



Purchase Order User Manual

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Chapter 1

Understanding Purchase Order

Terminology

NOTE: If you are upgrading from an earlier release of Purchase Order, see the end of this chapter for new features for 6.5+.

The following are definitions of key words used in this manual.

Purchase Order

A "purchase order" (P.O.) is an order by you or your company to a vendor, telling the vendor that you want to buy certain goods.

Vendor

A "vendor" is someone who sells something that you need or want.

Accounting

"Accounting" is the collection, categorization, and presentation of financial records.

Purchase Order Package

Purchase Order (P/O) is a control package, rather than an accounting package.

An accounting package, such as Accounts Receivable, Accounts Payable, or General Ledger, records the flow of money in a business and has an immediate and intimate tie into your company's general ledger. Information entered and posted in an accounting package is used directly on your company's financial statements. Extreme care is taken to see that debits and credits are always in balance. Reports from such packages determine various aspects of the financial condition of your business.

A control package is different. P/O is a control package. It is related to the accounting packages, but doesn't immediately involve the financial transactions and condition of your business. Reports from this package are more related to future financial transactions than to immediate financial transactions.

A control package helps you *control* the operations of your business, such as taking orders (Order Entry Plus) or ordering from vendors (Purchase Order).

P.O. Header Information

The header includes all information about a P.O. except for the information about *what* is being ordered. The header includes the P.O. number and date; the vendor's number, name, and address; and how and where the goods are to be shipped.

A P.O. has only one header, but it can have any number of line items (up to 999 in the Purchase Order package).

P.O. Line Item Information

This is the information about what is being ordered. There is one "line" on a P.O. for every item being ordered. The full description of an item being ordered, including the quantity ordered, the price, and when it is supposed to be delivered, is called a "line item" of the P.O.

P.O. Distribution Information

This information goes with each line item of the P.O. Each line item has its own distribution information which tells the purpose of the line item: is it for inventory, for a job, or for something else? The distribution information does this by giving the specific G/L account numbers or job numbers that the item was ordered for.

Receiving

Receiving means accepting delivery of goods or items that have been sent from or purchased from elsewhere. A "receiving" is one particular instance or transaction of getting goods from an outside source. The goods must arrive at your warehouse or business location before they can be classified as a receiving.

"Receivings" is simply the plural of "receiving".

Receiver

A document filled out by the Receiving Department, listing the goods received in a particular shipment.

Receiver

The number (usually preprinted) on the receiver.

Uninvoiced Receptions

Goods that have been received, but for which no vendor invoice has yet been received.

F.O.B.

This stands for Free-On-Board. It means the physical location where ownership of goods that you have ordered, and that the vendor is shipping to you, actually changes hands. It is also called the F.O.B. point. Until the goods reach that point, they and any damage to them are the vendor's responsibility. After they reach that point, they and any damage to them are your responsibility.

F.O.B. also refers to the location after which you must pay for freight charges, and before which the vendor pays for freight charges. For example, suppose you are ordering goods from Hong Kong, your company is located in Halifax, and the F.O.B. point is Vancouver. The vendor pays the freight charges to Vancouver and is responsible for the goods until they arrive there. After that, it is your responsibility to get them from Vancouver to Halifax.

Confirming Order

A printed P.O. sent to a vendor as a follow-up to a verbal order (made over the phone or in person) is called a "confirming order". It confirms a verbal order.

Confirming Order Status

Every P.O. entered into Purchase Order must have a "confirming order status" to indicate whether the P.O. is a confirming order. The confirming order status can have one of four possible conditions:

Yes, this is a confirming order.

No, this is not a confirming order (it is an original P.O. sent to the vendor).

For internal use only - this is not to be sent to the vendor.

Don't print - don't print this P.O.

Multi-drop Order

This is a P.O. that specifies to the vendor that some of the items on the order are to be delivered to one location and other items are to be delivered to another location.

There can be several locations at which the goods are "dropped off" -- multiple "drops".

Blanket P.O.

A "blanket P.O." is a statement to a vendor that you want to buy a (large) total quantity of an item, but don't want it delivered all at once. You want it delivered in stages over the course of several months or a year.

A company issues a blanket P.O. for one or more reasons:

One reason is to take advantage of a lower price by ordering a larger quantity, even though the deliveries are spread over time. The vendor gives the lower price because he knows you have committed to a large volume.

Another reason is that you sell or use this item at a certain rate per month and don't want to keep more than one month's supply in your warehouse; so you arrange for regular shipments of a fixed or varying amount at regular intervals.

Another reason is that you want to insure that the item will be available when you need it over the course of the year, so you enter into a long-term contract with the vendor which commits you to buy an overall amount, so that the vendor knows he can produce this amount and you will pay for it.

Release

A "release" from a blanket P.O. is a specific quantity of the item (or items) on the blanket P.O. that you now want delivered. It is the CURRENT periodic shipment for the blanket order.

The vendor was originally informed of the total quantity that you wanted over the course of the year. The release is the specific part of the total quantity that you want shipped now.

Vendor Item Information

This is the information about which vendor sells which item, what the vendor calls the item (it may be different than what you call it), how much it costs, and in what units and minimum quantities the vendor sells it. In P/O, vendor item information is kept in a separate data file.

Function

As used here, "function" means one or more programs that accomplish a specific task.

Each selection on a menu of a package is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

Integrated

When a set of computer packages is "integrated", any information generated in one package which is needed in another package is automatically supplied to that other package. You don't have to enter it twice.

Samco's accounting software is fully integrated. When P/O is used with other Samco packages, any data recorded in those other packages which P/O should know about is automatically made available to P/O.

Data Organization

Most of the information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. Samco's accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

Character: A "character" is any letter, number, or other symbol you can type on your computer keyboard.

Field: A "field" is one or more characters representing a single piece of data. For example, a name, a date, and a dollar amount are all fields.

Record: A "record" is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the "customer record".

Entry: A record in a data file is often referred to as an "entry".

Data file: A "data file" is a group of one or more related records. A data file is often referred to simply as a "file" (without the word "data").

The Customer File in Accounts Receivable is an example of a data file. Such a file is made up of several records, each of which contains the name, address, etc. for one customer.

Each file is kept separate from other files on the disk.

(There are other types of files in addition to data files. For example, programs are stored on the disk as "program files". However, references to "file" in this User Manual mean "data file" unless specifically stated otherwise.)

Post

To "post" means to take transactions from a temporary file and move them to a permanent file (where other transactions probably already exist). For example, in

A/R, sales are initially entered into a temporary transaction file. After sales have been entered and edited, they are posted to the more permanent A/R Open Item File.

Often, during transaction posting, information in other data files is also updated. For example, when sales are posted, the account balance and historical sales figures in the Customer File are also updated.

Alphanumeric

When the manual refers to "alphanumeric", it means letters of the alphabet, numerals (numbers), special symbols (*,&,\$,etc.) or any combination of all three kinds. In contrast, "numeric" (or "digits"), means only numbers.

Multi-company

"Multi-Company" refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company on Samco packages can use the *Multiple companies* function within *System Functions*.

Spool

SPOOL is a computer word meaning "Save Printer Output Off-Line". Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

SAM (Samco's Automated Manuals)

A revised edition of this and all Samco user manuals is available on-line from within any function of Samco's business applications. Simply press [F10] ([F11] for the Windows version) and SAM will guide you to whatever information you need. (Refer to the chapter titled *Help SAM !!!* in the *System Functions* manual for details.)

Product Description: Purchase Order

Purchase Order includes those features most asked for by thousands of users whose experiences over the past eleven years with earlier versions have helped refine it to its current level.

- Prints a Purchasing Advice Report and Purchasing Worksheet to help you identify what should be purchased.
- Allows entering, editing, printing, and posting new P.O.'s.
- Allows numeric or alphanumeric P.O. numbers up to 15 characters in length.
- Allows entering, editing, printing, and posting changes to posted P.O.'s.

- User definable P/O forms allow you to design P/O forms to fit your specific needs.
- Prints an Expedite Shipment Report.
- Prints a Follow-Up Past Due Shipments Report.
- Allows entering, editing, and posting receivings.
- Informs you of incomplete shipments, both on the screen and on reports.
- Prints a "Receipts in Excess of Quantity Ordered" Report.
- Handles multiple drop P.O.'s if you receive goods at more than one location.
- Handles blanket P.O.'s and releases from them.
- Allows up to 999 lines per P.O.
- Allows up to 200 characters of description for any line item.
- Allows up to 99 notes per P.O. line.
- Handles order quantities up to 10,000,000 or down to 0.001.
- Allows different units to be used for stocking, ordering, and receiving.
- For any line item, allows up to four separate deliveries to the same or different locations.
- Allows for receiving of goods on a line-by-line basis or for the entire P.O. at once.
- Allows for receivings of goods not previously entered on a P.O.
- Keeps track of prices that were unknown at the time goods were received.
- Works with Accounts Payable and, optionally, with Inventory Plus and Job Cost.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Allows use of multiple printers.
- Includes password protection and data integrity checks.
- Includes "on-line" Help, available to you at any time by pressing a single key.
- Supports multiple companies.
- Supports multi-user computer systems.

Works with Accounts Payable

P/O works with Accounts Payable, which is required to run this package. P/O uses the Vendor File from A/P. A/P verifies the P.O. numbers and receiver numbers that you enter for the vendor's invoice in the *A/P Payable (Enter)* function. If you choose to do so, the distributions entered for the P.O. lines in P/O are transferred to the A/P payable transaction entered for the vendor's invoice.

Inventory Management Interface

If P/O is interfaced to I/C, the P/O package uses information from the I/C Item and Warehouse Files. The P/O Purchasing Addresses File and the I/C Warehouse File are actually the same file.

P/O also updates inventory information in I/C. When a P.O. is posted to the permanent P.O. files, the quantity on order for each inventory item ordered is updated in I/C. When receivings are posted in P/O, inventory transactions for the receivings are automatically created in the I/C Inventory Transaction File.

Job Cost Interface

If P/O is interfaced to J/C, P/O uses Job Cost information to verify the validity of job numbers and cost item numbers entered on purchase orders.

The P/O package can also be used to automatically update the outstanding P.O. amount for cost items on jobs. This figure is one of the key ingredients on the Job Status Report, which compares actual to budgeted costs for your jobs.

Purchase Order Reports

The Purchase Order package prints more than 30 different reports. Examples of reports are included at the end of chapters. These example reports (as well as the examples in the text) are based on the *Inventory Management* package being interfaced with P/O.

The reports include (in addition to the reports mentioned above):

Open Purchase Order Report -- shows all P.O.'s that are "open" (P.O.'s for which receipt of goods is still expected).

Cash Disbursements Projection Report -- shows approximately the cash you will need to disburse over the near to medium-range future. You can look at your cash needs for up to seven consecutive periods. This report includes open P.O.'s, goods received but not yet invoiced, and goods received and invoiced (in the Accounts Payable package), but not yet paid for.

Uninvoiced Receivings Report -- A valuable report at month-end to show you your approximate liability for goods you have received, but for which you haven't yet received the vendor's invoice.

Purchase Order Distribution Report -- Breaks down your purchases by G/L account number and/or job number. This is particularly valuable if you are using Job Cost. It shows exactly what P.O.'s are pending on any job.

Vendor Item List -- Shows all vendors for any selection of items, or all items sold by any particular vendor.

Purchase Order Purge Report -- It is up to you how long you want to keep closed P.O.'s on file. You make the decision to purge them. When you do purge a P.O., you can print this report, which shows the final state of the P.O. and all of its receivings at the time it is purged.

Some of the features P/O has in common with other Samco packages are:

Password Protection

You have the option to specify that passwords are required. A password is a unique code you assign to each individual using your accounting software. When passwords

are required, each potential user must first enter a valid password before he or she will be allowed to use a protected function.

Data Integrity Checks

A data integrity check compares the actual numbers in the system to the calculated or projected numbers. If these numbers do not match, you are warned that data might have been lost due to a machine or power failure. By running this function at the start or end of the day, you can detect several possible types of data file corruption (sometimes due to hardware or operating system errors).

File Recovery Procedure

This function provides the capacity to recover corrupted data files. You can also use it to export important data files to a format which can be easily interfaced to common data base and word processing packages.

Printers

You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to interface the software to other printers.

New Features for Version 6.5+

This section describes the features that have been added to Purchase Order for version 6.5 Plus.

Users who have upgraded from Release 121593 or earlier will want to read this section after installing version 6.5+ in order to obtain an overview of the increased capabilities of the software. In order to take advantage of the new features, simply read the relevant chapter(s) of this User Manual.

- The purchase order number can have up to 15 alphanumeric characters. Purchase orders are required to be posted in sequence (if numeric purchase order numbers are used) or may be posted in any sequence desired (if alphanumeric purchase order numbers are used).
- The “change purchase orders” function has been expanded to allow line items to be added to posted purchase orders. Lines added with this function will be printed in a separate section of the changed purchase order, showing that the lines have been added to the original purchase order that was produced.
- The vendor’s address (as stored on the purchase order) can be changed using “change purchase orders”.
- A separate Purchasing Address File (shared with Accounts Payable) can be used to obtain the address to use for a purchase order.

- Loading of vendor-items has been enhanced to allow loading a limited range of items based upon the vendor number stored in the Item record. Additional data is copied from the Item File (such as the vendor's product number, minimum order quantity, and lead time).
- A "fast enter" function is provided for receivings. This function allows an entire purchase order to be received without having to enter individual receivings for each line of the purchase order.
- Notes may be entered for purchase order line items. One or more pages of notes may be entered. Notes print just after the line item on the purchase order.
- User definable P/O forms have been added to allow you to design purchase orders that fit your specific needs.
- The Purchasing Advice Report and Purchasing Worksheet Report have been expanded so that if items to be printed are limited to those below reorder level, the user can choose to compare the reorder level to either quantity on hand for the item, or to quantity on hand minus both backorders and quantity committed for the item.
- Many screens and reports have been modified to include two phone numbers for a vendor, as well as two contacts for a vendor.



Chapter 2

Getting Started

Introduction

We assume at this point that you have installed this package according to the *Installation Guide*. If you have not done so, refer to that Guide and install Purchase Order on your computer.

We also assume that you are familiar with the main features of this package from reading the *Understanding Purchase Order* chapter. If you have not done so, read it and then return to this chapter.

Your Accountant

We advise that you consult with your accountant before using the packages. Your accountant is a professional in the accounting area, and should understand your computer accounting software if he/she is to continue to serve you well. Moreover, because of his/her expertise, your accountant may have some good advice for you regarding converting from your old system to Samco's accounting packages.

Purchase Order and Accounts Payable

You must have the Accounts Payable package installed and operating before you can use Purchase Order. Each vendor for whom you enter a P.O. must already be in the A/P Vendor File, so this file in Accounts Payable must be fully set up before P/O can refer to it.

Purchase Order and Inventory Management

The use of the Inventory Management package (I/C) is optional with P/O.

If you are going to use these two packages together, the Inventory Management package must be fully set up before you can begin using Purchase Order. You must have entered all the information in your Item File, including the current inventory status of each item, particularly quantity-on-hand, reorder level, and maximum inventory quantity.

If you have multiple warehouses or multiple stocking locations, you must have the current inventory status for every item at every location.

Purchase Order and Job Cost

If you are going to use the Job Cost package with P/O, the Job Cost package must be set up before you start using P/O. This is not mandatory, but in order to enter an order for a particular job, that job must be on file in the Job Cost package.

Purchase Order Data Files

In order to use the P/O package, you first must enter information about what you purchase and from whom. There are four different files into which you must enter information before you can use the package on a regular basis. Here is a brief explanation of these files:

P/O Control File

This file contains "control information" which you must enter. This information defines the way you do your purchasing and, as a result, controls some of the features of the packages.

This file also handles the proper sequencing of your P.O. numbers and receiver numbers, and contains the calculated values that appear on the Data Integrity Report. (Refer to the Data Integrity Check chapter for further details about this report.)

P/O Forms File

This file contains the layouts for printing the physical purchase orders. Samco has provided a number of sample forms. You can use them as they are, or modify one to meet your specific needs.

Deliver-to Locations File

This file contains the full address of each of your deliver-to locations. Every P.O. requires you to enter a deliver-to location code which corresponds to a deliver-to location in this file.

You can specify a one-time deliver-to location on any particular P.O., but any regular deliver-to location should also be entered into this file. Such deliver-to locations can be stores, warehouses, job sites, or any other place.

NOTE: If you are using Inventory Management with P/O and you have multiple warehouses, every warehouse that you have already established in I/C will already be on file in P/O. This is because the Warehouse File in Inventory Management is the same file as the Deliver-to Location File in P/O.

If you are not using I/C, you must define your deliver-to locations through P/O.

Vendor Item File

Every item that you might order from one of your regular vendors must be in this file. If I/C is interfaced, you cannot order an item unless that specific vendor-item combination is entered as a record in this Vendor Item File.

Even if you are not using the Inventory Management package, all of the items that you regularly order should be entered in the Vendor Item File. During P.O. line entry, the Vendor Item information will automatically appear in several fields, making for faster and more accurate P.O. entry. Your P/O reports will also be more useful because the items that you order will be identified in a consistent manner.

Setting up this file is the largest single step you must take before P/O becomes operational. The next section in this chapter, "Setting Up the Vendor Item File", provides guidelines for doing it as rapidly as possible. In the chapter titled Set Up Vendor Item File, there are more guidelines on managing the Vendor Item File after it is set up.

Setting Up the Vendor Item File

A separate function sets up the Vendor Item File relatively quickly. This process is explained in detail in the Set Up Vendor Item File chapter. Here is a summary:

If Inventory Management is Interfaced

For your most common vendors, create Vendor Item records in blocks by selecting a range of inventory items in the Item File, then transferring these into the Vendor Item File in a group. You can also select groups of inventory items on the basis of product category. If you transfer some unneeded records mixed in with the needed ones, you can use the *Delete vendor items* function to delete ranges of records just transferred.

If Inventory Management is Not Interfaced

For the vendors whom you use most often, enter each vendor item record individually, then copy groups of items from these vendors to any additional vendors from whom you buy these same items.

Setting Up P/O

Perform these steps to start using Purchase Order:

1. (If you are new to the Samco system) Study the System Functions manual to become familiar with the features required to set up your working environment. Such things as adding new modules, printers, users, taxes, company information, and valid G/L accounts are discussed in that manual.
2. Start P/O according to the instructions in the chapter titled *Using Purchase Order*.
3. Enter P/O control information, using *Control information*. The information in the P/O Control File controls how P/O is used by your company. For instance, you specify whether or not you want your company name printed on your P.O.'s, whether your company uses preprinted P.O. forms, etc. (See the chapter titled *Control Information*.)
4. If the pre-defined P/O forms do not meet your exact needs, use the *Forms* function to create your own. (See the chapter titled *Forms*.)
5. Enter the addresses for your deliver-to locations (your stores, warehouses, job sites, etc.), using *Deliver-to locations*. A deliver-to location is required on each P.O. (See the chapter titled *Deliver-To Locations*.)

If you are using Inventory Management with P/O and you have multiple warehouses, every warehouse that you have already established in I/C will already be on file in P/O as a deliver-to location. This is because the Warehouse File in I/C is the same file as the Deliver-to Location File in P/O.

6. Enter your vendors' purchasing addresses, using *Purchasing addresses*. (A purchasing address is the address to which the P.O. is sent, when this address is different from the vendor's bill payment address. See the chapter titled *Purchasing Addresses*.)

The Purchasing Addresses File is also used in A/P, so you may have already entered your vendor purchasing addresses while setting up A/P.

7. Build the Vendor Item File, using *Set up vendor item file*. A Vendor Item record should be entered for every inventory item that you might order from one of your regular vendors. You will use the items in the Vendor Item File to

identify the items being ordered on each P.O. (See the chapter titled *Set Up Vendor Item File*.)

Setting up this file is the last and largest single step that you must take before P/O becomes operational. The functions included in *Set up vendor item file* will assist you in setting up your vendor items as rapidly as possible.

If Inventory Management is interfaced, use *Set up vendor item file* to copy selected items from the I/C Item File to designated vendors in the Vendor Item File:

- a. If primary vendors were entered for items in the I/C Item File, you can use *Set up vendor item file (Load items)* to automatically create vendor items from the Item records, based on each item's primary vendor. (See the chapter titled *Set Up Vendor Item File*.)
- b. If primary vendor information was not entered for your items in the I/C Item File, you can use *Set up vendor item file (Load vendor)* to load vendor items for one vendor at a time from a range of selected items from the I/C Item File. (See the chapter titled *Set Up Vendor Item File*.)

If you are not using Inventory Management, for the vendors you use most often, enter each Vendor Item record individually, using *Vendor items*. Then use *Set up vendor item file (Copy)* to copy groups of items from these vendors to any additional vendors from whom you buy these same items. (See the chapters titled *Vendor Items* and *Set Up Vendor Item File*.)

Regular Use

When you have finished building your data files as above, you will be ready to use P/O on a regular basis. The remaining chapters in this manual show you how to:

- Prepare for purchasing
- Issue purchase order numbers
- Process purchase orders
- Process changes to purchase orders
- Print purchase orders
- Process receivings
- Process adjustments to receivings
- Process blanket order releases
- Close and purge purchase orders

Features common to all Samco applications are discussed in the *System Functions* manual. We highly recommend that you become familiar with the *System Functions* topics before continuing with Purchase Order.

Appendix "A" explains how to initialize (create from scratch) your P/O data files. You may never need this function, but it is included just in case. If you use multiple companies, you will have to create data files for each company with this function.

Appendix 2 discusses the file utilities available for exporting, importing, and rebuilding your data file.

Example reports are included at the end of chapters which explain how to print them. These reports (as well as the examples in the text) are based on the Inventory Management package being interfaced with Purchase Order.

Samco Support

This manual, in combination with your *Installation Guide* and *System Functions* manual, is designed to allow you to use Purchase Order without additional help.

However, if you encounter problems you cannot resolve by referring to these manuals, you may want to get additional assistance. Your supplier may be able to provide such assistance, or he may be able to recommend an independent source.

If all else fails, contact:

Samco Support Department
61 - 7789 - 134th Street
Surrey, B.C. V3W 9E9
Tel: (604) 597-4211
Fax: (604) 597-7320

Email: support@samco.com

There will be a fee for support service from Samco.



Chapter 3

Using Purchase Order

About this Manual

This manual provides the information needed to learn and use Purchase Order.

Organization

The next chapter is a guide to daily operations. It explains how you use Purchase Order to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on how to enter the basic information which will set up your package according to your needs and prepare you for daily operation.

Following those come chapters which you will use most frequently. They describe how to use Purchase Order on a daily basis.

Additional information can be obtained from the *System Functions* manual, which contains chapters that describe features common to all packages.

Topics covered in the Installation and System Guide include:

- Defining multiple companies

- Printers
- Taxes
- Valid G/L accounts
- General rules
- Using S.A.M. (Samco's on-line user manuals)
- Switching companies
- Menu styles
- Passwords
- Glossary of terms

How to Use this Manual

When beginning, you will want to keep this manual handy so you can refer to it as often as you need. Later, you may only need to refer to it occasionally.

Each chapter of this manual provides instructions on how to use a particular selection of your software.

On-line Version

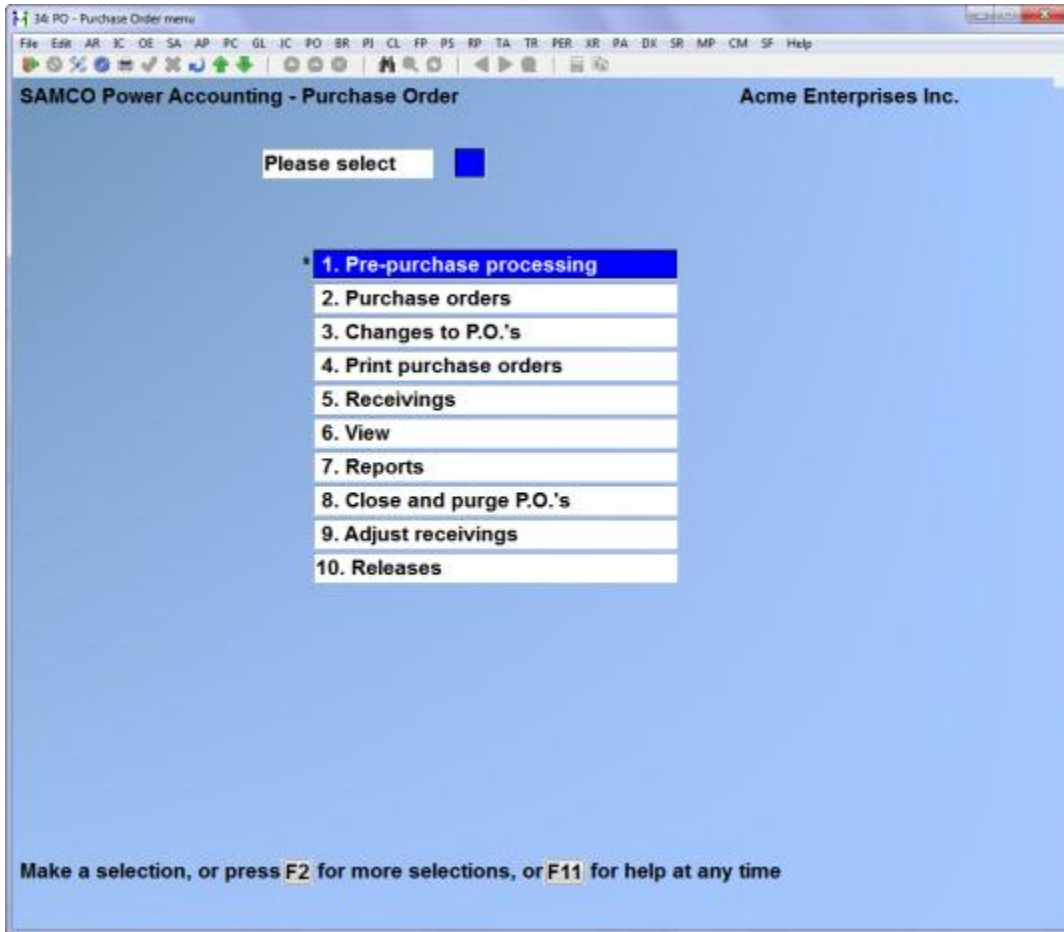
For your convenience, all of Samco's user manuals are provided in an on-line version. Simply press [F10] ([F11] for the Windows version) from anywhere within the Samco system. (Refer to the chapter titled *Help SAM !!!* for details.)

To Start Purchase Order

If you are adding Purchase Order to an existing installation, you will need to add it to each company ID you wish to use it under using the *Company data* option within *System Functions*. This must be done prior to continuing. (Refer to the chapter titled *Company Data* in the *System Functions* manuals for details.)

Start up your Samco software as you normally would. From the company ID's main menu (the main menu is the one that displays all of the modules available for use), select *Purchase order*.

The *Purchase Order* menu then appears:

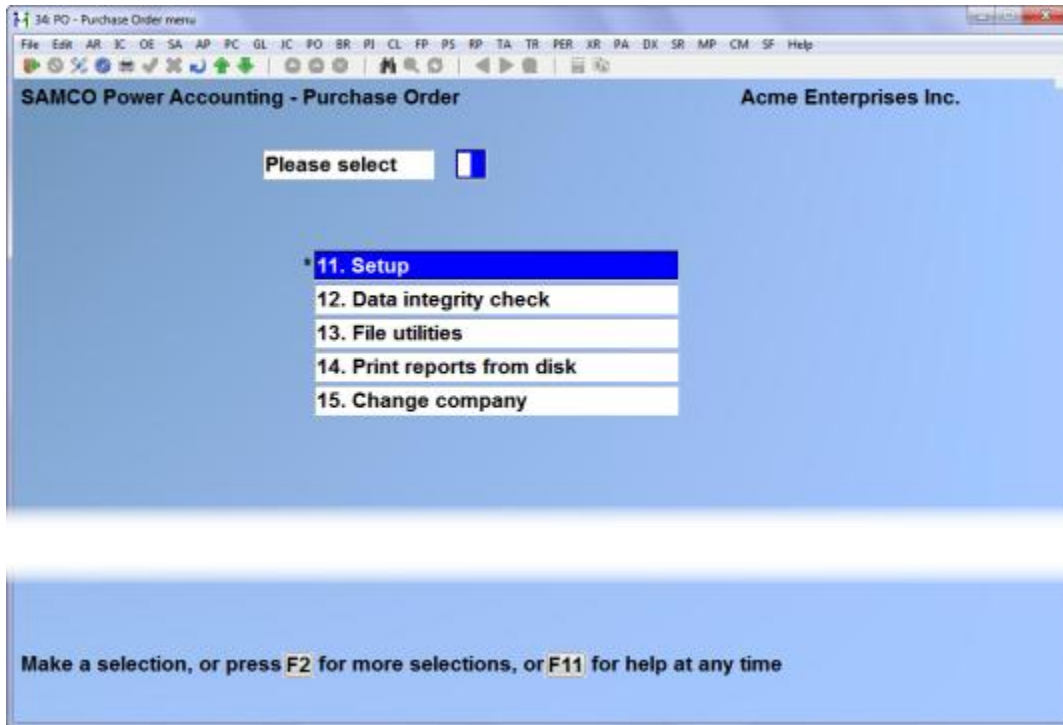


NOTE: If you are setting up Purchase Order for the first time the only a few menu selections will appear. Once the P/O control information has been set up, the normal P/O menus will be displayed.

The selections that you will be using most often (such as *Purchase orders*) are on the first screen of the main menu.

To choose one of the selections shown above, type the number of the selection and press [Enter]. For example, to select *Purchase orders*, type [2].

To get to page 2 of the menu, press [F2] from page 1.



Make selections from page 2 the same way as from page 1.

To return to page 1 of the menu, press [Tab].

To Exit the P/O Package

To exit the P/O package, press [Tab] from page 1 of the P/O menu.



Chapter 4

Guide to Daily Operations

Introduction

The following checklists are provided as examples of how you might use Purchase Order to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklists as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

EACH DAY

___ Enter new vendor items using *Vendor items*.

___ Enter new purchase orders using *Purchase orders*.

EACH DAY, AS NEEDED

___ Print the Purchasing Advice Report to aid you in planning your purchases for the near future. (Requires I/C)

___ Print the Purchasing Worksheet as an aid to making your final purchasing decisions. From the notes you make on this worksheet, purchase orders can be entered using the *Purchase orders* selection. (Requires I/C)

___ Inquire into which vendors stock a particular item using *View vendors for an item*.

___ Inquire into which items a particular vendor stocks using *View items for a vendor*.

___ Inquire into the status of P.O.'s using *View purchase orders*.

___ Inquire into orders for selected items using *View purchases by item*.

___ Print the new purchase orders and place orders with your vendors.

___ Post the new purchase orders to the permanent Purchase Order files.

___ Enter changes to posted P.O.'s using *Changes to P.O.'s*.

___ Print the changed P.O.'s and notify vendors of your changed orders.

___ Post the changed P.O.'s to the permanent Purchase Order files.

___ Enter your receivers using *Receivings*.

___ Inquire into your Receivings History File using *View receivings*.

___ Post your receivings to the Receivings History File.

___ Enter your releases using *Releases*.

___ Print your released P.O.'s and notify vendors of the releases.

___ Post your releases to the permanent Purchase Order files.

Weekly Operations Checklist

EACH WEEK

EACH WEEK, AS NEEDED

___ Print the Blanket Orders List to verify the status of your blanket orders and to plan your releases for the coming week.

___ Print the Expedite Shipment Report to obtain a list of which vendors need to be contacted in the coming week to ensure on-time delivery of your orders.

___ Print the Follow-up Past Due Shipments Report to find out which orders have past due shipments, so that you can contact the responsible vendors in the coming week.

___ Print the Receipts in Excess of Quantity Ordered Report to aid you in determining the disposition of any excess quantities received.

___ Issue P.O.#s using *Pre-purchase processing (Issue P.O.#s)*. (Does not apply if you are using alphanumeric P.O.#s. See the chapter titled *Control Information*.)

EACH WEEK

___ Print the Unknown Prices Report to obtain a list of all receivings marked as having an unknown price, so that their prices can be determined (and subsequently entered using *Price adjustments*).

___ Use *Price adjustments* to enter prices for receivings entered without a price and to adjust the price of receivings.

EACH WEEK, AS NEEDED

___ Use *Clear uninvoiced receivings* to mark receivings as invoiced when they will not be invoiced through the Accounts Payable package.

Periodic/Monthly Operations Checklist

EACH PERIOD

___ Print the Open Purchase Order Report to see which deliveries are expected for the coming period and which orders have been open too long.

___ Print the Cash Disbursements Projection Report to estimate the cash you will need to disburse over the near to medium-range future.

EACH PERIOD, AS NEEDED

___ Print the Uninvoiced Receivings Report to obtain a close approximation of the dollar amount of your liability for goods received but not yet invoiced.

___ Print the Receivings History Report before purging your closed P.O.'s to obtain a printed history of your receivings for later reference. When you purge your closed P.O.'s using *Close and purge P.O.'s*, the receivings for the closed P.O.'s will also be purged.

EACH WEEK

___ Purge closed and cancelled purchase orders from the permanent P.O. files. Print the Purchase Order Purge Report when purging, so that you have a record of the final state of the P.O. and its receivings before it was purged.

___ Print the P.O. Distribution Report. This report shows what you have purchased (or ordered), based on the purpose for which the items were purchased. (If you are using Job Cost, you may want to run this report more frequently to update the outstanding P.O. amounts for your jobs. See the "P.O. Distribution" section in the chapter titled Reports for how to do this.)

EACH WEEK, AS NEEDED



Chapter 5

Control Information

Introduction

This selection allows you to set up the Purchase Order Control File. This file contains basic information about the way you handle P.O.'s in your company. The information in this file "controls" various functions in the P/O package. You can also return here later and change the settings you enter now, with a few exceptions noted below.

To Begin

From the second page of the P/O menu, select *Set up ->Control information*.

When all of the information is entered on this screen it appears similar to the following:

The screenshot shows a software window titled "34 PO - Control information" for "Acme Enterprises Inc.". The window contains a list of 21 configuration options for purchase orders. The options are as follows:

Option Number	Description	Value
1.	Use alphanumeric P.O.'s ?	N
2.	Default P.O.# format	(Not applicable)
3.	Next P.O.#	42
4.	Next P.O. worksheet #	7
5.	Next receiver #	38
6.	Last posted P.O.#	41
7.	Last posted receiver #	37
Last P.O.'s issued		311 to 410
8.	Interface to I/C system ?	Y
9.	Interface to J/C system ?	Y
10.	Default F.O.B.	Our Dock
11.	Default ship-via	UPS Economy
12.	Default ordered by	Beth
13.	Purchase price adj acct #	0000-000 *** Not found ***
14.	P.O. form ID	PLAIN
15.	P.O. form always mounted ?	Y
16.	Are multi-drop P.O.'s used ?	Y
17.	Are blanket P.O.'s used ?	Y
18.	Track sales order no. ?	N
19.	Dflt confirming order flag ?	Y
20.	Satellite number	1
21.	Use auto create vendor item ?	Y

At the bottom left, there is a checkbox labeled "Field number to change ?" which is currently unchecked.

Enter the information as follows:

1. Use alphanumeric P.O.'s ?

If you answer N to this question, you will be required to use numeric P.O. numbers. A numeric P.O. number consists of all numbers (1,2,3,...0). You will be required to issue your P.O. numbers with the *Issue P.O.'s* function. You will also be required to post your P.O.'s in consecutive number order.

Answer N to this question if you want the Purchase Order package to strictly control the issue and posting sequence of your purchase orders. For example, you would be required to issue P.O. # 10 before issuing P.O. # 9. You would also be required to post P.O. # 9 before posting P.O. #10.

If you answer Y to this question, P.O. numbers can consist of letters, symbols (like "-"), and numbers. For instance, you can have a P.O. number of A-1001.

Answer Y to this question if you want to use P.O. numbers that begin or end with letters that have some significance to your business. For example, you could end each P.O. number with the initials of the purchasing agent who wrote the P.O., or the initials of the department for which the goods will be purchased.

If you answer Y, the P.O. package will not issue P.O. numbers, and P.O.'s will be posted in alphanumeric order.

Even if you plan to use only numeric characters in your P.O. numbers, answer Y if you do not want the Purchase Order package to control the issuing of P.O. number's and the posting sequence of purchase orders.

2. Default P.O.# format

(If you answered to "Use alphanumeric P.O.#'s ?", this field is skipped.)

If you are using alphanumeric P.O. numbers, you must specify the format of your P.O. number. This tells the software which part of the P.O. number is to be incremented.

Suppose you wanted P.O. numbers like 1001-I, 1002-I, 1003-I, etc. You would specify the format to be NNNNAA (4 numbers, followed by 2 letters). Then if you enter 1001-I in *Purchase orders* for a transaction, the default for the next P.O. number will be 1002-I.

If you enter a P.O. number which does not match the format you set up here, there will not be an incremented default for the subsequent entry. For instance, if your format was NNNNAA, but you entered 1001-BC, the P.O. number would be accepted, but you wouldn't have a default of 1002-BC for the next entry. (1001-BC didn't match your NNNNAA format; it ended with 3 A's (alphanumerics): "-", "B", and "C".)

Format: 15 characters

3. Next P.O.

(If you answered Y to "Use alphanumeric P.O.#'s ?", this question is skipped.)

Enter the starting number for your next sequence of P.O. numbers. The *Purchase orders* selection automatically increments (increases by 1) this number each time a new P.O. is entered, and assigns it to that P.O. (unless you specify a different number at that time).

Enter the starting number or use the option:

Option: [Enter] to use 1 for the next P.O. number

Format: 999999999999999

4. Next P.O. worksheet

(If you are not using the Inventory Management package, press [Enter], since whatever is entered here is not used anyway.)

Enter the starting number for your next sequence of worksheet numbers. The *Purchasing worksheet* function automatically increments this number as worksheets are printed.

Enter the starting number or use the option:

Option: [Enter] to use 1 for the next worksheet number

Format: 9999

5. Next receiver

A "receiver" is the document that officially records the receipt of goods.

Enter the starting number for your next sequence of receiver numbers. The *Receivings* selection automatically increments this number as receivers are printed and assigns it to the next receiver (unless you specify a different number at that time).

Enter the starting number or use the option:

Option: [Enter] to use 1 for the next receiver number

Format: 999999

6. Last posted P.O.

(If you answered Y to "Use alphanumeric P.O.#s ?", this field displays "Not applicable".)

The number of the last P.O. that has been posted displays here automatically. This field is updated by the *Post* function of the *Purchase orders* selection.

Format: 9999999999999999

7. Last posted receiver

The number of the last receiver that has been posted displays here automatically. This field is updated by the *Post* function of the *Receivings* selection.

Format: 9999

Last P.O. #'s issued:

(If you answered Y to "Use alphanumeric P.O.#s ?", this field does not display.)

This field displays only after you have issued new P.O.'s. The starting and ending P.O.'s that have been issued for use are automatically displayed here.

8. Interface to I/C system ?

Answer Y if you will use Purchase Order with the Inventory Management package.

NOTE: There are significant differences in the way Purchase Order operates when I/C is interfaced and when I/C is not interfaced. Refer to the chapter titled *Getting Started* for an overview of the differences. Detailed explanations are given for each function that is affected.

9. Interface to J/C system ?

Answer Y if you will use Purchase Order with the Job Cost package.

NOTE: There are some differences in the way P/O operates when J/C is interfaced and when it is not. The differences are explained in each function that is affected. Refer to the chapter titled *Getting Started* for an overview of the differences.

10. Default F.O.B.

Enter a location to be the default F.O.B. for new P.O.'s. Press [Enter] if you do not want to have a default.

Format: 15 characters

11. Default ship-via

Enter the shipper you want to use as a default ship-via when entering new P.O.'s or use the option:

Option: [Enter] for no default

Format: 15 characters

12. Default ordered by

Enter the name or title of the person responsible for ordering (initiating P.O.'s), to be used as the default "ordered-by" person when entering new P.O.'s, or use the option:

Option: [Enter] for no default

Format: 15 characters

? 13. Purchase price adj acct

(If you are not interfaced with I/C, you are not asked to enter anything here.)

