BUILDER
INFORMATION
SYSTEM

BIS®
Purchase Order Module
Reference Manual

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Conventions used in this manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

⚠ **Caution**

These boxes contain warnings about things you MUST check or of items you should be aware before proceeding. In many cases, the advice is for you to check with your C.P.A. or other tax advisor.

ℹ **Tip**

Tips offer you special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here is an example for access to a functional menu element:

Modular Menu Access

PO | Purchase Orders

This represents access to Purchase Orders' records from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access

Transactions | Purchase Orders

This represents access to Purchase Orders records from the Standard menu.

Here is an example of access to a report item:

Access to Purchase Order List

Module Menu with Reports Group

PO | Reports | Purchase Order List

This represents access to the Purchase Order List reports from the Module menu with Reports Group

Module Menu with Reports List

PO | Purchase Order List

This represents access to the Purchase Order List reports from the Module Menu with Reports List

Standard Menu

Reports | Accounts Payable | Purchase Order List

This represents access to the Purchase Order List reports from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass icon 🔍. The terms Purchase Order and PO, Accounts Payable and AP, and Inventory and IV may be used interchangeably, respectively.

Menu & Overview - Menu Access

Simply click on the Purchase Order menu item.

This option is used to create a purchase order when placing an order for materials or service with a vendor. Once the vendor invoice is received, the information entered in Purchase Order can be loaded into the Vendor Invoice record to save time by avoiding the need to reenter data. Also, when using the Accounts Payable module in conjunction with the Inventory module, Inventory items ordered through a purchase order update the Quantity on Order field in the Inventory Items file. No entry is made to the general ledger when a purchase order is created.

BIS prints or displays:

- Purchase Order List
- Purchase Order Form
- Purchase Order Analysis

The Purchase Order module also works with the Inventory module, if it is installed.

Tip

1. Before adding new vendors, please note that it is strongly advisable to first establish the System Wide Parameters for the AP module in: Administrator | System Wide Parameters | AP.

2. Before adding new vendors, please note that it is strongly advisable to first establish the master records for payment terms in Miscellaneous | Payment Terms of the modular menu or from List | Payment Terms in the Standard menu.

3. If the Inventory module is installed, before adding new purchase orders, please note that it is strongly advisable to first establish the master records for inventory items in IV | Inventory Items of the modular menu or from List | Inventory in the Standard menu.

4. If the Inventory module is installed, before adding new purchase orders please note that it is strongly advisable to first establish the System Wide Parameters for the IV module in Administrator | System Wide Parameters | IV.

5. Before adding new purchase orders, please note that it is strongly advisable to first establish the master records for payment terms in Miscellaneous | Payment Terms of the modular menu or from List | Payment Terms in the Standard menu.

An existing purchase order may be edited, unless its data has been loaded into a vendor invoice, or it has been closed.

Purchase Orders

This section covers several options including adding, editing, or deleting purchase orders, identifying a ship-to address, modifying the GL AP accounts to which the invoice created from a purchase order will post, and adding notes. The Purchase Order function is used to enter and change purchase orders.

When an item or service is to be ordered from a vendor, the information should be recorded using this screen to update the purchase order records. Job-related and saved purchase orders update Job Cost as a committed cost.

Tip

> If a user enters a purchase order and needs to change it before it has been converted to an invoice, it may done by using the Open icon. Instructions for converting a Purchase Order using this option appear in the Appendix of this manual and in the Accounts Payable Module manual.

Modular Menu Access

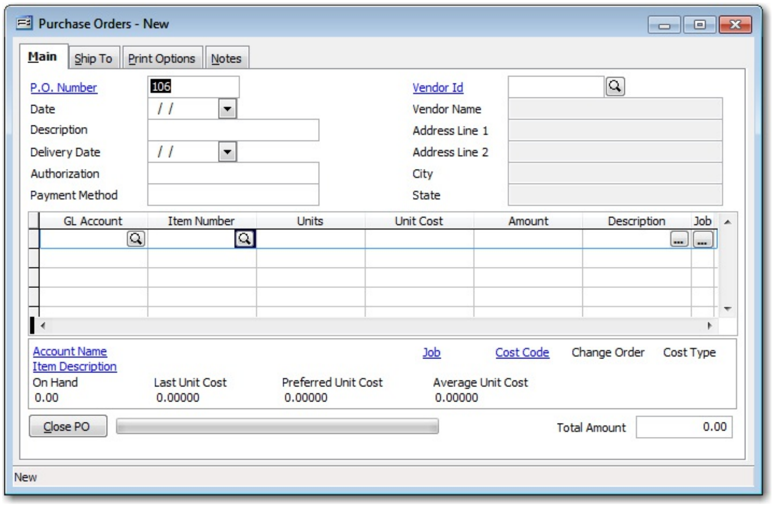
PO | Purchase Orders

Standard Menu Access

Transactions | Purchase Orders

New Record

Initial access to purchase orders from the menu opens the Purchase Orders - New form. This form is used to enter new purchase order information. However, access to a new form when another purchase order record is on the screen only requires users to press Ctrl+N or use the New icon on the toolbar. However, the system will ask the user to save any changes to the open record.


Purchase Orders - New
Main
Ship To
Print Options
Notes
Date
Description
Delivery Date
Authorization
Payment Method
Vendor Id
Vendor Name
Address Line 1
Address Line 2
City
State
GL Account
Item Number
Units
Unit Cost
Amount
Description
Job
Account Name
Item Description
Job
Cost Code
Change Order
Cost Type
Close PO
New

P.O. Number: 106

On Hand: 0.00

Last Unit Cost: 0.00000

Preferred Unit Cost: 0.00000

Average Unit Cost: 0.00000

Total Amount: 0.00

Figure: PO-1
Purchase Orders – New screen form.

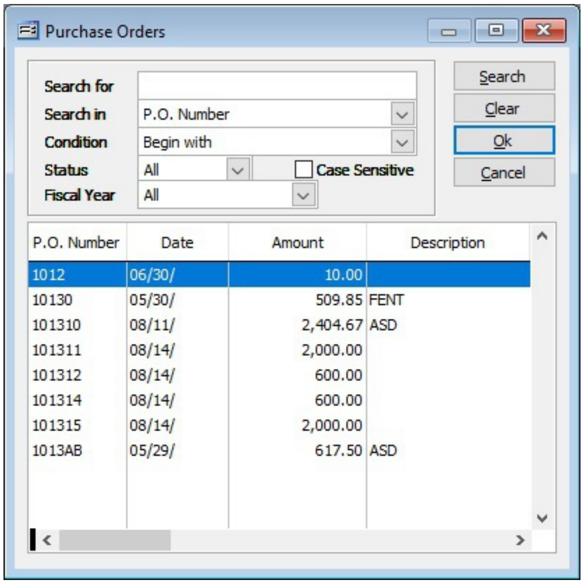
Scrolling Through Purchase Order Records

Purchase order records can be scrolled by using the VCR buttons on the toolbar at the top of the screen. Clicking on the First icon (at the top of the screen) will open the first record of the list, according to P.O. Number. Clicking on the Previous icon (at the top of the screen) will open the immediately prior record of the list, according to P.O. Number. Clicking on the Next icon (at the top of the screen) will open the next record of the list, according to the P.O. Number. Clicking on the Last icon (at the top of the screen) will open the last record of the list, according to the P.O. Number.

Editing an Existing Record

To examine the list of existing purchase orders, click on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: PO-2
Purchase Orders Find/Search screen form.

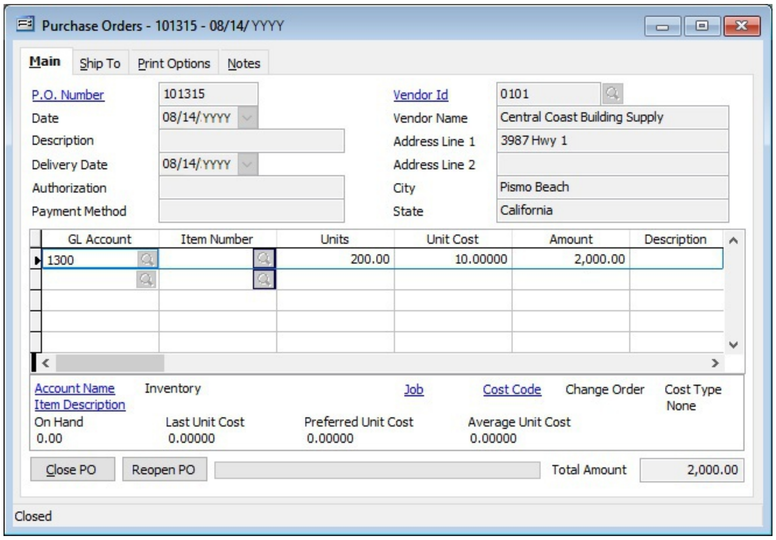


Search for
Search in: P.O. Number
Condition: Begin with
Status: All
☐ Case Sensitive
Fiscal Year: All

P.O. Number	Date	Amount	Description
1012	06/30/	10.00	
10130	05/30/	509.85	FENT
101310	08/11/	2,404.67	ASD
101311	08/14/	2,000.00	
101312	08/14/	600.00	
101314	08/14/	600.00	
101315	08/14/	2,000.00	
1013AB	05/29/	617.50	ASD

Note that when the purchase order screen form appears, all of the fields at the top are shaded; new information cannot entered or existing information changed.

Figure: PO-3
Existing Purchase Order accessed for viewing from the Find/Search screen. The data cannot be changed without opening this record.



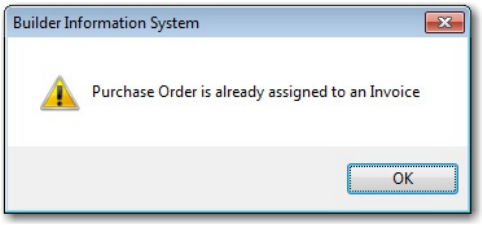
P.O. Number: 101315
Date: 08/14/YYYY
Description
Delivery Date: 08/14/YYYY
Authorization
Payment Method
Vendor Id: 0101
Vendor Name: Central Coast Building Supply
Address Line 1: 3987 Hwy 1
Address Line 2
City: Pismo Beach
State: California

GL Account	Item Number	Units	Unit Cost	Amount	Description
1300		200.00	10.00000	2,000.00	

Account Name: Inventory
Item Description
Job
Cost Code
Change Order
Cost Type: None
On Hand: 0.00
Last Unit Cost: 0.00000
Preferred Unit Cost: 0.00000
Average Unit Cost: 0.00000
Total Amount: 2,000.00
Closed

To access the information when the record appears on the screen, it is necessary to press the Open icon 📂 on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

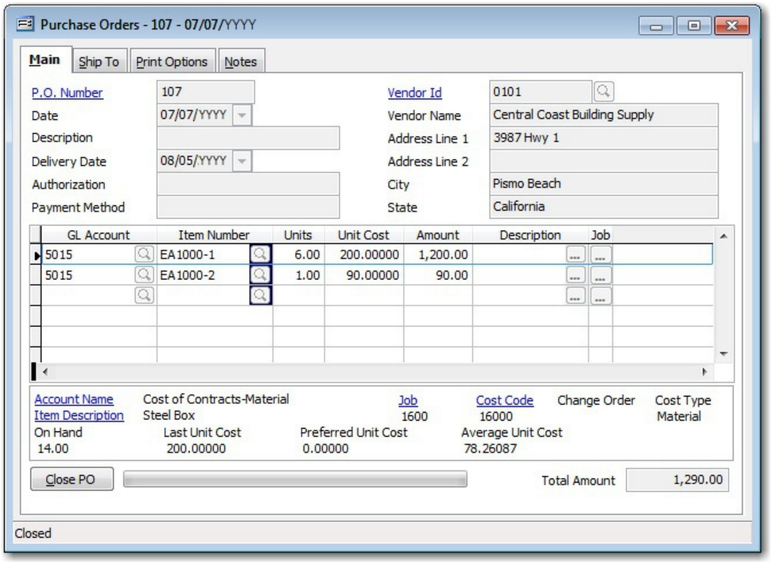
Figure: PO-4
Warning message if the selected purchase order was already assigned to an invoice.



