Ximple™

USER

QUICK GUIDE

PURCHASING

&

PRODUCT

MAINTENANCE

MANUAL PURCHASE ORDER

Create Purchase Order

I. **Enter Purchase Order:** Purchasing module: Purchase Management submenu - select the **Work with PO** submenu option.

1. From the Purchase Order Lookup page click **Add New**.
2. Complete the New Purchase Order form (select vendor PO is being made out to) and click **Continue**.
3. Complete the Shipping and Billing form and click **Save & Continue**.
4. Complete the Line Detail portion of the Purchase Order - Items page and click the **Save New Line** button to add the item to the order.
    - Click on the Item search button to search the system for the item being added to the order.
    - Select the search criteria and click the **Go** button.
    - From the search results, select the item to be added by clicking on it.
5. Repeat step 4 as needed. When done entering items to the PO click **Continue**.
6. Complete the Purchase Order Payment form and click **Save**.
7. Approve PO: from the Purchase Order List page select the **Approve** option from the PO's popup menu.
8. Complete the Purchase Order Approve form and click **Approve**.

II. **Receive Items (Goods Receipt):** Warehousing module: **Goods Receipt** menu option.

1. From the Goods Receipt List page click the **Add New** button.
2. Complete the Goods Receipt Header form and click **Continue**.
3. Make any necessary changes to the Goods Receipt Items form.
4. When finished making changes to the GR data click **Verify** to check all data is entered correctly.
5. Post GR: from the Goods Receipt Header form click **Complete**.
6. From the Goods Receipt Complete page click

Put Away Items

To Access: Warehousing module: **Put Away** menu option.

1. Select the Receipt or Location to put away and click the **Continue**.
2. For each item listed in the Put Away Items page select the location the item is being put away to, when finished selecting locations click the **Save All** button.

RECOMMENDED PURCHASE ORDERS (RPO)

Regenerate RPO

Regenerate RPO: Purchasing module: RPO submenu - select the **Scheduled Vendor RPO (or Non-Scheduled Vendor RPO)** submenu option.

1. From the RPO by Vendors page click **Re-Generate**.
2. Complete the Re-Generate RPO form and click **Submit**.

Review RPO

Review Items: Purchasing module: RPO submenu - select the **Scheduled Vendor RPO (or Non-Scheduled Vendor RPO)** submenu option.

1. From the RPO by Vendors page select the **Review** option from the vendor's popup menu.
2. There are three different ways in which an RPO can be viewed and reviewed:
   I. By Vendor Product
   II. By Vendor Product by Branch
   III. By Vendor Product by Branch - Transfer

I. **Review by Vendor Product:** Use the Auto Fill Line on the RPO Vendor Product List page.
   1. Complete the Auto Fill Line form and click the **Fill** button. Repeat this step as necessary.

II. **Review by Branch:** From the RPO Vendor Product List page click on the item's **Detail** link.
   1. From the RPO-Vendor Product by Branch page click the **Edit** button of the branch you will be purchasing for.
   2. Complete the RPO-Vendor Product Edit form and click **Save**.
   3. Repeat steps 1-2 as necessary. To review next item to be purchased, from the RPO Vendor Product by Branch page click the **Next** button and repeat steps 1-2.

III. **Review by Branch - Transfer:** From the RPO Vendor Product List page click on the item's **Detail** link.
   1. To transfer items from Warehouse A to Warehouse B, From the RPO-Vendor Product by Branch page click the **Transfer** button.
   2. Complete the RPO Transfer form and click **Save**.
   3. Repeat steps 1-2 as necessary.

Review Purchase Order Header

Review PO Header: Purchasing module: RPO submenu - select the **Scheduled Vendor RPO (or Non-Scheduled Vendor RPO)** submenu option.

1. From the RPO by Vendors page select the **List PO** option from the vendor's popup menu.
2. From the RPO Header page click on the **Edit** link for the listed PO.
3. Complete the RPO Header form and click **Save**.
4. Repeat steps 2-3 as needed.
5. To merge two PO, select the **Merge** link of the branch you want to merge from.
6. Complete the RPO Merge form and click **Save**.
7. Repeat steps 5-6 as needed.

Post Transfers *(If working with Multiple Branches)*

Post Transfers: Purchasing module: RPO submenu - select the **Scheduled Vendor RPO (or Non-Scheduled Vendor RPO)** submenu option.

1. From the RPO by Vendors page select the **List Transfers** option from the vendor's popup menu.
2. From the RPO Transfer Header page click on the **Edit** link for the listed transfer.
3. Complete the RPO Transfer Header form and click **Save**.
4. Repeat steps 2-3 as necessary.
5. To post transfers, from the RPO Transfer Header page click the **Post Transfers** button.

Generate Purchase Order

Post RPO: Purchasing module: RPO submenu - select the **Scheduled Vendor RPO (or Non-Scheduled Vendor RPO)** submenu option.