You can adjust the prices of receivings, even after the receivings have been entered and posted, using the *Price adjustments* function of the *Adjustments to receivings* selection.

The purchase price adjustment account number entered here is the G/L account that is updated when price adjustment transactions are posted. (The balance sheet liability account is the counter-balancing account for this.)

When you enter the account number, it is verified in the Valid G/L Accounts File. If it is not found there, you can add its account number and description here. The account is then added to the Valid G/L Accounts File.

NOTE: If P/O is interfaced with G/L, you must also enter this same account through the *Chart of accounts* selection in the G/L package. (When interfaced to G/L, any time a new account is added in a package, you must also add it to the Chart of Accounts in the G/L package.)

? 14. P.O. form ID

Enter the default ID of the PO form you wish to use for printing purchase orders. (See the chapter titled *Forms* for information on the purchase order forms available.)

Format: 5 characters

15. P.O. form always mounted ?

If you answer Y, you will not be prompted to mount the P.O. form on your printer and type DONE when complete, or to print a test form alignment (series of X's to check to see that your form is properly lined up in the printer).

We recommend setting this to Y if you are either using plain paper to print your P.O.'s, or you have a dedicated P.O. printer. Otherwise, set this to N.

16. Are multi-drop P.O.'s used ?

You can have P.O.'s with shipments to multiple locations. Such P.O.'s are called "multi-drop" P.O.'s.

Answer N if you have only one warehouse or stocking location at which you receive goods. Answer Y if you want a single P.O. to cover shipments to multiple locations.

(NOTE: If you are interfacing to Job Cost and you want to specify deliveries to multiple job sites on the same P.O., answer Y here.)

17. Are blanket P.O.'s used ?

A blanket P.O. is a P.O. for a substantial quantity of goods to be delivered in stages over an extended period of time. These deliveries are referred to as "releases" and are covered in the chapter titled Releases.

Answer Y if you use blanket P.O.'s in your business.

18. Track sales order # ?

Answer Y if you want to be prompted for the order number (up to 4 can be entered) a P.O. line is being ordered specifically for. For example, if you are ordering something to fill 1 or more orders, you could enter your order numbers the line is for.

These order numbers can then be optionally printed on the P.O. form depending on your form layout.

If you answer N to this question, the order number prompt will not be displayed when entering P.O. lines.

19. Dflt confirming order flag

A "confirming" P.O. is a printed P.O. that confirms an order already made verbally.

This establishes the default code for the "Is this a confirming order?" question which appears when you enter purchase orders.

If you choose Y, then "THIS IS A CONFIRMATION OF A VERBAL ORDER. DO NOT DUPLICATE THIS ORDER." may be printed very clearly at the top of each confirming P.O.

If you choose N, then the above message is not printed.

If you choose I (For internal use only), then "THIS ORDER IS PRINTED FOR INTERNAL USE ONLY. DO NOT MAIL TO VENDOR." may be printed instead of the confirming order message.

If you choose D (Don't print) , then this P.O. will not be printed in the normal course of printing new P.O.'s.

NOTE: These are defaults only. On each confirming P.O., you will still have all of the above options - Y, N, I, or D.

Format: 1 character

20. Satellite number

(This prompt only displays if you are using **Multi-site**.)

If you are setting up P.O. at a multi-site satellite, enter the satellite number of this location. When transmissions are made to the hub, the quantity on order for each item at the satellite will be sent.

21. Auto create vendor items

Answer Y to allow users to add an item to a vendor.

This feature allows the user to add an item to a vendor where there is no previous relationship. The user will then be prompted to set up a vendor-item relationship. The user will then be prompted to set up a vendor-item record. If the response is Y

then the vendor item record is set in PO and the vendor number is added to the item record in the IC module along with any vendor-item product number created as the prime vendor



Chapter 6

Forms

Introduction

This selection allows you to tailor Purchase Order to work with your P/O forms.

P/O comes with several predefined forms, as listed below. These predefined forms are in the Form file (POFRMF). When you install O/E, the Form file is also automatically installed, if there is not already one present.

If any of the predefined forms supplied with P/O are sufficient for your needs, you need not continue with this chapter.

When you print purchase orders, using either the *Print purchase orders* or *Print new P.O.'s (Purchase orders)* selection, you must specify a form ID to be used. The form must exist in the Form file.

Some of the predefined forms supplied with P/O are:

<u>Form ID</u>	<u>Description</u>
PLAIN	Plain paper P/O form
50-01	Prints on P/O form number 50-01
BLKPL	Blanket P/O for plain paper
BLK50	Blanket P/O for form number 50-01

For a full list of all predefined forms, use the *Forms (Print)* selection.

If you select to use a different form, you can make a copy of an already existing form that is similar to the form you wish to use and modify the copy. You may also design your form "from scratch", but this is not recommended.

An unlimited number of forms can be defined with this selection. *Forms* allows you to print almost any information field in the P/O Header, Line, and Distribution files.

We suggest that you first become familiar with the predefined forms provided with this package. Then use this chapter to modify the predefined forms as required or to design your own forms.

Definitions

Described below are definitions for certain terms used in this selection and this chapter.

Header, Line Item, Distribution, Summary and Total Groups

Each form consists of five information groups:

The **Header** is the top part of the form and typically includes information that relates to the P.O. in general (for example, the P.O. number, date, vendor's name and address). Header information always prints before Line Item and Totals information.

The **Line Items** group is the middle part of the form, and typically includes information on each line item on the P.O. (such as the item number and description, quantity ordered, and cost). Line Item information always prints after Header information and before Totals information.

Distributions include the G/L account and job distribution information for each line item. This section works differently than the other P.O. sections in that it can be printed either immediately after each line item, or one the same page as the Summary.

The **Totals** is the bottom part of the form, and typically includes the P.O. total, and comments. Totals information always prints after Header and Line Item information.

The **Summary** section of the form includes a summary of the G/L account distributions for the P.O. This section is printed after the Header, and, optionally, the Detail is printed on a page(s) separate from the pages containing the P.O. line items. A function is also available to suppress the printing of the Summary section.

Paginated

A form is either paginated or not paginated.

A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms.

A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, "P.O.'s" are paginated.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11-inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

NOTE: The **Distributions** and **Summary** sections of P.O. forms print in the same area defined for **Line Items**. For this reason, there is no need to define a separate starting/ending area for these sections.

When defining each data field to be printed on a paginated form, you specify the group of the field (Header, Line Item, Totals, Distributions, or Summary), its line number within the group, and the starting column number where it is to print.

The line number of a field is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

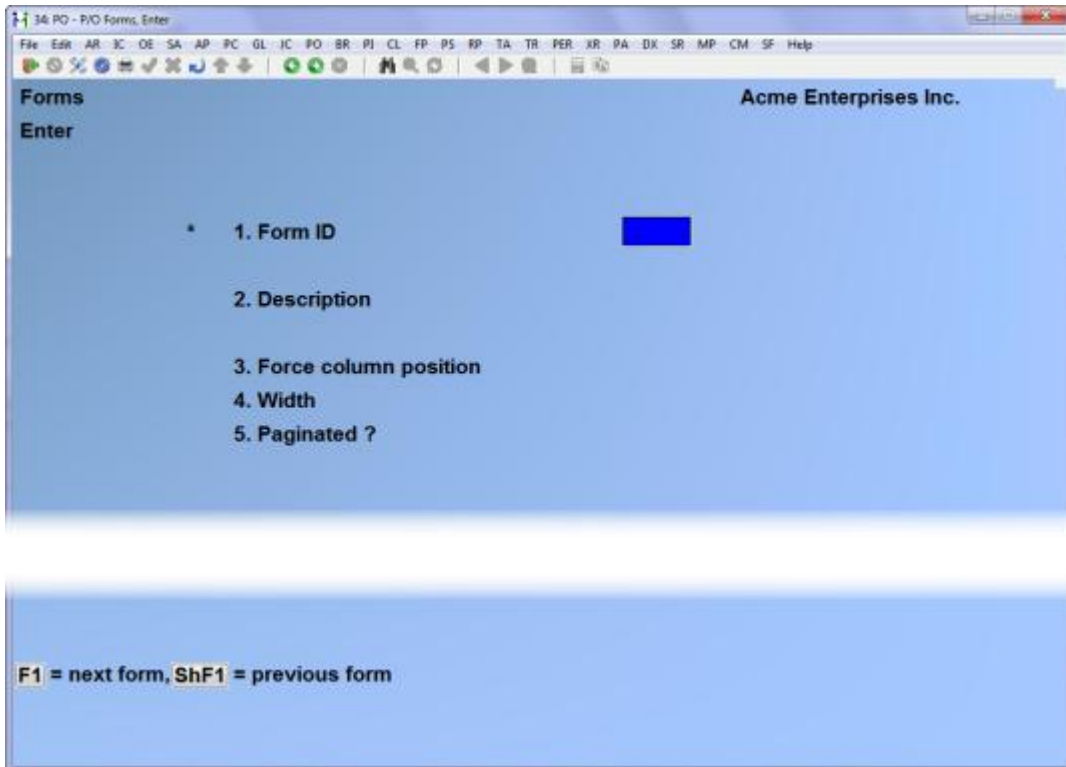
The column number of a field is simply the number of spaces to the right of the left margin of the form, beginning at 1.

To Begin

Select *Forms* from the page 2 of the P/O main menu.

Entering Forms

From the *Forms* menu select *Enter*. This is the screen you see:



On this screen, you identify the form with an ID, type, and description, and define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

? *1. Form ID

Enter the ID for this form, or use the option:

Option: [F1] to scan through the existing forms on file

Format: 5 characters

If the form ID you specify already exists, the information for that form displays and may be changed or deleted as usual. You also may use one of these options:

Options: [F2] to display the form as it currently exists (see the section titled **Displaying a Form** later in this chapter)

[F5] to print a test form, substituting "X's" or "9's" for each field that you have selected to print (see the section titled **Testing a Form** later in this chapter)

[F6] to copy an existing form to a new form (see the section titled **Copying a Form** later in this chapter)

2. Description

Enter the description of this form.

Format: 30 characters

3. Width

Enter the number of columns that may be printed on a form. Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or "pitch").

Format: 999 (max = 132)

4. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it.

Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y to "Paginated ?", the following fields appear:

5. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format: 999

6. First line for headers

Enter the first line number on which header information is to print.

Format: 999

7. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

8. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for "First line for headers" (field number 6).

Format: 999

9. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for "First line for line items" (field number 8).

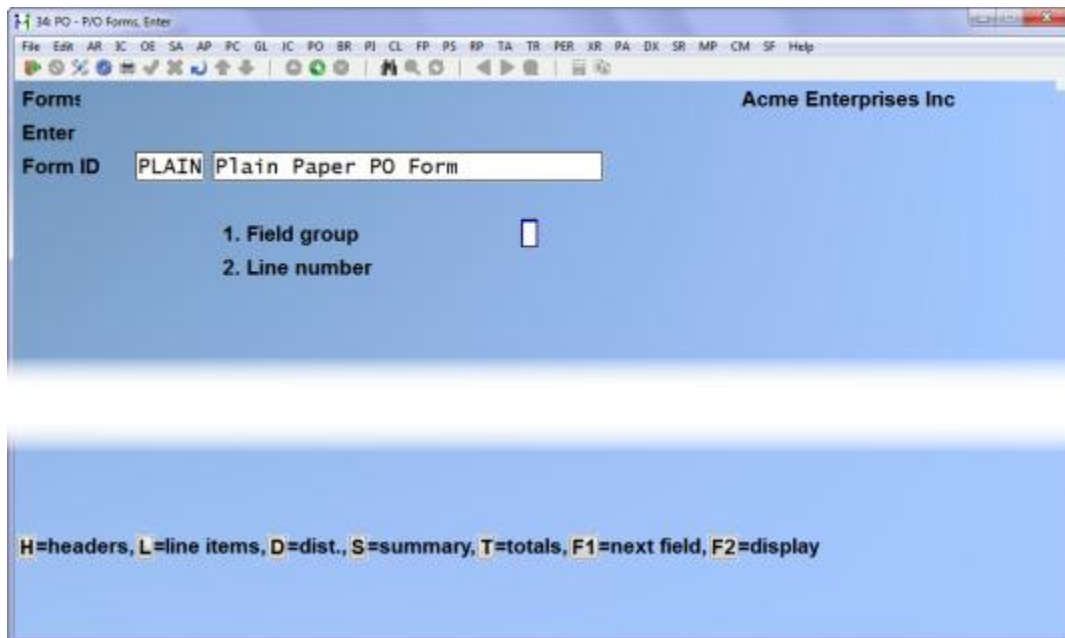
Format: 999

10. First line for totals

Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for "Last line for line items" (field number 9), and less than the number of lines specified for "Length" (field number 5).

Make changes as usual. For an existing form, you are then asked "View/change form layout?". Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

For each field, enter the information as follows:

1. Field group

Enter H if the field is part of the Header group, L for the Line Item group, T for the Totals group, D for Distributions group, or S for Distributions Summary group. You may also use one of the options:

- Options:**
- [F1] to scan through the fields on file for this form
 - [F2] to display the form as it appears so far (see the section titled **Displaying a Form** later in this chapter)

2. Line number

Enter the line number on which this field is to print, or use one of the options:

- Options:**
- [F1] to display the next field on file within this group
 - [F2] to perform a calculation (see the section below titled **Calculations** for details)

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

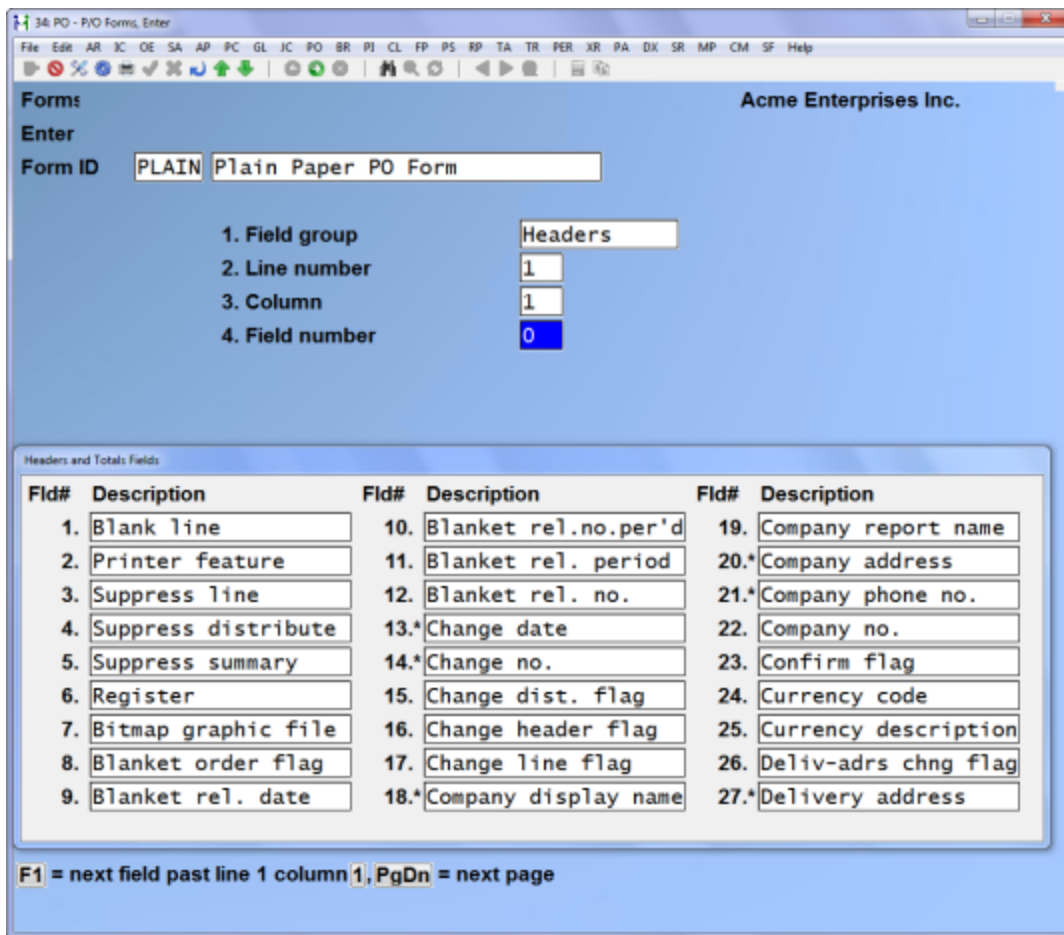
3. Column

Enter the starting column in which to print this field, or use the option:

- Option:**
- [F1] to display the next field on file within this group that is on or above the specified line number
 - [F2] to insert a new line within this group
 - [F3] to delete the current line within this group

Your entry may not be greater than the width of the form.

At "Field number", the screen displays as follows:



The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There is one more window showing additional Header and Totals fields that you may select to print.

To see the additional windows, press [PgDn]. To return to the previous window, press [PgUp].

If you had previously selected any of these fields to print on this form, an asterisk (*) appears next to the field number.

If you specify a "Field group" of Line Items, different windows display, showing only Line Item fields.

Refer to the section titled **Form Fields** near the end of this chapter for a description of each field displayed in the windows for Headers and Totals, Line Items, Distributions, and Summary Distributions.

Continue entering the information as follows:

4. Field number

Enter the number of the field that you wish to select, or use one of the options:

Options: [F1] to display the next field on file that is on or after this line number and column number

[Enter] to enter a literal (text) instead of a field number (see the section titled **Literal Fields** later in this chapter)

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

If you answer Y, these additional fields appear:

When Field-#

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the [PgUp] and [PgDn] keys to see additional windows.

is

(value)

Enter the conditions that this field must meet in order for the field being defined to print.

First, enter one of the following abbreviations:

[E][Q]	equal to
[N][E]	not equal to
[G][T]	greater than
[L][T]	less than
[G][E]	greater than or equal to
[L][E]	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press [Enter] to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Printing a Field Under More Than One Condition

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then define the field again, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Printer features

Printer features are used to advise the printer to do something special; such as change type size, turn bold on, turn bold off, etc. (For further details on setting up printer features refer to the chapter titled *Printers* in the *System Functions* manual.)

To turn a printer feature on select [2] (Printer feature) at the 4. Field number prompt. The screen appears as follows:

The screenshot shows a window titled "34: PO - PVO Forms, Enter" with a menu bar (File, Edit, AR, JC, DE, SA, AP, PC, GL, IC, PO, BR, PJ, CL, FP, PS, EP, TA, TR, PER, XR, PA, DK, SR, MP, CM, SF, Help) and a toolbar. The main area is blue and contains the following text and input fields:

- Forms Acme Enterprises Inc.
- Enter
- Form ID: PLAIN Plain Paper PO Form
- 1. Field group: Distribution
- 2. Line number: 2
- 3. Column: 1
- 4. Field number: 2 Printer feature
- 5. Repeat: 1
- 6. Feature code:

Enter the following information:

5. Repeat

Enter the number of times the printer feature you enter below will be repeated.

The most common purpose for entering a value greater than 1 is if you want to physically print a special character (such as graphics) more than once.

Format: 999

? 6. Feature code

Enter a valid printer feature code or use the option:

Option: [F1] to display the next printer feature code on file.

Format: 5 characters

If you are turning a printer feature on such as bold, condensed print, or italics, you will want to start the next printed field on top of the printer feature code since the printer feature code doesn't actually print anything, nor does it take up space on the form.

Helpful Hint

In version 6.5 Plus and later, many of the field sizes were expanded (dollar amounts etc.). This can cause problems if you have existing forms but still want to take advantage of the longer fields.

One thing you might want to try is setting up a printer feature for condensed print, and a printer feature that returns you to a normal print mode. When setting up a field that is longer than the space on your form allows, you can enter the printer feature code to switch to condensed print, print the field, and then enter the printer feature code to return to normal print mode.

Alternatively, you may even want to set up a printer that prints in condensed print only, and then set up your form so that it is spaced accordingly.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in "Field number" (field number 4). There are four different types:

Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates.

Literal fields contain text that you type. Most literal fields are defined by pressing [Enter] at "Field number", rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or use the option:

Option: [Enter] for the maximum length of the field

7. Justify

Enter R to "right-justify" the characters, or use the option:

Option: [Enter] for no justification, to print the characters as entered

If you specify "right-justify", the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 99

7. Decimal digits

(If the field has no decimal places, "(Not applicable)" displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

8. Commas ?

(If the field has less than 4 integer digits, "(Not applicable)" displays here.)

Answer Y to use commas when printing this field.

9. Leading zeros ?

(If you specified to use commas, "(Not applicable)" displays here.)

Answer Y to include any beginning zeros when printing this field.

10. Negatives ?

(If the field cannot be negative, "(Not applicable)" displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

- R minus sign to the right of the number [99.99-]
- L minus sign to the left of the number, in a fixed position [- 99.99]
- F minus sign to the left of the number, in a floating position [-99.99]
- C "CR" to the right of the number [99.99CR]
- P enclose number in parentheses [(99.99)]

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

- 1 MM/DD/YY (03/31/14)
- 2 MMM DD YY (Mar 31 14)
- 3 MMM DD (Mar 31)
- 4 DD-MMM-YY (31-Mar-14)
- 5 Month DD, YYYY (March 31, 2014)

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length

Enter the number of characters to be used when printing this field, up to the maximum shown, or use the option:

Option: [Enter] for the maximum shown

Format: 99 (max = 80)

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

7. Text

Enter the exact text to be printed, up to the length specified in field number 6.

8. Print on

This field applies only if you are using Kits. Enter L to print the literal text only for line items that are not component items of kits. Enter C to print the text only for component items. Enter B to print the text for both line items and component items.

Calculations

The calculations functionality built into forms, allows you to compute and store up to 20 figures for later printing on your forms using the "Calculation register" field.

Calculations are rarely needed for normal forms printing. If you are using a standard format or find no need to make any special calculations, please skip this section.

There are basically two steps to doing a calculation:

1. Enter one or more calculations to gain a desired figure(s).
2. Enter the calculation register(s) to print in your form layout.

To make a calculation, press [F2] at the **Line ?** prompt. The screen appears as follows:

Forms Acme Enterprises Inc.

Enter

Form ID PLAIN Plain Paper PO Form

1. Field group Headers

2. Sequence # 0 3. Register #

4. Operand 1

5. Operator

6. Operand 2

7. Conditional calc ?

Enter calculation sequence number

Enter the following data:

2. Sequence

Enter the sequence in which this calculation is to occur. This is the logical order in which the calculations are made.

The purpose of this field is to allow you to re-use a calculation register once you are finished with it.

Format: 999

3. Register

Enter the calculation register (from 1 to 20) to store the amount computed from the equation entered below.

This register can then later be used to print using the **Calculation register** field entry.

4. Operand 1

Enter the first operand field to use in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

5. Operator

Enter one of the following equation operators:

- | | |
|-----------|--|
| [+] | Add to Operand 1 to 2 |
| [-] | Subtract Operand 2 from 1 |
| [*] | Multiply Operand 1 by 2 |
| [/] | Divide Operand 1 by 2 |
| [D][I][V] | Divide Operand 1 by 2, but store only the integer portion of the resulting figure; i.e. 8 divided by 5 equals 1.6 but only 1 is stored in the calculation register (the .6 is stripped off). |
| [M][O][D] | Modulus division of operand 1 by 2, storing the remainder in the calculation register; i.e. 10 divided by 3 is 3 with 1 left over -- the 1 is stored in the calculation register. |
| [I][N][T] | Store the integer portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stored as 123 in the calculation register. |

- [F][R][C] Store the fraction portion of Operand 1 in the calculation register (Operand 2 is skipped); i.e. 123.54 is stores as .54 in the calculation register.
- [R][N][D] Round off Operand 1 and store the resulting figure in the calculation register. When selected you will be asked for a second operand which is the digit to round off to; valid responses to the second operand are [1] for the 1st decimal, [2] for the 2nd decimal, [-][1] to tens, [-][2] to hundreds etc..

6. Operand 2

Enter the second operand field used in the calculation from the window displayed, or use the option:

Option: [Enter] to enter a constant

The following are a few key things to keep in mind about using calculations:

1. When printing, the calculation registers are reset for each form section.
2. The sequence number is used to determine the order in which the calculations occur.
3. Calculations from headers, lines, distributions, summary distributions, and totals cannot be used interactively.
4. Calculation registers are not actually printed until you enter them in the header, line, or totals sections using the **Calculation register** field.

Distribution Fields

The G/L account and job distributions work differently than other sections on your P.O. forms in that you format how the distributions are printed, and then tell the form to do 1 of 3 things:

1. Print the "Distribution" immediately after the line in the Line section instead of on the Summary page using a command in the line section;
2. Print the "Distribution" on a separate Summary page using a command in the Line section;
3. Suppress the "Distribution" from printing all together using a command in the Line section.

Displaying a Form

While entering a form, you can press [F2] to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Testing a Form

A test form can be printed that substitutes "X's" or "9's" for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When printing P.O.'s you can also print a test alignment form.)

To test your form, at the first *Forms* screen, display the form you wish to test and press [F5]. When the printers list displays, select the printer on which this form is to be printed.

Copying a Form

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first *Forms* screen, display the existing form that you wish to copy and press [F6].

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Format: 5 characters

After the copy process is complete, you may change the new form as needed.

Printing a Forms List

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

To print the list, select *Print* from the *Forms* menu.

On the screen that appears, enter the following:

? 1. Starting form ID

? 2. Ending form ID

Enter the range of form ID's for which to print the list. Follow the screen instructions.

Format: 5 characters

3. Print fields ?

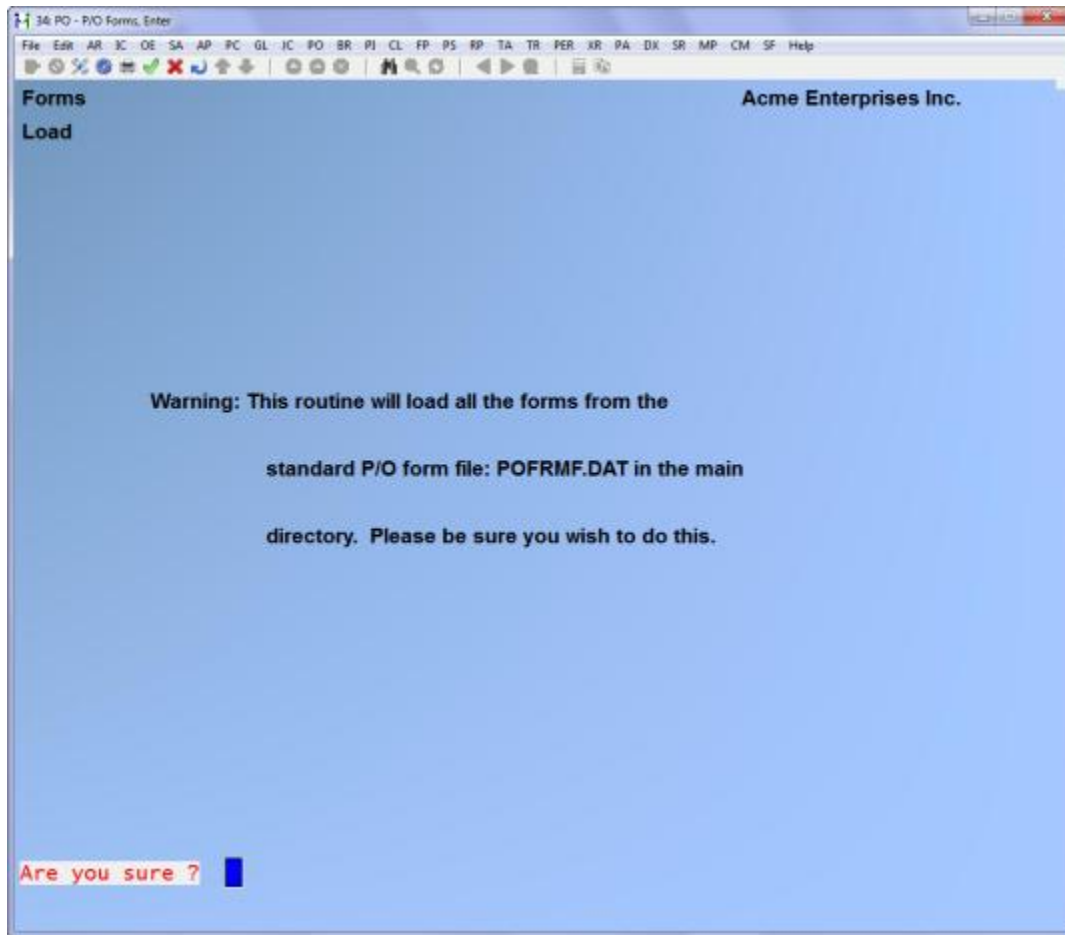
Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

NOTE: Many fields are defined for each form. Selecting to print fields for several types may require a significant amount of time and paper.

Loading Standard Forms

Samco provides a number of standard forms which you can use. To make these forms available for use (if they are not already available) you can run the *Load* function from the *Forms* menu.

The screen displays as follows:



Answer Y to continue with the import, or N to cancel.

Printing a Field Location Grid

The field location grid is a tool to help you lay out your form properly. When you print this grid right on your form, you will see the exact rows and columns of every piece of check information. You will then be able to specify the exact row and column for each piece of information when you re requested to do so later.

To begin, select *Grid* from the *Forms* menu.

On the screen displayed, enter the following information:

1. # of rows on the form (top to bottom)

Enter the number of rows to appear on the grid. The number you enter here corresponds to the number of rows on your form.

You can also use the option:

Option: [F1] to use 66 rows, which corresponds to regular 8 1/2" x 11" paper, 6 rows per inch, with no top or bottom margins.

Format: 99

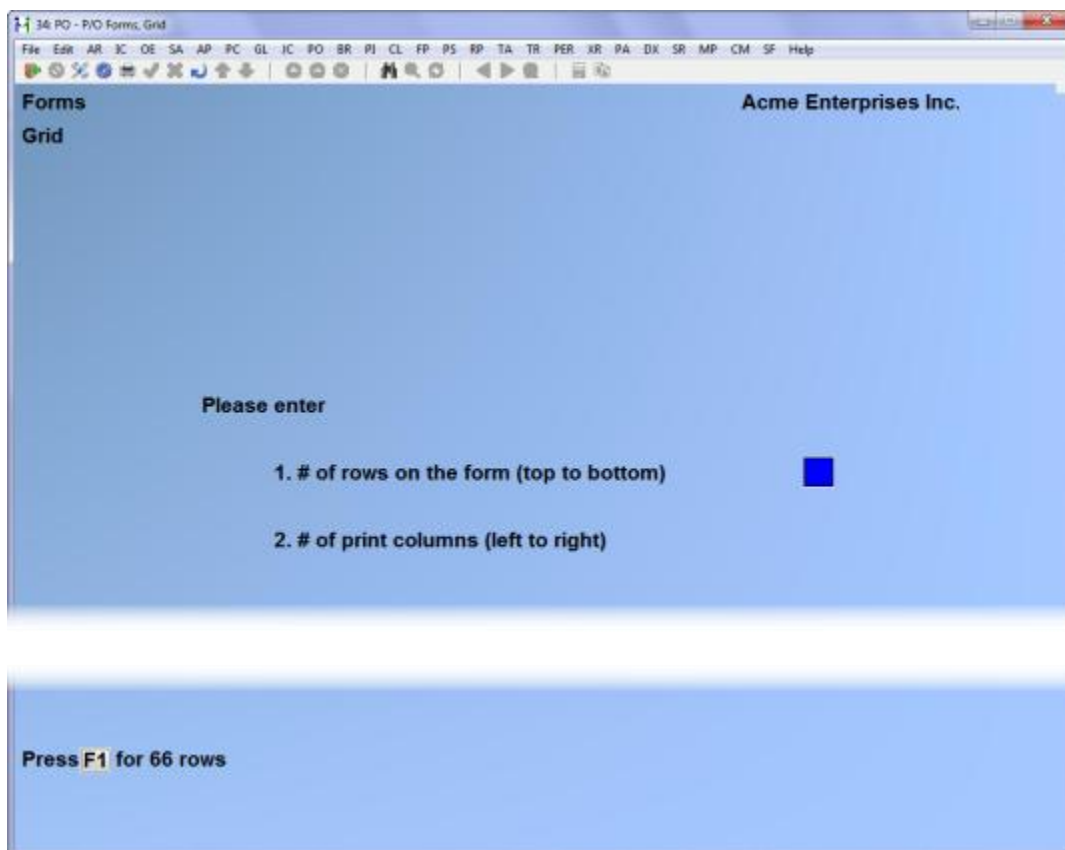
2. # of print columns (left or right)

Enter the number of print columns to appear across the page on the grid, or use the option:

Option: [F1] to use 80 columns, which corresponds to regular 8 1/2" x 11" paper, 10 character per inch, with 1/4" left and right margins.

Format: 999

The following screen is then displayed:



The printer should always be ready to print in location 1,1 (that is row 1, column 1).

Type DONE and the grid prints.

After the grid is printed, you are asked whether you want to print it again. If you answer Y, another grid prints; if N, you are asked to mount regular paper.

Form Fields

The following is a description (with pointers on usage) of the various fields available when designing forms.

The field descriptions are arranged in four groups: Header/Total fields, Distribution fields, Summary fields, and Line Item fields.

Header fields are those which print at the top part of the form, while **Total** fields print at the bottom part. Header and Total fields are fields that relate to the P.O. in general, such as P.O. number, date, vendor name, and amounts.

Line Item fields print in the middle part of the form, between the Header and Total fields. Line Item fields relate to each line on the P.O., such as item number, description, quantity, and price.

Distribution fields print in the middle part of the form, between the Header and Total fields. These fields relate to the G/L account and job distributions for each line on the P.O., such as G/L account number, account description, job number, quantity / percentage, and amount.

Summary fields are those printed at the bottom part of the form. Summary fields are fields that relate to the P.O. G/L account and job distribution totals.

Header/Total Fields

<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Suppress distribute	Used to suppress the printing of line distributions all together.
Suppress summary	Used to suppress the printing of summary distributions all together.
Register	Used to access register values stored during calculation routines.

Blank order flag	Y = this is a blanket order
Blanket rel. date	1st required date for blanket order
Blanket rel.no.per'd	Release interval (# of)
Blanket rel. period	Release periods: W = weeks, M = months, D = days
Blanket rel. no.	Last release number
Change date	Change date from <i>Changes to P.O.</i> (applies to changed P.O.'s only)
Change no.	Change # from <i>Changes to P.O.</i> (applies to changed P.O.'s only)
Company display name	Your company's display name from the Company file.
Company report name	Your company's report name from the Company file.
Company address (1-3)	You are prompted whether to use address line 1 - 3 from Company file.
Company phone no.	Your company's phone number form the Company file.
Confirm flag	Y = this is a confirming P.O., I = internal use only, D = don't print
Delivery address	Deliver to address from P.O. header
Delivery code	Deliver-to location code
F.O.B.	F.O.B. description from header
Last changed by	Initials of the last user to change the P.O.
Last change date	Last change date of the P.O.
Last change no.	last change # used for the P.O.
Multi-drop flag	Y = this is a mult-drop P.O.
Order by	Ordered by from P.O. header
Order total amount	Total P.O. amount
Page number	The current page number of the form being printed.

P.O. date	P.O. date from P.O. header
P.O. number	Purchase order number
Ship-via	Ship via text from P.O. header
Special message (1 - 3)	Special message text from P.O. header
Special message flag (1 - 3)	Y = special message text line not blank
Special terms (1 - 2)	Special terms text from P.O. header
Special terms flag (1 - 2)	Y = special terms text line not blank
System date	Your computer's current date
System time	Your computer's current time
User def.fld.title	User defined field title
User def.fld.value	Value of the UDF
Vendor address	Vendor's address from P.O. header
Vendor address code	Purchasing address code
Vendor contact-1	Vendor's contact-1 from Vendor file
Vendor contact-2	Vendor's contact-2 from Vendor file
Vendor name	Vendor's name from P.O. header
Vendor fax	Vendor's fax number from Vendor file
Vendor no.	Vendor's ID number
Vendor telephone-1	Vendor's telephone number-1 from Vendor file
Vendor telephone-2	Vendor's telephone number-2 from Vendor file
Warehouse name	Warehouse name of deliver-to
Line Item Fields	
<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.

Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Suppress spaces line	Suppress the line when nothing printed
Register	Used to access register values stored during calculation routines.
ABC code	Inventory item's ABC code from Item file
Addition desc. flag (1 - 6)	Y = additional description exists for line
Additional desc. (1 - 6)	Additional description entered for line item
Bar code (1 - 8)	Item's bar code number from Item file
Blanket total-qty	Total quantity released for the line
Blanket rel. date	Last release date of the line
Conversion - our	Conversion factor for vendor's ship unit to our unit
Conversion - vendor	Conversion factor for vendor's ship unit to vendor's sell unit
Conversion flag	1 = convert unit from sell to ship, 2 = convert unit from ship to sell
Delivery status	Y = delivery closed, X = over-received
Delivery date (1 - 4)	Delivery date from P.O. line
Delivery expedite (1 - 4)	Expedite date from P.O. line
Delivery location (1 - 4)	(Multi-drop P.O. only) Deliver-to location from P.O. line
Deliv. qty in stock (1 - 4)	Quantity to deliver in stocking units
Deliv. qty in sell (1 - 4)	Quantity to deliver in selling units
Deliv. qty in ship (1 - 4)	Quantity to deliver in shipping units
Distribution	Print account/job distributions
Rec'd qty in stock	Quantity received in stocking units

Rec'd qty in sell	Quantity received in selling units
Rec'd qty in ship	Quantity received in shipping units
Extended price	Extended line price
Line item type	Line item is for I = inventory, J = job, or O = other
Line no.	Line sequence number
Line status	Y = closed, X = cancelled
Item description	Item description
Item no.	Item number
Item stock unit	Item stocking unit
Item track method	Item tracking method
Item UDF value scr 1	UDF value screen
Item UDF code desc 1	UDF code description
Item UDF title scr 1	User defined field title
No. line notes	The note number for the line item
Notes	Note for specified note number
Order no. (1 - 4)	Order number from P.O. line
Qty in stock unit	Quantity ordered in stocking units
Qty in sell unit	Quantity ordered in vendor's selling units
Qty in ship unit	Quantity ordered in vendor's shipping units
Unit price in stock	Unit purchase price in stocking units
Unit price in sell	Unit purchase price in selling units
Unit price in ship	Unit purchase price in shipping units
Vendor item no.	Vendor's product number
Vendor item desc.	Vendor's description

Vendor sell unit	Vendor's selling unit
Vendor ship unit	Vendor's shipping unit
Worksheet no.	Worksheet number P.O. was issued on

Distribution Fields

<u>Field name</u>	<u>Description / Notes</u>
Blank line	When this field is selected, no other data is printed on the line, even if it is defined.
Printer feature	Turns a printer feature on or off
Suppress line	Used to suppress the printing of an entire line when a specified criteria(s) is met.
Register	Used to access register values stored during calculation routines.
1st distribution flg	Y = first distribution on P.O.
1st dist-line flag	Y = first line of distribution
Delivery code	Deliver to location code
Distr.-account no.	G/L account
Distr.-acct desc.	G/L account description
Distr.-amount	Amount distributed to account
Distr.-job no.	Job number (Job Cost)
Distr.-percentage	Percentage of line to distribute
Distr.-quantity	Quantity of line to distribute
Distr.-sub-job no.	Sub-job number (Job Cost)
Distribution type	Q = quantity, P = percentage, A = amount
Line no.	Line sequence number
Item description	Line item description
Item no.	Line item number

Print in line flag Y = distribution lines are printed after each line item is printed

Warehouse name name of warehouse for deliver-to

Summary Fields

Field name Description / Notes

Blank line When this field is selected, no other data is printed on the line, even if it is defined.

Printer feature Turns a printer feature on or off

Suppress line Used to suppress the printing of an entire line when a specified criteria(s) is met.

Register Used to access register values stored during calculation routines.