Purchase Order is already assigned to an Invoice

If the purchase order can be edited or changed, all of its fields will be accessible. Changes made to a pre-existing purchase order can result in changes in the Job Cost and/or Inventory records. The revised record will be saved with new entries to the affected records.

Figure: PO-5
Sample Purchase Order that is editable.



Purchase Orders - 107 - 07/07/YYYY

P.O. Number 107
Date 07/07/YYYY
Description
Delivery Date 08/05/YYYY
Authorization
Payment Method
Vendor Id 0101
Vendor Name Central Coast Building Supply
Address Line 1 3987 Hwy 1
Address Line 2
City Pismo Beach
State California

GL Account	Item Number	Units	Unit Cost	Amount	Description	Job
5015	EA1000-1	6.00	200.00000	1,200.00		
5015	EA1000-2	1.00	90.00000	90.00		

Account Name Cost of Contracts-Material
Item Description Steel Box
Job 1600
Cost Code 16000
Change Order
Cost Type Material
On Hand 14.00
Last Unit Cost 200.00000
Preferred Unit Cost 0.00000
Average Unit Cost 78.26087
Total Amount 1,290.00
Closed

Deleting an Existing Record

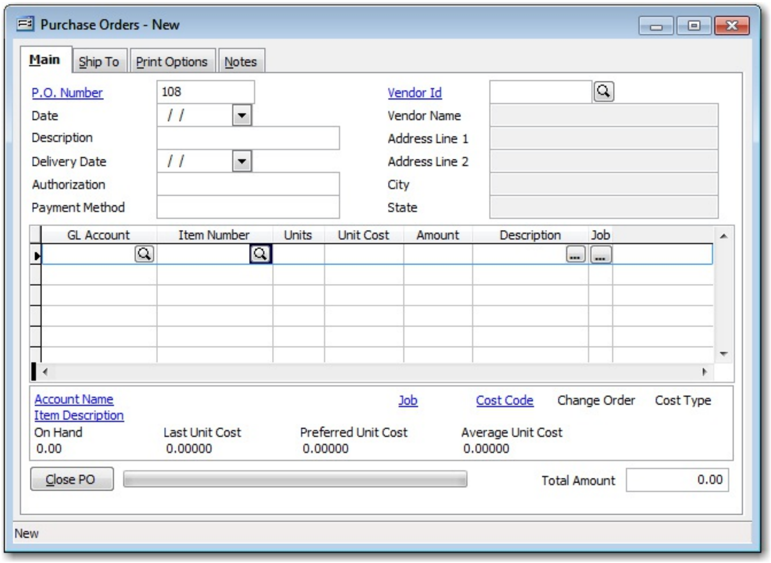
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete icon ☒ (at the top of the screen). The system will ask, "Do you want to delete this record? Click on the Yes button to delete it, or click on the No button to leave this process.

Deleting a pre-existing purchase order can result in changes in the Job Cost and/or Inventory records.

Main Tab

The Purchase Orders' file records all pertinent information related to purchase orders. The information recorded on these tabs is used throughout BIS whenever a purchase order is referenced in other transactions or in reports. The Main tab records detailed information about this purchase order.

Figure: PO-6
New Purchase Order record Main tab screen form.



Purchase Orders - New

P.O. Number 108
Date / /
Description
Delivery Date / /
Authorization
Payment Method
Vendor Id
Vendor Name
Address Line 1
Address Line 2
City
State

GL Account	Item Number	Units	Unit Cost	Amount	Description	Job

Account Name
Item Description
Job
Cost Code
Change Order
Cost Type
On Hand 0.00
Last Unit Cost 0.00000
Preferred Unit Cost 0.00000
Average Unit Cost 0.00000
Total Amount 0.00
New

P. O. Number

The P.O. Number field records a purchase order number that is used to identify this record. The program assigns a consecutive number automatically. The number assigned can be changed in the AP tab of the System Wide Parameters by changing the number listed in the Last Purchase Order Number field. The AP tab also offers an option to allow the user to assign an invoice number manually for every record.

Please note that the Purchase Order number is a hyperlink field as well as the description of the information to be entered. Right-clicking on the Purchase Order hyperlink opens a selection of reports that can be directly accessed.

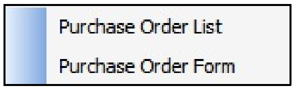


Figure: PO-7
Reports directly accessible by right-clicking on the field name hyperlink.

Date

This field records the date that appears on the purchase order. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Description

This field records a general description for this purchase order. This is an alphanumeric field limited 30 characters.

Delivery Date

The Due Date field records the date the shipment is scheduled to arrive. The date may be typed or selected from the drop-down arrow using the Calendar tool.

Authorization

This field records the name or code that authorizes this purchase. If there is no authorization code, enter the name of the person authorizing this purchase, or leave the field blank. This is an alphanumeric field limited to 15 characters.

Payment Method

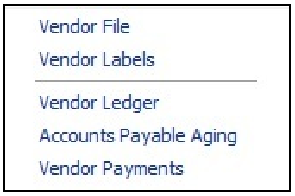
This field records the method of payment intended for his purchase. If there is no pre-planned payment method, leave the field blank. This is an alphanumeric field limited to 15 characters.

Vendor Id

The Vendor Id field records the identification for the vendor whose purchase order is to be entered in BIS®. The vendor ID may be entered manually, or it can be selected from the list of vendors by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors - New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: PO-8
Reports directly accessible by right-clicking on the field name hyperlink



Vendor Name
This field displays the name of the selected vendor Id.

Street Address 1
This field displays the first line of the vendor address that will appear on the purchase order.

Street Address 2
This field displays the second line of the vendor address that will appear on the purchase order.

City
This field displays the city name of the vendor address that will appear on the purchase order.

State
This field displays the full state name of the vendor that will appear on the purchase order.

Column Fields
Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account
This field records the general ledger account number that will be affected by this transaction line item when the purchase order is converted to an invoice. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Item Number
The item Column field records the code of the inventory item ordered, but only if the Inventory module license is active. This code may be entered manually or by using the Find tool, but it must be recorded in the Inventory Items file. If the Inventory module is not installed, no Item Number may be used. Whether or not the Inventory module is installed, this field is not required and may be left blank.

Units
This field records the quantity (based upon the unit of measure) to be ordered.

Unit Cost
This field records the unit cost for this item.

Amount
This important field calculates the extended amount (cost per unit times the number of units) for this line item.

Description
This field is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. This is an alphanumeric field limited to 30 characters. To record an extended description for this item, click the button to open a Notes box, where unlimited information related to this line item may be stored. If the line item refers to an inventory item, the description is retrieved from the Inventory module.

Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be assigned to a specific job, change order, and cost code.

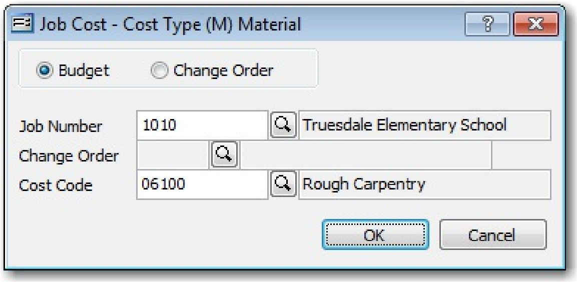
Tip

> The Purchase Order module is not considered to be a substitute for the Subcontract Control module, and will not permit posting to a Subcontract GL account. For subcontracts, that module should be used.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor or Subcontract) in the Chart of Accounts. To reach this box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that. appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: PO-9
Purchase Orders, Job Cost – Cost Type (M) Material sub-screen form.



● Budget ○ Change Order

Job Number: 1010 Truesdale Elementary School
Change Order:
Cost Code: 06100 Rough Carpentry

Budget/Change Order Radio Buttons

If the purchase order applies to a budget item, select the Budget radio button. If the purchase order applies to a Budget Change Order item, select the Change Order radio button.

Job Number

Enter or select a Job number to be associated with this purchase order line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍 or pressing Ctrl+F.

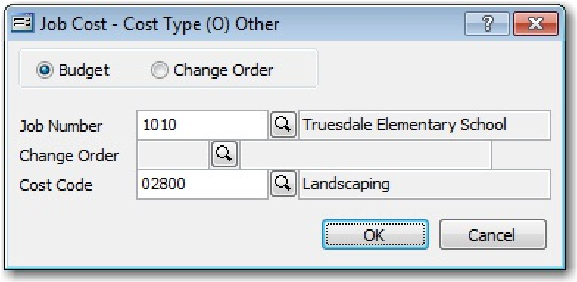
Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with this invoice line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍 or pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with this purchase order line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍.

Figure: PO-10
Purchase Orders, Job Cost – Cost Type (O) Other sub-screen form used for Other Job Cost type transactions.



● Budget ○ Change Order

Job Number: 1010 Truesdale Elementary School
Change Order:
Cost Code: 02800 Landscaping

The program will offer to allow you to choose either a cost code already in the budget (Job Budget), or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Save the Record

When the record is complete or satisfactorily completed, you should either click on the OK button in the sub-form, or the Cancel button to do further editing of the entries.

Line Detail Area

This area displays additional information pertaining to the line item selected, including the account name and item description. Also displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Account Name

This field displays the account name to which this purchase order will be assigned when converted to an invoice. The default account is recorded in the grid above.

Please note that the Account Name title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form to add a new GL account. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PO-11
Reports directly accessible by right-clicking on the field name hyperlink.

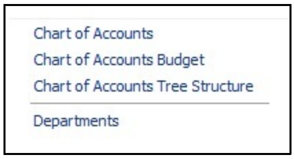
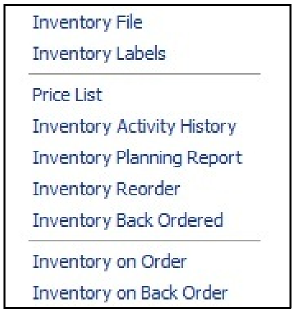


Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Item Description

If the Inventory module is installed, and the focus is on an inventoried item, this field displays the Inventory Item Description. Please note that the Item Description is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Inventory - New form to add a new Inventory items. Right-clicking on the Account Name hyperlink opens a selection of reports that can be directly accessed.

Figure: PO-12
Reports directly accessible by right-clicking on the field name hyperlink.

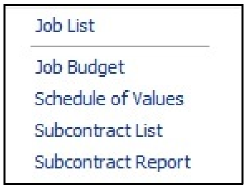

Inventory File
Inventory Labels
Price List
Inventory Activity History
Inventory Planning Report
Inventory Reorder
Inventory Back Ordered
Inventory on Order
Inventory on Back Order

Job

If the focus is on a purchase order line that is job related, this field displays the Job number applicable to that line item.

Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: PO-13
Reports directly accessible by right-clicking on the field name hyperlink.


Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report

Cost Code

If the focus is on a purchase order line that is job related, this field displays the Cost Code applicable to that line item.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a purchase order line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a purchase order line that is related to a job, this field displays the Material or Other cost type applicable to that line item.

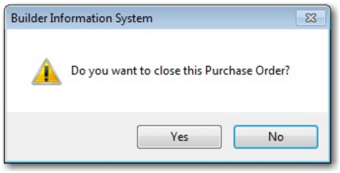
Summary Area

This area displays enables the user to close the purchase order and displays the total of the P.O.

Close Purchase Order

If this button is selected, a dialog box opens that asks, “Do you want to close this Purchase Order”? If the user clicks on the Yes button, the corresponding purchase order will be closed upon posting. If the No button is selected, no action will be taken. Once closed, a purchase order cannot be changed.

Figure: PO-14
Purchase Order, Close PO dialog box.



Do you want to close this Purchase Order?

Tip

> Once a purchase order has been loaded into a vendor invoice – even if the invoice is for only part of the order – the source purchase order cannot be modified or deleted. It can only be closed.

Total

This field displays the total of all the vendor invoice line item amounts. This amount must balance with the Amount field shown above.

Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the 💾 Save button on the toolbar, or press Ctrl-S to save the changes.

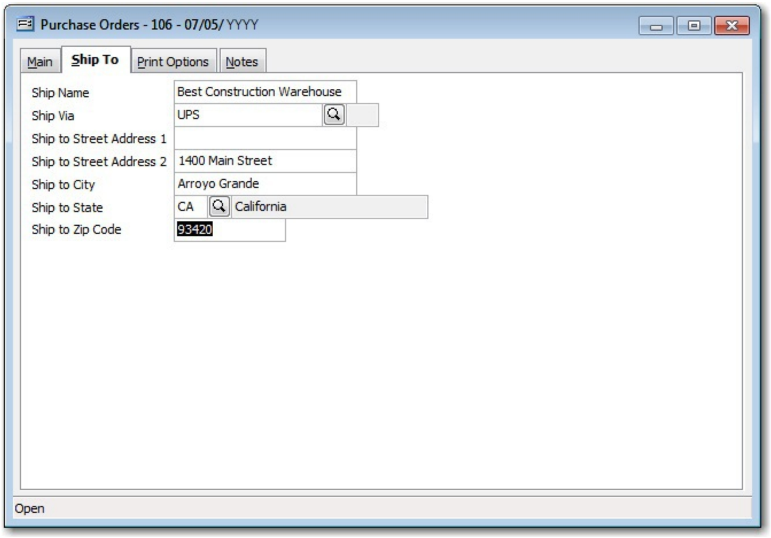
Ship To Tab

The Ship To section of this form records the shipping address that will appear on the purchase order.

Tip

> When a purchase order is closed, any remaining committed costs (the amounts of purchase orders that have not been invoiced) are removed from job records.

Figure: PO-15
Purchase Orders Ship To tab screen form.



Ship Name	Best Construction Warehouse
Ship Via	UPS
Ship to Street Address 1	
Ship to Street Address 2	1400 Main Street
Ship to City	Arroyo Grande
Ship to State	CA California
Ship to Zip Code	93420

Ship Name

This field records the addressee that will appear on the purchase order. This is an alphanumeric field limited to 30 characters.

Ship Via

This field records the shipping method for this purchase order. This may be typed or entered using the Find tool, but must exist in the Ship Via file.

Ship to Street Address 1

This field records the first line of the shipping address. This is an alphanumeric field limited to 30 characters.

Ship to Street Address 2

This field records the second line of the shipping address. This is an alphanumeric field limited to 30 characters.

Ship to City

This field records the ship-to city for this purchase order, up to 30 characters.

Ship to State

The state abbreviation may be typed manually or selected from the list of defined state codes. Click on the Find tool, or the drop down button (whichever is available on this form) to see an extended list of states. This is a two-character field.

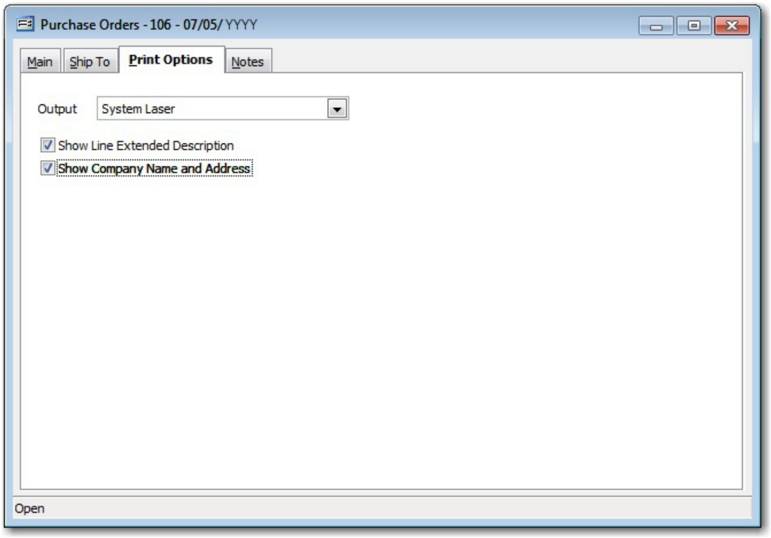
Ship to Zip Code

This field records the postal zip code. This number limited to nine characters and will be formatted automatically as 99999-9999 as the number is entered. This field is masked to accept only numeric values.

Print Options Tab

This section allows for the Purchase Order to have its output changed from the default setting found in User Preferences section.

Figure: PO-16
Purchase Order Print Options tab screen form.



Output: System Laser

☑ Show Line Extended Description

☑ Show Company Name and Address

Open

Output

This field offers a selection of formats to print this form. It also may be viewed on the screen using the Preview button.

Tip

> If you have created and saved other formats of the PurchaseOrder, they will be listed here along with the system formats.

Caution

> Prior to printing or previewing a Purchase Order, the system will ask you to save it. Even if the Purchase Order is saved, it can be edited if necessary by using the Open button (as long as it has not yet been converted to an Invoice.

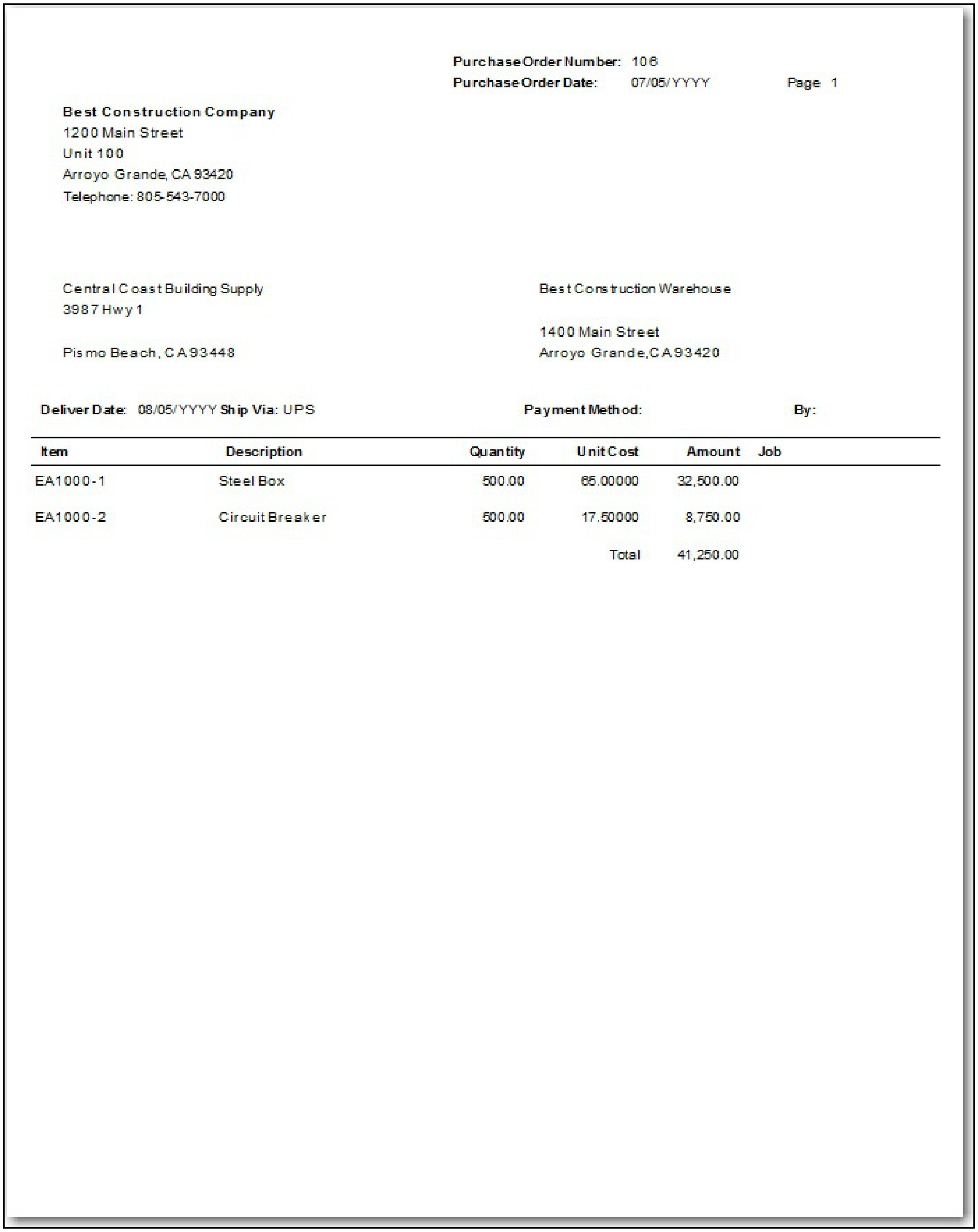
Show Line Extended Descriptions

This box should be checked if the Extended Line Descriptions should be printed on the purchase order.

Show Company Name and Address

This box should be checked if the Company Name and Address should be printed on the purchase order. This box should not be checked if the purchase order is to be printed on a pre-printed form that already includes that information.

Purchase Order Form



Purchase Order Number: 106
Purchase Order Date: 07/05/YYYY Page 1

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone: 805-543-7000

Central Coast Building Supply
3987 Hwy 1

Pismo Beach, CA 93448

Best Construction Warehouse

1400 Main Street
Arroyo Grande,CA 93420

Deliver Date: 08/05/YYYY **Ship Via:** UPS **Payment Method:** **By:**

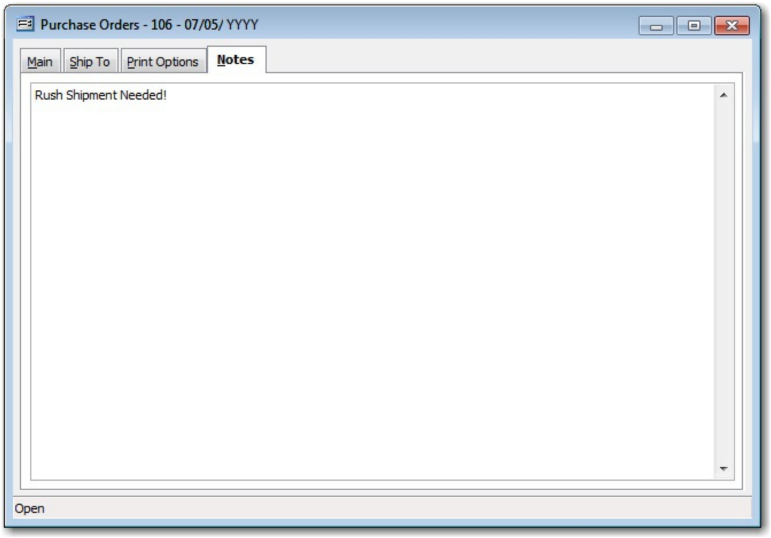
Item	Description	Quantity	Unit Cost	Amount	Job
EA1000-1	Steel Box	500.00	65.00000	32,500.00	
EA1000-2	Circuit Breaker	500.00	17.50000	8,750.00	
			Total	41,250.00	

Figure: PO-17 Sample Purchase Order of inventory items not applied to a job for a pre-printed form.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: PO-18
Sample Purchase Order Notes tab screen form.


Purchase Orders - 106 - 07/05/ YYYY
Main
Ship To
Print Options
Notes
Open

Rush Shipment Needed!

Save the Changed Record

When the record is complete or satisfactorily edited, you should either click on the 💾 Save button on the toolbar, or press Ctrl-S to save the changes.

Purchase Order Reports

This section covers the reports available for purchase orders. Access to specific reports begins with the Query screen that enable you to select the particular variation needed. As with other reports in BIS®, reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an “Order By” setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allow certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open pop-up reports menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS® reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria has been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open displaying the report. This is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select the Print function, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS®, reports can be exported and emailed in up to 6 different formats. The screen presentation of most reports offers hyperlinks that enable you to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls

There are a number of controls that affect reports and how they are rendered. Initial access comes from the Reports Toolbar.

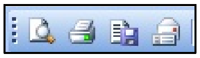


Figure: PO-19
Report Toolbar

Preview

The Preview icon works with the Report and printing functions, allowing you to preview in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS MSD (Multiple Screen Display).

