Purchase Orders

The Purchase Order page in efish provides a detailed record of purchase orders across all companies, locations, and vendors (each user's viewing ability is based on role/permissions). Quickly create a new purchase order here. Find a specific PO quickly, sort POs by ID, Date, Delivery Date, Company, Location, Vendor Name, and Total. Edit, print, or send POs out directly from this section. Add/manage components and vendors that have not yet been ordered or entered in the system. It is your one stop shop for everything concerning purchase orders.

Navigate to **[Accounting > Purchase Order]**

Creating a New Purchase Order: you can create a new PO by clicking the **[Add New PO]** button above the "Open PO Tab" or by clicking on the **[+ Icon]** to the right of the "Total Column". This will prompt a new Pop-up in which you can fill out the required fields to create your PO starting with Company and Vendor.

> *Note: For all vendors, purchase orders must be generated in efish for item level calculations – if the POs are not created in efish you would have to enter every line item on an invoice from your supplier to have updated line-item calculations when an order is placed.*

> - ***If your suppliers submit orders via their portal or on your behalf, you must still create and "Send" those orders in efish** (you would just want to make sure that vendor does not actually have an email set up in efish to prevent efish from sending your sales rep a duplicate order.) **If you fail to submit POs in efish then your inventory reports will not show accurate on hand numbers.***

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- Select your Company & Vendor from the drop downs & edit the delivery date if needed.
- The **[Linked Components Drop Down]** will show you all active components in efish linked to the selected vendor.
- You can filter components by category using the **[Component Types Drop-Down]** or you can type a category directly into the **[Category Filter Field]** to narrow down the components you see from the selected vendor. *(i.e., I can type in vodka and efish will only show me vodka items from the selected vendor)*

Component	Unit	Unit Price	Quantity	Total	Fulfilled
BEER					
Budweiser 2/12/16 oz (11004)	Case	$32.45	− 1 +	$32.45	
BEVERAGE					
Alani Energy Berry Pop 4/6/12 oz (320)	Case	$42.00	− 2 +	$84.00	
Ghost Energy Sour Patch Redberry 12/16 oz (8205)	Case	$20.50	− 3 +	$61.50	
Totals:			6	$177.95	

You have unsaved changes!

✉ Send By Email   🖨 Print   💾 Save   ✖ Cancel

- Update Component QTYs as needed with the **[+/- Buttons.]**
- Be sure to click **[Save]** when you are done making changes (this will create the PO and update the On Hand Report but won't send the PO email out), you can also send the PO to the vendor by clicking on the **[Send by email]** button or print the PO with the **[Print button.]** *efish will warn you in red if vendor's email is not on file.*
  - o **Note:** the **[Send by Email Button]** will send POs to capable EDI enabled vendors via EDI or will send the PO via email for non-EDI vendors as long as there is an email on file for that vendor.
    - ▪ To edit the vendors email, click on the **[Edit Icon]** next to the **[Vendor Drop Down],** This will prompt a pop-up where you can edit the vendor details including email. Be sure to click **[Save]** when done.
    - ▪ To add a vendor, click the **[+ Icon]** next to the **[Edit Icon]**.

Vendor:

Select Vendor ✎ ⊕

Search: The search feature on this page is designed to help you find what you are looking for quickly no matter how broad or narrow your search terms. Your search will automatically be updated as soon as you start making your selections.

- **Date:** Start by entering a Start Date in the **[Start Date Field]** & your desired End Date in the **[End Date Field]**.
- **Company:** Next choose your desired Company(s) from the **[Company Field]**
    - **Note:** Clicking the **[Toggle]** button will select all options in that field. You may also select multiple options by holding down the **{Ctrl key}** while making your selections.
- **Location:** Next choose your desired Locations(s) from the **[Location Field]**
- **Vendor:** Next choose your desired Vendor(s) from the **[Vendor Field]**

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Note: You may Refresh your search anytime to ensure that efish only shows what you have selected most recently by clicking the [Refresh Button] at the bottom of the search section.