1st summary flag Y = first line of summary distribution

1st summary line flg Y = first summary line of distribution or after page break

End summary line flg Y = last line of summary

Summary acct no. Valid G/L account number

Summary acct desc. Valid G/L account description

Summary amount Amount distributed to account/job

Summary amount total Total amount distributed

Summary job no. (Job Cost) Summary job number

Summary sub-job no. (Job Cost) Summary sub-job number



Chapter 7

Deliver-to Locations

Introduction

Use this selection to set up one or more deliver-to locations or warehouses for receipt of shipments on your P.O.'s. Before you can enter a new P.O. for any deliver-to location, that deliver-to location must be designated here.

If you are using Purchase Order with Job Cost, you can enter your job sites here.

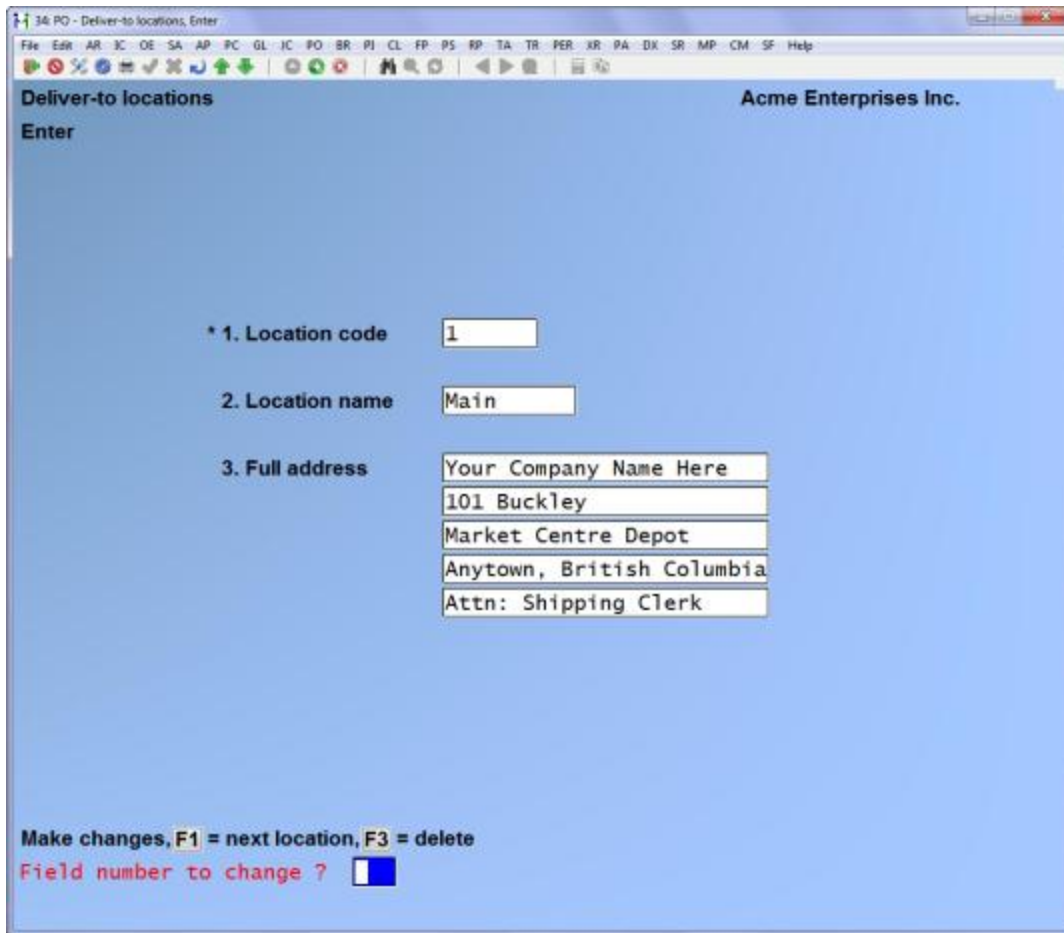
If you are using Inventory Plus, warehouses defined for I/C will be automatically available to the P/O package and vice versa.

To Begin

From page 2 of the P/O menu, select *Set up -> Deliver-to locations*. Then select *Enter* from the menu which appears.

Entering Deliver-to Locations

A screen then appears. After defining a deliver-to location it appears similar to this:



From this screen you can work with both new and existing deliver-to locations. If a deliver-to location has already been entered for the location code you enter, it will appear and be available for changes or deletion.

Enter the following information:

? * 1. Location code

For new deliver-to locations:

Enter a location code or use the option:

Option: [Enter] to use the most usual warehouse or deliver-to location. (In later selections, you can press [Enter] to default to this "central" location.)

Format: 2 characters

For an existing deliver-to location:

Enter the deliver-to location code or use the option:

Option: [F1] to scan through the deliver-to locations on file

NOTE: You should not delete a deliver-to location if there are any open P.O.'s or un-invoiced receivings still on file for that location.

2. Location name

Enter a brief name for the deliver-to location. It is for your reference only and does not appear on the printed P.O.

Format: 10 characters

3. Full address

Enter the full address of the deliver-to location, including the company name. You can skip a line by pressing [Enter], but you must go through all 5 lines to complete adding the new deliver-to location.

Format: 5 lines of 25 characters each

Printing a List of Deliver-to Locations

From the *Deliver-to locations* menu, select *Print*.



Chapter 8

Vendor Items

Introduction

Use *Vendor items* to enter your vendors and the items they sell.

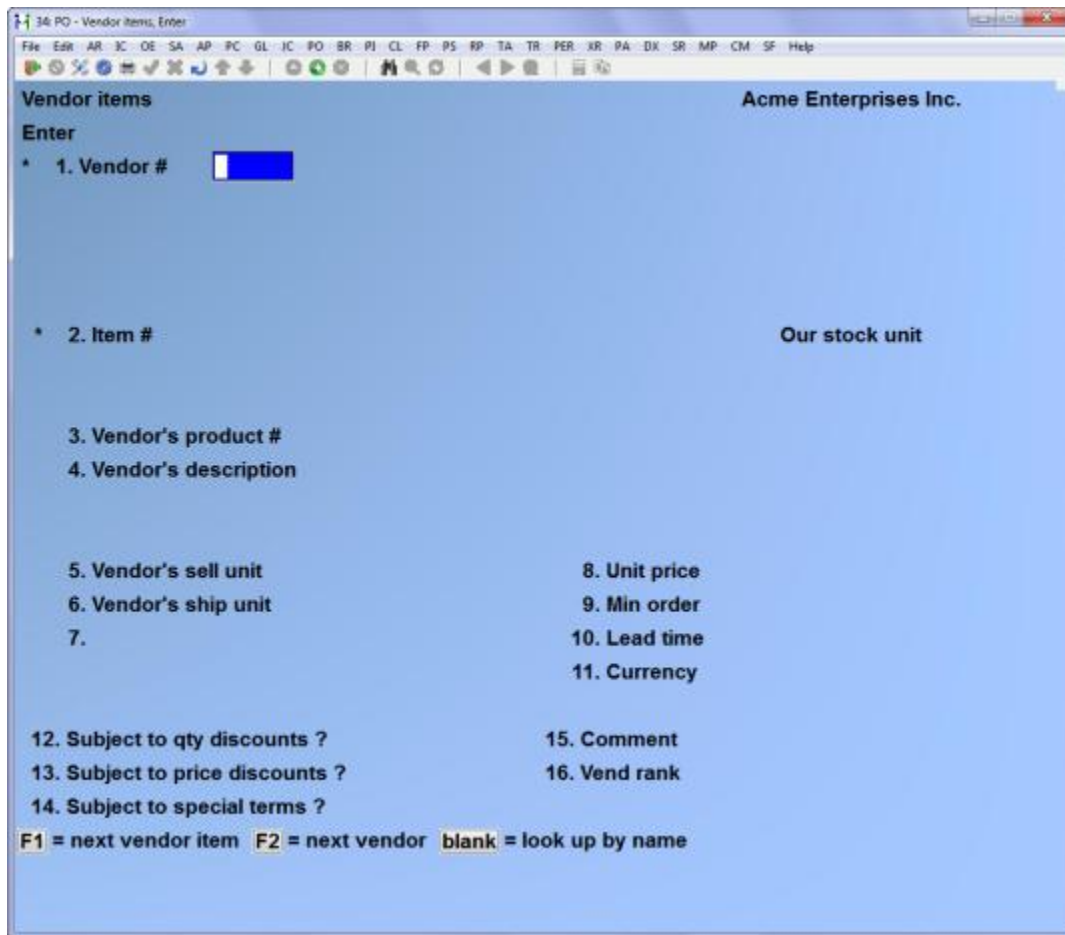
NOTE: To enter a purchase order for a particular item from a particular vendor, there must be a record for the combination of that vendor and that item in the Vendor Item File. Therefore, you must ensure that all of the items that you regularly purchase, for all the vendors that you usually purchase them from, are entered into this file. The next chapter, *Set-Up Vendor Item File*, provides several methods for setting up the Vendor Item File quickly.

To Begin

From the 2nd page of the P/O menu, select *Set up ->Vendor items*. Then from the menu that appears, select *Enter*.

Entering Vendor Items

This is the screen you see when I/C is interfaced:



NOTE: If you are not interfaced to I/C, the format of this screen is slightly different. Refer to the notes at the end of this section for a description of the non-I/C case.

From this screen you can work with both new and existing vendor items. If a vendor item has already been entered for the vendor number and item number you specify, it will appear and be available for changes or deletion.

(If you're not using I/C, an existing vendor item will appear when you specify the vendor number and the vendor's product number.)

Enter the following information:

? * 1. Vendor #

For a new vendor item:

Enter the vendor number or use one of the options:

Options: [F2] to scan through the vendors on file

[Enter] to look up the vendor by name

Format: 6 characters

For an existing vendor item:

Enter the vendor number and item number, or use the option:

Option: [F1] to scan through the vendor items on file

If one exists, you are allowed to change the information for it.

Format: 6 characters (for vendor) / 15 characters (for item number)

? * 2. Item #

Enter the number of the item you are adding for this vendor. This item must be in the Item File in I/C.

Enter the item number or use one of the options:

Options: [F1] to scan through the items in the Item File

[Enter] to look up the item by its description

Format: 15 characters

3. Vendor's product #

Enter the number the vendor uses for this item or use the option:

Option: [F1] to use the same number as the item entered above

Format: 15 characters

4. Vendor's description

Enter the vendor's description of this item, or use the option:

Option: [F1] to use the same description for the item as your own

Format: 2 lines of 25 characters each

5. Vendor's sell unit

Enter the unit of measure (for example, CASE, LITR, DOZN, EACH) in which the vendor sells the item, or use the option:

Option: [F1] to use the item's stocking unit

Format: 4 characters

6. Vendor's ship unit

Enter the unit of measure in which the vendor ships the item or use the option:

Option: [F1] to use the same unit as the vendor's sell unit

Format: 4 characters

7. (Number of sell units per ship unit) (Number of stock units per ship unit)

If your stock unit is the same as the vendor's selling and shipping unit (e.g. they are all "EACH"), then this field is skipped.

If the vendor's selling unit and shipping unit are the same, then you need only enter the number of stock units per ship unit. For example, if your stock unit is EACH and the vendor sells and ships by the dozen, you would enter "1 DOZ = 12 EACH".

If your stock unit is the same as the vendor's shipping unit, then you need only enter in this field the number of sell units per ship unit. For example, if your stock unit is DOZ (dozen) and the vendor's sell unit is EACH, but the vendor ships by the dozen, then you would enter "1 DOZ = 12 EACH".

If all three units are different (stock unit, vendor sell unit and vendor ship unit), then you must enter both the number of sell units per ship unit and the number of stock units per ship unit. For example, if the stock unit is EACH and the vendor sells by the dozen and ships by the gross, then you would enter "1 GROS = 12 DOZ" and "1 GROS = 144 EACH".

The numbers you enter here are commonly referred to as "conversion factors". You cannot enter a conversion factor greater than 2,000.

Enter the conversion factor(s), or use the option:

Option: [F2] to reverse the sequence of the units displayed. (For example, if "1 GROS = ___ DOZ" was displayed, it would be switched to "1 DOZ = ___ GROS".)

Format: 9,999.999

NOTE: The "stock unit" referred to above is the stocking unit in the Item record for the item in Inventory Management.

8. Unit price

Enter the vendor's price per the vendor's selling unit. The unit price can be stated in tenths of a cent if desired.

NOTE: This price is not automatically updated by any function.

Format: 9,999,999.999

9. Min order

Enter the minimum number of selling units the vendor accepts in a single order or use the option:

Option: [Enter] to use 1 as the minimum number

Format: 999,999.999

10. Lead time

Enter the usual time (in days) that the vendor takes to fill your order for this item. If you do not have a good idea of how long this is, type in zero or press [Enter].

Format: 999

11. Subject to qty discounts ?

Answer Y if the vendor gives quantity discounts on this item.

12. Subject to price discounts ?

Answer Y if the vendor gives price discounts on this item.

A "price discount" is a discount given on the entire order if the total price of the order is more than a specified amount.

13. Subject to special terms ?

Answer Y if the vendor gives special terms for the purchase of this item.

14. Comment

Enter any comment about this item.

Format: 25 characters

15. Vend rank

Enter the number which shows this vendor's relative importance to you in your purchase of this item: [1] = prime vendor, [2] = second choice, [3] = third choice.

Format: 9

Without Inventory Management

If you are not using I/C with P/O, the Vendor Item screen is slightly different than what has just been described. Refer to the preceding section as you read through this section.

NOTE: If you are not using I/C with P/O, you can enter items on a P.O. directly without having to enter them here. However, we suggest that you do enter any items here that you plan to reorder, so you do not have to re-enter all the information about the items later when you order them again.

If you are not interfaced to I/C, the *Enter* screen looks like this:

Vendor items Acme Enterprises Inc.

Enter

* 1. Vendor #

* 2. Vendor's product #

3. Vendor's description

4. Vendor's sell unit

5. Vendor's ship unit

6.

7. Unit price

8. Min order

9. Lead time Days

10. Currency

11. Subject to qty discounts ?

12. Subject to price discounts ?

13. Subject to special terms ?

14. Comment

F1 = next vendor item F2 = next vendor blank = look up by name

Because the Item File in I/C is not available, none of the references to your item number, your item description, and your stocking unit apply. Therefore, they do not appear on the screen.

The fields following the vendor number are the vendor's product number and description. You must enter these fully; there are no defaults.

The same rules for new and existing vendor items apply as when I/C is interfaced, except that the vendor item is identified by vendor number and vendor's product number (instead of by item number).

Next, enter the vendor's selling unit and vendor's shipping unit. There is no default for the vendor's selling unit.

Next, enter the conversion factor between the vendor's selling and shipping units (if these units are different). Only one conversion factor (if any) will be requested.

The remaining fields are handled the same as described in the preceding section, except there is no vendor rank.

Printing a Vendor Items List

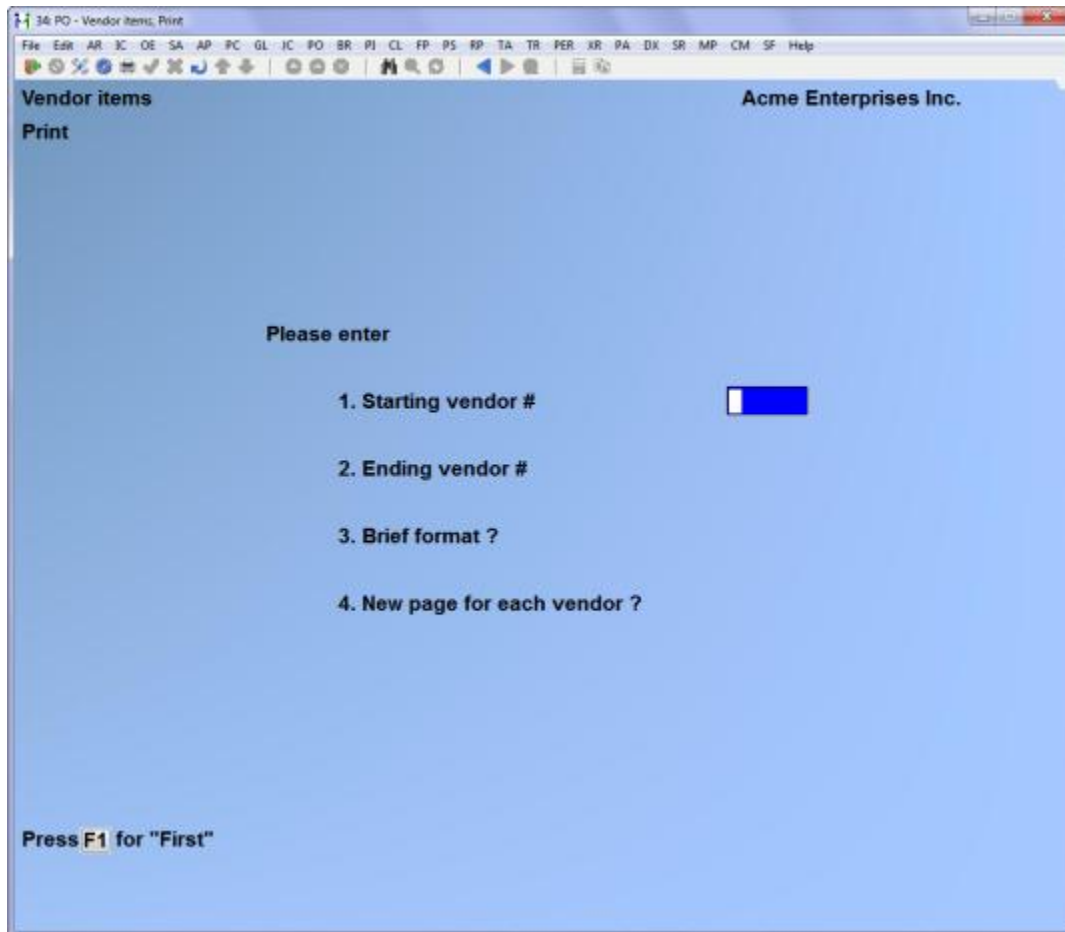
From the *Vendor items* menu, select *Print*.

You are asked "PRINT IN VENDOR OR ITEM ORDER?". Type [V] for Vendor or [I] for Item to select the order in which to print the vendor items.

(If I/C is not interfaced, you are not given this choice and the list prints in vendor order.)

Vendor number order

If you chose to print in vendor number order, this screen appears:



Enter the following information:

? 1. Starting vendor #

? 2. Ending vendor #

Enter the range of vendors you want to include on the report. Follow the screen instructions.

Format: 6 characters in each field

3. Brief format ?

Answer Y to print the list in brief format, showing only one line per vendor item. Answer N to print the full detail of each vendor item shown.

4. New page for each vendor ?

Answer Y to start each vendor on a new page, or press [Enter] to print multiple vendors on the same page.

Item number order

If you chose to print the vendor items in item number order, a screen appears for you to choose the starting and ending item numbers and whether to print the list in brief format.

Enter the following information:

? 1. Starting item #

? 2. Ending item #

Enter the range of items to include on this report. Follow the screen instructions.

Format: 15 characters in each field

3. Brief format ?

Answer Y to print the items in brief format or N to print the full detail of each vendor item shown.



Chapter 9

Set Up Vendor Item File

Introduction

Use this selection to quickly set up the Vendor Item File when you are setting up the Purchase Order package. You can also use this selection later to modify large parts of the Vendor Item File all at once.

To Begin

From page 2 of the P/O menu, select *Set up* -> *Set up vendor item file*.

(If you are not using the Inventory Management package with P/O, the first, second, and last selections do not appear on this menu.)

Loading Items for a Vendor

(This selection is available only if you are using the Inventory Management package.)

Use this selection to load a range of inventory items from the Item File in I/C into the Vendor Item File for a selected vendor.

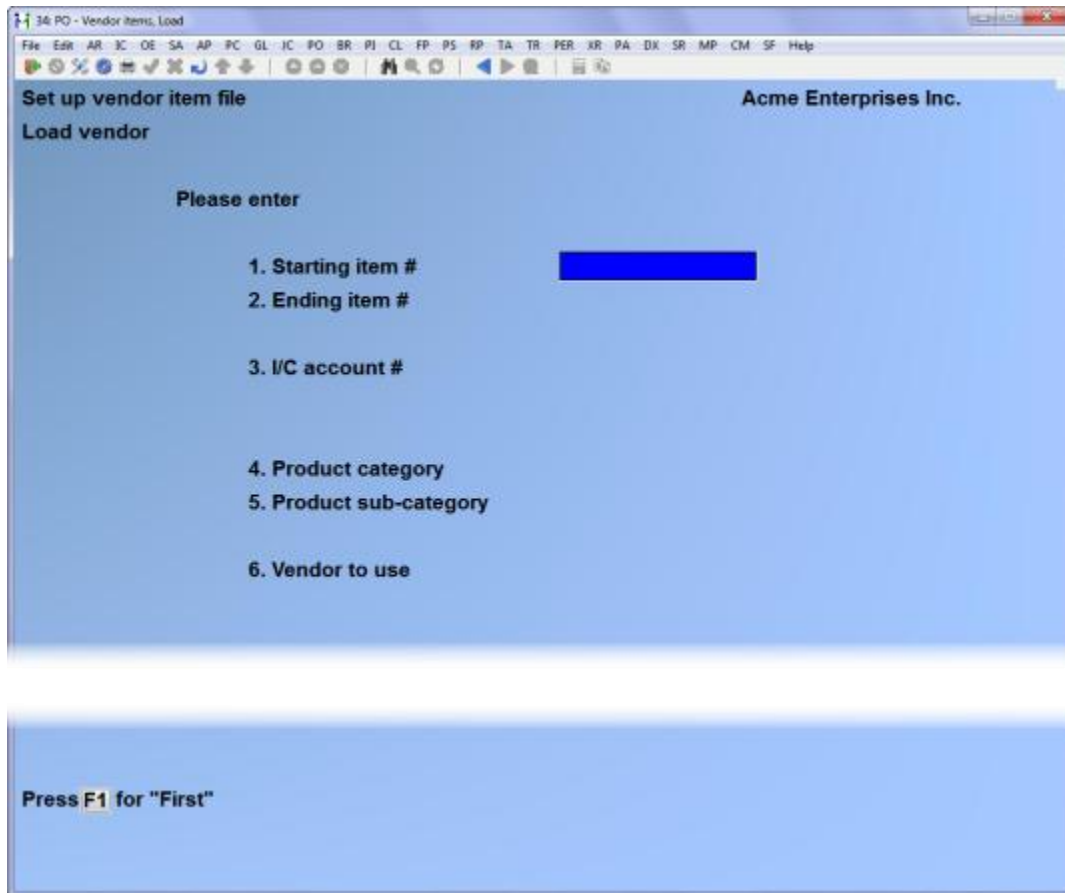
This function scans through the I/C Item File looking only at your specified range of item numbers. Each record is checked to see if its I/C account number, product category, and product sub-category match the ones that you have specified.

If the matching item is already on file for the vendor, the existing Vendor Item record is not changed and the item is skipped. Otherwise, information about the item is loaded into a new Vendor Item record for the vendor you specified.

This function is useful for loading one vendor with items meeting a particular criteria. For example, if a vendor is known to carry most items of a certain product category, it might be more efficient to create his Vendor Item records with this function, and then delete the few that do not apply.

From the *Set up vendor item file* menu, select *Load vendor*.

The following screen appears:



Enter the following information:

- ? 1. Starting item #
- ? 2. Ending item #

Enter the range of items to load into the Vendor Item File. Follow the screen instructions.

Format: 15 characters at each field

? 3. I/C account

Enter the I/C account number for this range of items or use one of the options:

- Options:** [F1] for the default I/C account
[F2] to scan through the other I/C accounts on file
[Enter] for "All" I/C accounts

If you enter an I/C account number here, only items in the range selected that also have this I/C account number will be loaded into the Vendor Item File.

? 4. Product category

Enter the code for the product category for this range of items or use one of the options:

- Options:** [F1] to load items for "All" product categories
[Enter] to load only items with no product category code. (In this case, this field remains blank.)

If you enter a product category here (including the "blank" category), only items in the range selected that are also in this product category will be loaded into the Vendor Item File.

NOTE: If a selected item is already on file for the vendor, it is not changed. The loading process just skips it.

Format: 99999

5. Product sub-category

Enter the code for the product sub-category for this range of items or use one of the options:

- Options:** [F1] to load items for "All" product sub-categories
[Enter] to load only items with no product sub-category code. (In this case, the field remains blank.)

If you enter a product sub-category here (including the "blank" sub-category), only items in the range selected that are also in this product sub-category will be loaded into the Vendor Item File.

NOTE: If a selected item is already on file for the vendor, it is not changed. The loading process just skips it.

Format: 99999

? 6. Vendor to use

Enter the number of the vendor for whom you want to create the Vendor Items or use the option:

Option: [F1] to scan through the vendors on file

Temporary vendors are not allowed. (A temporary vendor has a vendor number beginning with an asterisk.)

Format: 6 characters

You will then be asked if it is OK to proceed with loading the items for the vendor that you selected.

Loading Items

(This selection is available only if you are using the Inventory Management package.)

Use this selection to load a range of inventory items from the Item File in I/C into the Vendor Item File. Only items matching your specified criteria will be loaded. These criteria are starting/ending item numbers, vendor number, product category, and product sub-category.

This function scans through the I/C Item File, looking only at your specified range of item numbers. Each record is checked to see if it's prime vendor number (alternate vendors 1 and 2 are also supported), I/C account number, product category, and product sub-category match the ones that you have specified. If the matching item is already on file for the vendor, the existing Vendor Item record is not changed and the item is skipped. Otherwise, information about the vendor and the item is loaded into a new Vendor Item record. The item record's vendor numbers and item number become, respectively, the vendor number and item number of the new Vendor Item records.

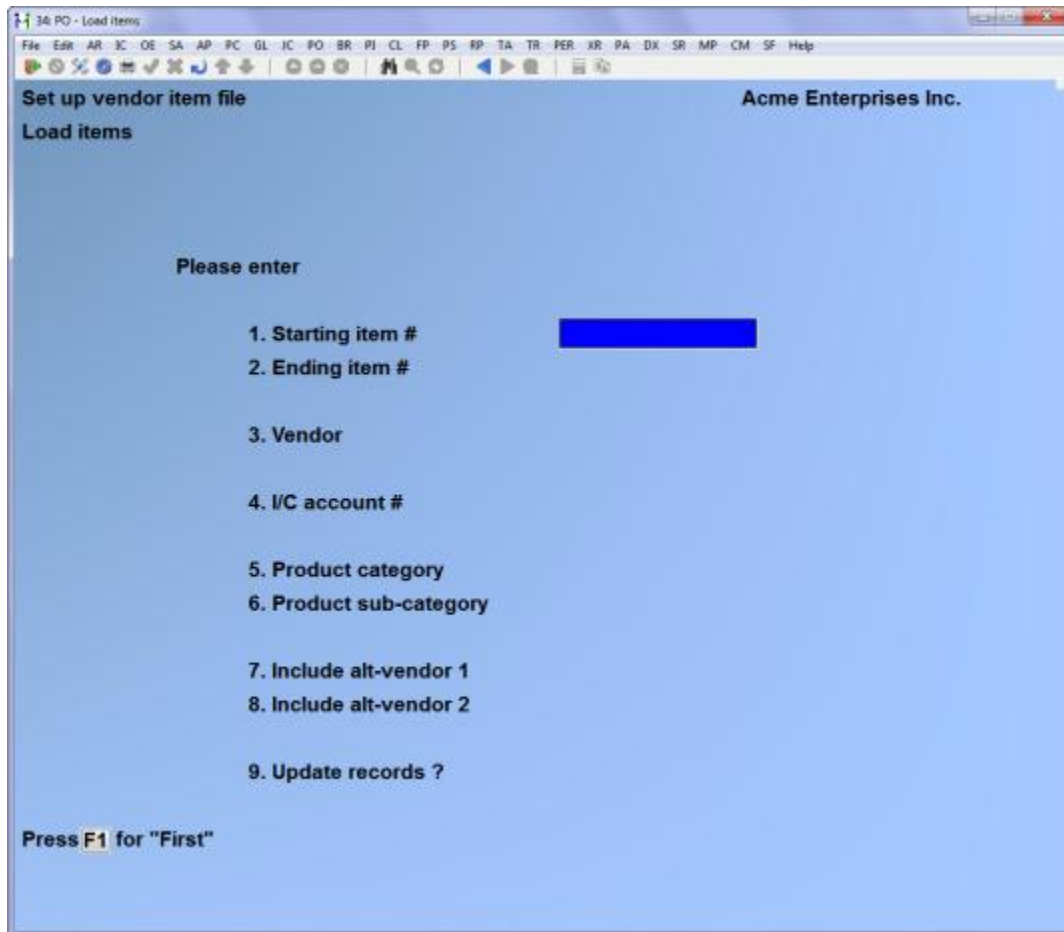
This function is especially useful if your I/C Item File is already set up with prime vendor information. By entering "All" for all of the parameters in this screen, Vendor Item records can be automatically loaded for your prime vendors.

If a selected item is already on file for the vendor, it is not changed. The loading process just skips it.

Updating Existing Records

You have the option of updating existing records by answering Y to the "Update records?" field. Instead of skipping over an existing record, the function will update the vendor item file with the new information from the inventory item file. From the *Set up vendor item file* menu, select *Load items*.

This screen appears:



Enter the following information:

- ? 1. Starting item #
- ? 2. Ending item #

Enter the range of items to load into the Vendor Item File. Follow the screen instructions.

Format: 15 characters at each field

- ? 3. Vendor

Enter a vendor number for this range of items or use one of the options:

Options: [F1] to scan through the vendors on file

[F2] to load items for "All" vendors

If you enter a vendor number here, only items in the range selected which also have this vendor number will be loaded into the Vendor Item File.

Format: 6 characters

? 4. I/C account

Enter the I/C account number for this range of items or use one of the options:

Options: [F] for the default I/C account

[F2] to scan through the other I/C accounts on file

[Enter] for "All" I/C accounts

If you enter an I/C account number here, only items in the range selected that also have this I/C account number will be loaded into the Vendor Item File.

? 5. Product category

Enter the code for the product category for this range of items or use one of the options:

Options: [F1] to load items for "All" product categories

[Enter] to load only items with no product category code. (In this case, this field remains blank.)

If you enter a product category here (including the "blank" category), only items in the range selected that are also in this product category will be loaded into the Vendor Item File.

NOTE: If a selected item is already on file for the vendor, it is not changed. The loading process just skips it.

Format: 99999

6. Product sub-category

Enter the code for the product sub-category for this range of items or use one of the options:

Options: [F1] to load items for "All" product sub-categories

[Enter] to load only items with no product sub-category code. (In this case, this field remains blank.)

If you enter a product sub-category here (including the "blank" sub-category), only items in the range selected that are also in this product sub-category will be loaded into the Vendor Item File.

NOTE: If a selected item is already on file for the vendor, it is not changed. The loading process just skips it.

Format: 99999

? 7. Include alt-vendor-1

Answer Y if you want the alternate vendor-1 from the item file included with the load using the vendor criteria entered in field 3 above.

If you answer Y, any items with alternate vendor-1 matching the vendor number entered in field 3 will also be loaded.

? 8. Include alt-vendor-2

Answer Y if you want the alternate vendor-2 from the item file included with the load using the vendor criteria entered in field 3 above.

If you answer Y, any items with alternate vendor-2 matching the vendor number entered in field 3 will also be loaded.

You will then be asked if it is OK to proceed with loading the items into the Vendor Item File.

9. Update records ?

Answer Y if you want to update the existing vendor items from the information in the item file.

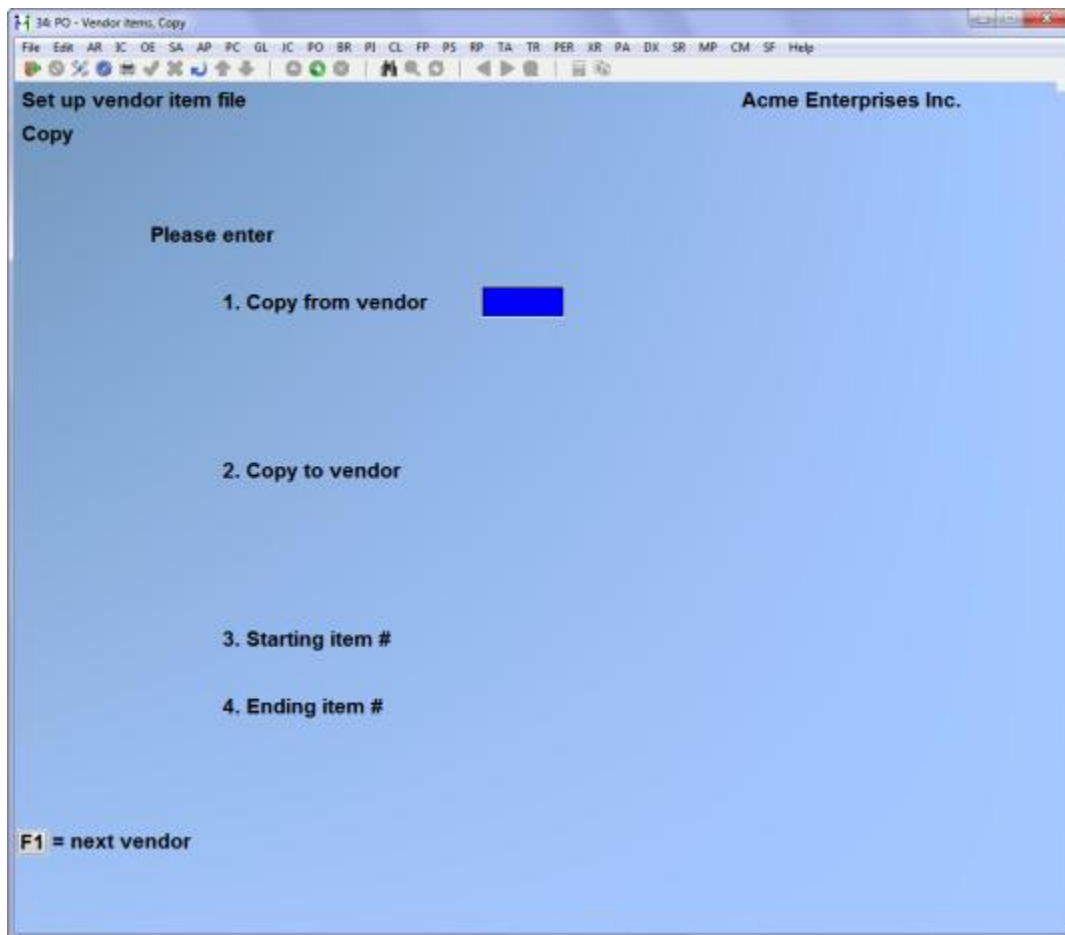
If you answer Y, all items matching the criteria above will not be updated.

Copying Vendor Items

Use this selection to copy data from Vendor Item records on file for one vendor to Vendor Item records for another vendor.

From the *Set up vendor item* file, select *Copy*.

The following screen appears:



Enter the following information:

? **1. Copy from vendor**

Enter the number of the vendor to copy items from or use the option:

Option: [F1] to scan through the vendors on file

(A temporary vendor is not allowed.)

Format: 6 characters

? **2. Copy to vendor**

Enter the number of the vendor to copy items to, exactly as above. (A temporary vendor is not allowed.)

The copy-to vendor cannot be the same as the copy-from vendor.

Option: [F1] to scan through the vendors on file

Format: 6 characters

? 3. Starting item #

? 4. Ending item #

Enter the range of items to copy from the copy-from vendor. Follow the screen instructions.

Format: 15 characters at each field

NOTE: If a selected item is already on file for the copy-to vendor, it is not changed and the loading process just skips it.

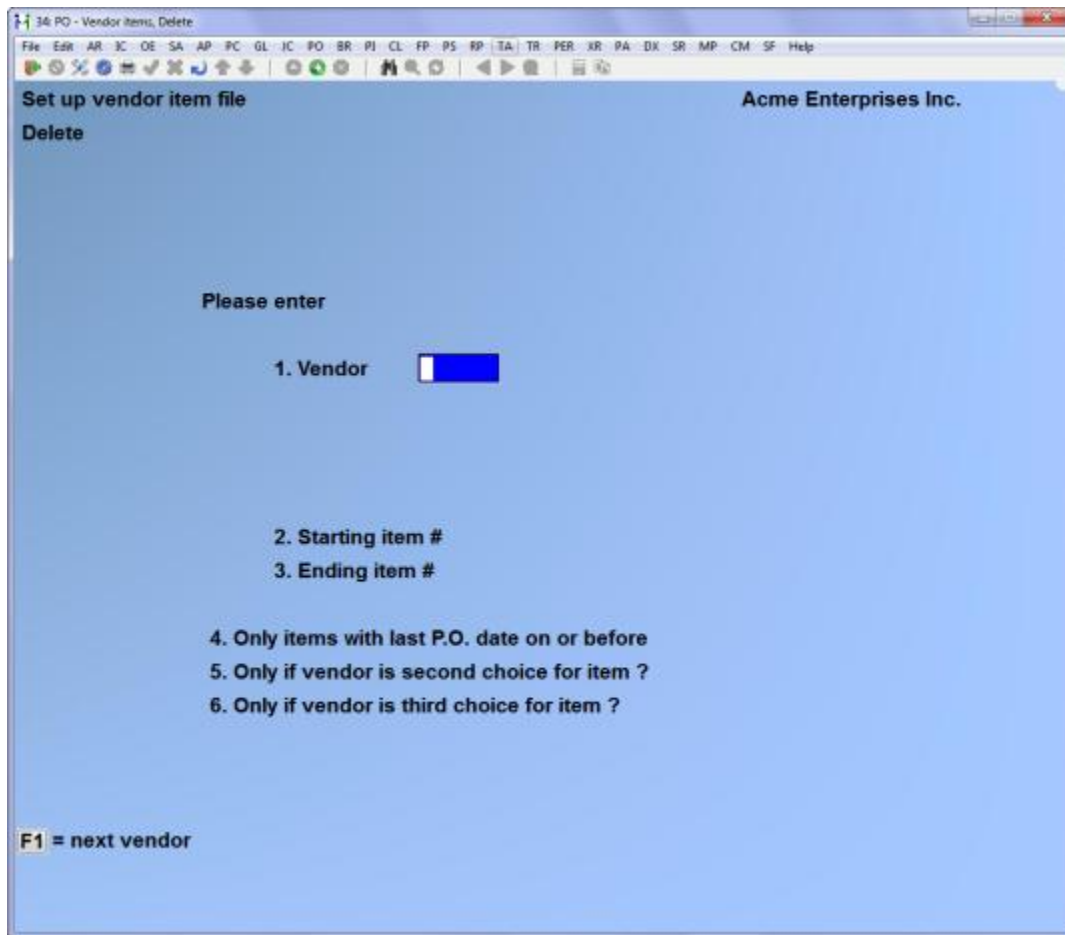
NOTE: The price of the new vendor item is set to "zero" and the vendor rank is set to "second choice".

Deleting Vendor Items

Use this function to delete vendor items from the Vendor Item File in groups, instead of individually as is done in the *Vendor items* selection. Be careful not to delete more records than you want to.

From the *Set up vendor item file* menu, select *Delete*.

The following screen appears:



(If you are **not** using I/C with Purchase Order, fields 5 and 6 do not appear on this screen.)

Enter the following information:

? 1. Vendor

Enter the number of the vendor or use the option:

Option: [F1] to scan through the vendors on file

Format: 6 characters

? 2. Starting item #

? 3. Ending item #

Enter the range of items to delete. Follow the screen instructions.

Format: 15 characters at each field

4. Only items with last P.O. Date on or before

This field lets you limit the deletion to inactive items for this vendor by choosing an "old" date . If you haven't issued a P.O. for a particular item to this vendor in a "long time" (as measured by the date you enter here), only items (in the selected range) with their last P.O. date on or before that date will be deleted.

Enter the date or use the option:

Option: [F1] to use the "Latest" (current) date

Format: MMDDYY

Of course, if you press [F1] for the latest P.O. on file, the deletion is not limited to inactive items.

5. Only if vendor is second choice for item ?

Answer Y if you want to delete items for this vendor only if the vendor is not the prime vendor for these items.