Print (Ctrl-P)

The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.

Email Report

The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS®. The available formats for these editions are the same as listed for Export above.

Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.

Table of Contents

The BIS® Table of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.

Show/Hide Ruler

The Show/Hide Rule icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.

Copy Page

The Copy Page icon copies the current page of the report to the Windows® Clipboard.

Find

The BIS Find icon enables you to find or search for a particular piece of data in the current report.

Display Pages

The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.

Zoom In

The Zoom In icon enlarges the screen image by preset percentages.

Zoom Out

The Zoom In icon reduces the screen image by preset percentages.

Zoom Control

The Zoom Control drop-down allows you to enlarge or reduce the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.

"VCR" Buttons

2/13 The VCR button icons provide you with a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Hyperlink Appearance

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

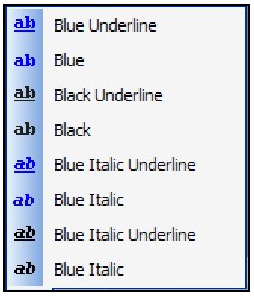


Figure: PO-20
Hyperlink format options

Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS® reports are list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria you specify does not yield any records, BIS® will not allow the report to be previewed or printed.

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available varies from report to report.

Order By

Use the drop down menu in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display entries A-Z, while a descending list orders entries Z-A.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that you can select from records on file.

Operators

All	Shows all records.
=	Displays only records with data matching the data in the Beginning column.
On Date Run	For Date fields only; this dynamic operator uses the system date for the program.
Day # of Month	For Date fields only; this dynamic operator uses the pres-selected specific day of the month.
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month.
Last Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month.
In	Includes all records contain the data entered in the Beginning column.
Between	Shows records that fall between the records listed in the Beginning and Ending columns.
Tag	Includes specific records tagged from a drop-down list of records.
>	Includes records that have a value greater than that entered in the Beginning column.
<	Only shows records with a value less than that defined.
>=	Displays records with a value greater than or equal to the defined data.
<=	Includes records whose value is less than or equal to the data entered.

Purchase Order Report List

The following is a list of purchase order reports available in BIS®.

1. Purchase Order List
2. Purchase Order Form
3. Purchase Order Analysis

Menu Access

Access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

PO | Reports

Reports Access via Modules with Reports Listed

PO

Standard Menu

Reports | Accounts Payable

Purchase Order List

This report provides a listing of current purchase orders on file. A variety of report types are available to produce as detailed a listing as needed.

Access to Purchase Order List

Module Menu with Reports Group

PO | Reports | Purchase Order List

Module Menu with Reports List

PO | Purchase Order List

Standard Menu

Reports | Accounts Payable | Purchase Order List

Report Types

Summary

The Summary Report Type displays the purchase order number, date, description, vendor ID and name, purchase order status, order amount and list total.

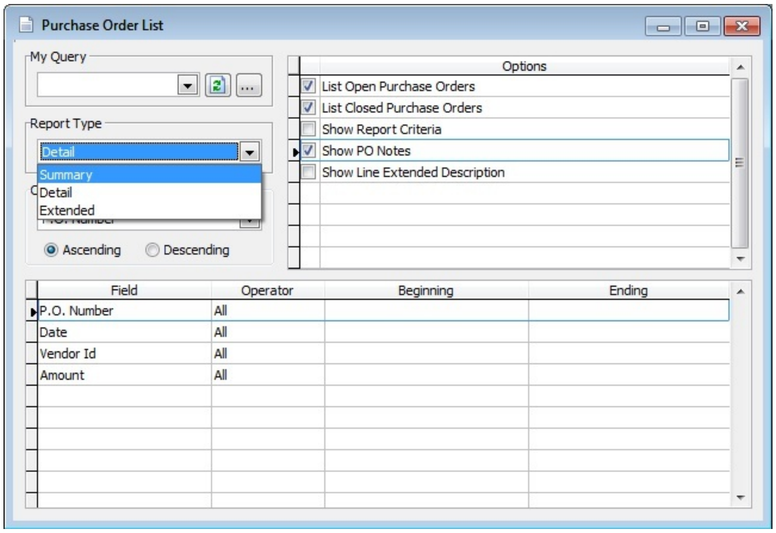
Detail

The Detail Report Type also shows the line item detail including inventory item number, item description, posting account, quantity ordered, unit cost and extended amount.

Extended

The Extended Report Type also provides the job, cost code, change order and cost type for items applied to a job cost file.

Figure: PO-21
Purchase Order Query screen form, showing Summary, Detail, and Extended report types.



Report Type: Detail
- Summary
- Detail
- Extended

● Ascending ○ Descending

☑ List Open Purchase Orders
☑ List Closed Purchase Orders
☐ Show Report Criteria
☑ Show PO Notes
☐ Show Line Extended Description

Field	Operator	Beginning	Ending
P.O. Number	All		
Date	All		
Vendor Id	All		
Amount	All		

Order By

- P.O. Number
- Date
- Vendor Id
- Amount

Options

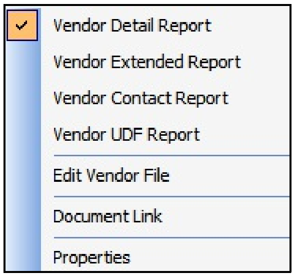
- List Open Purchase Orders
- List Closed Purchase Orders
- Show Report Criteria
- Show PO Notes
- Show Line Extended Description

Fields

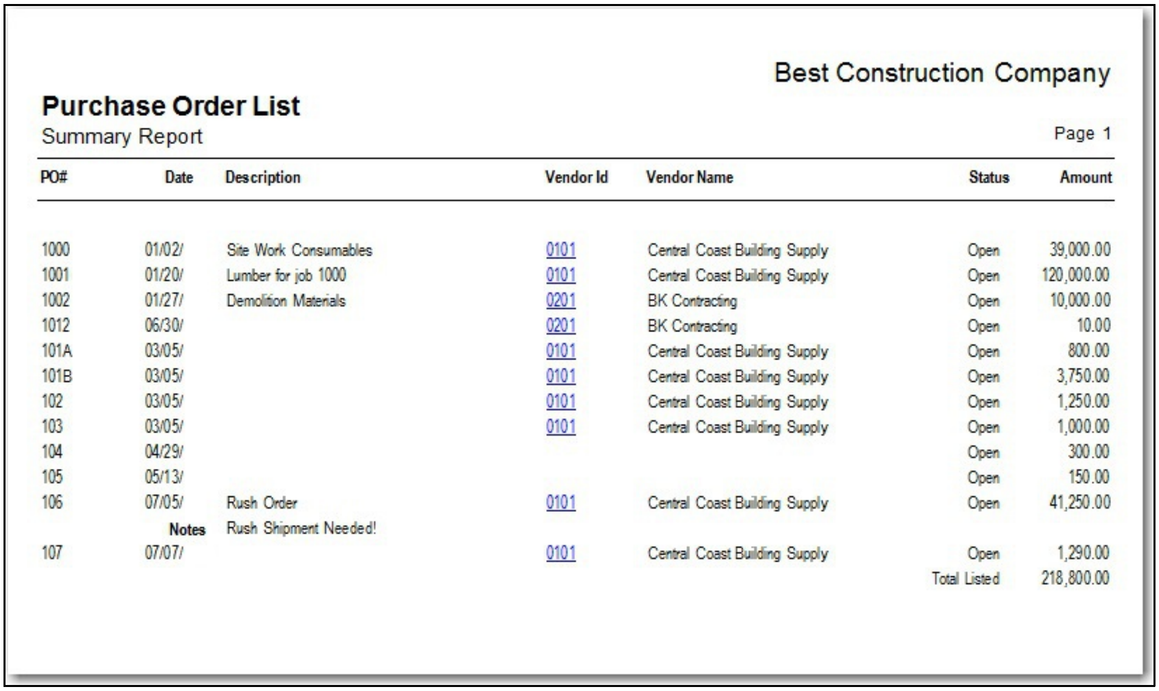
- Fields
- Date
- Vendor Id
- Amount

Drill-Down+® Destinations

Figure: PO-22
Right-click the Vendor Id hyperlink to display a selection of reports and other available functions.


✓ Vendor Detail Report
Vendor Extended Report
Vendor Contact Report
Vendor UDF Report
Edit Vendor File
Document Link
Properties

Purchase Order List – Summary Report



Best Construction Company

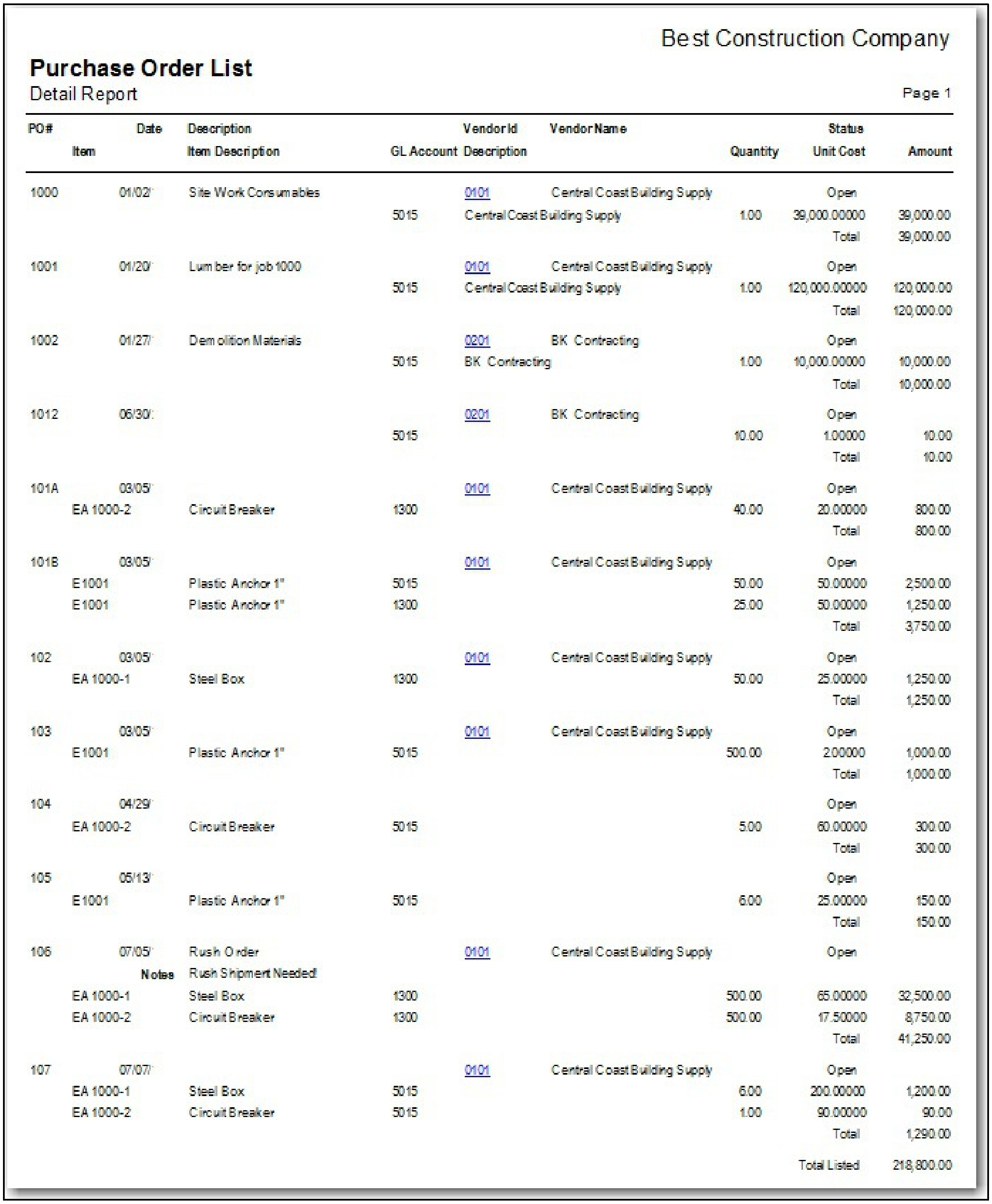
Purchase Order List
Summary Report

Page 1

PO#	Date	Description	Vendor Id	Vendor Name	Status	Amount
1000	01/02/	Site Work Consumables	0101	Central Coast Building Supply	Open	39,000.00
1001	01/20/	Lumber for job 1000	0101	Central Coast Building Supply	Open	120,000.00
1002	01/27/	Demolition Materials	0201	BK Contracting	Open	10,000.00
1012	06/30/		0201	BK Contracting	Open	10.00
101A	03/05/		0101	Central Coast Building Supply	Open	800.00
101B	03/05/		0101	Central Coast Building Supply	Open	3,750.00
102	03/05/		0101	Central Coast Building Supply	Open	1,250.00
103	03/05/		0101	Central Coast Building Supply	Open	1,000.00
104	04/29/				Open	300.00
105	05/13/				Open	150.00
106	07/05/	Rush Order	0101	Central Coast Building Supply	Open	41,250.00
	Notes	Rush Shipment Needed!				
107	07/07/		0101	Central Coast Building Supply	Open	1,290.00
					Total Listed	218,800.00

Figure: PO-23 Purchase Order List – Summary Report, sorted by P.O. Number.

