



EU: Sales and Purchases

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Timing

April 8th, 2019 @ 9:00 AM – 11:00 AM PDT (12:00 PM – 2:00 PM EST)

- Sales Process in Acumatica ERP

April 9th, 2019 @ 9:00 AM – 11:00 AM PDT (12:00 PM – 2:00 PM EST)

- Sales of Items not in stock and processes of Purchasing and Returning goods

Session Rules

- You can Raise Hand to capture instructor's attention and write your question in chat.
- Individual time for exercises (on your own time)
- You must answer three polling questions during each session to get 1 CPE credit.
- Fill in the evaluation survey at the end of the Day 2 session.

Agenda

- Company Story
- Sales Process in Acumatica ERP
- Lesson 1: A Sale with Shipping by a Local Carrier
- Lesson 2: Quick Processing of a Sales Order
- Lesson 3: A Direct Sale with a Link to a Sales Order
- Lesson 4: A Direct Return
- Lesson 5: A Credit Card Payment for a Sales Order
- Customer Returns in Acumatica ERP
- Lesson 6: A Customer Return for Credit with Shipping
- Lesson 7: A Customer Return with an Exact Replacement
- Lesson 8: A Customer Return at a Different Price
- Sales of Items Not in Stock
- Lesson 9: A Purchase for Sale
- Lesson 10: A Sale with Drop-Shipment
- Processes of Purchasing and Returning Goods
- Lesson 11: The Standard Purchasing Process
- Lesson 12: A Purchase with Billing Before Receipt
- Lesson 13: A Wholesale Purchase of Items
- Lesson 14: Bills Linked to Purchase Documents
- Lesson 15: A Vendor Return
- Additional References

Company Story

Company Structure

SweetLife Office and Wholesale Center

- This branch of the company consists of a jam factory and a large warehouse where fruit (purchased from wholesale vendors) and the produced jam are stored.

SweetLife Store

- This branch has a retail shop with a small warehouse, to which the goods to be sold are distributed from the company's main warehouse.

SweetLife and Equipment Sale Center

- This branch is a service center with a small warehouse where juicers are stored. This branch sells juicers, installs juicers, trains customers' employees to operate juicers, and provides juicer servicing.

Company Story

Operational Activity

- The company has been operating starting in the 01-2018 financial period. In November 2018, the company started using Acumatica ERP as an ERP and CRM system and migrated all data of the main office and retail store to Acumatica ERP. Because the company has grown, the equipment center has begun its operations in 01-2019.

Company Purchases

- The company purchases fruits and spices from large fruit vendors for sale and for jam production. For producing jams and packing jams and fruits, the company purchases jars, labels, and paper bags from various vendors. For the internal needs of the main office and store, the company purchases stationery (printing paper, pens, and pencils), computers, and computer accessories from various vendors. The company also purchases juicers for sale from a large juicer vendor and purchases the installation service or provides the installation service on its own depending on the complexity of the installation.

Company Story

Company Sales and Services

SweetLife Office and Wholesale Center

- In this branch, jams and fruit are sold to wholesale customers, such as restaurants and cafés. The company also conducts home canning training at the customer's location, and webinars on the company's website.

SweetLife Store

- In the store, small retail customers purchase fresh fruit, berries, and jams, or pick up the goods they have ordered on the website. Some of the goods listed in the website catalog are not stored in the retail warehouse, such as tropical fruits (which are purchased on demand) and tea (which is drop-shipped from a third-party vendor).

SweetLife and Equipment Sale Center

- This branch sells juicers, provides training on equipment use, and offers equipment installation, including site review and maintenance services.

Sales Process in Acumatica ERP

Sales Process in Acumatica ERP

In Acumatica ERP, you use sales orders of the predefined SO and SA types to record the sales of stock and non-stock items. The Sales Orders (SO301000) form is the starting point for entering a sales order.

The workflow of a sales order depends on the order type and your organizational requirements, and may include multiple operations, such as creating and confirming a shipment, creating an invoice, and preparing printed documents. The following sections describe how you process a sale and which sales related information you can specify in the sales documents (sales orders, shipments, and invoices) during the processing of a sale.

Sales Process in Acumatica ERP

Sales Order Entry

- In the Summary area: The customer and its location, the short description of the order, the date, and the requested date
- On the **Document Details** tab: The stock and non-stock items included in the order, with their quantities, units of measure, unit prices, and shipping rules.
- On the **Payment Settings** tab: The payment method and cash account, if they differ from the default one.
- On the **Shipping Settings** tab: The document shipping rule for the order, the shipping terms and shipping zone, and the ship via code, which determines the carrier to be used for shipping

Sales Process in Acumatica ERP

Stock Reservation

- The fulfillment of sales orders is the most effective if the system displays correct information about the quantities of items that are on hand and available for shipping. In Acumatica ERP, you can allocate stock when you enter a sales order so that the items promised to the selected customer can't be shipped to another customer.

Tax Calculation

- If taxes are configured in Acumatica ERP, the taxes are calculated automatically for a sales order.

Shipping Carriers, Auto-Packaging, and Freight Calculation

- If taxes are configured in Acumatica ERP, the taxes are calculated automatically for a sales order.

Sales Process in Acumatica ERP

Invoice Preparation

- After the shipment is confirmed, the user creates an invoice to bill the customer. You can prepare an invoice for a sales order that has been shipped (and for order that does not require shipping), or you can prepare an invoice for a shipment.