If you answer Y, items will be deleted only if the vendor is listed as second or third choice for the item. If you answer Y, field 6 is also automatically set to Y.

If you answer N, all items for which this vendor is first or second choice will be deleted.

6. Only if vendor is third choice for item ?

Answer Y if you want to delete items only if the vendor is the third choice vendor for these items. Items for which this vendor is the second or first choice are not deleted.

If you answer N, all items for this vendor will be deleted.

Printing a Brief Vendor Item List

Use this selection to get a quick look at the vendor items in the Vendor Item File. (This selection is only available if I/C is interfaced to Purchase Order.)

From the *Set up vendor item file* menu, select *Brief vendor item list*.

A screen appears for you to enter the vendor and range of items to appear on the list.

1. Vendor

Enter the number of the vendor whose items you want to appear or use the option:

Option: [F1] to scan through the vendors on file

Format: 6 characters

? 2. Starting item #

? 3. Ending item #

Enter the range of vendor items to print. Follow the screen instructions.

Format: 15 characters at each field

Setting the Vendor Data in I/C Items

NOTE: (This selection is only available if I/C is interfaced to Purchase Order.)

From the *Set up vendor item file* menu, select *Set vendor data in I/C items*.

This message appears:

"For each prime vendor found in the Vendor-Item file, this program will set the corresponding inventory item's vendor field to be that vendor. It will also set the vendor's product number, the vendor's selling unit, the minimum order amount and lead time."

"ARE YOU SURE YOU WANT TO DO THIS ?"

NOTE: The last prime vendor assigned to each item in the Vendor Item File will be assigned to each item. You should have only one prime vendor for each item.

Answer N to stop this procedure, or answer Y to set the prime vendor for each item to the last prime vendor assigned to it. After the updating is done, the *Set up vendor item file* menu reappears.

Removing Unnecessary Information from the Vendor Item File

Your Vendor Item File can grow very large over a period of time. Therefore, it is a good idea to develop a regular procedure for removing unnecessary information from this file and freeing disk space.

Follow this routine:

1. Print a complete list of the Vendor Item File at least every six months, in both vendor number order and item number order.
2. Review these lists carefully.
3. When you find a vendor that you no longer use, delete all items for that vendor, using the *Delete* function described above. Do this for every vendor you no longer use.

4. For each item that you no longer keep in stock, delete all vendor item records for that item through *Vendor items*.
 5. Finally, for each vendor from whom you no longer buy certain items; remove those items from the Vendor Item File.
 6. To release the disk space formerly taken by unused vendors and item, use *Rebuild a file* on the Vendor Item File. This function is described in the *File Utilities* appendix at the end of the manual.
-



Chapter 10

Purchasing Addresses

Introduction

A purchasing address is the address to which you send the voucher or purchase order authorizing the buy. It may be different from the address to which you send payment.

Use this selection to enter purchasing addresses.

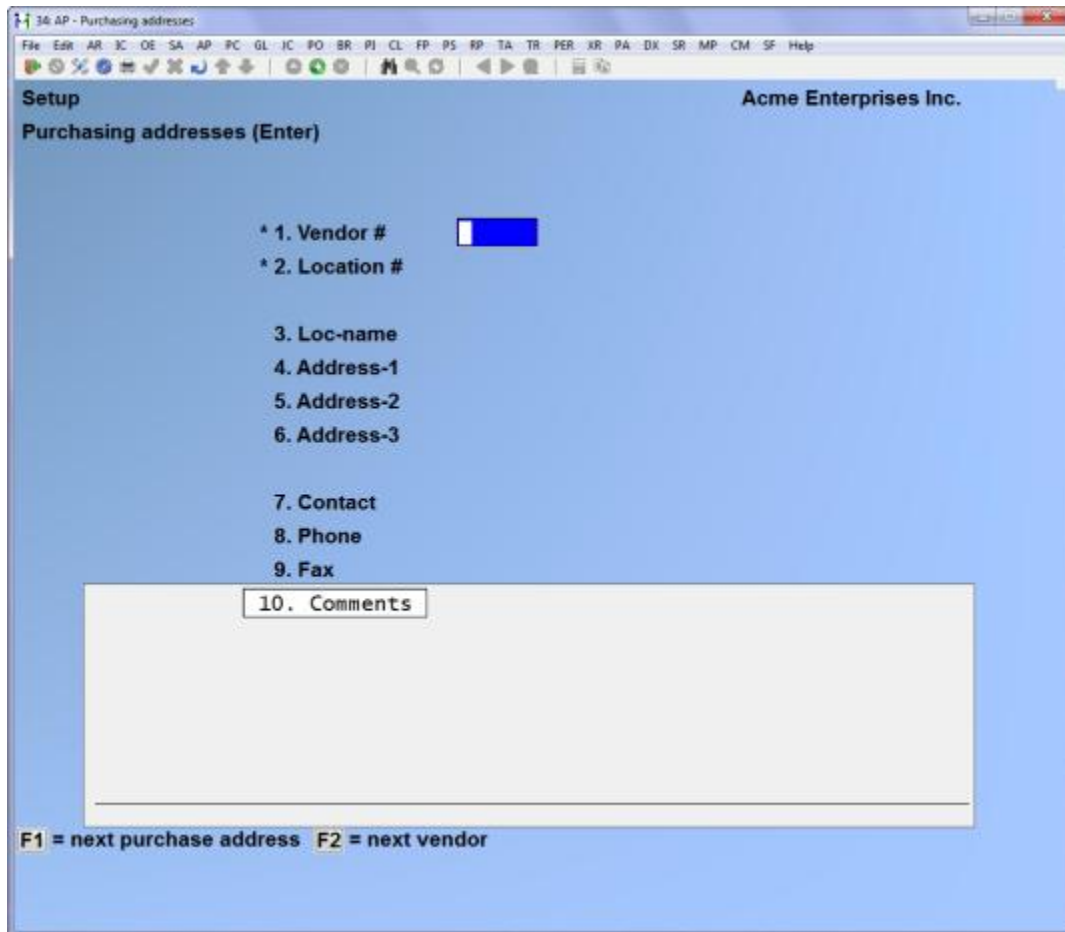
NOTE: This is the same function and file used by *Purchasing addresses* in Accounts Payable.

To Begin

From page 2 of the P/O menu, select *Set up ->Purchasing addresses*. Then from the *Purchasing addresses* menu, select *Enter*.

Entering Purchasing Addresses

From the screen which appears, you can work with both new and existing purchasing addresses.



Enter the following information:

? * 1. Vendor #

Enter the vendor number or use one of the options:

Options: [F1] to scan through the purchasing addresses on file

[F2] to scan through the vendors on file

Format: 6 characters

* 2. Location #

Enter a number to identify this purchase location.

Format: 5 characters

3. Loc-name

Enter the name of the company at this purchasing address, or use the option:

Option: [F1] to use the vendor name

4. Address-1

Enter the first line of the address. The three lines of the vendor's address (fields 3, 4, and 5) and the vendor's name will be printed on the purchase order exactly as you enter it, for use in window envelopes.

Format: 25 characters

5. Address-2

Enter the second line of the address.

Format: 25 characters

6. Address-3

Enter the third line of the address.

Format: 25 characters

7. Contact

Enter a contact person for this purchasing address.

Format: 15 characters

8. Phone

Enter the phone number of the contact person.

The contact and phone number are printed on various reports.

Format: 12 characters

9. Fax

Enter the fax number of the contact person.

10. Comments

Enter comments about the cash account.

This field uses the text editing function. You enter text in much the same way as most word processing programs, using the [Enter] key, [↑][↓] keys, [Del] key, [Tab] when done, etc. When you are finished entering text, press [Tab] and follow the screen instructions.

When you press [Tab], you have these choices:

- File** Save what I have just entered/changed, clear the screen, and get ready for another note. (Like pressing [Enter] at "Field number to change ?" in other selections.)
- Save & continue** Save what I have just entered/changed, but leave the information on the screen because I want to continue to work with it.
- Abandon changes** Throw away what I have just entered/ changed and get ready for a new note. (Like pressing [Esc] at "Field number to change ?" in other selections.)
- Delete** Delete these comments from the data file and clear the screen to get ready for another comment. (Like Delete in other selections.) The software will ask you to confirm the deletion with an "OK to delete ?" message.

Format: 10 lines of 65 characters each

Printing a List of Purchasing Addresses

From the *Purchasing addresses* menu, select *Print*.

From the screen which appears, enter the following information:

- ? 1. Starting vendor #
- ? 2. Ending vendor #

Enter the starting and ending vendors. Follow the screen instructions.

3. Print comments ?

Your answer here determines whether comments will be printed.



Chapter 11

Pre-purchase Processing

Introduction

The *Pre-purchase processing* selection helps you answer the question, "What do I need to purchase?". Two reports can be printed for this purpose: the Purchasing Advice Report and the Purchasing Worksheet.

When alphanumeric P.O. numbers are not used, this selection is used to issue new P.O. numbers. P.O. numbers are not issued when alphanumeric P.O. numbers are used. See the chapter titled *Control Information* for a full explanation.

NOTE: If you are not interfaced with the Inventory Management package, you will not be able to print the two reports. In this case, you can only issue P.O. numbers here. (The Purchasing Advice Report is an expanded version of the Purchasing Advice Report in Inventory Management and replaces it.)

To Begin

From the P/O menu, select *Pre-purchase processing*, then select *Issue P.O. #'s* from the menu which appears.

Issuing P.O.#'s

(*Issue P.O.#'s* is not available if alphanumeric P.O. numbers are used. See the chapter titled *Control Information* for an explanation of alphanumeric P.O. numbers.)

This function is used to issue a group of consecutive P.O. numbers. A particular P.O. number cannot be assigned to a P.O. in the *Purchase orders (Enter)* function unless it has been issued here first.

This following screen appears:

The screenshot shows a window titled "34 PO - Issue P.O.#s" with a menu bar (File, Edit, AR, 3C, DE, SA, AP, PC, GL, IC, PO, BR, PJ, CL, FP, PS, RP, TA, TR, PER, XR, PA, DR, SR, MP, CM, SF, Help) and a toolbar. The main area is titled "Pre-purchase processing" and "Acme Enterprises Inc." with the subtitle "Issue P.O.#s". It contains the following text and input fields:

- The last range issued was
- The highest P.O. number entered in sequence was
- The last posted P.O. number was
- 1. How many new P.O. numbers do you want ?
- 2. Print a list of the new P.O. numbers ?

Enter the following information:

(The first three lines on this screen are for information only. The numbers shown are automatically updated by the software in the course of day-to-day processing. If you just want to look at this information and don't want to issue any new numbers, press [Tab].)

1. How many new P.O. numbers do you want ?

Enter the quantity of new P.O. numbers you want to issue.

Format: 999

2. Print a list of the new P.O. numbers ?

Answer Y if you want to print a list of the new numbers. You can use this list as a control document. It provides blank spaces for you to enter the date and vendor number for each P.O. number used.

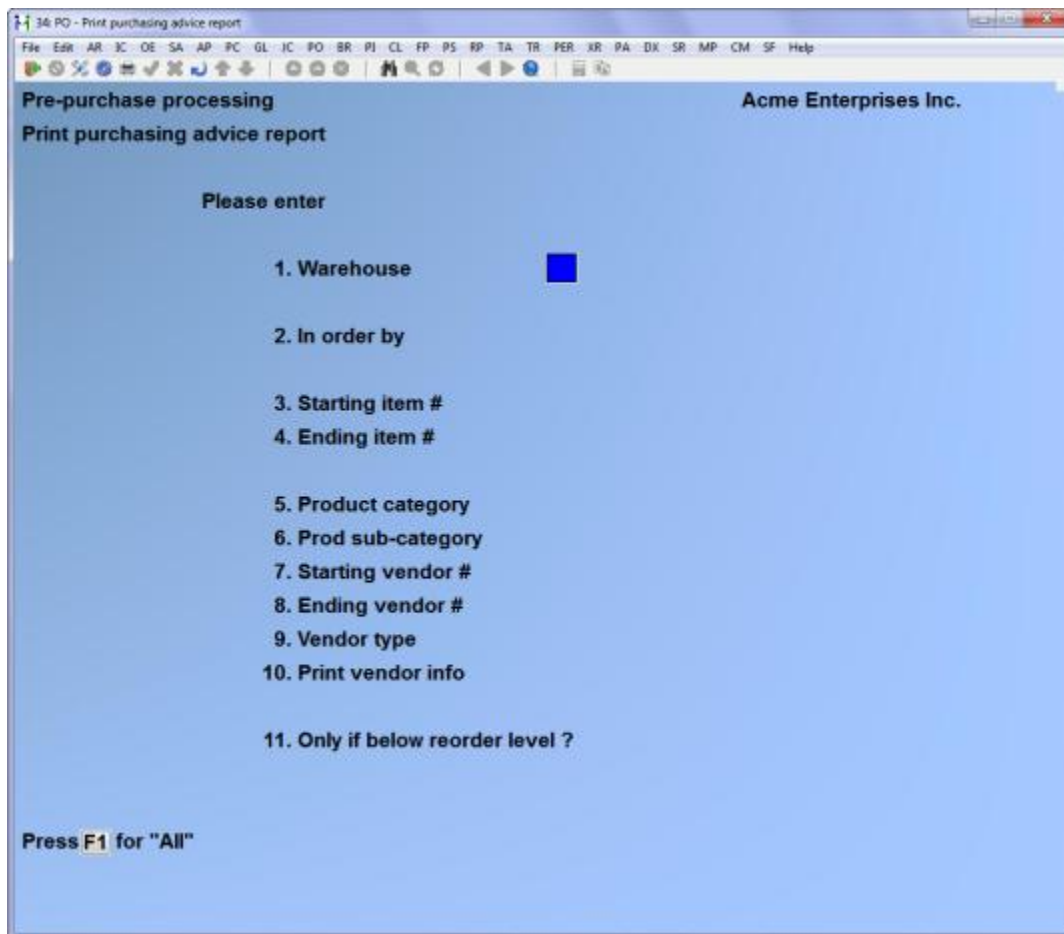
(Note that only 27 numbers print on a single page, so 270 numbers would require a list 10 pages long.)

Printing a Purchasing Advice Report

(You can print this report only if I/C is interfaced with P/O. It is a valuable aid in planning your purchasing.)

From the *Pre-purchase processing* menu, select *Print purchasing advice report*.

The following screen appears:



Enter the following information:

? 1. Warehouse

(This field appears only if the I/C package uses multi-warehousing. The following fields are renumbered when it does not appear.)

If you want to show only items stocked at one warehouse, enter the code for that warehouse. Otherwise, use the option:

Option: [F1] to show items stocked at "All" warehouses

If you select a single warehouse, then on-hand, reorder level, and other quantities are shown for only that warehouse.

If you select "All" warehouses, then the information shown will be the combined quantities for all warehouses.

Format: 2 characters

2. In order by

Enter one of the following:

- [I] To print in Item number order.
- [V] To print in Vendor number order.
- [C] To print in product Category order.
- [S] To print in product Sub-category order.
- [T] To print in vendor Type order. (The vendor type is a field found in the Vendor File in A/P.)

Format: 1 character

? 3. Starting item #

? 4. Ending item #

Enter the range of inventory items to show on the report. Follow the screen instructions.

Format: 15 characters at each field

? 5. Product category

You can show items for only one product category or for all product categories. Enter the product category or use the option:

Option: [F1] to show items for "All" product categories

Format: 5 characters

6. Product sub-category

You can show items for only one product sub-category or for all product sub-categories. Enter the product sub-category or use the option:

Option: [F1] to show items for "All" product sub-categories

Format: 5 characters

? 7. Starting vendor #

? 8. Ending vendor #

This vendor number refers to only the prime vendor for the item, as recorded in the Item File in I/C (not as recorded in the Vendor Item record in P/O).

Enter the range of vendors whose items are to show on the report. Follow the screen instructions.

Format: 6 characters at each field

9. Vendor type

You are not asked to enter anything in this field unless you chose to print in "Vendor Type" order above. Enter the vendor type, or use the option:

Option: [F1] to show items for "All" vendor types

Format: 3 characters

10. Only if below reorder level ?

Answer Y to show only those items whose quantities are below their reorder levels specified in the I/C Item File.

There are two different item quantities that can be compared to the reorder level. Your answer to the following question will determine which is compared.

Answer N to show items regardless of reorder level.

If you answer Y, the following field appears:

Compare reorder level to

(This question appears only if you answer Y for "Only if below reorder level ?".)

Your answer to this question determines which item quantity to compare to the reorder level. Enter 1 or 2.

1 - Quantity-on-hand

Each item's reorder level will be compared to the sum of the quantity on-hand plus the quantity on-order.

2 - Quantity-available minus qty-on-backorder

The reorder level will be compared to a figure that takes all of the following into account:

Quantity on-hand
Quantity committed
Quantity on-order
Quantity on-backorder

The first step in this calculation is to compute the quantity available by subtracting the quantity committed from the quantity on-hand. The final figure is the sum of quantity available plus quantity on-order, minus any quantity on-backorder.

Expressed in another way, the reorder level is compared to:

Quantity on-hand, minus
Quantity committed, plus
Quantity on-order, minus
Quantity on-backorder.

A sample Purchasing Advice Report is at the end of this chapter.

Printing a Purchasing Worksheet

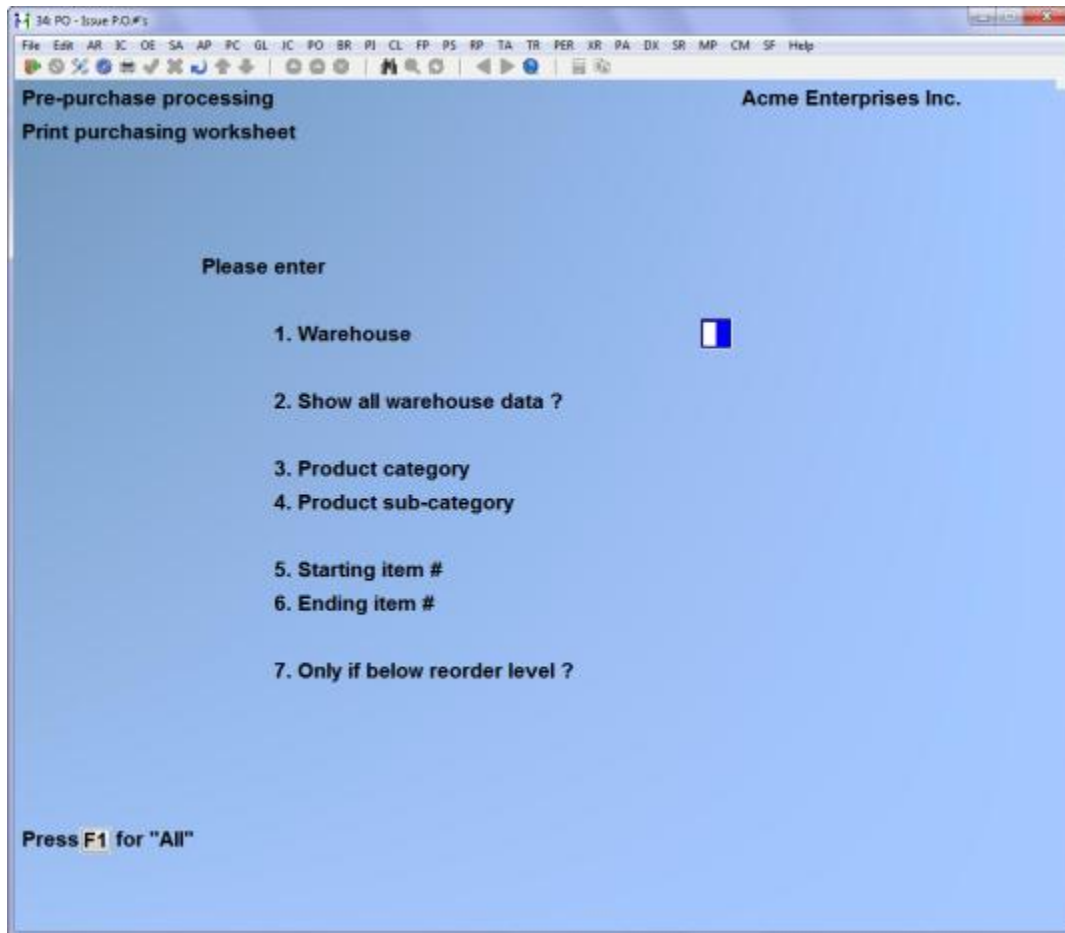
The Purchasing Worksheet is an expanded version of the Purchasing Advice Report in I/C. It provides much more information about each item, including information about the vendors who sell it. The worksheet contains a section of blank lines in which you can enter information about your final purchasing decision for each item.

There is a separate worksheet for every item. Each worksheet starts on a new page with its own number.

At the end of each printed set of worksheets is an index in order by vendor number. This allows you to quickly find all items that are sold by any particular vendor.

Like the Purchasing Advice Report, this worksheet requires that I/C is interfaced with Purchase Order.

From the *Pre-purchase processing* menu, select *Print purchasing worksheet*.



Enter the following information:

? 1. Warehouse

(This field appears only if I/C uses multi-warehousing.)

If you want to show items stocked at one warehouse only, enter the code for that warehouse. Otherwise, use the option:

Option: [F1] to show items stocked at "All" warehouses

If you select a single warehouse, then on-hand, reorder, and other quantities will be shown for that warehouse only. If you select "All" warehouses, then the information shown will be the combined quantities for all warehouses.

Format: 2 characters

2. Show all warehouse data ?

Answer Y to show the inventory status for this item at each warehouse individually, in addition to the status for the selected warehouse (or in addition to the combined statuses for all warehouses, if you selected "All" warehouses above).

Answer N to skip the warehouse detail section on the worksheets.

? 3. Product category

You can show items for only one product category or for all product categories. Enter the product category or use the option:

Option: [F1] to show items for "All" product categories

Format: 5 characters

4. Product sub-category

You can show items for only one product sub-category or for all product sub-categories. Enter the product sub-category or use the option:

Option: [F1] to show items for "All" product sub-categories

Format: 5 characters

? 5. Starting item

? 6. Ending item

Enter the range of inventory items to show on the worksheet. Follow the screen instructions.

Format: 15 characters at each field

7. Only if below reorder level ?

Answer Y to show only those items whose quantities are below the reorder level specified in the I/C Item File. There are two different item quantities that can be compared to the reorder level. Your answer to the following question will determine which is compared.

Answer N to show items regardless of reorder level.

Compare reorder level to

(This question appears only if you enter Y for "Only if below reorder level ?".)

Your answer to this question determines which item quantity to compare to the reorder level. Enter 1 or 2.

1 - Quantity-on-hand

Each item's reorder level will be compared to the sum of the quantity on-hand plus the quantity on-order.

2 - Quantity-available minus qty-on-backorder

The reorder level will be compared to a figure that takes all of the following into account:

- Quantity on-hand
- Quantity committed
- Quantity on-order
- Quantity on-backorder

The first step in this calculation is to compute the quantity available by subtracting the quantity committed from the quantity on-hand. The final figure is the sum of quantity available plus quantity on-order, minus any quantity on-backorder.

Expressed in another way, the reorder level is compared to:

- Quantity on-hand, minus
- Quantity committed, plus
- Quantity on-order, minus
- Quantity on-backorder

After the worksheets print, you are asked whether the worksheets just printed are OK.

If you answer Y, the "NEXT P.O. WORKSHEET #" field in the Purchase Order Control File is updated.

If N, the worksheet numbers are not updated in the Control File.



Chapter 12

Purchase Orders

Introduction

Use this selection to enter purchase orders. Then you can print them on plain paper or on pre-printed P.O. forms. After printing, you can post the new P.O.'s to the permanent Purchase Order files.

The appearance of some of the screens in this chapter depends on the options that you previously selected in the Purchase Order Control File. The screens you see in the main body of this chapter are those you would see if you have interfaced the Inventory Management (I/C) package to Purchase Order and have not interfaced Job Cost.

If you have not interfaced I/C, or if you have interfaced Job Cost, refer to the sections at the end of this chapter for the screens that match your particular set up.

To Begin

From the P/O menu, select *Purchase orders*, then select *Enter* from the menu which appears.

Entering Purchase Orders

A purchase order consists of two parts:

The header section, which contains information such as the vendor address, where to ship the items ordered, etc.

The lines (line items) section, which contains information for each line item such as the item number, how many ordered, etc.

There is only one header for each purchase order, but there can be many line items.

After you select *Enter*, this screen displays:

The screenshot shows a software window titled "34: PO - Purchase orders, Enter" for "Acme Enterprises Inc.". The window contains a form with the following fields and options:

- 1. P.O.# (with a blue input field)
- 2. Vendor
- 3. P.O. date
- 4. F.O.B.
- 5. Ship-via
- 6. Ordered by
- 7. Deliver to
- 8. Is this a confirming order ?
- Is this a multi-drop order ?
- Is this a blanket order ?
- 9. Special terms
- 10. Currency
- 11. Special msg

At the bottom of the screen, a legend reads: **F1 = next P.O. F2 = next available P.O.#**

This is the screen for the P.O. header section. The screens for P.O. line items will appear after the header information is entered in this screen.

From this screen you can work with both new and existing P.O.'s. If a P.O. has already been entered for the P.O. number you specify, it will appear and be available for changes or deletion.

You can make changes to a P.O. here until it is posted. The only way to change it after that is through the *Changes to P.O.'s* selection. See the chapter titled *Changes to P.O.'s*.

***1. P.O. #**

For a new P.O.:

This number is used to identify this P.O. throughout this package.

While entering control information, you answered the question "Use alphanumeric P.O.#s?". Your answer to this question affects the entry of P.O. numbers.

If you are using alphanumeric P.O. numbers, P.O. numbers are not issued, and P.O. numbers may be entered in any format or sequence. We recommend that you always use P.O. numbers that match the format entered for "Default P.O.# format" in *Control information*. This will make it much easier for you to keep track of your P.O. numbers throughout the P.O. entry, printing, and posting functions.

If you are not using alphanumeric P.O. numbers, P.O. numbers must be issued through the *Issue P.O.#s* function. If you try to enter a P.O. number greater than the last P.O. number issued, you are informed that you must use *Issue P.O.#s* to issue additional P.O. numbers.

Enter the number of the P.O. or use the option:

Option: [F2] to get the next available P.O. number

If you are using alphanumeric P.O. numbers, the next available P.O. number is calculated for you: The numeric portion of the last P.O. number entered is increased by an increment of 1. This is done as long as the last P.O. number matches the "Default P.O.# format" entered in *Control information*. For instance, if the last P.O. number entered was 1001-AB (matching a format of 9999AAA), the next P.O. number would be 1002-AB.

If the last P.O. number entered does not match the default P.O. number format, there is no option for the next available P.O. number. Instead, the default P.O. number format is shown at the bottom of the screen like this: "The default P.O. number format is NNNNAAA".

If you are not using alphanumeric P.O.#s, the next available P.O. number is obtained from the "Next P.O.#" field in *Control information*.

Format: 15 characters

To change an existing P.O.:

Enter the P.O. number or use the option:

Option: [F1] to scan through un-posted purchase orders in P.O. number sequence

When you press [Enter] at "Field number to change?", you are asked if you wish to change the P.O. lines. See the section on "Line items" for how to add, change, and delete P.O. line items.

? 2. Vendor

Enter the number of the vendor from whom you are ordering, or use one of the options:

- Options:**
- [F1] to scan through the vendors in number order
 - [F2] to void this P.O. number
 - [F6] to use the previous vendor number, if any
 - [Enter] to look up the vendor by name

NOTE: When you are not using alphanumeric P.O. numbers, P.O. numbers must be issued through the *Issue P.O.#'s* function. Each P.O. number issued must either be assigned to a purchase order, or be voided to indicate that it is not used by a P.O. If a P.O. number is not going to be used for a purchase order, use this option to mark the P.O.# as void.

NOTE: If you void a P.O. number, you can use that number later on a purchase order. To use a void P.O. number, just enter the voided P.O. number in the "P.O.#" field when entering a new purchase order.

Format: 6 characters

Temporary vendors

You can enter a temporary vendor number by starting the vendor number with an asterisk (*). Enter the temporary vendor's name and address.

Adrs-#

(This field does not appear for temporary vendors.)

This "Adrs-#" field corresponds to the "Location-#" field in the Purchasing Addresses File. (See the chapter on *Purchasing Addresses*.) If this P.O. will be sent to a location other than the vendor's remittance address (e.g., a branch location or satellite warehouse), enter the Purchasing Address Location-# or use one of the options:

- Options:**
- [F1] to scan through the vendor's purchasing addresses on file
 - [F2] to use the vendor's remittance name and address (obtained from the A/P Vendor File)

Format: 5 characters

3. P.O. date

The date of the last new P.O. displays (the current date displays if this is the first P.O. you are adding). Enter a different date or use the option:

Option: [Enter] to use the displayed date

Format: MMDDYY

4. F.O.B.

Enter the F.O.B. location or use the option:

Option: [F1] to use the F.O.B. location in the P/O Control File

Format: 15 characters

5. Ship-via

Enter the name of the carrier who will ship the items from the vendor to you, or use the option:

Option: [F1] to use the default carrier entered in the P/O Control File

Format: 15 characters

6. Ordered by

Enter the person, group, or office that initiated the P.O., or use the option:

Option: [F1] to use the "ordered-by" in the P/O Control File

Format: 15 characters

7. Deliver to

Enter the location code for the location to which the items are to be delivered, or use one of the options:

Options: [Enter] to use a blank delivery code (which stands for the deliver-to location you use most often)

[F1] to enter the name and address of a delivery location not already on file

[F2] (If using A/R only) Enter a customer number if you are having the product drop shipped

NOTE: If this is to be a multi-drop P.O., enter the location here to use as the default later when you are entering the line items for this P.O. You are asked to enter a

location code or press [F1] to add an address. If you enter a deliver-to location code, the location name automatically displays.

As explained in field 8 below, if this is a multi-drop P.O., you **MUST** enter a deliver-to location that is already on file. You cannot manually enter a deliver-to address. If you try to, you'll get a message telling you to re-specify the deliver-to location.

Format: 2 characters

8. Is this a confirming order ?

A "confirming order" is a printed P.O. sent to a vendor as a follow-up to a verbal order (made over the phone or in person). It confirms a verbal order.

Press [Enter] to use the "Dflt confirming order flag" from *Control information*, or enter Y, N, I, or D:

Y - Yes, this is a confirming P.O.

At the top of each page of the P.O., the following will be printed: "This is a confirmation of a verbal order. Do not duplicate this order."

N - No, this is not a confirming P.O.

The above message is not printed. This entry would be used when you place your orders with a vendor by means of the printed P.O. rather than verbally.

I - For Internal use only

At the top of each page of the P.O., the following will be printed: "This order is printed for internal use only. Do not mail to vendor."

D - Don't print

This P.O. will not be printed in the normal course of printing new P.O.'s. This means that when printing P.O.'s using the *Purchase orders (Print)* function, P.O.'s which have a D entered here will not be printed.

Format: 1 character

Is this a multi drop order?

If you use multi-drop P.O.'s as specified in the P/O Control File, you are asked whether this is a multi-drop order. (A multi-drop order is one that has items which will be delivered to more than one location.) Answer Y if it is.

NOTE: For a multi-drop order, in field 7 above you **MUST** enter a deliver-to location that is already on file. You cannot manually enter a deliver-to address. If you try to, you'll get a message telling you to re-specify the deliver-to location.

Is this a blanket order?

If you use blanket P.O.'s as specified in the P/O Control File, you are asked if this is a blanket order. Answer Y if it is.

9. Special terms

Enter any special credit or payment terms for this P.O. If you don't enter any special terms here, the vendor's usual terms will be shown on the printed P.O.

Format: 30 characters

10. Special msg

This message will appear at the bottom of the printed P.O.

Format: 3 lines of 50 characters each

Make any desired changes as usual, then press [Enter].

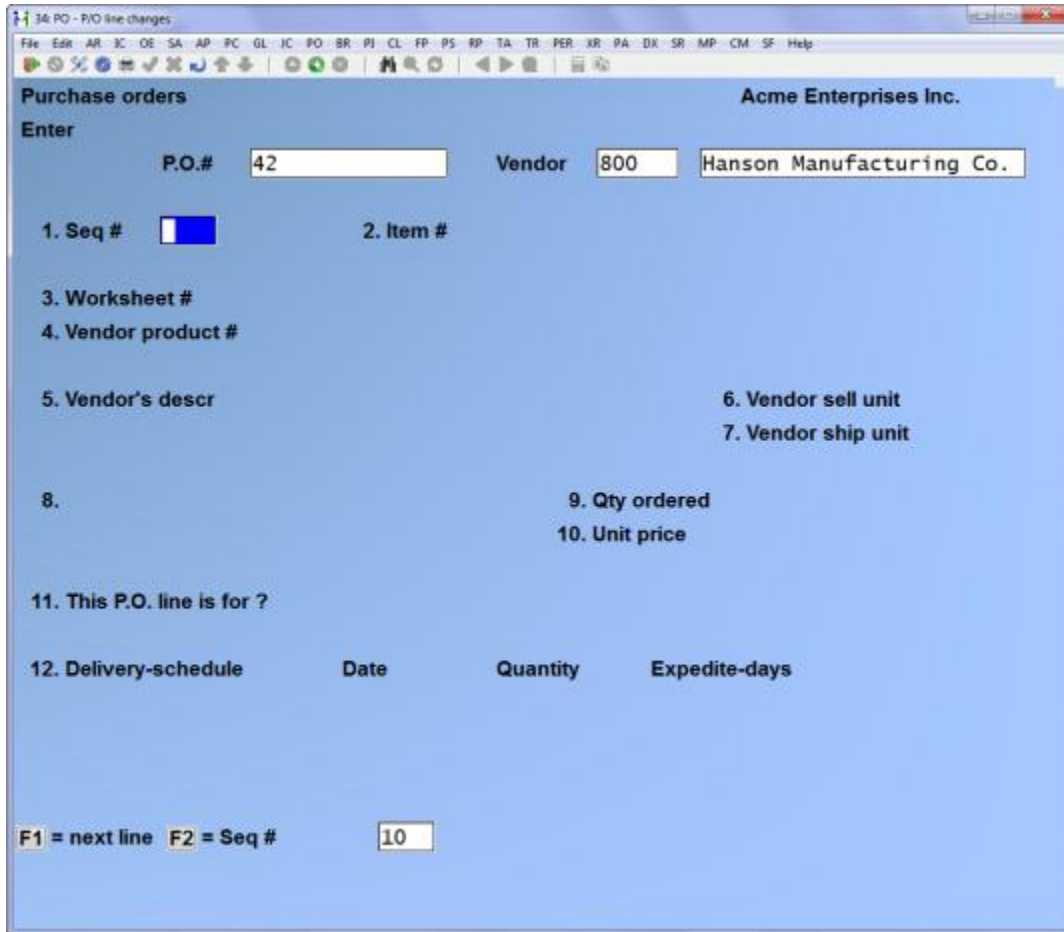
Deleting Purchase Orders

The [F3] key is used to delete purchase orders. If you cannot delete a purchase order for some reason, the software will inform you through a message as to why.

If this is a new P.O., the line item screen appears next. If you are changing an existing P.O., you will be asked if you wish to change any of the lines.

Line Items

(If I/C is not interfaced, see the section titled "If you are not using I/C" for the fields which are different.)



Enter information about the items you are ordering. There is one "line" (also called "line item") for each item being ordered.

1. Seq

The sequence number is a temporary number identifying each line and its sequence in the P.O. The sequence numbers do not have to be consecutive numbers and are usually assigned to lines in increments of 10 (e.g., 10, 20, 30).

If you want to add a line between two other lines before posting the P.O., give the new line a sequence number between the two. For example, to insert a line between 10 and 20, you could give it a sequence number of 15. When you post the P.O., the sequence numbers will be replaced by consecutive line numbers. In this example, the sequence numbers 10, 15, and 20 would become line numbers 1, 2, and 3 after posting.

Enter a sequence number or use one of the options:

Options: [F1] to scan through the line items of this P.O.

[F2] to assign sequence numbers in increments of 10 (for example, 10, 20, 30)

Format: 9999

? 2. Item

(If I/C is not being used, this field does not appear.)

Enter the number of the inventory item or use one of the options:

Options: [F1] to scan through the Vendor Item File
[F2] to enter a non-inventory item

This is the number of the inventory item that you are ordering from this vendor. The item must have been previously entered in the Vendor Item File. Later, when you post the receivings for this P.O. line, an inventory transaction will be automatically created for this item in the I/C Inventory Transaction File.

Item numbers must be entered for items that are ordered for your inventory. Otherwise, the appropriate inventory transaction will not be created. If you are entering an item that is part of your inventory but it has not been entered in the Vendor Item File, you must use the *Vendor items* selection to do so before proceeding any further.

Use [F2] to enter a non-inventory item. Only use this option to order items that will not be part of your I/C inventory. Inventory transactions will not be created for items entered using this option.

(When [F2] is pressed, "*Misc*" displays for this field, "Non-inventory item" is displayed for the description, and entry continues at "Vendor product #".)

(Item #'s are entered for regular vendors only. If this P.O. is for a temporary vendor, this entry is skipped because the item is assumed to be a non-inventory item. The word "*Misc*" displays, and "Non inventory item" is displayed for the description.)

Format: 15 characters

After you enter the item number, information about that item is displayed automatically. The screen looks like this:

The screenshot shows a software window titled "34 PO - P/O line changes" with a menu bar containing "File", "Edit", "AR", "3C", "DE", "SA", "AP", "PC", "GL", "IC", "PO", "BR", "PJ", "CL", "FP", "PS", "RP", "TA", "TR", "PER", "XR", "PA", "DX", "SR", "MP", "CM", "SF", and "Help". The main area is titled "Purchase orders" and "Acme Enterprises Inc". It contains several input fields and labels: "Enter" section with "P.O.#" (42), "Vendor" (800), and "Hanson Manufacturing Co."; "1. Seq #" (10), "2. Item #" (5-89974), "Chisel, 5 Pc. Set", "Wooden handles", "Tool box with carrier"; "3. Worksheet #" (blue box), "4. Vendor product #" (5-89974), "Our stocking unit" (EACH); "5. Vendor's descr" (Chisel, 5 Pc. Set, Wooden handles, Tool box with carrier), "6. Vendor sell unit" (EACH), "7. Vendor ship unit" (EACH); "8. (Not applicable)", "9. Qty ordered", "10. Unit price"; "11. This P.O. line is for ?"; and "12. Delivery-schedule", "Date", "Quantity", "Expedite-days".

3. Worksheet

You can skip this field if you wish. The worksheet number is used only for your reference, to relate items being ordered to worksheets which you have printed.

If this item is on a worksheet you printed through the *Purchasing worksheet* function, enter the number of the worksheet. If you're ordering a non-inventory item, "(NOT APPLICABLE)" displays here.

Format: 9999

? 4. Vendor product

If I/C is interfaced and you have entered an inventory item for "Item #", the number from the Vendor Item File displays automatically and this field is skipped. (If you're ordering a non-inventory item, enter the number the vendor gives to the item you are ordering.)

Format: 15 characters

5. Vendor's descr

If I/C is interfaced and you have entered an inventory item for "Item #", the vendor's description from the Vendor Item File displays automatically and you are asked if you wish to enter any additional description for this item. (If you are ordering a non-inventory item, enter the vendor's description of the item you are ordering). This description will appear on the printed P.O.

Format: 2 lines of 25 characters each

Additional description

You are then asked whether you wish to enter any additional description. If you answer Y, the lower part of the screen clears for you to do this. You can skip a line by pressing [Enter].

Format: 6 lines of 25 characters each

6. Vendor sell unit

If you're ordering an inventory item, the unit of measure displays automatically. (If you're ordering a non-inventory item, enter the unit of measure the vendor uses for selling this item.)

Format: 4 characters

7. Vendor ship unit

If you're ordering an inventory item, the vendor ship unit displays automatically. (If you're ordering a non-inventory item, enter the unit of measure the vendor uses for shipping that item.)

Format: 4 characters

8. Conversion factors

If you're ordering an inventory item, the conversion factor or factors display automatically. For a non-inventory item, enter the conversion factor between your stocking unit and the vendor's shipping unit, and the conversion factor between the vendor's selling unit and the vendor's shipping unit.

