲ Security
 - Equipped with the security system commonly provided by Plaza-i.
 - You can limit menu items that can be used; e.g., you can let only administrative personnel use menu items for the approval operation or the monthly update process.

2. Menu Structure and Function

Explanatory note

▲ Menus that are not covered in this user's guide

- (*C): CMN Common System Volume
- (*P): PUR
- (*M): MST

File (F)

Menu	Function
(*C)Change Processing Object	①Select the default accounting period ②Change the company and branch to be processed when handling several companies.

Purchase Contract (C)

Menu	Function
(*P)Item Purchase Application Entry (V2.01.31)	Enter Item Purchase Application for Items of which Sales Order Procurement Method Status is IPP among those of Sales Order Voucher (Procurement Instruction).
Purchase Order Voucher Entry	Register one-time or continuous service purchase order and its Purchase Entry Schedule / Purchase Payment Schedule.
(*P)Purchase Order Voucher Print	Print Purchase Order Voucher as P/O Form.
(*P)Purchase Order Voucher List Print	Print P/O header that you entered during the specified period or of which status is specified one.
(*P)Purchase Order Detail List Print	Print P/O detail that you entered during the specified period or those of outstanding.
(*P)Purchase Order Detail Inquiry	Inquire Purchase Order Voucher Detail from various viewpoints.
Purchase Entry Schedule Inquiry	Search and display a list of Purchase Entry Schedule Detail meeting specific conditions.

Purchase (P)

Menu	Function
Purchase Voucher Inquiry	Check the contents of Purchase Voucher automatically created.
(*P)Purchase Detail Inquiry	Inquire Purchase Voucher Detail from various viewpoints.
(*P)Purchase Report	Print various reports on purchases.
(*P)Purchase Payable Transfer	Create APS Payable Voucher from Purchase Voucher.
Purchase Information Creation	Make a monthly batch of Purchase Entry (creating Purchase Voucher from Purchase Entry Schedule) and, for Purchase for PO automatically created from Sales/Purchase Order Voucher, update the cost of corresponding Sales Entry Schedule.

Purchase Information Creation History		Check a history of executing Purchase Information Creation.
Purchase Monthly Update		Check whether there remain any un-entered Purchase Entry Schedules.
(*C) Display Job Log		Display a history of Monthly Update. Please see CMN Common System (Vol), Utility (Chap), Display Job Log (Sec).
Purchase Monthly Final Closing		Perform Final Closing process to lock the closed period to prevent Purchase Voucher from being entered. Further, for SVP Purchase Order Voucher all of which Purchase Entry Schedules have been recorded, PO Process Status is updated.

Master (M)

Menu	Function
(*M)Supplier Master	Register Purchase-From / Supplier.
(*P)Supplier List Inquiry	Display a list of information on Supplier and Payee Master.
(*P)Supplier/Payee Inquiry	Display information on Supplier and Payee Master.

Setup (S)

Menu	Function
(*M)Supplier Status Master	Define a basic category for Supplier.
(*P)Purchase Type Master	Define a basic category of Purchase Voucher and Purchase Related Expense, how to create Inventory Transaction, and special transactions for Purchasing Cost transactions.
(*P)Purchase Type Item Transaction Status Master(V2.01.22)	Define Item Transaction Status Code to be automatically assigned when you choose Purchase Order Type at PO Voucher.
(*P)Purchase Order Type Master	Define a basic category for P/O transaction and determine attributes of the purchase transaction linking with Purchase Type.
(*P)Item Purchase Application Transaction Type Master (V2.01.31)	Define transaction types of Purchase Application Voucher for IPP.

Utility (U)

Menu	Function
(*C)Report Printer Setup	Register the printer name and its paper size to be used for each Plaza-i report.
(*C)Show Job Log	Display a log by each batch job (Purchase Monthly Update). See CMN System Vol, Utility (Chap), Show Job Log (Sec).
(*C)Parameter Setup	Specify the location, either local or server, to store such user information as print instructions parameter, how to display grid, where to show each form, and caption data, and download these information from the server.

3. Setup

Things to be considered when you use PUR concurrently

▲ Outline

- SVP can co-exist with PUR module which is usually used with the goods-selling module.
- When you do so, you should consider the following matters.

▲ Purchase Type

- Purchase Type used by SVP should be separately defined from those used by PUR.
- We recommend separating the coding structure for Purchase Type Code.
 - ⇒ For example, while PUR should use codes from 101 to 9xx, SVP use from S10 to S99.
 - ⇒ This is because it is firstly easy-to-understand and it enables you to specify the range by Purchase Type with From-To on such screens as Purchase Detail Inquiry.
- **【Important】** You specify System User Status Purchase to determine whether each Purchase Type should be used by either SVP or PUR.
 - ⇒ Thanks to this setting, while Purchase Type and Purchase Order Type used by the goods-selling modules are not displayed in service modules, those used by service modules are not displayed in the goods-selling modules.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Type Master (Sec), System Related Setup (Par), ▲System Use Status Purchase.

4. Option by Company

SVP Changes after Approval Option for Purchase Order Voucher PORDAPRCHGOPTST

▲ Purpose

- This is to specify to which extent Changes after Approval are allowed for Purchase Order Voucher.

▲ Options:

- 1: Do not allow any changes
 - ⇒ You can no longer make any changes after approving Purchase Order.
 - ⇒ Cancelling PO is allowed to be performed.
- 3: PO Order Q'ty / UP / Amount cannot be changed.
 - ⇒ After the approval, you can no longer change Purchase Order Quantity, Purchase Order Unit Price, and PO Amount.
- 9: All changes are allowed (Default)
 - ⇒ You can always change Purchase Order Voucher.

SVP Purchase Order Voucher Approval Printing Status PORDAPRPRTST

▲ Purpose

- This prevents you from printing Purchase Order Voucher unless it is approved.

▲ Options:

- 1: Printing always possible (Default).
 - ⇒ Even before approving Purchase Order, you can print Purchase Order Voucher.
- 2: Printing possible after Approval.
 - ⇒ Until the process status becomes 3 (Approved internally) or after, you cannot print Purchase Order Voucher.
 - ⇒ Specifically, while you can otherwise specify the range by Process Status at Purchase Order Voucher Print Instruction screen, its FROM value is fixed to 3.

SVP Purchase Order Voucher Log Create Status PORDLOGCRTST

▲ Purpose

- At time of approving Purchase Order Voucher, the system creates a log record.

▲ Options

- 1: Do not create (Default)
- 2: Create
 - ⇒ At time of approving Purchase Order Voucher, a dialog prompting you to input PO Changed Date is displayed and a log record is created for changes to Purchase Order Voucher.

SVP Purchase Entry Schedule Confirm Use RCDESTCFMUSEST

▲ Purpose

- This is a status whether to use Entry Schedule Confirm function on Purchase Order Voucher Entry.
- When using Entry Schedule Confirm function, even approving Purchase Order Voucher does not make Purchase Entry Schedule processed by Purchase Voucher Creation; it becomes processed

after you confirm Entry Schedule.

▲ Options

- 1: Do not use (Default)
 - ⇒ Menu items of Purchase Entry Schedule Confirm and Purchase Entry Schedule Release become invisible, and also on Purchase Order Voucher screen, buttons for Entry Schedule Confirm and Release disappear.
- 3: Use according to transaction type
 - ⇒ You determine per Purchase Type whether to use Entry Schedule Confirm function.

Chapter 2 File

▲ Please refer to CMN Common System (Vol)

Chapter 3 Purchase Contract

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For the following menu items, please refer to PUR Purchase Order (Chap).

- Purchase Order Voucher Print
- Purchase Order Voucher List Print
- Purchase Order Detail List Print
- Purchase Order Detail Inquiry

For the following menu item, please refer to PUR Item Purchase Request (Chap).

- Item Purchase Application Entry

1. Purchase Order Voucher Entry

Screen Image

Purpose

- ▲ Purchase Order Voucher for a transaction of a service being provided.
 - You register one-time purchase order information to a supplier who provides such services not accompanying any transfer of goods but especially for which you order not by the quantity unit like hours but a lump sum amount thus requiring a split purchase entry based on periods, etc.
 - ⇒ Currently, unlike SVC, as SVP does not provide Purchase Order Voucher automatic creation function because there is no Contract Voucher menu, you also register a purchase order for continuous agreement, etc. in addition to one-time order.
 - For example, you register such transactions as a maintenance agreement in which you order a service continuing for six months for which you record a purchase evenly every month or you order a service for a specific period for which not a fixed amount but you need to change a purchase amount every month considering a seasonal fluctuation or a daily proration.
 - For SO/PO transaction under the service business of which period agrees at both sides of SO and PO, you record it at SVC Sales/Purchase Order Voucher Entry screen; however, in case each period differs or even for the service industry, in case you need to secure a service providing place (PO-To) like a sign board on a building and then you search a party who needs such a service (customer), i.e. for a business of which PO contract is advanced, you register it at this screen.
- ▲ Register Purchase Entry Schedule
 - You register / change Accounting Period, Organization, and PIC Employee for Purchase Entry Schedule of Purchase Order Voucher.
 - With Divide by Period button, you can create Purchase Entry Schedule per month or Accounting Period with a monthly or daily proration calculation.
 - Using Purchase Information Creation of SVP Purchase menu, based on this Purchase Entry

Schedule, you batch-create Purchase Voucher.

- ▲ Register Purchase Payment Schedule information
 - You register / change Payment Schedule for Purchase Order Voucher
 - ⇒ While almost all information is automatically created, you can change it per voucher.
 - You can enter such split payment as a partial advance payment.

Setup

- ▲ In case of using Optional Transaction Date
 - Option by Company SRV Optional Transaction Date Use Status
 - ⇒ 1: Use
 - Optional Transaction Date Determination Status of Purchase Type Master
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Type Master (Sec).
 - * H: Header
 - * D: Detail line only (Do not input in the header)
 - * B: Input in header and detail of which default is header
- ▲ In case of using Project
 - Option by Company USR Project Use Status
 - ⇒ 1: Use Project
 - Project Determination Status of Purchase Type Master
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Type Master (Sec).
 - * H: Header
 - * D: Detail line only (Do not input in the header)
 - * B: Input in header and detail of which default is header
- ▲ In case of processing a minus when copying Purchase Order Voucher
 - Minus Process at Voucher Copy Status of Purchase Order Type Master
 - ⇒ When using Purchase Order Type of which this status is ON, a dialog prompting you a minus process opens by which you can make Q'ty and/or Amount minus when copying the voucher.
 - ⇒ For its operation method, please refer to Purchase Order Header Information (Par), the later explained.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Order Type Master (Sec).
- ▲ In case of splitting Purchase Entry Schedule over the periods
 - Entry Schedule Creation Method Status of Purchase Order Type Master
 - ⇒ In case of other than Do not divide (Default), at Purchase Entry Schedule Edit screen, Divide by Period button becomes enabled.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Order Type Master (Sec).
- ▲ In case of using Organization at Purchase Order Detail Tab
 - Detail Organization Display Status of Purchase Type Master
 - ⇒ In case of 2: Display, Organization appears at Purchase Order Detail Tab.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Type Master (Sec).
 - Detail Organization Determination Method Status of Purchase Type Master
 - ⇒ This determines which Organization should be displayed in the detail Organization.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Type Master (Sec).
 - * 1: Same as header (Default)
 - * 2: Follow Item Summary Code Organization Master
 - * 3: Editable (Default is header)
 - * 4: Editable (Item Summary Code Organization M)
 - * 5: Follow Project Master

* 6: Editable (Project Master)

- ▲ In case of posting Order Acceptance Number of Purchase Order to Payee Voucher Number of Purchase Payment Schedule
 - Payee Voucher Number Determination Status of Purchase Type Master
 - ⇒ 2: Set Client Voucher Number of header
- ▲ In case of recording purchases by the unit of Purchase Order Detail
 - Purchase Voucher Creation Unit Status of Purchase Order Type Master
 - ⇒ By Purchase Entry Schedule

Restriction

- ▲ In case you have received partial delivery on a purchase order, do not perform Purchase Entry Schedule Release.
 - Although the system divides Purchase Payment Schedule at the time of Purchase Entry, Payment Schedule Amount will stay the same.
 - When you perform Purchase Entry Schedule Release while a purchase has been partially recorded, although the system carries out the voucher approval process and saves Entry Schedule in succession, since the system simultaneously recalculates c-tax amounts per Purchase Payment Schedule which was divided at time of Purchase Entry, Payment Schedule Amount might change.
 - If you did perform Purchase Entry Schedule Release even after partial delivery of purchase since it was necessary and as a result the amount is now off, please change C-Tax Billing Status to "Manual Input" and adjust C-Tax Billing Amount to the original amount.
- ▲ You are not allowed to delete PO Voucher which is generated in SVC Sales/Purchase Order Voucher Entry even before approval.
 - If you need to cancel the PO Voucher, please cancel it in the Item Purchase Application Entry form.

Option by Form

- ▲ PIC Employee and Organization Reacquisition Status at Copy CPYEMORREACQST
 - For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Option by Form (Par).
 - ⇒ 1: Do not reacquire PIC Employee / Organization (Default)
 - ⇒ 2: Reacquire PIC Employee / Organization
- ▲ User Defined Code Name Display Status UDEFCDNMDSPST
 - Next to User Defined Code in Item Detail, its name is displayed.
 - ⇒ 1: Do not show (Default)
 - ⇒ 2: Show
- ▲ PIC Employee and Organization Default Set Method PURDEFEMPORGMTD
 - This determines how to set PIC / Organization at entering a new voucher.
 - For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Option by Form (Par).
 - ⇒ 1: Set master data (Default)
 - ⇒ 2: Login User
 - ⇒ 3: Do not set
- ▲ Default Date Set Method DEFDATESETMTD
 - At time of entering a new voucher or copying an existing voucher, this status determines how to set PO Date by default.