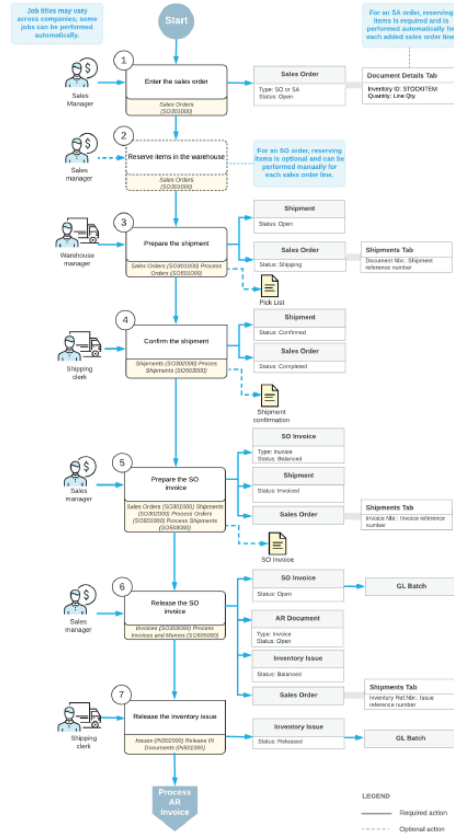
Quick Processing of a Sale

- In Acumatica ERP, users can simplify multi-step processing of sales orders and configure quick processing for a particular order type so that users can process the orders of this type with just one click.

Sales Process Diagram

- The following diagram illustrates the general steps that are to be performed for processing a sales order in Acumatica ERP:

Sales Process in Acumatica ERP



Lesson 1: A Sale with Shipping by a Local Carrier

Lesson 1: A Sale with Shipping by a Local Carrier

In this lesson, you will learn how to process a sale of stock and non-stock items that need to be shipped to the customer's location. You will also learn how to prepare and confirm a shipment of items from the warehouse to the customer's location, how to select the delivery method, and how to add additional freight charges to the sales order. After the shipment is confirmed, you will prepare the invoice to the customer.

Lesson 1: A Sale with Shipping by a Local Carrier

Story

- Today the GoodFood One Restaurant wholesale customer has ordered a large amount of orange and apple jams in 96-ounce jars from the main office of SweetLife.
- The ordered jams are stored in the warehouse of SweetLife's main office. The materials to be used for the upcoming training on home canning (which are included in the price of the training) need to be delivered to the customer's location before the course is conducted; the required materials will also be shipped from this warehouse. The customer is located in the New York City metropolitan area, as is SweetLife company, and has requested the delivery within two days.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Automatic Packaging*
 - *Third-Party Integrations and Shipping Carrier Integration*

Lesson 1: A Sale with Shipping by a Local Carrier

Process Overview

- To perform a sale with a local carrier
 - Create a sales order on the Sales Orders (SO301000) form,
 - Add stock and non-stock items to it.
 - Review the delivery rates offered by the carriers,
 - Select the ship via code,
 - Specify any premium freight charges for the order.
 - Create a shipment document on the Shipments (SO302000) form.
 - Confirm the settings that the system has specified automatically,
 - Confirm the shipment.
 - Use the Invoices (SO303000) form to prepare an invoice to the customer and release.

Lesson 2: Quick Processing of a Sales Order

Lesson 2: Quick Processing of a Sales Order

In this lesson, you will learn how to quickly process a sales order, which gives you the ability to generate all related documents in just one click. You will also learn how to review (and possibly change) the actions to be performed during quick processing before invoking it.

Lesson 2: Quick Processing of a Sales Order

Story

- On 1/30/2019, a representative of the GoodFood One Restaurant customer has ordered 60 pounds of fresh oranges by phone for the restaurant's needs. Then the restaurant's representative came to pick up the ordered fruit boxes directly from the wholesale warehouse, in which the ordered amount of goods is available at the moment.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
- On the Order Types (SO201000) form, the SO order type has been configured and activated. For the order type, the Allow Quick Process check box has been selected on the Template Settings tab, and quick processing settings have been configured on the Quick Process Settings tab.

Lesson 2: Quick Processing of a Sales Order

Process Overview

- To quickly process a sales order,
 - Create a sales order on the Sales Orders (SO301000) form
 - Add the needed stock items to it.
 - Click Quick Process on the form toolbar,
 - Review the quick processing settings, and correct them, if needed.
 - Invoke quick processing, during which the system processes the sales order to completion and generates all needed documents.
 - Review the generated documents and verify them.

Lesson 3: A Direct Sale with a Link to a Sales Order

Lesson 3: A Direct Sale with a Link to a Sales Order

In this lesson, you will learn how to process a direct sale through the POS terminal, and how to link an existing sales order to the direct sale.

Lesson 3: A Direct Sale with a Link to a Sales Order

Story

- On 1/29/2019, an individual client (that is, a client purchasing items for personal use rather than purchasing items for a company) ordered five small jars of apple jam and 15 pounds of oranges at the company's website, and selected the option to pick them up and pay for them in the SweetLife store. When the client submitted the order on the website, the sales order was created.