Format: 9,999.999 (not to exceed 2,000)

If you're ordering a non-inventory item, and the vendor's selling unit is different from the vendor's shipping unit, you must enter the conversion factor between the two units here. Press [F2] to switch the units around on the screen. If the vendor's selling and shipping units are the same, you are not required to enter anything here, and "(NOT APPLICABLE)" will display automatically.

9. Qty ordered

Enter the quantity of this item that you wish to order. You can order as many as 99,999,999 units or as few as .001 units. If you enter 100,000 or more, it cannot have a fractional part. For example, 300,301 is all right, but 300,301.4 is not.

For an inventory item, the unit used must be your stocking unit. For a non-inventory item, it must be the vendor's selling unit. On the printed P.O., the quantity will automatically be converted into the vendor's selling unit.

If the vendor requires a certain minimum order, and your order is less than the minimum, you see "VENDOR'S MINIMUM ORDER IS _____ UNITS", where "units" is the vendor's selling unit. You can change your order to the vendor's minimum order when "FIELD NUMBER TO CHANGE ?" appears later.

Format: 9,999,999.999 for quantities under 100,000
99,999,999 for quantities 100,000 or more

10. Unit price

Enter the price per the vendor's selling unit. If you are ordering an inventory item, enter the price or use the option:

Option: [F1] to use the default price

The extended price displays automatically.

Format: 9,999,999.999

11. This P.O. line is for ?

After you have entered the unit price of the item, you are asked what this line item is for.

If you are using Inventory Management and Job Cost, you have three choices: I = inventory, J = jobs, or O = other (expense items such as office supplies, or capital items such as computer equipment). The entire quantity on this line item must be for only one of these uses. If you want to split a quantity between two or more of these uses, enter two or more lines for the same item.

If you are not using Inventory Management, you do not have the "I" choice.

If you are using I/C, but either the item you are ordering is not an inventory item or the deliver-to location on the header was manually entered, you also won't have the "I" choice.

If you are not using Job Cost, you do not have the "J" choice.

12. Orders to fill ?

Enter up to 4 orders this line item is being ordered to fill. If there are fewer than 4 orders, press [Enter].

These are for reference purposes only.

Format: 8 characters

Blanket vs. non-blanket P.O.'s

What you enter next depends on whether this is a blanket P.O. or not.

13. Delivery schedule

Not a blanket P.O.

If this is not a blanket P.O., enter the delivery schedule for this item, up to four different deliveries. For a multi-drop P.O., each of these deliveries can be to a different location. You can also specify that one or more of these deliveries is to be expedited. (Deliveries that are expedited appear on the Expedite Shipment Report at the appropriate time.) Entering each delivery in the schedule has four parts if it is a multi-drop order, or three parts if it is not a multi-drop order.

Not a multi-drop order

Enter the delivery date or use the option:

Option: [F1] to use the first delivery date of the previous line item

Format: MMDDYY

Next, enter the quantity to be delivered on that date or use the option:

Option: [F1] to specify the full remaining quantity outstanding

Format: 99,999,999.999

Next, enter a number of expedite days. Skip this if you don't want the delivery to be expedited; otherwise, enter the number of days before the delivery date that you want this item to appear on the Expedite Shipment Report.

Format: 99

Multi-drop order

If this is a multi-drop order, you must enter a deliver-to location code for each delivery, in addition to the delivery date, quantity, and expedite days. The code must exist in the Deliver-to Location File.

Enter a deliver-to location code or use the option:

Option: [F1] to use the deliver-to location that was entered with the P.O. header information for this P.O.

If you are ordering an inventory item, each deliver-to location that you enter here must be a warehouse at which this item is stocked. If not, you see "THIS ITEM IS NOT STOCKED AT THIS WAREHOUSE - PLEASE RE-ENTER LOCATION". (Use Inventory Management to add a warehouse location for a particular inventory item.)

Format: 2 characters

Drop shipments

If you are also using the *Billing* package and you have specified that an item on a customer order is to be drop-shipped, handle this as follows:

1. For the deliver-to location on the header screen, press [F2], then type in the customer's number.
2. Answer O (other) to the question "THIS P.O. LINE IS FOR ?" on the line item screen.
3. Distribute the line item to the drop ship clearing account that you specified in the *Billing* Control File.

Blanket P.O.

If this is a blanket P.O., you are not asked for a delivery schedule. Instead, you are asked to enter the following information:

13. First reqd date

Enter the date you want the first portion of the blanket order to be shipped.

Format: MMDDYY

14. First ship qty

Enter the quantity of this item to be delivered in the first shipment. You may enter zero in this field if you haven't yet decided on the first quantity to be delivered.

Format: 99,999,999.99

15. Expedite days

If you wish the first delivery for the blanket order to be expedited, enter the number of days before the first delivery date that you want this item to appear on the Expedite Shipment Report.

Format: 99

16. Release interval

Enter the periodic interval that you want shipments to be made to you. (These periodic shipments are usually called "releases".) Enter the release interval in two parts: a number followed by the letter D for days, W for weeks, or M for months. For example, if you want to receive shipments every two weeks, type 2, then type W. You can skip this field if you haven't decided on a release interval yet or if there is no regular release schedule for this item.

Format: 99

Make any desired changes, press [F1] to enter line item notes, or press [Enter] to enter G/L account distributions.

Line Item Notes

Press [F1] to enter line item notes. A line item can have up to 99 notes. Each note can have 10 lines of 40 characters. These notes will be printed on the P.O. below the line item. Line item notes are especially useful for communicating special instructions to the vendor about a particular line item.

1. Note

A note number identifies each line item note. The notes for a line item are printed in sequence according to their note numbers.

Enter a note number or use one of the options:

Options: [F1] to scan through the notes for this P.O. line

[F2] to assign a note number in increments of 10. By leaving gaps in the note numbers, you can later insert new notes between existing ones.

[Tab] Press [Tab] to return to the line item screen

Format: 999

2. Text

Enter the notes. To finish entering a line, press [Enter]. To finish entering the note, press [Enter] to go to a blank line, then press [F2]. Pressing [Enter] on the tenth line of text will also complete entry of the note.

Format: 10 lines of 40 characters each

From "Field number to change ?", make any desired changes, or press [Enter] to file the new or changed note. Press [F3] to delete the note.

Distributions to Accounts

You are asked to specify how this line item is to be distributed to General Ledger accounts.

Your General Ledger is not updated directly by the Purchase Order package. The distributions you enter here are made available to you in A/P when you enter the payable (invoice) for the P.O. Specifically, when you enter the vendor's invoice for a P.O. (using the *A/P Payables [Enter]* function), you will be given the option of transferring these distributions to the invoice.

This feature is useful if you have two different staff members entering your purchase orders and your A/P payables. It provides a way for the purchasing staff member to communicate the line item distributions to the A/P staff member without bypassing the A/P staff member's control over payables entry: The purchasing staff member knows what each item is being purchased for, and, therefore, should know their proper distribution. But the staff member entering A/P payables should be in control of the distributions used for each payable. Therefore, whether or not the distributions from a P.O. are transferred and used is up to the staff member entering A/P payables.

Enter as many distributions for a line item as you wish, as long as the sum of the quantities distributed is the same as the quantity ordered.

? Acct-#

Enter the G/L account number for the distribution. If this P.O. line is for a non-inventory item (an item that will not be sold, but used internally), enter the G/L account number for the appropriate expense account.

If this P.O. line is for an inventory item and you are using I/C, enter the G/L account number for your "unmatched receivings" account.

If you are not using Inventory Management, what you enter here for inventory items depends on whether you are using a "perpetual" or "periodic" method of Inventory Management. Consult your accountant to determine the proper distribution for your inventory method.

If the vendor is not a temporary vendor, you can use the option:

Option: [F1] to use the displayed expense account from the Vendor record

Quantity/Percent/Amount

You can distribute the line by quantity, by percent, or by dollar amount. When you make the first distribution, you must pick one of these three methods.

Initially, you are asked for the quantity to distribute to the first G/L account. Pressing [F2] changes quantity to percent, then to dollar amount, then back to quantity.

Once you have chosen a method for the first distribution, all remaining distributions for this P.O. must be entered in the same way. Press [F2] until you get the method that you want, then enter the desired amount.

You can press [F1] to default to the quantity, percent, or dollar amount remaining to distribute.

After each distribution is entered, you are asked "ANY CHANGE?". If you answer Y, you can change the amount. If you enter a value of zero, the distribution is deleted.

After the line item amount is completely distributed, and you want to exit from entering distributions, press [Tab] instead of entering another account number. You are asked to enter the sequence number of the next line item for this P.O.

After you have entered all line items for the P.O., press [Tab] at the "SEQ #" field.

If You are Not Using Inventory Management

If Inventory Management is not interfaced to P/O, some screen fields are different from those described previously. Before proceeding with this section, become familiar with the details of the previous section. Then read this section, which explains the differences when Inventory Management is not interfaced.

Header Screen

There is no difference in the fields you see in the header screen.

Line Item Screen

34 PO - P/O line changes

File Edit AR BC DE SA AP PC GL IC PO BR PJ CL FP PS BP TA TR PER XR PA DX SR MP CM SF Help

Purchase orders Acme Enterprises Inc.

Enter

P.O.# 43 Vendor 800 Hanson Manufacturing Co.

1. Seq # 20

2. Vendor product # 8

3. Vendor's descr 1" steel bolts
Product of BC

4. Vendor sell unit LBS

5. Vendor ship unit LBS

6. (Not applicable)

7. Qty ordered 120 LBS

8. Unit price .452 per LBS
(Ext price = 54.24)

9. This P.O. line is for ?

10. This P.O. line is Date Quantity Expedite-days

J = Jobs O = Other

The item number and the worksheet number do not appear on this screen. The remaining fields on the screen have the same appearance, but the vendor product number, vendor's description, vendor sell unit, vendor ship unit, and conversion factor are all handled differently as follows:

2. Vendor product number

After entering the sequence number for the line, enter the vendor product number for the item that you are ordering.

If this is an item that you regularly order or one that you stock in your inventory, it should have been previously entered in the Vendor Item File. Then the product's description, vendor sell unit, vendor ship unit, and conversion factor will display automatically, thus making line entry faster and more accurate. Your P.O. reports will also be more useful because the items that you order will be identified in a consistent manner.

Enter the vendor product number or use the option:

Option: [F1] to scan through the products in the Vendor Item File

Format: 15 characters

3. Vendor's description

If the vendor product number you just entered is not found in the Vendor Item File for this vendor, you are asked to enter the vendor's description of the item.

Format: 2 lines of 25 characters each

After entering this, you are asked if you want to enter any additional description. If you answer Y, the lower part of the screen clears for you to do this.

Format: 6 lines of 25 characters each

4. Vendor sell unit

Enter the vendor's selling unit of measure for the item you are ordering.

Format: 4 characters

5. Vendor ship unit

Enter the vendor's shipping unit of measure or use the option:

Option: [F1] to use the same unit as the selling unit just entered

Format: 4 characters

6. Conversion factor

Enter the conversion factor between the vendor's selling unit and the vendor's shipping unit. If these two units are the same, you aren't asked to enter anything, and "(NOT APPLICABLE)" displays.

The remaining fields are the same whether you use Inventory Management or not.

Format: 9,999.999

If You Are Using Job Cost

If Job Cost is interfaced, some fields are different from those described above.

Before proceeding with this section, become familiar with the details in the "If you are using Inventory Management" section.

If you are not using Inventory Management, read the section immediately before this, which explains the use of Purchase Order without Inventory Management. After you have read the appropriate sections, continue with this section.

Header Screen

There is no difference in the fields on the header screen.

Line Item Screen

9. This P.O. line is for ?

After you have entered the unit price of the item, you are asked what this line item is for.

If you are using Inventory Management and Job Cost, you have three choices: I = Inventory, J = Jobs, or O = Other (expense items such as office supplies, or capital items such as computer equipment). The entire quantity on the line item must be for only one of these uses. If you want to split a quantity between two or more of these uses, enter two or more lines for the same item.

If you are not using Inventory Management, you will not have the "I" choice. If you are using I/C, but the item you are ordering is not an inventory item, you also will not have the "I" choice.

Entering Distributions

When you finish entering the line item information, the bottom of the screen changes and you can enter the distributions.

If you specified that this line item is for jobs, you'll be asked to enter the following fields for each distribution:

? Job number

Enter the job number for the distribution. The job must be in the Job Master File, and it cannot be a "closed" or "copy-only" job. The job status and description display.

Format: 7 characters

? Cost item

Enter the number of the cost item for the job (in the usual cost item number format) or use the option:

Option: [F1] to get the next cost item for the job

The cost item must be in the Job Master File as a part of this job. If the cost item is not a direct cost, an error message displays. If the cost item is a labour cost, a warning displays.

Format: 9999999 999 999

? Acct-#

Enter the G/L account number for this cost item or use the option:

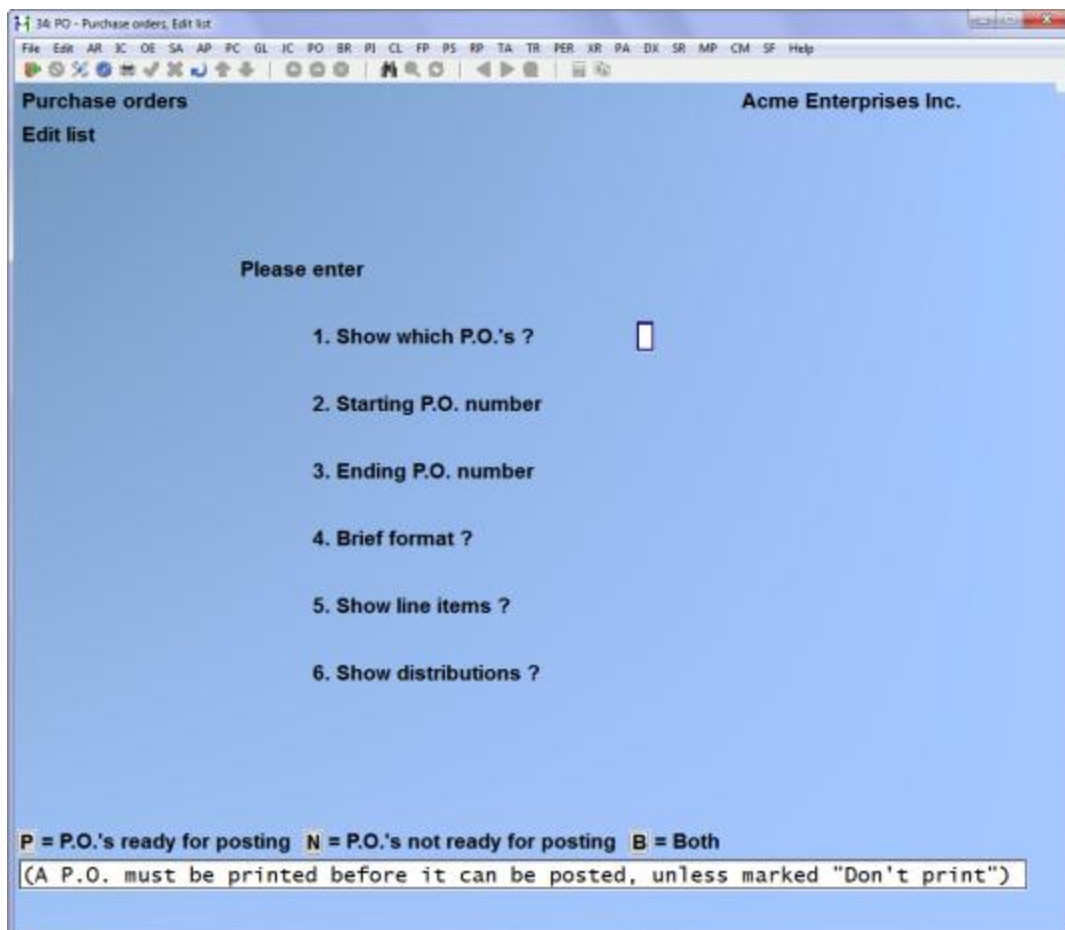
Option: [F1] to use the default value from the cost item record

Quantity/percent/amount

This is the same as in the corresponding field described above.

Printing an Edit List

This option gives you a list of P.O.'s entered but not yet posted. You should use this list to verify that they are correct before you print and post them to the permanent Purchase Order files.



From the *Purchase orders* menu, select *Edit list*.

You see:

Enter the following report criteria:

1. Show which P.O.'s ?

This field allows you to limit the report either to only P.O.'s that are ready for posting, or to P.O.'s that are not yet ready for posting. (See the section titled "Reasons Posting May Not Occur" at the end of this chapter for a full explanation of what makes a P.O. ready for posting.) It can also be used to print a list of all the new (un-posted) P.O.'s.

Enter P, N, or B:

P - P.O.'s ready for Posting

Type P to print only P.O.'s ready for posting. This is useful for verifying the accuracy of P.O.'s before they are posted. This list will include P.O.'s that have been printed and those with a confirming order status of D (Don't print).

N - P.O.'s Not ready for posting

Include only P.O.'s that are not ready for posting. This edit list can be used to see what needs to be done to complete and correct these P.O.'s so that they can be posted.

Since a P.O. is not ready for posting until it has been printed, the list will include P.O.'s that haven't yet been printed (except those having a confirming order status of D for "Don't print"). It will also include P.O.'s that have been changed after being printed, but have not been printed again following the changes.

B - Both types (ready and not ready for posting)

This will provide you with a complete list of all of your un-posted P.O.'s, regardless of their status.

2. Starting P.O. Number

3. Ending P.O. Number

Enter the range of P.O.'s to show on the edit list. Follow the screen instructions.

Format: 15 characters for each field

4. Brief format ?

Answer Y to have the edit list show only the first line of the P.O. header information and a single line for each line item. Press [Enter] to show the full header and line information.

5. Show line items ?

Answer N to show only the header information for each P.O. Press [Enter] to show the line items and their notes.

6. Show distributions ?

Answer N to not show the line item distributions. Press [Enter] to show them. (If you specified brief format or not to show line items, you will not be asked to enter anything here.)

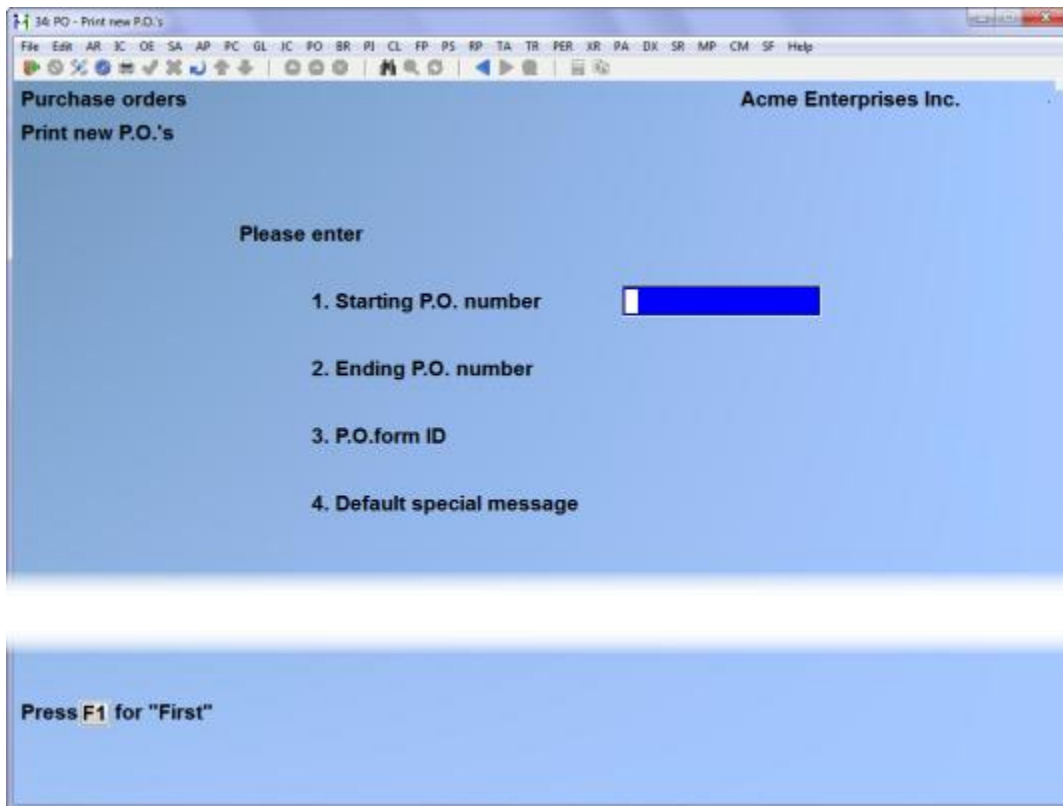
Printing New P.O.'s

Every new P.O. must be printed before posting unless it has a confirming order status of "Don't print". If a P.O. is changed after it is printed, it must be printed again before it can be posted.

Your P.O.'s will be printed on either plain paper or pre-printed forms, depending on what form ID you select.

From the *Purchase orders* menu, select *Print new P.O.'s*.

You then see:



Enter the following information:

1. Starting P.O. Number
2. Ending P.O. Number

Enter the range of P.O.'s to print. Follow the screen instructions.

Format: 15 characters for each field

? 3. P.O. form ID

Enter the purchase order form ID to print the P.O.'s on, or press [Enter] to use the default form ID set up in *Control information*.

Format: 5 characters

4. Default special message

This message will print at the bottom of every P.O. that does not have a special message of its own. If you have already entered a special message for a P.O. while entering the P.O. header information, that message will print, not this default special message.

Format: 3 lines of 50 characters each

Make any changes.

You then see "PLEASE MOUNT PURCHASE ORDER FORMS ON PRINTER. TYPE 'DONE' WHEN READY". (You only get this message if you answered to "P.O.'s form always mounted?" in *Control information*.)

You must now insert your P.O. forms into the printer in preparation for actually printing the P.O.'s. Type the word DONE when you are ready and press [Enter].

You are asked "PRINT FORM ALIGNMENT?". This gives you the chance to see that the P.O.'s about to be printed will line up correctly on your forms. Answer Y to print a single form containing only X's and 9's.

If you use multiple printers, select which printer to send the forms to. In response to "ANY CHANGE?", answer Y to change your selection, or press N to print the alignment form.

Inspect this form and adjust your printer as necessary, then print another alignment form to verify the correction. Repeat as needed; you can print as many alignment forms as you need.

When your P.O. form is properly aligned, answer N to the "PRINT FORM ALIGNMENT?" question. The P.O.'s are printed automatically. You can press [F1] at any time to stop the printer.

Posting New P.O.'s

Posting a new P.O. transfers all of the information about it from the (temporary) transaction files to the permanent P.O. master files.

After posting, you will still be able to change and reprint a posted P.O. through the *Changes to P.O.'s* selection. But posting a P.O. normally means that you have finished composing the P.O. and it is ready to serve its purpose. Posting a P.O. indicates that you are filing it in the permanent master file for future reference.

When a P.O. is posted, the P.O. information is stored in the permanent Purchase Order files.

P.O. headers are posted to the P.O. Header Master File.

P.O. lines are posted to the P.O. Line Item Master File.

P.O. distributions are posted to the P.O. Distributions Master File.

If I/C is interfaced and the P.O. line is for inventory, the quantity on order is updated in both the I/C Item File and the I/C Status File.

Select *Post* from the *Purchase orders* menu.

You are asked to enter the ending purchase order number to post. (This lets you post only a portion of the new P.O.'s on file if you wish.) Enter the ending number or use the option:

Option: [F1] For the last new P.O. on file

Format: 15 characters

You are then asked "ANY CHANGE?". Type Y to change your selection or N to continue. Follow the screen instructions to print the Purchase Order Register.

If there are no errors, the new P.O.'s are posted to the permanent files.

Reasons Posting May Not Occur

If the software detects any errors, no posting will occur at this time. The types of errors that the software can detect are:

1. Gaps in the New Purchase Order Number Sequence.

This only applies when alphanumeric P.O.#'s are not being used. Every new P.O. number must be accounted for. There cannot be a gap between the number of the last posted P.O. (shown in the P/O Control File) and the first new P.O. number on file. There cannot be a gap between any two P.O.'s being posted. If there are such gaps, you must go back to the *Enter* function of this *Purchase orders* selection and create a "Void" P.O. for every unused P.O. number.

2. One or More New Purchase Orders Must Be Printed First.

Unless you have specified a P.O. as "Don't print", a new P.O. must be printed before it can be posted. To handle this situation, return to the *Print new P.O.'s* function and print all unprinted P.O.'s.

3. One or More Items Are Not Stored at a Specific Location (Only If Inventory Management Is Being Used with Purchase Order).

If you are using the Inventory Management package, the software will check that you actually store each item ordered on the P.O. at the deliver-to location specified. If it is not stored there, you cannot post the P.O. until the item is specified as being sent to a valid deliver-to location. Either change the deliver-to location for the item, or add the deliver-to location in the Inventory Management package as a new warehouse for the item.

4. One or More Purchase Orders Have No Line Items.

This would be a purchase order for which only a header has been entered. Add line items as appropriate, or delete the P.O. and then void it.



Chapter 13

Changes to P.O.'s

Introduction

New purchase orders can be changed through the *Purchase orders* selection as desired, up to the time they are posted. Once a P.O. is posted, it becomes permanent. The only way to change a posted P.O. is with this selection - *Changes to P.O.'s*. A posted P.O. can be changed until it is closed.

Use this selection to print an edit list of changes to posted P.O.'s and print the changed P.O.'s themselves. All the options you had for printing new P.O.'s are available for printing changed P.O.'s.

Once you have verified that your changes are correct and you have printed the changed purchase orders, you can post these changes to the permanent P/O files.

Change Numbers

Every change to a posted purchase order is assigned a "change number". The first change to a P.O. is change number 1, the second is 2, and so on. When a changed P.O. is printed, this change number will be attached to the original P.O. number. For example, if you are printing the second change to P.O. 5376, the printed P.O. will show the P.O. number as 5376-02, where the "02" is the current change number.

Only one change for a particular posted P.O. can be worked on at a time. You can modify the change P.O. up until it is posted, just as for a new P.O. After the change is posted, you can start another change. For example, if the original posted P.O. is 789, you can start or modify change 1. But you can't start change 2 until change 1 has been posted.

If you're using the menu bar, you could set up an "access group" from *Changes to P.O.'s* which would include *View (purchase orders)*. You could then get the next change number and the date of the last change from within *Changes to P.O.'s*.

To Begin

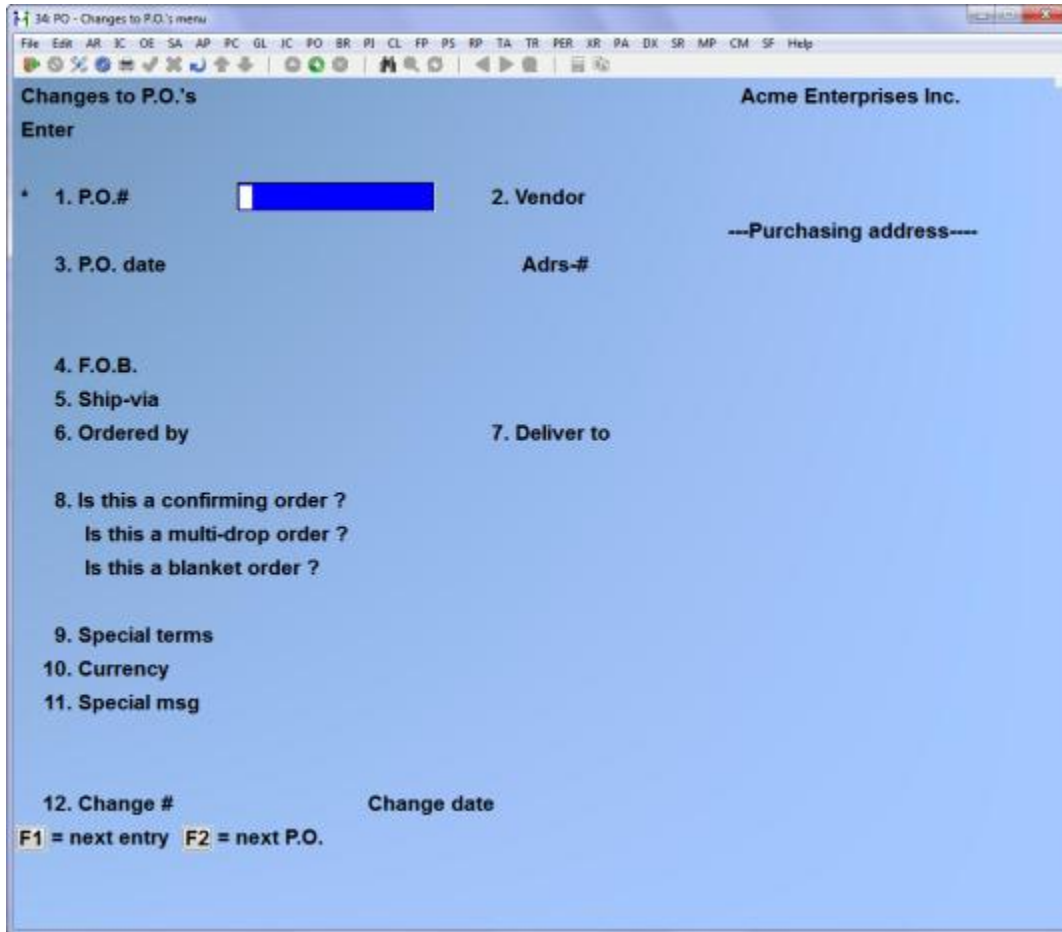
From the P/O menu, select *Changes to P.O.'s*. Then select *Enter* from the menu which appears.

Entering Changes to P.O.'s

Use this function to enter changes to posted P.O.'s or to make changes to change P.O.'s.

Like a purchase order, a change to a purchase order consists of two parts, the header section and the lines (line items) section.

You first see the header screen:



From this screen you can work with both new and existing change P.O.'s. If a change P.O. already exists for the P.O. number you specify, that change P.O. will appear and be available for modifications or deletion.

IMPORTANT NOTE: If you are going to be making a change to a P.O. (see field 11 below), you must know both the next change number in sequence for that P.O. and the date of the last change. If you do not already know them, get them now, selecting *Purchase orders* from *View*. Then return to this function to enter the change.

? 1. P.O.#

For a new change P.O.:

Enter the number of the original P.O. you want to change or use the option:

Option: [F2] to scan through the permanent P.O.'s on file

When you enter a valid P.O. number, the P.O. header information is displayed on the screen, and you are positioned at "Is this a confirming order?".

Format: 15 characters

For an existing change P.O.:

Only one un-posted change P.O. can exist for a particular posted P.O. However, until you post the change P.O., you can modify the information on it.

Enter the number of a P.O. for which a change exists or use the option:

Option: [F1] to scan through the change P.O.'s on file

After entering the number of a change P.O., the P.O. header information is displayed on the screen. Make changes or use one of the options:

Options: [F2] to cancel (or un-cancel, if already cancelled) this P.O.

[F3] to delete this change P.O. and all changed lines

After there are no more changes to the header information, press [Enter] and you are asked if there are any changes to the line items. If you answer Y, the line item screen appears. (See the "Line Item Screen" section for a full explanation of how to change or add a line item.)

Format: 15 characters

8. Is this a confirming order ?

Enter Y, N, I or D:

Y - Yes, this is a confirming P.O.

At the top of each page of the change P.O., the following will be printed: "This is a confirmation of a verbal order. Do not duplicate this order."

N - No, this is not a confirming P.O.

No message is printed at the top of the change P.O. This entry would be used when you place your changed order with a vendor by means of the printed P.O. rather than verbally.

I - For Internal use only

At the top of each page of the change P.O., the following will be printed: "This order is printed for internal use only. Do not mail to vendor."

D - Don't print

This change P.O. will not be printed in the normal course of printing change P.O.'s. This means that when printing change P.O.'s using the *Changes to P.O.'s (Print)* function, change P.O.'s which have a D entered here will not be printed.

We recommend that you print every change made to a P.O. so you can keep a complete, hard-copy (paper) record of all changes.

After this entry, you will be positioned at "Change #".

12. Change # and Change date

Enter the number of the change for this P.O. If this is the first change, enter 1. If it is the second, enter 2, etc. Because only the next change number in sequence is accepted for this P.O., you must know what this number should be.

This restriction is included to insure that you are aware of all previous changes (if any) that have been made to the P.O. For example, if the last change to this P.O. was # 3, you must enter 4 here. You can see the last change number to the P.O. by using *View (purchase orders)* as explained in the note at the beginning of this section.

After you enter the correct change number, you must enter the date of the change you are making now. This date must not be before the date of any previous change made to the P.O. You can also see the date of the last change to any P.O. by using *View (purchase orders)* as explained above.

Format: 99 (for change number)
MMDDYY (for change date)

After you have entered this information, make any changes to it. Several fields on this screen cannot be changed:

1. P.O. #
2. vendor
7. Deliver to
8. Is this a multi-drop order ?
Is this a blanket order ?

If you must change what you have entered in any of these fields, you must cancel the P.O. and re-enter it through *Purchase orders*.

Although the vendor cannot be changed, the purchasing address can be changed. To change the "Adrs-#", enter 2 at "Field number to change ?", and you will be positioned at the "Adrs-#" field. Enter a purchasing location number, or use the[F1] option to scan through the purchasing addresses on file for this vendor.

Cancelling Posted Purchase Orders

After entering information in fields 8 and 11 as described above, you can press [F2] to cancel the entire posted P.O.

(If you incorrectly cancel a posted P.O., you can "un-cancel" it at any future time (as long as it has not been purged) through this function by typing the number of the cancelled P.O., then answering in response to the message at the bottom of the screen.)

You cannot cancel a P.O. if any receivings have been entered for it. The same holds true for any line on a P.O. A line can be cancelled as long as no receivings have been entered for that line. Also, as long as the entire P.O. has not been purged, a cancelled line may be un-cancelled at any time.

When you have finished making changes to the header information, you are asked "ANY CHANGES TO THE LINES?". If you want to change any original line item information, answer Y. You then see the line item screen.

Line Item Screen

1. Line

To Change an Existing P.O. Line

Enter the number of the line that you want to change or use the option:

Option: [F2] to scan through the lines on file for this P.O.

After entering a line number, make changes, press [F1] to cancel this line (or close the line if receivings are on file for it), or [F6] to change the line's notes (see the "Notes Screen" section following).

For a regular vendor (one on file in the Vendor Item File), neither the item number nor any of the item information (vendor's product number, vendor's description, vendor's sell unit, or vendor's ship unit) can be changed. Additional text can be added to the vendor's product description.

For a temporary vendor, the vendor's product number, description, and vendor sell units can be changed. "This P.O. line is for?" will always be "Other" for a temporary vendor and cannot be changed.

Format: 999

You cannot change a closed delivery in the delivery schedule. You cannot change the line at all if every delivery is closed - this means that the line itself is closed.

For a multi-drop P.O., you cannot change any deliver-to location.

For a blanket order, you cannot change the total blanket quantity here. To do this, you must use the *Releases* selection.

If you have changed the quantity ordered or the unit price, you must change the distributions in order to distribute the new amounts. Otherwise, you will be given the choice of changing the distributions or not.

Canceling and Closing Lines

Use [F1] to cancel the entire line, as long as nothing has been received for it. If there have been some receivings for the line already, you can use [F1] to close the line (no more to be received). Make any changes to the line item information, then press [Enter].

NOTE: If you press [F1] to close the line, any other changes you make to the line will not take effect. If you decide you really do not want to close the line, just delete the change that was entered for that P.O. before you post the change.

Once you have posted the change, the line will be closed and you will not be able to reopen it. (However, you will still be able to receive goods against it.)

To Modify an Existing Changed Line

Enter the number of the changed line that you want to change or use the option:

Option: [F1] to scan through changed lines already on file for this P.O.

After entering a line number, make changes or press [F1] to close this line, [F3] to delete this changed line, or [F6] to change the line's notes.

NOTE: Pressing [F3] deletes only the changed line, not the original line in the permanent Purchase Order File.

If you have changed the quantity ordered or the unit price, you must change the distributions.

To Add a Line to the P.O.

You can also use this function to add a line item to a posted P.O.

Enter the number of the line that you want to add or use the option:

Option: [F5] to add a new line to the P.O.

You will then be asked to enter all of the information about the new line, as described in the "Line item" section of the chapter titled *Purchase Orders*. Consult this chapter for a full explanation of how to add a line item to a P.O.

Notes Screen

If you entered notes when the P.O. was first added, you can change those notes by using the [F6] key. If you did not enter notes when the P.O. was first added, you will not be allowed to add notes now.

If you press [F6] to change the line's notes, you see:

The screenshot shows a software window titled "34 PO - Changes to P.O.'s menu" for "Acme Enterprises Inc.". The window contains several input fields and labels:

- Enter** section with fields for **P.O.#** (2), **Vendor** (800), and **Hanson Manufacturing Co.**
- 1. Line #** (4) and **2. Item #** (6) fields, with a **(New)** button next to the Line # field.
- Motor, 2hp Submersible** text in a field, with two empty fields below it.
- 3. Worksheet #** (1) and **Our stocking unit** (EACH) fields.
- A section for notes with **1. Note #** (a small pink box) and **2. Text** labels.
- A legend at the bottom: **F1 = next note**, **F5 = Note #**, and a field containing **10**.

1. Note

Enter a note number or use one of the options:

Options: [F1] to scan through the notes already on file for this line

[F2] to scan through notes on file for this line in the permanent Notes File

After a note number is entered, make changes to the note text. Notes cannot be deleted.

Format: 999

Distribution Screen

When the distribution screen is displayed, enter the account number or job information for the distribution to be changed, or press [F1] for the next distribution or job number on file. You can change an existing distribution or add a completely new distribution.

To change an existing distribution, enter its account or job number, or locate it using [F1]. Once you have the correct distribution on the screen, answer to "ANY CHANGE?" and enter the new quantity, amount, or percent (whichever is applicable).

You can delete a distribution by entering zero here.

To add a new distribution, enter the new account or job number. You will be informed that this distribution is not on file and asked if you want to add it. Answer Y and you are asked to enter the quantity, amount, or percent for this distribution. When you are through changing distributions, return to the line item screen by pressing [Tab] at the account or job number.

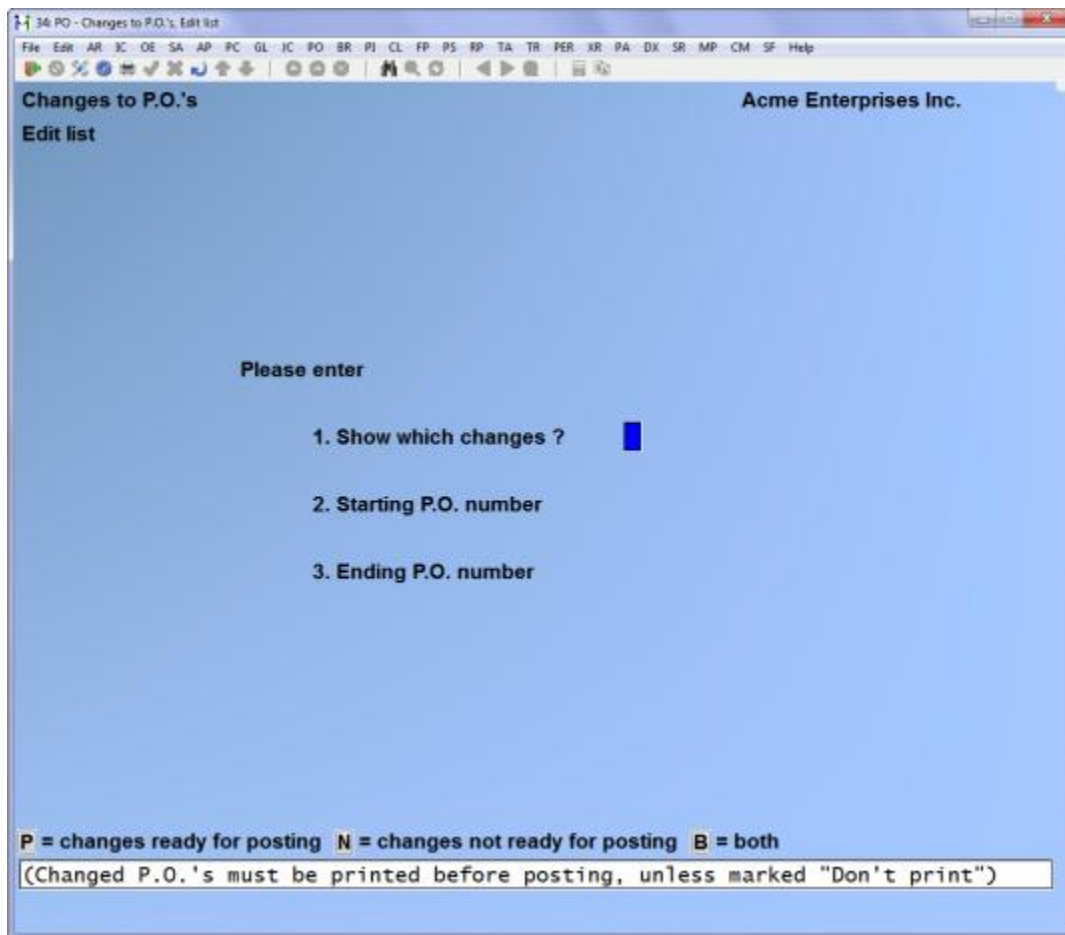
To leave the *Enter* function, first press [Tab] instead of an account or job number in the distribution section. The line screen reappears. Press [Tab] again and the header screen reappears.