- For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Option by Form (Par).
 - ⇒ 1: System Date (Default)
 - ⇒ 2: Do not set
- ▲ **Supplier Master Reacquisition Status at Copy**
 - At time of copying a voucher, rather than copying it as it is, the system reacquires attributes from Supplier Master.
 - For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Option by Form (Par).
 - ⇒ 1: Normal Voucher Copy (Default)
 - ⇒ 2: Reacquire and set Supplier Master data
- ▲ **Item Master Attributes Reacquisition Status at Copy**
 - At time of copying a voucher, rather than copying it as it is, the system reacquires attributes from Item Master.
 - For its details, please refer to SOE Sales Order (Chap), Sales Order Voucher Entry (Sec), Option by Form (Par).
 - ⇒ 1: Normal Voucher Copy (Default)
 - ⇒ 2: Reacquire and set the Item Master data

Control

- ▲ **Entry Schedule Confirmed Status locks changes to Purchase Entry Schedule (V2.01.31)**
 - In case Option by Company SVP Purchase Entry Schedule Confirm Use Status is 3: Use according to Transaction Type and for Purchase Order Type of which Purchase Entry Schedule Confirm Use Status is ON in Purchase Type Master, Entry Schedule Confirmed Status and Confirm button appear, and after approving Purchase Order Voucher, by clicking this button, you can block changes or deletions to Purchase Entry Schedule.
 - Further, in case of adopting this option, only Confirmed Purchase Entry Schedules are processed by Purchase Voucher Creation.
 - Use this option when powers are shared; for example, the purchasing (sales) department checks if PO amounts and terms and conditions are adequate and decides whether to place an order while the accounting department decides on when to record purchases and how much to enter this time based on contract terms and the entry method.
- ▲ **Approved Purchase Order Voucher cannot be deleted.**
 - You cannot delete Purchase Order Voucher of which Purchase Order Process Status is Approved internally or after.
 - Further, as explained at SVP Outline (Chap), Option by Company (Sec), by setting Option by Company SVP Changes after Approval Option for Purchase Order Voucher, you can configure for the system not to allow any changes except cancel after approval or not to allow changes to amounts, etc.
- ▲ **Block printing Purchase Order Voucher before approval.**
 - By setting Option by Company SVP Purchase Order Voucher Print Status, you can block any approved Purchase Order Voucher from being printed.
- ▲ **Supplier Attribute Change Permit Status SPLATRCHGALWST**
 - This is a status to which extent attributes copied from Supplier Master can be changed at this screen.
 - For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Control (Par) and MST Person / Client (Chap), Supplier Master (Sec), Purchase Related Tab (Par).
- ▲ **Purchase Order Voucher Log Creation**




- By setting 2: Create for Option by Company SVP Purchase Order Voucher Log Creation Status, Purchase Order Changed Date input dialog appears and Purchase Order Voucher log is created.
 - For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Control (Par).
- ▲ In case Entry Schedule Creation Method Status of Purchase Order Type Master is other than Do not divide
- If you added a detail line or changed Organization, PIC Employee, Work Beginning Date, Work Ending Date, or Transaction Amount, when saving Purchase Order Voucher, the system issues a confirmation message prompting you to perform Divide by Period.
- ▲ Block data input in SO-PO transactions (V2.01.44)
- In PO Voucher automatically generated by SO Approval, you cannot change the following fields:
 - ⇒ Currency Code
 - ⇒ Supplier Code
 - ⇒ Ship From Facility Code, Ship From Code
 - ⇒ Ship To Facility Code, Ship To Code
 - ⇒ Quantity

Table Information

- ▲ Foreword
- As described below, the same tables used by PUR Purchase Order Voucher are used.
- ▲ PUR B01Purchase Order Voucher H (POrdH)
- The primary key is Enterprise, Company, Branch, and Purchase Order Voucher Number.
- ▲ PUR B02Purchase Order Voucher D (POrdD)
- To the parent table of B01 Purchase Order Voucher Detail Line is added as a key.
- ▲ SVP C01Purchase Order Detail Purchase Entry Schedule D (POrdDetPurRcdEstD)
- This is a child table of B02 to which Purchase Entry Schedule Line Number is added as a key.
 - Based on this table, for the Accounting Period (Purchase Entry Schedule Internal Accounting Period) specified in this table, at Purchase Information Creation screen, Purchase Entry is performed; i.e., Purchase Voucher Header and Detail are created.
- ▲ PUR D10Purchase Payment Schedule F (PurPayEF)
- The primary key is Enterprise, Company, Branch, Voucher Code, Reference Voucher Number, and Purchase Payment Schedule Detail Line.
- ▲ SVP C10 Purchase Entry Schedule Allocation Detail (PurRcdEstDAIcDet)
- This is a child table of B01 to which Allocation Detail Line Number is added as a key.
 - It has keys of C01 and D10 and has amount information with a combination of the minimum unit of each table.
 - For its details, please refer to Creating Purchase Entry Schedule Allocation Detail (Par) of this section.

Purchase Order Header Information

Domestic Service Purcha	Domestic	PO Date	2015/08/17	OptTrnDate		Approved internally
Supplier	0000001	Sports World International Inc.	Descr	Service Purchase for English UG		
PIC Emp	00013	Ryunosuke Yamda	Org	4020	Overseas Purchas	
Project				<input type="checkbox"/> EntrySchedConfirmed		

- ▲ Purchase Order Type (Combo box)
 - Choose appropriate Purchase Order Type from Purchase Order Type Master.
- ▲ Purchase Order Date
 - Input a date when you placed Purchase Order to Supplier.
 - ⇒ The default is set pursuant to Option by Form Date Default Set Method.
- ▲ Optional Transaction Date
 - Input a date when this transaction is actually conducted.
 - ⇒ For details of a transaction date, please refer to SOE Outline (Chap), Option by Company (Sec), SOE Optional Transaction Date Use Status TRNDTUSEST (Par).
- ▲ Supplier Code (F5) and Supplier Name
 - Input Supplier Code registered in Supplier Master.
 - If you input a registered Supplier Code, Supplier Name is displayed.
 - Supplier Name may not be changed because of the setting in Supplier Master; however, you can normally change it.
- ▲ PIC Employee (F5) / Organization (F5)
 - Input Employee Code of your company and its Organization Code who takes care of this Purchase Order Voucher.
 - Pursuant to Option by Form Default Organization PIC Employee Set Method, they are set by default.
- ▲ Description (F5)
 - Input an explanation within 40 bytes for Purchase Order Voucher.
 - Pursuant to Header Description/Remarks Creation Method in Purchase Order Type Master, it is set by default.
 - ⇒ For its details, please refer to PUR Setup (Chap), Purchase Order Type Master (Sec).
- ▲ Voucher Description Registration button ()
 - As a function common to Plaza-i, you can register Description you have input.
 - After inputting Description, you click this button to open Description Add screen.
 - For the detailed operation method, please see CMN For Operations (Vol).
- ▲ Description Re-set button ()
 - Pursuant to the setting in Purchase Order Type Master, the system re-sets (overwrites with) the default Description.
- ▲ Project (F5)
 - Input Project Code registered in Project Master.
 - This field may not be visible as per Project Determination Status in Purchase Type Master.
- ▲ Purchase Order Voucher Cancel button ()
 - It will make Purchase Order Process Status turn to 9: Cancelled.

- It also make Approval Status of un-recorded Purchase Entry Schedule turn to C: Cancelled.
- In SVC Sales Order Entry, the Cancel button is disabled after partial delivery. On the other hand, here in SVP, the Cancel button is enabled even after partial delivery.
- In PO Voucher generated in SVC Sales/Purchase Order Voucher Entry, the Cancel button is disabled.
 - ⇒ When you want to cancel the PO Voucher, go to SVC Sales/Purchase Order Voucher Entry, open the Item Purchase Application Entry form, and cancel Purchase Request itself.

▲ Voucher Copy button ()

- As described at Setup (Par), pursuant to the setting in Purchase Order Type Master, at time of copying existing voucher, you can make Q'ty and/or Amount minus of the copied voucher.
 - ⇒ When Purchase Order Voucher Entry Option by Form Item Master Attributes Reacquisition Status at Copy / Supplier Master Reacquisition Status at Copy are 2: Reacquire and set the master data, even if you set the amount minus to create Reversal Voucher, as such fields are reacquired, you should be noted that copied voucher may be different from the copy-from voucher in terms of fields other than amounts.
- Minus Process at Voucher Copy has the same function as SVC Sales Order Voucher Entry. For its operation method, please refer to SVC Contract (Chap), Sales Order Voucher Entry (Sec), Header Button (Par).

▲ Entry Schedule Confirmed Status (V2.01.31)

- As explained at Control (Par) of this section, this check box and the next button appear when Option by Company SVP Purchase Entry Schedule Confirm Use Status is 3: Use according to Transaction Type.

▲ Entry Schedule Confirm button () (V2.01.31)

- When Purchase Entry Schedule Confirm Use Status of Purchase Type Master is ON and Purchase Order Process Status is 3: Approved internally, this button becomes enabled.
- Assuming you completed Purchase Order Voucher Approval and saved Purchase Entry Schedule, and by setting Confirmed for Entry Schedule Confirmed Status, you lock any edits to Purchase Order Voucher Entry and Purchase Entry Schedule.
- Further, in case Currency Code in Purchase Order Header is other than the basic currency, Entry Amount is recalculated.

▲ Entry Schedule Release button () (V2.01.31)

- This button is the same as the above Entry Schedule Confirm button.
- It updates Entry Schedule Confirmed Status with Unconfirmed and makes Purchase Order Voucher Entry / Purchase Entry Schedule editable.

▲ Purchase Voucher button () (V2.01.37)

- You can open Purchase Voucher generated from the Purchase Order Voucher which is currently displayed.
- When the system finds more than one Purchase Voucher generated from the PO Voucher as you click this button, the "Purchase Voucher Search" form will pop up with PO Voucher Number and Company Code specified as search conditions, so select one of the displayed records and click OK to jump to the Purchase Voucher that you want to check.

Basic Information Tab

PO To - Supplier		PaymentTerm	
Ord.AckNo.		Payee code	0000001 Sports World Int
51233	South Waker 233 Chicago	Due Date	Close End Pay Next Month End
Dept 1	Sales Division	PayTerm	Bank Transfer
Dept 2	International Sales	Payable Sts	Accounts Payable
PIC	Sales Representative	PO Memo	
Tel/Fax	Carlie Simon		
Transaction Condition			
Tran Condition	EXW	<input checked="" type="checkbox"/> SubNameUse	
Tax Bill Status	By Voucher		
PO Vch Type			
Currency	Japanese Yen		
Transltn Rate	0	<input type="checkbox"/> Apply rate in Rate Master	
RateAsOfDate	2015/08/17		
		Tran Cur. Amt Total	350,000
		Entry Cur. Amt Total	350,000
		C-Tax Amount	28,000
		PO Amount Total	378,000

Purchase Order-To: Supplier

▲ Foreword

- While the following fields are copied from Supplier Master, you can change them as deemed necessary:
 - ⇒ Address information
 - * If you input Zip Code registered in Zip Code Master, address information is copied.
 - ⇒ PIC (Person in charge) of Supplier
 - * You input a department to which PIC belongs.
 - * For PIC columns, you input Title for the left box and PIC Name for the right box.
- It is output as an addressee of Purchase Order Voucher.

▲ Order Acceptance Number

- Input Purchase Order Confirmation Number issued by Supplier.

Transaction Condition

▲ Transaction Condition, C-Tax Billing Status, and Purchase Order Voucher Type

- Choose those appropriately.

▲ Currency Code, Translation Rate, and FC Translation Rate Apply Status (Combo box)

- In case of FC purchase, you input them as deemed necessary.
- For Translation Rate, after choosing Purchase Order Type, the default one defined in Purchase Type Master is set.
 - ⇒ For its details, please refer to Setup (Chap), Purchase Type Master (Sec), FC Translation Rate Apply Status.

▲ Rate As Of Date (V2.01.31)

- It is a base date by which Translation Rate was obtained.
- You cannot change it.
- Pursuant to Translation Rate Base Date Status in Purchase Order Type Master, either Purchase Order Date or Estimated Inspection Date is displayed.
 - ⇒ When Translation Rate Base Date Status is set to "Voucher Entry Date", the system sets Purchase Order Date.

⇒ When Translation Rate Base Date Status is set to “Estimated Inspection Date”, the system sets Inspection Date. However, if no FC translation rate is registered for the entered Inspection Date, the system sets Purchase Order Date.

▲ Import/Export Status

- It is taken from Purchase Order Type→Import/Export Status of Purchase Type.

▲ Voucher Transaction Condition Open button ()

- When Option by Company SOE Voucher Transaction Condition Information Use Status is 2: Use, this button appear.
 - ⇒ You can input Delivery Condition or Voucher Memo.
 - ⇒ For its details, please refer to SOE Outline (Chap), Voucher Transaction Condition Information (Sec).

Payment Term

▲ Payee Code (F5), Due Date, Payment Term, and Payable Status (Combo box)

- You must input them by the time of Purchase Entry.
 - ⇒ Unless registered, Purchase Entry process will result in an error.
- If Supplier Master has been properly set, upon entering Supplier Code, these attributes are automatically set.
- Payable Status is set by default by Purchase Type Master.

▲ Purchase Order Memo (254 bytes)

- Input comments to Purchase Order-To, etc.
- On General-Purpose Purchase Order Form, it is output among the header PIC / Description information.