- **Set the number of results you wish to see per page:** click on the **[Per Page Drop-down]** where you can select to view anywhere between 5 to 100 results on one page.
- **Sort:** once you are done entering your search terms you can organize your results and sort by column to easily find what you are looking for. You can sort by which ever column you wish, just click on the **[Column Title]** such as "Vendor Name" and your results will then be organized by "Vendor Name" for example.
  - o **Note:** *To reverse the order they are organized in (i.e. alphabetical order vs reverse alphabetical order) simply click the* **[Column Title]** *once more.*

PO Log ID: This is the efish provided PO#, it can be found in the first column in the PO Page in efish, you can click the log ID to show that PO's Log of activity > View details will allow you to see even more details about what changes were made when.

Open POs Tab: Includes PO's that have not been marked as completed by coding the corresponding invoice in AP Processing *(All items and all QTYs must be coded on an invoice using the Prefill option in **AP Processing > Coding Stage** for the PO To move to the Closed PO Tab on the PO page.)*
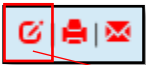
- Any PO's that have invoices coded but do not include ALL items or QTY's will be highlighted in Orange on the PO page in efish. The % Received column will also be updated based on Item QTY Received vs QTY expected.
- If you click the ==[Edit Icon]== to the right of the ==[Total Column]== you can identify the items which still need to be marked as received (via coding an invoice using the Prefill option in **AP Processing > Coding Stage)** as any outstanding items which have not been coded yet will appear in orange, any items on the PO already marked received for the full QTY ordered will appear in green.

Closed POs Tab: Includes that have already been marked as completed by coding the corresponding invoice in AP Processing *(All items and all QTYs must be coded on an invoice using the Prefill option in **AP Processing > Coding Stage** for the PO To move to the Closed PO Tab on the PO page.)*

- ***Note:*** *Linked Invoice Reference #'s can be found at the bottom of the* ==**[Edit PO Pop up]**== *in red if applicable. If none appears then there is not currently an invoice in efish > AP Processing that has been linked to the PO using the Prefill option when coding the invoice.*

Editing a Purchase Order: To edit a Purchase Order click on the ==[Edit Icon]== to the right of the ==[Total Column]==

- This will open a pop up window where you can see the details of the purchase order and make changes as needed such as changing the dates, quantities, or adding and deleting components.
   - ***Note:*** *any item price changes should be made when processing the invoice in **AP processing > Coding,** OR in **Component Admin > Edit component.***

- ***Manually Closing PO's as Needed:*** *You can manually close a PO in the case where you are no longer expecting a certain item or QTY after ordering it, you just need to Remove any applicable items using the* ==**[Trash Icon]**== *and update any applicable unfulfilled QTY's before clicking the* ==**[Close This PO Button]**== *and adding a note as to why you are closing it. (i.e., 'They were out of breadsticks')*

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Deleting a Component within the PO Pop-up: you can delete a Component simply by clicking on the **[Trash Icon]** to the right.

***Be sure to click **[Save]** when you are done making changes, you can also send the PO via email by clicking on the **[Send by email]** button or print the PO with the **[Print button.]** ***

Printing a Purchase Order: To Print a PO from the results page you can simply click on the **[Print Icon]** to the right of the **[Edit Icon],** This will open the PO in its Printable format in a new browser tab. Right Click on the PO and choose **[Print]**