1. From the RPO by Vendors page select the **List Generate PO/Quote** option from the vendor's popup menu.
2. Complete the RPO Generate PO form and click **Submit**.

RECOMMENDED VENDOR RETURNS

Vender Return RTF

I. **Generate Vendor Return RTF:** Purchasing module: Recommended Transfer submenu - select the **Vendor Returns** submenu option.

1. Complete the Recommended Vendor Return form and click **Submit**.

II. **Edit & Post Goods Issue:** Warehousing module: select the **Goods Issue** menu option.

1. From the Goods Issue Lookup page click **Lookup**.
2. Select the **Edit** option from the Goods Issue's popup menu.
3. Make any necessary changes to the Goods Issue Header and click **Continue**.
4. From the Goods Issue Items page:
   - **Edit Line:**
     i. Click the **Edit** link of the line you want to edit.
     ii. Make necessary changes to the Line Detail portion of the Goods Issue Items page and click **Save**.
     iii. Repeat as needed.
   - **Delete Line:**
     i. Select the Delete checkbox of the line(s) to delete from goods issue.
     ii. Click the **Delete Line** button.
5. Click **Exit** to finish.
6. To request vendor approval for return, from the Goods Issue List page, select the **Request Approval** option from the GI popup menu.
7. Once approval has been received make any necessary changes to the GI (Repeat steps 2-5). To post the GI, from the Goods Issue List page, select **Complete** from the goods issue's popup menu.

III. **Journal GI (once vendor credit is received):** Warehousing module: select the **Goods Issue** menu option.

1. From the Goods Issue Lookup page click **Lookup**.
2. Select the **Journal** option from the Goods Issue's popup menu.
3. Complete the Goods Issue Journal form and click **Submit.**

IV. **Enter Vendor Credit:** AP module: select the **Add Vendor Credits** menu option.

1. Select the vendor the credit was issued from and click **Add New**.
2. Complete the **Add Vendor Credit** form and click **Submit**.

Damaged/Defective Vendor Returns

I. **Generate Dmg/Dfc Vendor Return RTF:** Purchasing module: Recommended Transfer submenu - select the **Dmg/Dfc Vend Return** submenu option.

1. Complete the Damaged & Defective Vendor Return form and click **Submit**.

II. **Edit & Post Goods Issue:** Same as step II of Vendor Return RTF.

III. **Journal GI (once vendor credit is received):** Same as step III of Vendor Return RTF.

IV. **Enter Vendor Credit:** Same as step IV of Vendor Return RTF.

VENDOR PRODUCT REPORTS

Vendor Products Report

Vendor Products: Purchasing module: Vendor Catalog submenu - select the **Vendor Product** submenu option.

1. Complete the Vendor Products form and click **Continue**.

- **HTML Report:**

Popup/Links	Description
View	Displays the product's details.
Pricing	Opens the Vendor Product Price List page, this displays the price of the item.
Discount	Opens the Vendor Product Discount page, this displays the discounts offered for the item by the vendor.
Compare	Displays a list of vendors selling the same product and comparing said prod-uct.
Review Prod	Displays the purchase and sales related information of the product.
Edit	Opens the Product Catalog. From there you can make changes to the product's catalog information.

- **PDF/Excel Report:** Can be printed or saved to your PC.

Expiring Vendor Prices Report

Vendor Products: Purchasing module: Vendor Catalog submenu - select the **Expiring Vendor Prices** submenu option.

1. Complete the Vendor Price Expire Report form and click **Submit**.

Stock Locations Report

Stock Locations: Warehousing module: Reports submenu - select the **Stock Locations** submenu option.

1. Complete the Search Criteria portion of the Stock Location List page and click **Search**.

- **Edit Location Info:**

  i. Select the **Edit** option from the location's popup menu.

  ii. Complete the Edit Stock Location form and click **Save**.

- **Add Predefine Location:**

  i. From the Stock Location List page click the **Add Predefined** button.

  ii. Complete the New Stock Location form and click **Save**.

Product Karex

Product Kardex: Purchasing module: Product Tools submenu - select the **Product Kardex** submenu option.

1. Complete the Product Kardex form and click **Submit**.

Product Review

Product Review: Purchasing module: Product Tools submenu - select the **Product Review** submenu option.

1. Complete the Product Review form and click **Submit**.

Links & Popup	Description
Price Type	Displays the Branch purchasing price info.
On Hand Qty	Displays the stock locations for the item in that WH.
Committed Qty	Displays a list of all Sales Orders, Transfers and Goods Issues for which the item has been committed to.
BO Qty	Displays a list of all Sales Orders and Trans-fers that have the item on back order.
Incoming Trnsf Qty	Displays a list of all transfers coming into the warehouse which contain the item.
Cost	Displays the product's unit cost information for the selected warehouse.
Product Kardex	Opens up the Product Kardex page for the item.

PRODUCT CATALOG

Add Product to Catalog

To Access: Catalog module: select the **Product** menu option.