Contract Information Tab

Basic Info	Contract Information	PO Detail	Payment Schedule	System Info
<p>Date</p> <p>Ctr Start DT <input type="text"/></p> <p>Ctr End DT <input type="text"/></p> <p>Work Beg DT <input type="text"/></p> <p>Work End DT <input type="text"/></p> <p>Work Months <input type="text"/></p> <p>EstInspOn <input type="text"/></p>				

Input Items (V2.01.31)

- ▲ Contract Start Date / Contract End Date
 - Input a contract period of this order.
- ▲ Work Beginning Date/Work Ending Date
 - Input a working period.
 - You cannot input a date earlier than Work Beginning Date for Work Ending Date.
 - They are forcibly set for Work Beginning Date / Ending Date of Purchase Order Detail.
 - ⇒ When you edited these dates on the header, those in the detail are overwritten.
 - ⇒ Therefore, when you use only those in the detail, you do not have to input these date on the header.
- ▲ Work Months
 - It represents the number of months between Work Beginning Date and Work Ending Date.
 - When Entry Schedule Creation Method Status in Purchase Order Type Master is Monthly, it is divided by this number.
 - ⇒ For its details, please refer to SVC Contract (Chap), Sales Order Voucher Entry (Sec), Divide by Period button (Par).
- ▲ Estimated Inspection Date
 - Input a date when your inspection is estimated to be performed.
 - You cannot input a date earlier than Purchase Order Date.
 - You cannot input a date of the finally closed Accounting Period.
 - In case Translation Rate Base Date Status in Purchase Order Type Master is Estimated Inspection Date, you can retrieve Translation Rate effective as of Estimated Inspection Date.

Purchase Order Detail Tab

Basic Info Contract Information PO Detail Payment Schedule System Info												
L...	Item Tra...	Item Code	Client Item ...	C-T...	C-T...	Tax ...	PO Qty	Unit	Std PO ...	Actual ...	Tran Amt	Entry A
▶ 10	Service	ICATWRK	ICATWRK	E...	P...	8%	10	H...	0	20000	200,000	
20	Service	SVWRMNT	SVWRMNT	E...	P...	8%	10	H...	0	15000	150,000	

Item Code	ICATWRK	ICATWRK	Implementation Support	Service
Color	Maker	Material	Fabric	Fabric Rank
E-Tax excl	PUPT	8%	PO Qty	10
StdPOUP	0	Actual UP	20000	Tran Amt
Remarks			Descr	
Project			Org	4010 Domestic Purchas
Work Beg DT	2015/05/19	Work End DT	2015/11/30	Tran Date
Customer			Ord.AckNo.	Ord.AckOn

Entry Schedule Edit

Input Items

▲ Item Code (F5)

- Input Item Code registered in Item Master.

▲ Supplier Item Code

- This is Item Code used by Supplier and which will be output on Purchase Order Form so that Supplier can understand it.
- In case of setting Client Item Pattern, upon entering Item Code, Supplier Item Code is automatically copied.
- Otherwise, the system copies Item Code to Supplier Item Code and Item Name registered in Item Master to Item Name.
 - ⇒ For details of Client Item Pattern, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Item Relate Information (Par) and MST Item / Inventory (Chap), Client Item Pattern Master (Sec).

▲ Item Name

- When you input Item Code, Item Name registered in Item Master is posted but you can change it.

▲ Item Transaction Status (Combo box)

- Similar to Sales Order Voucher, you specify the purpose of each transaction. It will be a major factor to determine Purchase Account Code.
- Among Item Transaction Status registered in Item Transaction Status Master of MST Item / Inventory menu, you can choose those of which Voucher Status - Purchase Order Voucher is ON.
- Header Purchase Order Type → Purchase Type Code of Purchase Order Type Master → Item Transaction Status of Purchase Type Master is the default.

▲ Inputting User Defined Code (F5)

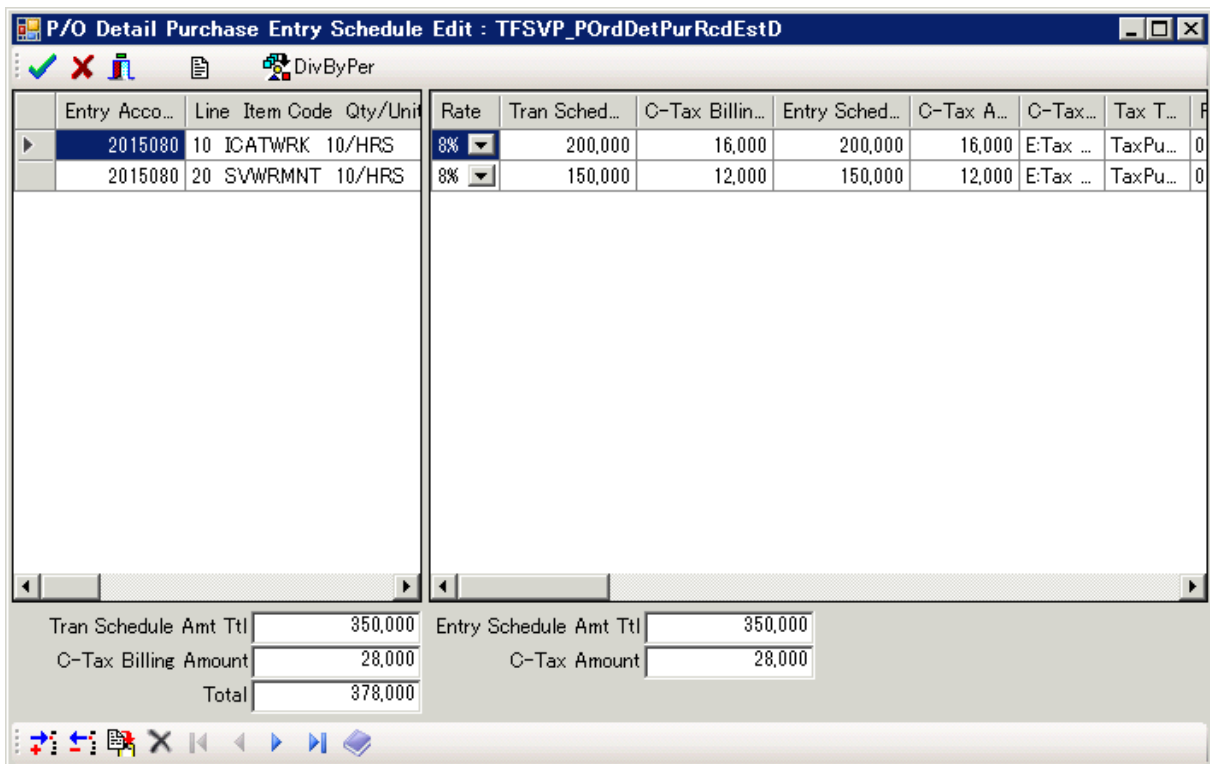
- Pursuant to User Defined Code Process Status Pattern set for each Item Code, you input User Defined Code.
- According to User Defined Code Connection Table of MST Other menu, you can input only User Defined Code which was defined for use.
 - ⇒ If nothing is defined to be used, the entire input area for User Defined Code disappears.

▲ C-Tax Related Status

- If you input Item Code, C-Tax related attributes are copied from Item Master / Voucher C-Tax Transaction Status Master, you can change them as deemed necessary.
 - C-Tax Inc/Exc Status
 - ⇒ C-Tax Inc/Exc Status in Item Master is copied.
 - ⇒ There are three options of Exclusive, Inclusive, and Other and normally Exclusive is posted.
 - ⇒ You should not change it except when you are instructed otherwise.
 - C-Tax Transaction Status
 - ⇒ You choose C-Tax Transaction Status which is defined to make available for Purchase Order Voucher at MST Voucher C-Tax Transaction Status Master.
 - ⇒ In case MST Voucher C-Tax Billing Status Master defines C-Tax Transaction Status-Purchase for C-Tax Billing Status you have input at Basic Information Tab, such C-Tax Transaction Status is posted.
 - ⇒ C-Tax Transaction Status-Purchase set in Item Master is the default.
 - C-Tax Rate Code
 - ⇒ C-Tax Rate Code is determined by C-Tax Transaction Status and Effective Date as follows.
 - * For how to determine C-Tax Rate, please also refer to MST Bank / Payment (Chap), Concept Diagram of Determining C-Tax Rate (Sec).
 - ⇒ If Option by Company SRV Optional Transaction Date Use Status is Use, the following priority order is applied:
 - * Optional Transaction Date Detail
 - * Optional Transaction Date
 - * Purchase Order Date
 - ⇒ In case Optional Transaction Date is not used, Purchase Order Date is the effective date.
- ▲ Purchase Order Q'ty
- Input Purchase Order Q'ty.
 - You can input a negative Q'ty.
- ▲ Unit
- Choose Unit Code for Purchase Order Q'ty.
 - ⇒ Upon entering Item Code, Unit specified in Item Master is set by default.
- ▲ Standard PO UP and Actual PO UP
- Standard PO UP is a standard Unit Price (UP) for Purchase Order (PO) determined by Supplier Master / Item Unit Price Master, etc.
 - ⇒ For its details, please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Determining Purchase Order UP (Sec).
 - Actual PO UP is actual Unit Price calculated by multiplying Net % against Standard PO UP.
 - ⇒ If actual Purchase Order UP is different from the calculated one, you overwrite Actual PO UP.
- ▲ Transaction Amount and Entry Amount
- Input an appropriate Transaction Amount.
 - You can input a negative amount.
 - Entry Amount is automatically calculated by the system.
- ▲ Project (F5)
- The default is Header Project Code.
- ▲ Organization (F5)
- As explained at Setup (Par) of this section, according to the setting in Purchase Order Type, it is displayed and set by default.
- ▲ Customer (F5) and Customer Name
- You input Customer Code.

- You can overwrite Customer Name.
- In case Client Code of Project Master is set in Customer Master, upon inputting Project Code, it is set by default.
- ▲ Order Acceptance Number and Order Acceptance Date
 - They are Order Confirmation Number and Date issued by Supplier.
- ▲ Remarks
 - Input Remarks information.
 - Remarks is basically printed on Purchase Order Form.
- ▲ Description
 - In case Option by Company MST Item Name 2 Use Method Status is Use Detail Description, Item Name 2 is set by default from Item Master.
- ▲ Work Beginning Date and Ending Date
 - You input Beginning Date and Ending Date of the work you ordered.
 - You must input them when you prorate Purchase Entry Schedule over the period.
- ▲ Optional Transaction Date
 - You input a date when the transaction was actually conducted.
- ▲ Specifications Explanation (V2.01.31)
 - You input Specifications for Item within 200 bytes.
 - By default, Specifications Supplement is set from Item Master.

Purchase Entry Schedule Edit button ( Entry Schedule Edit)



Entry Acco...	Line	Item Code	Qty/Unit	Rate	Tran Sched...	C-Tax Billin...	Entry Sched...	C-Tax A...	C-Tax...	Tax T...	P
2015080	10	ICATWRK	10/HRS	8%	200,000	16,000	200,000	16,000	E-Tax ...	TaxPu...	0
2015080	20	SVWRMNT	10/HRS	8%	150,000	12,000	150,000	12,000	E-Tax ...	TaxPu...	0

Tran Schedule Amt Ttl	350,000	Entry Schedule Amt Ttl	350,000
C-Tax Billing Amount	28,000	C-Tax Amount	28,000
Total	378,000		

- ▲ Purpose
 - You check or divide / change ① Period, ② Amount, ③ Organization Code, and ④ PIC Employee (Employee) Code of Purchase Entry Schedule for Purchase Order Voucher.

▲ Control

- Without a menu access right to SVP Purchase Order Voucher Approval, you cannot change Purchase Entry Schedule of approved Purchase Order Voucher.
- While opening this screen, you cannot edit the source voucher other than Payment Schedule Tab.
 - ⇒ The reason why only Payment Schedule Tab is allowed to be edited is that in case changing C-Tax Rate in Purchase Entry Schedule, etc. could cause a difference between Payment Schedule and Entry Schedule which would cause you to adjust it manually not automatically by the system.

▲ When you should click this button

- After inputting Item information at Purchase Order Detail, you should click the save button then click this button.

▲ Input / Display Items

- Entry Schedule Period (F5)
 - ⇒ Input Accounting Period for which you want to enter a purchase.
 - ⇒ You can input Accounting Period for which Purchase Final Closing has not been done.
 - ⇒ Purchase Entry is made by performing Purchase Information Creation of SVP Purchase menu which creates Purchase Voucher automatically.
- Entered Status (Display only)
 - ⇒ When a purchase has been already recorded by the above Purchase Information Creation, it turns to Entered.
 - ⇒ You cannot change or delete such Entered lines.
- C-Tax Rate
 - ⇒ It is calculated pursuant to C-Tax Calculation Method Status of Purchase Order Type Master.
 - ⇒ In case of By Purchase Entry Schedule, C-Tax Rate effective as of Entry Schedule Period is automatically set.
 - * In case, however, you inputted manually C-Tax Rate of which C-Tax Interim Measurement Status is ON in MST C-Tax Rate Code Master, even if you changed Entry Schedule Period, C-Tax Rate is not re-acquired.
 - ⇒ The status of By Purchase Order Detail is currently not supported, which will be available in the future.
- Transaction Schedule Amount
 - ⇒ Input Transaction Amount of purchase to be recorded for the line, i.e. Accounting Period, Item, PIC Employee, and Organization.
 - ⇒ You input it in the currency specified at Basic Information Tab of Purchase Order Voucher.
 - ⇒ A total of this field is displayed at the bottom. As long as this total agrees with Purchase Order Transaction Amount of this Purchase Order Voucher, you may split Detail Line in any way.
- Entry Schedule Amount
 - ⇒ This is an amount in the base currency which is a purchase amount in terms of accounting.
 - ⇒ In case the transaction currency agrees with the base currency, in principle, both Schedule Amounts should agree; however, if C-Tax Billing Amount was charged with tax-inclusive method, a rounding difference could possibly occur as explained later.
 - ⇒ This field and the next two C-Tax fields are automatically calculated by the system at time of saving the screen.
- C-Tax Billing Amount
 - ⇒ This is C-Tax amount billed against Transaction Schedule Amount by contract terms of each transaction.
 - ⇒ It is calculated based on C-Tax Billing Status at Basic Information Tab and Inc/Exc Status at Purchase Order Detail Tab.
 - ⇒ For example, if C-Tax Billing Status is By Voucher, the system calculates C-Tax Billing Amount by multiplying a total per C-Tax Rate Code of Transaction Schedule Amount with C-Tax Rate, and prorates it to each Detail Line.

