User Guide

Ver No :V01

Revision History & Approval Details

Version No	Date	Brief description of changes	Author	Reviewed By	Approved By
V01	01/25/5019	Initial Draft	Ravali C	Deebhan	Sharif

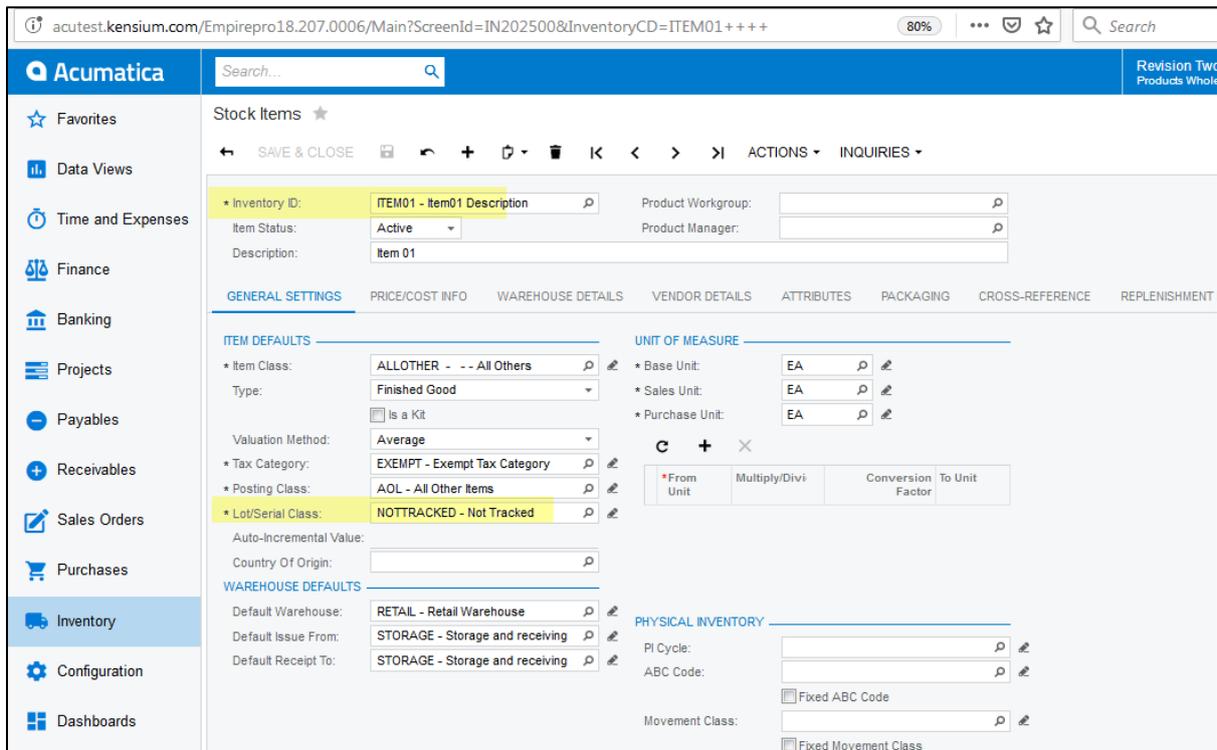|					

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1. SO-PO Link with Simple Item:

Requirement:

I. **Sales Orders Screen**: A new non-editable column "Po Number" is available in the Sales Orders screen. If the Sales Order is linked to any Purchase Order then this column will display the respective Purchase Order number. The type of Purchase Order i.e.., Normal (Purchase to Order) or Dropship (Dropship) is defined in Po Source column.

- If the SO line is linked to any purchase Order then the user will not be able to delete the SO Line. If the respective Purchase Order is deleted then the link will be removed in the Po Number column.

II. **Purchase Orders Screen**: A new column "Sales Order Nbr" is available in the Purchase Orders screen. If the Purchase Order is linked to any Sales Order its respective Sales Order number is displayed in Sales Order Nbr column.

III. User has the ability to select Sales Order number manually in the Purchase Orders screen. The Sales Orders in which the item is present and which are not of Cancelled and Completed Order status are only displayed in the selector for selection.

1.1. SO-PO link with Po Source as "Purchase to Order"

- Navigate to Distribution ->Inventory-> Work Area-> Manage-> Stock Items
- Select 5 products for which Lot/Serial numbers are not tracked i.e.., products which are not allocated
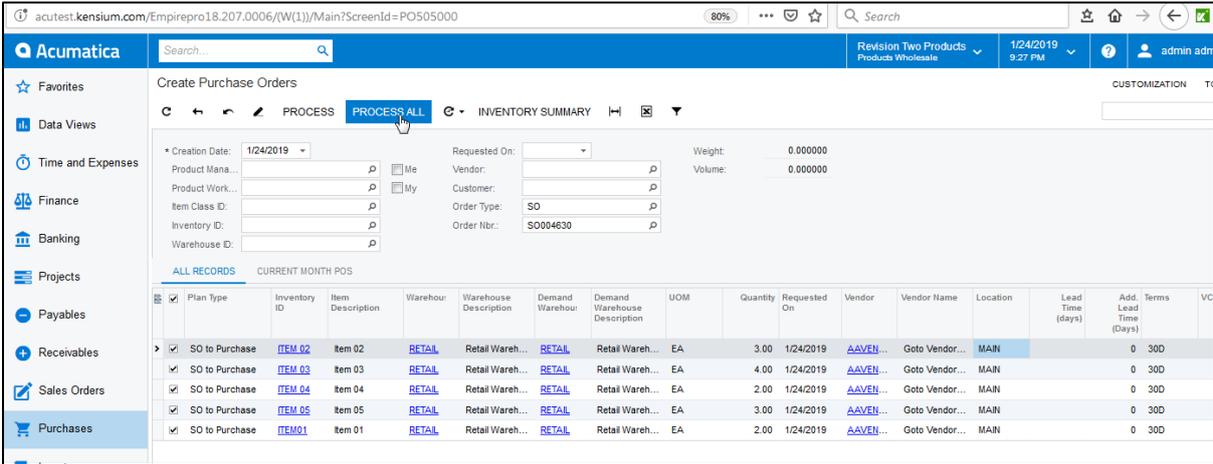
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- Navigate to Distribution -> Sales Orders -> Work Area -> Sales Orders
- Create a Sales Order with 5 line items.
- Click on "Mark for PO" and select PO Source as "Purchase to order"
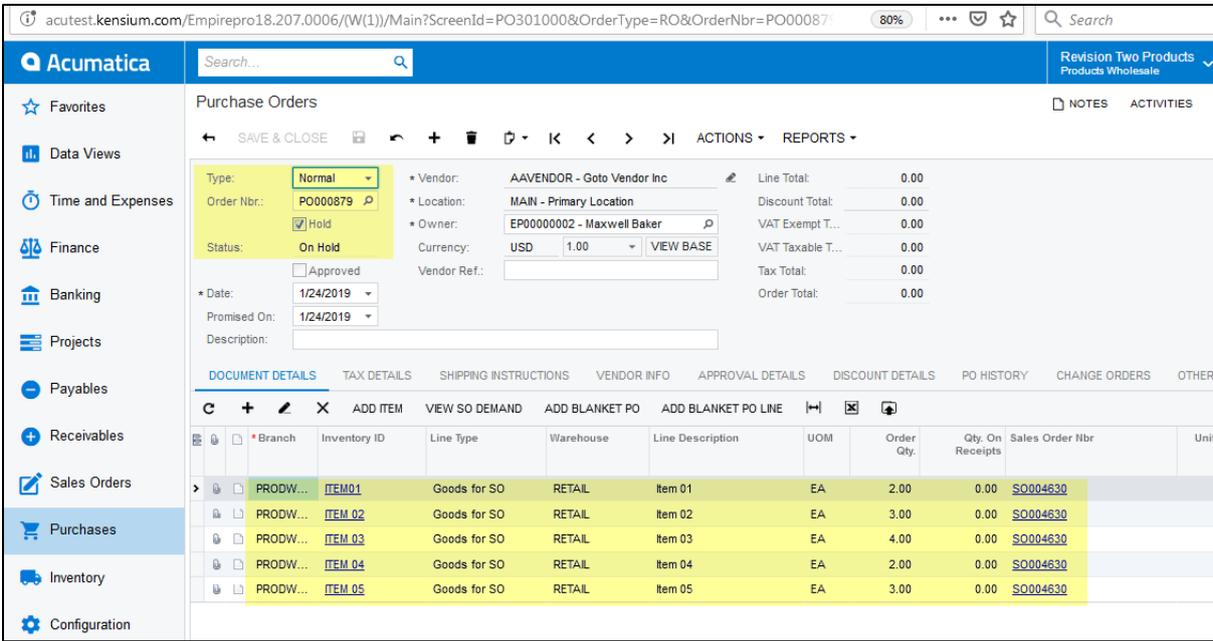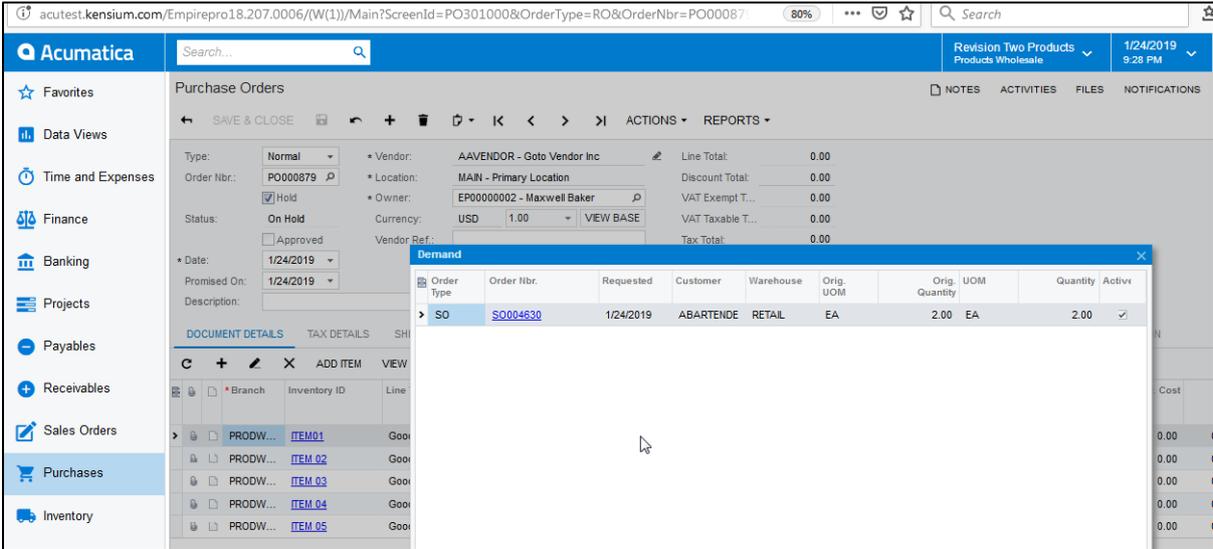

- Click on Actions->Create Purchase Order
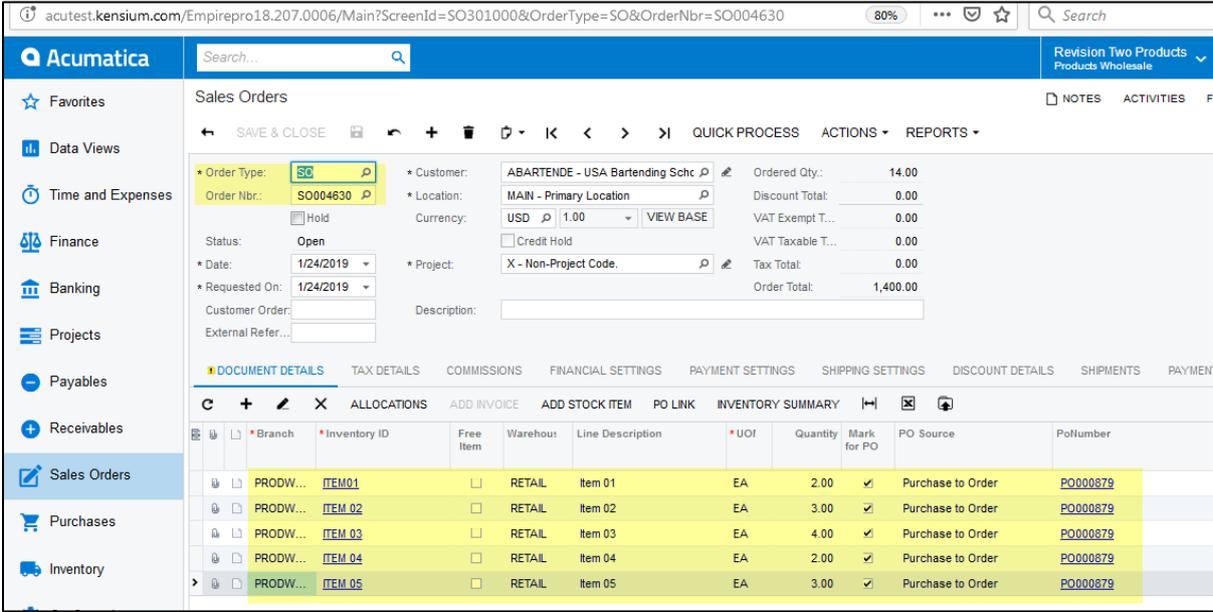

- Click on Process All

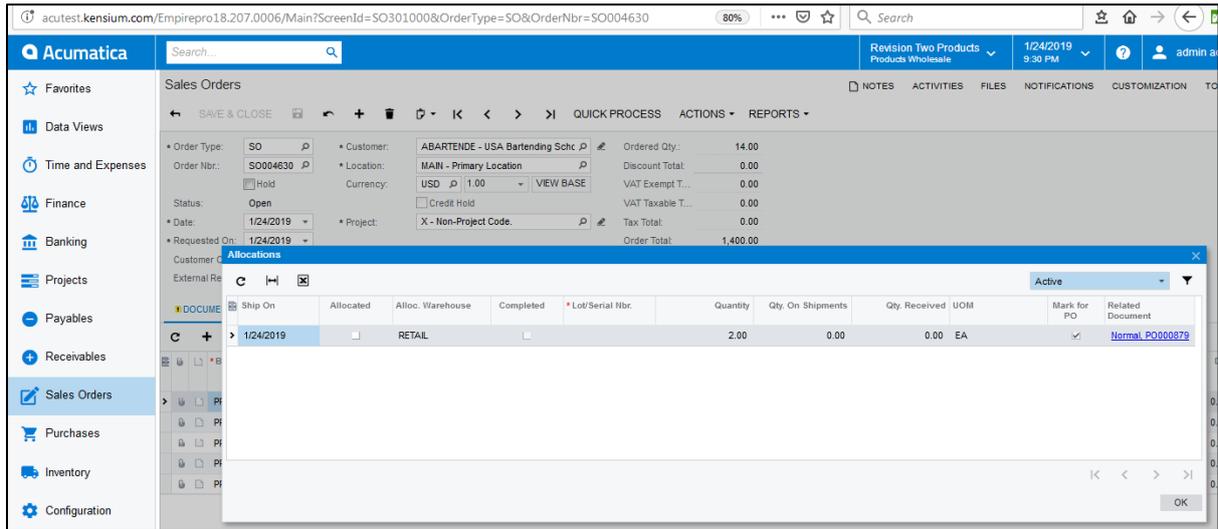- Purchase Order is created and the Sales order number is displayed in the Sales Order number column

