AccountMate
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Article # 1109

Technical Note: Understanding the Purchase Order Import Function

Difficulty Level: Advanced Level AccountMate User

Version(s) Affected: AccountMate 7 for SQL and Express
AccountMate 7 for LAN
AccountMate 6.5 for SQL and MSDE
AccountMate 6.5 for LAN

Module(s) Affected: PO

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DESCRIPTION

In addition to using the regular Create Purchase Order function, AccountMate purchase orders may be created from a text file provided certain parameters are met by that file. Some information required on purchase orders may be omitted from the text file because the Import Purchase Order function may obtain it from data already stored in AccountMate tables.

This document discusses the Import Purchase Order function and lists AccountMate's data sources when purchase orders are created.

SOLUTION

The Import Purchase Order function allows you to choose from a list of fields for which values are provided in the text file. Since the information on the AccountMate Purchase order is stored in two separate parts called the Purchase Order Header and the Purchase Order Line Items, the field selection is in two parts. Each part requires that certain required information be provided in the text file and be placed in the proper section of that file; while other required information will be provided by AccountMate and may be omitted from the file. Some fields listed in the Text Structure tab are not required on purchase orders. For detailed information, access the AccountMate Online Help and check the discussion in the ***Import Purchase Order Data - Text Structure Tab*** section.

<u>Purchase Order Header Required Information</u>

The purchase order Header section of the text file must contain a value for Vendor #. A value for Purchase Order # is required only if the **Use-System Generated PO #** option in the **General (1)** tab of the **PO Module Setup** is not marked. When this option is marked, the system will obtain the purchase order number from the information stored in the data files. The Vendor # is always required to be present in the import text file.

The following table illustrates AccountMate's source of required purchase order Header information not included in the text file.

Purchase order Header Information	Source	
	Fields	**Function and Tab**
PO # (if **Use-System Generated PO #** checkbox is marked)	Next PO #	PO Module Setup – General (1)
Buyer	Buyer	Vendor Maintenance – Information
Ship Via	Ship Via	PO Module Setup – General (1)
F.O.B.	F.O.B.	PO Module Setup – General (1)
Warehouse	Warehouse	Last Warehouse Accessed By Current User
Freight Code	Freight Code	PO Module Setup – General (1)
Sales Tax Code	Sales Tax	Warehouse Maintenance
Pay Code	Pay Code	Vendor Maintenance
Order Date	System Date	N/A
Exchange Rate	Exchange Rate	Based on Currency Code in Customer Maintenance

- If the values for the Confirmed To, Foreign Freight Amount, and Remark fields are left blank in the import file, they will be blank on the final purchase order.
- If the import text file omits values for Foreign Tax Amount(s) 1, 2, and 3 they are calculated based upon the value in the Sales Tax Code field.
- If a Customer SO# is provided in the import text file, that information will be stored with the Purchase Order Header information; otherwise, it will be blank on the final purchase order.
- If the value for Order or Quote is missing from the import text file the final document will be designated as a purchase order. In the import text file you should use a value of "0" for purchase orders and a value of "1" for purchase quotes.

<u>Purchase Order Line Item Information</u>

The Purchase Order Line Items section of the text file must contain values for the following:

- Purchase Order #, if the Use System-Generated PO # option is not marked
- Vendor #
- Item #
- Foreign Unit Price or Foreign Subtotal Amount

The following table illustrates AccountMate's source of the required Purchase Order Line Items information when it is not included in the text file.

Purchase Order Line Items Information	Source	
	Fields	**Function and Tab**

PO # (if **Use-System Generated PO #** is marked)	Next PO #	PO Module Setup – General (1)
*Item Description	Description	Inventory Maintenance
*Unit of Measure	U of M	Inventory Maintenance – Information
**Discount %	Discount % or Max. Discount %	Vendor Maintenance – Settings or Inventory Maintenance - Settings
**Unit Cost	Average Cost	Inventory Maintenance – Settings
Remark	Remark	Inventory Maintenance – Remark

* If this value is omitted from the import text file, then it will be blank in the final purchase order.

** If Item # is non-stock and this value is omitted in the import text file then the value is “0” in the final purchase order.

- If a value for Part # (vendor part number) is not included in the import text file, then the value on the final purchase order will be blank.
- If no value for Request Date is provided in the import text file, then the value on the final purchase order will be the system date.
- If a value for Order Qty is omitted from the import text file, then the value on the final purchase order will be “1”.
- If Foreign Unit Cost is not provided, then this value is computed to be Foreign Subtotal Amount divided by Order Qty. If Foreign Subtotal Amount is provided, then Foreign Unit Price will be computed to be Foreign Unit Price multiplied by Order Qty.
- The discount % is the vendor discount indicated in the vendor maintenance record or the inventory item discount set up in the inventory maintenance record, whichever is lower.

The information presented in this document should help you understand the AccountMate Import Purchase Order function. Using this powerful feature can increase productivity in instances where a large number of orders exist outside of AccountMate.