Configuration Overview

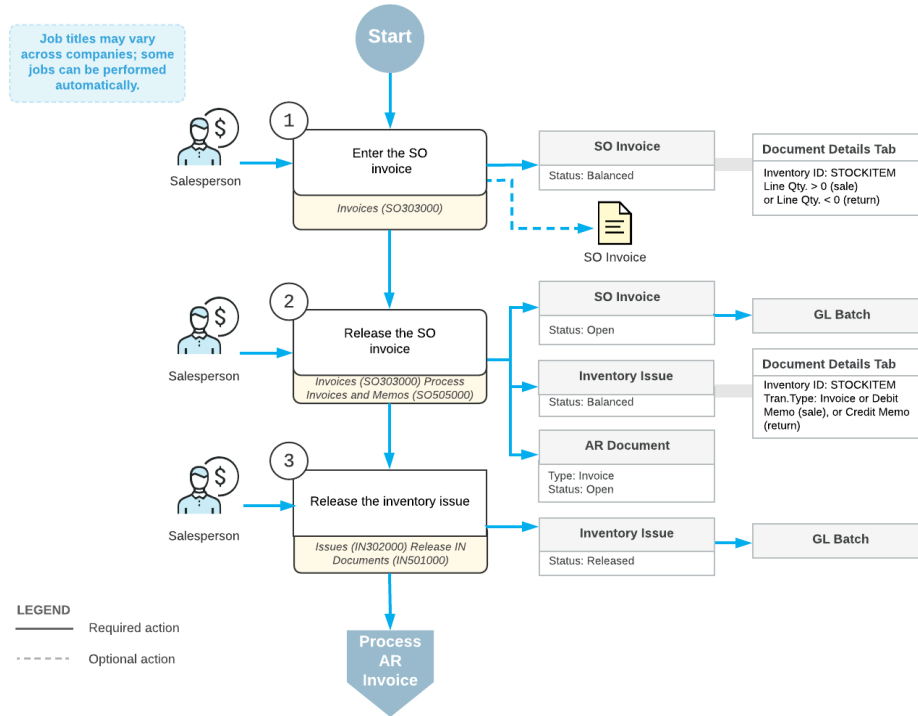
- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Advanced SO Invoices*
- In the SweetLife store, the integration between the store's POS system and Acumatica ERP has been configured. When the sales manager processes a sale through the POS system, the POS system creates two documents in Acumatica ERP via the API: a released payment, and an SO invoice with all the lines from the fiscal receipt. The payment is linked to the SO invoice. On release of the SO invoice, Acumatica ERP creates an inventory issue that decreases the quantity of sold items in inventorytab.

Lesson 3: A Direct Sale with a Link to a Sales Order

Process Overview

- To quickly direct sale with a link to a sales order,
 - Create a payment that will later be applied to the direct invoice.
 - Create a direct invoice on the Invoices (SO303000) form.
 - Add to the invoice two lines: one that is linked to the original sales order, and another that is not linked to any sales order.
 - Apply the payment to the invoice and release the invoice.

Process Direct Sales and Returns



Lesson 4: A Direct Return

Lesson 4: A Direct Return

In this lesson, you will learn how to process a direct return of stock items through the POS terminal, and how to process a replacement.

Lesson 4: A Direct Return

Story

- On 1/30/2019 a worker of the small retail customer FourStar Coffee & Sweets Shop has come to the SweetLife store and asked for replacement of a large jar of apple jam (one of ten that were bought two days ago, on 1/28/2019) with another large jar of apple jam because the first jar leaked.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Advanced SO Invoices*
- On the SweetLife store, the integration between the store's POS system and Acumatica ERP has been configured. When the sales manager processes a sale through the POS system, the POS system (through integration) creates two documents in Acumatica ERP: a released payment, and an SO invoice with all the lines from the fiscal receipt. Order Types (SO201000) form, the SO order type has been configured and activated. For the order type, the Allow Quick Process check box has been selected on the Template Settings tab, and quick processing settings have been configured on the Quick Process Settings tab.

Lesson 4: A Direct Return

Process Overview

- To handle a direct return,
 - Create a credit memo on the Invoices (SO303000) form.
 - Add two lines: one, which is linked to the original sales order, for the item to be returned to inventory; and the other, with the negative quantity, for the replacement item.
 - Release the invoice to process the receipt of the returned item to inventory and the issue of the replacement item from inventory.

Lesson 5: A Credit Card Payment for a Sales Order

Lesson 5: A Credit Card Payment for a Sales Order

In this lesson, you will learn how to prepare a credit card payment for a sales order. You will learn how to perform the following operations with credit card payments: authorizing a payment, and capturing a payment.

Lesson 5: A Credit Card Payment for a Sales Order

Story

- Today the HM's Bakery & Cafe customer has ordered 40 pounds of fresh apples from the SweetLife wholesale office. The customer wants to pay for the order by credit card. You, as a SweetLife sales manager, need to process a sales order with local shipment of the ordered apples from the wholesale warehouse and process a credit card payment for this sale.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
- On the Processing Centers (CA205000) form, the AUTHNET processing center has been configured for processing credit card payments through the Authorize.Net gateway.
- On the Customers (AR303000) form, the HMBAKERY (HM's Bakery & Cafe) customer has been configured. On the Payment Methods tab, the VISA payment method, which has been configured on the Payment Methods (CA204000) form, has been specified as the default payment method for the customer.