Printing an Edit List

From the *Changes to P.O.'s* menu, select *Edit list*.

Select *Edit list* from the *Changes to P.O.'s* menu. You can also select *Changed P.O.'s edit list* from the *Reports* menu.

You then see this screen:



Enter the following report criteria:

1. Show which changes ?

Before a change can be posted, it must be printed, except for those with a confirming order status of D (Don't print).

Type P to print only purchase order changes ready for Posting.

Type N to print only P.O. changes Not ready for posting.

Type B to print Both types (all P.O. changes).

Format: 1 character

? 2. Starting P.O. number

? 3. Ending P.O. number

Enter the range of changed P.O.'s to show on the edit list. Follow the screen instructions.

Format: 15 characters for each field

Printing Changed P.O.'s

Unless you answered D (Don't print) to "IS THIS A CONFIRMING ORDER ?", a changed P.O. must be printed before the change can be posted. If you change the header or any of the line items for the distributions after you print it, you must print it again before it can be posted.

The changed P.O. clearly shows what has been changed and has the change number attached to the P.O. number. For example, if the P.O. number is 5369 and this is the first change for this P.O., the P.O. number will be printed as "5369 - 01" on the P.O. form.

From the *Changes to P.O.'s* menu, select *Print changed P.O.'s*.

Some processing occurs while the changes are being checked for validity, then you see:

34 PO - Changes to P.O.'s, Edit list

File Edit AR IC OE SA AP PC GL IC PO BR PJ CL FP PS RP TA TR PER XR PA BK SR MP CM SF Help

Changes to P.O.'s Acme Enterprises Inc.

Print changed P.O.'s

Please enter

1. Starting P.O. number

2. Ending P.O. number

3. P.O. form ID

Press F1 for "First"

Enter the following information:

- ? 1. Starting P.O. number
- ? 2. Ending P.O. number

Enter the range of changed P.O.'s to print. Follow the screen instructions.

Format: 15 characters for each field

? 3. P.O. form ID

Enter the purchase order form ID to print the P.O.'s on, or press [Enter] to use the default form ID set up in *Control information*.

Format: 5 characters

Make any changes.

Insert your purchase order forms into the printer in preparation for printing the P.O.'s. You will see the message "PLEASE MOUNT PURCHASE ORDER FORM ON PRINTER. TYPE 'DONE' WHEN READY ____". If you answered Y to "P.O. form always mounted?" in *Control information*, this prompt and the next prompt will not appear.

Check the printer and paper alignment to make sure that the printing lines up correctly on your forms. Answer Y to print one form containing only X's and 9's.

If you are using multiple printers, select which printer to send the P.O. to. In response to "ANY CHANGE?", answer Y to change your selection, or press [Enter] to print the alignment form.

Inspect this form, adjust the printer as necessary, then print another alignment form. You can print as many alignment forms as you wish. When your P.O. form is properly aligned, answer N to the "PRINT FORM ALIGNMENT?" question. The P.O.'s are printed automatically.

Press [F1] at any time to stop the printer.

Posting Changes to P.O.'s

This function permanently stores the changes made to the P.O. files. Changes made to P.O.'s are not recorded until they are posted.

From the *Changes to P.O.'s* menu, select *Post*.



Chapter 14

Print Purchase Orders

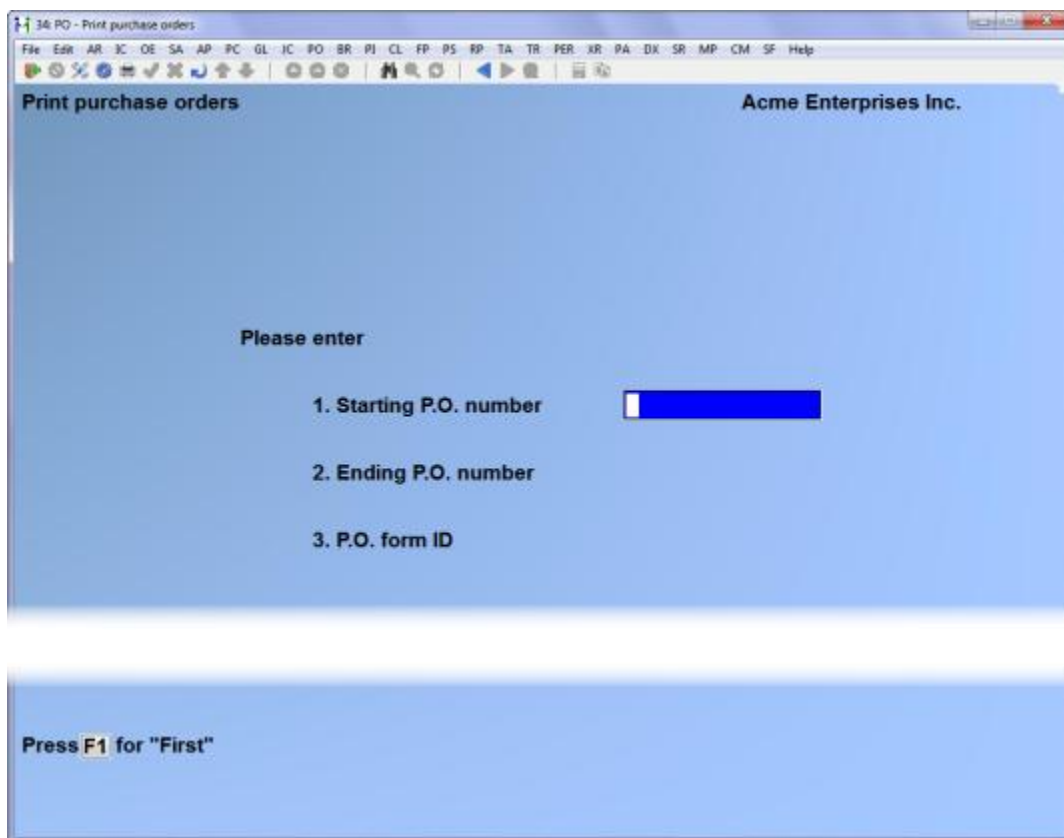
Introduction

Use this selection to print purchase orders after you have posted them to your permanent Purchase Order files. Because newly-entered P.O.'s have to be printed before they can be posted, this selection is mostly used to print extra copies of P.O.'s.

To Begin

From the P/O menu, select *Print purchase orders*.

Some processing occurs before this screen appears. You then see:



Enter the information as follows:

? 1. Starting P.O. number

? 2. Ending P.O. number

Enter the range of purchase orders to print. Follow the screen instructions.

Format: 15 characters at each field

? 3. P.O. form ID

Enter the purchase order form ID to print the P.O.'s on, or press [Enter] to use the default form ID set up in *Control information*.

Format: 5 characters

Make any changes.

Insert your purchase order forms into the printer in preparation for printing the P.O.'s. You see "PLEASE MOUNT PURCHASE ORDER FORM ON PRINTER. TYPE 'DONE' WHEN READY". If you answered Y to "P.O. form always mounted ?" in *Control information*, this prompt and the next prompt will not appear.

Check your paper and printer alignment to make sure that the print lines up correctly on your forms. Answer Y to print one form containing only X's and 9's.

If you are using multiple printers, select which printer to send the purchase orders to. In response to "ANY CHANGE ?", answer Y to change your selection, or press [Enter] to print the alignment form.

Inspect this form, adjust the printer as necessary, then print another alignment form. You can print as many alignment forms as you wish.

When your purchase order form is properly aligned, answer N to the "PRINT FORM ALIGNMENT ?" question. The P.O.'s are printed automatically. You can press [F1] at any time to stop the printer.

P.O.'s printed here will not have any "Confirming Order" or "Internal Use Only" message printed on them.



Chapter 15

Receivings

Introduction

Use this selection to enter receivings and post them to the permanent Purchase Order and Inventory Management files. You can enter receivings for a P.O. on file, or enter receivings that come in for which there is no P.O.

We assume that you manually record your receivings on some form of receiving document, referred to here as a "receiver". Each receiver should have a unique number.

Interface with Inventory Management

If you are using Inventory Management, this selection is an important part of the Purchase Order-to-Inventory Management interface. When receivings are posted here, the posting process creates receiving-type inventory transactions in I/C, just as if you had entered them directly through I/C.

To Begin

From the P/O menu, select *Receivings*. Then select *Enter* from the menu which appears.

New and existing receivings:

From this screen you can work with both new and existing receivings. If a receiving has already been entered for the receiver number you specify, it will appear and is available for changes or deletion.

Entering Receiving

You see this screen:

34 PO - Receivings, Enter

File Edit AR JC OE SA AP PC GL IC PO BR PJ CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help

Receivings Enter Acme Enterprises Inc.

1. Receiver #

2. P.O.#

3. Vendor #

4. Currency

5. Recv date

F1 = next receiver F2 = next available receiver #

Enter the following information:

1. Receiver

The P/O package keeps strict control over your receiver numbers, so that there are never any that are unaccounted for. You will not be able to post your receiving transactions if there are any gaps in the sequence of receiver numbers.

For a new receiving:

Enter the number of the receiver (receiving document) for this receiving or use the option:

Option: [F2] to get the next available receiver number from the P/O Control File

Format: 999999

For an existing receiving:

Enter the receiver number or use the option:

Option: [F1] to scan through the receivings on file

Changes are made to the receiving in the usual way. You are then asked if you want to change the lines for this receiver. If you answer Y, enter the number of the line you want to change or press [F1] to display each line in order. Make the changes as usual.

You can also press [F3] to delete this receiving. If you delete an entire receiver, you will have to either reuse that receiver number or mark that number as void (as described below) before you are allowed to post receiving transactions.

If you want to delete only some lines, enter the line number or use the option:

Option: [F1] to display each line in turn

Follow the screen instructions.

? 2. P.O.

Enter the purchase order number for this receiving. If the goods received are not on any P.O., press [Enter] to indicate that there was no P.O. for this receiver. Press [F2] if you want to void this receiver number. (You can reuse a voided receiver number at any later time.)

Format: 15 characters

3. Vendor

(If a P.O.# was entered, this field automatically displays the vendor # entered for the P.O. and is skipped.)

Enter the number of the vendor from whom the goods were received. The vendor must be in the Accounts Payable Vendor File, unless he is a temporary vendor. (A temporary vendor's number starts with an asterisk.) For a temporary vendor, enter the vendor name next. Otherwise, the vendor's name and address display automatically.

Format: 6 characters

4. Recv date

Enter the date of the receiving or use the option:

Option: [Enter] to use the current date displayed

Format: MMDDYY

You can change only the receiving date or the deliver-to location for a multi-drop purchase order. Make any changes to these two fields as usual. You then see the receiver line screen:

5. Deliver to

(This field only appears when you have entered a P.O.# for a multi-drop P.O.)

Enter the code for the deliver-to location for this receiver or use one of the options:

Option: [Enter] to use the main deliver-to location

[F1] to use the deliver-to location entered for the P.O. header. (Only appears if the main deliver-to location was not entered for the P.O. header.)

Format: 2 characters

34 PO - Receivings, Enter

File Edit AR IC OE SA AP PC GL IC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help

Receivings Acme Enterprises Inc.

Enter

Recvr # 38 P.O.# 44 Vendor 800 Hanson Manufacturing Co.

1. P.O. line #

2. Our item #

3. Qty rec'd

4. Unit price

5. Factor code

Total Receiver Value .00

F1 = next receivings line F2 = next P.O. line F5 = line receiving

You must enter a receiver line for every item on this receiver.

Each line you enter has a line number.

If there is a P.O. for the receiver, the receiver line number is the same as the P.O. line number for this item. (The first field shows "P.O. LINE #".)

If there is no P.O., enter the line numbers in the same order in which the items appear on the receiver.

When there is a purchase order for the receiver:

1. P.O. Line #

Enter the line number on the P.O. for the item received or use one of the options:

Options: [F1] to scan through the line items on the P.O.

[F2] for the next P.O. line

Format: 999

2. Our item # /vndr prod #

The item number, description, and stocking unit of the item display automatically and you are asked "RIGHT LINE?". Answer Y or N or use the option:

Option: [F1] to scan through the line items on the P.O.

If the item is for inventory, you can also press [F3] here to show the vendor's item number, description, and units for this line item. You can then press [F3] again to redisplay your item number and description.

3. Qty rec'd

Enter the quantity received (in any one of three units of measure - your stocking unit, the vendor's selling unit, or the vendor's shipping unit), pressing [F2] if necessary to switch the unit of measure to the one you want. If you're not interfaced to I/C, your stocking unit will not be available. If any of the units of measure are the same, you will have fewer than three choices.

Format: 99,999,999.999

Each line on a P.O. has its own delivery schedule. All receivings are applied to the deliveries on this schedule. If the quantity received exactly matches the first delivery that is open, the quantity received will be applied automatically to that delivery. If the quantity received is less than the open delivery quantity, you are asked if the delivery should be left open or closed out short. If you choose to close the delivery, no more receivings can be applied to that particular delivery.

If the quantity received is greater than the current open delivery and the delivery schedule contains more than one open delivery, the entire delivery schedule is

displayed, and you are allowed to enter the portion of the quantity received to apply to each delivery.

If the total received (the current receiving plus all previous receivings) for a receiving on a blanket order is greater than the quantity released, you get a message saying so. When the receiving is posted, the total quantity released will automatically be set equal to the total quantity received.

4. Unit price

Select the unit that the price is based upon, if more than one unit is available. Press [F2] first to switch the unit of measure. If this receiving has a P.O., press [F1] for the unit price entered on the P.O. line (displayed on the screen).

NOTE: If you are using I/C, the unit price entered here does affect the *Inventory* transaction that is automatically created when a receiving is posted. The price that you enter here becomes the base cost of the item in the I/C *Inventory* transaction. When you post the *Inventory* transaction in I/C, the actual cost becomes the replacement cost for the item in the I/C Item File.

Format: 9,999,999.999

The total price then displays automatically.

5. Factor code

Enter the factor code to apply to the unit price entered in the previous field, or use one of the options:

Option: [Enter] if no factor code applies to this item receiving.

[F1] to default to the factor code from the item's record in I/C.

The factor code is not applied to the receiving when the inventory transaction is created. At that point, the unit price replaces the base cost, and a new replacement cost is determined.

(Refer to the chapters titled *Factor codes* and *Items* in the Inventory Management manuals for details on setting up and the repercussions of using factor codes.)

Make any changes as usual. The screen clears to enter the next receiving line. The line just entered displays on the lower portion of the screen.

To exit from this function, press [Tab] twice.

When there is no purchase order for the receiver:

If you are entering a receiving that does not have a prior purchase order, enter lines as follows:

1. Recv line

On the receiver line screen, enter a receiver line number corresponding to the order in which the items appear on the receiver or use the option:

Option: [Enter] to use the next number in sequence (displayed on the screen)

Format: 999

If I/C is interfaced, you are asked if the item is for inventory. If the item is for inventory, you are also asked for the deliver-to location code. After you enter the code, the deliver-to location displays.

Format: 2 characters

2. Vndr prod #/Our item

If the item is for inventory, you are asked for the item number. You can use [F2] to see the vendor's product information. If the item is not for inventory, you are asked for the vendor product number.

After entering the item number or vendor product number, the item description and units of measure display, except for temporary vendors and non-inventory items. For a temporary vendor, you must enter the item description and unit. For a non-inventory item, you must also enter the description and unit if you are interfaced to I/C.

Format: 15 characters

3. Qty rec'd

Enter the quantity received in any one of three units of measure - your stocking unit, the vendor's selling unit, or the vendor's shipping unit. If you're not using I/C, your stocking unit will not be available.

Format: 99,999,999.999

4. Unit price

Enter the unit price or use the option:

Option: [F1] if the price is unknown. ("UNKNOWN" displays. You can enter the actual price later through the *Adjust receivings* selection.)

Format: 9,999,999.999

Fast enter

From the *Receivings* menu, select *Fast enter*.

Use this function to receive an entire P.O. at once, rather than having to use the *Receivings (Enter)* function to enter the receiving line-by-line.

For a single-drop P.O., this function is useful when all of its items are delivered on the same day. For a multi-drop P.O., this function is useful when one of its deliver-to locations receives the full shipment of all items on the P.O. on the same day.

Enter the following:

1. Receiver

Enter a receiver # or use the option:

Option: [F1] to get the next available receiver # from the P/O Control File

Format: 999

?2. P.O.#

Enter the number of a posted P.O.

NOTE: The P.O. entered here must be an open and un-cancelled P.O. It also must not have any un-posted changes on file. A single-drop P.O. must not have any receivings (posted or un-posted) on file. A multi-drop P.O. must not have any receivings (posted or un-posted) on file for the deliver-to location of this receiving. A blanket P.O. must not have any un-posted releases on file, as well as any receivings (posted or un-posted) on file.

Format: 15 characters

3. Vendor

This field displays the vendor number, name, and address for your information. It cannot be changed.

4. Recv date

Enter the date of the receiving or press [Enter] to use the current date.

Format: MMDDYY

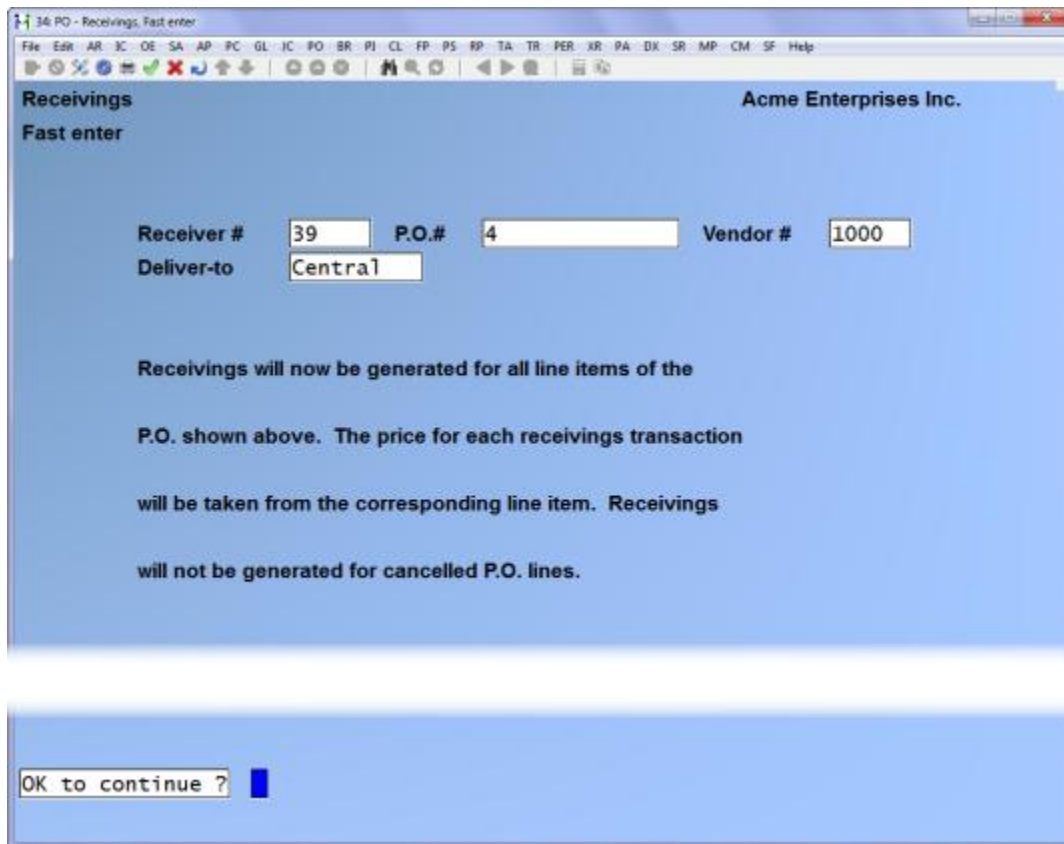
5. Deliver to

(This field only appears for a multi-drop P.O.)

Enter the deliver-to location for this receiving.

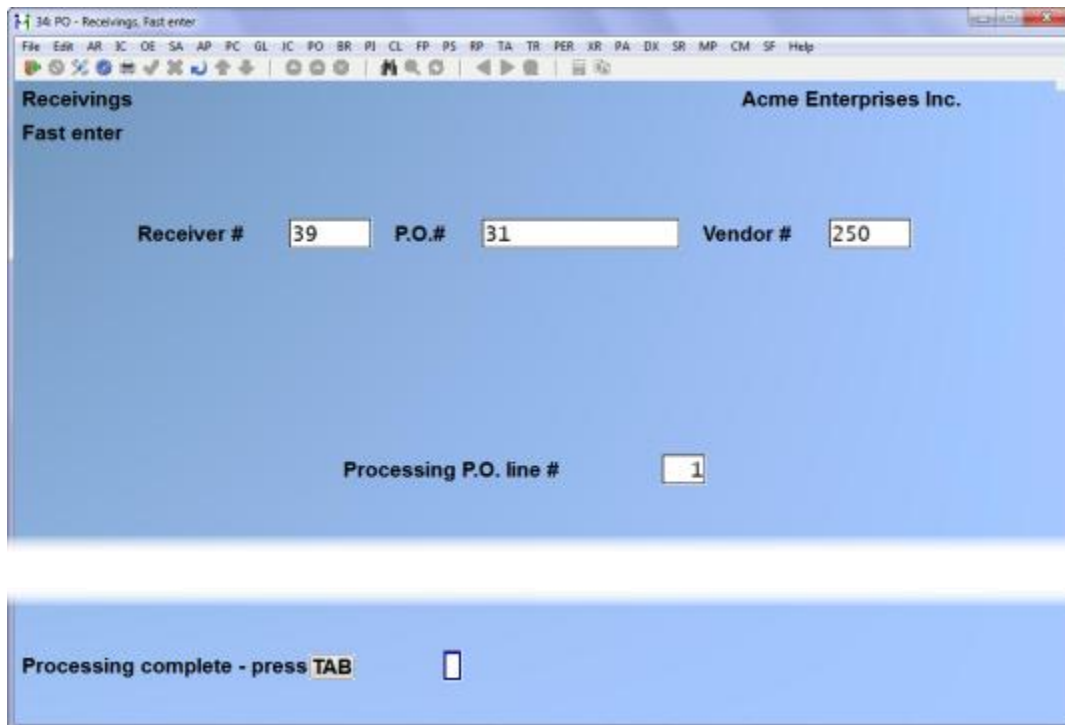
Format: 2 characters

Make any changes and then press [Enter]. This screen will appear:



Enter Y to begin verifying the P.O. lines for this receiving.

If this receiving cannot be processed, you will be informed as to the reason. If all of the P.O. lines are verified as OK to process, this screen will appear while the receiving is generated for this P.O.



Printing an Edit List

From the *Receivings* menu, select *Edit list*.

Enter the following information:

1. Starting receiver #
2. Ending receiver #

Enter the range of receivers to show on the edit list. Follow the screen instructions.

Format: 999999 at each field

3. Show lines ?

Answer Y to show both header and line information, or N to show only the header information.

4. Show line detail ?

If you answered N to the previous question, you will not be asked to enter anything here. Answer Y to show the detail of each receiver line, or N to show just a single print line per receiver line.

If there is a gap (unused numbers) in the receiver number sequence, an error message prints on the edit list. Posting cannot take place. You can fix this situation by either

entering the missing receivers or voiding the missing receiver numbers through the *Enter* option of this selection.

Posting Receivings

This selection allows you to post all or only a portion of the receivers on file.

From the *Receivings* menu, select *Post*.

You are asked to enter the ending receiver number to post. Enter the appropriate number or use the option:

Option: [F1] to use "Last"

Format: 999999

You are asked "ANY CHANGE?". Answer N if there is no change, or Y to make the appropriate change.

A menu appears for you to select where to print the Receivings Register. Follow the screen instructions.

The receivings are then posted.

Purchase orders are updated at this time with the quantity of goods received. A history record is also created for each receiving line. If I/C is interfaced, the inventory information for these receivings is updated.

When posting is complete, a message displays to inform you either that the posting was successful or that there were errors which prevented posting. If posting was prevented, follow the screen instructions to deal with the errors.

NOTE: If you are using I/C and a receiver line has an unknown price, posting will create a receiving transaction in *Inventory* in the I/C package, and the cost will be set to the replacement cost for the item in the item record.

NOTE: It is possible to use up all the valid receiver numbers. The Purchase Order package allows up to 999,999. If you use up all these numbers, start your receiver numbers over at 1. Run *Control information* and set the last posted receiver number to zero at this point. You will not be allowed to re-enter a receiver number of 1 until you reset the last posted receiver number in the Control File.



Chapter 16

Releases

Introduction

(If you do not use blanket P.O.'s, skip this chapter.)

A blanket P.O. is used when you want to buy a (large) total quantity of an item(s) from a vendor, but don't want it delivered all at once. Instead, the total quantity will be delivered in partial shipments over the course of several months or a year. These partial shipments are called "releases". A release occurs when you notify the vendor, either verbally or in writing, that you now want delivery of part of the blanket order.

Use this selection to enter releases into the P/O package and to print release purchase orders to send to your vendors. You may also use this selection to print a report showing the status of your blanket P.O.'s and to change the last release for a blanket P.O.

To Begin

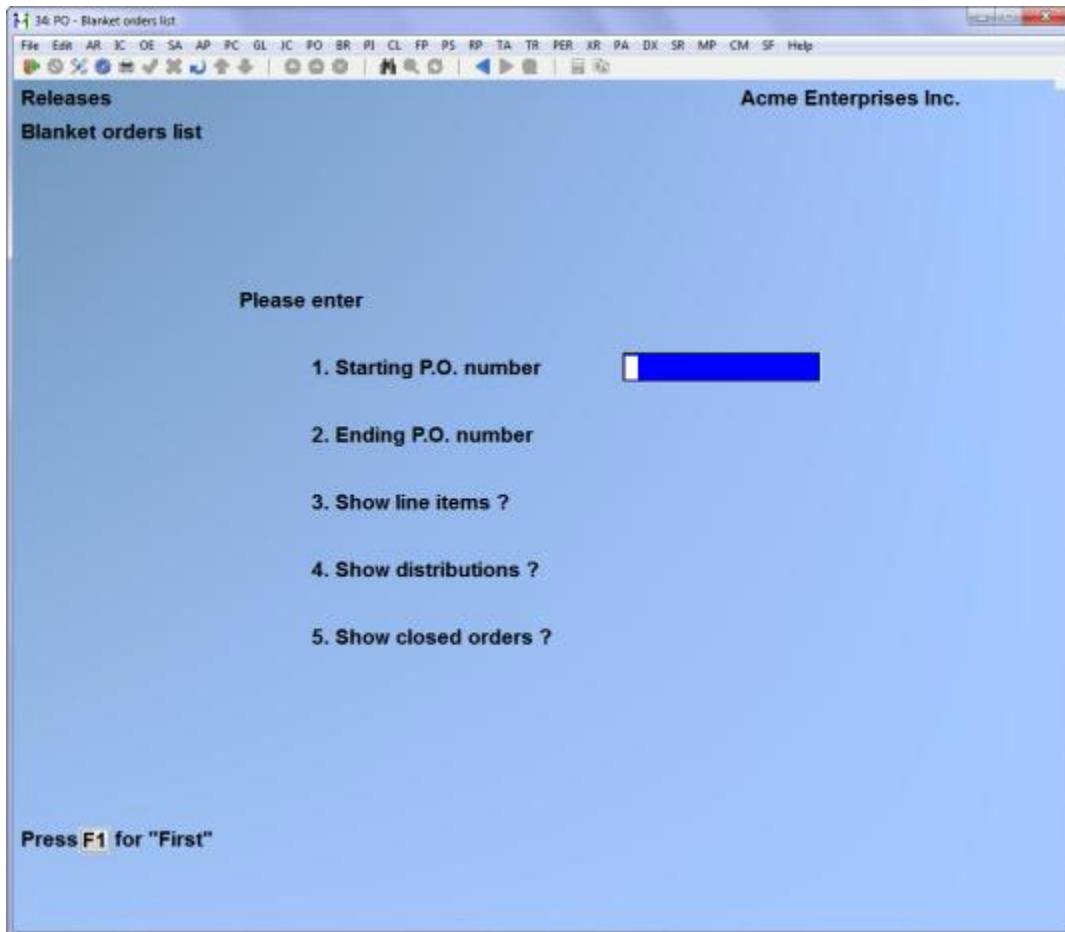
From the P/O menu, select *Releases*.

Printing a List of Blanket Orders

Use this function to verify the status of a blanket P.O.; i.e., how many releases have been made, the release dates, the release quantities, etc. Summarized and detailed release information can be shown for each blanket P.O. within the selected range.

From the *Releases* menu, select *Blanket orders list*.

The following screen appears:



Enter the following information:

- ? 1. Starting P.O. number
- ? 2. Ending P.O. number

Enter the range of blanket orders to show. Follow the screen instructions.

Format: 15 characters at each field

- 3. Show line items ?

Answer N to show only the header information. A summary of the release information will be shown for each blanket P.O. in the range: the last release date, the number of releases so far, and the release interval.

Answer Y to also show the line item information. Detailed release information will be shown for each line item: the last release date and quantity, the total quantity released so far, the balance remaining to be released, and the quantity already received.

4. Show distributions ?

If you are not showing line items on the report, this field is skipped. Otherwise, answer Y if you wish to show the distributions for the line items shown.

5. Show closed orders ?

A "closed" P.O. is one for which you have received everything that you expect to receive.

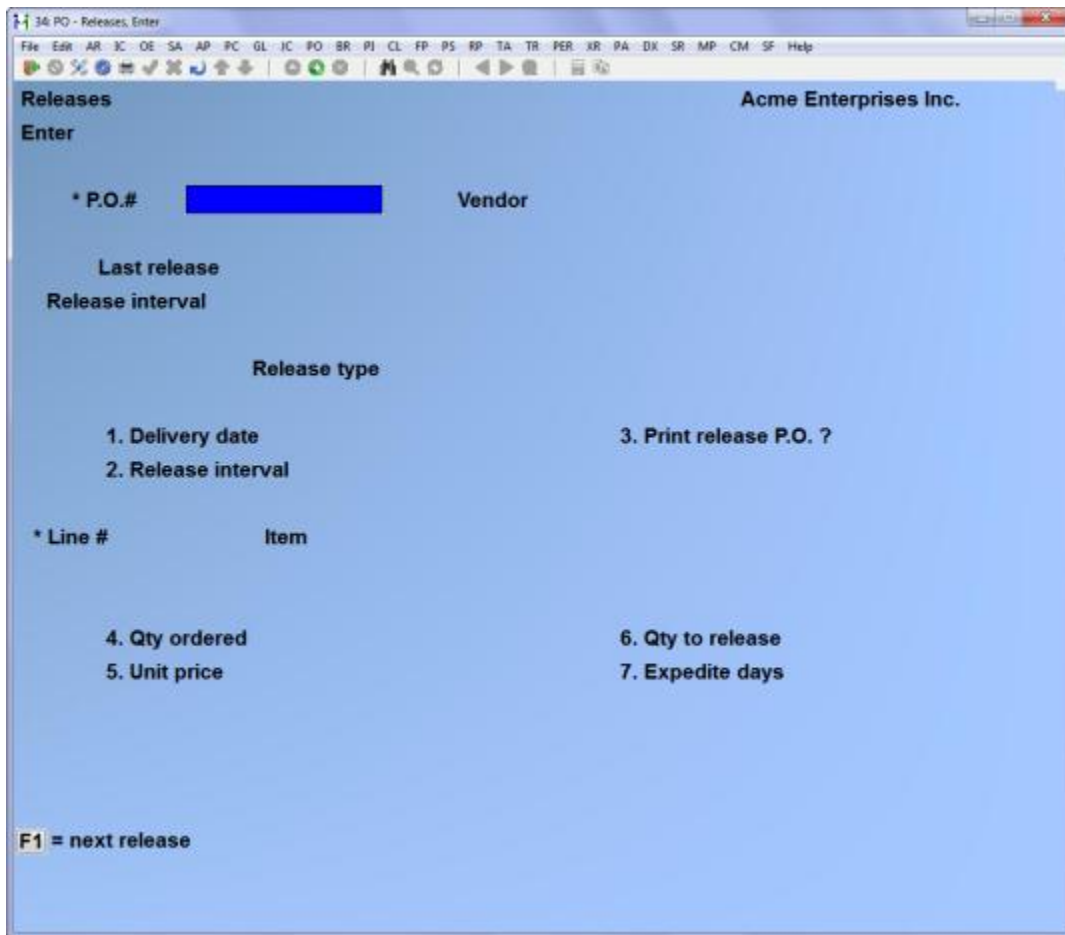
Answer N to show only open blanket orders. This will decrease the size of the report and allow you to concentrate on the P.O.'s for which you still expect to receive items.

Answer Y to show both open and closed blanket P.O.'s. This is useful if you need to refer to a closed P.O. or compare a vendor's open blanket P.O.'s to his closed ones.

Entering Releases

Use this function to either enter a new release transaction or change the last release transaction.

From the *Releases* menu, select *Enter*. You see:



From this screen, you can work with new and existing releases. If a release has already been entered for the P.O. number you specify, that release will appear and be available for changes or deletion.

Enter the information as follows:

? * P.O. #

For a new release:

Enter the number of the blanket P.O. for which you want to add a release.

Format: 15 characters

Enter the number of the blanket P.O. for which you want to add a release, or use the option:

Option: [F1] to scan through the un-posted releases on file

Last release:

"Last release:" shows the last release number for this P.O. and its release date.

NOTE: If you entered a "First req'd date" for this P.O., release # 1 was automatically created when you posted the P.O., and the first required date became the release date for release # 1.

Release interval:

This shows the release interval for the last release.

NOTE: If you entered a release interval for this P.O., it will be shown here the first time that you use this function to add a release for this blanket order.

Release type

This field allows you to choose between adding a new release transaction and changing the last release transaction.

Enter the code for the release type, either:

1 = Add a new release, or

2 = Change the last release.

(The "Change the last release" type is described later in this chapter.)

Adding a New Release

You then see:

You are next asked for information about the new release that applies to all line items on the blanket order.

1. Delivery date

Enter the date on which you want this release delivered to you or use the option:

Option: [F1] to use the delivery date calculated from the blanket order's release interval and the delivery date of the previous release

Format: MMDDYY

2. Release interval

Enter a number, press [Enter], and then enter D for day, W for week, or M for month.

Format: 99 and 1 character

3. Print release P.O. ?

You have the choice of printing or not printing a separate "release purchase order" for this release of the blanket order. Press [Enter] to accept the default of Y. If Y is

entered, the release P.O. must be printed before this release transaction can be posted.

Enter N if you do not need to print a P.O. for this release transaction. This would be the case when you verbally notify the vendor of the release but do not send him a printed P.O.

You are now positioned at "Field number to change?". Make changes as needed to fields 1 through 3, or press [Enter] to show information about line # 1 of the P.O. and enter the quantity to release.

You must now look at each line item on this blanket order and specify the quantity to release for each one.

You are first asked to enter the new quantity to release (field 6). Then at "FIELD NUMBER TO CHANGE?", you will also be able to change the overall blanket order quantity ordered, the unit price, and the number of expedite days.

4. Qty ordered

This is the overall blanket order quantity for the line item. You cannot change it to less than the quantity already released or the quantity already received.

Changing the quantity ordered here will also change it in the blanket P.O. when the release is posted to the permanent Purchase Order files.

Format: 99,999,999.999

5. Unit price

This is the unit price for the item per the blanket P.O. Changing the unit price here will also change the line item's unit price in the blanket P.O. when the release is posted.

Format: 9,999,999.999

NOTE: After you have changed either of these two fields, you will not be asked to change the distribution information for the line item; this will be done automatically. However, if you want to change the G/L account number or job for the (single) distribution for this line item, you must do so through *Changes to P.O.'s*.

6. Qty to release

Enter the quantity of this item you wish to release now. The new quantity to release and the quantity previously released cannot add up to more than the total blanket order quantity.

Format: 99,999,999.999

7. Expedite days

Enter the number of days before the new delivery date that this new release of the line item should be expedited. If you have no need to expedite this item, just press [Enter].

Make any changes as usual. The next line on the blanket order displays.

Format: 99

8. Orders to fill ?

Enter up to 4 orders that are to be filled by this P.O. release.

Format: 8 characters

Changing the Last Release

If you selected entry type 2 - *Change last release* - the processing is slightly different than just described. Fields 1, 2, and 3 display automatically and you are asked immediately for "Field number to change?". The delivery date shown will be the delivery date already specified for the last release.

After there are no more changes to fields 1, 2, or 3, instead of the line items being displayed automatically, you are asked to enter the line number for each line that you want to change. You can press [F1] to display the next line.

When you have selected a line to change, fields 4 through 8 (described above) display automatically, and "Field number to change?" appears. Make any desired changes to the information displayed here.

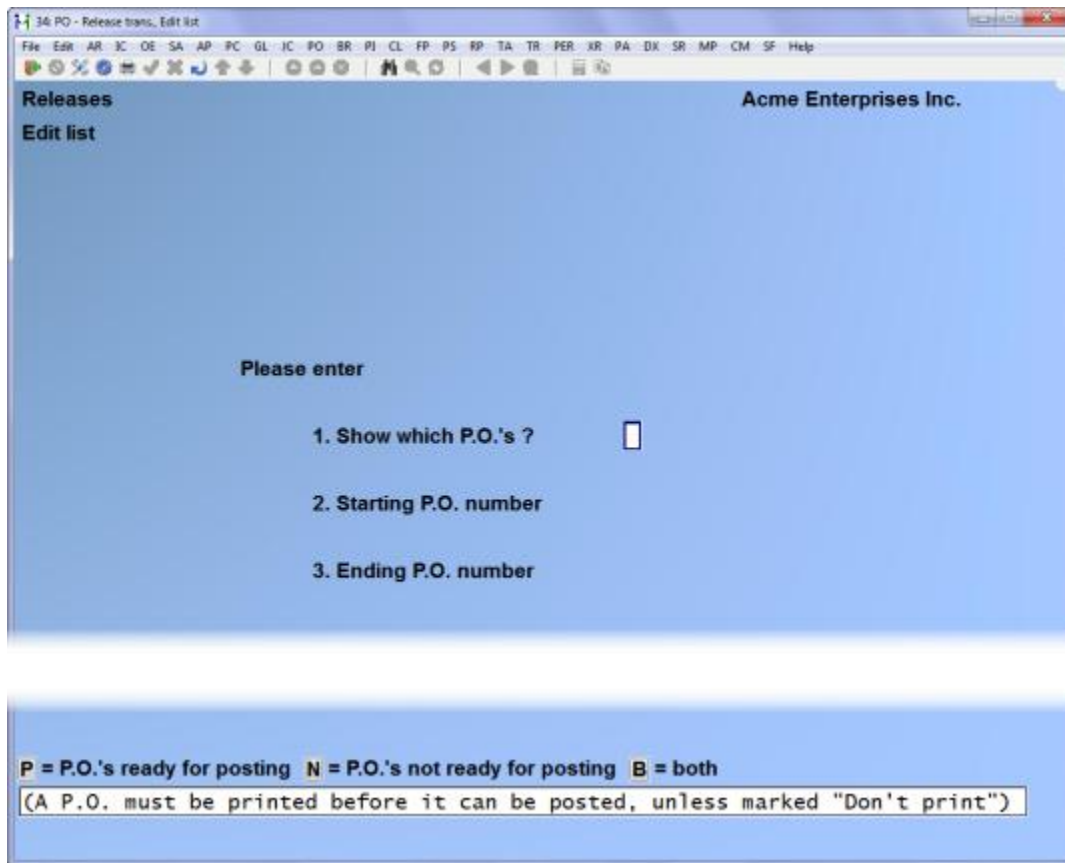
NOTE: You can make changes to a release up until it is posted. After that, you can change the posted release (called the "current" or "last" release).