- ⇒ If Inc/Exc Status for all Detail Line is tax-inclusive, it becomes zero as C-Tax Amount is included in Transaction Schedule Amount.
- ⇒ If C-Tax Billing Status is By Detail, the system calculates by multiplying and rounding Transaction Amount of each Purchase Order Voucher Detail Line with C-Tax Rate, and prorates it to each Detail Line.
- ⇒ In case the transaction currency is FC, this amount also becomes FC (Foreign Currency).
- C-Tax Amount
 - ⇒ This is C-Tax Amount for Entry Amount.
 - ⇒ This is always calculated by the method of By Voucher and by the basic currency.
- Organization
 - ⇒ By the following priority order, the default is set:
 - * Organization Code of Purchase Order Detail
 - * Organization Code of Purchase Order Header
- Optional Transaction Date
 - ⇒ This becomes a base date to determine C-Tax Rate Code for Purchase Entry Schedule.
- ▲ Unless total amounts of Entry Schedule and Payment Schedule agree, the system automatically adjusts Purchase Payment Schedule.

PO Detail Purchase Entry Schedule Auto Create button (📄)

- ▲ Automatically create Purchase Entry Schedule.
 - If Purchase Entry Schedule has already been registered, an amount of the difference is automatically created.

Divide by Period button (📅 DivByPer)

- ▲ Purpose
 - When you record purchases evenly over the months, this button automatically divides Purchase Entry Schedule.
 - ⇒ This will calculate a monthly amount based on Accounting Periods from Work Beginning Date to Work Ending Date, and set Purchase Entry Schedule prorated over Accounting Period.
- ▲ Prerequisite
 - As being divided by Working Period, you must input both Work Beginning Date and Work Ending Date at PO Detail Tab.
 - When Entry Schedules have already been inputted, after deleting those Not Entered, the system recreates them.
 - ⇒ At time of calculating amounts per Accounting Period, when a rounding difference between Purchase Order Detail Amount and a total of such calculated amounts occurs, it is adjusted in the Accounting Period of Work Ending Date.
 - ⇒ The rounding method follows Purchase Amount Rounding Process Status and Purchase Amount Rounding Unit Status both set in Supplier Master.
 - ⇒ In case Working Period includes any finally closed Accounting Period, an amount that should have been allocated to such closed period is added to the first Accounting Period after the finally closed one.
 - As explained at Setup (Par) of this section, this button becomes enabled by Entry Schedule Creation Method Status in Purchase Order Type Master.
- ▲ This button provides the same function as Divide by Period button of SVC SO Detail Sales Entry Schedule Edit screen.
 - For details of operation methods, etc., please refer to SVC Contract (Chap), Sales Order Voucher Entry (Sec), Divide by Period button (Par).

Payment Schedule Tab

Line	Payment ...	Due Date	Changed ...	T/N Due	Payee Vch. No.	Descr	Tran Amt	C-Tax Billing A...	C-T
1	All co...	2015/09/30				Lump sum paym...	350,000	28,000	

All company	Due Date	2015/09/30	Changed Due		T/N Due		Days	
Paym Vch No			Description	Lump sum payment				
Tran Amt	350,000	C-Tax Bill Amt	28,000	Entry Amt	350,000	C-Tax Entry Amt	28,000	
<input checked="" type="checkbox"/> Summary	<input type="checkbox"/> Suspend	Pay Mthd		TransfMthd				
Trf. to Bank				Category				
A/C Name		Name Kana						
B/K A/C No								

Split Payment	PO Total	350,000	Paym Est Ttl	378,000
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▲ Purpose

- You register Purchase Payment Schedule for Purchase Order.
 - ⇒ If Purchase Payment Schedule Creation Method Status in Purchase Type Master is either M: Enter Manually or A: Create automatically by Item Detail, this tab appears.
 - ⇒ As this screen is opened by various voucher entry screens such as Purchase Voucher, for details of operation methods, etc., please refer to PUR Outline (Chap), Purchase Payment Schedule (Sec).
- You perform Split Advance Payment Request.
 - ⇒ By transferring Payable Voucher for Advance Payment in advance, you can offset it against Payable Voucher transferred subsequently at time of Purchase Entry.
 - ⇒ As this is basically the same as PUR Purchase Order Voucher Entry, this paragraph explains only differences.
 - * Please refer to PUR Purchase Order (Chap), Purchase Order Voucher Entry (Sec), Purchase Payment Schedule Tab (Par).

▲ Individual Credit Check is not performed.

▲ Matters to be considered for operations

- You must perform Payment Execution for a record processed by Advance Payment Request before Purchase Entry.
 - ⇒ This is because by checking if it was processed by Payment Execution at time of Purchase Entry, the system determines that each record was processed by Advance.
 - ⇒ If you perform Purchase Entry (Purchase Approval) without Payment Execution, an error will occur (V2.01.43).
 - * This error occurs only when Due Date of Advance Payment is earlier than the last day of Purchase Entry Accounting Period.
 - ⇒ In case Payment Execution delayed, you need to change Due Date / Suspend Status to offset them manually.
- If you changed Purchase Entry Schedule relating to a payment schedule already advance paid, a cancellation record is automatically added in Payment Schedule.
 - ⇒ For its details, please see the later Changes after Approval (Par).

▲ Cancelled (Check box)

- When any part is canceled, this check box becomes ON.
- You cannot edit a line of which this status is ON.

Creating Purchase Entry Schedule Allocation Detail

▲ Purpose

- A relation between Purchase Entry Schedule and Purchase Payment Schedule is saved as records.
- Namely, by creating this Allocation Detail so that summarizing it by the unit of Purchase Entry Schedule should agree with Purchase Entry Schedule Amount and summarizing it by the unit of Purchase Payment Schedule should agree with Purchase Payment Schedule Amount, this table will work as a detail to calculate C-Tax for SVP Purchase Order Voucher.
 - ⇒ C-Tax calculation will be detailed later.

▲ Summary of Process

- At time of saving / approving Purchase Order Voucher or saving Purchase Entry Schedule, the system deletes Allocation Detail already created and re-creates it.
 - ⇒ For Purchase Entry Schedule, however, which was already entered or advance-paid, Purchase Entry Schedule Allocation Detail is not re-created.
- Purchase Entry Schedule Allocation Detail is created in the order of Purchase Entry Schedule Internal Accounting Period / Purchase Order Detail Line / Purchase Order Purchase Entry Line for Purchase Entry Schedule and in the order of Due Date / Payment Schedule Line Number for Purchase Payment Schedule.
 - ⇒ In case Purchase Payment Schedule Creation Method Status in Purchase Type Master is A: Create automatically by Item Detail, Purchase Entry Schedule Allocation Detail is created in the order of the above per Purchase Order Detail (V2.01.31).

▲ Example of Creating Records

- Against Purchase Order Voucher of which Detail Line is two of 100 in the transaction currency, three records of Purchase Entry Schedule and three records of Purchase Payment Schedule are created.

	Purchase Entry Schedule		Purchase Payment Schedule	
1 st Entry	30		60	1 st Payment
1 st Entry	50			
2 nd Entry	30		70	2 nd Payment
2 nd Entry	30			
3 rd Entry	40		70	3 rd Payment
3 rd Entry	20			

- Decomposing Purchase Entry Schedule and Purchase Payment Schedule in the process order as follows, the system creates Purchase Entry Schedule Allocation Detail in the minimum unit of Transaction Amount.

	Purchase Entry Schedule	Purchase Entry Schedule Alloc Detail	Purchase Payment Schedule	
1 st Entry	30	30	60	1 st Payment
1 st Entry	50	30		
2 nd Entry	30	30	70	2 nd Payment
2 nd Entry	30	20		
3 rd Entry	40	40	70	3 rd Payment
3 rd Entry	20	20		

C-Tax Calculation for SVP Purchase Order Voucher Entry

▲ Foreword

- This paragraph addresses matters unique to Purchase Entry Schedule. For matters common to Sales Order Voucher, etc., please see the following:
 - ⇒ GLS Outline (Chap), Basics and Calculation of C-Tax (Chap)
 - ⇒ SOE Sales Order (Chap), Sales Order Voucher Entry: Billing Information / Related Income / C-Tax (Sec), Relation of Transaction, Entry, C-Tax Billing, and C-Tax Amounts (Par) and Determination of C-Tax Amount (Par)

▲ C-Tax is calculated at the following occasions:

- When saving Purchase Order Voucher or Purchase Entry Schedule
 - ⇒ Entered Purchase Entry Schedule→Purchase Entry Schedule Allocation Detail is not calculated.
 - ⇒ By referring to Purchase Entry Schedule→Purchase Entry Schedule Allocation Detail→Purchase Payment Schedule, if such Purchase Payment Schedule is advance-paid, the recalculation is not done.
- At time of Purchase Entry
 - ⇒ Only for Purchase Entry Schedule for which Purchase Entry is being made, C-Tax is calculated at FC Translation Rate effective as of Entry Date.
 - * No recalculation is made for Purchase C-Tax Billing Amount / Purchase C-Tax Transaction Amount.
- Currently, the recalculation is not made at time of inputting Purchase Entry Schedule but it is done at time of saving the record.

▲ Depending on items, a unit to calculate C-Tax varies

- After summarizing Purchase Entry Schedule Allocation Detail Amount by the unit of calculating C-Tax, C-Tax is calculated.
- C-Tax is calculated per item in the following unit. And a rounding difference is adjusted to the last line by Header for which C-Tax is calculated.
 - ⇒ Purchase C-Tax Billing Amount and Purchase C-Tax Transaction Amount
 - * Header: Purchase Payment Schedule F
 - * Detail: Purchase Entry Schedule Allocation Detail
 - ⇒ Purchase Transaction Schedule Amount Basic Currency, Purchase Entry Schedule Amount, Purchase C-Tax Amount, and Purchase C-Tax Billing Amount Base Currency
 - * Header: Purchase Voucher Header at time of Purchase Entry
 - * Detail: Purchase Entry Schedule Allocation Detail
- The system calculates C-Tax as follows:
 - ⇒ The following descriptions are behaviors under the conditions as follows:
 - * C-Tax Billing Status of Purchase Order Header is By Voucher
 - * All of C-Tax Inc/Exc Status of Purchase Order Detail is Tax-exclusive.
 - ⇒ ①: C-Tax Billing Amount and C-Tax Transaction Amount are calculated.
 - * 1: They are calculated per Purchase Entry Schedule Allocation Detail (By Detail).
 - * 2: Purchase Entry Schedule Allocation Detail is summarized by Rate Code per Purchase Payment Schedule F (By Header).
 - * 3: Comparing amounts of 1 and 2, a difference is adjusted to the last line of Purchase Entry Schedule Allocation Detail (Difference Adjustment).
 - ⇒ ②: Purchase Transaction Schedule Amount Base Currency is calculated.
 - * 1: By the creation unit of Purchase Voucher, Purchase Entry Schedule Allocation Detail are summarized by Rate Code and calculated (By Header).
 - * 2: Calculated by Purchase Entry Schedule Allocation Detail (By Detail).
 - * 3: Comparing amounts of 1 and 2, a difference is adjusted to the last line of Purchase Entry Schedule Allocation Detail (Difference Adjustment).
 - ⇒ ③: Based on amount calculated at ① and ②, Purchase C-Tax Billing Amount Base Currency, Purchase C-Tax Entry Amount, and Purchase Entry Amount are calculated.

- * 1: Calculated by Purchase Entry Schedule Allocation Detail (By Detail).
 - * 2: By the creation unit of Purchase Voucher, Purchase Entry Schedule Allocation Detail are summarized by Rate Code and calculated
 - * 3: Comparing amounts of 1 and 2, a difference is adjusted to the last line of Purchase Entry Schedule Allocation Detail (Difference Adjustment).
- As such, Purchase C-Tax Billing Amount or a total of Purchase C-Tax Transaction Amount is calculated by Rate Code for Purchase Payment Schedule F while Purchase Entry Schedule Amount or a total of Purchase C-Tax Amount is calculated by Rate Code for the creation unit of Purchase Voucher; therefore, as the calculation unit is different, even for the basic currency, Purchase C-Tax Billing Amount could possibly differ from Purchase C-Tax Amount.
- ▲ If C-Tax Billing Status is Manual Input, the system changes Purchase C-Tax Billing Amount of Purchase Payment Schedule.
- As already noted, Purchase C-Tax Billing Amount is calculated assuming Purchase Payment Schedule to be Header.
 - Therefore, when Purchase C-Tax Billing Amount was entered manually, the system sums C-Tax total to be paid for Purchase Payment Schedule and prorates inputted amount automatically to Purchase Entry Schedule.
 - ⇒ The proration ratio is that of Purchase Transaction Schedule Amount of Purchase Entry Schedule or precisely Purchase Entry Schedule Allocation Detail. When a fraction occurs, it is adjusted to the last line, i.e. the last Entry Schedule Accounting Period among un-entered Purchase Entry Schedule.