Purchase Order List – Detail Report



Best Construction Company

Purchase Order List

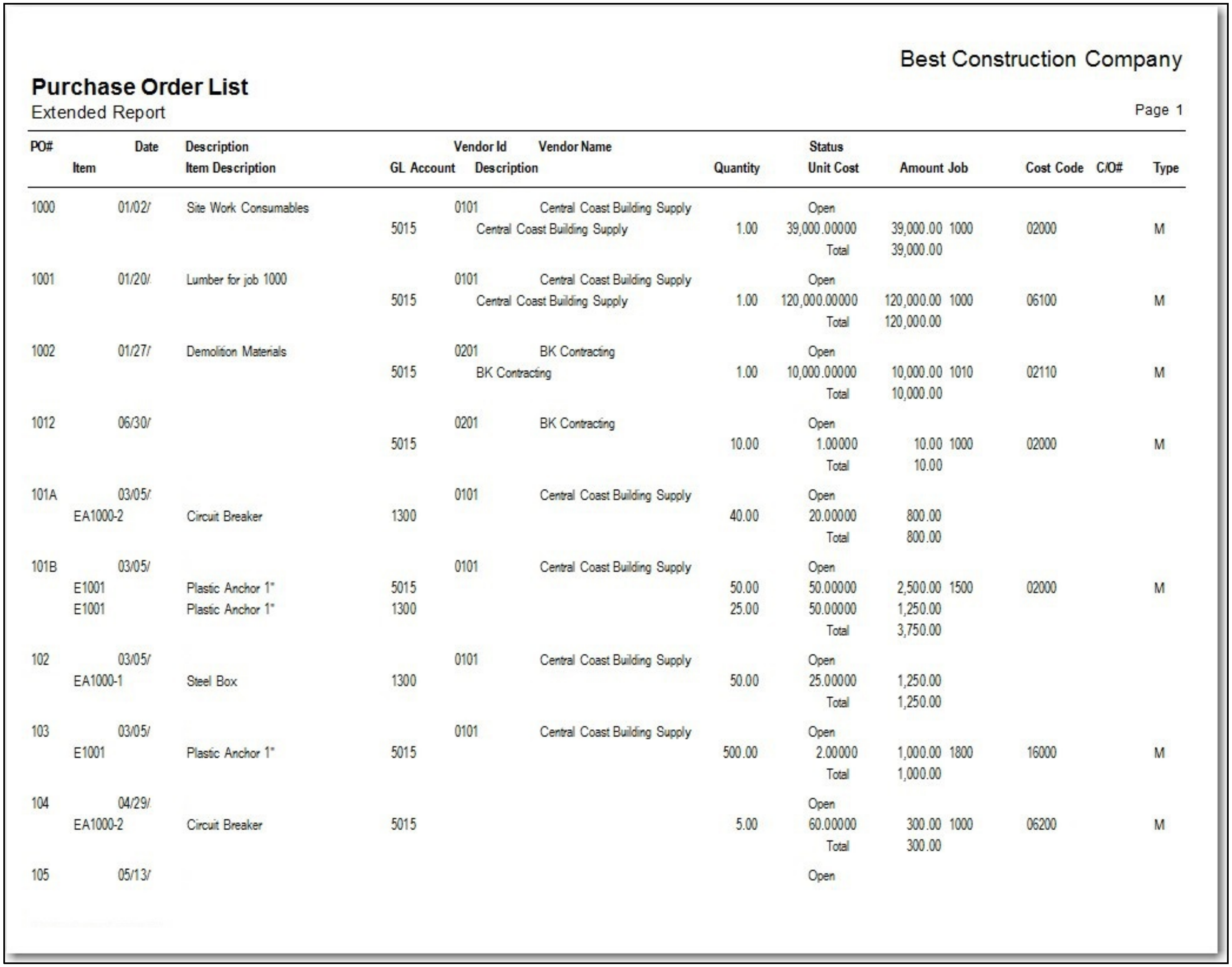
Detail Report

Page 1

PO#		Date	Description		Vendor Id	Vendor Name		Status	
	Item		Item Description	GL Account	Description		Quantity	Unit Cost	Amount
1000		01/02/	Site Work Consumables		0101	Central Coast Building Supply		Open	
				5015	Central Coast Building Supply		1.00	39,000.00000	39,000.00
								Total	39,000.00
1001		01/20/	Lumber for job 1000		0101	Central Coast Building Supply		Open	
				5015	Central Coast Building Supply		1.00	120,000.00000	120,000.00
								Total	120,000.00
1002		01/27/	Demolition Materials		0201	BK Contracting		Open	
				5015	BK Contracting		1.00	10,000.00000	10,000.00
								Total	10,000.00
1012		06/30/			0201	BK Contracting		Open	
				5015			10.00	1.00000	10.00
								Total	10.00
101A		03/05/			0101	Central Coast Building Supply		Open	
	EA 1000-2		Circuit Breaker	1300			40.00	20.00000	800.00
								Total	800.00
101B		03/05/			0101	Central Coast Building Supply		Open	
	E1001		Plastic Anchor 1"	5015			50.00	50.00000	2,500.00
	E1001		Plastic Anchor 1"	1300			25.00	50.00000	1,250.00
								Total	3,750.00
102		03/05/			0101	Central Coast Building Supply		Open	
	EA 1000-1		Steel Box	1300			50.00	25.00000	1,250.00
								Total	1,250.00
103		03/05/			0101	Central Coast Building Supply		Open	
	E1001		Plastic Anchor 1"	5015			500.00	2.00000	1,000.00
								Total	1,000.00
104		04/29/						Open	
	EA 1000-2		Circuit Breaker	5015			5.00	60.00000	300.00
								Total	300.00
105		05/13/						Open	
	E1001		Plastic Anchor 1"	5015			6.00	25.00000	150.00
								Total	150.00
106		07/05/	Rush Order		0101	Central Coast Building Supply		Open	
		Notes	Rush Shipment Needed!						
	EA 1000-1		Steel Box	1300			500.00	65.00000	32,500.00
	EA 1000-2		Circuit Breaker	1300			500.00	17.50000	8,750.00
								Total	41,250.00
107		07/07/			0101	Central Coast Building Supply		Open	
	EA 1000-1		Steel Box	5015			6.00	200.00000	1,200.00
	EA 1000-2		Circuit Breaker	5015			1.00	90.00000	90.00
								Total	1,290.00
								Total Listed	218,800.00

Figure: PO-24 Purchase Order List – Detail Report, sorted by P.O. Number.

Purchase Order List – Extended Report



Purchase Order List

Extended Report

Best Construction Company

Page 1

PO# / Item	Date	Description / Item Description	GL Account	Vendor Id	Vendor Name / Description	Quantity	Status / Unit Cost	Amount	Job	Cost Code	C/O#	Type
1000	01/02/	Site Work Consumables		0101	Central Coast Building Supply		Open					
			5015		Central Coast Building Supply	1.00	39,000.00000	39,000.00	1000	02000		M
							Total	39,000.00				
1001	01/20/	Lumber for job 1000		0101	Central Coast Building Supply		Open					
			5015		Central Coast Building Supply	1.00	120,000.00000	120,000.00	1000	06100		M
							Total	120,000.00				
1002	01/27/	Demolition Materials		0201	BK Contracting		Open					
			5015		BK Contracting	1.00	10,000.00000	10,000.00	1010	02110		M
							Total	10,000.00				
1012	06/30/			0201	BK Contracting		Open					
			5015			10.00	1.00000	10.00	1000	02000		M
							Total	10.00				
101A	03/05/			0101	Central Coast Building Supply		Open					
EA1000-2		Circuit Breaker	1300			40.00	20.00000	800.00				
							Total	800.00				
101B	03/05/			0101	Central Coast Building Supply		Open					
E1001		Plastic Anchor 1"	5015			50.00	50.00000	2,500.00	1500	02000		M
E1001		Plastic Anchor 1"	1300			25.00	50.00000	1,250.00				
							Total	3,750.00				
102	03/05/			0101	Central Coast Building Supply		Open					
EA1000-1		Steel Box	1300			50.00	25.00000	1,250.00				
							Total	1,250.00				
103	03/05/			0101	Central Coast Building Supply		Open					
E1001		Plastic Anchor 1"	5015			500.00	2.00000	1,000.00	1800	16000		M
							Total	1,000.00				
104	04/29/						Open					
EA1000-2		Circuit Breaker	5015			5.00	60.00000	300.00	1000	06200		M
							Total	300.00				
105	05/13/						Open					

Figure: PO-25

Purchase Order List, Extended Report, sorted by P.O. number, showing job

Purchase Order Form

This option allows users to print purchase orders forms. This feature enables users to print all or a range of purchase orders, rather than only one-at-at-time from the purchase order entry screen.

Access to Purchase Order Forms

Module Menu with Reports Group

PO | Reports | Purchase Order Forms

Module Menu with Reports List

PO | Purchase Order Forms

Standard Menu

Reports | Accounts Payable | Purchase Order Forms

Report Types

The Purchase Order form can be printed as either System Laser or Continuous, depending upon the type of pre-printed form being used. If a custom designed purchase order form has been created using the Form Editor tool, it will be listed here as well.