1. From the Product Search page click the **Add New** button.
2. There are 2 ways to add an item to the system:
    - **From Ix:** To add an item from the Ix Records complete the Price Service Lookup form and click **Continue**.

      Select the item from Price Service you want to add.
    - **Manual:** From the Price Service Lookup form click **Continue**.
3. Complete the New Product form and click **Save**.

Manage Product—Item Level

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. By default you are viewing the Item Level information of the product (Product tab). Make any necessary changes to the item and click **Save**.

Manage Product - ID (UP/Cat #/SKU)

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Identification** tab.
4. To add a new ID, complete the bottom portion of the Identification page and click **Save**.
5. To edit and existing ID, select the **Edit** option from the ID's popup menu. Make the necessary changes to the ID and click **Save**.

Manage Product—UOM

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **UOM** tab.
4. To make changes to the UOM for a product select the new UOM and click **Save.**

   Note: Changes to UOM can only occur if the item has not had transactions done to it.

Manage Product—Classification

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Classification** tab.
4. Make the necessary changes to the current classifications and click **Save**.

Manage Product—Storage

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Storage** tab.
4. Make the necessary changes to the current storage information for the item and click **Save**.

Manage Product—Features

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Features** tab.
4. Make the necessary changes to the current feature information for the product and click **Save**.

Manage Product—Kit

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Kit** tab.

I. Add Kit

1. From the Kit page, complete the Kit setup and click **Save**.

II. Add/Edit Kit Component

1. To add a component (item) to a kit, from the Kit page, complete the Kit components form and click **Save**.
2. To edit an existing component, select the **Edit** option from the item's popup menu. Make the necessary changes to the component and click **Save**.

Manage Product—Association

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Association** tab.
4. To add a new product association click the **Add New** button. Complete the New Product Association form and click **Save**.
5. To edit an association, select the **Edit** option from the association's popup menu. Make the necessary changes to the Edit Product Association form and click **Save**.

Manage Product—Packaging

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Packaging** tab.
4. To add a new packaging, click the **Add New** button. Complete the New Product Packaging form and click **Save**.

Manage Product—Memo

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Memo** tab.

   Make the necessary changes to the memo fields and click **Save.**

Manage Product—Vendor Information

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Vendor** tab.

I. Add/Edit Vendor

1. To add a vendor to the product, from the Vendor tab click the **Add New** button.
2. Complete the New Vendor Item form and click **Save**.
3. To edit a vendor, from the Vendor tab, select the **Edit** option from the vendor's popup menu. Make the necessary changes to the Edit Vendor Item form and click **Save**.

II. Add/Edit Vendor Price

1. To view vendor prices (Dist, List, Col 1-4) for a vendor, from the Vendor tab select the **Pricing** option from the vendor's popup menu.
2. To add a new price for the vendor, from the Item Info page click the **Add New** button. Complete the Item Price form and click **Save.**
3. To edit an existing price, from the Item Info page, select the **Edit** option from the price's popup menu. Make the necessary changes to the Edit Item Price form and click **Save**.

Manage Product—Vendor Discount

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Disc** tab.
4. To add a discount (SO Line Level discount), from the Discount tab click the **Add New** button. Complete the Product Discount form and click **Save**.
5. To edit an existing discount, from the Discount tab, select the **Edit** option from the discount's popup menu. Make the necessary changes to the Edit Product Discount form and click **Save**.

Manage Product—Order Point (OP)

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **OP** tab.
4. To add a new order point for the item, from the OP tab click the **Add New** button. Complete the Edit Product Order Point form and click **Save**.

   Note: The system automatically creates an OP record once a Stock is created for an item.
5. To edit an existing OP record, from the OP tab, select the **Edit** option from the OP's popup menu. Complete the Edit Product Order Point form and click **Save**.

Manage Product—View PO

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **P.O.** tab.
4. The PO tab displays all currently open purchase orders.

Manage Product—Purchasing Parameters

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Purch Param** tab.

I. Add Product Sell/Cost Factors

1. From the Purch Param tab click the **Add New** button.
2. Complete the New Sell/Cost Factor form and click **Save**.

II. Add Product Purchasing Parameter

1. To add a purchasing parameter to the product at the Product level, from the Purch Param tab click the **Product Purchasing Parameter** link.
2. From the Purchasing Parameter List Product page click the **Add New** button.
3. Complete the New Purchasing Parameter Product form and click **Save**.

III. Add Product Line Purchasing Parameter

1. To add a purchasing parameter to the product at the Product Line level, from the Purch Param tab click the **Product Line Purchasing Parameter** link.
2. From the Purchasing Parameter List Product Line page click the **Add New** button.
3. Complete the New Purchasing Parameter Product Line form and click **Save**.

Manage Product—Ix

To Access: Catalog module: select the **Product** menu option.

1. Complete the product search form and click **Search**.
2. Select the **Edit** option from the product's popup menu.
3. From the Edit Product page select the **Ix** tab. This section displays a list of all updates done to the product through the Ix Upload Process.