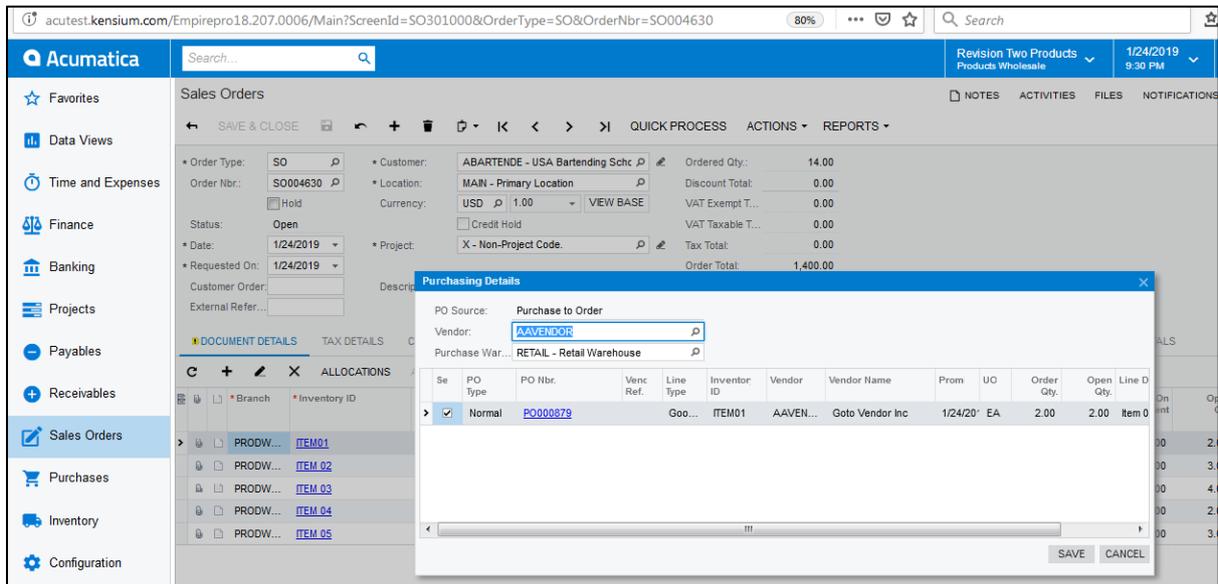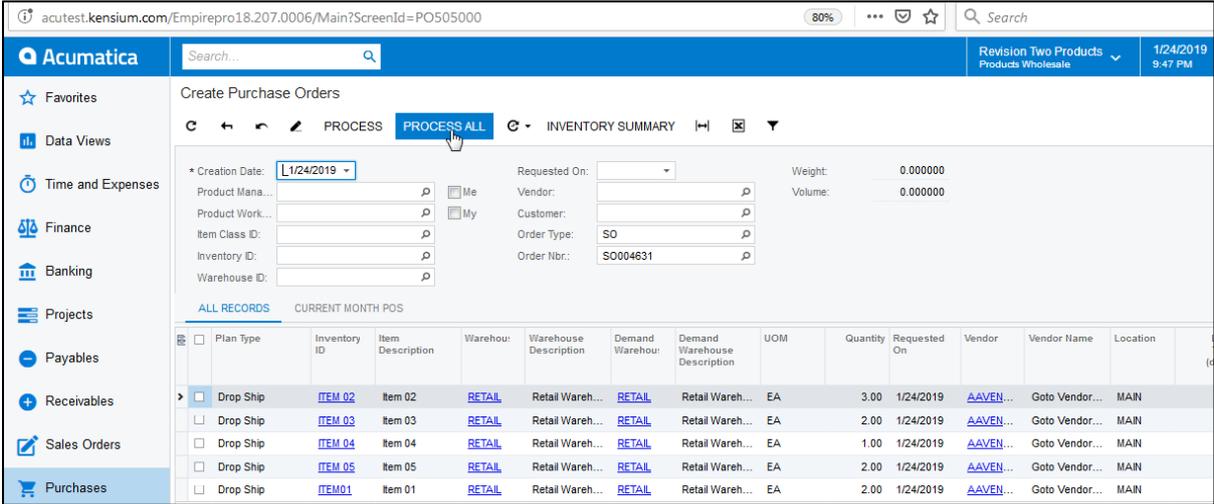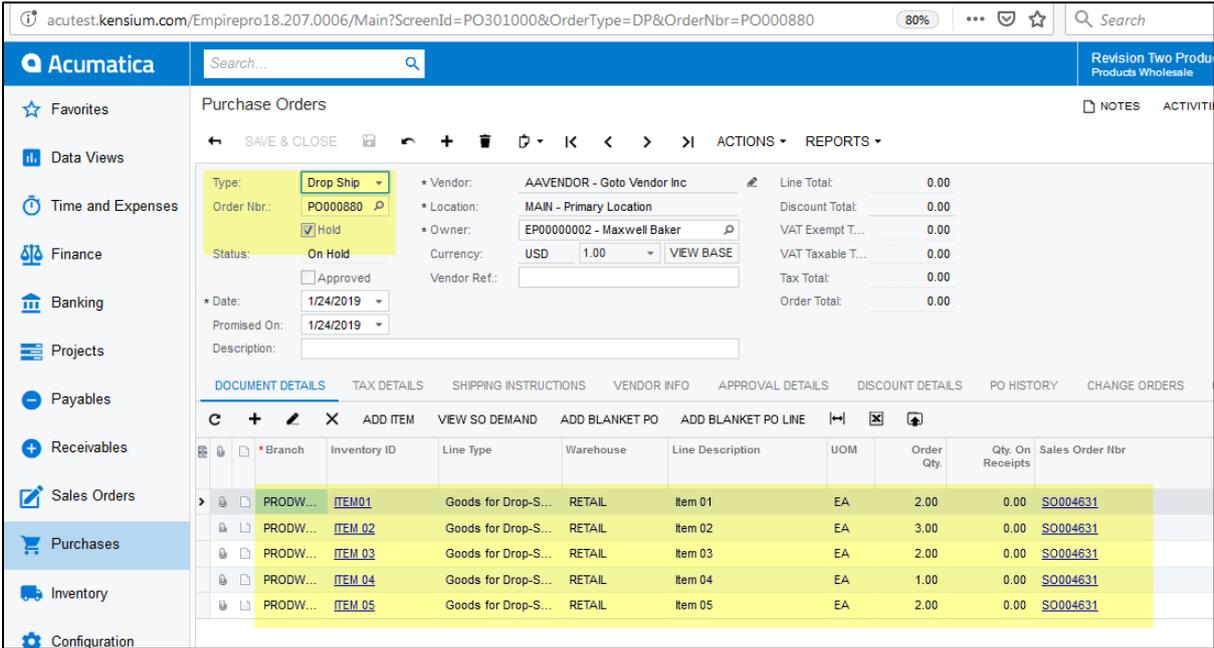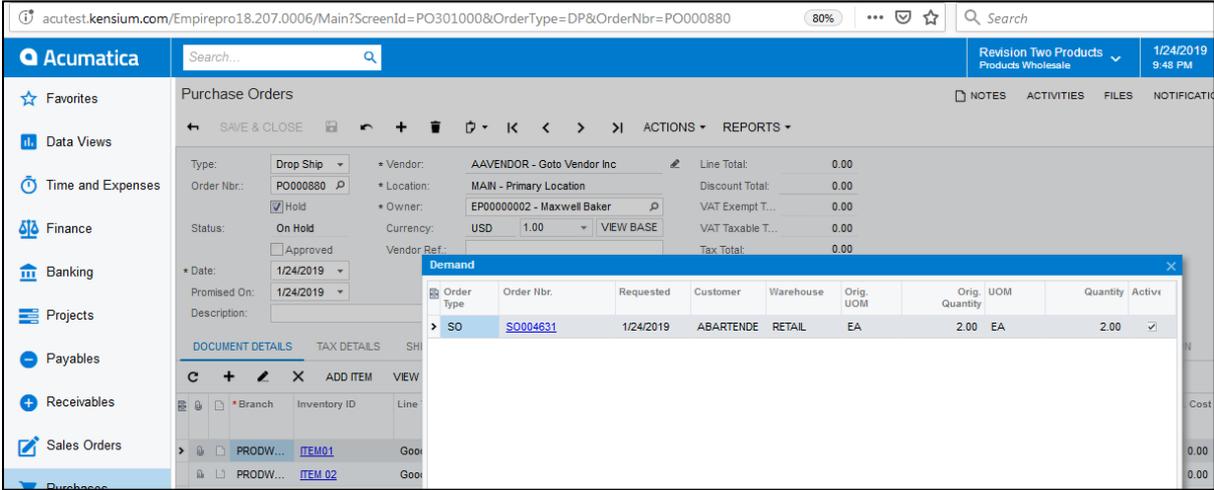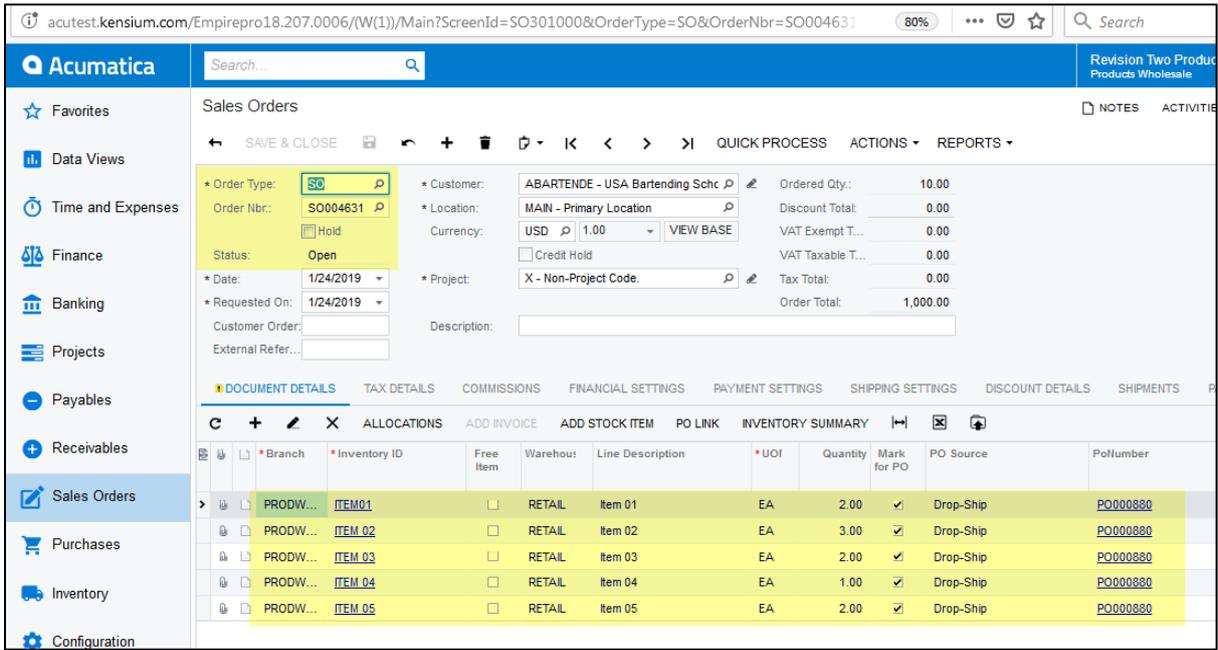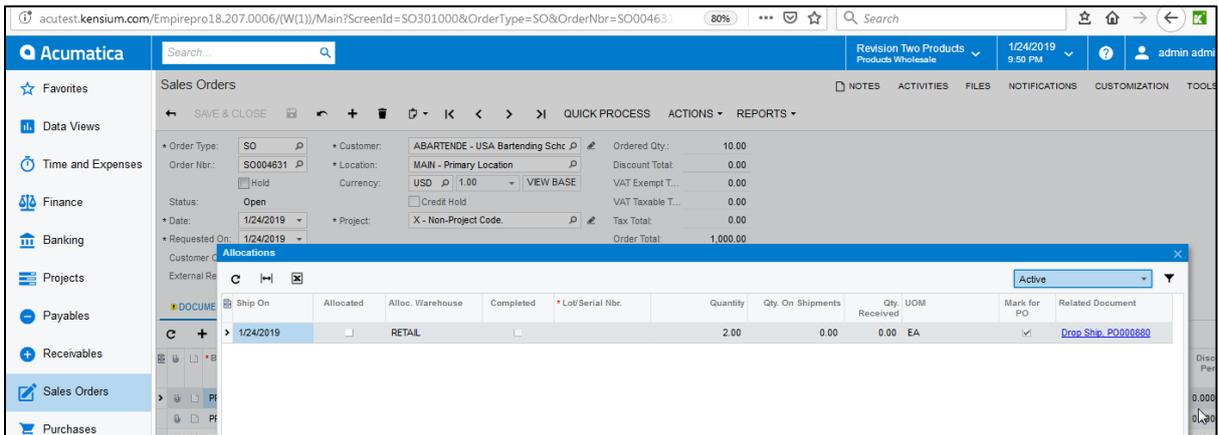- Click on "View SO Demand". Sales Order number is displayed for all the products
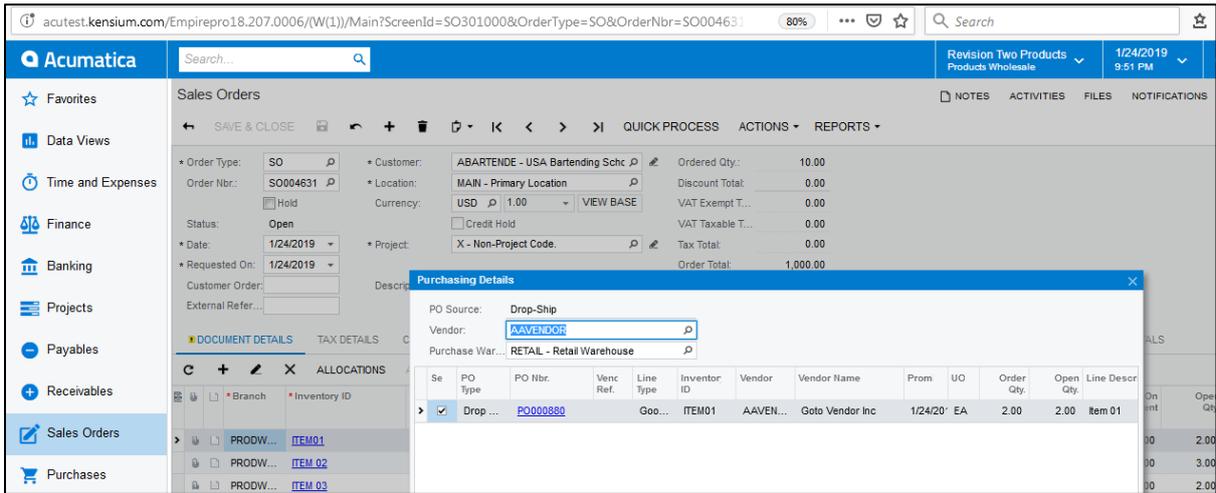
.