Changes after Approval

- ▲ Foreword
- This paragraph explains specific behaviors at SVP Purchase Order Voucher Entry screen when adopting Option by Company which permits Changes after Approval.
- ▲ When Purchase Entry Schedule associated with Advance-paid Purchase Payment Schedule was changed, Cancellation Line is added.
- When you changed the following fields, a message is displayed and Cancellation Line is automatically added.
 - ⇒ Purchase Transaction Schedule Amount
 - ⇒ C-Tax Rate Code
 - With the changed amount to Purchase Entry Schedule, Cancellation Line is added.
 - ⇒ For example, in case Purchase Entry Schedule has 100 JPY×3 lines while Purchase Payment Schedule has 150 JPY×2 lines of which 1st one is Advance-paid:
 - ⇒ Purchase Entry Schedule
 - * 1st Line: 100 JPY (All Amount, Advance-paid)
 - * 2nd Line: 100 JPY (a part of 50 JPY, Advance-paid)
 - * 3rd Line: 100 JPY
 - ⇒ Purchase Payment Schedule
 - * 1st Line: 150 JPY (Advance-paid)
 - * 2nd Line: 150 JPY
 - ⇒ The system changes Purchase Entry Schedule as follows:
 - * 1st Line: 100 JPY leaving as it is.
 - * 2nd Line: 100 JPY→50 JPY
 - * 3rd Line: 100 JPY→150 JPY
 - ⇒ At this time, Purchase Payment Schedule becomes as follows:
 - * 1st Line: 150 JPY (Advance-paid)
 - * 2nd Line: 150 JPY
 - * 3rd Line: -50 JPY (Cancellation Line)
 - * 4th Line: 50 JPY

⇒ Among the above four lines, the 3rd and 4th ones are those automatically added by the system.

User Defined Tab

The screenshot shows a software interface with a tabbed menu at the top. The tabs are: Basic Info, Contract Information, PO Detail, User Definition (selected), and System Info. The main content area is titled 'User Definition' and contains a table with two rows and two columns. The first row is labeled 'Segment' and the second row is labeled 'Season'. Each row has a white input field on the left and a yellow input field on the right.

User Definition		
Segment	<input type="text"/>	<input type="text"/>
Season	<input type="text"/>	<input type="text"/>

▲ Purchase Header User Defined Code 1 to 10 (F5)

- You input User Defined Code.
- Based on User Defined Code Connection Table of MST Other menu, you can input only specified User Defined Code.
 - ⇒ If nothing has been defined, this tab disappears.

System Information Tab

Voucher Creation Information			
Ref. Vch	Purchase order	1	12002921
PO Confirm			
<input checked="" type="checkbox"/> PO Vch Printed	Print Date	2015/08/19 19:56:41	

▲ Display System Information

- There is no information a user must input.



▲ Voucher Creation Information

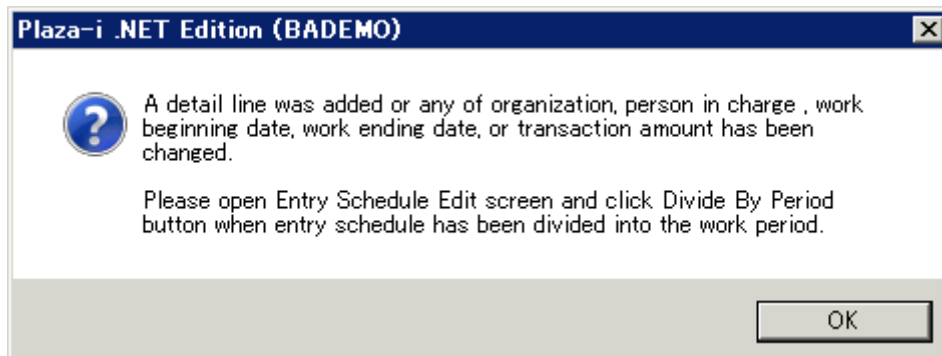
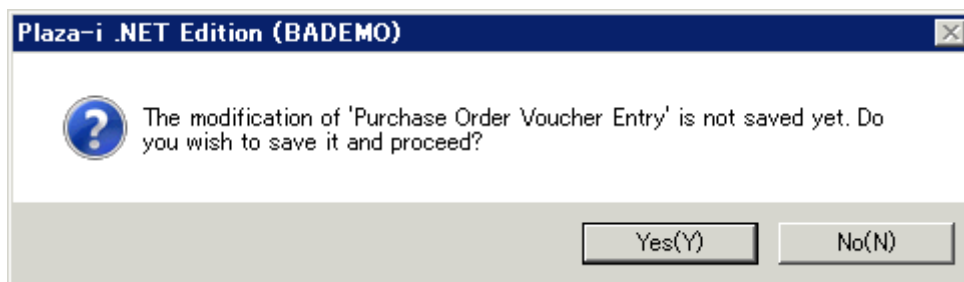
- Reference Voucher
 - ⇒ It is a source voucher.
 - ⇒ Currently, it is not used
- Purchase Order Confirmation
 - ⇒ Function Code, Approval Branch Code, and Approval Voucher Number are displayed.
- Purchase Order Voucher Printed and Print Date
 - ⇒ When Purchase Order Voucher was already printed, the former check box becomes ON and its date is displayed for the latter.




2. Basic Operation of Purchase Order Voucher Entry [OG]

Purchase Order Voucher Manually Entered


▲ Flow of Operation

- Click the add button () to make the input mode ADD.
- Input Header Information.
- Input Basic Information Tab.
- Input Purchase Order Detail Tab.
- Clicking Entry Schedule Edit button ( Entry Schedule Edit) opens PO (Purchase Order) Detail Purchase Entry Schedule Edit screen.
 - ⇒ Clicking this button makes the system issue the following confirmation messages to which you click Yes and OK to save Purchase Order Voucher.
 - ⇒ At time of saving the voucher, the system automatically creates Purchase Payment Schedule at Payment Schedule Tab.



- At PO Detail Purchase Entry Schedule Edit screen, you register Purchase Entry Schedule.
 - ⇒ By clicking either Purchase Entry Schedule Auto Create button () or Divide by Period button ( DivByPer), you create Purchase Entry Schedule automatically.
 - ⇒ After the automatic creation, you can change Accounting Period, Organization, PIC Employee, and so on.
- By clicking the save button () on the header of PO Detail Purchase Entry Schedule Edit screen, you save Purchase Entry Schedule.
 - ⇒ When you created the schedule with Divide by Period button, as it also saves the divided records, if you have no subsequent changes made, you do not have to click the save button.
- Close PO Detail Purchase Entry Schedule Edit screen and check Payment Schedule Tab.

⇒ You check Date or Amount of Payment Schedule automatically created and edit them if necessary.

- Re-check each tab and click the approval button ().
 - ⇒ When you clicked the approval button for the voucher before save or not confirmed after save, the system executes the processes in the order of Confirmation ⇒Approval.
 - ⇒ When Purchase Entry Schedule has not been created, an error message is displayed.
 - ⇒ After approval, you can no longer delete Purchase Order Voucher.
 - ⇒ Purchase Entry processes only approved Purchase Order Voucher.

▲ Header Information

Domestic Service Purchase	Domestic	PO Date	2015/08/17	Tran Date	Before approval
Supplier	0000001	Sports World International Inc.	Descr	Service Purchase for English UG	
PIC Emp	00013	Ryunosuke Yamda	Org	4020	Overseas Purchas
Project			<input type="checkbox"/> EntrySchedConfirmed		

F5 button enables you to copy it from Voucher Description Master.

▲ Basic Information Tab (Purchase Order-To—Supplier and Transaction Condition)

PO To - Supplier	
Ord.AckNo.	51233
	South Waker 233 Chicago
Dept 1	Sales Divition
Dept 2	International Sales
PIC	Sales Representative Carlie Simon
Tel/Fax	
Transaction Condition	
Tran Condition	EXW <input checked="" type="checkbox"/> SubNameUse
Tax Bill Status	By Voucher
PO Vch Type	
Currency	Japanese Yen
Transltn Rate	0 Apply rate in Rate Master
RateAsOfDate	2015/08/17

▲ Basic Information Tab (Payment Term and Purchase Order Memo)

PaymentTerm	
Payee code	0000001 Sports World Int
Due Date	Close End Pay Next Month End
PayTerm	Bank Transfer
Payable Sts	Accounts Payable
PO Memo	
Tran Cur. Amt Total	350,000
Entry Cur. Amt Total	350,000
C-Tax Amount	28,000
PO Amount Total	378,000

Payment Term is copied from Payee Master.

Input comments to Purchase Order-To, etc.

▲ Purchase Order Detail Tab

L...	Item Tra...	Item Code	Client Item ...	C-T...	C-T...	Tax ...	PO Qty	Unit	Std PO ...	Actual ...	Tran Amt	Entry A
10	Service	ICATWRK	ICATWRK	E...	P...	8%	10	H...	0	20000	200,000	
20	Service	SVWRMNT	SVWRMNT	E...	P...	8%	10	H...	0	15000	150,000	

Item Code	ICATWRK	CATWRK	Implementation Support
Color	Maker	Material	Fabric
E-Tax excl	PURT	8%	PO Qty
			10
		Actual UP	20000
		Tran Amt	200,000
		Entry Amt	200,000

Work Beg DT	2015/05/12	Work End DT	2015/11/30	Tran Date	
-------------	------------	-------------	------------	-----------	--

While Supplier is set for Procure-From on F5 Search, you can search all items by deleting it

PO Q' ty × Actual PO UP. You may change such automatically calculated amount.

Click Entry Schedule Edit button to open PO Detail Purchase Entry Schedule Edit screen where you input Purchase Entry Schedule.

If you want to divide Purchase Entry Schedule by period, you input these dates.

▲ Payment Schedule Tab

Basic Info										Contract Information										PO Detail										Payment Schedule										User Definition										System Info									
Line	Payment ...	Due Date	Changed ...	T/N Due	Payee Vch. No.	Descr	Tran Amt	C-Tax Billing A...	C-T																																																		
1	All co...	2015/09/30				Lump sum paym...	350,000	28,000																																																			

All company	Due Date	2015/09/30	Changed Due		T/N Due		Days	
Paym Vch No	Description		Lump sum payment					
Tran Amt	350,000	C-Tax Bill Amt	28,000	Entry Amt	350,000	C-Tax Entry Amt	28,000	
<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Suspend	Pay Mthd		TransfMthd				
Trf. to Bank				Category				
A/C Name		Name Kana						
B/K A/C No								

Split Payment PO Total 350,000 Paym Est Ttl 378,000

At time of Purchase Entry, it is divided into those entered for Purchase and those not.
After Purchase Order Voucher Approval, choosing Purchase Payment Schedule before Purchase Entry, you click Split Payment button to request Advance Payment.
After entering Payable Entry Date, clicking the button will transfer Payable Voucher for Advance Payment.

3. Purchase Entry Schedule Inquiry

Screen Image

Purpose

- ▲ Search and inquire a list of Purchase Entry Schedule meeting specified conditions.
 - For example, you search Purchase Entry Schedule from the following viewpoints:
 - ⇒ By Summary Group
 - ⇒ Accounting Period
 - ⇒ Organization
 - ⇒ Employee Summary Code
 - ⇒ Employee
 - ⇒ PIC Employee
 - ⇒ Project Code
 - ⇒ Supplier Code
 - ⇒ Item Summary Code
 - A list of Purchase Entry Schedule meeting the above conditions is displayed where you can check its total as well.
- ▲ Check purchases not yet recorded.
 - If there exists any Purchase Order Voucher added after a regular Purchase Entry, by marking Show unrecorded purchase, you can check it if any.
- ▲ Check unapproved Purchase Order.
 - As Approved PO Voucher is processed by Purchase Entry, prior to performing Purchase Entry, you might want to check to see if there remain any unapproved PO Vouchers in the specified Accounting Period.

Record Source

- ▲ SRV C10 Purchase Order Detail Purchase Entry Schedule D (POrdDetSalRcdEstD)
- ▲ PUR B01 Purchase Order Voucher H (POrdH)
- ▲ PUR B02 Purchase Order Voucher D (POrdD)

Setup: BAS Excel Output ()

- ▲ Application Defined Service Code

Display Items

▲ Legend

- K: represents a primary key field.
- ★: important fields as you need to input, etc.
- ◎: important fields as the system sets them.
- R: fields used for the range specification.