Lesson 5: A Credit Card Payment for a Sales Order

Process Overview

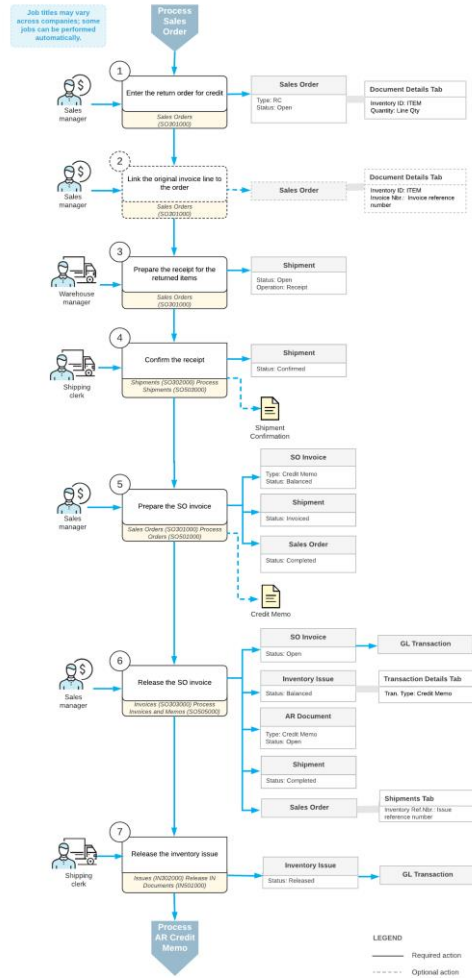
- To prepare and process a sales order with a credit card payment,
 - Enter the sales order on the Sales Orders (SO301000) form and add lines with the needed stock items to it.
 - On the Payment Settings tab, invoke the authorization of the credit card payment for the sales order.
 - After authorization of the payment, review the details of the prepared payment, and capture it.
 - The payment amount is automatically applied to the invoice prepared for the sales order when you process this invoice.

Customer Returns in Acumatica ERP

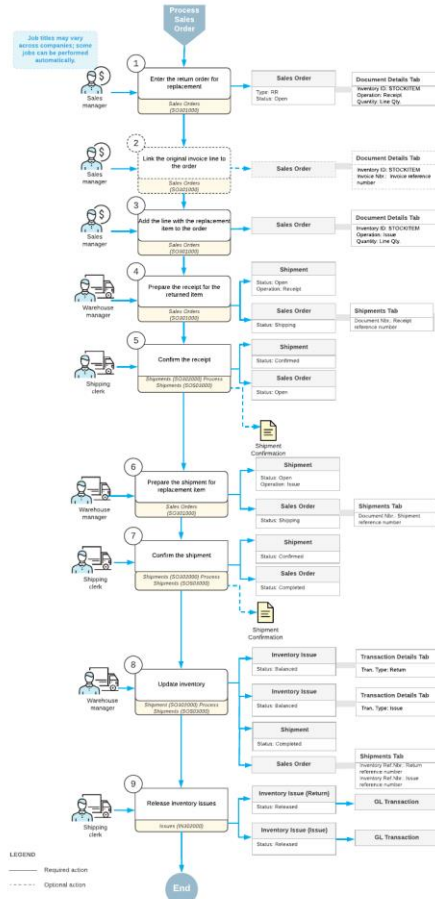
Return for Credit

You can process a return for credit, cash, or replacement. In the system, any of these types of sales returns can be processed through a simple workflow, in which you create a return order and then process the invoice directly from the order, or through the full workflow, in which you process the receipt of the returned item, process the shipment of the replacement item, and then prepare the invoice. The diagram below shows the predefined order types that you can use for processing each type of return, with or without processing of the receipt and the shipment. The system provides return order types for the most frequently used processes; you can adjust their settings or configure your own order types, if needed.

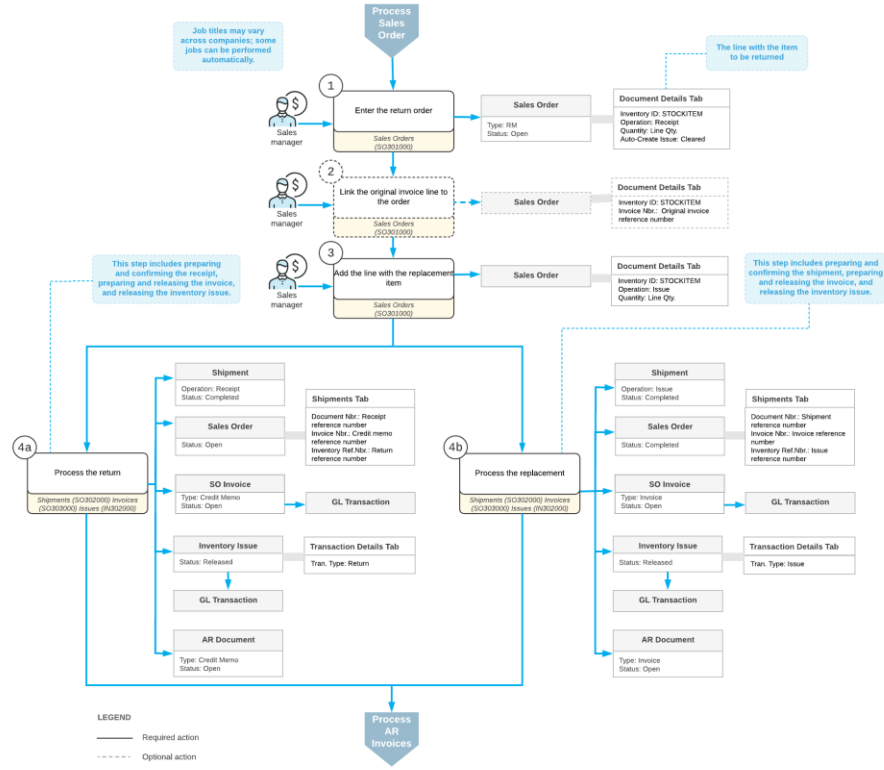
Return for Credit



Return with Replacement



Return with Replacement at Another Price



Lesson 6: A Customer Return for Credit with Shipping

Lesson 6: A Customer Return for Credit with Shipping

In this lesson, you will learn how to process a customer return for a particular sales order with the returned items being received to inventory and a credit memo to the customer being created.