- Navigate to the Sales Orders screen and select the above Sales Order
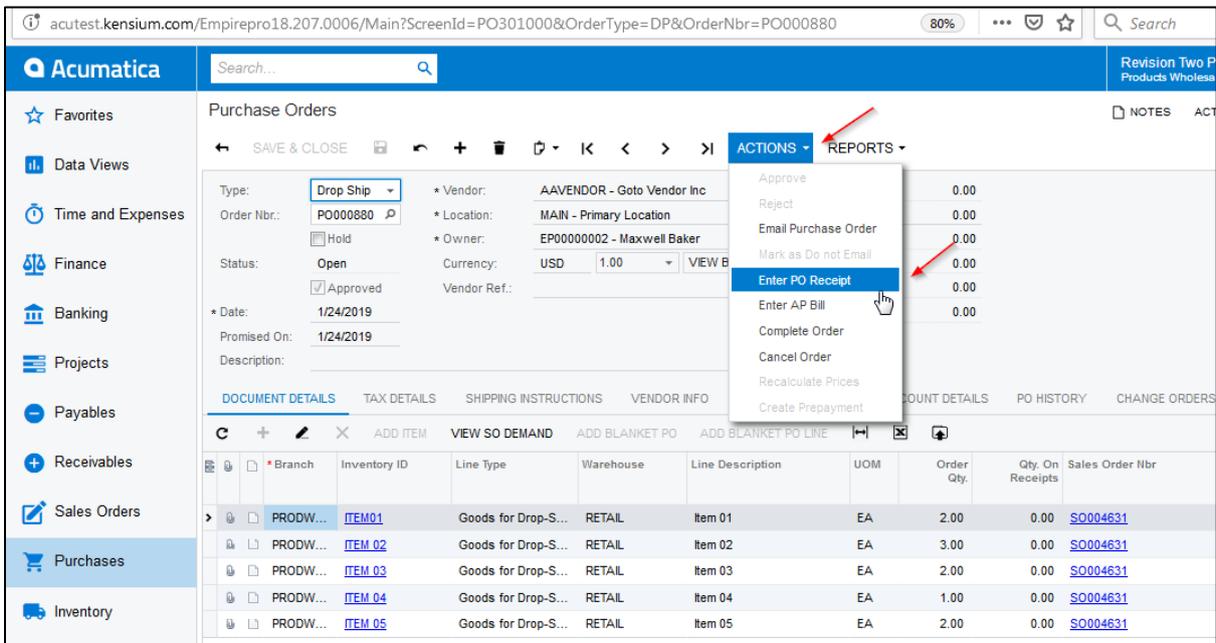- Purchase order Number is displayed in the Po Number column for all the line items

- Click on Allocations. Purchase Order number is displayed for all the products
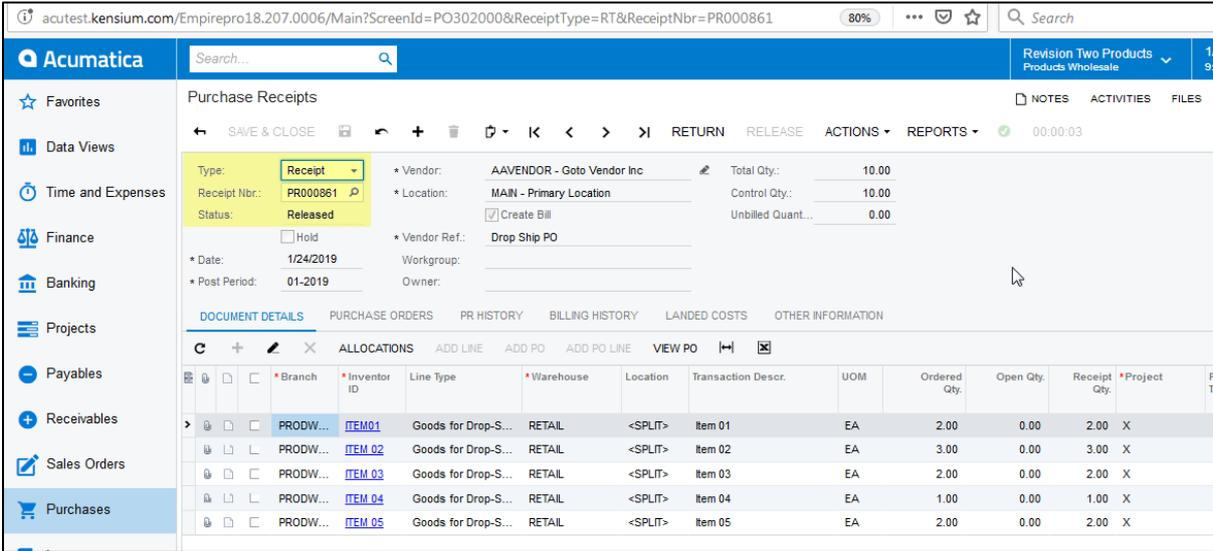
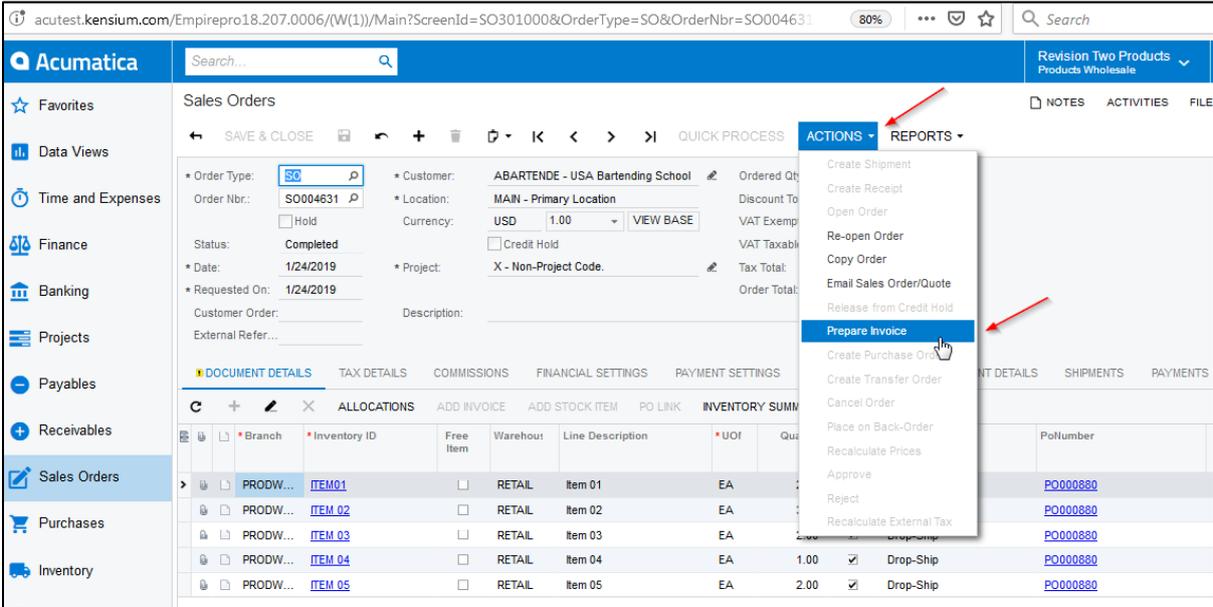- Click on PO Link. Purchase Order number is displayed for all the products

- Navigate to Purchase Orders screen
- Click on Actions ->Enter PO Receipt

- Save the Receipt
- Release the Receipt

- Navigate to the Sales Order screen.
- Select the Sales Order
- Click on Actions->Create Shipment

- Click on Actions->Confirm Shipment

- Click on Actions->Prepare Invoice

- Click on Actions->Release

1.2. SO-PO link with Po Source as "Dropship"

- Navigate to Distribution -> Sales Orders -> Work Area -> Sales Orders
- Create a Sales Order with 5 line items
- Click on "Mark for PO" and select Po Source as "Dropship"


- Click on Actions->Create Purchase Order

- Click on Process All

- Purchase Order is created and the Sales order number is displayed in the Sales Order number column

- Click on "View SO Demand". Sales Order number is displayed for all the products

- Navigate to the Sales Orders screen and select the above Sales Order
- Purchase order Number is displayed in the Po Number column for all the line items

- Click on Allocations. Purchase Order number is displayed for all the products

- Click on PO Link. Purchase Order number is displayed for all the products

- Navigate to Purchase Orders screen
- Click on Actions ->Enter PO Receipt

- Save the Receipt
- Release the Receipt

- Navigate to the Sales Order
- Click on Actions->Prepare Invoice

- Click on Actions->Release

1.3. SO-PO link with Po Source as "Purchase to Order" and "Dropship"

- Click on Distribution -> Sales Orders -> Work Area -> Sales Orders
- Create a Sales Order with "Item01","Item02","Item03","Item04" and "Item05"