Order By

- P.O. Number
- Date
- Vendor Id
- Amount

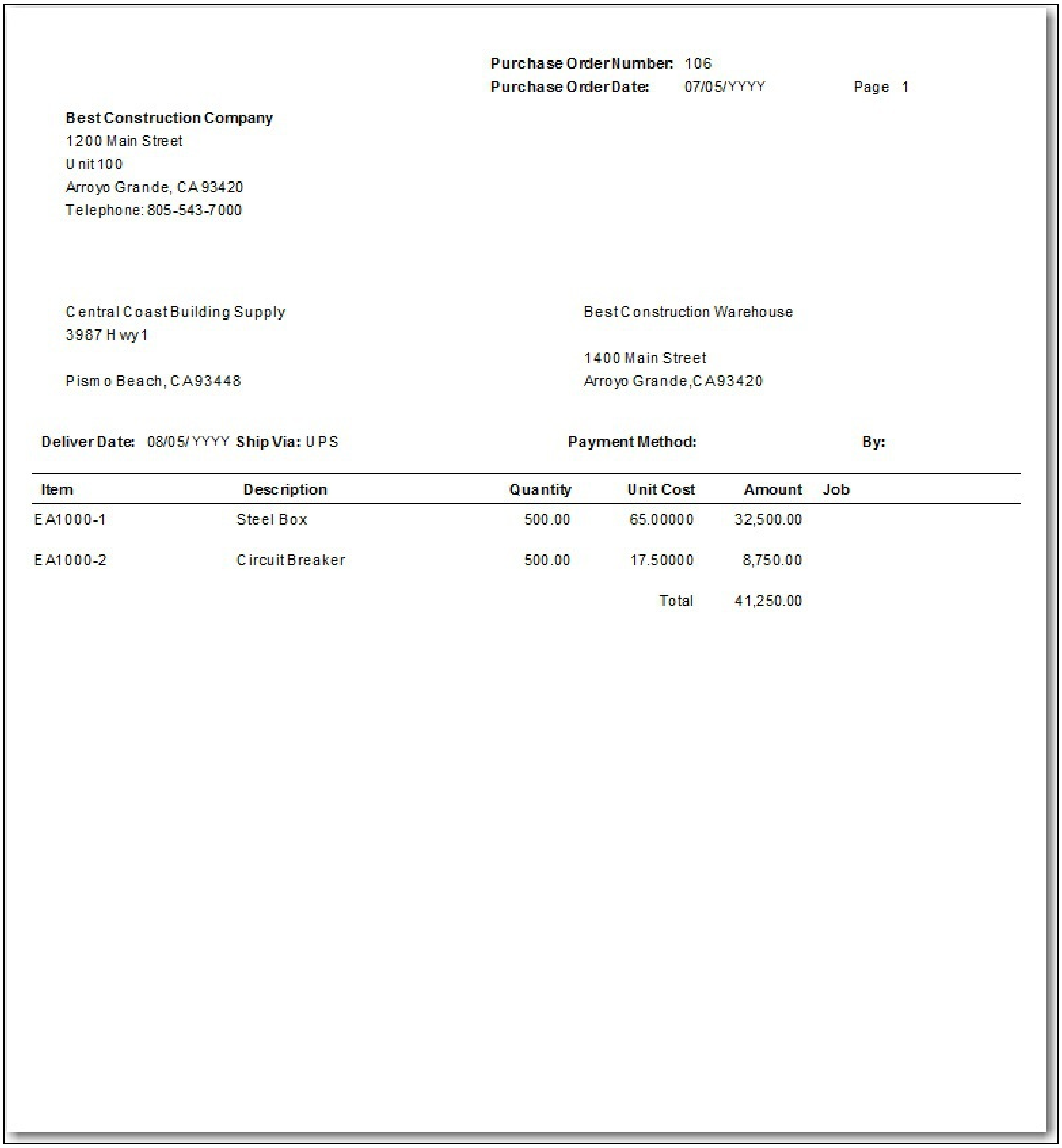
Options

- Show Line Extended Description
- Show Company Name and Address

Fields

- Fields
- Date
- Vendor Id
- Amount

Purchase Orders — System Laser



Purchase Order Number: 106
Purchase Order Date: 07/05/YYYY Page 1

Best Construction Company
1200 Main Street
Unit 100
Arroyo Grande, CA 93420
Telephone: 805-543-7000

Central Coast Building Supply
3987 Hwy 1

Pismo Beach, CA 93448

Best Construction Warehouse

1400 Main Street
Arroyo Grande, CA 93420

Deliver Date: 08/05/YYYY **Ship Via:** UPS **Payment Method:** **By:**

Item	Description	Quantity	Unit Cost	Amount	Job
EA1000-1	Steel Box	500.00	65.00000	32,500.00	
EA1000-2	Circuit Breaker	500.00	17.50000	8,750.00	
			Total	41,250.00	

Figure: PO-26 Purchase Order – System Laser intended for printing onto a pre-printed form.

Purchase Order Analysis

The Purchase Order Analysis report gives you the information necessary to manage the purchasing activity of the business.

Access to Purchase Order Analysis Report

Module Menu with Reports Group

PO | Reports | Purchase Order Analysis

Module Menu with Reports List

PO | Purchase Order Analysis

Standard Menu

Reports | Accounts Payable | Purchase Order Analysis

Report Types

Summary

The summary report type displays the purchase order number, date, description, vendor ID and name, purchase order status, amount, and balance.

Detail

The detail report type also shows the line item detail including inventory item number, item description, posting account, quantity ordered, unit cost, extended amount, job number, cost code, change order, and cost type.

Order By

- P.O. Number

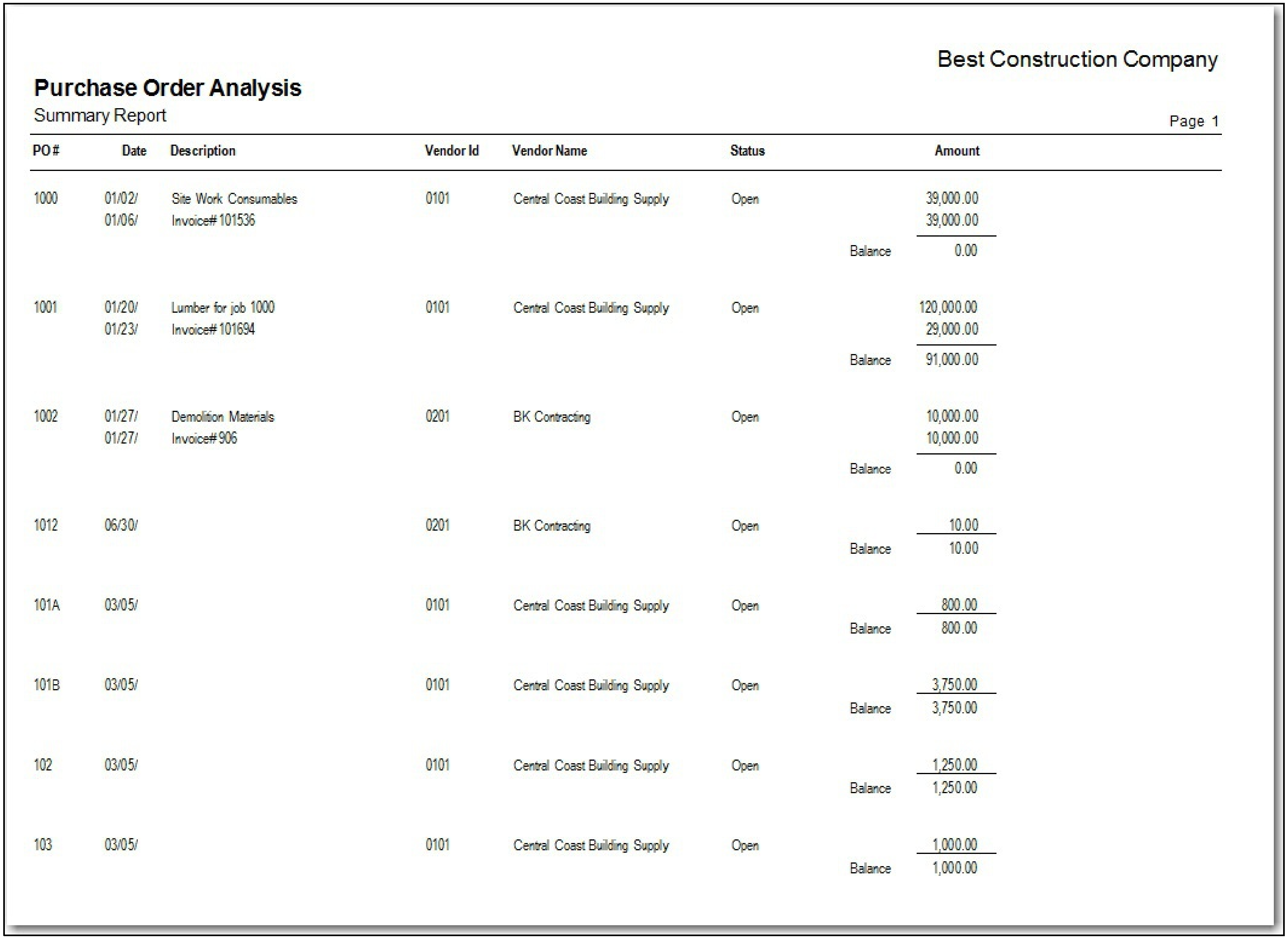
Options

- Show Report Criteria
- List Close Purchase Orders

Fields

- P.O. Number
- Date
- Vendor Id
- Job Number

Purchase Order Analysis — Summary Report



Best Construction Company

Purchase Order Analysis

Summary Report

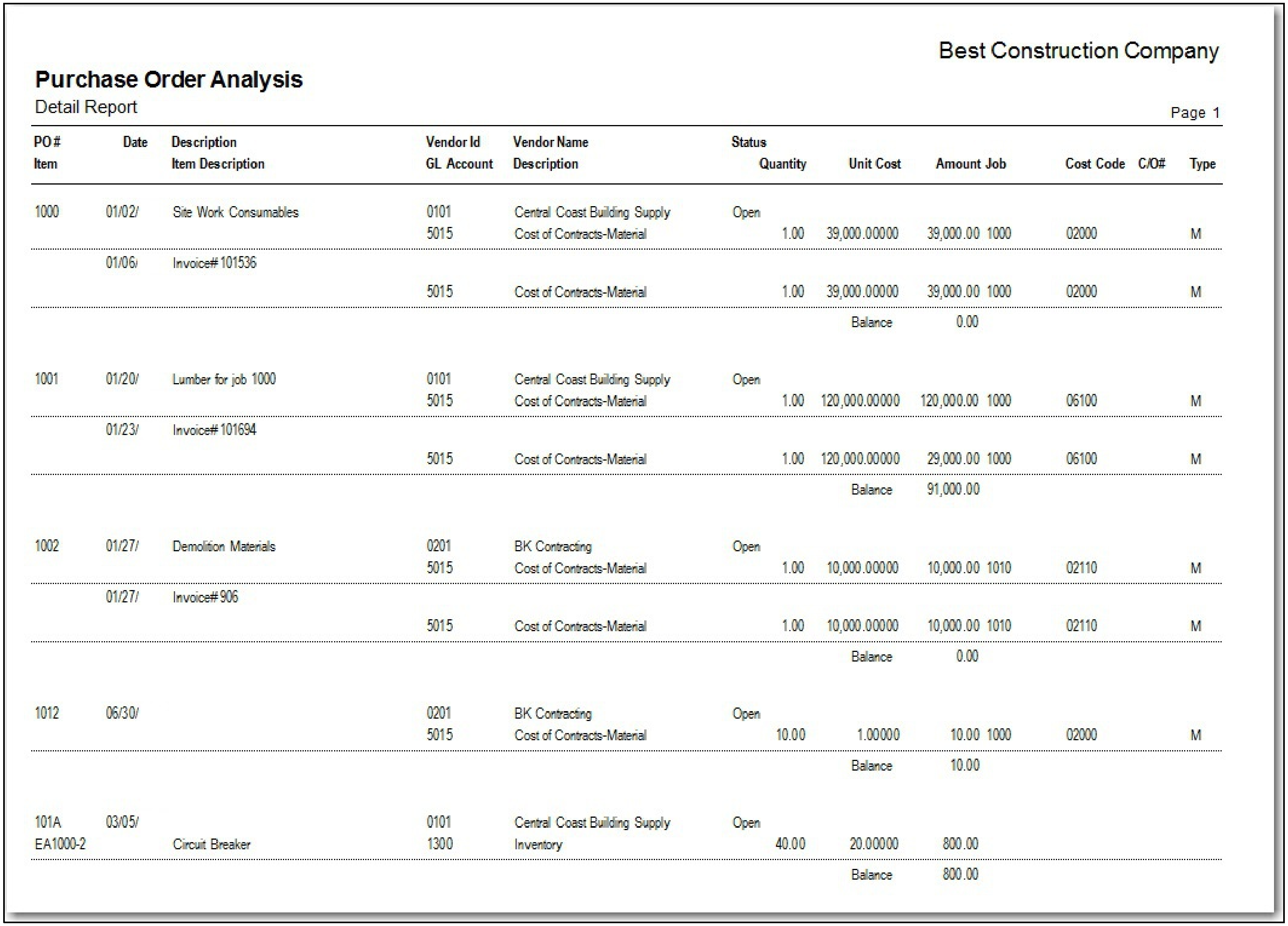
Page 1

PO#	Date	Description	Vendor Id	Vendor Name	Status		Amount
1000	01/02/	Site Work Consumables	0101	Central Coast Building Supply	Open		39,000.00
	01/06/	Invoice# 101536					39,000.00
						Balance	0.00
1001	01/20/	Lumber for job 1000	0101	Central Coast Building Supply	Open		120,000.00
	01/23/	Invoice# 101694					29,000.00
						Balance	91,000.00
1002	01/27/	Demolition Materials	0201	BK Contracting	Open		10,000.00
	01/27/	Invoice# 906					10,000.00
						Balance	0.00
1012	06/30/		0201	BK Contracting	Open		10.00
						Balance	10.00
101A	03/05/		0101	Central Coast Building Supply	Open		800.00
						Balance	800.00
101B	03/05/		0101	Central Coast Building Supply	Open		3,750.00
						Balance	3,750.00
102	03/05/		0101	Central Coast Building Supply	Open		1,250.00
						Balance	1,250.00
103	03/05/		0101	Central Coast Building Supply	Open		1,000.00
						Balance	1,000.00

Figure: PO-27

Purchase Order Analysis – Summary Report.