Printing an Edit List

This function lets you review the releases you have entered, in preparation for posting them to the permanent Purchase Order files.

From the *Releases* menu, select *Edit list*.

You then see:



1. Show which P.O.'s ?

Enter your choice from the three selections shown at the bottom of the screen:

- P To show only releases ready to be Posted
- N To show only those Not yet ready to be posted
- B To show all releases.

A release is ready to be posted if the release purchase order has been printed, or if the release was marked earlier at "Print release P.O. ?".

- ? 2. Starting P.O. number
- ? 3. Ending P.O. number

Enter the range of purchase orders to show on the list. Follow the screen instructions.

Format: 15 characters at each field

Printing Release P.O.'s

This selection allows you to print release purchase orders on your choice of form ID.

From the *Releases* menu, select *Print release P.O.'s*.

You must print a release P.O. before the release can be posted unless you answered N to "Print release P.O. ?" earlier. If you change a release P.O. after it is printed, you must print it again before it can be posted.

Enter the starting and ending purchase order numbers for the release P.O.'s you want to print, or press [F1] to default to the first and last P.O.'s for which there are releases on file.

Format: 15 characters each field

Next, enter the form ID you want the P.O.'s printed on, or press [Enter] to use the default form entered in *Control information*.

Make any changes.

If you are using pre-printed forms, insert your forms into the printer in preparation for printing the release P.O.'s. You see "Please mount purchase order form on printer. Type 'DONE' when ready". If you answered Y to "P.O. form always mounted ?" in *Control information*, this and the next prompt do not appear.

Check your paper and printer alignment to make sure that the print lines up correctly on your forms. Answer Y to print one form containing only X's and 9's.

If you use multiple printers, select which printer to send the forms to. In response to "Any change ?", answer Y to change your selection, or press [Enter] to print the alignment form.

Inspect this form, adjust the printer as necessary, then print another alignment form. You can print as many alignment forms as you wish.

When your purchase order form is properly aligned, answer N to the "Print form alignment ?" question. The release P.O.'s are printed automatically. You can press [F1] at any time to stop the printer.

Posting Releases

When all blanket purchase order releases are ready to be posted, post them here.

Select *Post* from the *Releases* menu.

You are asked whether releases are OK to post. Answer Y if they are ready to be posted or N if they are not. If you answer Y, a menu appears for you to select how to print the Releases Register. Follow the screen instructions.

After the register is printed, the blanket purchase orders in the permanent Purchase Order files are updated with the information on the release entries.



Chapter 17

Adjust Receivings

Introduction

Use this selection to make two different types of adjustments to posted receivings that are now in the permanent Receivings History File: clear un-invoiced receivings and price adjustments.

Clear Uninvoiced Receivings

To understand the use of this type of adjustment, it is first necessary to understand how a receiving is usually invoiced.

When a receiving is first posted to the Receivings History File, it is marked as "un-invoiced". When an invoice comes in for this receiving and is entered in the Accounts Payable package, you specify the P.O. number and the receiver numbers that correspond to the invoice. When the invoice is posted in A/P, the receivers associated with it are then marked as "invoiced".

Before a purchase order can be purged from the system, all of its receivings must have been marked as invoiced. Most of the time, your invoices will be entered in A/P and their associated receivings will be marked as invoiced as described above.

But there will be cases when a receiving will not be invoiced in A/P, such as when a C.O.D. delivery is paid with cash or a non-A/P check. For instances such as these, you need a way to mark a receiving as "invoiced" without going through the Accounts Payable package, so that you can purge these P.O.'s and so that your receivings reports will be accurate.

That is the purpose of the *Clear uninvoiced receivings* adjustment: to allow you to mark receivings as "invoiced" when they will not be invoiced through the Accounts Payable package. When you use this function to mark a receiver as "invoiced", all of its receivings lines in the Receivings History File will be marked "invoiced".

Price Adjustments

Price adjustments allows you to enter a price for any receiving having an unknown price. A receiving may be entered without a price when the P.O. number is not known or there is no P.O. for the receiving.

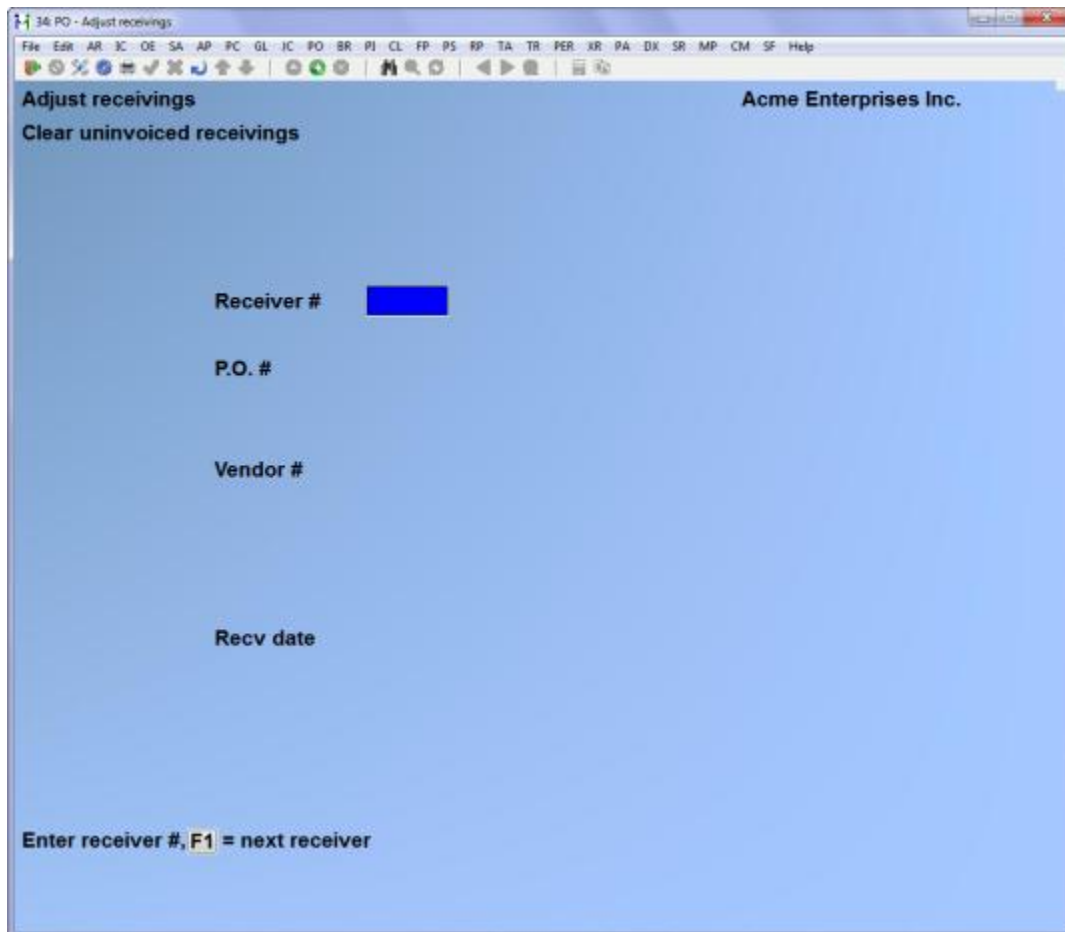
You can also use *Price adjustments* to adjust the price of a receiving when the price that the vendor actually charged is different from the price you entered when the goods were received.

To Begin

From the P/O menu, select *Adjust receivings*. From the menu which appears, select *Clear uninvoiced receivings*.

Clearing Uninvoiced Receivings

The following screen appears:



Enter the receiver number or use the option:

Option: To scan through the receivers on file

Format: 999999

The receiver header information displays.

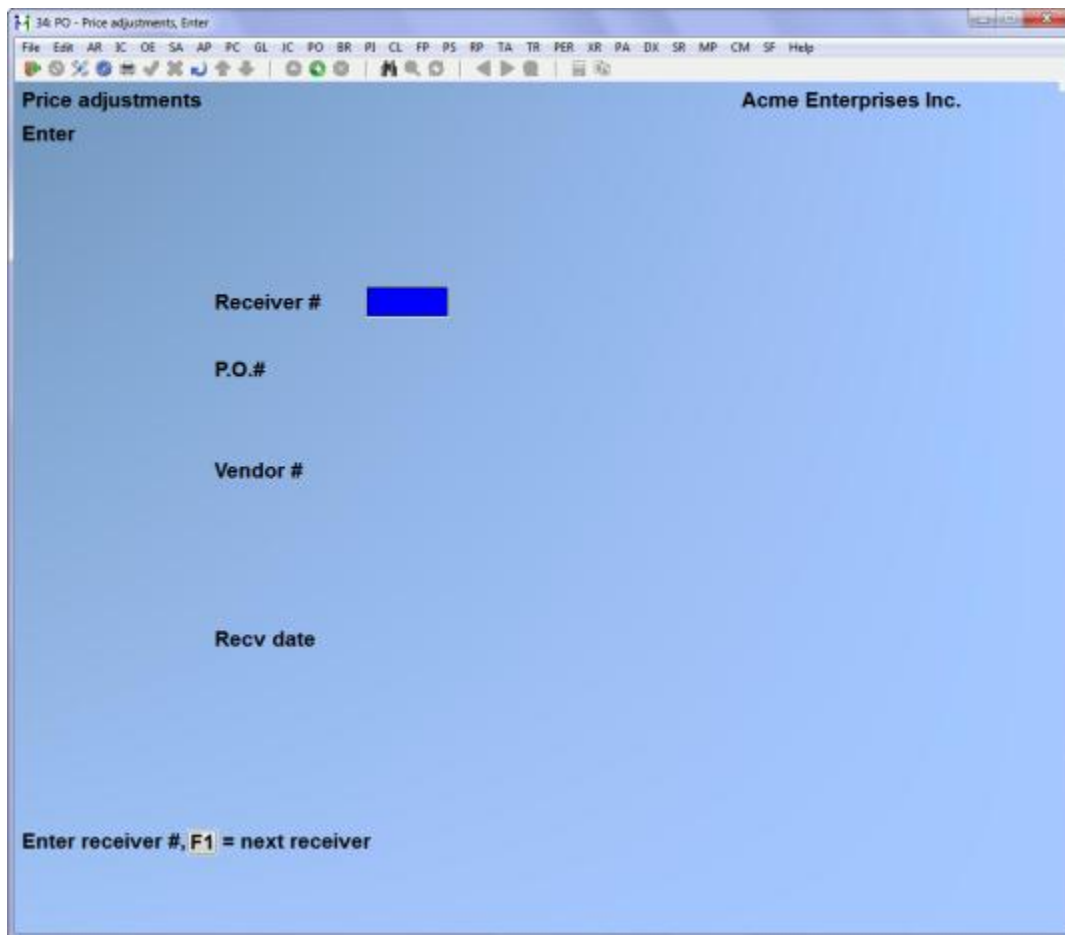
After you have selected the right receiver, answer to mark the entire receiver as "invoiced". This will mark all of its receivings lines in the Receivings History File.

Price Adjustments

From the *Adjust receivings* menu, select *Price adjustments*. Then select *Enter* from the menu which appears.

Entering Price Adjustments

You see:



From this screen you can work with both new and existing price adjustments.

Enter the following information:

*** Receiver #**

For a new price adjustment:

Enter the appropriate receiver number or use the option:

Option: [F1] to scan through the receivers on file

Format: 999999

The receiver header information displays. Follow the screen instructions.

For an existing price adjustment:

Enter the receiver number, and then (on the second line) enter the line number. Or you may use the option:

Option: [F1] to scan through the receivers on file

If you selected a receiver number, you now get the receiver line screen to choose the items for which to make price adjustments:

Price adjustments
Enter

Acme Enterprises Inc.

* Recvr 4 P.O.# 4 Vendor 1000 Reynolds Tool Company

* P.O. Line

Our item #

Qty rec'd

Unit price Total price

1. New unit price New total price
Adjustment amount

2. Is new price temporary ?

F1 = next adjustment F2 = next line

Enter the following information:

P.O. line

Enter the number of the line you want to enter an adjustment for, or use the option:

Option: [F2] to scan through the lines for this receiver

Format: 999

The line information is displayed. Follow the screen instructions.

1. New unit price

Enter the new unit price. When you enter the new unit price, the new total price and the adjustment amount are shown automatically.

Format: 9,999,999.999

2. Is new price temporary ?

You can make a temporary price adjustment if you are not certain of the actual price. The receiving will still be marked as having an unknown price, but the price you enter here will be used temporarily on reports. Answer N if you are entering a price you are certain is final, or Y if you are unsure of the final price.

Printing an Edit List

From the *Price adjustments* menu, select *Edit list*.

Posting Price Adjustments

From the *Price adjustments* menu, select *Post*.

Posting then occurs and a menu appears for you to select how to print the Price Adjustments Register.

Changes to Inventory

Posting updates the receiver line (for which a price adjustment has been entered) in the Receivings History File with the new unit price and total price from the price adjustment.

If the price adjustment is permanent, the unit price for the last P.O. is updated in the Vendor Item File so that your next Purchasing Worksheet can show this as the unit price for the last P.O.

If Purchase Order is interfaced to Inventory Management, *Inventory* may be updated in two ways:

- 1) If the price adjustment is for an inventory item and it is a permanent price change, the item's replacement cost will be updated in the Item File.
- 2) The total adjustment amount for all price adjustments in the posting run is posted to the I/C Distribution File.

ACCOUNTING NOTE: The purchase price adjustment account (from the Purchase Order Control File) is the debit account (for a positive adjustment), and the balance sheet liability account for un-invoiced receivings (from the I/C Control File) is the credit account. The individual item costs, whether average, LIFO, or FIFO, are not changed.



Chapter 18

Reports

Introduction

Use this selection to produce various P/O reports. These reports are structured to quickly give you the valuable and pertinent information available in Purchase Order and other packages interfaced to it.

Ten different reports are available from this selection. Each report has numerous options to choose from.

NOTE: All the reports in this selection use only the permanent Purchase Order files. No purchase order is included in these reports until it has been posted.

To Begin

From the P/O menu, select *Reports*.

Open P.O.'s

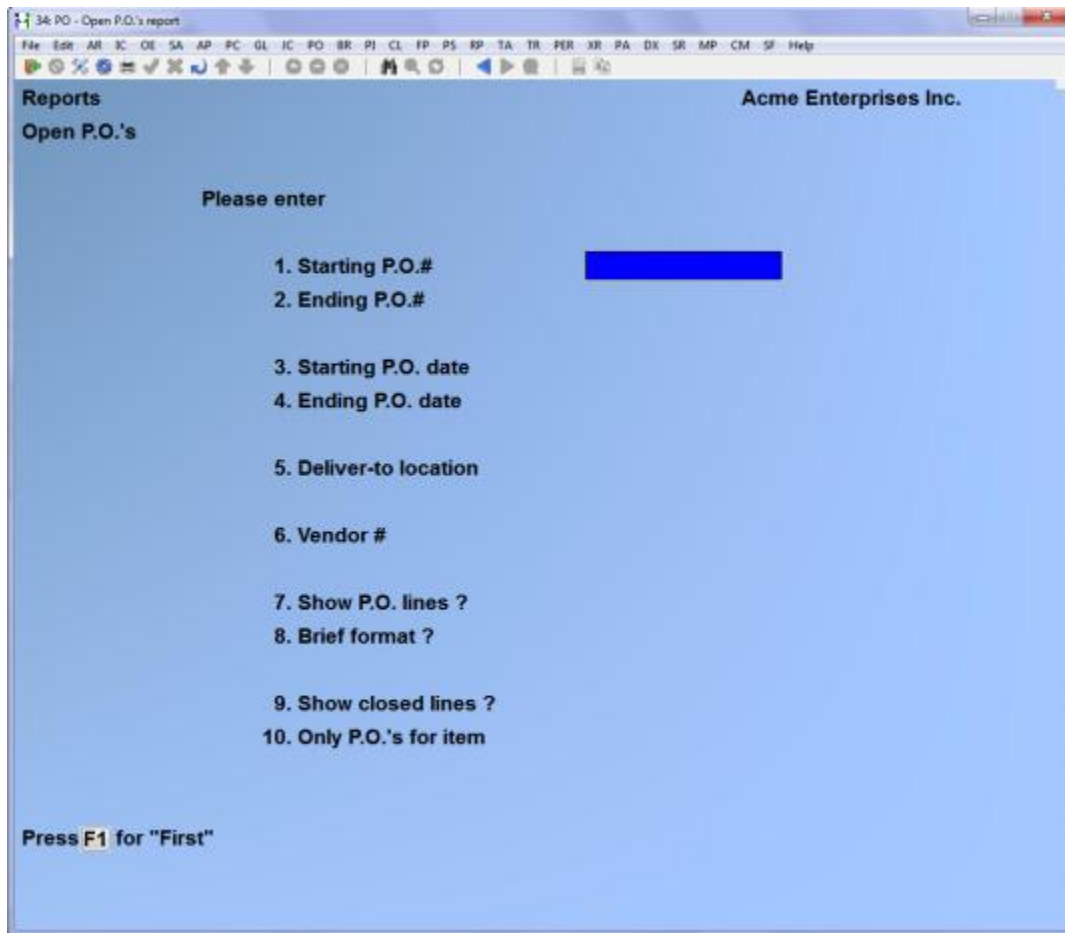
This report is a list which shows each P.O. on file that is currently "open" (not all goods ordered on it have been received yet). It is useful for:

Predicting future deliveries.

Verifying the status of deliveries for a particular P.O.

Verifying the status of P.O.'s for a selected vendor.
Looking at upcoming deliveries for only a certain item.
Looking at upcoming deliveries for a selected location.

From the *Reports* menu, select *Open P.O.'s*. You see:



(Field 10 appears only if you are using Inventory Management.)

? 1. Starting P.O. #

? 2. Ending P.O.#

Enter the range of P.O.'s to show on the report. Follow the screen instructions.

Format: 15 characters at each field

3. Starting P.O. date

4. Ending P.O. date

Enter the range of P.O. dates to show on the report. Follow the screen instructions.

Format: MMDDYY at each field

? 5. Deliver-to location

Enter the deliver-to location to show P.O.'s for only one deliver-to location or use the option:

Option: [F1] to show P.O.'s for "All" locations

Format: 2 characters

? 6. Vendor

To show P.O.'s for only a single vendor, enter the number of the vendor. You may also use the option:

Option: [F1] to show P.O.'s for "All" vendors

If you select a single vendor, the name and address automatically display.

Format: 6 characters

7. Show P.O. lines ?

Answer Y to show the line item information, or N to show only the header information for each P.O.

8. Brief format ?

The brief report has only one line of header information for each P.O. If you are showing line items, only one line of information is printed for each line item. Answer Y for the brief format or N for the detailed format.

You can get the briefest possible report by answering N to "SHOW P.O. LINES ?" above, then answering Y here.

9. Show closed lines ?

NOTE: This field is skipped if field 7 ("SHOW P.O. LINES ?") was answered N.

Although a P.O. may be open, one or more lines may be closed. (A line is closed if no shipments are due for that line.) Answer N to show only open lines, or Y to show closed lines also.

10. Only P.O.'s for item

NOTE: This field is skipped if field 7 ("SHOW P.O. LINES ?") was answered N.

(This field does not appear if you are not using Inventory Management.)

Enter the item number of a single inventory item or use the option:

Option: [F1] to show P.O.'s for "All" items ordered

If you enter a single item, the description is displayed. The item must be in the Item File in Inventory Management.

Only P.O.'s having a line for that item will be shown and only the lines for that item are shown.

Format: 15 characters

Expedite Shipment

This report lists all items that you indicated should be expedited in the *Purchase orders* selection. These are usually items due to be received in the near future. It is useful for showing which vendors to contact to ensure that their deliveries arrive on the scheduled date.

From the *Reports* menu, select *Expedite shipment*.

A screen appears with the available options for printing this report. Enter the following information:

1. Expedite date

Enter the date to define what the "near future" is for expediting purposes. A line item shows on the report if it should be expedited on or before this date. The deliveries that need to be expedited have "EXPEDITED" beside them. All deliveries for the line are shown.

Format: MMDDYY

For example, today's date is May 15, and you want to see what deliveries need to be expedited during the next week. Enter May 22 as the expedite date.

Delivery A was requested for May 24, and you entered 5 for the number of expedite days for this delivery (meaning that it should be expedited 5 days before the expected delivery, or on May 19). Delivery A would appear on the report.

If, on the other hand, delivery B is also expected on May 24, but the number of expedite days for this delivery is 1, then it should be expedited on May 23. Delivery B would not appear on the report.

? 2. Deliver-to location

Enter the code for a single deliver-to location if you want to show deliveries for a single location only, or use the option:

Option: [F1] to show deliveries for "All" locations

For a single location, the name is displayed. The location must be in the Deliver-to Location File.

Format: 2 characters

3. Which A, B, C class ?

(You are asked to enter something here only if you are interfaced with I/C.)

"ABC class" is defined in the chapter titled *ABC Analysis* in the Inventory Management User Manual. The ABC classes indicate the importance of an inventory item to your business, with "A" items being the top percentage of inventory value, "B" the middle percentage, and "C" the lowest. This is useful if, for example, your time is limited so you decide to first expedite "A" items before spending time on "B" items.

Enter A, B, or C, indicating the class of items you want to expedite or use the option:

Option: [F1] to expedite all items regardless of their class

Format: 1 character

If you chose to print the report, rather than display it on the screen, you are asked whether the report just printed is OK. If there was no problem during printing, answer Y.

If you answer Y, the number of expedite days for the deliveries printed on the report are set to zero. This insures that these deliveries will not show up on the next Expedite Shipment Report that is printed.

If you want one of these deliveries to show up on a future Expedite Shipment Report, you must re-enter the expedite days for this delivery through *Changes to P.O.'s*.

Follow-up Past Due Shipments

This report lists shipments that are past their delivery date and still due. It lists past due shipments continually until they are finally received.

From the *Reports* menu, select *Follow-up past due shipments*.

A screen appears with the available options for printing this report. Enter the following information:

1. Due date cut-off

Enter the due date cut-off for the purchase order deliveries to show in the report. All deliveries for a line item will be shown if one of them is overdue (due on or before this date). The past due deliveries show "PAST DUE".

Format: MMDDYY

? 2. Deliver-to location

Enter a location code to show deliveries due for that location only or use the option:

Option: [F1] to show deliveries due for all deliver-to locations

Format: 2 characters

3. Which A, B, C class ?

(This field appears only if you are interfaced with I/C.)

Enter A, B, or C, indicating the class of items you wish to show or use the option:

Option: [F1] to show all classes

(Refer to the description of the **Expedite Shipment Report** for more information on the ABC classification, as well as the *ABC Analysis* chapter in the Inventory Management User Manual.)

Format: 1 character

Cash Disbursements Projection

This report gives you an estimate of how much cash you will need to pay out in the near to medium-range future. The projected cash disbursements shown in this report are based on three things:

- Invoices already received and entered into the Accounts Payable package, but not yet paid.
- Shipments already received but not yet invoiced (also known as "uninvoiced receivings").
- Open purchase orders for which goods have not yet been received.

From the *Reports* menu, select *Cash disbursements projection*.

A screen appears for you to enter the following information:

1.-6. Reporting period 1-6 - due for

You can look at projected disbursements for up to 6 future periods. For each period, first specify its length, using W for week, M for month, or Q for quarter.

Then specify the ending date for the first reporting period. Today's date is displayed automatically, and you can either accept this date by pressing [Enter] or enter another date.

All cash needed at any time on or before this date will be included in the first reporting period. For each subsequent reporting period, the ending date is calculated automatically from the first period ending date and the lengths entered above, and cannot be changed.

Format: 1 character and MMDDYY

7. # of due days for temp vendors

In order to calculate the due date for individual cash disbursements, the number of due days on the Vendor record (in Accounts Payable) for each vendor is used.

However, temporary vendors do not have this information available. Therefore, an approximate number of due days must be entered here, so that any purchase orders, receivings, or invoices for temporary vendors can also be included on this report.

Enter the approximate average number of due days for all temporary vendors.

If you do not use temporary vendors, use the option:

Option: [Enter] to use the default, 30 days

Format: 999

8. Show details ?

Answer Y to show every applicable invoice, un-invoiced receiving, and open P.O.

Answer N to show only the summary figures for each reporting period.

? 9. Starting vendor #

? 10. Ending vendor #

Enter the range of vendors to show on the report. Follow the screen instructions.

Format: 6 characters at each field

Receipts in Excess of Qty Ordered

This report shows shipments that were received with quantities in excess of what was ordered. It is useful in determining what disposition to make of the excess quantity received.

All receivings transactions on file must be posted before this report can be run.

From the *Reports* menu, select *Receipts in excess of qty ordered*.

A screen appears for you to enter the report options. Enter the following information:

1. Receipt date cut-off

Enter the date of the last receipt to include in this report or use one of the options:

Options: [F1] for the "Latest" receipt date

[Enter] to use the current date displayed

Format: MMDDYY

2. Full or brief format ?

Answer **F** to print the full format of the report, showing each excess receiving on a separate page, or **B** to print the brief version of the report. Refer to examples of each version of this report at the end of this chapter.

If you select the brief format, the next field (3) is not applicable.

3. Show only P.O. and line

To print only a particular line on one P.O., enter the P.O. number and the number of the specific line. A single-page report for this P.O. and line is printed. Or use the option:

Option: [F1] to show all excess receivings

Format: 15 characters (for P.O.#) 999 (for line)

If you print this report, you are asked whether the report just printed is OK.

If the report is satisfactory, answer **Y**. The "excess receiving" status is cleared for all receivings printed and a message appears telling you to press [Tab]. This clearing is done to ensure that excess receivings shown on the current report will not be shown again on any future reports.

Closed P.O.'s

Print this report to examine the closed P.O.'s still on file. A closed P.O. no longer has any open lines; therefore, there are no more deliveries due for it.

Closed P.O.'s remain on file until you purge them through *Purge purchase orders*. However, you cannot purge a closed P.O. until all invoices connected with it have been entered into the Accounts Payable package.

From the *Reports* menu, select *Closed P.O.'s*.

A screen appears for you to enter the following information:

? 1. Starting P.O. #

? 2. Ending P.O. #

Enter the range of P.O.'s to show on the report. Follow the screen instructions.

Format: 15 characters for each field

3. Starting P.O. date

4. Ending P.O. date

Enter the range of dates of the P.O.'s to show. Follow the screen instructions.

Format: MMDDYY for each field

? 5. Deliver-to location

If you want to show only P.O.'s for a single deliver-to location, enter the deliver-to location here. Otherwise, use the option:

Option: [F1] to show P.O.'s for "All" locations

Format: 2 characters

? 6. Vendor #

If you want to show P.O.'s for only a single vendor, enter the number of that vendor here. Otherwise, use the option:

Option: [F1] to show P.O.'s for "All" vendors

Format: 6 characters

7. Show P.O. lines ?

Answer N to show only the header information for each P.O. without showing any of the line item information. Answer Y to show the P.O. line item information for each P.O.

8. Brief format ?

Answer Y to show only one line of header information. If you are showing line items, only one line information is printed for each line. Answer N to show full header and line details.

9. Only P.O.'s for item

NOTE: If you answered N to fields 7 and 8, this field displays "(Not applicable)".

(If you are not interfaced with I/C, this field does not appear on your screen.)

Enter the number of a single inventory item to show P.O.'s for that item only or use the option:

Option: [F1] to show P.O.'s regardless of the items ordered

If you select a single item, the description displays. The item must be on the Item File in I/C. Only P.O.'s having a line for that item will be printed, and only the lines for that item are shown.

Format: 15 characters

Receivings History

This report shows receivings that are in your permanent Receivings History File. All receivings for a P.O. stay on file until that P.O. is closed and purged.

You can print the receivings in three different orders: by P.O. number, receiver number, or vendor number.

For multi-level menus or menu bar:

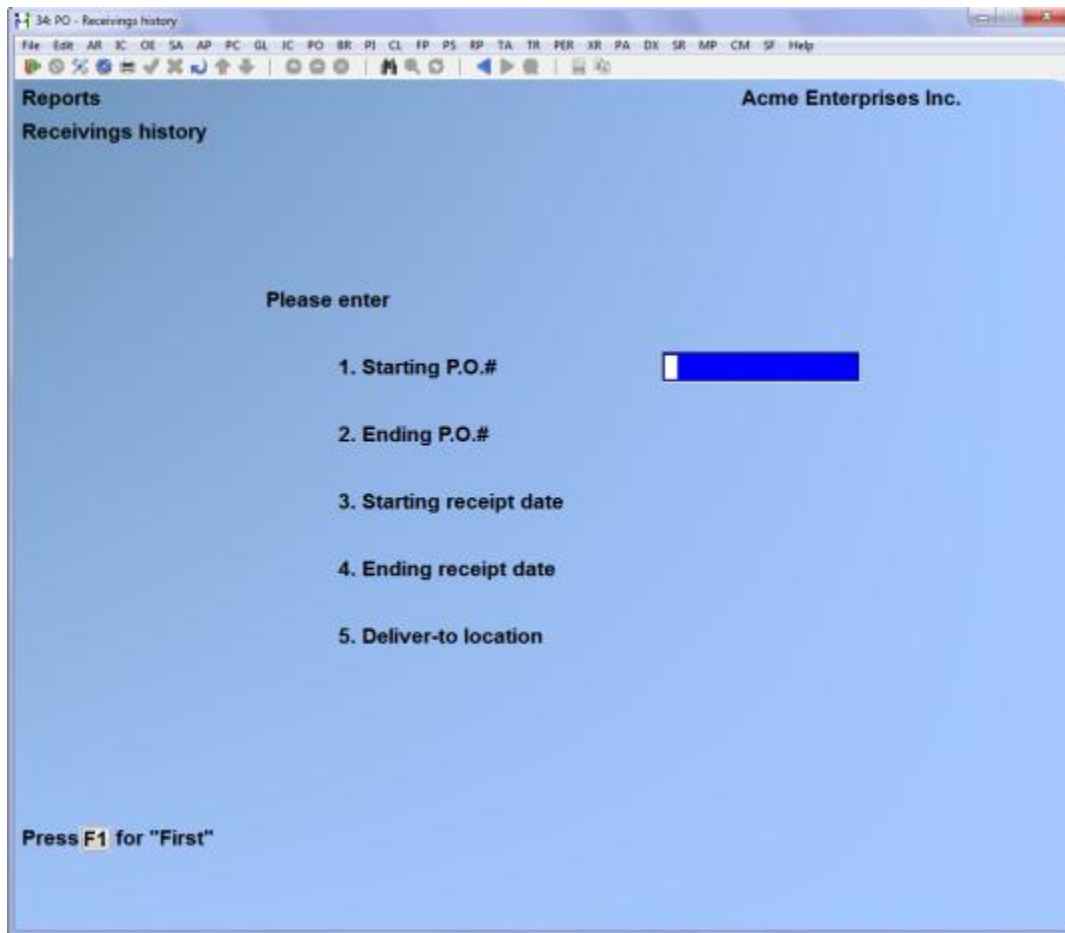
From the *Reports* menu, select *Receivings history*.

A screen appears for you to specify what order to print the receivings in. Answer P for purchase number order, R for receiver number order, or V for vendor number order.

The appearance of the next screen depends on the order chosen.

Format: 1 character

If you enter P to the previous question, the screen appears similar to this:



This screen shows "P.O.#" in fields 1 and 2. If you selected receiver number order or vendor number order, you will see "Receiver #" or "Vendor #" instead.

- ? 1. Starting (P.O., vendor, or receiver) #
- ? 2. Ending (P.O., vendor, or receiver) #

Enter the range of P.O.'s, vendors, or receivers to show. Follow the screen instructions.

- 3. Starting receipt date
- 4. Ending receipt date

Enter the range of dates of receivings to show. Follow the screen instructions.

Format: MMDDYY for each field

- 5. Deliver-to location

Enter the code for a deliver-to location to show receivings for a single location only or use the option:

Option: [F1] to show receivings for "All" deliver-to locations

Format: 2 characters

P.O. distribution

This report shows what you have purchased (or ordered) based on the purpose for which the items were purchased. Purchases can be made for various purposes:

- For inventory.
- For expense items, such as office supplies, insurance, advertising services, etc.
- For capital items, such as cars, trucks, and computers.
- For jobs in progress (such as construction materials for a job).

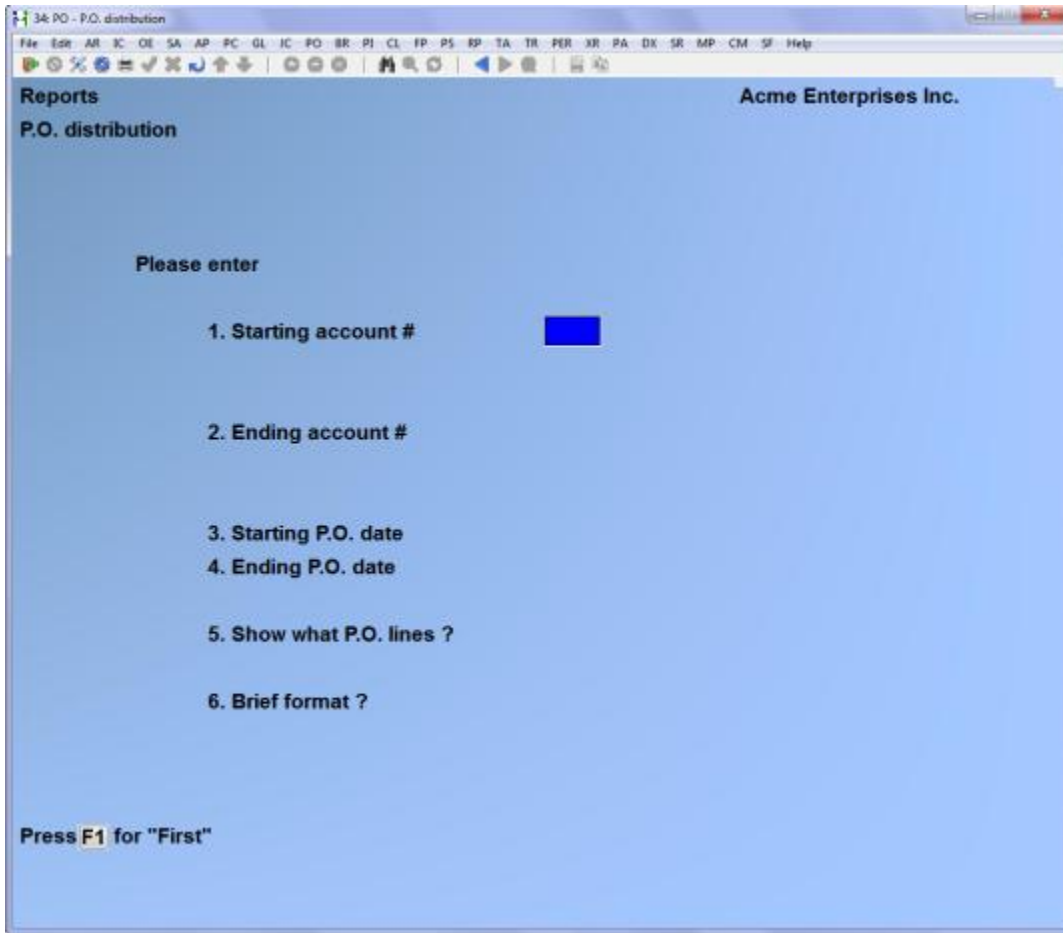
This report lists what has been ordered, grouped by G/L account number (or by job if you are using Job Cost). It also shows the outstanding dollar amount for each G/L account or job. ("Outstanding" means that the items are unreceived or uninvoiced.)

From the *Reports* menu, select *P.O. distribution*.

A screen appears for you to enter the options for printing this report.

If you are interfaced with Job Cost, you are first asked "Print report for jobs or G/L accounts?". Answer J if you want to show P.O.'s for Jobs only, or G if you want to show P.O.'s for non-job purchases only.

If you are not using Job Cost, this initial question does not appear and you see the following screen:



NOTE: If you are interfaced with Job Cost and selected to print the report for jobs, skip to the section titled "If you are using the Job Cost package".

? 1. Starting account #

? 2. Ending account #

Enter the range of G/L account numbers for which to show distributions. Follow the screen instructions.

3. Starting P.O. date

4. Ending P.O. date

Enter the range of P.O. dates for which to show distributions. Follow the screen instructions.

Format: MMDDYY for each field

5. Show what P.O. lines ?

Enter O to show only Open lines (line items for which there is still an unreceived amount), C to show only Closed (fully received) lines, or B to show Both closed and open lines.

Format: 1 character

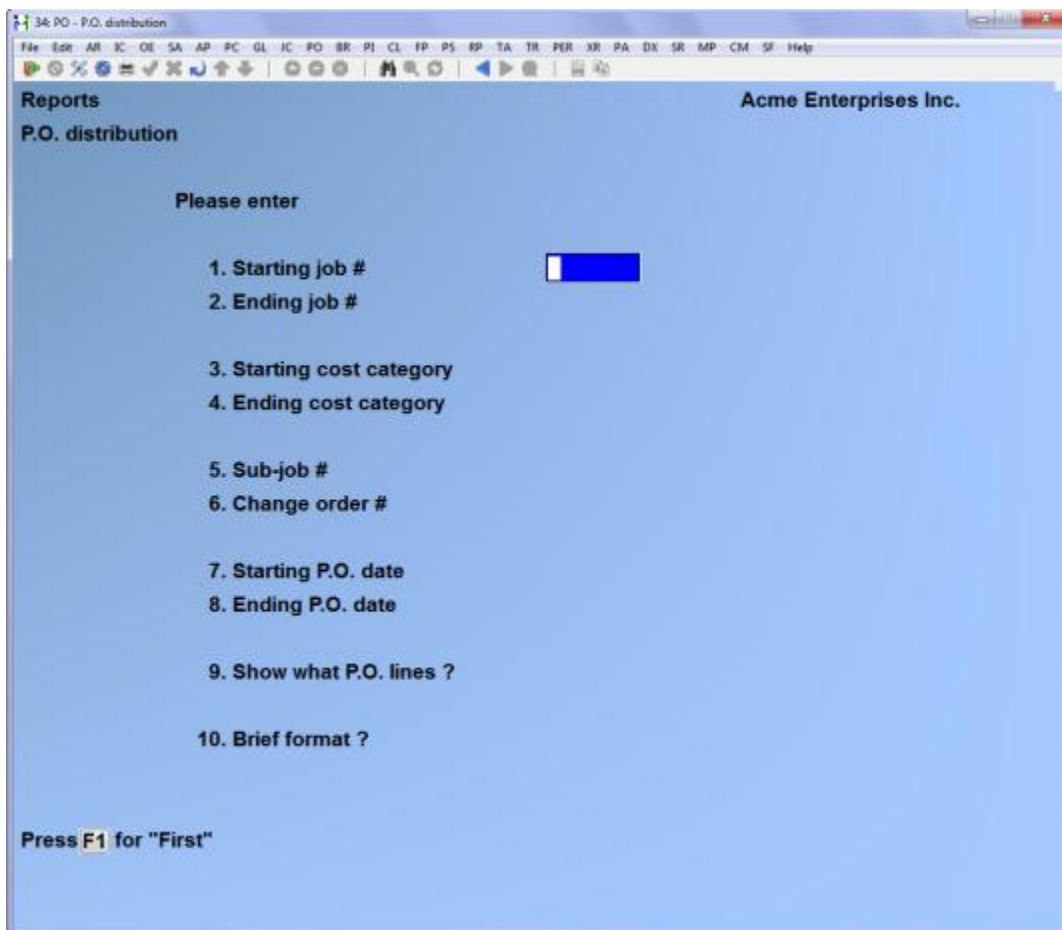
NOTE: There can be an outstanding distribution amount for a closed P.O. line. If a line has been fully received, but the invoice for the received goods has not been entered into the A/P package, an outstanding distribution amount will show for the line.