- The products "Item01" and "Item02" are marked as "Purchase to order", "Item 03" and "Item 04" are marked as "Dropship" and "Item 05" already has quantity.
- Select the "Mark for PO" checkbox and select PO Source as "Purchase to Order" for Item01, Item04 and Item02.
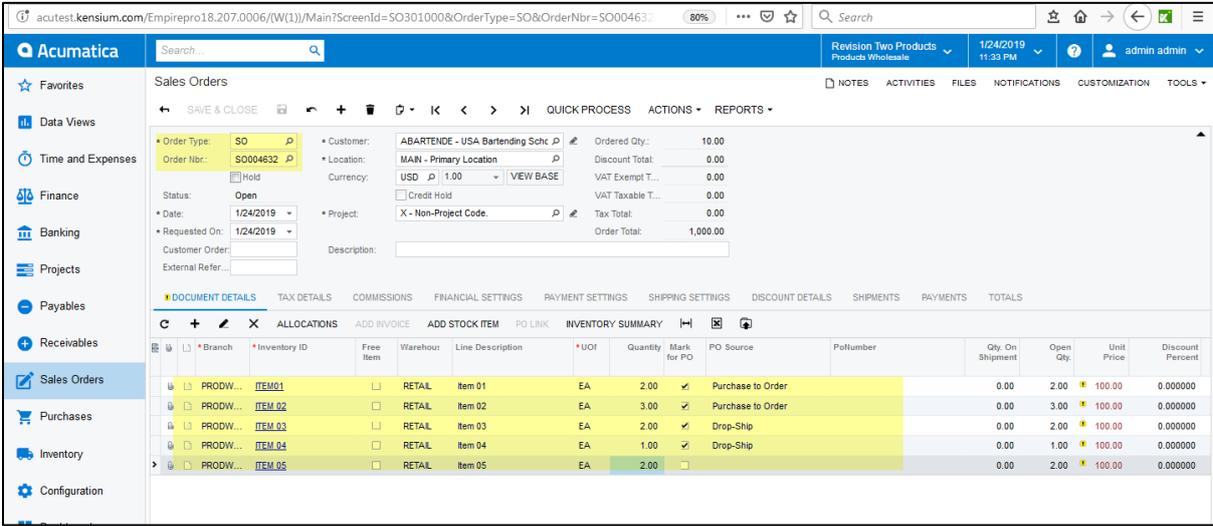
- Click on Actions -> Create Purchase Orders.
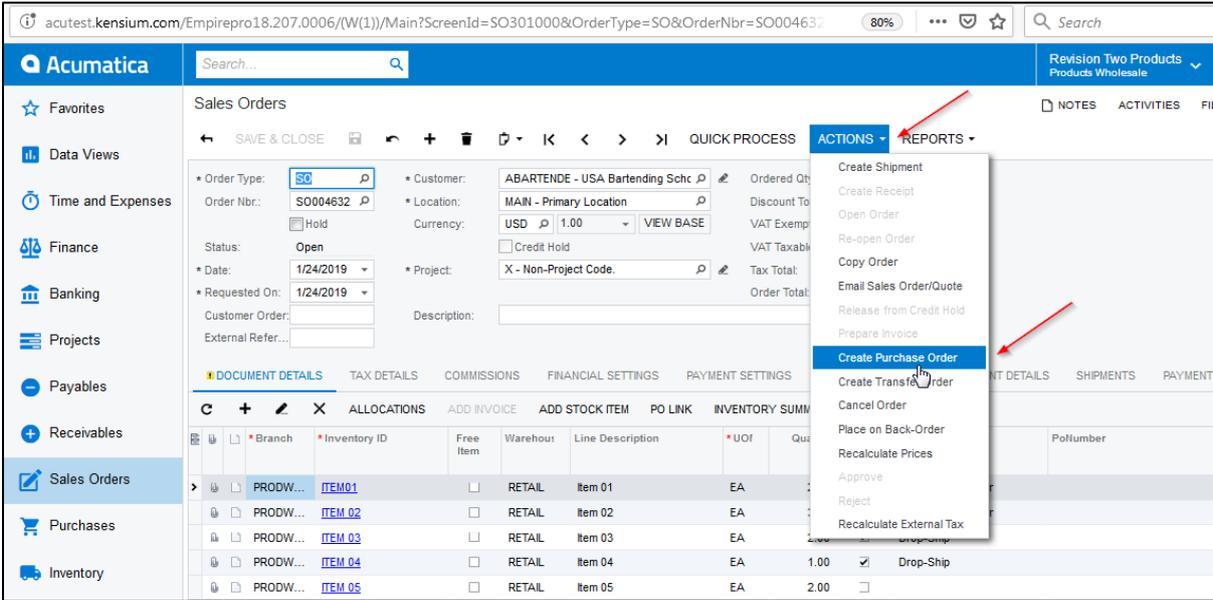
- Click on Process All
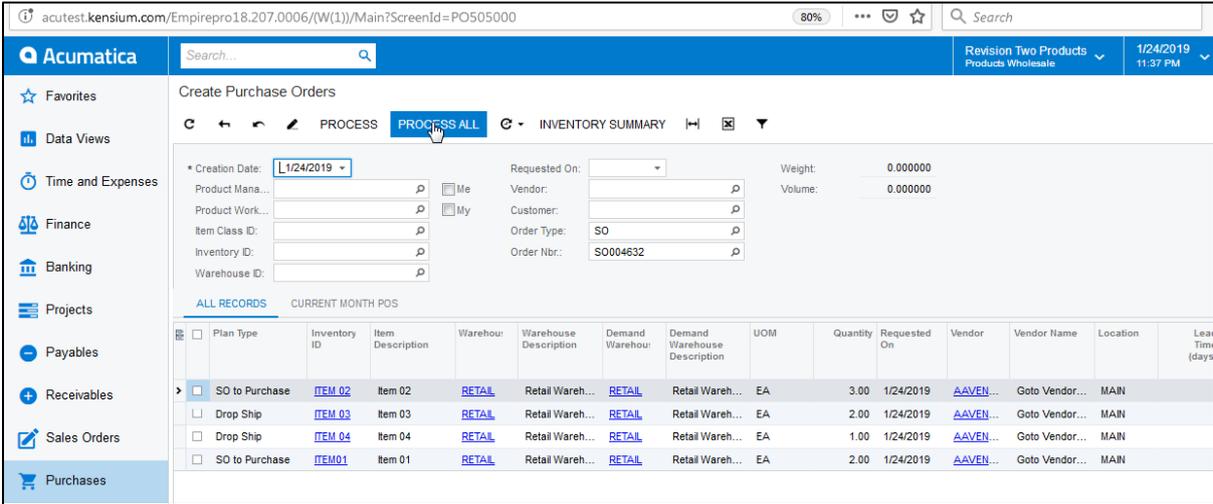
- For the Products which are marked as "Purchase to Order" Normal Type PO is created
- SO link should be displayed for all the items in SO Number column and View SO Demand popup
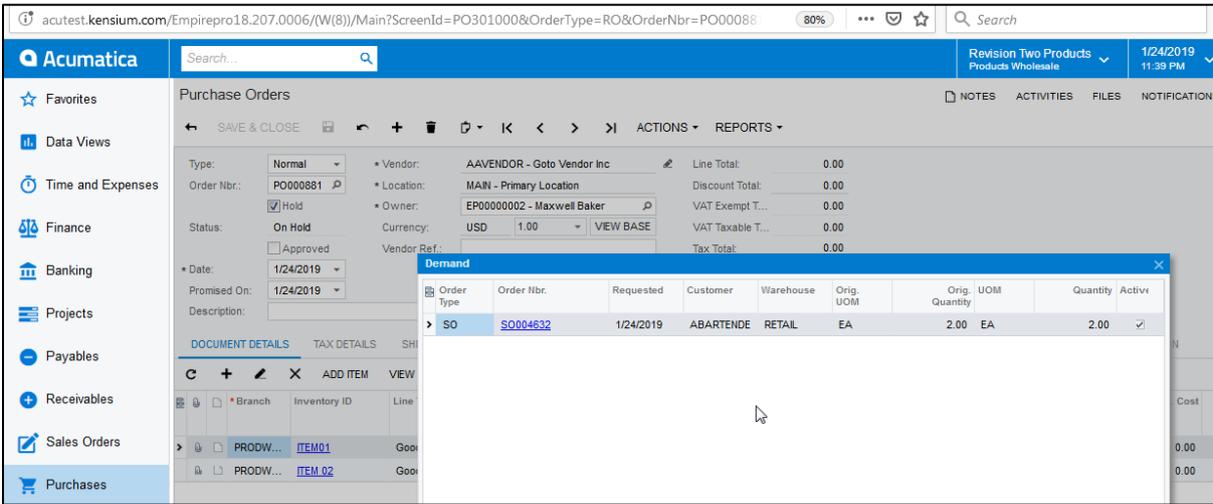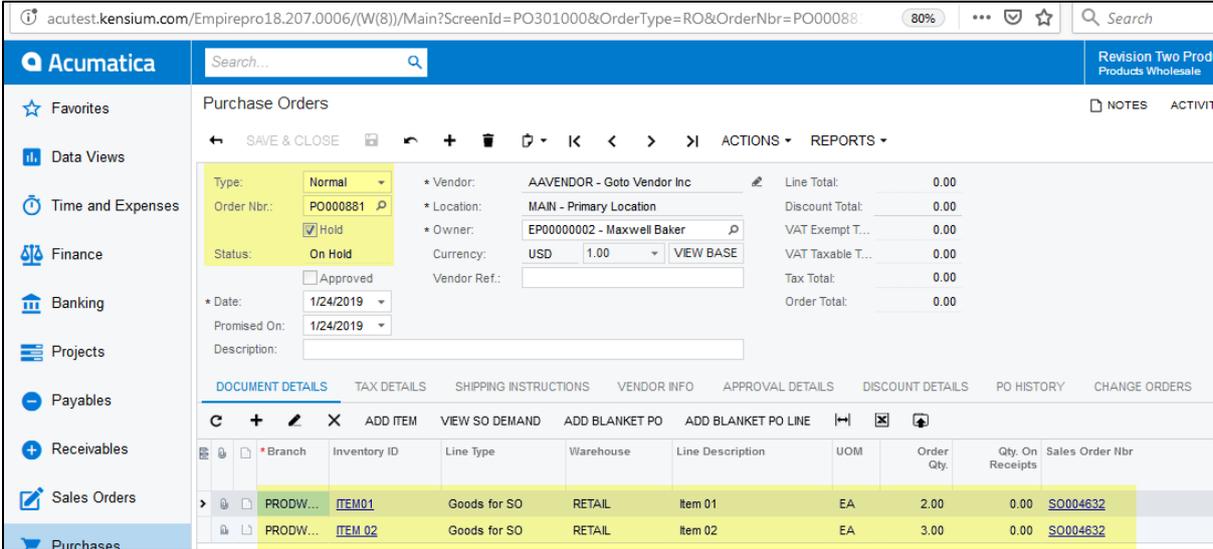
- Click on Actions -> Enter PO receipt
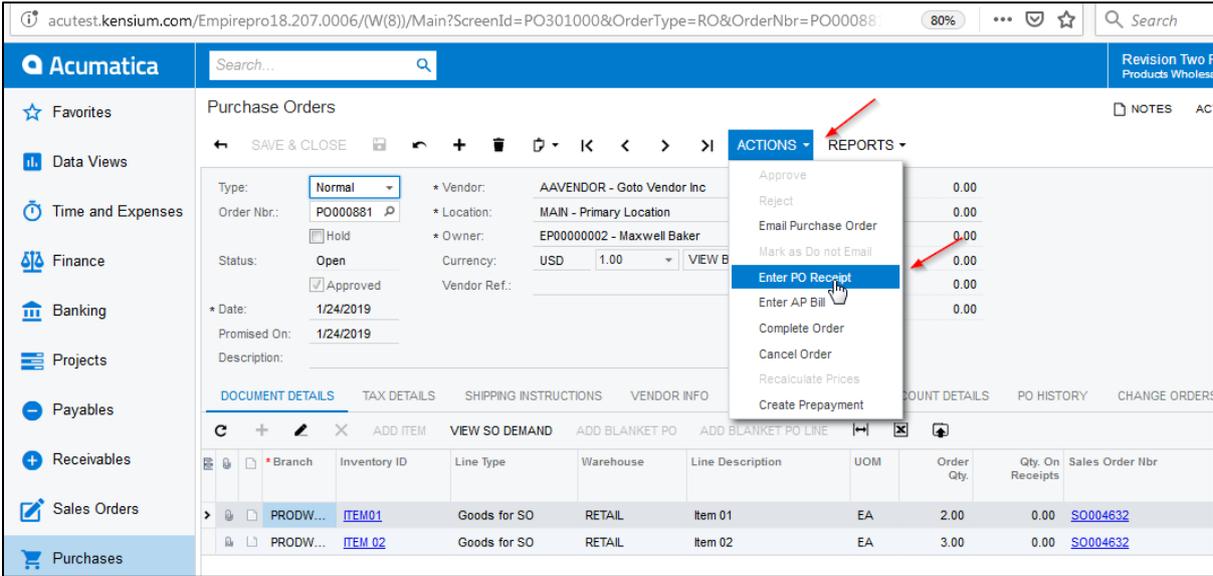
- Click on save and Release
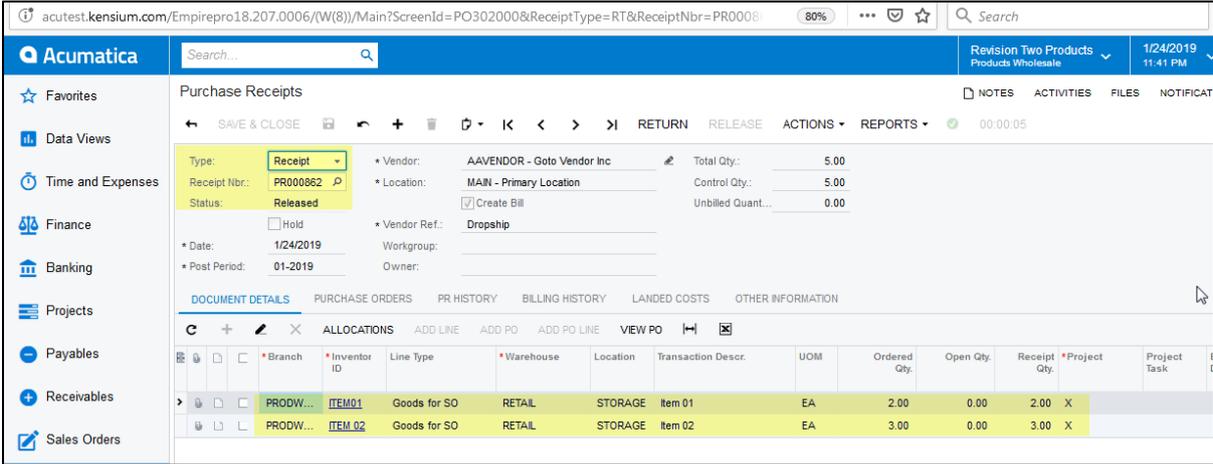
- For the items which are marked for Dropship, Dropship PO is created
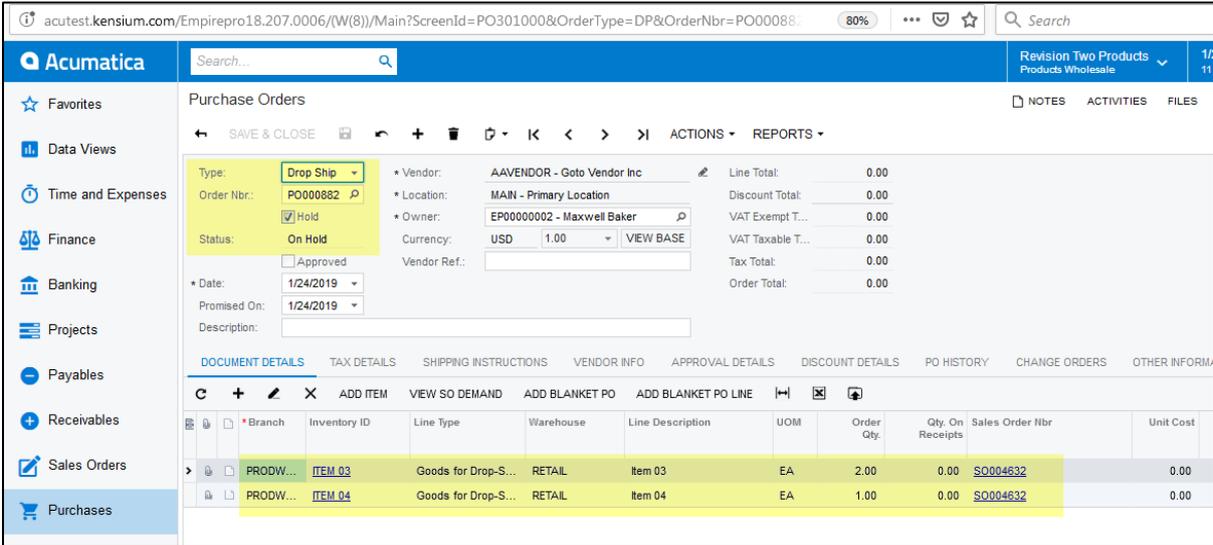
- SO link is displayed for both the products if we click on "View SO Demand"
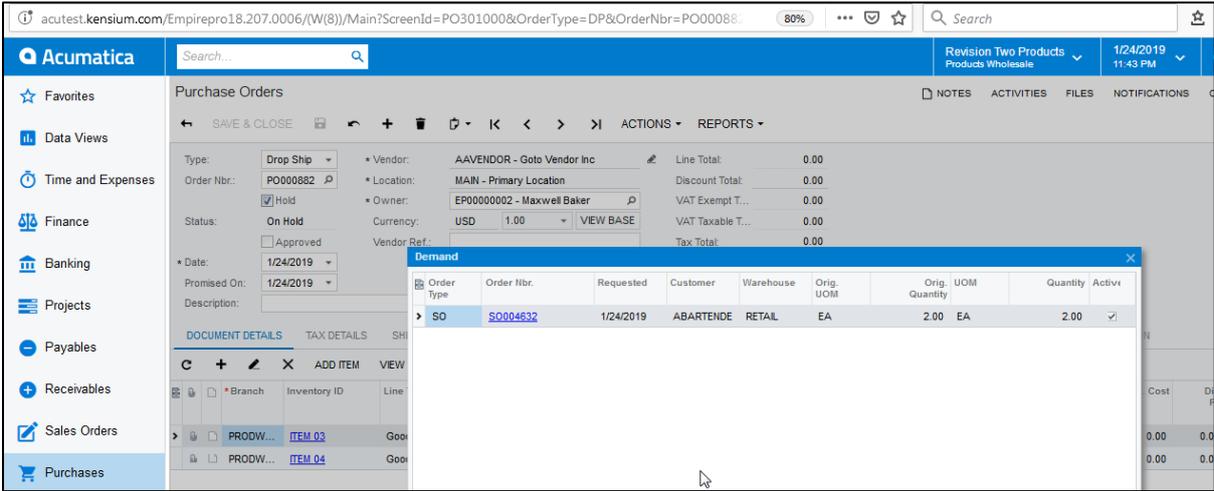
- Click on Actions->Enter PO Receipt
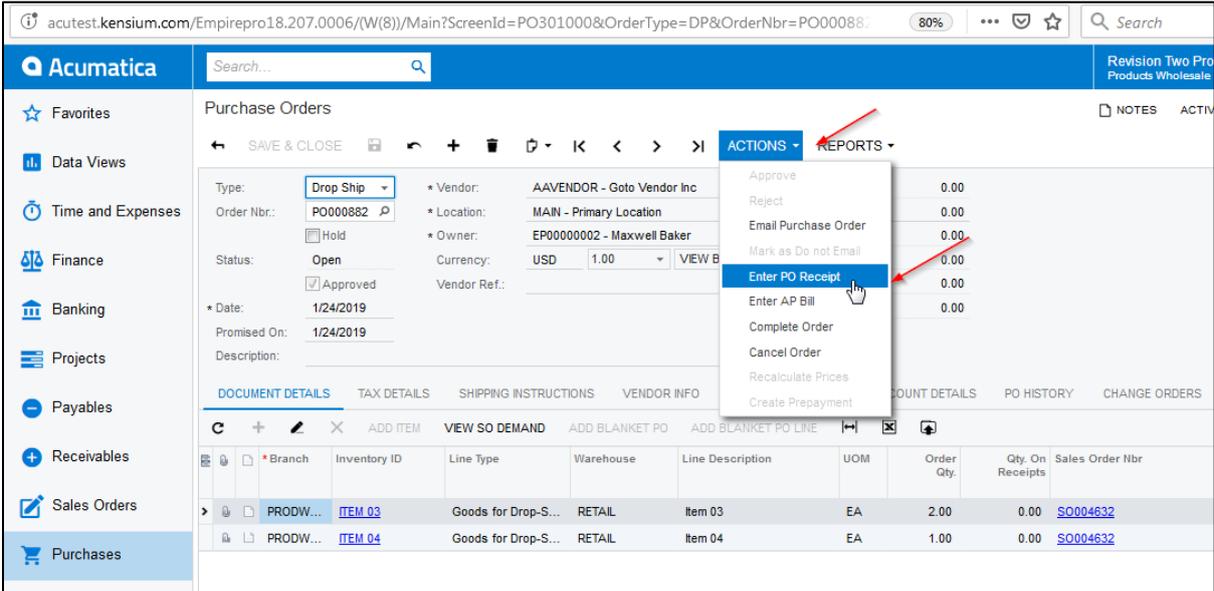
- Save the receipt and Release

- For the Sales Order created the respective Purchase Order number is displayed in PO Number column.

- Click on PO link for all the products

- Click on Allocations

- Click on Actions -> Create Shipments
- Shipment is created for the orders which are marked for "Purchase to Order" and the product which is not selected as "Mark for PO"
- Click on Actions -> Confirm Shipment

- Click on Actions -> Prepare Invoice

● Click on Actions -> Release

- Prepare Invoice for the products which are marked for Dropship in Sales Order
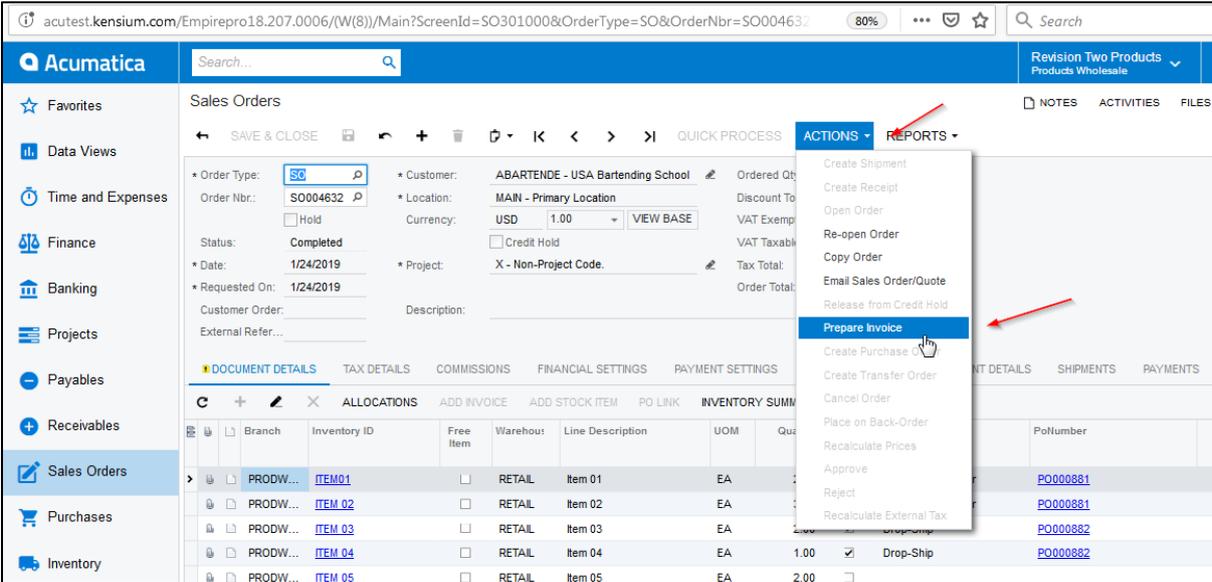
- Invoice is prepared for Dropship items
- Click on Actions->Release

1.4. Update the SO Line (Unlock) when it's corresponding PO Line is deleted

- Create a Sales order with multiple line items
- Select Mark for PO and PO Source as Purchase to Order for 5 items and Drop ship for 5 items