*Note: It is highly recommended to save the PO as a PDF and upload as an invoice in **[Accounting > Invoice Upload]** or print out the PO and use that to check in your suppliers. It can also be used to note changes or prices in items for manual vendors upon delivery.*
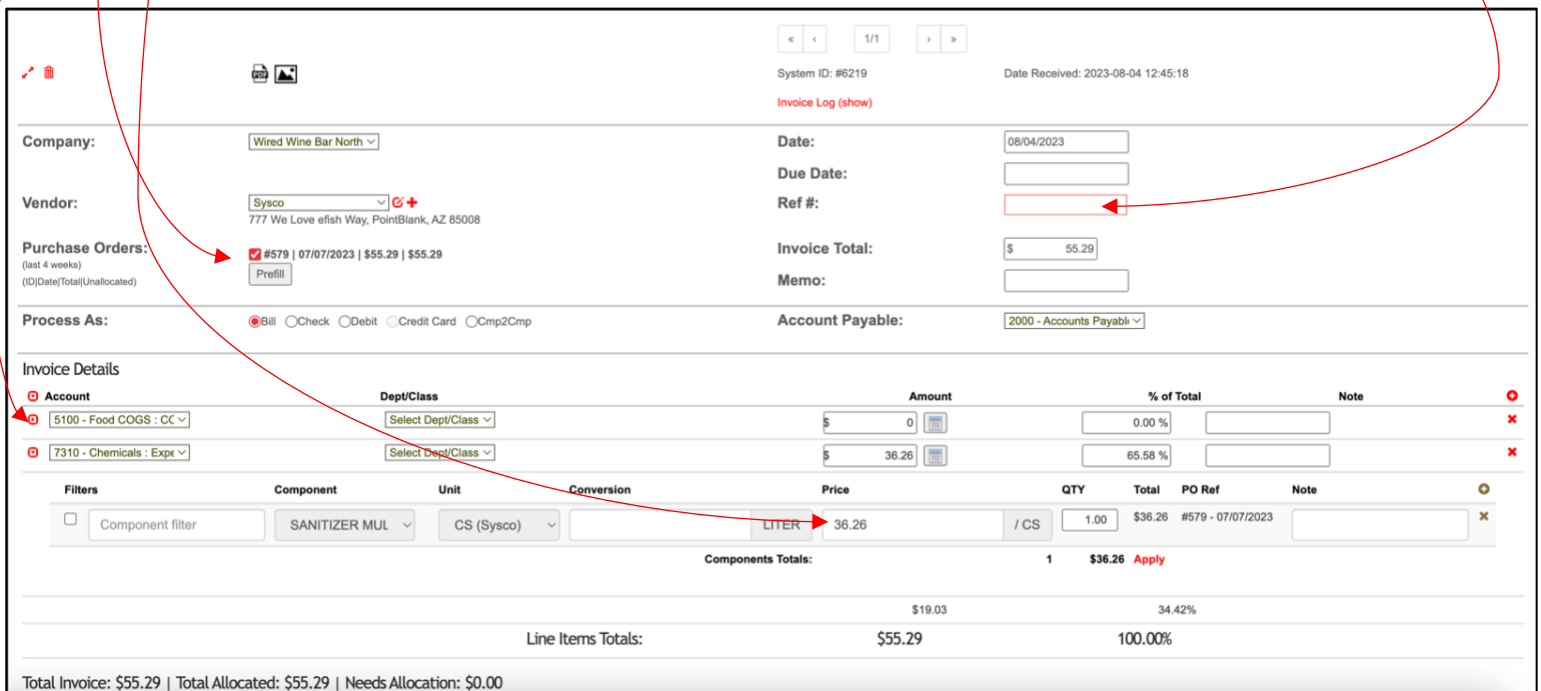
Sending a Purchase Order click on the **[Email Icon]** to the right of the **[Print Icon]** this will automatically send your PO for you. Any issues in sending it will appear at the top of the screen as shown below.

- *Note: any vendor with no email on file will show the "Failed to send msg" as there is no email to send it to, however it will still update your On Order numbers until you Close it via AP Processing with Prefill, Manually close it by editing the PO to remove or update all QTYs of all items)*

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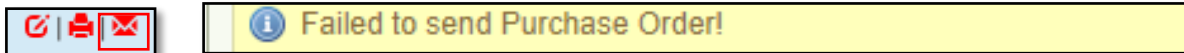
Closing PO's in via Invoicing in AP Processing: Electronic and all others

- EDI Vendors will have Invoices loaded into the AP Processing Coding Stage upon receipt.
- Manual (NON EDI) vendors will need Invoices uploaded for them in efish **[Accounting > Invoice Upload > Add to Queue]**
  - o You can upload a PDF file of the Invoice the vendor gives you upon receipt (either by scanning it or Mobily taking a pic within efish **[Accounting > Invoice Upload > Add to Queue]**
    - ▪ you can save and upload the efish Generated PO as a PDF at any time.
  - Once an invoice is in the Coding Stage in > **[Accounting > AP Processing > Coding]**
    - Click the **Edit Invoice Icon** to code the invoice.
    - Select the Vendor from the Vendor Drop Down
    - If you have sent a PO for this invoice via efish you will see an option to Select that PO # under the Purchase order section and click the Prefill Button to load all the Invoice Details, GL Codes (if set), Invoice Total.
    - You can expand the Accounts to see each component on that invoice.
    - You can adjust any prices or QTYs that needed to be adjusted here. Once you click the Process button the price for those items will be saved across efish updating any that were changed
    - You must enter a reference number (invoice number) before you can save or process the invoice.

