

## 114790 PURCHASE ORDER COMPLETE REASONS

### 1 INTRODUCTION

Apparel21 purchase orders now have the option to assign a “reason” for completing them. “Completing” a purchase order marks it as no longer outstanding.

### 2 BENEFITS

- ✓ Additional analysis

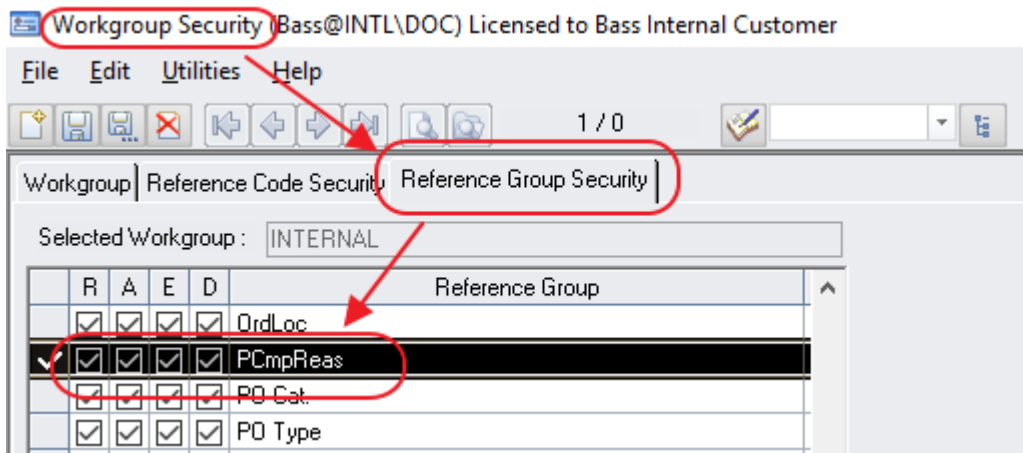
### 3 ASSUMPTIONS/LIMITATIONS

- Reason codes can only be assigned via *Purchase Orders* screens; tools that complete purchase orders outside the core application have one generic code applied to all completed transactions

### 4 SETUP

#### 4.1 WORKGROUP SECURITY

As this is a new reference group, the codes can only be set up if the reference group is visible for the user. This is configured in *Workgroup Security > Reference Group security* field. Find the *PCmpReason* group and mark this as R-A-E-D so that it is visible.



Once this change is made, log out and sign in again before opening *Code Maintenance* or this group won't be visible.