- Click on Actions-> Create Purchase Order
- 2 purchase orders are created one for drop ship and other for Normal type
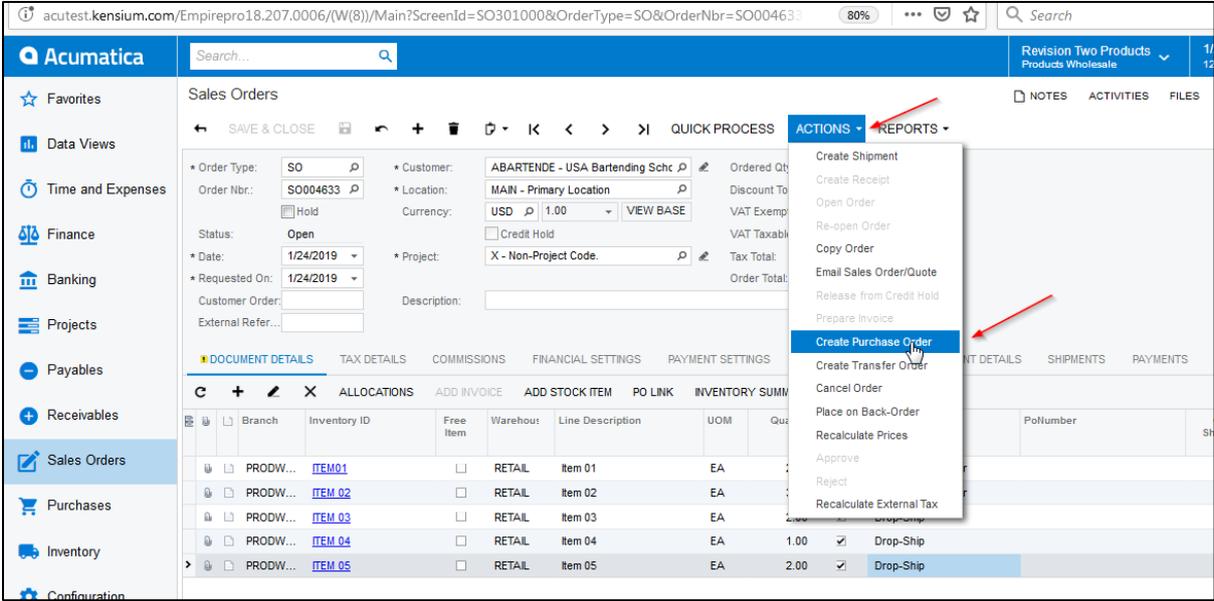
- Click on Process All
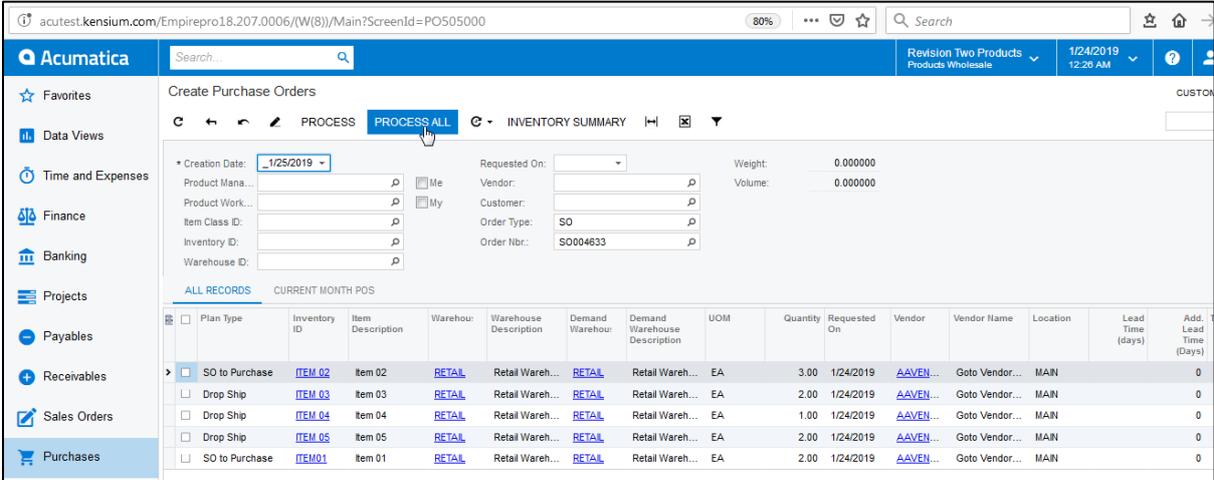
- Navigate to Purchase Orders screen
- Select the Purchase Order of Normal Type
- Sales Order number is displayed in Sales Order Nbr column
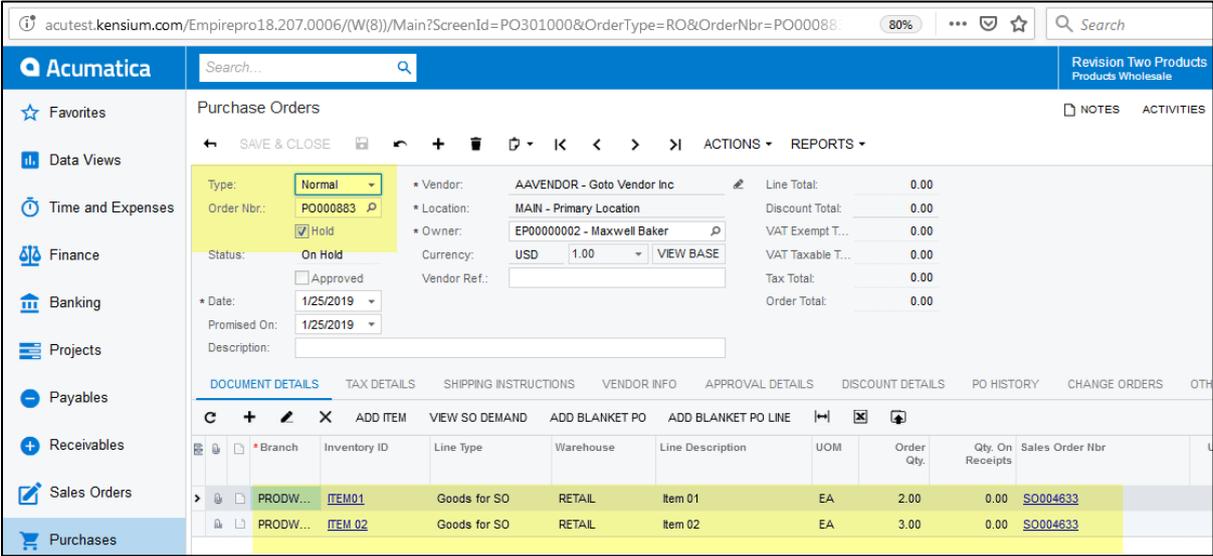
- SO Link is displayed if we click on View SO Demand for all the products
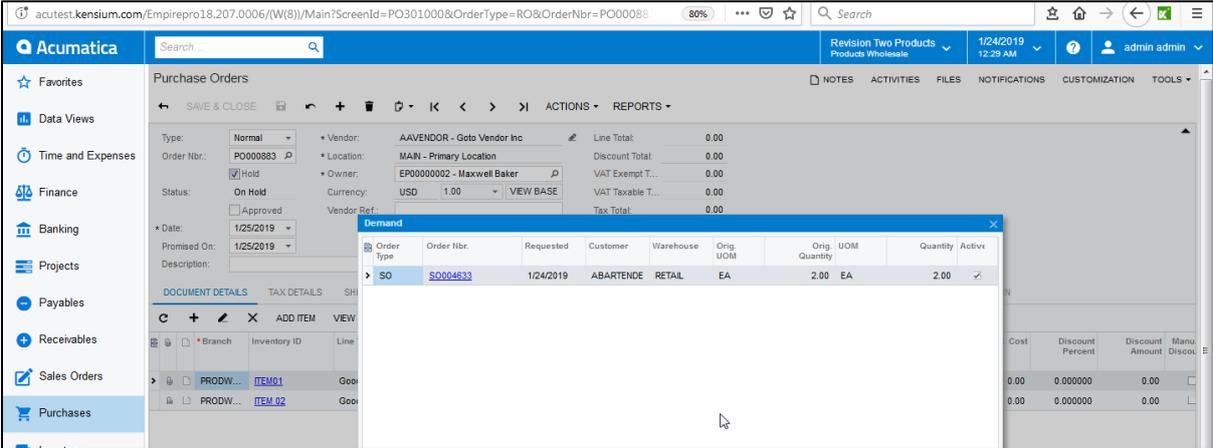
● A link is displayed with PO Number for its SO
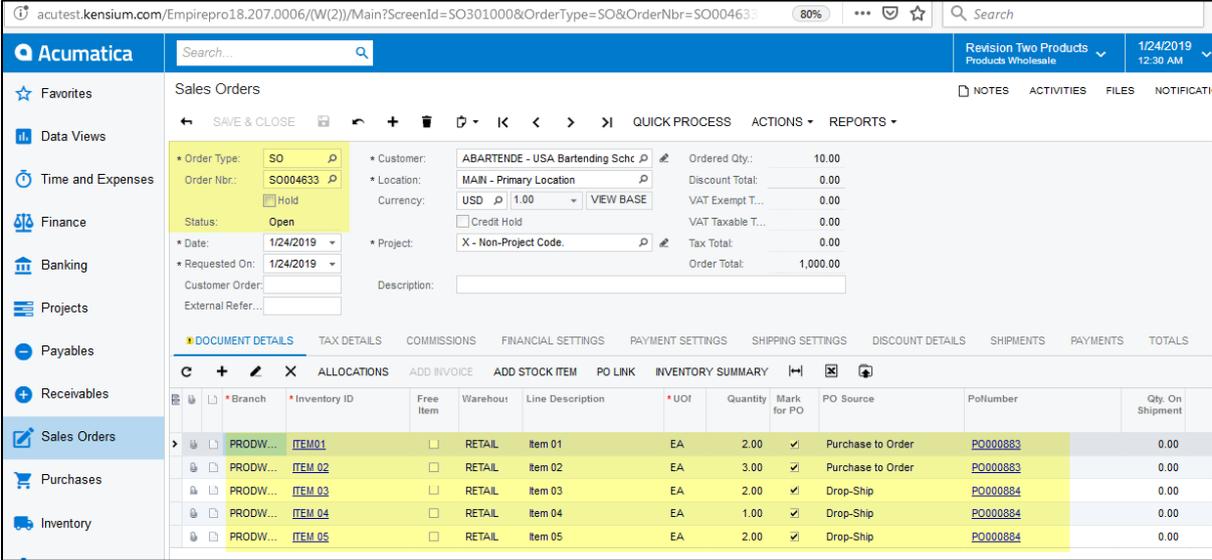
● Click on PO Link
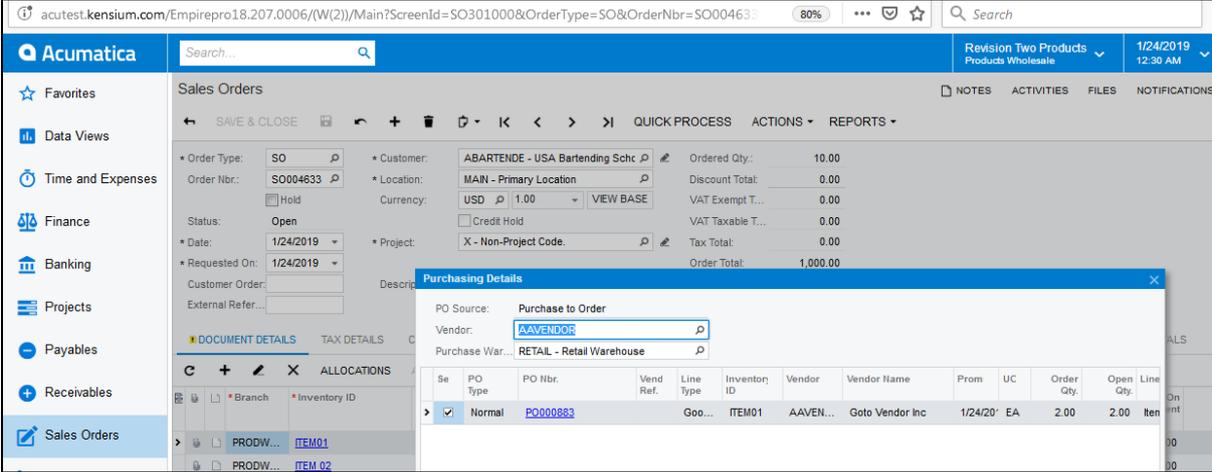
● Click on Allocations
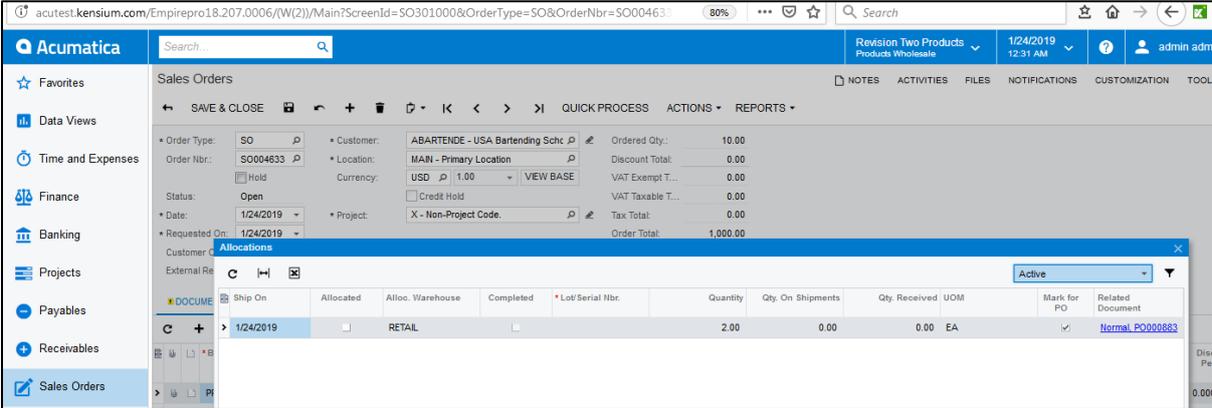
● Delete Item02 from Normal type PO