Lesson 6: A Customer Return for Credit with Shipping

Story

- On 1/30/2019, the FourStar Coffee & Sweets Shop customer requests authorization for the return of the oranges ordered on 1/29/2019, because the customer was not satisfied with the quality of the shipped fruits. The sales manager authorizes the return with shipping of the returned items to SweetLife's main warehouse.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
- On the Order Types (SO201000) form, the RC order type has been configured and activated.

Lesson 6: A Customer Return for Credit with Shipping

Process Overview

- To process a return for credit with shipping,
 - Create a return order of the RC type on the Sales Orders (SO301000) form,
 - Add to it the line or lines of the SO invoice that had been prepared for the sales order for which you need to process a return.
 - Receive the returned items to inventory by creating a shipment with the Receipt operation.
 - After the items have been received to inventory,
 - Create a credit memo to decrease the customer's debt in the system by the returned amount.

Lesson 7: A Customer Return with an Exact Replacement

Lesson 7: A Customer Return with an Exact Replacement

In this lesson, you will learn how to process a customer return of items with the exact replacement of items (that is, with the same items for the same price), which does not require an invoice to be processed.

Lesson 7: A Customer Return with an Exact Replacement

Story

- on 1/30/2019, the GoodFood One Restaurant customer asks for the replacement of five small jars of orange jam (ordered on 1/25/2019) with the same amount of the same jam jars because these five jars leaked. The sales manager of the SweetLife company authorizes the return.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
- On the Order Types (SO201000) form, the RR order type has been configured and activated.

Lesson 7: A Customer Return with an Exact Replacement

Process Overview

- To process a customer return with an exact replacement,
 - Create a return order of the RR type on the Sales Orders (SO301000) form,
 - Add to it the line or lines of the SO invoice that had been prepared for the sales order for which you need to process a return.
 - Receive the returned items to inventory by creating a shipment with the Receipt operation.
 - Process another shipment to record the delivery of the replacement items to the customer.
 - Because the returned and replacement items have the same price, no need to process any accounts receivable documents.
 - Update the inventory by using the Update IN action on the Shipments (SO302000) form; this action generates inventory documents that record the receiving and issuing of the items by this return order.

Lesson 8: A Customer Return at a Different Price

Lesson 8: A Customer Return at a Different Price

In this lesson, you will learn how to process a customer return of items for which the customer requests replacement with other items that have another price than the one reflected on the invoice.

Lesson 8: A Customer Return at a Different Price

Story

- On 1/30/2019, the manager of HM's Bakery & Café calls the main office of SweetLife and says that on 1/27/2019 the bakery mistakenly ordered a large amount of apple jam (which has been shipped to the customer's location on 1/29/2019 and has already been paid for), while they actually needed lemon jam. The customer asks for replacement of the previously bought apple jam with the same amount of lemon jam (which has a higher price than apple jam).

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
- On the Order Types (SO201000) form, the RM order type has been configured and activated.

Lesson 8: A Customer Return at a Different Price

Process Overview

- To process a customer return at a different price,
 - Create a return order of the RM type on the Sales Orders (SO301000) form,
 - Add to it the line or lines of the SO invoice that had been prepared for the sales order for which you need to process a return.
 - Manually add the lines for the replacement items to the return order.
 - Receive the returned items to inventory by creating a shipment with the Receipt operation.
 - Process another shipment to record the delivery of the replacement items to the customer.
 - Because the returned items and the replacement items have a different price, also need to process a debit adjustment to the customer (in the difference between the paid amount and the new order amount) to increase the customer's debt in the system.

Sales of Items Not in Stock

Sales of Items Not in Stock

In some cases, you may receive orders for inventory items that you do not keep in stock or for which you lack sufficient inventory. Depending on your business scenarios, for fulfilling a sales order that includes the items that are currently not in stock, you can use drop-shipments or purchases for sale.

The following sections provide more details on these scenarios.

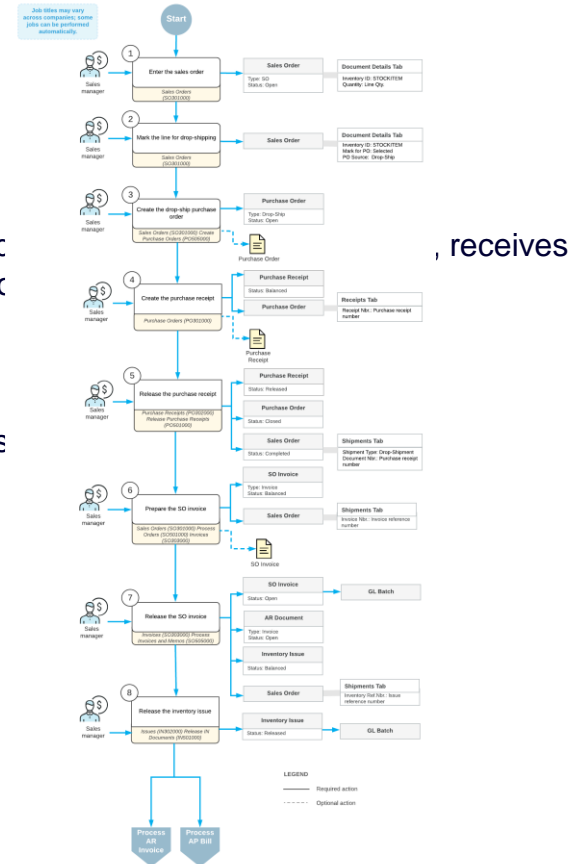
Sales of Items Not in Stock

Drop Shipments

- Drop-shipping is a type of sales order fulfillment in which a customer orders items directly from one of your vendors, and sends the payment for the customer's order.