Saving the invoice will allow you to come back to it and update later, **Processing will send the Invoice to the Next Stage in AP Processing**, **it will also update the Received Items for any PO linked**

Add a Brand New Component *(item)*: To add an item directly from the PO page click on the **[Add New Component Button]** to the right of the **[Add New PO Button]**.

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- Enter the name of the Item. Select the Category or add a new one with the **[Add]** link above the **[Category Drop Down]**. Select the **Unit of Measurement** *(this is the Base Unit: the most common unit this item is used in)* from the **[Unit of Measurement Drop Down]**.

Global/Location Settings: To make changes for all locations enter them in the top *"Global Selections"* section of the page. Otherwise, if there are differences in settings for this item for different locations, you can

choose to edit settings only at certain locations by scrolling down to the *"Individual Location Settings"* section, finding that location and entering the changes in that location's fields only.

- **COGS Account:** Ties item to a cost of sales account (Mapping this as well as the Inventory Account is needed for the item to show up in AP Processing or Invoice Payout/Look Up pages in efish)
- **Inventory Account:** Ties item to an inventory account (Mapping this as well as the COGS Account is needed for the item to show up in AP Processing or Invoice Payout/Look Up pages in efish)
- **Cost:** cost used for item if accounting integration is not being used. (this is automatically generated once you fill out the Base Unit (at the top under "Unit of measure"), Price Unit, Conversion, and Price under the "Vendor Settings" section.)

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- **Amt-base:** 1 Base Unit *(set under "Unit of measure"),* (this is automatically generated once you fill out the Base Unit (at the top under "Unit of measure"), Price Unit, Conversion, and Price under the "Vendor Settings" section.)
- **Reorder Threshold:** Enter stock level that triggers ordering alert to reorder.
- **Max Stock level:** Enter the highest amount of the item you would ever want to be in stock.
- **Low Price Threshold:** Enter the maximum amount at which you would like to receive low-cost notifications. (i.e. if you want to be notified when eggs drop below 1.50$ per base unit (each) enter 1.50$.) These are automatically set to 20% for both high and low.
- **High Price threshold:** Enter the minimum amount at which you would like to receive high-cost notifications. (i.e. if you want to be notified when eggs cost more than 2$ per base unit (each) enter 2$.) These are automatically set to 20% for both high and low.
- **Yield:** if an ingredient requires trimming or prep reduce accordingly by percentage. (i.e. if you trim an item by 5% you would enter "95" in the Yld. Field.

Vendor Settings: each component must be linked existing vendor in efish, To link this item to an existing vendor in efish, scroll down to vendor settings, select the company, Vendor, **Unit** *(this is the Price Unit: how you order this item),* Conversion rate (aka how many Base units are in 1 Price unit?) Price (for 1 Price unit)

- Ensure that the External ID you enter matches the vendor provided Item ID #, ask them if unsure what that is.
  - *(DO NOT CHANGE THE EXTERNAL ID or Vendor once)*
  - **Company:** company/location which this component is linked to
  - **Vendor:** Vendor which this component is linked to *(brought in from AP software integration OR manually created OR from Manually imported Chart of Accounts in efish)*
  - **Unit (Price Unit):** *(this is the Price Unit: how you order this item)*
  - **Conversion Rate**: # = how many Base units are in 1 Price unit?
  - **Price:** (for 1 Price Unit)
  - **External ID**: Ensure that the External ID you enter matches the vendor provided Item ID #, ask them if unsure what that is. *DO NOT CLICK THE X TO THE RIGHT (IT WILL DELETE THE VENDOR RECORD)*
  - **Add Vendor Link Button:** allows you to add multiple vendor links if you by this item from additional vendors.
  - **Conversion History Review:** displays all conversions that have been used in any historical data.
  - **SAVE:** Once all attributes are filled out click on the ==[Save Button]==

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