- Delete Item04 from Dropship type PO
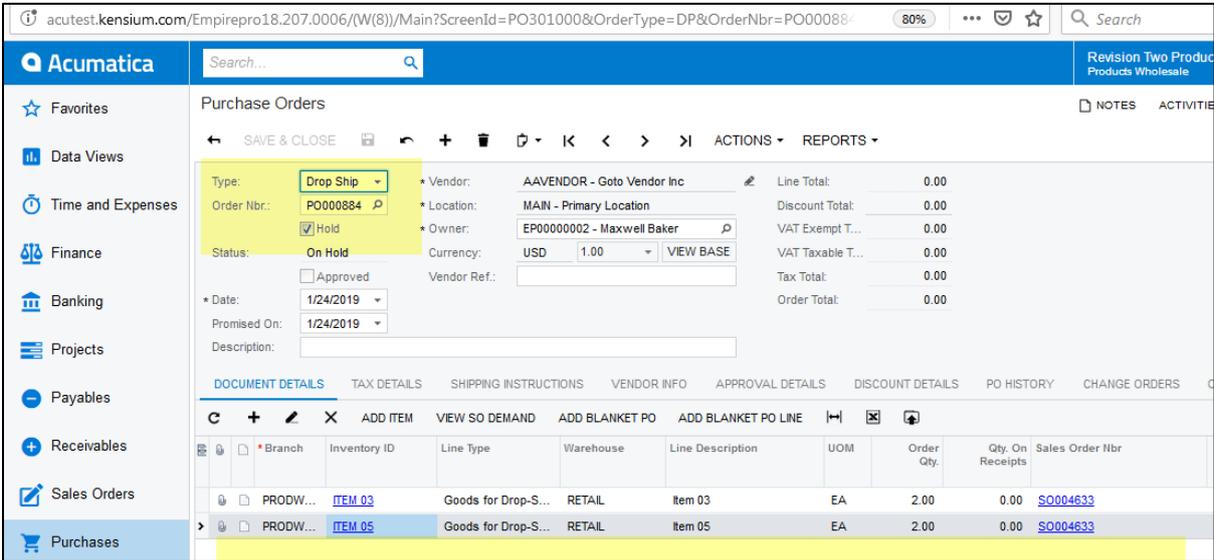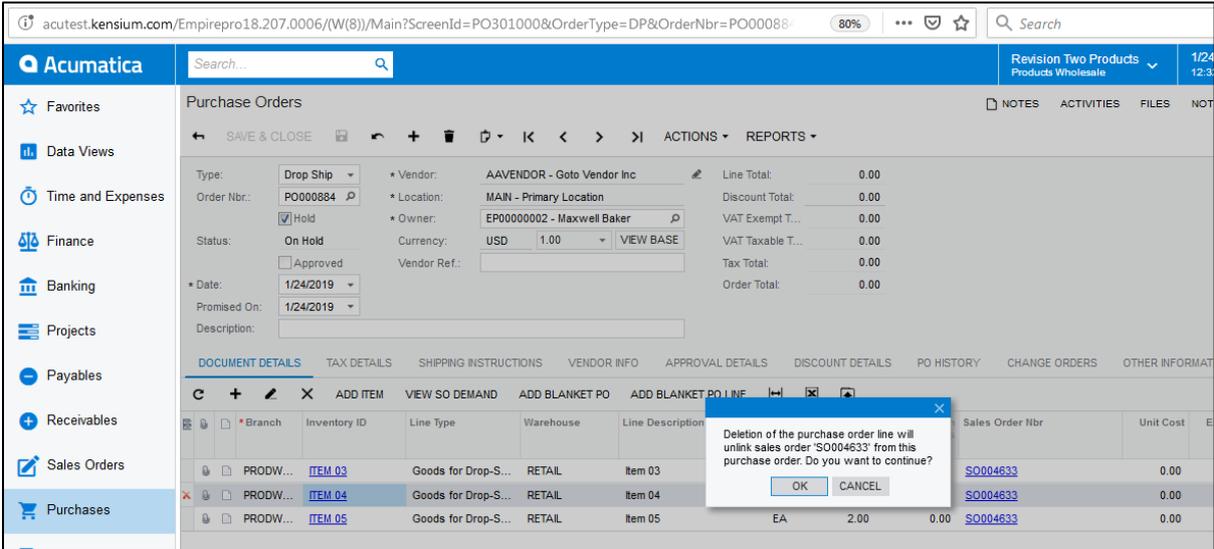
- SO-PO link is removed for the deleted item in SO screen
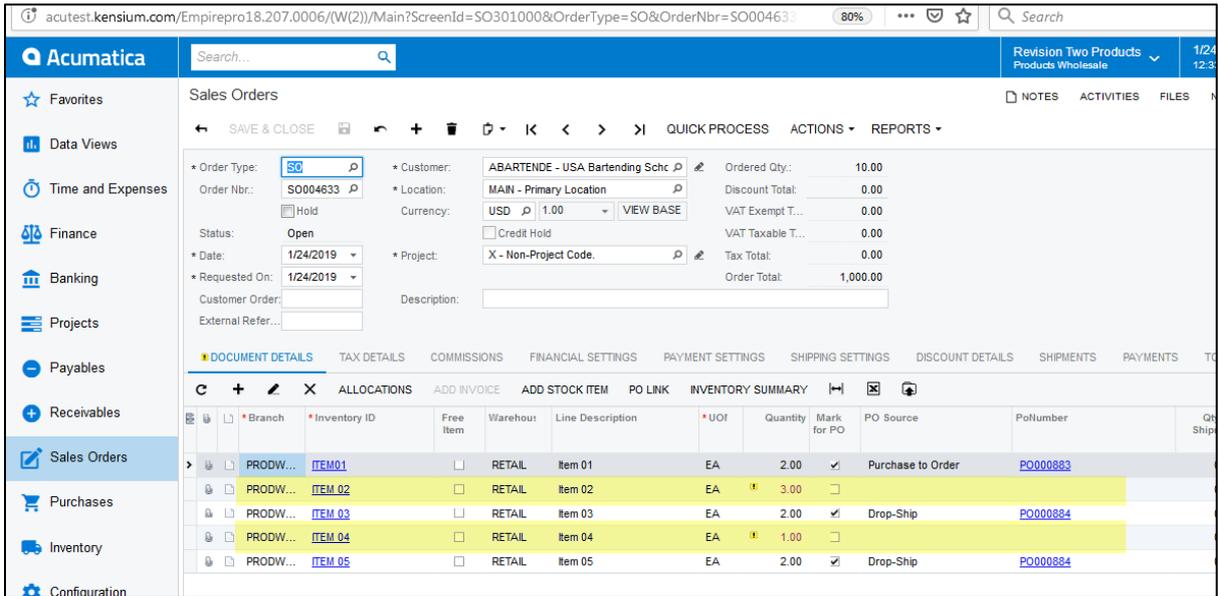
- Click on Allocations
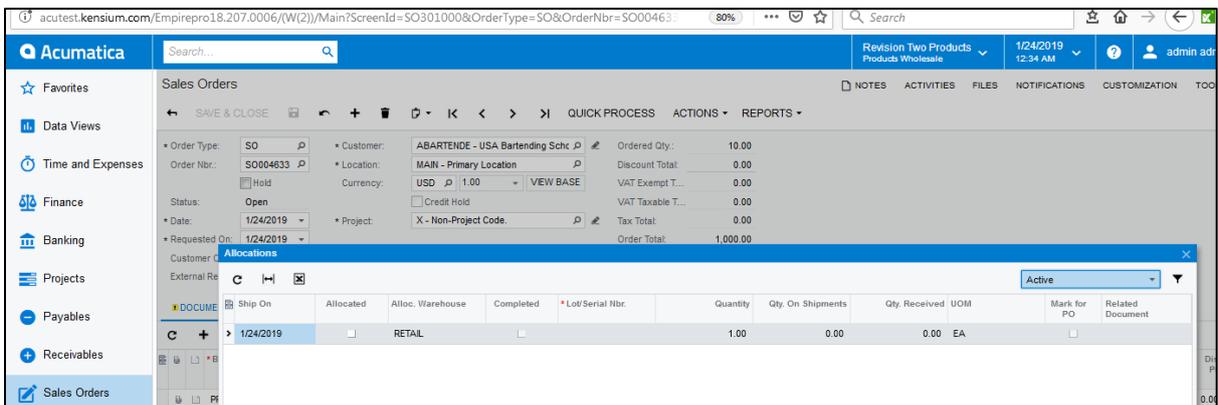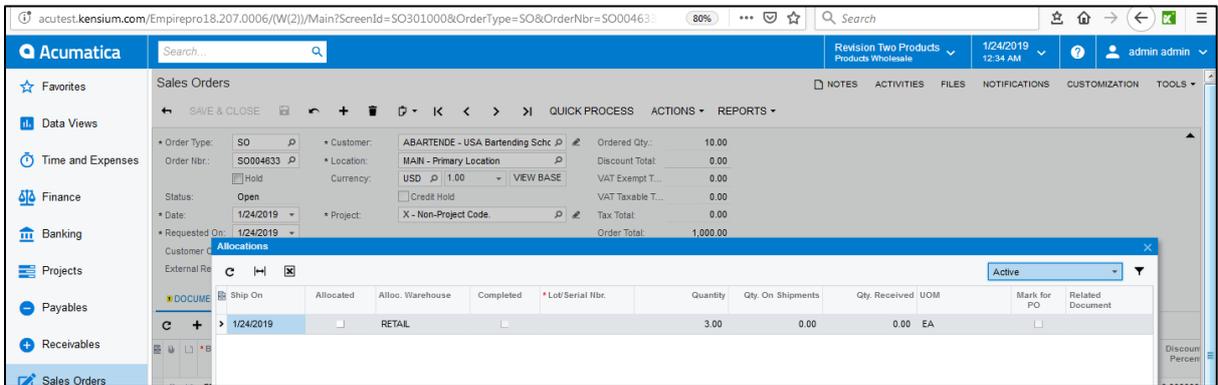
1.5. Avoid Sales Order Line Deletions After Purchase Order is created

- Create a Sales Order with checkbox Mark for PO Purchase to Order

● Select PO Source as 'Purchase to Order" as save
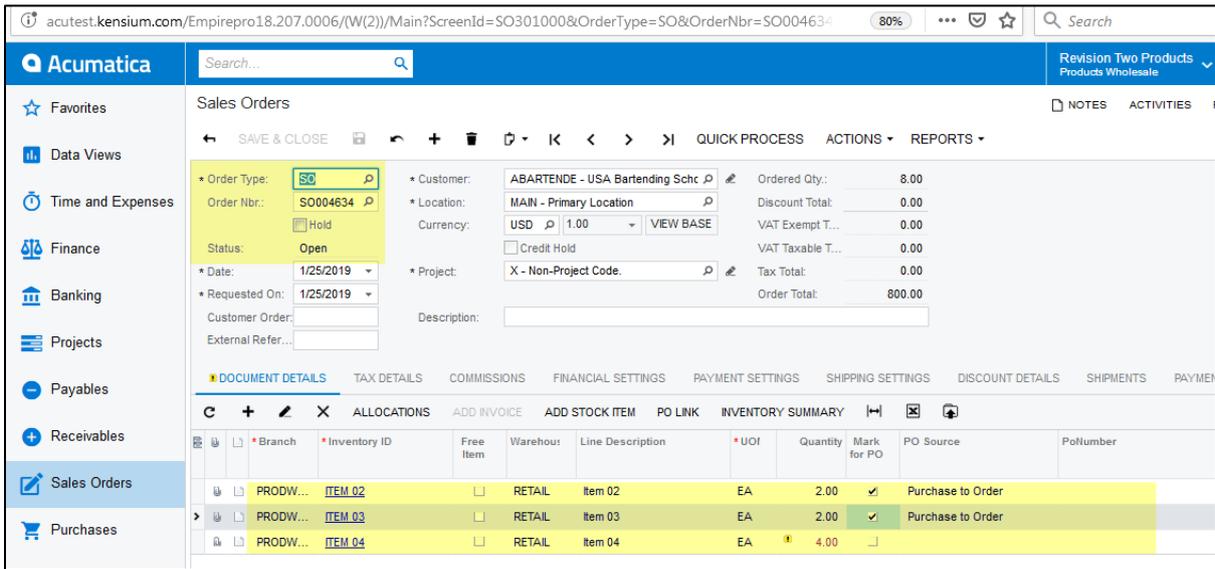
● Click on action "Create Purchase Order" and process the order redirect the User to Purchase Orders screen.
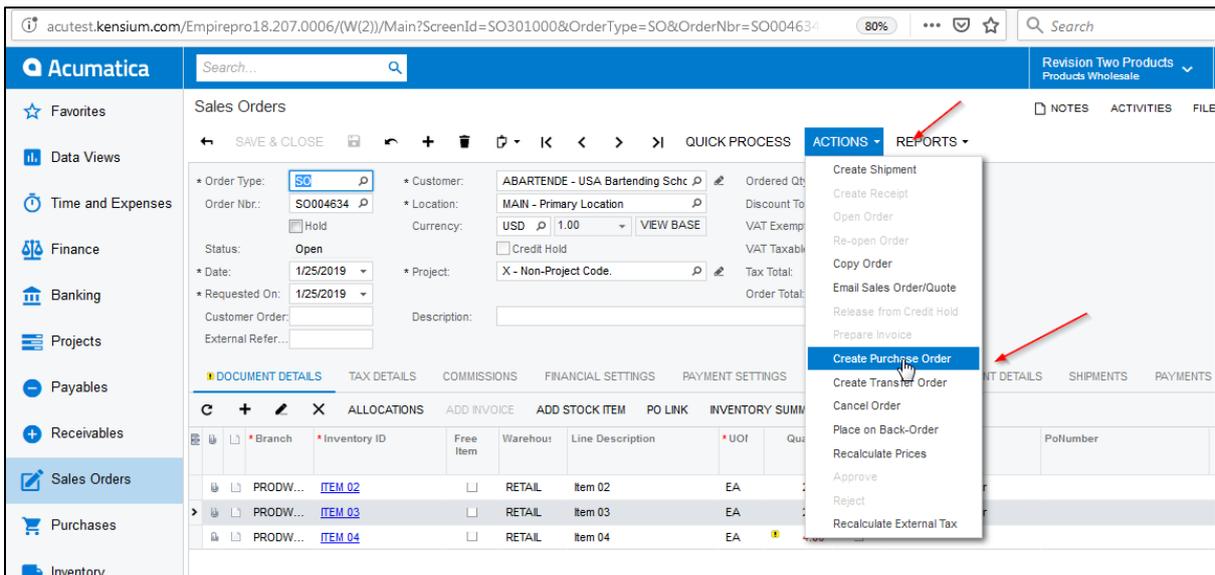
● Add item 04 manually in the Purchase Order by selecting the Sales Order number

- In Sales order try to delete the Line item will display error message

- Now delete the Purchase Order

- In Sales Order now User can delete the Line item successfully

- Create a Sales Order with checkbox Mark for PO
- Select PO Source as "Dropship" as save

- Click on action "Create Purchase Order" and process the order redirect the User to Purchase Orders screen.
- Manually add Item 04 in same PO and provide same sales order number

- In Sales order try to delete the Line item will display error message

- Now delete the Purchase Order

- In Sales Order now User can delete the Line item successfully

1.6. Validation on Dropship PO line Qty not to exceed SO line Qty

- Create a Sales Order and link it to Dropship Purchase Order

- The provided Quantity for the product in Sales Order is 3.00


- Now modify the Quantity in Po to 4.00. Validation message is displayed.

1.7. Update the SO Line when a PO Line is manually assigned to Purchase Order

- Navigate to Purchase Orders screen
- Select any PO which is already created.
- Added Item04 in Dropship order manually
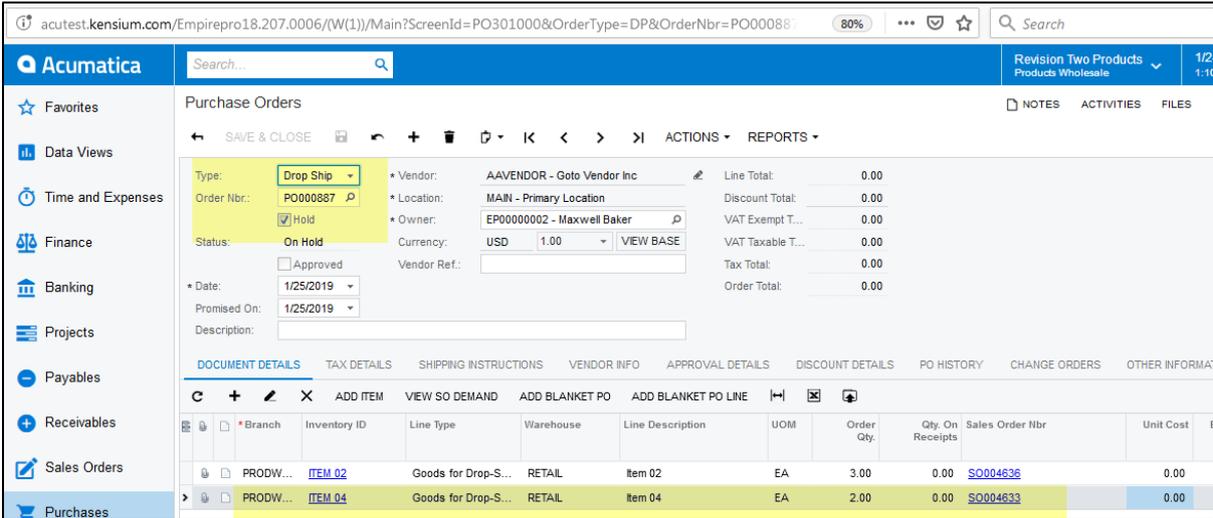- Provide the appropriate quantity and save.