▲ Left Grid

Field	Record Source	Table Name	Remarks
Purchase Order Voucher Number	PORDVCHNUM	POrdDetPurRcdEstD	K
行	POrdLINNUM	POrdDetPurRcdEstD	K
Accounting Period	PURRCDESTACTPER	POrdDetPurRcdEstD	★R
Item Code	ITMCD	POrdD	As it is referenced by Purchase Order Voucher, if you changed Item Code in Purchase Order Voucher, even for those already recorded for purchases, Item Code and the next Item Name become the current one.
Item Name	ITMNM	POrdD	
Q'ty	POrdQTY	POrdDetPurRcdEstD	
Currency	CRCCD	POrdH	
仕入 Transaction Schedule Amount	PURTRNESTAMT	POrdDetPurRcdEstD	★
Purchase Entry Schedule Amount	PURRCDESTAMT	POrdDetPurRcdEstD	
Purchase C-Tax Amount	PURCTAX	POrdDetPurRcdEstD	
Purchase C-Tax Billing Amount	PURCTAXBIL	POrdDetPurRcdEstD	
C-Tax Transaction	CTAXTRNSTNMSYM	POrdD	
C-Tax Inc/Exc	CTAXIEST	POrdD	
C-Tax Rate	CTAXRTNM	A value from the master	
Source Accounting Period	SRCACTPER	POrdDetPurRcdEstD	
Employee Summary Code	EMPSUMCD	A value from the master	
Employee Summary Name	EMPSUMCDNMABR	A value from the master	
Employee Code	EMPCD	POrdDetPurRcdEstD	★R
Employee Name	EMPNMABR	A value from the master	
Organization Code	ORGCD	POrdDetPurRcdEstD	★R
Organization Name	ORGNMABR	A value from the master	
Purchase Payment Schedule Detail Line	PURPAYESTLINNUM	POrdDetPurRcdEstD	

Purchase Voucher Number	PURVCHNUM	POrdDetPurRcdEstD	
Purchase Voucher Detail Line	PURLINNUM	POrdDetPurRcdEstD	
Purchase Entered Status	PURRCDST	POrdDetPurRcdEstD	⊙R
Entry Schedule Confirmed Status (V2.01.31.00)	RCDESTCFMST	POrdDetPurRcdEstD	
Accept Approval Number	DATA CPAPRNUM	POrdDetPurRcdEstD	

▲ Right Grid

Field	Record Source	Table Name	Remarks
Purchase Order Date	PORDDT	POrdH	
Supplier Code	SPLCD	POrdH	R
Supplier Name	SPLNMABR	A value from the master	
Project Code	PRJCD	POrdD	R
Project Name	PRJNMABR	A value from the master	
PIC Employee Code	PORDHEMPCD	POrdH	R Employee of Purchase Order Voucher Header.
PIC Employee Name	PORDHEMPNMABR	A value from the master	
Purchase Order Process	PORDPRCST	POrdH	
Purchase Order Type Code	PORDTYP CD	POrdH	R
Purchase Order Type Name	PORDTYPNMABR	A value from the master	
Supplier Voucher Number	SPLVCHNUM	POrdH	R
Payee Code	PAYTOCD	POrdH	
Payee Name	PAYTONMABR	A value from the master	
Purchase Type Code	PURTYPCD	A value from the master	
Purchase Type Name	PURTYPNM	A value from the master	
Purchase Order Description	PORDDSR	POrdH	
Purchase Order Description Detail	PORDDSRDET	POrdD	
Purchase Order Detail Remarks	PORDDSTRMK	POrdD	
Customer Code	CSTCD	POrdD	
Customer Name	CLTNM	POrdD	
Purchase User Defined Code 1	PURUDEFCD1	POrdD	
Purchase User Defined Code 2	PURUDEFCD2	POrdD	
Purchase User Defined Code 3	PURUDEFCD3	POrdD	
Purchase User Defined Code 4	PURUDEFCD4	POrdD	
Purchase User Defined Code 5	PURUDEFCD5	POrdD	
Purchase User Defined Code 6	PURUDEFCD6	POrdD	
Purchase User Defined Code 7	PURUDEFCD7	POrdD	
Purchase User Defined Code 8	PURUDEFCD8	POrdD	
Purchase User Defined Code 9	PURUDEFCD9	POrdD	
Purchase User Defined Code 10	PURUDEFCD10	POrdD	
Item Control Status Code	ITMMGTSTCD	A value from the master	
Item Control Status Name	ITMMGTSTNM	A value from the master	
Item Summary Code	ITMSUMCD	A value from the master	

Item Summary Code Name	ITMSUMNM	A value from the master	
---------------------------	----------	-------------------------	--

Range Tab

▲ Summary Condition

- Foreword
 - ⇒ When you chose options other than Do not summarize as indicated below, clicking Show Purchase Entry Schedule button will show amounts summarized by the specified code in the upper grid and their details in the lower grid, both at Purchase Entry Schedule Tab.
- Do not summarize
 - ⇒ Display Purchase Entry Schedule without summarizing it.
- By Purchase Order Type
- By Project
- By PIC Employee
- By Employee
- By Employee Summary
- By Organization
- By Supplier
- By Accounting Period
- By Item
- By Item Summary Code

▲ Show Accounting Period Tab (Check box)

- When it is ON and Summary Condition is other than Do not summarize, clicking the refresh button makes By Accounting Period Tab appear.
- The default is OFF.

▲ Range Specifications

- You specify the range for fields as indicated at Record Source.
- Unless otherwise indicated, the range applies for fields of Purchase Entry Schedule or SRV C10 Purchase Order Detail Purchase Entry Schedule D.
- H denotes a field of Purchase Order Voucher Header or PUR B01 Purchase Order Voucher H.

▲ Accounting Period From-To (F5)

- The default is the current processing accounting period.

▲ Purchase Order Type From-To (H, Combo box)

▲ Organization Code From-To (F5)

▲ Specify by Organization Group (Check box)

- You mark it when you specify the range by Organization Group.

▲ Organization Group Code (F5)

- When Specify by Organization Group is ON, you can input it.

▲ Employee Summary Level (Combo box)

▲ Employee Summary Code From-To (F5)

- By referring to Employee Master via Employee Code of the next item, the system filters records by Employee Summary Code set in Employee Master.

▲ Employee Code (F5)

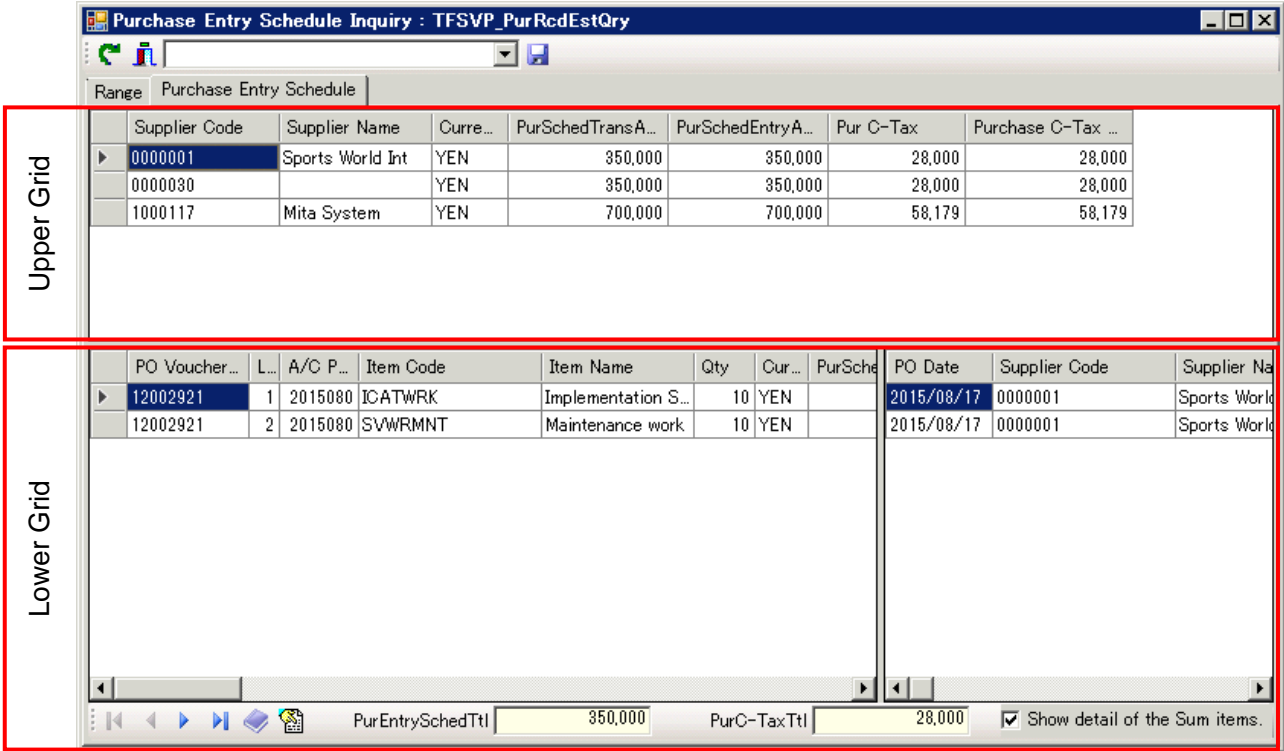
- Specify Employee Code for whom you record purchases.

- ▲ PIC Employee Code (H, F5)
 - Specify Employee Code of Purchase Order Voucher Header.
- ▲ Supplier Code (H, F5)
- ▲ Project Code (F5)
 - Records are extracted by Project of Purchase Order Detail.
- ▲ Item Summary Level (Combo box)
- ▲ Item Summary Code From-To (F5)
- ▲ Item Code (F5)
- ▲ Supplier Voucher Number (H)
- ▲ C-Tax Transaction Status (Combo box)
- ▲ C-Tax Rate (Combo box)
- ▲ Entry Schedule Confirmed Status (V2.01.31.00)
 - As the default is blank, those confirmed and not confirmed are searched.
- ▲ Show unrecorded Purchases (Check box)
 - The default is Gray.
- ▲ Show unapproved Purchase Orders (Check box)
 - The default is OFF.
- ▲ Display Order
 - Purchase Order Voucher Number / Detail Line / Accounting Period
 - Purchase Order Voucher Number / Accounting Period / Detail Line

Purchase Entry Schedule Tab

- ▲ Your specification on Summary Condition changes how to show grids.
 - When you specified Summary Code, two grids of upper and lower ones appear.
 - ⇒ The upper grid shows summarized records while the lower grid shows their details.
 - ⇒ By setting OFF for Show detail of the Sum items, however, all detail records are shown in the lower grid.
 - When you did not specify Summary Code, only one grid shows all details.

Summary Group: Example of By Supplier



- ▲ Upper Grid
 - Displayed are Purchase Transaction Schedule Amount, Purchase Entry Schedule Amount, Purchase C-Tax Amount, and Purchase C-Tax Billing Amount summarized by the code specified for Summary Group and Currency Code.
- ▲ Lower Grid
 - Displayed are Purchase Entry Schedule Details corresponding to a summarized record in the upper grid.
- ▲ Show detail of the Sum items (Check box)
 - When ON which is the default, details of the upper record are displayed.
 - When OFF, all details irrespective of the upper grid are displayed.

Summary Group: Example of Do not summarize

Purchase Entry Schedule Inquiry : TFSVP_PurRcdEstQty


Range Purchase Entry Schedule

PO Voucher...	L...	A/C P...	Item Code	Item Name	Qty	Cur...	PurSche	PO Date	Supplier Code	Supplier
12001521	2	2015050	SVWRMNT	保守関連作業	10	YEN		2015/05/19	0000030	
12001564	1	2015050	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001564	2	2015050	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015050	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015060	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015070	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015080	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015090	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015100	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015110	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015050	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015060	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015070	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015080	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015090	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015100	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	2	2015110	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
▶ 12002921	1	2015080	ICATWRK	Implementation S...	10	YEN		2015/08/17	0000001	Sports W
12002921	2	2015080	SVWRMNT	Maintenance work	10	YEN		2015/08/17	0000001	Sports W

PurEntrySchedTtl 1,400,000 PurC-TaxTtl 114,179

- ▲ Purchase Entry Schedule Details meeting the range are displayed as they are.
- ▲ Totals of Purchase Entry Schedule Amount and Purchase C-Tax Amount are shown.

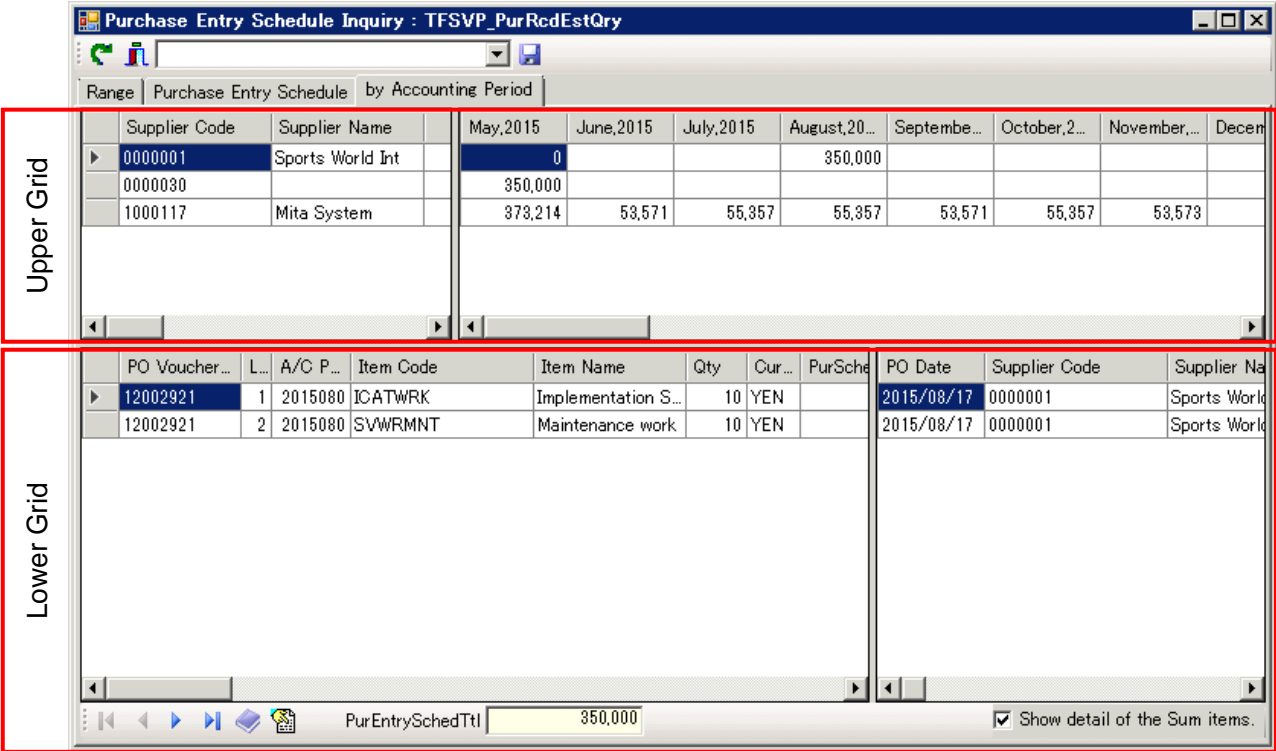
Common

- ▲ Purchase Order Voucher Open button ()
 - It retrieves Purchase Order Voucher of Purchase Entry Schedule you are choosing.
 - In addition to Purchase Order Voucher Entry screen, it opens Purchase Entry Schedule Edit screen.