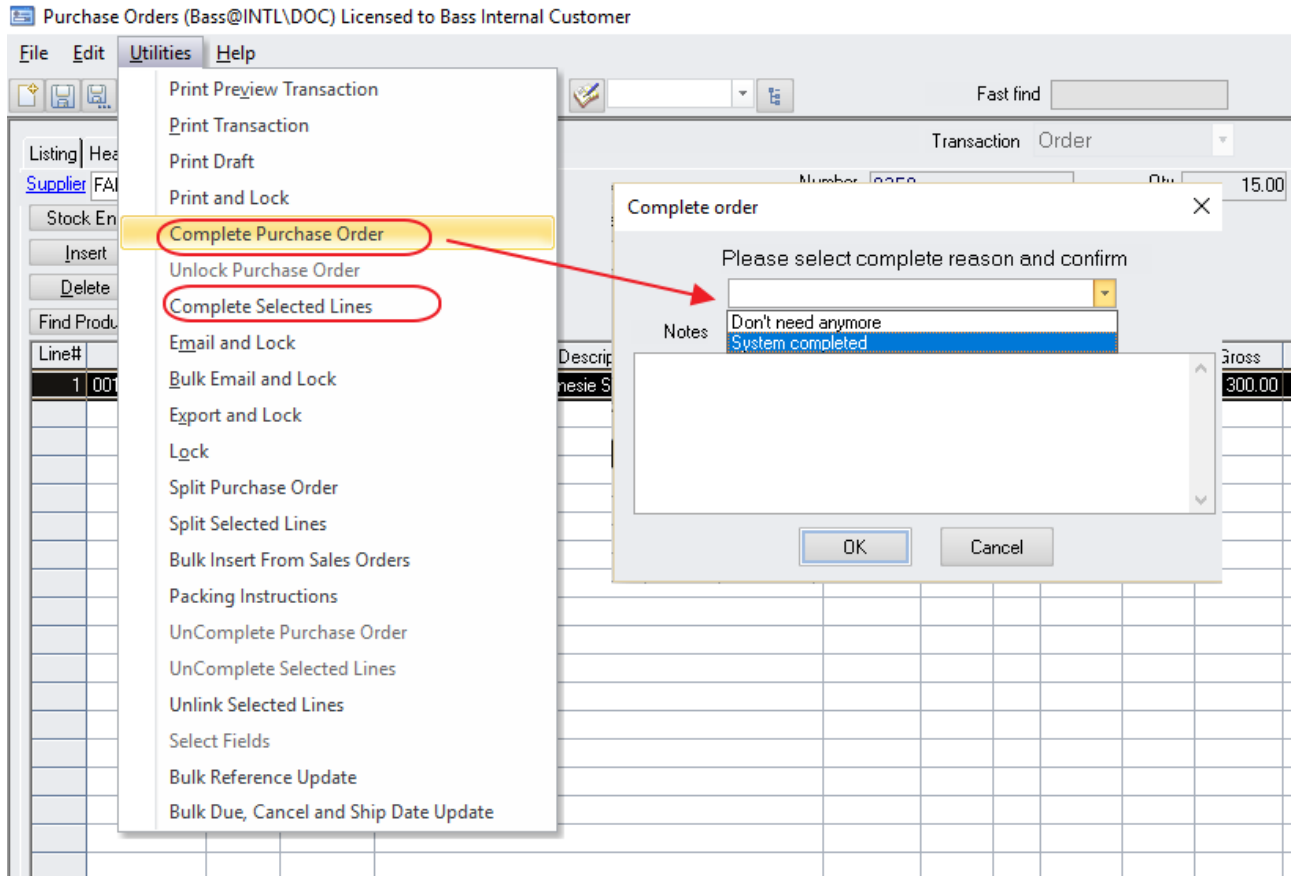
#### 4.2 CODE MAINTENANCE

The codes for completing orders are created in *Code Maintenance* under the *PCmpReas / Purchasing Complete Reason* reference group.

There is one internal code automatically created. This is called *Sys\_Complete / System completed*. This reason is automatically used for any completing of orders that occurs outside the core *Purchase Orders* screen.

## 5 DESCRIPTION / USAGE

The *Purchase orders > Utilities > Complete Purchase Order* and *Complete Selected Lines* options have been updated to prompt for a reason code:



When viewing a purchase order with completed lines, the reason is visible against the line.

Purchase Orders (Bass@INTL/DOC) Licensed to Bass Internal Customer

File Edit Utilities Help

1 / 3 Fast find

Listing Header Detail Notes Styles Audit LOCKED COMPLETE Transaction Order

Supplier: FABAU5 FAB GLOBAL RESOURCE CO. LTD Number: 2357 Qty: 0.00

Stock Enq Gross: 0.00  
 Insert Tax: 0.00  
 Delete Total Due: 0.00  
 Find Product Go To Deposits: 0.00

Line#	Style	Colour	BatchPack	Desc	PO From	Rec#	Prepaid Inv#	Shipment#	ExpArrival	Ship container	Blanket Order #	Comments	Completed by	Completed Date	Completed Date	Complete Note
1	0011	001		Multi		2357							Bass user	11/06/2019 12:00:00		System completed

	6	8	10	12	14	16	18
Cost	20	20	20	20	20	20	20
Order	1	1	1	0	0	0	0
TRec	4	4	4	0	0	0	0
Original	5	5	5	0	0	0	0
Linked	0	0	0	0	0	0	0
Supp Code	ABCD	XYZ	XYZ	XYZ	ABCD	ABCD	ABCD

To query orders completed with a specific reason, the *Query* can be used.

Purchase Order Query

Customise Help

Query Name

Available to:  Me  Global  WorkGroup

Listing Query By Order filters Product filters Supplier filters More options

Name	From	To	Include	Exclude	Nulls
Order - Purc Order Status	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Purchase Order Type	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Shipment Type	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Onforwarder	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Currency	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Warehouse	Lowest	Highest			<input checked="" type="checkbox"/>
+ Order Cost Zone	Lowest	Highest			<input checked="" type="checkbox"/>
Order - PO Category	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Purchasing Complete Reason	Lowest	Highest	Sys_Complete		<input type="checkbox"/>
Order - Type of Receipt	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Division	Lowest	Highest			<input checked="" type="checkbox"/>
Order - POType	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Purchase order format number	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Product Replenishment Number	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Logo	Lowest	Highest			<input checked="" type="checkbox"/>
Order - Narotam PO reference	Lowest	Highest			<input checked="" type="checkbox"/>
Warehouse - Currency	Lowest	Highest			<input checked="" type="checkbox"/>
Warehouse - Sales Price Scheme	Lowest	Highest			<input checked="" type="checkbox"/>
+ Warehouse Currency	Lowest	Highest			<input checked="" type="checkbox"/>

Apply Query Cancel

### 5.3 REPORT QUERY BUILDER (RQB)

The *Report Query Builder* data views for:

- *Purchase Order Reporting*
- *Purchase Order Reporting (TUN)*

have been updated to include the “completed reason” for reporting / filtering an order or line