6. Brief format ?

Answer Y to print the report in the brief format, one printed line per P.O. line item, or N to show all detail for each line item.

If you are using the Job Cost package

If you are using Job Cost with Purchase Order, you see an additional preliminary screen. If you select J to print the report for Jobs, you see:



Special Note - Outstanding P.O. Amount

You can use the Purchase Order Distribution Report as a basis for updating the outstanding P.O. amounts for your jobs. To do this, select the jobs and cost items

you want to update, and also select to show "Earliest" and "Latest" for the starting and ending P.O. dates, and for both open and closed P.O. lines.

The dollar amount of a distribution for a line on a P.O. is considered to be outstanding up to the time that the invoice is entered into Accounts Payable. When the invoice is posted in Accounts Payable through the *Payables* selection, only then is the amount no longer outstanding.

? 1. Starting job #

? 2. Ending job #

Enter the range of job numbers to show. Follow the screen instructions.

Format: 7 characters

3. Starting cost category

4. Ending cost category

Enter the range of cost categories to show. Follow the screen instructions.

Format: 9999999

5. Sub-job #

If you are printing this report for a single job, you can enter a sub-job number here to show only one sub-job of this job. Enter the sub-job number or use the option:

Option: [F1] to show "All" sub-jobs of the job

If more than one job is selected, this field is automatically set to "All".

Format: 999

6. Change order #

(If you aren't using change orders in Job Cost, this field is skipped.)

If you are printing this report for a single job, you can enter a change order number here to show only a single change order of that job or use the option:

Option: [F1] to show the original job and all change orders

(The original, unchanged job has a change order number of 000.)

If you selected more than one job above, this field is automatically set to "All".

Format: 999

7. Starting P.O. date

8. Ending P.O. date

Enter the range of dates of P.O.'s to show. Follow the screen instructions.

Format: MMDDYY for each field

9. Show what P.O. lines ?

Type O to show Open lines only, C to show Closed lines only, or B to show Both closed and open lines.

10. Brief format ?

Answer Y for brief format or N for full format.

Explanation of Calculations in the Distribution Report

Original Distribution Amount

If the amount of this distribution was entered manually, this is what is used. If a percentage was used in the original distribution, it is applied to the total extended price of the line item to get the distribution amount.

Outstanding Distribution Amount

There are two separate parts to this:

- A. The amount ordered but not yet received.
- B. The amount received but not yet invoiced.

If none of the goods on a P.O. line have been received, the outstanding distribution amount is the entire original distribution amount.

If all of the goods have been received, and all of the goods have also been invoiced, the outstanding distribution amount is zero.

The next least complex case is when there is only one distribution for the line item, and some (but not all) of the goods have been received and invoiced.

First, the distribution amount for the un-received portion of the goods is calculated by comparing the un-received quantity to the quantity ordered. This is a percentage applied to the original distribution amount.

The distribution amount for the received but un-invoiced portion of the goods is then calculated by comparing the received but un-invoiced quantity to the quantity ordered. This figure is also a percentage applied to the original distribution amount.

Finally, the amounts just calculated are added together to give the total outstanding distribution amount for that line item.

Note that this can be greater than the original distribution amount, but only if one or more scheduled deliveries have already been over-received, and these other deliveries are still open (un-received).

After you have entered this information, the sequence of prompts and responses is the same as for the "G/L accounts" version of this report.

The most complicated case is for a line item that has two or more distributions, and some (but not all) of the goods have been received and invoiced.

The Purchase Order package does not know how the already received goods were split up between the various distributions for the line items, so it assumes that they were split proportionately among the distributions based on the ratio of each distribution to the total of all distributions.

These ratios are then applied to the outstanding distribution amount in the previous case to get the outstanding amount for each separate distribution of the line.

Outstanding Released Dollar Amount

(This applies only to blanket orders.)

The outstanding released dollar amount is the dollar value of the total released quantity on a line for a blanket order that has not yet been invoiced. This figure is calculated in the same way as the outstanding distribution amount described above, but instead of using the total line item quantity ordered, the total line item quantity released is used.

Uninvoiced Receivings

This report shows all receivings not yet invoiced through the *Payables* selection of the Accounts Payable package.

You can print this report at the end of each month to give you a close approximation of the dollar amount of your liability for goods received but not yet invoiced.

From the *Reports* menu, select *Uninvoiced receivings*.

A screen appears for you to enter the options for printing this report:

1. Receiving date cut-off

Enter the latest date for receivings to show or use the option:

Option: [Enter] to use the current date displayed

Format: MMDDYY

2. Show item descriptions ?

Answer N to skip showing item descriptions or Y to show them.

This report will be shorter if you skip showing descriptions of the line items for which there are un-invoiced receivings.

The un-invoiced receivings total may not equal the total of the distributions shown on the report. This is because the distributions are based on the original P.O., but the actual receivings may be different in quantity or price from the original P.O.

Unknown Prices

Print this report to show all receivings marked as having an unknown price. Receivings that have had a temporary price entered through *Price adjustments* are also shown on this report.

From the *Reports* menu, select *Unknown prices*.

A screen appears for you to enter the option for printing this report:

Show item descriptions ?

Answer N to skip showing item descriptions or Y to show them. The report is shorter if you do not print item descriptions.



Chapter 19

Close and Purge P.O.'s

Introduction

Use this selection to purge (remove) closed purchase orders from the permanent Purchase Order files. All cancelled or void P.O.'s are also purged.

A "closed" P.O. is one for which you have received everything that you expect to receive.

A purchase order can be closed in three ways:

1. The *Receivings* selection automatically closes a P.O. when you enter the receiving transaction for the last remaining line item.
2. Before all line items have been received and entered, you can close the P.O. by closing each line item on the P.O. that is still open, through the *Change P.O.'s* selection.
3. You can close a "services only" P.O. through this selection so that you can then purge it.

A "services only" P.O. is one for which no physical goods will ever be received. The P.O. is issued for services such as a sub-contract on a construction job, accounting services, advertising, or insurance.

Because you never receive any goods on such a P.O., it won't ever be marked as closed (or "fulfilled") in the normal course of entering receiving transactions. So instead of having to invent a receiving transaction for such a P.O., you can simply indicate here that it is closed.

Only closed P.O.'s can be purged. You cannot purge a P.O. if any uninvoiced receiving transactions are on file for it.

When any P.O.'s are purged, the following are also always purged automatically:

1. All invoiced receivings for goods received without a prior P.O. (and not later than the purge cut-off date).
2. All void P.O.'s and all void receivers.
3. All cancelled P.O.'s.

To Begin

From the P/O menu, select *Close and purge P.O.'s*. From the screen which appears, select *Close services only P.O.'s*.

Close "Services Only" P.O.'s

The following screen displays:

34: PO - Close and purge P.O.'s

File Edit AR IC OE SA AP PC GL IC PO BR PI CL FP PS RP TA TR PER XR PA DX SR MP CM SF Help

Close and purge P.O.'s Acme Enterprises Inc.

Close "services only" P.O.'s

Open lines Closed lines

P.O.# [] Vendor

P.O. date

F.O.B.

Ship-via

Ordered by Deliver to

Is this a confirming order ?

Is this a multi-drop order ?

Is this a blanket order ?

Special terms

Special msg

Last change # Change date

F1 = next P.O.

Enter the number of the "services only" P.O. to close or use the option:

Option: [F1] to scan through the P.O.'s on file

The P.O. header data will appear and you are asked if this is the right P.O.

Follow the screen instructions to close out this P.O. or to move on to the next one.

If the P.O. has any line items for inventory, or receivings have already been entered, you will get an error message and the P.O. cannot be closed. (This is because it is not a "P.O. for services only".)

If everything is OK, you are informed that "This P.O. is now closed".

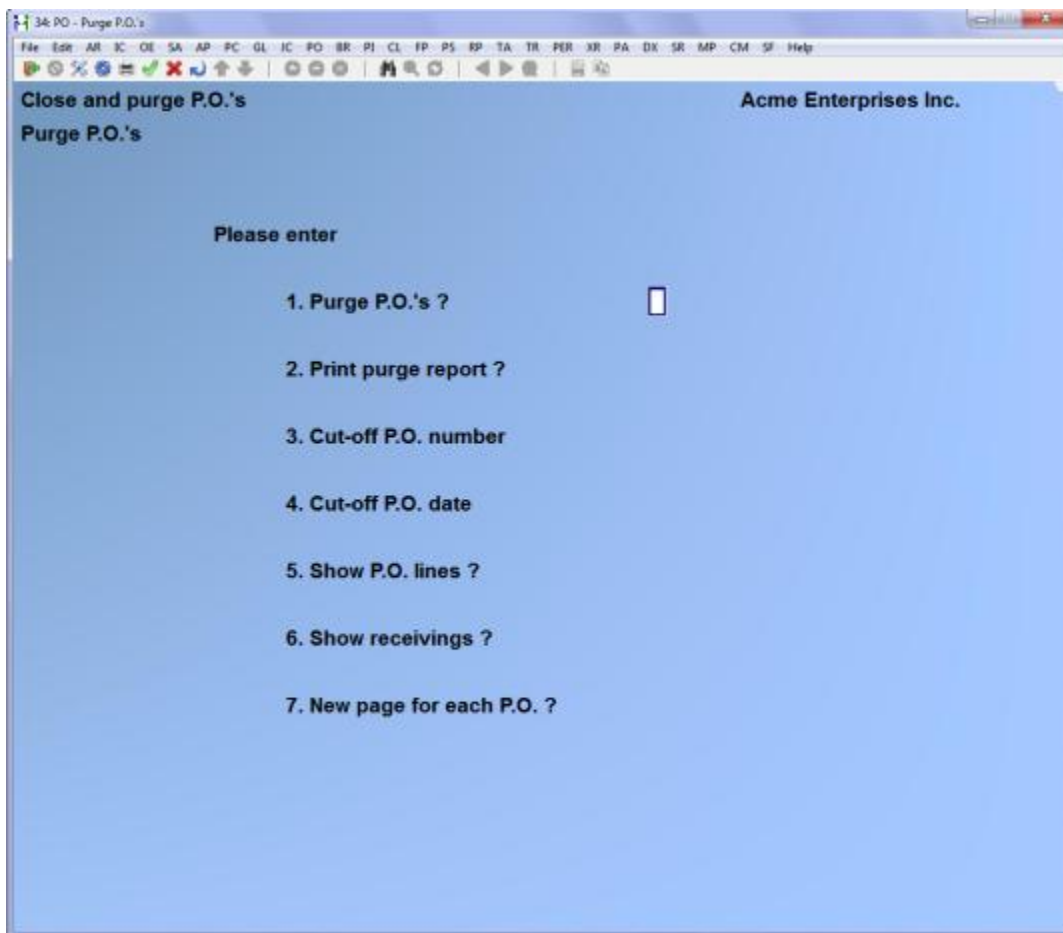
Purge Purchase Orders

NOTE: You do not need to separately purge cancelled and void P.O.'s. These will be purged automatically the next time you purge at least one closed P.O.

From the *Close and purge P.O.'s* menu, select *Purge P.O.'s*.

You see:

1. Purge P.O.'S ?



Answer Y if you want to purge the P.O.'s, or N if you just want to print a list of P.O.'s ready to be purged.

2. Print purge report ?

Answer Y if you want to print a list of the P.O.'s purged (or ready to be purged), or N to purge without printing the report. If you answer here, fields 5, 6, and 7 are not applicable.

? 3. Cut-off P.O. number

Enter the number of the last P.O. that you want to consider for purging or use the option:

Option: [F1] to default to the "Last" P.O. on file

Format: 15 characters

Remember, only completely closed P.O.'s with no un-invoiced receivings will be purged, no matter what you enter in this and the next field.

4. Cut-off P.O. date

Enter the date of the last P.O. that you want to consider for purging or use the option:

Option: [F1] to default to the "Latest" P.O. date on file

Format: MMDDYY

5. Show P.O. lines ?

Answer Y to show line items for the P.O.'s on the purge report, or N to print the purge report without showing the line items.

6. Show receivings ?

If you answered N to the "SHOW P.O. LINES ?" question, this field is set automatically to N. Otherwise, answer Y to show all receivings for each line item on the purge report, or N to print the purge report without showing receivings.

7. New page for each P.O. ?

Answer Y if you want the information for each P.O. to start on a new page.

Answering Y here and to the two previous questions allows you to complete your audit trail for each P.O. that is purged.

The final status of the P.O. and a complete history of the receivings for that P.O. will be printed on a separate page, which you can then file with all the other paperwork

for the P.O. We recommend that you always do this for the sake of a complete audit trail.

If Purging Did Not Occur

There are several reasons why a P.O. in the range selected may not have been purged. The Purchase Order Purge Report will show each P.O. that could not be purged, along with the reason.

The handling is as follows:

1. One or More Lines Are Open

This means that you have not received all goods that have been ordered on the P.O.

If the P.O. is actually closed - you don't expect to receive any more goods on the P.O. - then go into *Changes to P.O.'s* and close or cancel every line that is still open. (If some goods have been received for a line, you will have to close the line. If no goods have been received for a line, you will have to cancel the line.)

If the P.O. is not really closed, ignore this message.

2. Uninvoiced Receivings

This means that you have not entered invoices in Accounts Payable for all receivers previously entered and posted for the P.O.

If you don't expect to get any more invoices for the P.O. (or you somehow missed entering the proper receiver numbers when you entered the invoice), the handling is very simple. Select *Adjust receivings* from the *Purchase Order* menu, then select *Clear un-invoiced receivings*. Use this function to clear all un-invoiced receivings for the P.O. you wish to purge.

3. Excess Receivings

This means that you have received goods in excess of the quantity ordered on the P.O., but you haven't yet printed the Receivings in Excess of Quantity Ordered Report. Just print this report and you will no longer get this error message for the P.O. in question.



Chapter 20

Data Integrity Check

Introduction

This selection verifies the accuracy of the information in your files.

It should be run after initial set up of your P/O system, and on a regular basis (one every two weeks or so). This will set up the initial integrity values. You may also run this report at any time.

You should be sure that no one else is using your software when you run this check, so that the results will be valid.

While transactions are being processed, their amounts are added together and the totals are saved. These totals represent the "calculated" balance of the information that should be in the data files.

When *Data integrity check* is run, the "actual" amount of information in the data files is totalled, and the "actual" and "calculated" amounts are compared on a data integrity report.

The "actual" and "calculated" amounts should always be equal. A difference between the two indicates that an unexpected error has occurred.

Such errors could include:

- Hardware failures
- Turning off or rebooting the machine while processing is still going on. (Never do this intentionally.)
- Power surges due to electrical storms or other causes.

Because this report shows differences between the actual and calculated amounts, you can locate errors by referring to edit lists and registers run since the data integrity check was last run.

If a difference is noted between the actual and calculated amounts, you will be asked if you want to reset the calculated amount to match the actual amount. If you answer , the calculated amount will then be set equal to the actual amount. This does not mean the problem is fixed, only that the amounts are now equal.

To Begin

Select *Data integrity check* from page 2 of the P/O menu.

If any of the calculated values do not match the actual, you see a message saying so and are asked if you want to reset the calculated values.



Appendix "A"

Initializing Data Files

Introduction

"Initialize" means to create a new data file. When you initialize a data file which already exists, any information in it is completely erased, and the file is newly created.

This function allows you to initialize one or more data files. You probably won't need to initialize data files very often, if ever. But this function is included just in case.

If you suspect you have a "corrupted" (fouled up) data file, don't initialize it without first checking with your supplier and attempting other recovery actions (see the appendix titled *File Utilities* at the end of this manual for information on rebuilding corrupted data files).

CAUTION

DON'T USE THIS FUNCTION UNLESS YOU REALLY WANT TO INITIALIZE A DATA FILE. ANY DATA FILE INITIALIZED WILL HAVE ITS INFORMATION COMPLETELY ERASED.

To Begin

Log into your Samco top-level directory and type POINTIT.

NOTE: If you are running under Linux/Unix/HPUX/AIX or a similar operating system and are logged on as root / super user, replace the above command with `./POINIT`

Enter the company ID you wish to initialize P/O data files for.

You will then see a screen similar to this:

```
Release: X.XX

      Please enter for each file:

          Init ?          Init ?
1. Company file          N    17. Chng trans line file
2. Valid G/L acct file    18. Chng trans dist file
3. P/O control file       19. Chng trans notes file
4. Delivery location file 20. Chng trans lock file
5. Vendor item file       21. Receiving trans file
6. P/O master hdr file    22. Receiving trans lock file
7. P/O master line file   23. Receivings history file
8. P/O master dist file   24. Price adjustment file
9. P/O auxiliary file     25. Price adjust lock file
10. Pre-purchase lock file 26. Release trans file
11. P/O trans hdr file    27. Release trans lock file
12. P/O trans line file   28. P.O. forms file
13. P/O trans dist file   29. Purchasing address file
14. P/O trans notes file  30. Comparison file
15. P/O trans lock file
16. Chng trans hdr file
```

Answer Y for each file you want to initialize, N to not initialize a file.

? 1. P/O Control File

Contained within this file are a number of parameters that define your purchase order structure. Each parameter determines a specific procedure to be used in other packages.

2. Delivery Location File

This file contains locations and addresses where items are to be stocked and received. It is the same file used in Inventory Management, where it is called the Warehouse File. If you are using Inventory Management, both packages will use the same file.

3. Vendor Item File

This file contains the vendors you do business with and the items they provide. Vendor item records contain data about the vendor and the item.

4. P/O Master Hdr File

This file contains one header record for each purchase order.

5. P/O Master Line File

This file contains line items associated with a specific purchase order.

6. P/O Master Dist File

This file contains distribution records associated with a specific line item.

7. P/O Auxiliary File

This file contains special messages or manually entered deliver-to addresses associated with purchase order header records, and additional descriptions that have been entered for line item records.

8. Pre-Purchase Lock File

This file is used to ensure that only one user issues purchase order numbers or prints the purchasing worksheet at a time.

9. P/O Trans Hdr File

This file contains one header record for each purchase order transaction.

10. P/O Trans Line File

This file contains line items associated with a specific purchase order transaction.

11. P/O Trans Dist File

This file contains distribution records associated with a specific purchase order transaction line item record.

12. P/O Trans Notes File

This file contains the notes associated with P.O. line items.

13. P/O Trans Lock File

This file is used to protect the Purchase Order Transaction Files.

14. Chng Trans Hdr File

This file contains header records of purchase orders that have been changed.

15. Chng Trans Line File

This file contains line items associated with a specific purchase order that has been changed.

16. Chng Trans Dist File

This file contains distribution records associated with a specific purchase order line item that has been changed.

17. Chng Trans Notes File

This file contains the notes associated with change P.O. line items.

18. Chng Trans Lock File

This file is used to protect the Change Transaction Files.

19. Receiving Trans File

This file is for receiving transactions. When you receive items, they are entered into this file, and are cleared when posted to the permanent files.

20. Receiving Trans Lock File

This file is used to protect the Receiving Transaction File.

21. Receivings History File

This file contains the receivings information after it has been posted. Receivings records remain on file until purged by the user.

22. Price Adjustment File

This file contains the adjustments to prices entered for items received. When these adjustments are posted as the new prices, this file is cleared.

23. Price Adjust Lock File

This file is used for multi-user systems, and prevents users from doing incompatible actions while processing price adjustments.

24. Release Trans File

This file contains release transactions that have been entered for blanket purchase orders.

25. Release Trans Lock File

This file is used to protect the Release Transaction File.

26. P.O. Forms File

This file contains the layouts of all the purchase orders forms.

27. Purchasing Address File

This file is shared with Accounts Payable, and contains the alternate purchasing addresses for vendors.

28. Comparison File

This file is used by Multi-site for tracking quantities on order at the satellite.

To End this Function

When initialization is complete, the operating system prompt reappears.



Appendix "B"

File Utilities

Introduction

This function will allow you to:

- "Recover" the data files that have become corrupted (fouled up).
- Recover disk space by rebuilding data files with purged or deleted records that are still taking up space.
- Export your data into a format that can be used by many popular spreadsheet, word processing and data base programs.

Corrupted data files

Data file corruption does not occur very often, but you do need to be aware of it just in case one of your data files does become corrupted. This can occur for only a handful of reasons. The most common being:

1. The power to your computer gets turned off when you are using your Samco applications.
2. Your hard disk has developed a defect.

Corrupted data files can't be used reliably afterward, and any attempt to use them causes unusual error messages and you are removed from running the Samco applications.

If this occurs, or if you begin to get unusual results while using your software and suspect that there may be a corrupted data file, you should get technical support.

Your supplier or an independent professional may be able to provide this support. If not, contact Samco Software Inc.'s support department directly (there will be a fee).

Handling

Data file corruption does not mean that all of the data in the file is no longer usable. Usually, just a few of the records in the file have become corrupted.

In *File utilities*, the function *Rebuild a file* will take out the good records in the data file, place these in a temporary file, and then replace the old file with the good records. In addition to this, any deleted or purged records which are taking up disk space will also be permanently removed and the file compressed to its physical size.

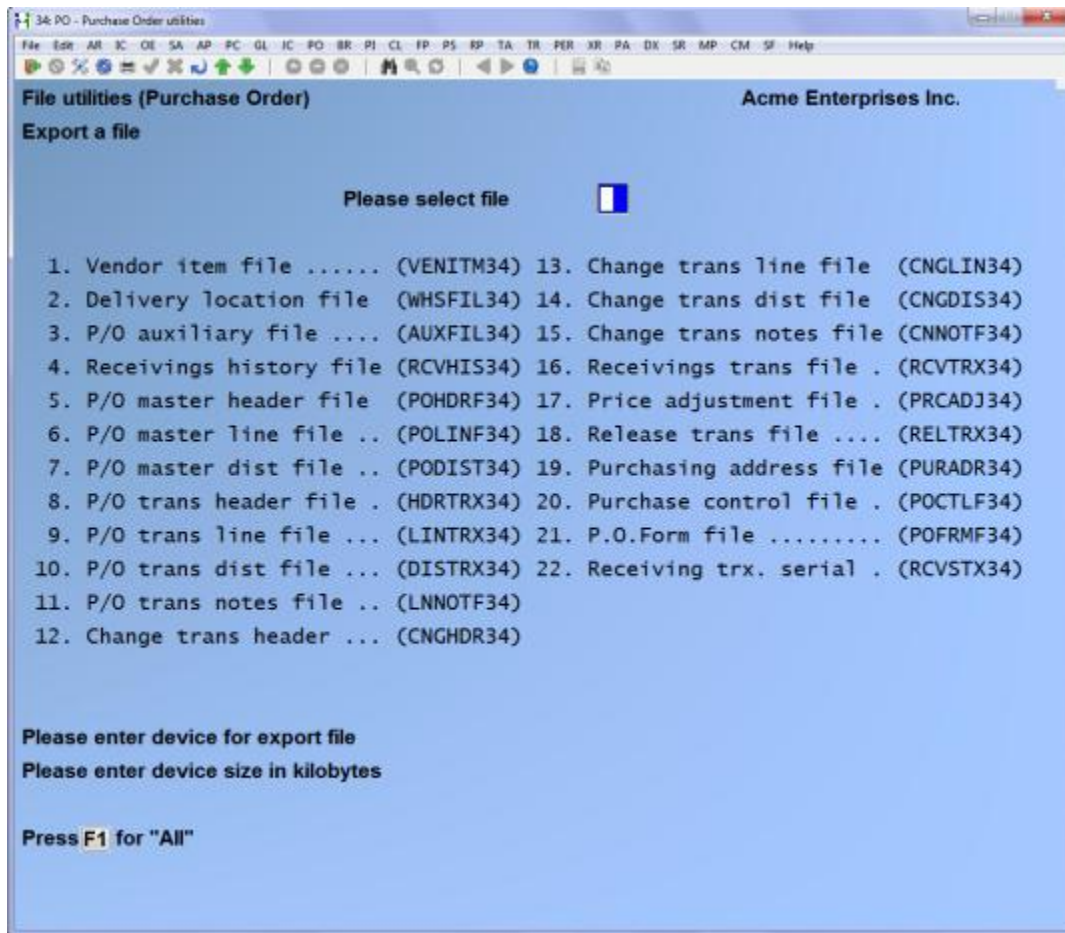
To Begin

Select *File utilities* from the second page of the P/O main menu.

Export a file

This function is used to export data files from the internal format to a "flat" ASCII file. The data file(s) is read in and an output file is created in the Samco root directory with the name "xxxxxxnn.EXP". Where 'xxxxxx' is the file name, and where 'nn' is the company number the file came from. (If you are running under Unix you will also have the option of appending a drive designation to the front of the file.)

To begin, select *Export a file* from the *File utilities* sub-menu. A screen similar to the one below will appear:



Enter the following data:

Please select file

Enter the number, from the list provided, of the file to be converted to ASCII format, or use one of the options:

Options: [F1] to export "All" files.

[F2] to view additional files available for converting.

Please enter device for converted file

Enter the drive letter of the device that the ASCII version of the data file will be written to, or use the option:

Option: [F1] if you either (a) do not want to append a drive letter prefix to the file name (Unix only), or (b) want the file created on your hard drive.

For UNIX/LINUX users

The drive letter entered here will be attached to the front of the file name. The letter **A** is recommended for consistency. The ASCII backup file name in the Samco root directory will read **A:xxxxxxnn.EXP**.

Alternatively, if you do not want to add a drive letter, press [F1] for "none".

For MS-WINDOWS/LAN network users

The drive letter enter here will be the drive that the ASCII backup file will be written onto. If the drive letter entered is that of an external drive disk drive you will be prompted if you wish to delete all files on the drive first.

Please enter the device size in kilobytes

Enter the size of the disk the ASCII files are to be written to.

The following table shows some of the more common device sizes in kilobytes:

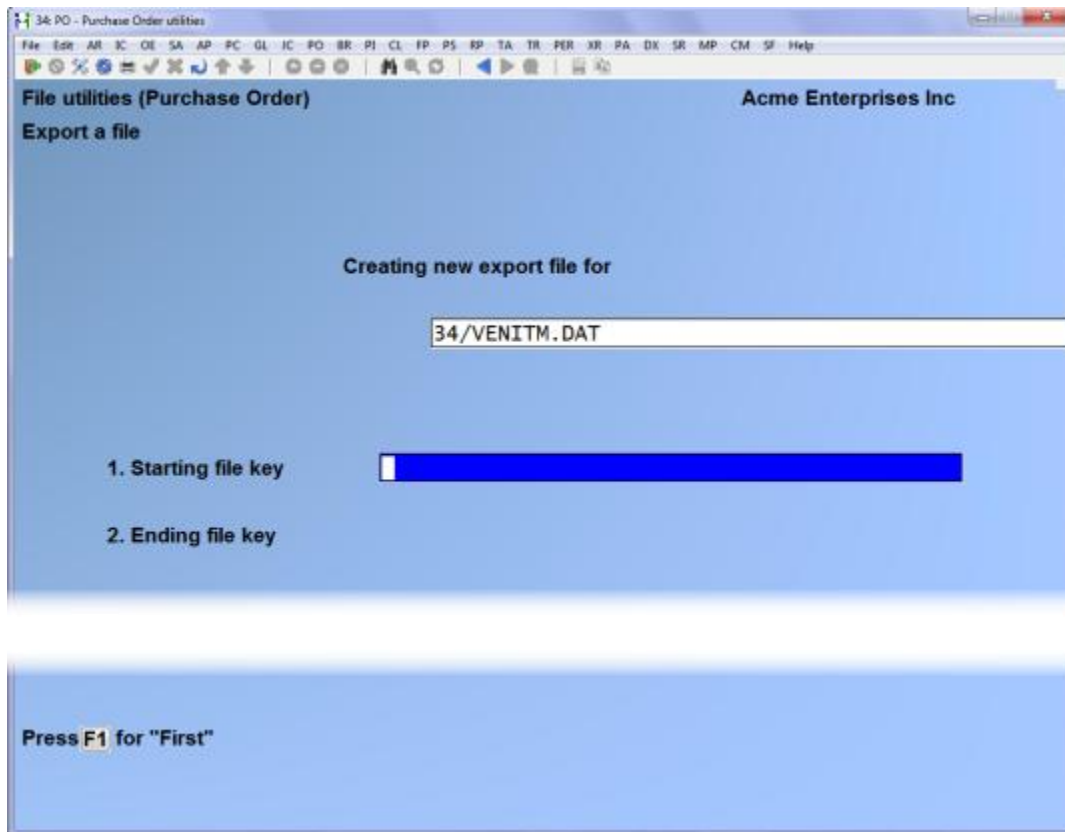
[F1]	Unlimited, Hard disk drive
------	----------------------------

If you enter a specific device size, once the disk is filled you will then be asked for another disk. This process will be repeated until all the data is written to the disk.

The screen will then prompt you "Any change?". Enter Y and all the entries that you have made will be cleared and you will be returned to the "Please select file" prompt. Press [Enter] to accept the default of N.

NOTE: If you choose to convert "All" files, the screen will move immediately into displaying the file and record being backed up. It skips past the "(C) CREATE NEW CONVERTED FILE OR (A) ADD RECORDS TO EXISTING CONVERTED FILE", "STARTING FILE KEY", and "ENDING FILE KEY" prompts

The following screen will be displayed only if did not select "All" files at the "Please select file" prompt:



Enter the following data:

1. Starting file key
2. Ending file key

Enter the starting and ending file keys for the data file selected for conversion, or press [F1] for "First" and "Last". Up to 37 alphanumeric characters may be entered. Unless you know the exact key for the records in the data file it is recommended that you press [F1].

When you have completed all entries the following prompt will appear:

(C) create new export file or (A) add records to existing export file

Enter [C] to create a new export file and over-write any pre-existing ASCII export for this data file, or enter [A] to add the records selected for conversion to any pre-existing ASCII export file on the device specified.

After selecting which type of file to create the screen then clears and the ASCII file name is displayed along with a counter of the number of records exported.

If you had selected "All" at the "Please select file", it is assumed that you wish to create a new converted file. After the "Any change?" prompt, the screen clears and the ASCII file name is displayed along with a counter of the number of records exported for all files.

The *Export a file* menu reappears after the file, or files, selected have been exported so that you may choose another file.

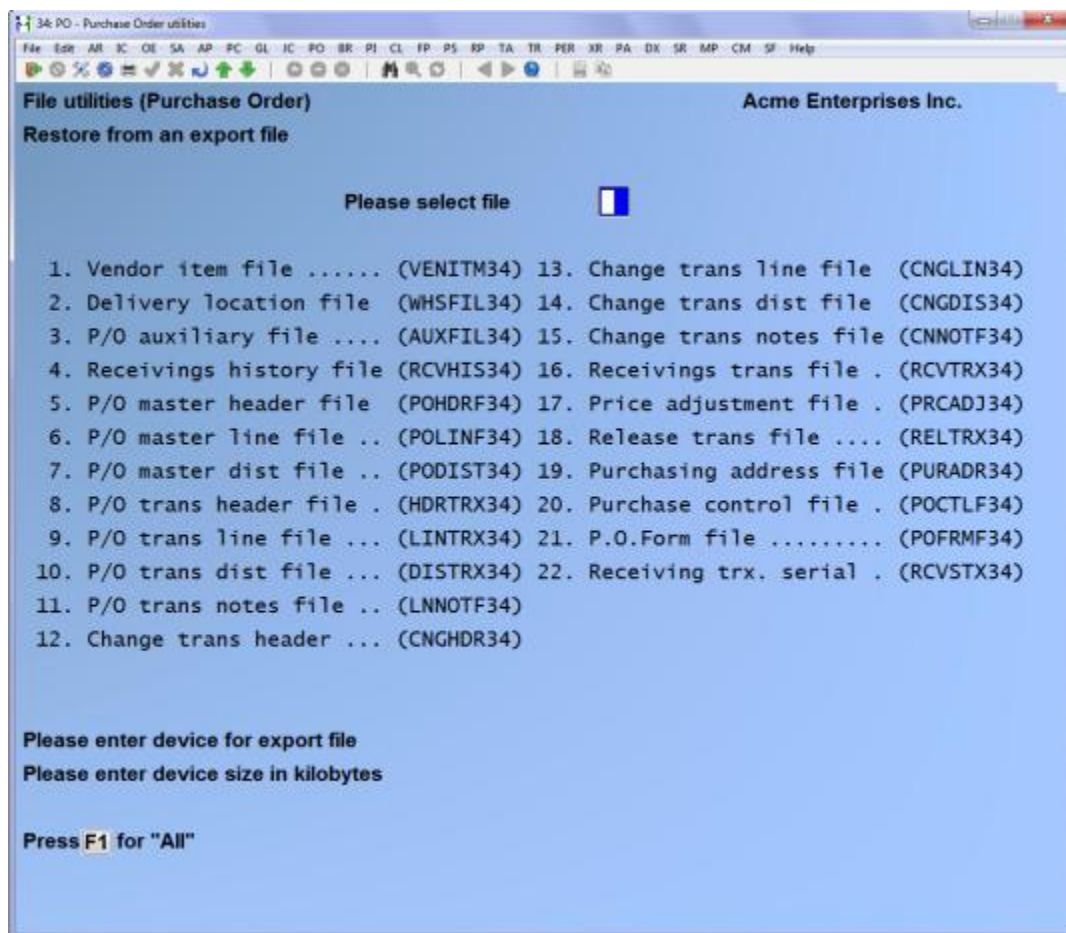
After you have completed running the convert routine, press [Tab] at the "Please select file" prompt. A window will appear for you to select how to print the export log.

Restore an exported file

This function is used to restore one or more of the listed data files from the "flat" ASCII file format to the internal format. The exported file is read in and an output file is created in the company sub-directory with the name "xxxxxx.DAT". Where "xxxxxx" is the file name.

From the *File utilities* menu select *Restore an exported file*.

You see:



Enter the following information:

Please select file

Enter the file number, from the list provided, of the file to be restored from an ASCII export format, or use the option:

Option: [F1] to restore "All" exported files.

Please enter device for exported file

Enter the drive letter of the device that the ASCII version of the data file will be read from, or use the option:

Option: [F1] if you either (a) did not append a drive letter prefix to the file name (Unix only), or (b) the file(s) reside on your computer's default hard drive.

For UNIX/LINUX users

This is the drive letter attached to the front of the file name. For example, if the file to restore is A:xxxxxnn.EXP, you would enter [A] here. If no designation is at the beginning of the file press [F1] for "none".

For MS-WINDOWS/LAN network users

The drive letter entered here will be the drive that the ASCII export file resides on.

Please enter the device size in kilobytes

Enter the size of the disk the ASCII export files are on.

The following table shows some of the more common device sizes in kilobytes:

[F1]	Unlimited, Hard disk drive
------	----------------------------

(C) Create New Data File Or (A) Add Records To existing Data File

If you answer [C] (Create new file), all of the existing data records in the original file will be destroyed, and the data records contained in the converted file will be transferred to the original file.

If you answer [A] (Add records to file), all of the existing records in the original file will remain, and the data records contained in the converted file will be added to the original file.

The following message will display:

"This function will now initialize the data file used in production. Its contents will be fully replaced with data from the converted file. Please make sure you want to do this. Are you sure?"

Answer Y or N, as appropriate.

The file(s) will now be restored. A message will be displayed on the screen, showing the count of the records as they are restored. When the restoration of the file or files is complete the 'Restore a converted file' menu will be displayed.

You may select another file to restore. You may continue to restore files or press [Tab] to print the restore log and then return to the *File Utilities* sub-menu.

A window will appear for you to select where to print the restore log. A restore log shows the file(s) restored, the number of records per file, the date and time.

Rebuilding Data Files

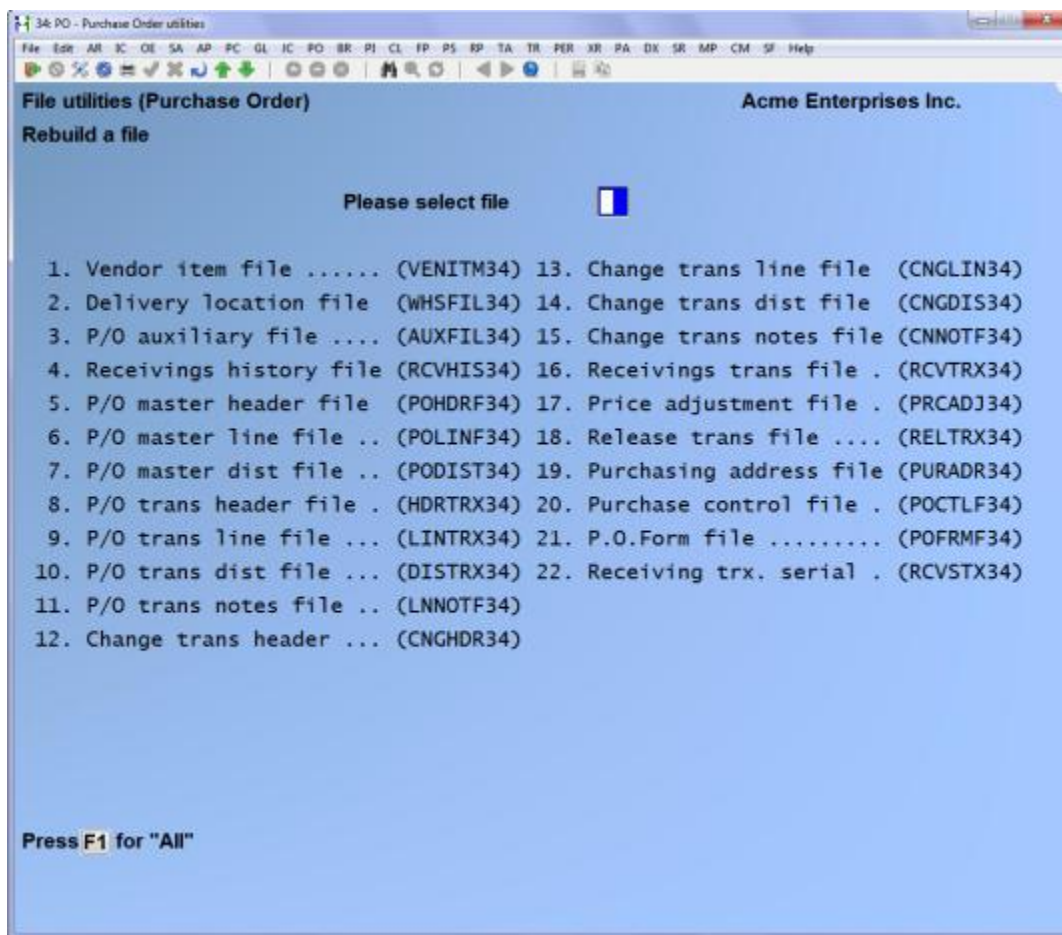
Rebuilding data files can be used for one of two reasons:

1. A data file has become corrupted and needs to be recovered.
2. To recover disk space and clean out deleted or purged records.

The *Rebuild a file* function essentially takes the good records out of a file, removes the old file, and creates a new file with the good records.

To begin, select *Rebuild a file* from the *File utilities* menu.

You then see:



Enter the following information:

Please select file

Enter the number of the file you wish to rebuild, or use the option:

Option: [F1] to rebuild "All" of the data files.

A new screen will appear showing the status of each file as it is being rebuilt. Once completed, you are returned to the *Rebuild a file* screen.