By Accounting Period Tab

- ▲ Purchase Entry Schedule summarized by Accounting Period are deployed horizontally.
 - As data is basically the same as Purchase Entry Schedule Tab, only differences are explained.
- ▲ Accounting Period Tab appears when all the following conditions are met.
 - Summary Condition is other than Do not summarize.
 - The check box of Show Accounting Period Tab is ON.
- ▲ Depending on Summary Condition, a screen layout varies.
 - When it is By Accounting Period, the upper right grid does not appear.

Summary Group: Example of By Supplier



- ▲ Upper Grid
 - Left Grid
 - ⇒ Fields of the code specified for Summary Group are displayed.
 - Right Grid
 - ⇒ Purchase Entry Schedule Amounts summarized by Accounting Period / Summary Group are deployed horizontally over Accounting Period.

Summary Group: Example of By Accounting Period

Upper Grid

May,2015	June,2015	July,2015	August,20...	Septembe...	October,2...	November,...	Total
723214	53,571	55,357	405,357	53,571	55,357	53,573	1,400,000

Lower Grid

PO Voucher ...	L...	A/C P...	Item Code	Item Name	Qty	Cur...	PurSche	PO Date	Supplier Code	Supplier
12001521	1	2015050	ICATWRK	導入サポート	10	YEN		2015/05/19	0000030	
12001521	2	2015050	SVWRMNT	保守関連作業	10	YEN		2015/05/19	0000030	
12001564	1	2015050	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001564	2	2015050	SVWRMNT	保守関連作業	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015050	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015060	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015070	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015080	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015090	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015100	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys
12001566	1	2015110	ICATWRK	導入サポート	10	YEN		2015/05/22	1000117	Mita Sys

PurEntrySchedTtl 1,400,000 Show detail of the Sum items.

▲ Upper Grid

- Purchase Entry Schedule Amounts summarized by Accounting Period are horizontally deployed.

Chapter 4 Purchase

CHAPTER 4 PURCHASE	4-1
1. PURCHASE VOUCHER INQUIRY	4-2
2. PURCHASE INFORMATION CREATION	4-5
3. PURCHASE INFORMATION CREATION HISTORY	4-8
4. PURCHASE MONTHLY UPDATE	4-11
5. PURCHASE MONTHLY FINAL CLOSING	4-12

For the following menu items, please refer to PUR Purchase (Chap).

- Purchase Detail Inquiry
- Purchase Report
- Purchase Payable Transfer

For the following menu item, please refer to CMN Common System (Vol), Utility M (Chap).

- Show Job Log

1. Purchase Voucher Inquiry

Screen Image

Purchase Voucher Inquiry : TFSVP_PVchQry

200 | 1 | 1 | 12002861

Domestic Service Purche | Domestic | Pur. Date | 2015/08/01 | OptTrmDate | | Approved |

Supplier | 0000001 | Sports World International Inc. | Descr | Service Purchase for English UG

PIC Emp | 00013 | Ryunosuke Yamada | Org | 4020 | Overseas Purchas

Project | | | PO Voucher | 1 | 12002921

Purchase Basic | Purchase Detail | Payment Schedule | System Info

Supplier		Payment Term/Account Payable	
Ord.AckNo.		Payee	0000001 Sports World Int
51233	South Waker 233 Chicago	Due Date	Close End Pay Next Month End 2015/09/30
Department 1	Sales Division	Payment Term	Bank Transfer
Department 2	International Sales	Payable Status	Accounts Payable
PIC	Sales Representative Carlie Simon	OverseasRemit	
Tel/Fax			

Transaction Condition		Total	
Tran Condition	EXW	Subtotal	200,000 200,000
Tax Bill Status	By Voucher	C-Tax, etc	16,000 16,000
Currency Code	Yen	Total	216,000 216,000
Transltn Rate	0 Apply rate in Rate M		

Purpose

- ▲ Check the contents of Purchase Voucher automatically created.
 - SVP Purchase Voucher is automatically created by SVP Purchase Information Creation.
- ▲ This screen is dedicated for inquiry.

Table Information

- ▲ Outline
 - Similar to Purchase Order Voucher, the same tables used by PUR Purchase Voucher are used.
- ▲ PUR C10 Purchase Voucher H (PurH)
 - The primary key is Enterprise, Company, Branch, and Purchase Voucher Number.
- ▲ PUR C11 Purchase Voucher D (PurD)
 - This is a child table of C10 to which Purchase Voucher Detail Line is added as a key.
- ▲ PUR D10 Purchase Payment Schedule F (PurPayEF)
 - The primary key is Enterprise, Company, Branch, Voucher Code, Reference Voucher Number, and Voucher Number Detail Line.
 - I has two fields of Voucher Code (PURV) and Reference Voucher Number (=Purchase Voucher Number) by which it refer to C10.

Header Information

- ▲ Purchase Type
- ▲ Purchase Date
- ▲ Supplier
- ▲ Optional Transaction Date
- ▲ PIC Employee / Organization
- ▲ Description
- ▲ Project Code
- ▲ Purchase Order Voucher
 - This is Purchase Order Voucher Number from which this Purchase Order Voucher was created.

Purchase Basic Tab

- ▲ Supplier Information
 - Information on Supplier Address and Supplier person in charge is displayed.
- ▲ Transaction Condition
 - This is the same as Purchase Order Voucher.
- ▲ Payment Term / Account Payable
 - Payee
 - Due Date
 - Payable Status
 - Memo on Overseas Remittance

Purchase Detail Tab

Purchase Basic		Purchase Detail		Payment Schedule		System Info		
Disp...	Item Code	Item Name	Purc...	Purcha...	Purchase A...	Customer Name	Specifications	Remarks
▶	10	ICATWRK	Implementation Supp	10	20000	200,000		
Item Code		ICATWRK	ICATWRK	Implementation Support		Service		
Color	Maker	Material	Fabric	Fabric Rank	Explanatory nnte	Designer		
E-Tax excl	▼ PURT	▼ 8%	Purchase Qty	10	Hrs			
Remarks			Purchase UP	20000	Tran Amt	200,000	Entry Amt	200,000
Project			Description		OptTrnDate			
Customer		Organization			4010	Domestic Purchas		
		Ord.AckNo.						

Display Items

- ▲ Information on Purchase Item Detail is shown.
 - Basically, it is the same as Purchase Order Voucher.

Payment Schedule Tab

Line	Payment ...	Due Date	Changed ...	Payee. Voucher ...	Description	Transaction Am...	C-Tax Billing A...	C-Tax Transact...
1	All co...	2015/09/30			Lump sum paym...	200,000	16,000	16,000

All company	Due Date	2015/09/30	Changed Due		T/N Due		Days	
Paym Vch No		Description	Lump sum payment					
Tran Amt	200,000	C-Tax Bill Amt	16,000	Entry Amount	200,000	C-Tax Entry Amt	16,000	
<input checked="" type="checkbox"/> Summary	<input checked="" type="checkbox"/> Suspend	Pay Mthd		TransfMthd				
Trf. to Bank				Category				
A/C Name		Name Kana						
B/K A/C No								

PO Total 200000 Paym Est Ttl 216000

- ▲ This is Payment Schedule against this purchase.
 - If Purchase Payment Schedule Creation Method Status in Purchase Type Master is M: Enter manually, this tab appears.
 - For its details, please refer to PUR Outline (Chap), Purchase Payment Schedule (Sec).

System Information Tab

Voucher Creation Information				Payable Transfer Information			
Create Prog.	SVPR	System Code	SVP	Payable Vch		Payable Group	
Change Prog.	SVPR	Function Code	PORDPURINFCRT	Transfer No.		<input type="checkbox"/> Transferred	
Approve Prog.	SVPR	Approval No	1200005800				
Printed On		<input type="checkbox"/> Printed		Automatic Journal Information			
				Journal Vch		Journal Group	
				Approval No		<input type="checkbox"/> Created	

- ▲ This is information inside the system.
 - Voucher Creation Information shows information from the system perspective especially on Purchase Voucher automatically created.
 - You can check if the voucher has been transferred to APS and/or auto-journalized.

2. Purchase Information Creation

Screen Image

Purchase Information Creation : TFSVP_POrdPurDatCrt

Range

Pur Entry A/C Period: 2015110

PO Type: [Dropdown]

~: [Dropdown]

Employee Code: [Text]

Organization Code: [Text]

Org Group: [Text]

Execute(Q)

Exit(O)

• Monthly purchase entry will be executed.

• Monthly purchase entry means automatic creation of purchase vouchers for each Purchase Entry Schedule in the above specified accounting period.

Purpose

- ▲ Perform a monthly Purchase Entry.
- ▲ Purchase Entry
 - Based on all (un-entered) Purchase Entry Schedules of Approved SVP Purchase Order Voucher for the Accounting Period meeting Purchase Entry Accounting Period you specified (and other range specifications), you create Purchase Voucher automatically.
 - By referring to Purchase Order Type of each Purchase Order Voucher, in case Entry Schedule Confirm Use Status of Purchase Type is ON, in addition to the above conditions, only Purchase Entry Schedule of which Entry Schedule Confirm Status is ON is processed to create Purchase Voucher automatically (V2.01.31.00).
 - Based on Purchase Entry Schedule, by the unit of either Purchase Order Voucher or Purchase Order Detail, the system creates Purchase Voucher.
 - ⇒ As later detailed, the unit is determined by the setting in Purchase Order Type Master.
- ▲ Post amounts to Cost of Sales (COS) field of Sales Order Voucher from which Purchase Order Voucher was created (V2.01.31.00)
 - In case Purchase Order Voucher being processed by Purchase Entry is the one created by Sales/ Purchase Order Voucher Entry, after Purchase Entry process, the system posts Purchase Entry Amount to COS-Body field of Sales Entry Schedule of its source Sales Order Voucher.

Operation Method

- ▲ Purchase Entry Accounting Period (F5)
 - You specify Accounting Period for which you perform Purchase Entry.

- The default is the current processing accounting period.
- ▲ Purchase Order Type From-To (Combo box)
- ▲ Employee Code (F5)
- ▲ Organization Code and Organization Group (F5)

Restrictions

- ▲ Never change Purchase Entry Schedule while performing Purchase Entry.
 - As Purchases Entry process is executed based on Purchase Entry Schedule, inconsistent records will possibly be created if someone changed Purchase Entry Schedule during the course of this process.
 - When you performed Purchase Entry process while opening Entry Schedule Edit screen, you must refresh the screen.
- ▲ Never perform Purchase Entry process concurrently by more than one user.
 - If more than one user performed this process simultaneously with the duplicative range specification, there is a possibility that more than one purchase could be created from one Purchase Entry Schedule.

Control

- ▲ If there remain any Purchase Order Vouchers of which Purchase Entry Schedule prior to Purchase Entry Accounting Period is not yet entered, an error is raised.
 - You are expected to perform Purchase Entry in the order of Accounting Period.
 - You must perform Purchase Entry for the Accounting Period caused the error, you perform it again for the current Accounting Period.

Setup

- ▲ If you want to make Payable Transfer at time of Purchase Entry
 - Option by Company PUR Purchase Entry Payable Transfer Status
 - ⇒ 2: Execute

Outline of Purchase Entry Process

- ▲ Creating Purchase Voucher
 - Against Purchase Entry Schedule subject to Purchase Entry, by the unit of either Purchase Order Voucher or Purchase Order Detail, the system creates Purchase Voucher.
 - ⇒ As already noted at Setup (Par), the unit is determined by the setting in Purchase Order Type Master.
 - The order of Purchase Voucher Detail is created by the order of Purchase Order Voucher Detail.
 - If there occurs any rounding difference between C-Tax Amount calculated per each detail and a total of Entry Amount (in case of FC) occurs in terms of C-Tax Amount / Entry Amount per Purchase Voucher, it is adjusted to the last line.
 - While Due Date is taken from Purchase Payment Schedule of Purchase Order Voucher, in case Changed Due Date is not input and Due Date for the Payee has already been payment-executed, the system automatically adjust Due Date, and sets it for Due Date of Purchase Voucher and Changed Due Date of Purchase Payment Schedule (V2.01.31.00).
 - ⇒ It is a similar process of Reversal/Correction process of PUR Purchase Voucher as to judgment of paid or not and adjusting Due Date. For its details, please refer to PUR Purchase (Chap),

Purchase Voucher Entry (Sec), How to use Reversal/Correction Process (Par), ▲Due Date Adjustment.