● A warning message is displayed that no SO is linked to that item
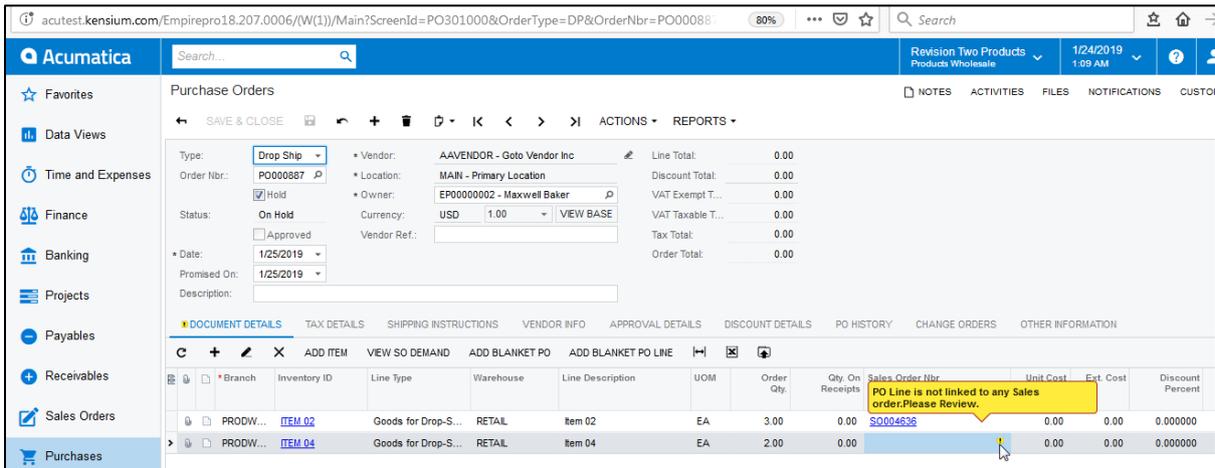
• Only the Sales Order in which the item is present are displayed in the selector and also the Order Status which are of Completed and Cancelled status are not displayed.
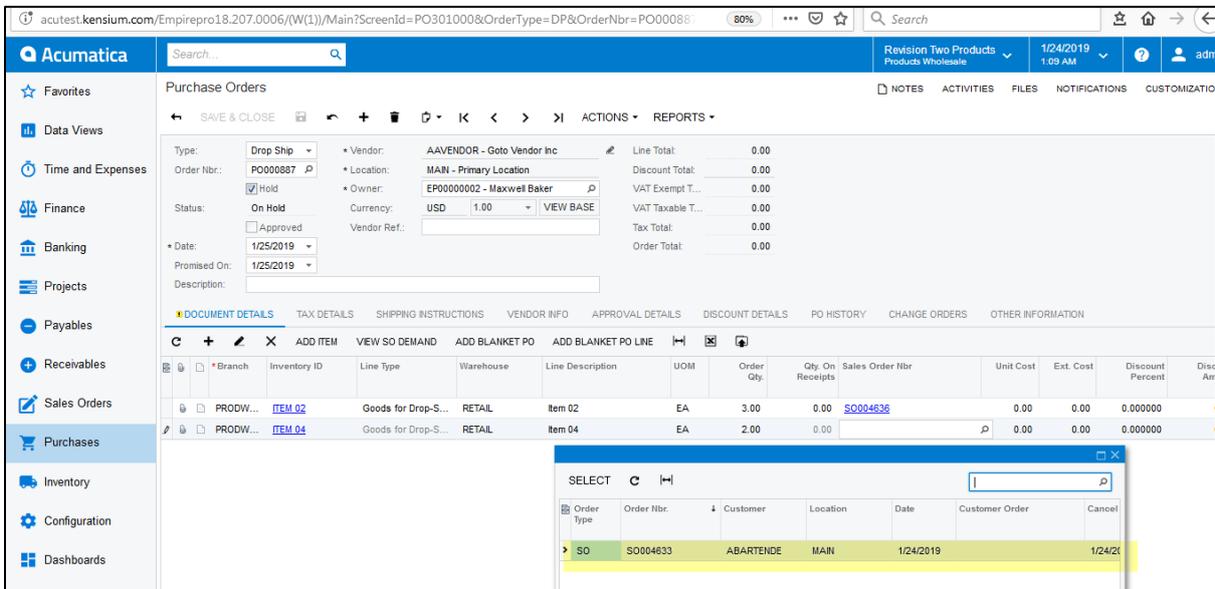
• Select any Sales Order and save.

- The PO link is displayed for the item in the selected Sales Order in PO number column, PO link and allocations.
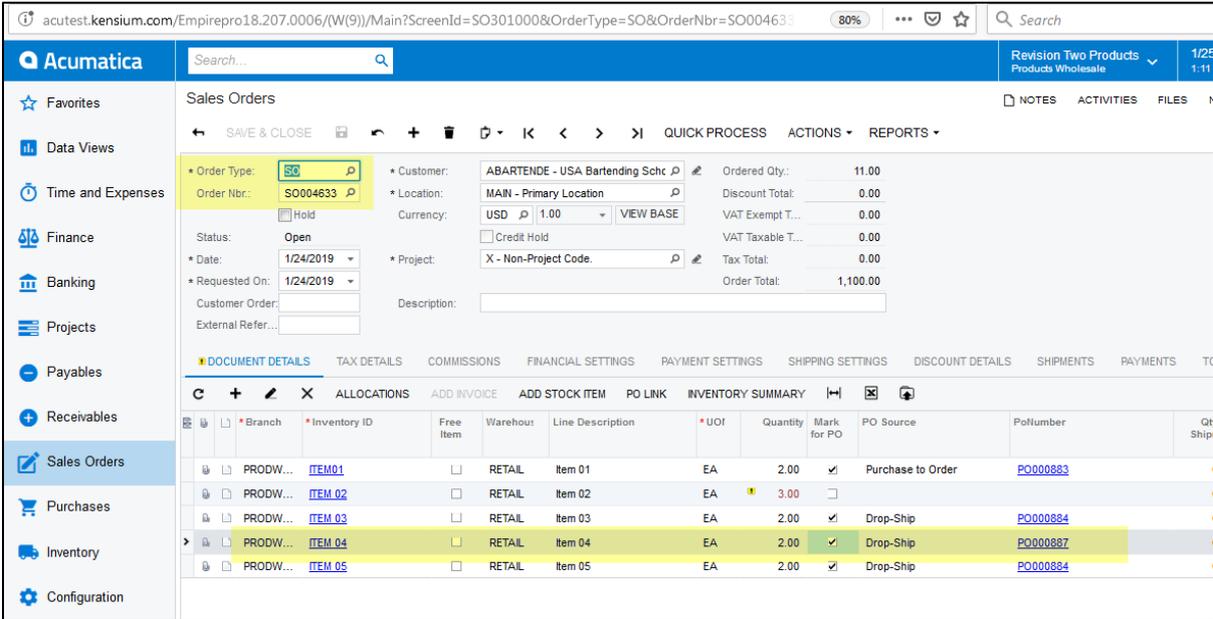
- Click on Allocations
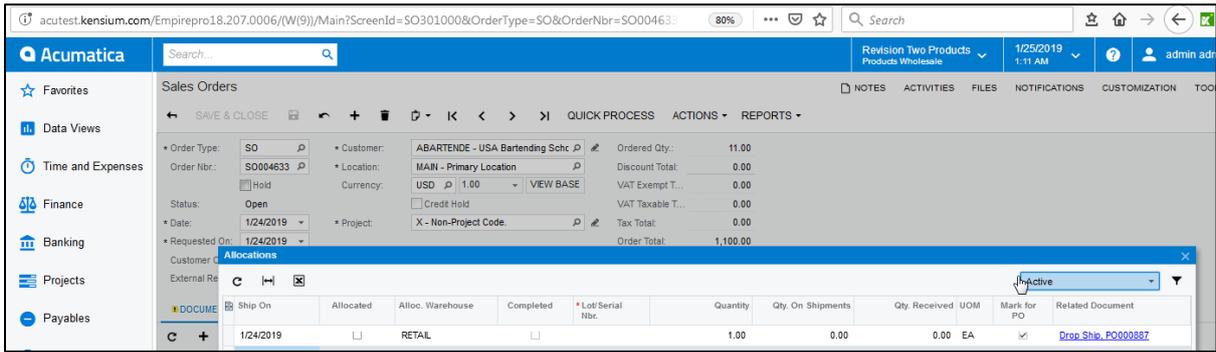
- Click on PO Link
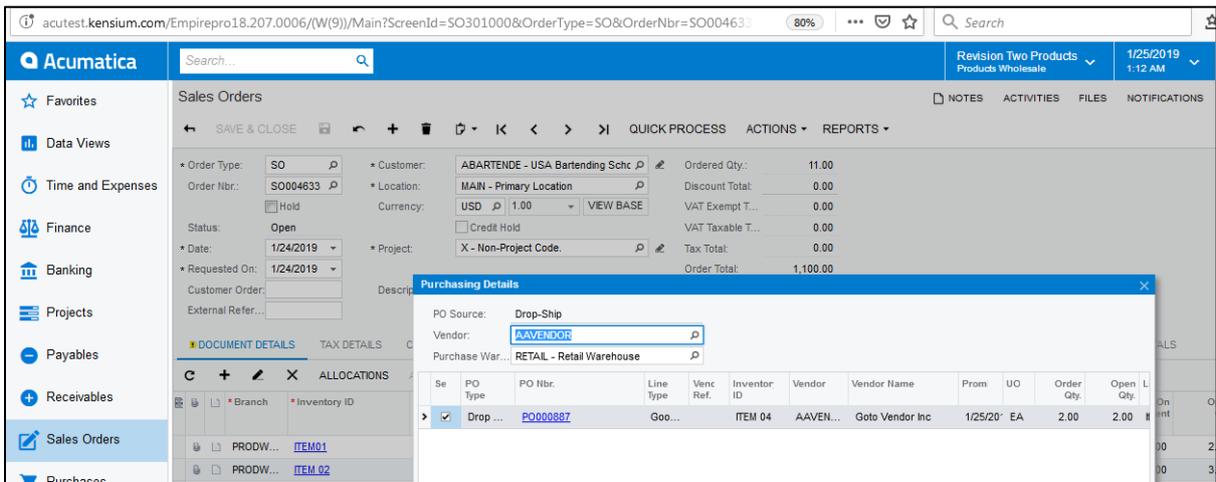
1.8. Multiple Purchase Orders linked to one Sales Order and Multiple Sales Orders linked to one Purchase Order.

Purchase to Order:

- Select any Sales Order which is already created.
- Change the PO Source of the Item02 to "Purchase to Order" in the same Sales Order

- Create another Sales Order.

- Navigate to Create Purchase Orders screen, Select all the orders and create one PO.

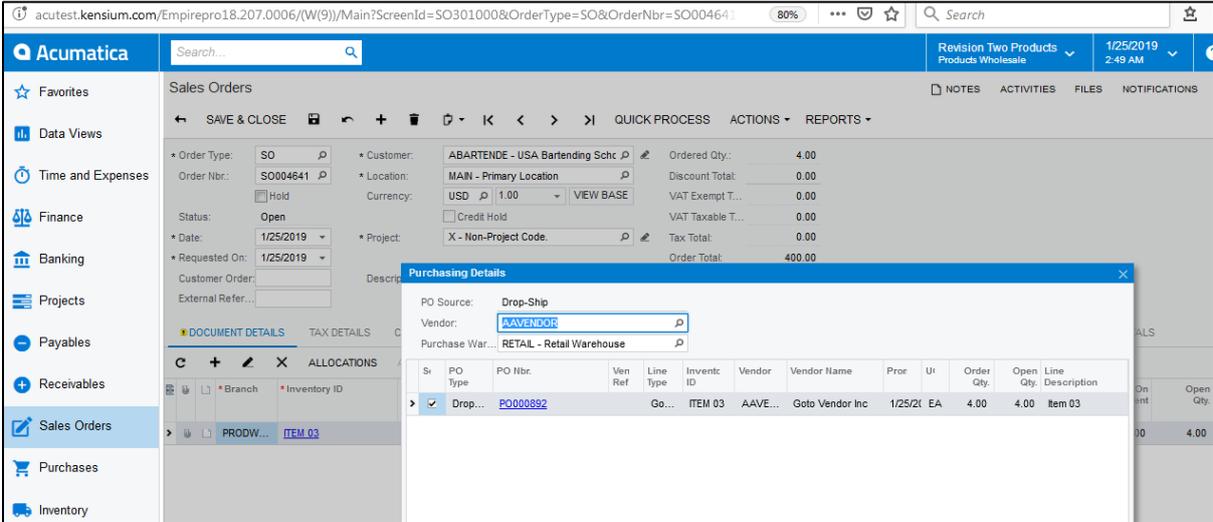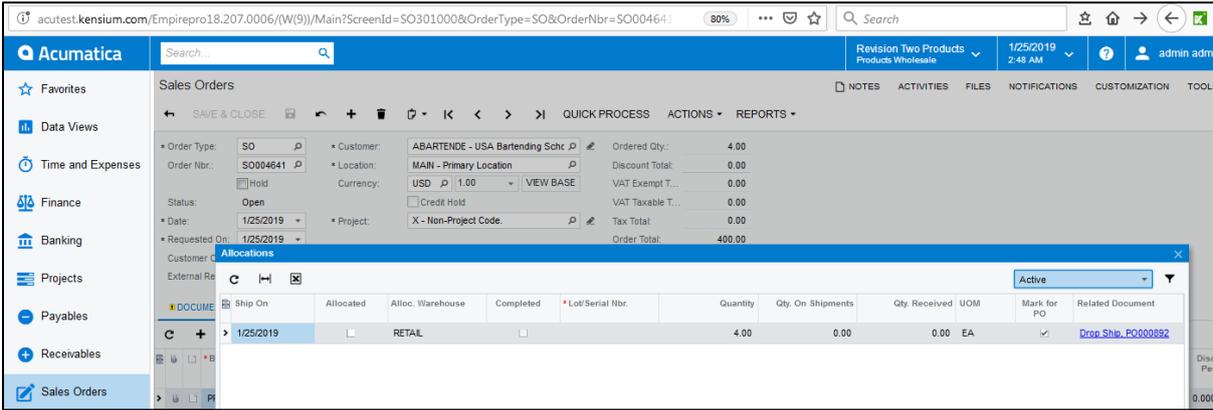- All SO links should be displayed for the PO in all SO Order number column and View SO Demand popup

- PO link should be displayed in all sales orders for PO Number column, PO link popup and also allocations popup

DropShip:

- Select any Sales Order which is already created.
- Select PO Source as Dropship for Item 01

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- Create another Sales Order.

- Navigate to Create Purchase Orders screen, Select all the orders and create one PO.

- Two different PO's are created and SO Links should be displayed for the PO in all SO Order number column and View SO Demand popup

- PO link should be displayed in all sales orders for PO Number column, PO link popup and also allocations popup
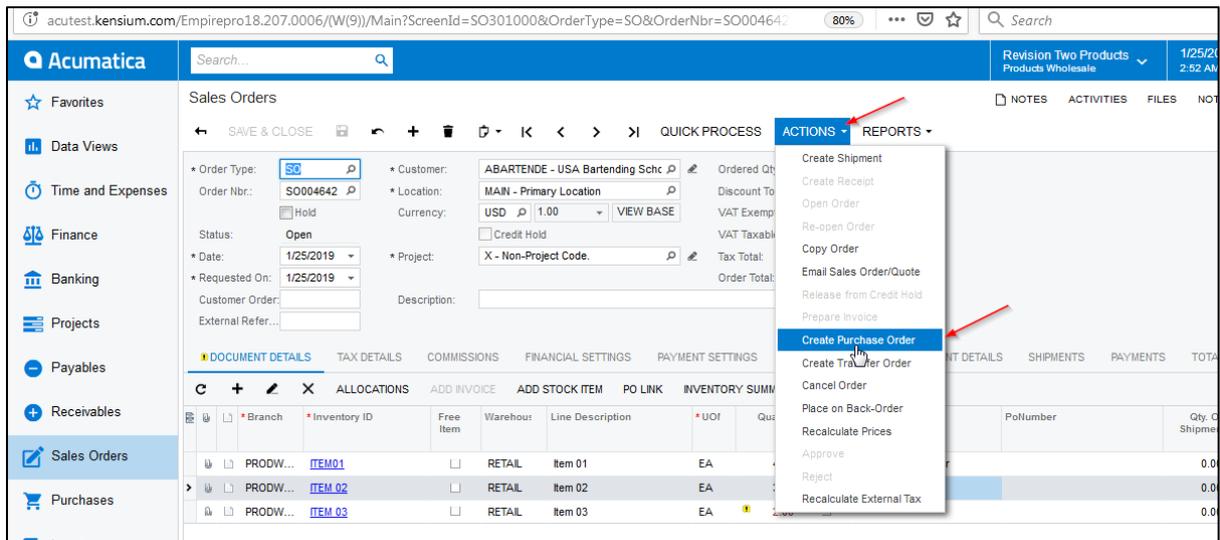
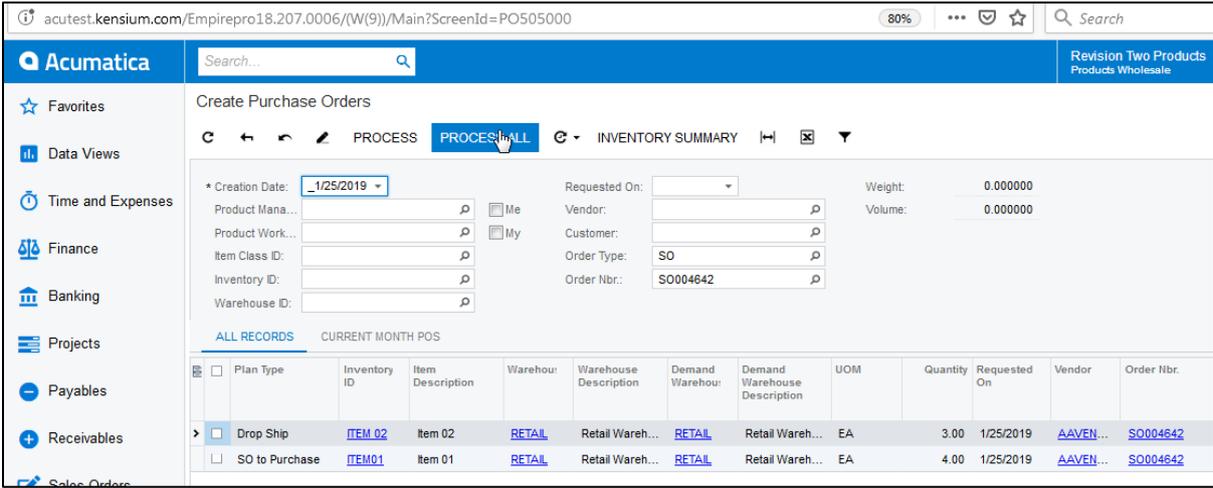**Combination of Dropship, Purchase to Order and normal items**