Purchase for Sale

- Company might sell particular items that are purchased only when sales



Lesson 9: A Purchase for Sale

Lesson 9: A Purchase for Sale

In this lesson, you will learn how to process a purchase of items that are not in stock for a particular sales order, and how to complete the sales order after receipt of the items that were purchased on demand.

Lesson 9: A Purchase for Sale

Story

- On 1/30/2019, the GoodFood One Restaurant customer has ordered the tropical fruits (3 pounds of dragon fruits and 2 pounds of guavas) on the company's website. SweetLife's warehouses do not have the appropriate conditions for keeping delicate tropical fruits.
- Sales manager purchases these tropical fruits on demand from the All Fruits Mall company, and once the fruits are delivered to the retail warehouse of the SweetLife store, they are immediately shipped to the customer who ordered them.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Sales Order to Purchase Order Link*

Lesson 9: A Purchase for Sale

Process Overview

- To process a sales order that includes items that must be purchased on demand,
 - Create a sales order on the Sales Orders (SO301000) form and add the stock items ordered by the customer.
 - For the items that are not in stock, mark them for purchasing in the sales order; to ship these lines, receive the purchased items at the warehouse specified in the order lines.
 - Create purchase orders by mass-processing purchase requests of this type on the Create Purchase Orders (PO505000) form.
 - Each purchase order generated from a purchase request or requests is linked to the related sales order. Receive the items of each linked purchase order to inventory, the items are allocated directly to the related sales orders.
 - Ship the items to the customer and prepare the invoice.

Lesson 10: A Sale with Drop-Shipment

Lesson 10: A Sale with Drop-Shipment

In this lesson, you will learn how to process a sale with drop-shipping of items from the vendor to the customer.

Lesson 10: A Sale with Drop-Shipment

Story

- On 1/30/2019, the FourStar Coffee & Sweets Shop (COFFEESHOP) customer ordered a variety of green, black, and fruit teas at SweetLife's retail store.
- SweetLife drop-ships it from the Tea & Spices (TEACOMPANY) vendor directly to the customer who ordered the tea.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Drop Shipments*

Lesson 10: A Sale with Drop-Shipment

Process Overview

- To process a sale with drop-shipment,
 - create a sales order on the Sales Orders (SO301000) form
 - Add the stock items ordered by the customer.
 - Mark items for drop-shipping,
 - create drop-ship purchase orders by mass-processing purchase requests of this type on the Create Purchase Orders (PO505000) form.
 - After drop-shipping has completed, prepare an invoice to customer.

Processes of Purchasing and Returning Goods

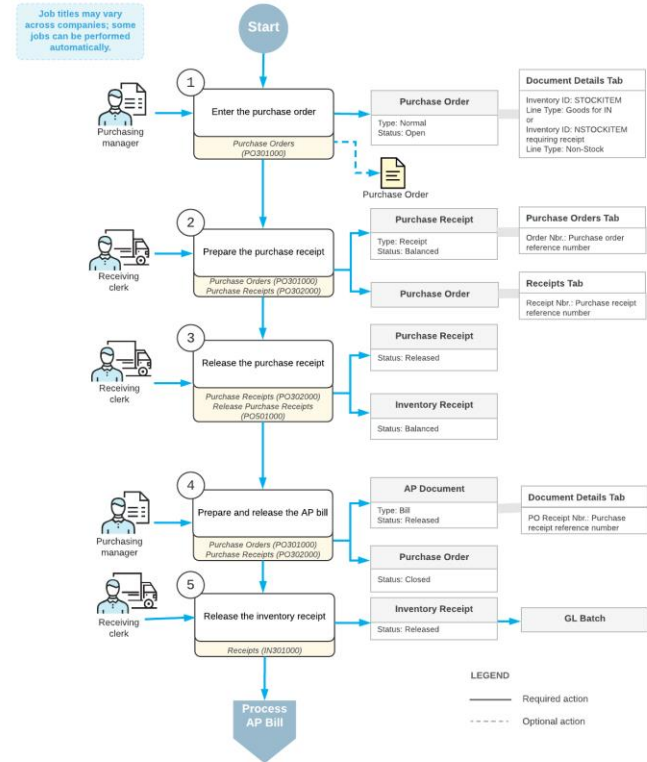
Processes of Purchasing and Returning Goods

Different organizations use different workflows for the processing of purchases. In most cases, the purchasing process is completed when goods are received and an AP bill is released to adjust your outstanding balance with the vendor. In some organizations, the AP bill is processed before the items are received. Acumatica ERP supports vendor returns and various types of purchase orders that you can use to reflect your purchase processes.