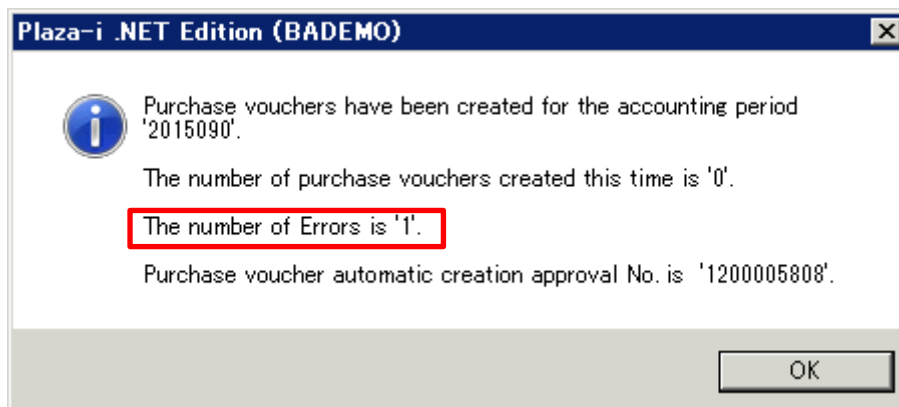
▲ Posting Purchase Amount (V2.01.31.00)

- After creating Purchase Voucher, the system summarizes Purchase Voucher created by SO/PO Transaction by Accounting Period, Sales Order Voucher Number, and Sales Order Detail Line, and posts its Purchase Entry Amount to COS-Body of Sales Entry Schedule of the source Sales Order Detail.
 - ⇒ This process always targets all SVP Purchase Vouchers of the specified Accounting Period regardless of the other range specifications.
- When having performed only Purchase Entry at this screen, a new record having only COS-Body is added to Sales Entry Schedule.
- When having performed this process together with Sales Entry process at SVC Sales Order / Sales Information Creation screen, the system searches Sales Entry Schedule of which Accounting Period, Sales Order Voucher Number, and Sales Order Detail Line are the same and for which sales have not been entered, it updates COS-Body directly if found.
 - ⇒ In case there exists more than one Sales Entry Schedule, the amount is prorated by Entry Schedule Amount.
- If not found, similar to executing this process only at this screen, the system adds records only with COS-Body into Sales Entry Schedule.
- If any rounding difference occurred due to the proration, it is adjusted to the last line in the order of Accounting Period, Sales Order Voucher Number, and Sales Order Detail Line.

▲ Purchase Payable Transfer

- In case A/P System Transfer Status in Purchase Type Master is A: Transfer as payable data, at time of Purchase Entry, Purchase Payable Transfer is also executed

Message at time of Purchase Information Creation



▲ Never fail to check a message shown at end of the process.

- When there noted any vouchers which failed in creation, you can check its detail at Purchase Information Creation History.
 - ⇒ Please search it by setting Purchase Voucher Automatic Creation Approval Number noted in this message (1200005808 in the above example) for Approval Number.

3. Purchase Information Creation History

Screen Image

The screenshot shows a software window titled "Show Approval History: FUSR_AprActHst". It contains several input fields and a table.

Input fields include:

- Approval Action Status: SVP Service Purchase
- A/C Period: 2015110
- Base Date: (empty)
- Approval No.: (empty)
- Approved On: (empty) ~ (empty)
- Purchase Order/Purch: (empty)
- Approved By: A001
- Refresh (Q) button
- Check box: Show errors only (checked)

The main table displays approval history:

Approval ...	Syst...	Function ...	Suc...	Execution...	A/C Per...	Approved On	Approved...	Approval C...	Approval...
▶ 1200005465	SVP	PORDPU...	F	2015/11/01	2015110	2015/11/29 18:21:10	A001		
1200005456	SVP	PORDPU...	F	2015/11/01	2015110	2015/11/28 07:33:52	A001		

Below the table is a smaller table with columns: Ref. Vch No, Line No., Approval Result Co..., M.

▶ 12001566	1	-20450	U...
------------	---	--------	------

The lower right box contains an error message:

Unrecorded Purchase Order Detail Expected Purchase Entry Detail exist prior to the target accounting period.
Please execute recording process for the previous accounting period '2015060'.

- ▲ If something is displayed in the lower right box, it means an error.
 - As Purchase Information Creation process is not completed, by referring to the next paragraph of Errors in Purchase Information Creation, you must remove causes for the error and perform Purchase Information Creation again.
- ▲ If nothing is displayed in the lower right box, you are successful.
 - In case none is displayed, it means you succeeded in Purchase Information Creation process.

Purpose

- ▲ Check an execution history of creating Purchase Voucher.
- ▲ Check the contents of the errors noted in Purchase Information Creation.

Table Information

- ▲ USR E20 Approval Action History Header (AprActHstH)
 - The primary key is Enterprise, Company, Branch, and Approval Voucher Number.
- ▲ USR E21 Approval Action History Detail (AprActHstD)
 - This is a child table of E20 to which Reference Voucher Number and Voucher Number Detail Line are added as a key.
 - When an error occurred, Reference Voucher Number and the error detail are written into this table.

Operation Method

- ▲ Choose Approval Action Status.

- The default is SVP Service Purchase Management System.
- ▲ Choose Process Status.
 - Purchase Voucher Automatic Creation Number: you can check such attributes as Approval Number, Success Status, and Execution Date of Purchase Voucher Automatic Creation process.
- ▲ Specify Accounting Period.
 - The default is the current processing accounting period.
- ▲ Specify Base Date.
 - Specify it if you want to extract a history by a date when you executed the process.
- ▲ Specify Approved By User ID
 - Specify it if you want to extract a history by User ID who executed the process.
- ▲ Specify Approval Number.
 - Specify it if you want to extract a history by Approval Number assigned at time of executing the process.
- ▲ Show error only (Check box)
 - The default is Gray.
- ▲ Click the refresh button.

Errors in Purchase Information Creation

- ▲ -20302 Error
 - Example of Error Message
 - ⇒ The combination of item control status and item transaction status is not registered on sales/purchase account related master. (Item Control Status Code, Item Transaction Status Code) :(12, 11)
 - Cause
 - ⇒ The error occurred because the combination of Item Control Status and Item Transaction Status has not been registered in Sales/Purchase Account Related Master.
 - Counter Measure
 - ⇒ Checking Item Transaction Status at Item Detail Tab of the voucher which caused the error, at Sales/Purchase Account Related Master, you check if appropriate Item Control Status or Account Code has been registered for the Item Transaction Status.
- ▲ -20410 Error
 - Example of Error Message
 - ⇒ The Foreign Currency Translation Rate is not registered in Currency Code of USD, Effective date of 2015060, and Foreign Currency Translation Rate Code of L1: Internal Rate.
 - Counter Measure
 - ⇒ At MST FC Translation Rate Master, for Currency, Accounting Period, and FC Translation Rate Code noted in the message, you check if FC Translation Rate has been registered.
- ▲ -20450 Error
 - Example of Error Message
 - ⇒ Unrecorded PO Detail Purchase Entry Schedule Detail exist prior to the target accounting period.
 - ⇒ Please execute recording process for the previous accounting period '2015060'
 - Counter Measure
 - ⇒ You perform Purchase Entry for the Accounting Period noted in the message.
- ▲ -20451 Error
 - Example of Error Message

⇒ 'FC Translation Rate' cannot be blank or zero.

- Counter Measure

⇒ Please check if Translation Rate has been input at Purchase Basic Tab of the voucher which caused the error.

▲ -20454 Error

- Example of Error Message

⇒ Consumption tax rate determined from the purchase entry date (optional transaction date) differs from the consumption tax rate of purchase entry schedule.

⇒ Please set appropriate consumption tax rate in purchase entry schedule at purchase order voucher.

- Cause

⇒ In case C-Tax Calculation Method Status Purchase in Purchase Order Type Master is E: By Purchase Entry Schedule and if C-Tax Rate of Purchase Entry Schedule is different from the one determined at time of Purchase Entry, this error happens.

- Counter Measure

⇒ You check Purchase Entry Schedule which caused this error to determine if C-Tax Rate is appropriate.

4. Purchase Monthly Update

Screen Image

A/C Period	Start Date	End Date	Update St...	Close Sta...	Updated ...	Upd...
2015010	2015/01/01	2015/01/31	Open	Not proce...		
2015020	2015/02/01	2015/02/28	Open	Not proce...		
2015030	2015/03/01	2015/03/31	Open	Not proce...		
2015040	2015/04/01	2015/04/30	Open	Not proce...		
2015050	2015/05/01	2015/05/31	Open	Not proce...		
2015060	2015/06/01	2015/06/30	Open	Not proce...		
2015070	2015/07/01	2015/07/31	Open	Not proce...		
2015080	2015/08/01	2015/08/31	Open	Not proce...		
2015090	2015/09/01	2015/09/30	Open	Not proce...		
2015100	2015/10/01	2015/10/31	Open	Not proce...		
2015110	2015/11/01	2015/11/30	Open	Not proce...		
2015120	2015/12/01	2015/12/31	Open	Not proce...		
2015121	2015/12/01	2015/12/31	Open	Not proce...		

Option

Execute intracompany interest calculation.

OK Cancel

Foreword

- ▲ Basic operation method is the same as PUR Purchase Monthly Update.
 - For its details, please refer to PUR Purchase (Chap), Purchase Monthly Update (Sec).
 - Only differences from PUR Purchase Monthly Update are explained thereafter.

Purpose

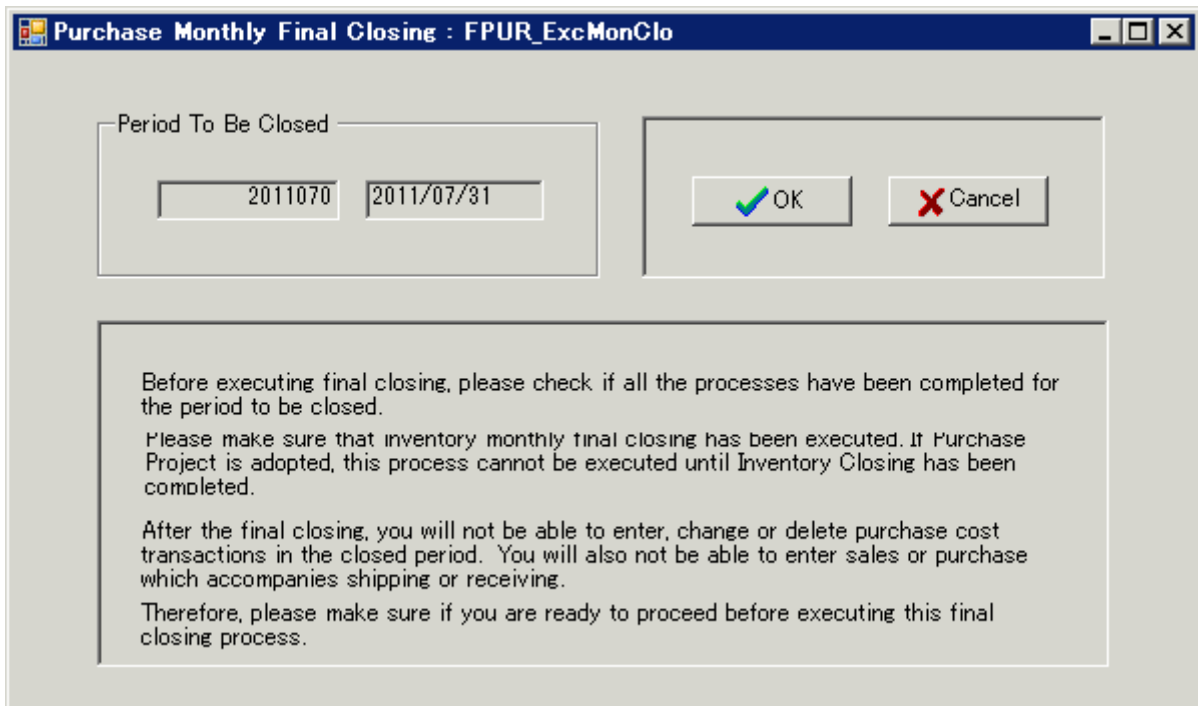
- ▲ Check to see if there remain any un-entered Purchase Entry Schedule.
 - You check any Purchase Entry Schedule of which Purchase Entry Schedule Internal Accounting Period is before the updated Accounting Period and for which no Purchase Entry has been performed.

Setup

- ▲ Option by Company PUR Purchase Project Option
 - Regardless of adopting this option, this menu item always appear in SVP.
 - When this option is adopted, the check box of Execute intracompany interest calculation is enabled.

5. Purchase Monthly Final Closing

Screen Image



Foreword

- ▲ Basic operation method is the same as PUR Purchase Monthly Final Closing.
 - For its details, please refer to PUR Purchase (Chap), Purchase Monthly Final Closing (Sec).
 - Only differences from PUR Purchase Monthly Final Closing are explained thereafter.

Purpose

- ▲ Execute Purchase-related Checks before Final Closing.
 - Checks if there remains any un-entered Purchase Entry Schedule (POrdDetPurRcdEstD).
 - ⇒ The system searches any un-entered (PurRcdST='F') Purchase Entry Schedule of which Internal Accounting Period (PurRcdEstActPer) is the finally closing Accounting Period or before.
- ▲ Update SVP Purchase Order Voucher.
 - For Purchase Order Voucher without Purchase Entry Schedules of the finally closing Accounting Period or later, the system updates PO Process Status with "Completed (Received)" (V2.01.37.00).
 - However, if the voucher has been generated from SVC Sales/Purchase Order Voucher and the following conditions apply, the system does not perform this update (V2.01.37.00)
 - ⇒ In the SO Type of SO Header, the "Payment Schedule Division at Collection" checkbox is ON and the "Billing Schedule Item Detail Use Status" combo box is set to "Input necessary (confirms amount agreement with SO Detail)".
 - ⇒ In Payment Term of PO Header, the "Payment Schedule Division at Collection" checkbox is ON.
 - For PO Voucher all of which Purchase Entry Schedule have been cancelled by the finally closing Accounting Period, it updates PO Process Status with Cancelled.

Setup

- ▲ Option by Company PUR Purchase Project Option
 - Regardless of adopting this option, this menu item always appear in SVP.

Chapter 5 Master

For the following menu item, please refer to MST Person / Client (Chap).

Supplier Master

For the following menu items, please refer to PUR Master (Chap).

Supplier List Inquiry

Supplier/Payee Inquiry

Chapter 6 Setup

For the following menu item, please refer to MST Person / Client (Chap).

- Supplier Status Master

For the following menu items, please refer to PUR Setup (Chap).

- Purchase Type Master

- Purchase Type Item Transaction Status Master

- Purchase Order Type Master

- Item Purchase Application Transaction Type Master

Chapter 7 Utility

Please see CMN Common System (Vol) for the following menus:

Report Printer Setup

Show Job Log

Parameter Setup