Purchase Order Analysis — Detail Report



Best Construction Company

Purchase Order Analysis

Detail Report

Page 1

PO# Item	Date	Description Item Description	Vendor Id GL Account	Vendor Name Description	Status Quantity	Unit Cost	Amount	Job	Cost Code	C/O#	Type
1000	01/02/	Site Work Consumables	0101	Central Coast Building Supply	Open						
			5015	Cost of Contracts-Material	1.00	39,000.00000	39,000.00	1000	02000		M
	01/06/	Invoice# 101536									
			5015	Cost of Contracts-Material	1.00	39,000.00000	39,000.00	1000	02000		M
						Balance	0.00				
1001	01/20/	Lumber for job 1000	0101	Central Coast Building Supply	Open						
			5015	Cost of Contracts-Material	1.00	120,000.00000	120,000.00	1000	06100		M
	01/23/	Invoice# 101694									
			5015	Cost of Contracts-Material	1.00	120,000.00000	29,000.00	1000	06100		M
						Balance	91,000.00				
1002	01/27/	Demolition Materials	0201	BK Contracting	Open						
			5015	Cost of Contracts-Material	1.00	10,000.00000	10,000.00	1010	02110		M
	01/27/	Invoice# 906									
			5015	Cost of Contracts-Material	1.00	10,000.00000	10,000.00	1010	02110		M
						Balance	0.00				
1012	06/30/		0201	BK Contracting	Open						
			5015	Cost of Contracts-Material	10.00	1.00000	10.00	1000	02000		M
						Balance	10.00				
101A	03/05/		0101	Central Coast Building Supply	Open						
EA1000-2		Circuit Breaker	1300	Inventory	40.00	20.00000	800.00				
						Balance	800.00				

Figure: PO-28

Purchase Order Analysis – Detail Report, showing job

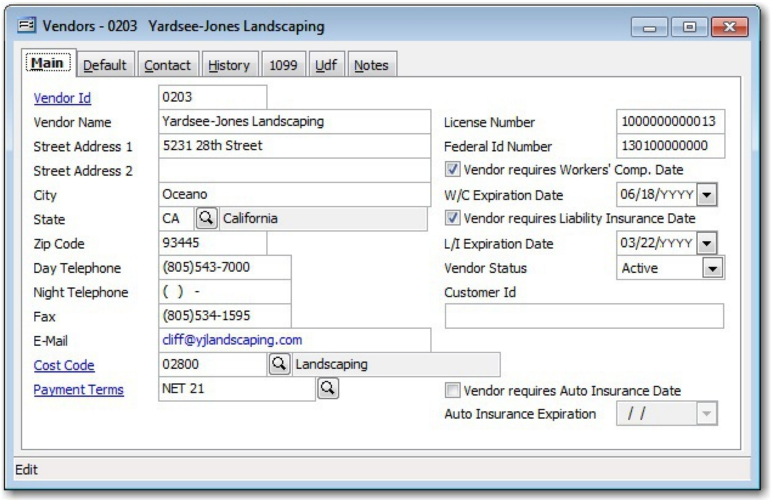
Appendix

Related Modules

Accounts Payable
Vendors

The Purchase Order module requires the Accounts Payable module. Although vendor records can be added on-the-fly, the Purchase Order module will work more smoothly if the AP module has been setup and vendor records have already been entered.

Figure PO-29
Sample Vendors screen form.



Vendors - 0203 Yardsee-Jones Landscaping

Vendor Id: 0203
Vendor Name: Yardsee-Jones Landscaping
Street Address 1: 5231 28th Street
Street Address 2:
City: Oceano
State: CA California
Zip Code: 93445
Day Telephone: (805)543-7000
Night Telephone: ( ) -
Fax: (805)534-1595
E-Mail: cliff@yjlandscaping.com
Cost Code: 02800 Landscaping
Payment Terms: NET 21
License Number: 1000000000013
Federal Id Number: 130100000000
☑ Vendor requires Workers' Comp. Date
W/C Expiration Date: 06/18/YYYY
☑ Vendor requires Liability Insurance Date
L/I Expiration Date: 03/22/YYYY
Vendor Status: Active
Customer Id:
☐ Vendor requires Auto Insurance Date
Auto Insurance Expiration: / /

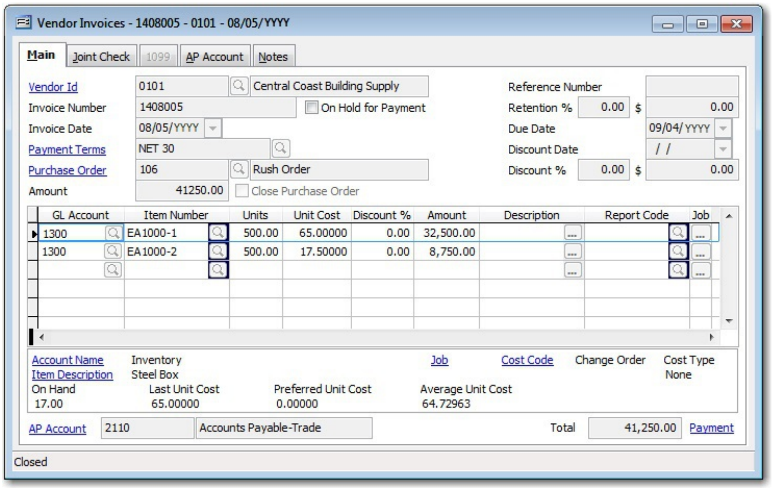
Edit

Tip

Refer to the Accounts Payable Module manual for detailed information about its setup and use.

Vendor Invoices – Main Tab

Figure: PO-30
Accounts Payable Vendor Invoices – Main tab screen form showing completed Purchase Order field with data loaded from that P.O.



Vendor Invoices - 1408005 - 0101 - 08/05/YYYY

Vendor Id: 0101 Central Coast Building Supply
Invoice Number: 1408005
☐ On Hold for Payment
Invoice Date: 08/05/YYYY
Payment Terms: NET 30
Purchase Order: 106 Rush Order
Amount: 41250.00
☐ Close Purchase Order
Reference Number:
Retention %: 0.00 $ 0.00
Due Date: 09/04/YYYY
Discount Date: / /
Discount %: 0.00 $ 0.00

GL Account	Item Number	Units	Unit Cost	Discount %	Amount	Description	Report Code	Job
1300	EA1000-1	500.00	65.00000	0.00	32,500.00			
1300	EA1000-2	500.00	17.50000	0.00	8,750.00			

Account Name: Inventory
Item Description: Steel Box
On Hand: 17.00
Last Unit Cost: 65.00000
Preferred Unit Cost: 0.00000
Average Unit Cost: 64.72963
Job
Cost Code
Change Order
Cost Type: None
AP Account: 2110 Accounts Payable-Trade
Total: 41,250.00
Payment

Closed

Purchase Order Field

This field records the purchase order number (if any) related to this invoice. BIS® will verify that this purchase order is assigned to the vendor entered, and it will ask the user whether the line item information from this purchase order should be loaded into this invoice. Doing so will save time spent reentering duplicate information. Once loaded, the data from the purchase order data can be modified or adjusted, if necessary. The description of the purchase order selected is also displayed. The job data, if any, also carries over to the vendor invoice.

Close Purchase Order

The listed purchase order can be closed from the Accounts Payable Vendor Invoices Main tab screen form by clicking on the checkbox. A checkbox in this form has the same effect as closing the purchase order from the Purchase Order Main tab screen form. Once closed, it cannot be re-opened, deleted, or modified.

Tip

Once a purchase order has been loaded into a vendor invoice – even if the invoice is for only part of the order – the source purchase order cannot be modified or deleted. It can only be closed.

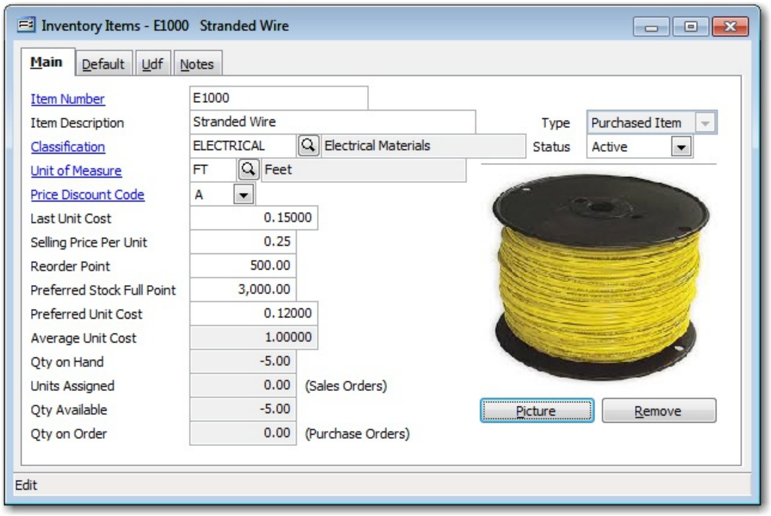
Tip

When a purchase order is closed, any remaining committed costs (the amounts of purchase orders that have not been invoiced) are removed from job records.

Inventory

The Purchase Order module can work intimately with the BIS® Inventory module. Although inventory items can be added on-the-fly, the Purchase Order module will work more smoothly if the IV module has been setup and inventory records have already been entered.

Figure: PO-30.1
Sample Inventory Items screen form.



Item Number	E1000	
Item Description	Stranded Wire	
Classification	ELECTRICAL	Electrical Materials
Unit of Measure	FT	Feet
Price Discount Code	A	
Last Unit Cost	0.15000	
Selling Price Per Unit	0.25	
Reorder Point	500.00	
Preferred Stock Full Point	3,000.00	
Preferred Unit Cost	0.12000	
Average Unit Cost	1.00000	
Qty on Hand	-5.00	
Units Assigned	0.00	(Sales Orders)
Qty Available	-5.00	
Qty on Order	0.00	(Purchase Orders)
Type	Purchased Item	
Status	Active	

System Wide Parameters – AP Tab

The System Wide Parameters option is comprised of various sections. Most of the tabs relate to default account information that is used throughout BIS®.

Settings applicable to the Purchase Order module are contained in the AP (Accounts Payable) tab of the System Wide Parameters under Administrator. Users with appropriate access rights to those controls can click on the AP tab to open the correct screen form.