- Create a Sales Order with 3 products.
- Mark one product as Purchase to Order, one as Dropship and do not check Mark for PO for other product
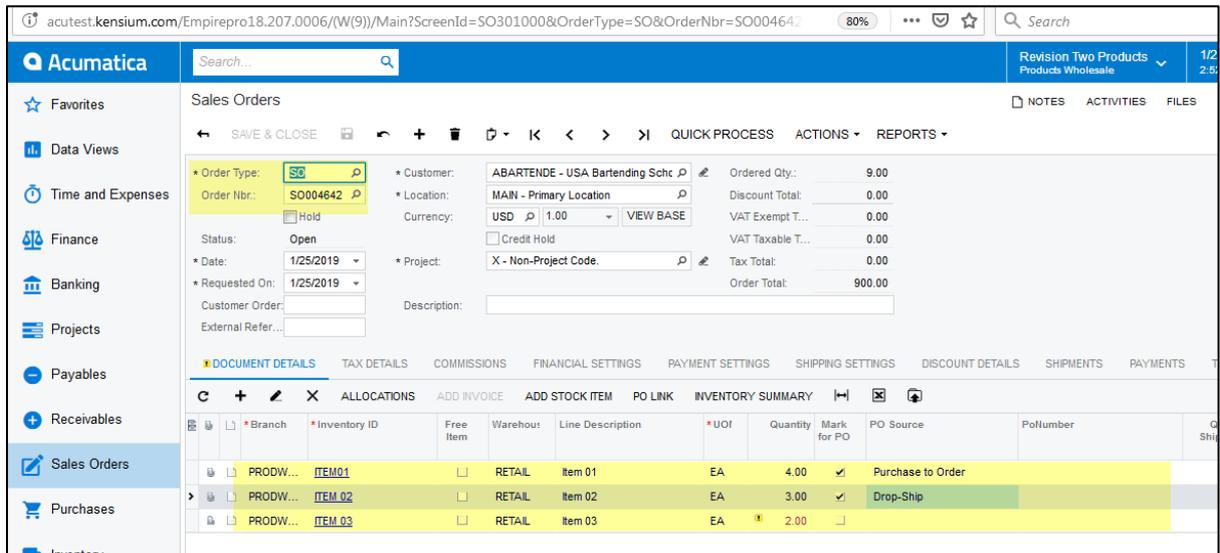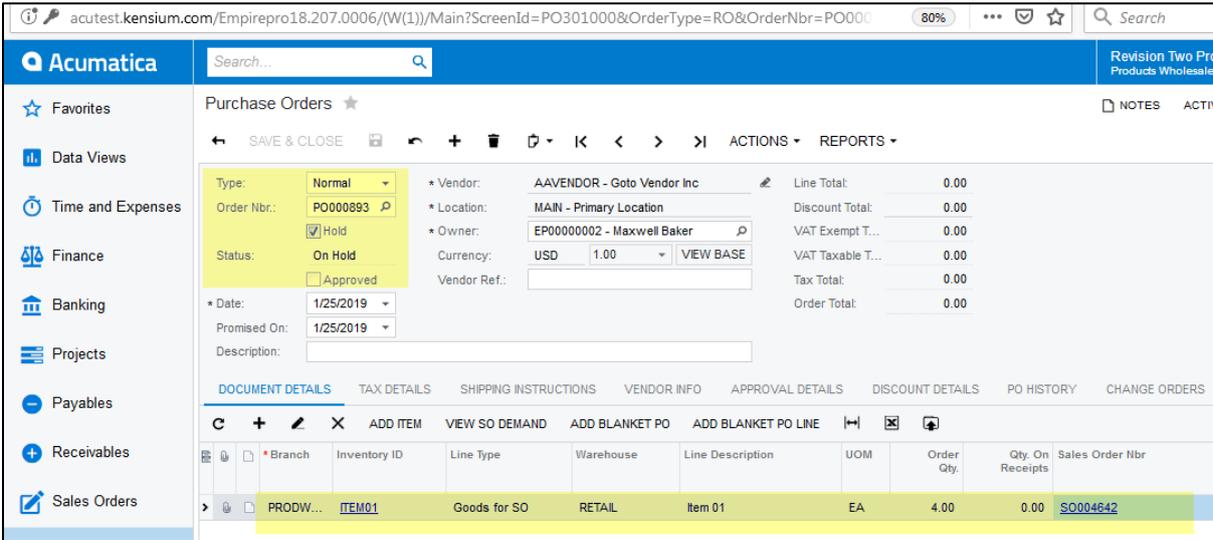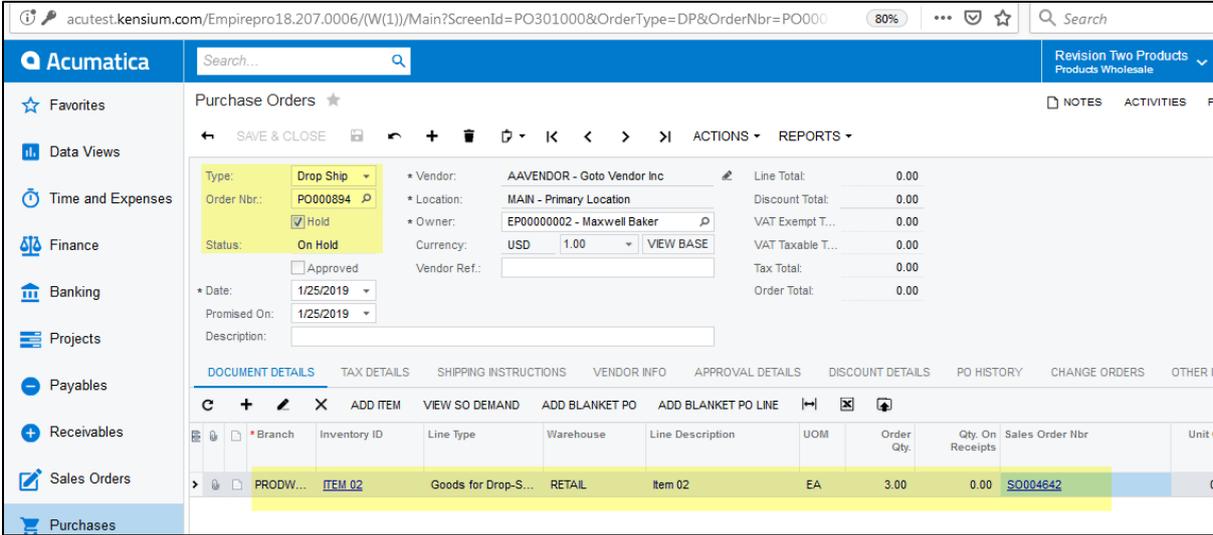

- Click on Actions->Create Purchase Order

- Click on Process All

- Two different PO's are created for the same order one with Normal Type and one with Dropship Type

- Respective Purchase Orders numbers are displayed in the Sales Orders screen.

- Click on PO Link for all the products

- Click on Allocations for the all the products
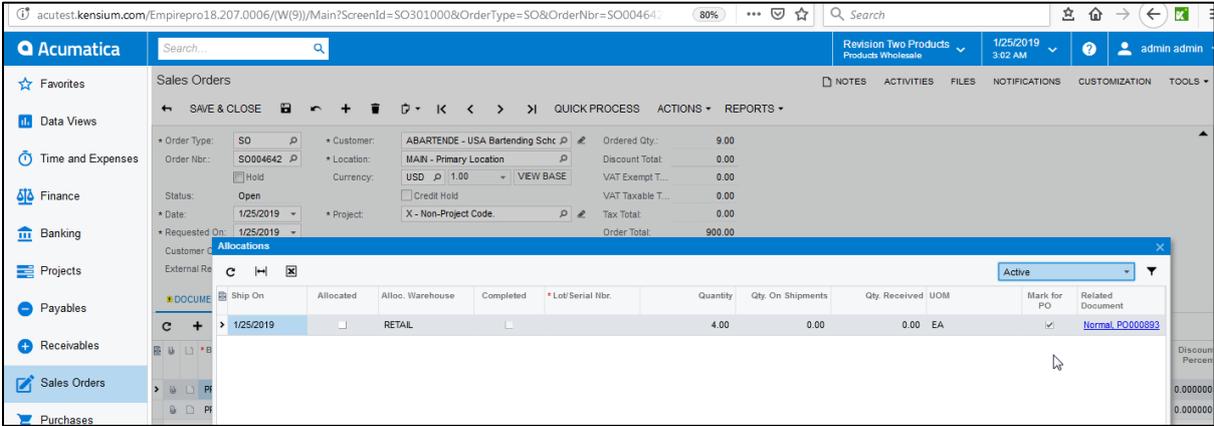
- Release the Receipts for all the PO's

- Click on Actions->Create Shipment

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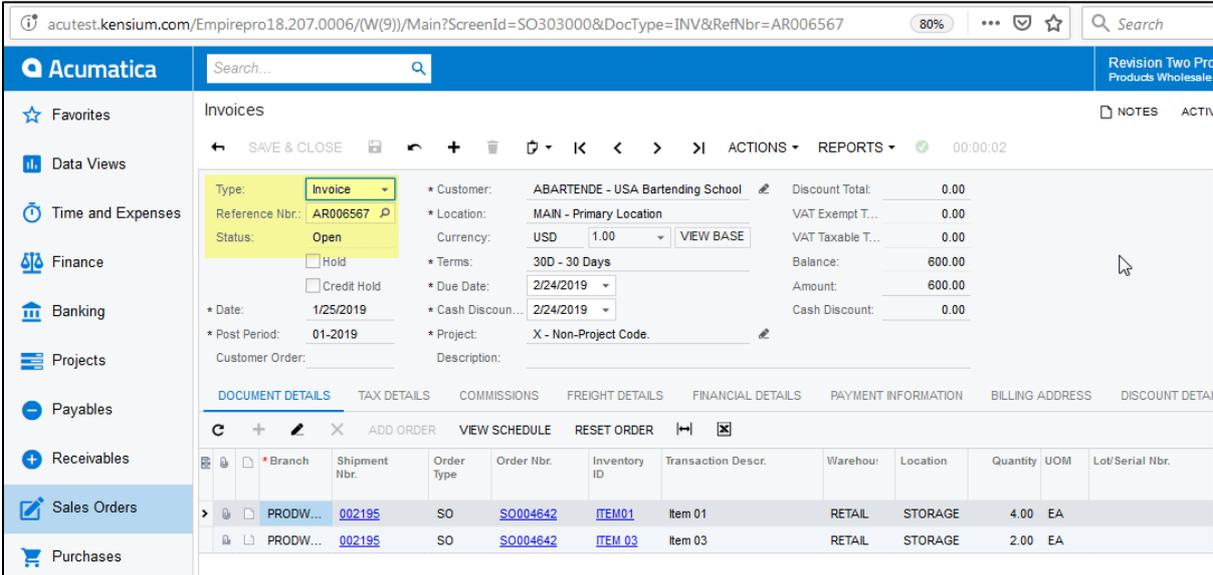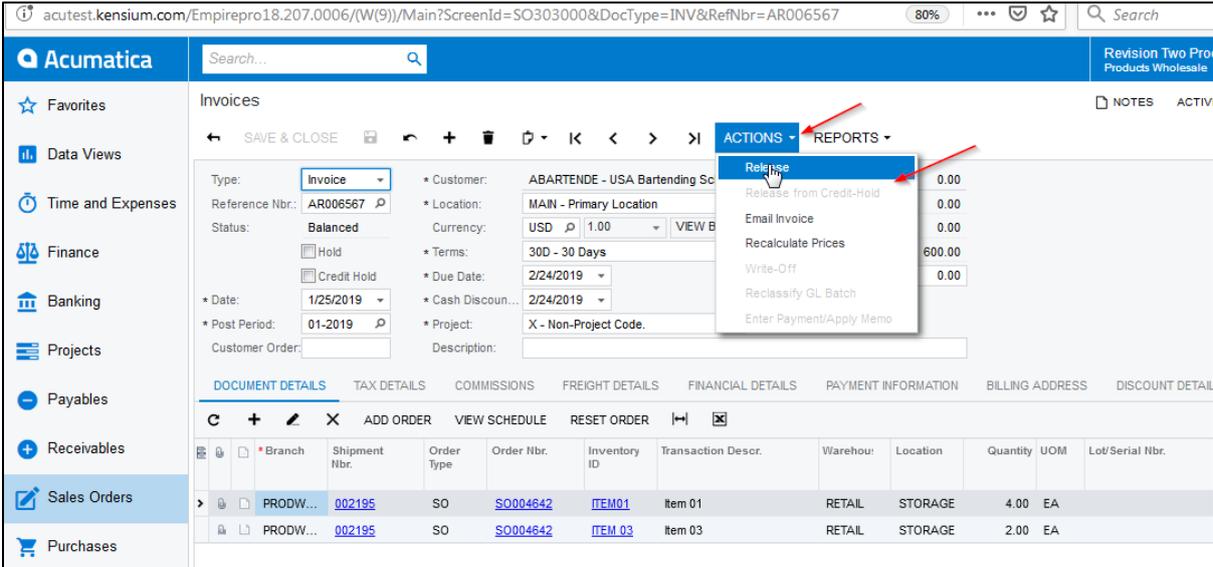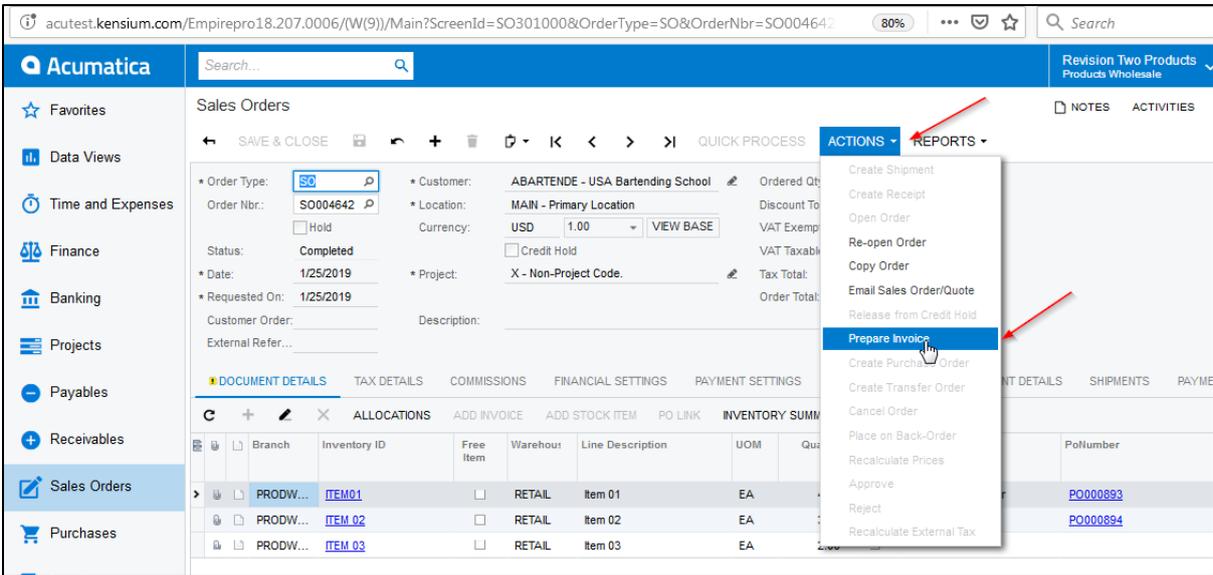- Click on Actions->Confirm Shipment

- Click on Actions->Prepare Invoice

- Click on Actions->Release

- Prepare Invoice and Release for Dropship item from Sales Order screen