Processes of Purchasing and Returning Goods

Purchase with the Receipt Processed Before the Bill

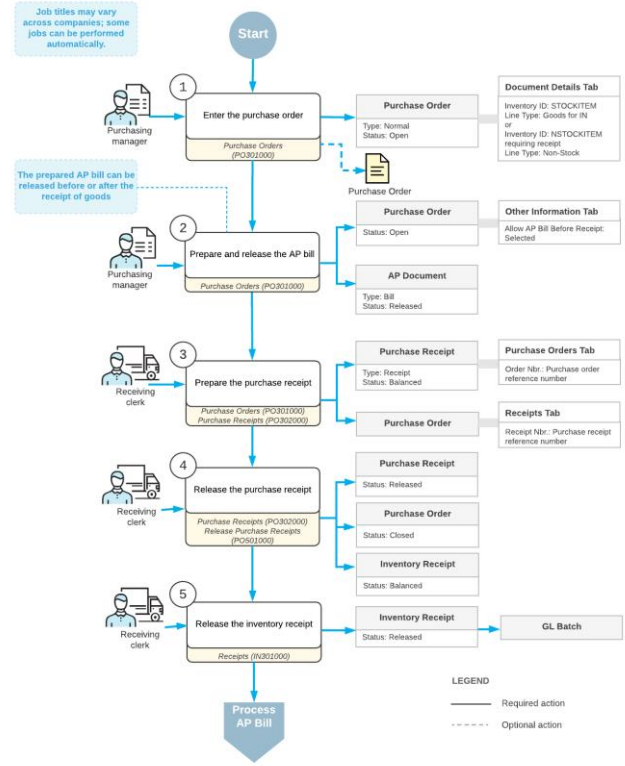
- To process a purchase of items in Acumatica ERP, you create and process purchase orders. You can process purchases in which the bills are generated after the order is received from the vendors.



Processes of Purchasing and Returning Goods

Purchase with the Bill Processed Before the Receipt

- Create an AP bill before purchase receipt if the Allow AP Bill Before purchase order on the Other Information tab of the Purchase Orders



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Processes of Purchasing and Returning Goods

Creation and Fulfillment of Blanket Orders

- In some cases, the company's managers may decide to order goods in larger volumes than the company currently needs if the vendor offers considerable volume discounts, or if the specified goods are not always available from the vendor. In Acumatica ERP, you can process such purchase through a purchase order of the Blanket type.

Vendor Return Process

- In Acumatica ERP, you can account for the movement of purchased items back to the vendor by processing purchase return documents. To process a vendor return, you create a document of the Return type on the Purchase Receipts (PO302000) form and add one line or multiple lines of the purchase receipt for which the return should be processed to the purchase return. You can process returns for purchase receipt lines with stock and non-stock items.

Lesson 11: The Standard Purchasing Process

Lesson 11: The Standard Purchasing Process

In this lesson, you will learn how to perform the basic purchasing process in the company. You will learn how to create a purchase order, process a receipt of the purchased items to inventory, and prepare a bill to the vendor for the purchased goods.

Lesson 11: The Standard Purchasing Process

Story

- On 1/30/2019, the purchase manager purchases fruits (100 pounds of apples, 200 pounds of oranges, and 50 pounds of lemons) from the Glory Fruit Case vendor. The purchased fruits are to be delivered to the main office's warehouse.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*

Lesson 11: The Standard Purchasing Process

Process Overview

- Standard purchasing process,
 - Create a purchase order and add the purchased items to it.
 - Create a purchase receipt for the ordered items.
 - On release of the purchase receipt, the system generates the inventory receipt to reflect the receipt of the items in inventory.
 - Create an accounts payable bill to the vendor.

Lesson 12: A Purchase with Billing Before Receipt

Lesson 12: A Purchase with Billing Before Receipt

In this lesson, you will learn how to process a purchase of stock items if the accounts payable bill from the vendor is received before the goods have been delivered.

Lesson 12: A Purchase with Billing Before Receipt

Story

- On 1/30/2019, the purchasing manager orders a large quantity of labeled paper bags and jar labels for SweetLife's needs. The Wingman Printing Company vendor, from which these goods were purchased, sent a bill to SweetLife, which received the original paper bill before the goods were delivered to the warehouse of the company's main office.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*

Lesson 12: A Purchase with Billing Before Receipt

Process Overview

- To process a purchase order with billing before the items are received,
 - Create the purchase order and add the purchased items to it.
 - Create an accounts payable bill to the vendor and release the bill.
 - When the ordered items are received, create a purchase receipt for them.
 - On release of the purchase receipt, the system generates the inventory receipt to reflect the receipt of the items to inventory.

Lesson 13: A Wholesale Purchase of Items

Lesson 13: A Wholesale Purchase of Items

In this lesson, you will learn how to reflect in the system the purchasing process when a blanket purchase order is used for ordering large quantities of goods and receiving them in parts.

Lesson 13: A Wholesale Purchase of Items

Story

- The SweetLife company regularly purchases jars for packing jam from the Jar Co. company: 100 small jars (8 ounces), 50 medium jars (32 ounces), and 75 large jars (96 ounces). Because Jar Co. offers discounts on large orders, the purchasing manager decided to order a larger amount than the company currently needs (300 small jars, 150 medium jars, and 225 large jars) to get the discount, and asked Jar Co. to ship the ordered jars partially over three months, so there will be no need to store the extra quantities of jars in the company's warehouse.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*
 - *Blanket and Standard Purchase Orders*

Lesson 13: A Wholesale Purchase of Items

Process Overview

- To handle the processing of a blanket purchase order in the system,
 - Create a purchase order of the Blanket type on the Purchase Orders (PO301000) form.
 - Create a purchase order of the Normal type, link it to the blanket order, and specify the quantity to be received.
 - Process the normal purchase order to completion, thus fulfilling a part of the blanket order.
 - Create as many normal purchase orders as are needed for fulfilling the entire quantity specified in the blanket purchase order.

Lesson 14: Bills Linked to Purchase Documents

Lesson 14: Bills Linked to Purchase Documents

In this lesson, you will learn how to establish links between accounts payable bills and the related purchasing documents (purchase orders, receipts, and landed cost documents).