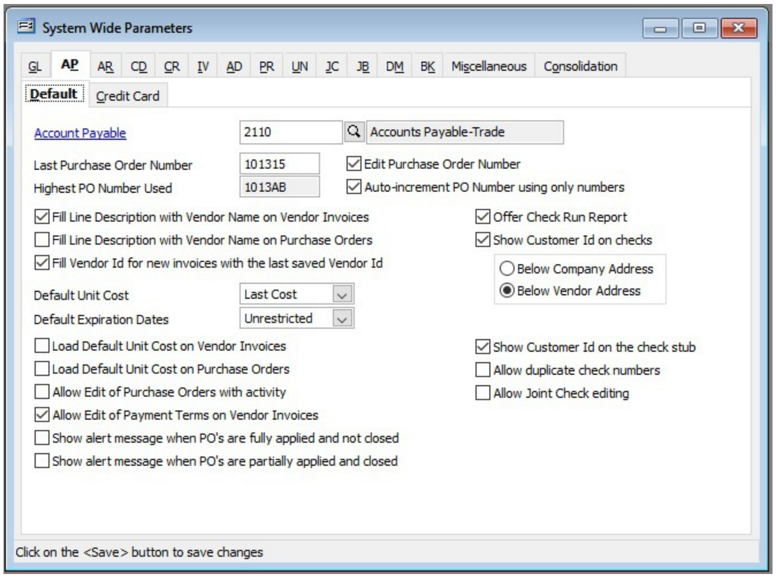
The AP tab of the System Wide Parameters contains two items relating to purchase orders that are described below.

Tip

Refer to the Inventory Module manual for detailed information about its setup and use.

Menu Access

Administrator | System Wide Parameters



Account Payable 2110 Accounts Payable-Trade

Last Purchase Order Number 101315

Highest PO Number Used 1013AB

☑ Edit Purchase Order Number

☑ Auto-increment PO Number using only numbers

☑ Fill Line Description with Vendor Name on Vendor Invoices

☐ Fill Line Description with Vendor Name on Purchase Orders

☑ Fill Vendor Id for new invoices with the last saved Vendor Id

Default Unit Cost: Last Cost

Default Expiration Dates: Unrestricted

☐ Load Default Unit Cost on Vendor Invoices

☐ Load Default Unit Cost on Purchase Orders

☐ Allow Edit of Purchase Orders with activity

☑ Allow Edit of Payment Terms on Vendor Invoices

☐ Show alert message when PO's are fully applied and not closed

☐ Show alert message when PO's are partially applied and closed

☑ Offer Check Run Report

☑ Show Customer Id on checks

○ Below Company Address

● Below Vendor Address

☑ Show Customer Id on the check stub

☐ Allow duplicate check numbers

☐ Allow Joint Check editing

Figure: PO-31
System Wide Parameters AP tab screen form Default tab, showing two settings connected with Purchase Orders.

Last Purchase Order Number

This field keeps track of the last purchase order number assigned by the system. The program will assign the next consecutive number to the next purchase order created. If the user has pre-printed and numbered purchase order forms, the Last Purchase Order Number should be set to that needed the module is initially setup. To reset the system numbering, enter the last number used in this field.

Highest PO Number Used

This field displays the highest purchase order number assigned to a purchase order.

Edit Purchase Order Number

When this option is checked, the user is allowed to override the system-assigned number at the time a purchase order is entered. This may be necessary if the company uses a system of numbering other than simply consecutive numbers.

Allow Edit of Purchase Orders with Activity

When this option is checked, as long as a purchase order remains open, users are allowed to edit the purchase order even when all or part of the purchase order has been loaded into one or more Vendor Invoices.

User Preferences – Forms

The User Preferences option is comprised of various sections. Most of the tabs and their settings relate to defaults that are used throughout BIS®, but only for a particular user. Some, however, offer options for all users.

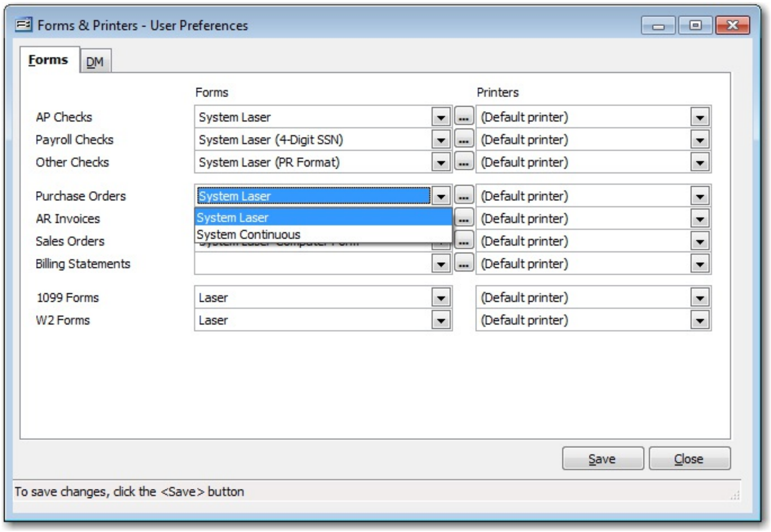
Settings applicable to the Purchase Order module are contained in the Forms tab of the User Preferences options under Administrator. Users with appropriate access can clicking on the Forms tab to open the correct screen form.

The Forms tab of User Preferences contains listing of all of the forms used in BIS® (except for Job Billing that is in another tab). This section covers the Purchase Orders options.

Menu Access

Administrator | User Preferences

Figure: PO-32
User Preferences Forms tab screen form showing the two System forms and one User Laser Purchase Order form.



	Forms	Printers
AP Checks	System Laser	(Default printer)
Payroll Checks	System Laser (4-Digit SSN)	(Default printer)
Other Checks	System Laser (PR Format)	(Default printer)
Purchase Orders	System Laser	(Default printer)
AR Invoices	System Laser System Continuous	(Default printer)
Sales Orders		(Default printer)
Billing Statements		(Default printer)
1099 Forms	Laser	(Default printer)
W2 Forms	Laser	(Default printer)

To save changes, click the <Save> button

Type

This field keeps shows the default purchase order form type. Using the drop-down arrow, two forms are initially available in a new BIS® installation for Purchase Orders: System Laser and System Continuous (where continuous forms are printed via a dot matrix printer). If a user creates, modifies, and saves a new form design, it will be listed here also.

Tip

> The default form set here can be changed on-on-the-fly by the user when actually printing the form.

Forms Editor

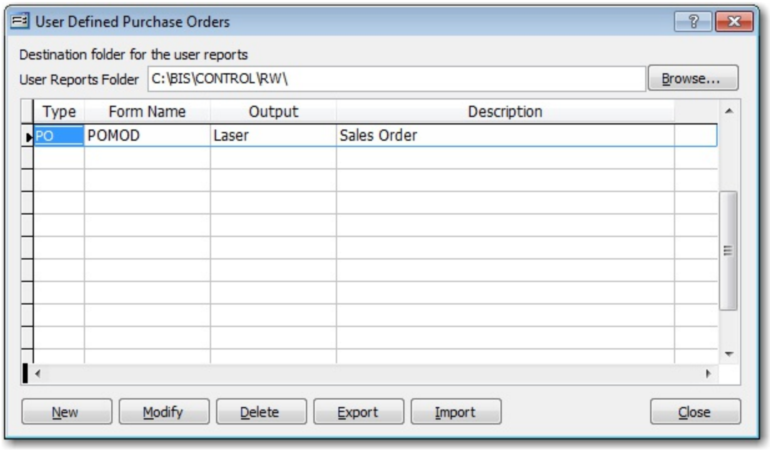
Form layout may be defined by the user, based on the existing selection for the form type. These user-defined forms use the BIS® Forms Editor to adjust various aspects of the layout. Newly created user forms can then be set as the default Type for the specific form.

The Forms Editor function will be found in all editions of BIS® irrespective of modules.

Tip

Refer to the Administration Module or Report Writer manuals for detailed information about the Forms Editor use.

Figure: PO-33
Form Editor, User Defined screen form to create a new form, modify, delete, export, or import a previously created user-defined form.


User Defined Purchase Orders
New
Modify
Delete
Export
Import
Close
Browse...

Destination folder for the user reports
User Reports Folder: C:\BIS\CONTROL\RW\

Type	Form Name	Output	Description
PO	POMOD	Laser	Sales Order

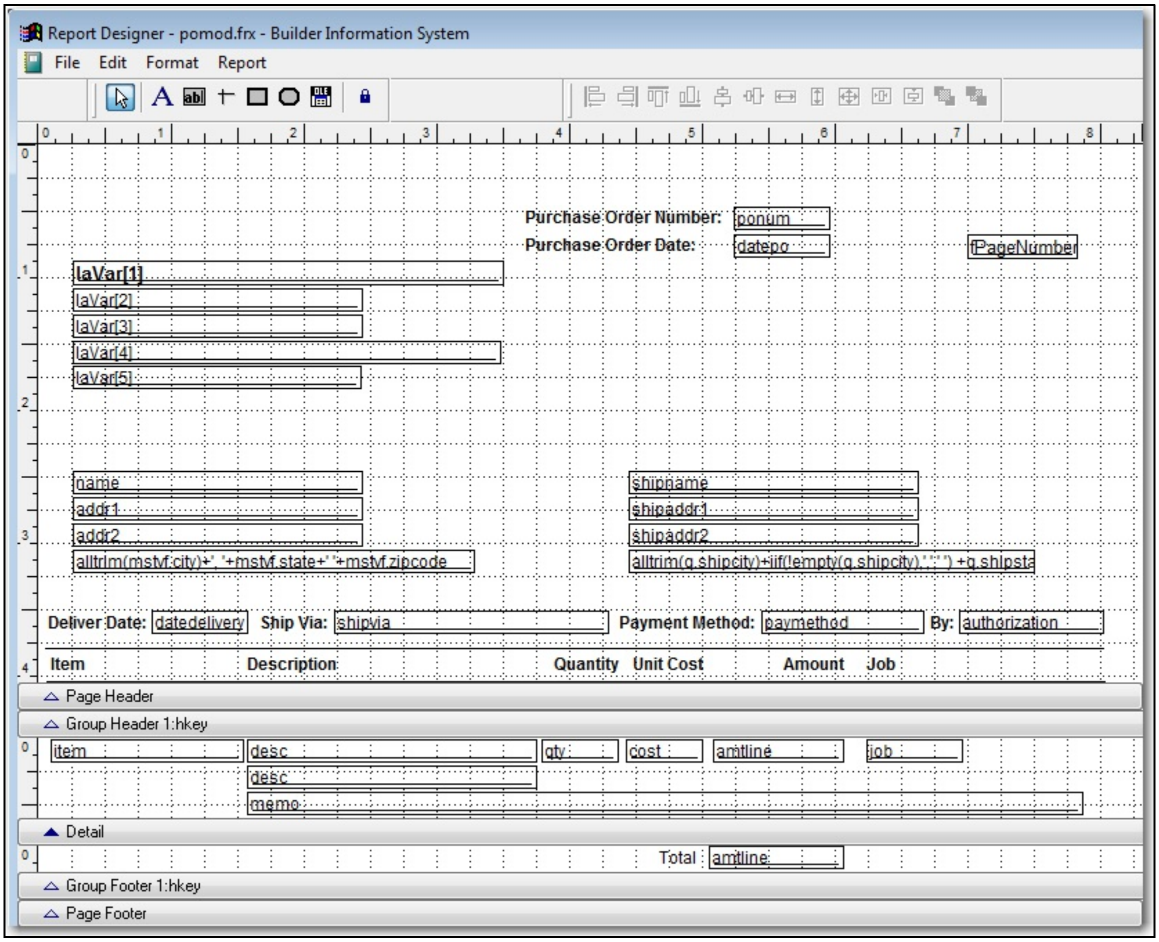

Report Designer - pomod.frx - Builder Information System
File
Edit
Format
Report
Purchase Order Number:
ponum
Purchase Order Date:
datepo
PageNumber
laVar[1]
laVar[2]
laVar[3]
laVar[4]
laVar[5]
name
addr1
addr2
alltrim(mstvf.city)+', '+mstvf.state+' '+mstvf.zipcode
shipname
shipaddr1
shipaddr2
alltrim(q.shipcity)+iif(!empty(q.shipcity),', ','')+q.shipsta
Deliver Date:
datedelivery
Ship Via:
shipvia
Payment Method:
paymethod
By:
authorization
Item
Description
Quantity
Unit Cost
Amount
Job
Page Header
Group Header 1:hkey
item
desc
qty
cost
amtline
job
desc
memo
Detail
Total :
amtline
Group Footer 1:hkey
Page Footer

Figure: PO-34 Form Editor Report Designer showing the Laser Purchase Order format.

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