Lesson 14: Bills Linked to Purchase Documents

Story

- The SweetLife company uses automatic entry of financial documents (such as accounts payable bills and credit memos) via scanning and recognition of original paper documents. Thus, when these financial documents are entered, they have no links to the related purchase documents. The accountant of SweetLife's main office analyzes the documents in Acumatica ERP and establishes the document relations in the system manually.
- Accountant has found three bills in the system that have no links to purchasing documents. Acting as the accountant, find the purchasing documents to which these bills are related, and link the lines of the bills and purchase documents.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*

Lesson 14: Bills Linked to Purchase Documents

Process Overview

- To link a bill to the related purchase document,
 - While viewing the bill on the Bills and Adjustments (AP301000) form, use the Link Line dialog box, which opens when you click a bill line on the Document **Details** tab,
 - Click Link Line on the table toolbar.
 - Find the line of the purchase order, purchase receipt, or landed cost document to be linked, select the line,
 - Save your selection and the bill.

Lesson 15: A Vendor Return

Lesson 15: A Vendor Return

In this lesson, you will learn how to process a return of goods from your company's inventory to the vendor.

Lesson 15: A Vendor Return

Story

- On 1/30/2019, the SweetLife purchasing manager notices that three packs of paper that were purchased and delivered on 1/29/2019 have been damaged during shipping and decided to return them to the Spectra Stationery Office vendor. You, as a purchasing manager, need to create and process a purchase return of the damaged items.

Configuration Overview

- The following features have been enabled on the Enable/Disable Features (CS101000) form.
 - *Standard Inventory*
 - *Inventory*

Lesson 15: A Vendor Return

Process Overview

- To create a purchase return,
 - Open a purchase receipt on the Purchase Receipts (PO302000) form,
 - Select (by selecting the unlabeled check box) the line or lines for which the return needs to be processed.
 - Click Return on the form toolbar; system prepares a document of the Return type that includes lines selected for return. Before process the prepared purchase return further, correct quantity to be returned (if need to return only part of the purchased items). Can also define at which cost the items should be issued from inventory by selecting or clearing the Return by Original Receipt Cost check box in the purchase receipt.

Additional References

Additional References

Multiple Warehouses

You can configure a complex inventory structure with multiple warehouses—for example, a structure that consists of a distribution center that receives goods from vendors and then transfers goods to multiple retail warehouses, from which the goods are shipped to customers. For more information, see [Warehouses and Warehouse Locations](#) in the [Acumatica ERP Order Management Guide](#).

Inventory Sales

In Acumatica ERP, you can process the sale of stock items that require shipping to the customer using the predefined SO type. For more information on processing a sale of stock items, see the topics of the [Processing Sales of Stock Items](#) chapter in the [Acumatica ERP Order Management Guide](#).

Stock Reservation

You can use the SA order type to reserve stock for the order so that the goods promised to a customer can't be shipped to another customer. Also, you can allocate items manually for orders of the SO type. For more information, see [Stock Reservation in Sales Orders](#) in the [Acumatica ERP Order Management Guide](#).

Additional References

Taxes

For more information on how taxes are calculated for sales orders and invoices, see the Tax Application in Sales Documents topic in the Acumatica ERP Order Management Guide. For more information on how to configure the calculation of tax amounts in the system, see Taxes in the Acumatica ERP Financial Management Guide.

Automatic Packaging and Freight Calculation

In the configuration settings of a company branch, you have to specify the base units of measure, which can be used for the calculation of weight and volume of goods on sales orders. Based on the total weight and volume in a sales order, the system can calculate the freight charges and suggest a box for packing the order for shipping via FedEx, UPS, or USPS. For more information, see the topics of the Carriers, Packaging, and Freight part in the Acumatica ERP Order Management Guide.

Sales Via a Point-of-Sale System

For more information on how to record sales through a point-of-sale system integrated with Acumatica ERP, see the Processing Direct Sales and Returns topic in the Acumatica ERP Order Management Guide.

Additional References

Sales Returns

Acumatica ERP provides a variety of predefined order types that you can use for processing customer returns with different conditions (such as return for credit, return for cash, and return with replacement). For detailed information, see the topics of the Processing Customer Returns chapter in the Acumatica ERP Order Management Guide.

Purchase Orders Linked to Sales Orders

You can create a purchase order if an item is needed to fulfill a sales order, and link the orders for easier tracking. You can also allocate items for sales orders when these items have been received to a warehouse and recorded in inventory. For more information, see Links Between Sales Orders and Purchase Orders in the Acumatica ERP Order Management Guide.

Drop-Ship Orders

You can fulfill sales orders by drop-shipping the requested items from the applicable third-party vendor. For more information, see Processing Sales for Drop-Shipment in the Acumatica ERP Order Management Guide.

Additional References

Variations in the Purchase Process

Depending on the business processes performed in your company, you may need to process documents related to purchase orders in a different order: purchase receipts before bills, or bills before purchase receipts. For a more detailed description of these variations, see the topics of the Purchase Process Variations part in the Acumatica ERP Order Management Guide.

Linking of AP Documents to Related Purchase Documents

If the finance documents in your system are entered manually or imported from any third-party system, you need to establish the relations between the specific accounts payable documents and the purchasing documents (purchase orders or purchase receipts) that relate to them. For more information, see the Accounts Payable Bills with Stock Items topic in the Acumatica ERP Order Management Guide.

Landed Costs

You can process freight, insurance, and other costs associated with purchased goods as landed costs in the system, so that you can proportionally allocate them to the cost of goods sold. For more information, see the topics of the Allocating Landed Costs chapter in the Acumatica ERP Order Management Guide.

Additional References

Purchase Returns

You can process a vendor return for the items that have been received to inventory in unsatisfactory condition or for the items that were shipped by mistake. For more details on processing returns to vendors, see the Processing Purchase Returns chapter in the Acumatica ERP Order Management Guide.

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